



DISTRICT OF PORT HARDY

AGENDA COUNCIL MEETING 7:00 PM TUESDAY JULY 10, 2018 MUNICIPAL HALL COUNCIL CHAMBERS 7360 COLUMBIA STREET

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

Staff: Allison McCarrick, Chief Administrative Officer
Heather Nelson-Smith, Director Corporate Services
Lynda Sowerby, Director Financial Services
Abbas Farahbakhsh, Director Operational Services
Leslie Driemel, Recording Secretary

**DISTRICT OF PORT HARDY
AGENDA FOR THE REGULAR COUNCIL MEETING
7:00 PM TUESDAY JULY 10, 2018 - COUNCIL CHAMBERS - MUNICIPAL HALL**

PAGE	A. CALL TO ORDER	Time:
	B. APPROVAL OF AGENDA AS PRESENTED (or amended)	
	Motion required.	1. 2.
	C. ADOPTION OF MINUTES	
1-3	1. Minutes of the Committee of the Whole meeting held June 26, 2018.	
	Motion required.	1. 2.
	2. Minutes of the Regular Council meeting held June 26, 2018.	
4-8	Motion required.	1. 2
	D. DELEGATIONS AND REQUESTS TO ADDRESS COUNCIL	
	1. Leslie Dyck, Coordinator Mount Waddington Community Food Initiatives re: Support for PlanH grant application of \$5,000.	
	E. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS	
9	1. Council Action Items. For information.	
	F. NEW BUSINESS	
	No new business in agenda package.	
	G. CORRESPONDENCE	
10	1. Madyson Harris, Kaleigh Harris, Kayley Clair U17/18 Riptide Girls (July 2/18) re: Thank you for donation. For information.	
11-12	2. Email from Monique Willis, Coordinator Industry Programs, Destination BC and Heather Boyd, Manager, Vancouver Coast & Mountains and Industry Programs re: 2017 MRDT Annual and Financial Reports. For information.	
13	3. Leslie Dyck, Planning Group Food Security re: Grant application to BC Healthy Communities PlanH for \$5,000 and request for staff support to file and financially administer the PlanH grant; provide in-kind donation of Civic Center use for up to two events and social media advertising of events.	
	Motion/ direction	1. 2
	H. COUNCIL REPORTS	
	1. Verbal Reports from Council members.	
	I. COMMITTEE REPORTS	
14-15	1. Draft minutes of the Emergency Planning Committee meeting held June 25, 2018. For information.	
	J. STAFF REPORTS	
16-18	1. Accounts Payable for June 2018. For information.	
19-23	2. Lynda Sowerby, Director of Finance (July 10/18) re: Employer Health Tax and Medical Services Plan premiums. For information.	
	3. Verbal Report, Heather Nelson-Smith, Director of Corporate Services re: Council Policies CP 6.13 Workplace Bullying and Harassment, CP 6.15 Preventing Violence in the Workplace and CP6.16 Code of Conduct.	

**DISTRICT OF PORT HARDY
 AGENDA FOR THE REGULAR COUNCIL MEETING
 7:00 PM TUESDAY JULY 10, 2018 - COUNCIL CHAMBERS - MUNICIPAL HALL**

24-28 Council Policy CP6.13 Workplace Bullying and Harassment
 Motion/ direction 1. 2

29-32 Council Policy CP6.15 Preventing Violence in the Workplace.
 Motion / direction 1. 2

33-34 Council Policy CP6.16 Code of Conduct.
 Motion / direction 1. 2

K. CURRENT BYLAWS AND RESOLUTIONS

35-38 1. Bylaw No. 1080-2018, A Bylaw to Amend Zoning Bylaw No. 1010-2013 (Cannabis Regulations). For Adoption.
 Motion required. 1. 2

39 2. Bylaw 1082-2018, A Bylaw to Amend District of Port Hardy Garbage and Recycling Bylaw No. 1027-2014. For Adoption.
 Motion required. 1. 2

40-47 3. Lynda Sowerby, Director of Finance (July 10/18) re: 2018 Council Remuneration Review – Report of the Remuneration Committee. For information.

48-49 Bylaw 1083-2018, A Bylaw to Provide for the Payment of Council Members Remuneration and Expenses. For First, Second and Third Readings.
 Motion required. 1. 2

L. PENDING BYLAWS

No pending bylaws.

M. INFORMATION AND ANNOUNCEMENTS

July 16 Committee: Operational Services July 16, 3:00 pm Council Chambers
 July 18 Committee: Parks, Recreation, Arts & Culture 3:00 pm Council Chambers
 July 20-22 FILOMI DAYS!
 July 30 Committee: Emergency Planning, Noon Council Chambers
 August 6 BC Day – Municipal Hall Closed
 August 14 Committee: First Nations Relations, 3:00pm Council Chambers
 Council: Regular Council Meeting, 7:00 pm Council Chambers

N. NOTICE OF IN CAMERA MEETING

No In Camera meeting scheduled at this time.

O. ADJOURNMENT

Motion required 1. 2. Time:



MINUTES
DISTRICT OF PORT HARDY
COMMITTEE OF THE WHOLE MEETING
TUESDAY JUNE 26, 2018
COUNCIL CHAMBERS, MUNICIPAL HALL
7360 COLUMBIA STREET

AGENDA

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

ALSO PRESENT: Allison McCarrick, CAO; Abbas Farahbakhsh, Director of Operational Services; Lynda Sowerby, Director of Financial Services; Heather Nelson-Smith, Director of Corporate Services

MEDIA: N.I Gazette **MEMBERS OF THE PUBLIC:** One

COW 2018-027
APPROVAL OF
AGENDA AS
PRESENTED

A. CALL TO ORDER

Mayor Bood called the meeting to order at 6:00 pm.

B. APPROVAL OF AGENDA

Moved/Seconded/Carried

THAT the agenda for the Committee of the Whole meeting of June 26, 2018 be accepted as presented.

C. DELEGATION

Mike Kelly - Tides and Tales Sport Fishing / Codfather Charters re: Overview of the MPA network process from the Recreational Angler perspective.

Mike Kelly presented to Council on Marine Protected Areas Process MPA process regarding the socio/economic impacts including:

- Marine planning and conservation process including the PCNIMA – Pacific North Coast Integrated Management Area.
- MaPP Marine Area Plan Partnership for the Pacific North Coast.
- Scott Island Marine National Wildlife area (proposed).
- MPA Network for the Northern Shelf Bioregion which includes DFO, Province, and some First Nations.
- MPA is a separate process which includes 63 areas of interest (AOI's).
- The preliminary area 21 includes Hardy Bay to Malcolm Island which will impact local recreational fishing.
- The affect of the Maximum Sustainable Yield (MSY) which include the limits for fishing.
- In order to determine the MSY you have to ensure that there is productivity to support.

Discussion included:

- Impacts on recreational fishing.
- Representation at the table and local government consultation.
- Determining the allowable harvest.
- Measures to get more involvement.
- Hosting meetings in Port Hardy to allow people in the area to see what the impacts are and give input.
- The process is still in the early stages.
- Not too late to make our voices heard during the planning process.

- Write a letter to make it known that the District wants to be part of the process.
- Political cycle is consistent with this process in wanting to be complete by 2019/2020.

Staff to prepare a letter to be sent to the MPA to ensure that Council is included in the consultation process.

D. STAFF REPORT

1. Allison McCarrick, CAO (June 7/18) re: PowerPoint presentation - Update on Multiplex and Recreation facilities.

Allison McCarrick, CAO updated Council on the following:

Multiplex

- Pool design
- Pool heat recovery system
 - The base heating system includes for full heat recover from the pool ventilation system as well as the refrigeration plant.
 - Low temperature heat reclaim piping will be routed down the arena change room hallway, through the entry lobby and into the new basement mechanical room.
- Pool construction schedule:
 - Tetra Tech will be performing a geotechnical investigation on June 15, 2018.
 - Unitech will be holding a local job fair late August early September.
 - Design development and class B cost estimate anticipated by mid-September.
 - Tender period anticipated in early October.
 - Construction anticipated to begin late October early November.
 - Construction period scheduled for 15 months.
 - Anticipated pool completion and opening February 2020.
 - Of note from Unitech: "A high rate of escalation for all trade pricing on Vancouver Island continues to be a very high risk".

Recreation Revitalization project

- Fall Funding programs
 - The Community, Culture and Recreation Stream – details yet to be announced.
 - The Rural and Northern Communities Stream – details yet to be announced.
- Proposed project to include:
 - Demolition of existing pool;
 - Complete mezzanine of new pool;
 - New items: skateboard park; arena refrigeration system; arena roof
 - Arena ceiling steel beam restoration.
 - Project budget approximately \$ 3,000,000.
 - Funding shared allocation unknown at this time.
 - Based on the latest Green Infrastructure Program – Environmental Quality:
 - 40% Federal, 33.33% Provincial, 26.67% Local Government.
 - \$1,200,000 Federal, \$ 999,900 Provincial, \$ 800,100 Local Government.
 - Eliminate Arena component of \$ 900,000
 - Skateboard Park & Mezzanine (including demolition of existing pool \$ 2.1 M).
 - \$840,000 Federal, \$ 699,930 Provincial, \$ 560,070 Local Government.

Arena Chiller

- Council has received a presentation from Trane product representatives.
- A presentation from CIMCO product representatives is arranged for July 4.
- CIMCO will present on advantages and disadvantages of ammonia vs Freon as a refrigerant as well as CIMCO products.
- CIMCO will introduce Council to a plate and frame low charge system which uses ammonia but reduces the ammonia load. The District current system has a 660lb. ammonia load, this could be reduced to 100lbs. or less.
- Eric Bradley, P. Eng. a refrigeration engineer has been hired to produce an impartial report reviewing advantages and disadvantages of systems using both refrigerants. This report will be available to Council at the end of June.
- Mr. Bradley will review his report with Council via telephone at a Committee of the Whole meeting to be scheduled for July 10th.
- Council will be more informed to make a decision regarding a replacement refrigeration system for the District arena.

Arena Roof

- The arena roof is over 30 years old and has reached its useful life.
- The curling club roof is an example of issues that may occur under the roof cover if roof projects are deferred.
- Opinions received from two roofing companies have recommended roof replacement.

Arena steel beam restoration

- A recent request for quotation to paint the arena ceiling steel beams due to paint chips falling to the ice surface has determined this job will require more financial resources.

E. ADJOURNMENT

MOVED

THAT the Committee of the Whole adjourn.

Time: 6:58 pm

CORRECT

APPROVED

DIRECTOR
OF CORPORATE SERVICES

MAYOR

COW 2018-028
ADJOURNMENT



**MINUTES OF THE DISTRICT OF PORT HARDY
REGULAR COUNCIL MEETING** AGENDA
JUNE 26, 2018
COUNCIL CHAMBERS, MUNICIPAL HALL
7360 COLUMBIA STREET

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

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

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

A. CALL TO ORDER

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

B. APPROVAL OF AGENDA

Moved/Seconded/Carried

THAT the agenda for the Regular Council meeting of June 26, 2018 be accepted.

C. ADOPTION OF MINUTES

1. Minutes of the Committee of the Whole meeting held June 12, 2018.

Moved/Seconded/Carried

THAT the minutes of the Committee of the Whole meeting held June 12, 2018 be accepted.

2. Minutes of the Regular Council meeting held June 12, 2018.

Moved/Seconded/Carried

THAT the minutes of the Regular Council meeting held June 12, 2018 be accepted.

3. Minutes of the Public Hearing held June 20, 2018.

Moved/Seconded/Carried

THAT the minutes of the Public Hearing held June 20, 2018 be accepted.

D. DELEGATIONS

1. Stephanie Nelson, North Island Building Blocks re: Update on Activities.

Ms Nelson thanked Council for the opportunity to update them on the activities at North Island Building Blocks. Council was advised the aim of the programs offered are to help grow healthy families and a strong community for Indigenous and non-Indigenous people. The program schedule and activities were reviewed and program participation is increasing in all areas. Adding a deck is being discussed with the Salvation Army, owners of the property. It was commented that traffic in the area is increasing and Building Block activities regularly use Carrot Park. Installing a crosswalk at that intersection would be appreciated for the safety of all.

Council members discussion with Ms Nelson included the new food coupon program and cooperation with Salvation Army on plans and programs.

2018-120
AGENDA
JUNE 26/18
ACCEPTED

2018-121
COW MEETING
MINUTES JUNE
12/18 ACCEPTED

2018-122
REGULAR COUNCIL
MINUTES JUNE
12/18 ACCEPTED

2018-123
PUBLIC HEARING
MINUTES JUNE
20/18 ACCEPTED

DELEGATION
S. NELSON, NORTH
ISLAND BUILDING
BLOCKS

DELEGATION
MARK KEILTHY,
GRAD STUDENT
UNIVERSITY
COLLEGE LONDON

2. Mark Keilthy, Graduate Student at Institute for Risk and Disaster Reduction, University College London re: Research on Tsunami Response and Preparedness.

Mr. Keilthy thanked Council for the invitation to attend the meeting and commented that the community has been very cooperative in helping with his research. Mr. Keilthy reviewed his education, work experience and master's degree thesis of researching tsunami response and preparedness and its focus on Vancouver Island communities of Port Hardy and Tofino. As part of his master's dissertation he is interested in the January 23, 2018 tsunami event particularly because it was a night time warning, lessons learned, advantages and disadvantages of alerting systems. Mr. Keilthy is canvassing people in the tsunami evacuation zones and emergency responders to share their experiences with him. When the thesis is completed a summary of the findings will be made available to the District.

Council discussion with Mr. Keilthy included:

- Research not assessing performance, but how people responded at the time of the event such as how they learned of the warning, where and how they evacuated if they did evacuate.
- Confusion over boundaries of tsunami danger zones.
- Risk level in different tsunami danger zones not a consideration for his research.
- Research focus in municipal boundaries only as he had not made prior contacts with local First Nations.
- Has met with Emergency Planning Committee and was able to further meet with the Gwa'sala-'Nakwax'xw Emergency Coordinator.
- District implementation of new warning system.

Mayor Bood and Council members thanked Mr. Keilthy for his presentation.

E. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

ACTION ITEMS

1. Action Items

Council action items were received for information.

F. NEW BUSINESS

No New Business.

G. CORRESPONDENCE

1. Robin Hunt, Mt. Waddington Highland Dancing Association (June 6/18) re: Request for sponsorship/grant in aid to 10th Annual North Island Highland Dance Competition. Note: a separate donation request of 100 District pins has been received and approved by the CAO.

Lynda Sowerby, Director of Finance advised the current balance in the grant in aid budget is \$836.00.

Moved/Seconded/Carried

THAT Council approve a \$250.00 sponsorship for the 10th Annual North Island Highland Dance Competition being held Sunday October 20, 2018.

2. Curtis Anderson, Action for Aidan – Cross Island Bike Adventure (March 1, 2018) re: Ride from Port Hardy to Victoria in 24 hours and request for donation to Heart & Stroke Foundation.

Moved/Seconded/Carried

THAT Council receive and file the request from Curtis Anderson, for a donation to Heart and Stroke Foundation for his Action for Aidan – Cross Island Bike Adventure ride from Port Hardy to Victoria.

2018-124
APPROVED: \$250
SPONSORSHIP TO
N.I. HIGHLAND
DANCE
COMPETITION

2018-125
R&F REQUEST
C. ANDERSON RE:
DONATION TO
HEART & STROKE
FOUNDATION

Council directed staff to write Mr. Anderson and advise him that the District has limited grant in aid funding and funding is generally allotted to local groups, community organizations and youth oriented activities.

H. COUNCIL REPORTS

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

Councillor Tidbury:

- circulated, for Council information, photographs of the identification signs on Western Forest Products highway logging trucks.
- discussed with Council painting a rainbow crosswalk in the District to show inclusiveness, signal understanding and acknowledge in the Lesbian, Gay, Bisexual, Transgender, Queer (LGBTQ) population in our community. He suggested the location for the crosswalk at Granville Street across from Home Hardware and the Thunderbird Mall or any other suitable location Council may choose.

Council requested staff refer the request to install a rainbow crosswalk to 2019 budget discussions.

I. COMMITTEE REPORTS

1. Allison McCarrick, CAO (June 26/18) re: Tourism Vancouver Island Conference Sponsorship and recommendation from Tourism Advisory Committee meeting June 7, 2018. For information.

Draft minutes of the Tourism Advisory Committee meeting held June 7, 2018.
Recommendation to Council:

“THAT the Tourism Advisory Committee recommends to Council an increase to the District’s sponsorship level of the Tourism Vancouver Island Conference being held in Port Hardy September 25-27, 2018 to that suitable for a host community.”

Draft minutes of the Tourism Advisory Committee were received for information.

Lynda Sowerby, Director of Finance advised there is approximately \$5,000 in the Municipal Regional District Tax funding.

Moved/Seconded/Carried

THAT Council raise the District of Port Hardy sponsorship of the Tourism Vancouver Island Conference being held in Port Hardy September 25-27, 2018 to the Eagle level (\$750.00).

2. Recommendation: Committee of the Whole meeting June 12, 2018.
“THAT the Committee recommends to Council clause 2 be removed from the agreement with the Port Hardy Rotary Club for the Windmill Project on Bear Cove Highway and Highway 19. The clause to be stricken reads as follows: Once the Project is complete the Rotary will remain the sole owner of the windmill blade on the District’s Property. At the District’s discretion, the windmill blade may be required to be removed for reasons including but not limited to damage, end of life or the location is required for another purpose. The District will provide the Rotary with ninety (90) days’ written notice and the Rotary will be responsible for the removal and disposal of the Project including any site cleanup required to bring the location back to its natural state before the Project was installed from the project agreement.”

COUNCIL
REPORTS

2018-126
TOURISM VAN.
ISLAND CONF
SPONSORSHIP TO
EAGLE LEVEL \$750

2018-127
CHANGE TO
WINDMILL BLADE
ROTARY
AGREEMENT

Moved/Seconded/Carried

THAT clause 2 be removed from the agreement with the Port Hardy Rotary Club for the Windmill Project on Bear Cove Highway and Highway 19. The clause to be stricken reads as follows: Once the Project is complete the Rotary will remain the sole owner of the windmill blade on the District's Property. At the District's discretion, the windmill blade may be required to be removed for reasons including but not limited to damage, end of life or the location is required for another purpose. The District will provide the Rotary with ninety (90) days' written notice and the Rotary will be responsible for the removal and disposal of the Project including any site cleanup required to bring the location back to its natural state before the Project was installed from the project agreement.

3. Draft minutes of the First Nations Relations Committee meeting held June 14, 2018 were received for information.
4. Draft minutes of the Operational Services Committee meeting held June 18, 2018 were received for information.
5. Draft minutes of the Parks, Recreation, Arts & Culture Committee meeting held June 20, 2018 were received for information.

J. STAFF REPORTS

1. Allison McCarrick, CAO re: Presentation of 2017 District of Port Hardy Annual Report.

Allison McCarrick, CAO presented the 2017 District of Port Hardy Annual Report to Council and reviewed several highlights in the report. Council was advised that all District departments contributed to the report.

Council thanked staff for the well prepared 2017 District of Port Hardy Annual Report and for all the hard work done to prepare and complete it on time.

Moved/Seconded/Carried

THAT Council accept the 2017 District of Port Hardy Annual Report as prepared and presented by staff.

K. CURRENT BYLAWS AND RESOLUTIONS

1. Resolution: Heather Nelson-Smith, Director of Corporate Services re: Ratification of appointment of Rick Davidge to the North Island Community Forest Inc. Board of Directors.

Council discussed with Mayor Bood the process used to determine candidates for appointing the District of Port Hardy representative to the North Island Community Forest Board of Directors. Mayor Bood advised that the Mayors of Port Hardy, Port McNeill and Port Alice each appoint a director to the Board and the shareholders then collectively agree on the other four Board members.

Moved/Seconded/Carried

THAT Rick Davidge be appointed to the North Island Community Forest Board for a term of three years ending June 2021.

Council directed staff to note that input from all of Council is requested for future appointments to the North Island Community Forest Board of Directors.

2. Bylaw No. 1080-2018, A Bylaw to Amend Zoning Bylaw No. 1010-2013 (Cannabis Regulations). For Second and Third Reading.

2018-128
2017 DPH ANNUAL
REPORT
ACCPETED

2018-129
APPT R. DAVIDGE
TO NI COMMUNITY
FOREST BOARD OF
DIRECTORS

Council discussion included:

- Determination of buffer zone areas.
- The bylaw dealing with areas only under municipal jurisdiction
- Delaying adoption of bylaw to see if the Provincial Government makes changes to its rules and regulations to avoid going through another bylaw / public hearing process.

2018-130
BYL 1080-2018
2ND & 3RD READING

Moved/Seconded/Carried

THAT Bylaw No. 1080-2018, A Bylaw to Amend Zoning Bylaw No. 1010-2013 (Cannabis Regulations) receive Second and Third Reading.

3. Bylaw 1081-2018, Port Hardy Multiplex Temporary Borrowing Bylaw. For Adoption.

2018-131
BYL 1081-2018
MULTIPLEX
BORROWING
ADOPTED

Moved/Seconded/Carried

THAT Bylaw 1081-2018, Port Hardy Multiplex Temporary Borrowing Bylaw be adopted.

4. Heather Nelson-Smith, Director of Corporate Services (June 22/18) re: Garbage Amendment Bylaw.

The Director of Corporate Services reviewed with Council the recent circumstances regarding an absentee property owner leaving garbage outside which attracted wildlife and the inability, under the current bylaws, for the District to enter upon the property and remove the attractant in a timely manner. The Conservation Officer service also has limited ability to give fines where there is no person to receive the ticket.

Council discussion included:

- Fairness to property owners with commercial blue bins when citizens put attractants into bins without their knowledge.
- Working with the Conservation Service on education about wildlife attractants.
- Proposed change to the bylaw is to amend enforcement actions regarding wildlife attractants.
- When action is required only attractants will be removed, other garbage items left can be addressed under the Unsightly Premises Bylaw.
- Bylaw gives ability to act if property owners cannot be contacted and when the Conservation Officer Service contact us about the attractants on a property.

Bylaw 1082-2018, A Bylaw to Amend District of Port Hardy Garbage and Recycling Bylaw No. 1027-2014. For First, Second and Third Reading.

2018-132
BYL 1082-2018
AMEND BYL1027-
2014 1ST, 2ND 3RD
READING

Moved/Seconded/Carried

THAT Bylaw 1082-2018, A Bylaw to Amend District of Port Hardy Garbage and Recycling Bylaw No. 1027-2014 receive First, Second and Third Reading.

L. ADJOURNMENT

2018-133
ADJOURNMENT

Moved

THAT the meeting be adjourned.

Time: 7:45pm

CORRECT

APPROVED

DIRECTOR OF
CORPORATE SERVICES

MAYOR

ITEM	ACTION REGULAR MEETING June 26, 2018	WHO	STATUS /COMMENTS
Highland Dance Assoc request for sponsorship	Approved: \$250 -advise of approval -issue cheque	LS LS	In progress In progress
Curtis Anderson, Action for Aidan – Cross Island Bike Adventure re: Ride from Port Hardy to Victoria in 24 hours and request for donation to Heart & Stroke Foundation.	Request R&F - Direction to staff, write Mr. Anderson and advise limited funding available, local community groups and youth a priority.	HN-S	Done
Rainbow Crosswalk	Direction to staff, refer to 2019 budget discussions	LS	
Tourism Advisory Committee meeting held June 7, 2018. Recommendation to Council: <i>“THAT the Tourism Advisory Committee recommends to Council an increase to the District’s sponsorship level of the Tourism Vancouver Island Conference being held in Port Hardy September 25-27, 2018 to that suitable for a host community.”</i>	Approved: Increase to Eagle level (\$750) -Advise of increase -Issue cheque for difference from Marmot (\$300) to Eagle (\$750)	AMc LS	Done
Ratification of appointment of Rick Davidge to the North Island Community Forest Inc. Board of Directors.	Approved - advise R.Davidge and NI Community Forest Board - Council directed staff to note that input from all of Council is requested for future appointments to the North Island Community Forest Board of Directors.	HN-S HN-S	Done Done- Diarized to Feb 2021
ITEM	ACTION REGULAR MEETING June 12, 2018	WHO	STATUS /COMMENTS
State of the Island Economic Summit Oct 24-25, 2018	Approved: to register 2 council members	LD	To be done before early registration deadline
ITEM	ACTION REGULAR MEETING MAY 22, 2018	WHO	STATUS /COMMENTS
Parks, Recreation Arts and Culture Recommendation: offer Ocean Argyle the opportunity to paint her presented mural on the District Sea-Can container	Draft agreement for Ocean Argyle	HNS	Done: Agreement signed
ITEM	ACTION REGULAR MEETING MARCH 13, 2018	WHO	STATUS /COMMENTS
Heather Nelson-Smith, Director of Corporate Services (March 8/18) re: Emergency Instant Alerting Solution.	Approved as presented. - Register and implement program	HN-S	Active
ITEM	ACTION REGULAR MEETING DECEMBER 12, 2017	WHO	STATUS /COMMENTS
Council Remuneration Committee	Approved: Proceed with formation of the Council Remuneration Committee	LS	In progress
ITEM	ACTION REGULAR MEETING NOVEMBER 14, 2017	WHO	STATUS /COMMENTS
James Hayward Memorial	-Staff to refurbish bench. Family to provide plaque information and payment. -District to order plaque	BF	In progress Plaque received, picked up by PW

AGENDA

July 2, 2018

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

Dear District of Port Hardy Mayor and Councillors,

I am writing this letter to thank you for the generous donation that your council has given us. We have now come to the end of our season, with provincials in Vancouver, Kaleigh Harris, Kayley Clair, and I are very excited to represent the North Island heading on our way in July. We greatly appreciate your cash donation.

Sincerely,



Madyson Harris - U17/18 Riptide Girls



Kaleigh Harris - U17/18 Riptide Girls



Kayley Clair - U16 Riptide Girls



Leslie Driemel

From: Willis, Monique K DBC:EX July-05-18 10:13 AM
Sent: Lynda Sowerby
To: Annual Report and Financial Report
Subject:

AGENDA

Hello Lynda,

We would like to extend our gratitude for the submission of your Annual and Financial MRDT Reports for the period January 1, 2017 to December 31, 2017 and to advise you that Destination British Columbia has now completed its review.

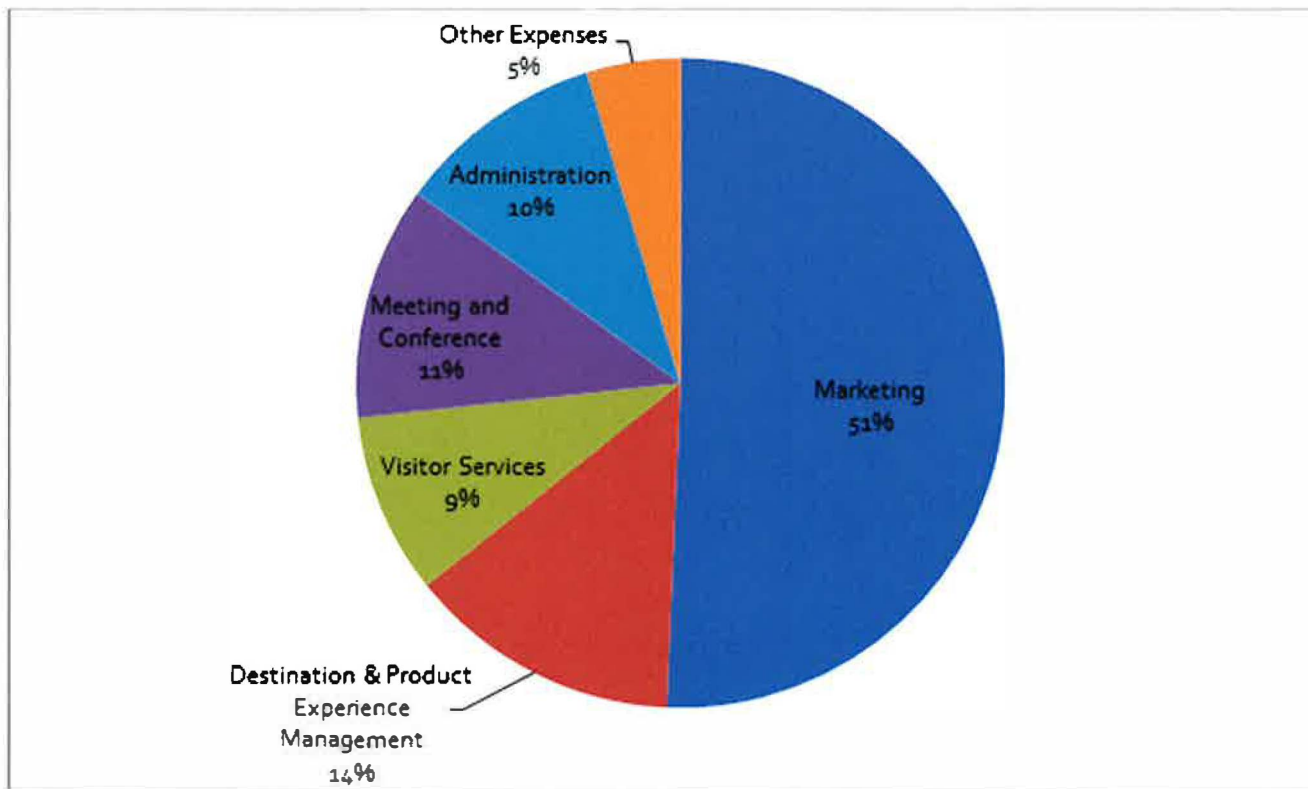
Upon reviewing Port Hardy's reports, we are happy to advise that we found your submission complete and that that we do not require any further information at this time. However, for your next submission, you will need to divide up the amount spent by Vancouver Island North between the specific line items within the Financial Report. Joli at Vancouver Island North will be able to provide you these details in advance of your reporting deadlines and I have spoken to her regarding these reporting requirements.

The Annual Performance Report and Financial Report serves three distinct purposes:

- It confirms your activities are in alignment with your 5 year strategic business plan;
- It provides Destination BC with valuable information on how activities have progressed and their impacts and identifies additional areas of potential collaboration, and
- Demonstrates fiscal prudence and accountability.

It is a pleasure for us to share with you a few interesting insights below based on the reports received from 53 MRDT participating Municipalities, Regional Districts and Eligible Entities from across the province:

- Total MRDT disbursement for the period January 1, 2017 to December 31, 2017 was just over \$53 million dollars, which is an 18% increase over 2016.
- The percentage of MRDT & other sources invested by Major Category was as follows for 2017:



- Specific and targeted collateral still plays a vital role in assisting visitors in destination.
- Targeted social media and the use of social and media influencers are providing better than anticipated results.
- Working collaboratively with local hosting organizations have been a popular and successful way to support the development of shoulder season events.

We greatly appreciate the time and effort that was put into your submission. Should you have any questions about the Annual Performance Report and Financial Reports, please do let us know by email at MRDT@destinationbc.ca or at the contact information below.

Kind regards,

Monique Willis

Coordinator, Industry Programs

Monique.Willis@DestinationBC.ca

604-660-6391

Heather Boyd

Manager, Vancouver, Coast & Mountains and

Industry Programs

Heather.Boyd@DestinationBC.ca

604-660-3564

MOUNT WADDINGTON COMMUNITY FOOD INITIATIVES
Leslie Dyck, Coordinator

July 5, 2018

AGENDA

District of Port Hardy
7360 Columbia St
Port Hardy, BC
V0N 2P0

Dear Mayor Hank Bood and Councillors:

There has been a call for grant proposals through BC Healthy Communities PlanH
<https://planh.ca/news/two-new-grant-opportunities-available-local-governments-0>

Our planning group, led by myself and Pat Corbett-Labatt, are interested in applying for the Creating Healthy Places Grant for \$5,000. Our proposed grant application is titled "Seasonal Eating Challenge" and the intended outcome is to increase the awareness of seasonally and locally available foods.

We are hoping that you will approve the PlanH grant application for \$5,000 and request staff support to file and financially administer the PlanH grant; provide in-kind donation of Civic Center Use for up to two events; and provide social media advertising of events (plus if necessary some photocopying).

Sincerely,

Leslie Dyck
Coordinator, Mount Waddington Community Food Initiatives
(250-230-1879)

Pat Corbett-Labatt (250-230-6488)



AGENDA

**MINUTES OF THE
DISTRICT OF PORT HARDY
EMERGENCY PLANNING COMMITTEE MEETING
JUNE 25, 2018
MUNICIPAL HALL 7360 COLUMBIA STREET**

Committee Members: Leightan Wishart (Chair); Rick Marcotte, Councillor DPH (Vice-Chair); John Tidbury Councillor DPH; Bob Hawkins, DPH Emergency Coordinator; DPH; Mike McCulley, Deputy Emergency Coordinator; Bob Swain, Emergency Coordinator, Gwa'sala-Nakwaxda'xw Nations; Norma Hemphill, ESS Co-Ordinator; Nat Pottage, BC Ambulance Service; Brent Borg Fire Chief, Port Hardy Fire Rescue; Gavin Texmo, Deputy Fire Chief, Port Hardy Fire Rescue

DRAFT

Also Present: Mark Keilthy, Graduate Student, University College of London; Allison McCarrick, CAO; Heather Nelson-Smith, Director of Corporate Services; Leslie Driemel, DPH Recording Secretary

Regrets: Richard Hemphill, ESS Coordinator; Jeff Houle, J.D. Petroleum Ltd.

A. CALL TO ORDER

Councillor Leightan Wishart called the meeting to order. Time: 12:00 pm

B. APPROVAL OF AGENDA

Moved/Seconded/Carried

THAT the agenda for the Emergency Planning Committee meeting June 25, 2018 be accepted as presented.

EPC-2018-007
APPROVAL OF
AGENDA AS
PRESENTED

C. ADOPTION OF MINUTES

1. Minutes of the meeting held March 26, 2018.

Moved/Seconded/Carried

THAT the minutes of the Emergency Planning Committee meeting held March 26, 2018 be approved.

EPC-2018-008
MINUTES
MAR 26/18
APPROVED

DELEGATIONS

1. Mark Keilthy Graduate Student, University College of London Disaster and Risk Reduction Department re: Research on tsunami response and preparedness.

Mr. Keilthy thanked the Committee for the invitation to attend the meeting and commented that the community has been very cooperative in helping with his research. Mr. Keilthy reviewed his education, work experience and master's degree thesis of researching tsunami response and preparedness on Vancouver Island focusing on Port Hardy and Tofino. As part of his master's dissertation he is interested in the January 23, 2018 tsunami event particularly as it was a night time warning, lessons learned, advantages and disadvantages of alerting systems. Mr. Keilthy would like to meet with community members and emergency responders who will share their experiences with him. When completed the thesis results will be made available.

DELEGATION:
MARK KEILTHY
GRAD STUDENT,
UNIVERSITY
COLLEGE OF
LONDON

E. BUSINESS ARISING / UNFINISHED BUSINESS **DRAFT**

1. Review and Update of Action Items.

Telmatik Mass Notification System

Heather Nelson-Smith advised registration is still underway. 1,600 were registered from automatic landline registrations and 200 were voluntary. The first test of the system was used to announce when restrictions were back to Level 1 and reached 1,800. Since then 100 more have signed up.

ACTION ITEMS
REVIEW

Emergency Preparedness Week Event

The successful event was held May 12th with participation by RCMP, PH Fire Rescue, Sparky, (the PHFR mascot), Coast Guard, Fisheries and Oceans and others. About two hundred people took part and toured the displays. It was a successful event.

Storage of EOC/ESS Supplies

The SeaCan for storage of EOC/ESS supplies has arrived. A locked cabinet / drawer to keep ESS files private is required.

Norma Hemphill advised Richard Hemphill is unable to continue as ESS Director and that she is willing stay on with ESS to manage the necessary event paperwork. Discussion took place on the need for someone with human resource / public relations experience. Heather Nelson-Smith advised that advertising for an ESS Director will be done. Norma was thanked for filling in for Richard the past couple of years.

DRAFT

Roles & Responsibilities Training

Still on hold. EMBC training videos created for emergency committees and Councils, as part of the 2018 election education programs, may be used. It was suggested EMBC present an EOC essentials course in the area.

Generator for Reception Center

Ongoing: Approved in 2018 budget. Heather Nelson-Smith will work with the Dir. Finance to purchase.

Emergency Plan Review

December Review

- 2. Review: Ammonia Leak Table Top Exercise May 5, 2018.

Heather Nelson-Smith reviewed with the Committee the notes from the ammonia leak exercise. Discussion included: a map of the 250m perimeter showing the location of emergency services within the danger zone, the need for alternate ESS and EOC centers and the next steps in developing an ammonia leak emergency plan.

F. CORRESPONDENCE

- 1. Notice of 2018 EPBC Conference was received for information.
- 2. Justice Institute of BC – Emergency Operations Centre Quick Reference Guide was received for information. The Committee requested more copies of the guide be obtained from JIBC.

DRAFT

G. NEW BUSINESS

- 1. Bob Hawkins, Emergency Coordinator advised that the Port Hardy Airport is planning a full crash exercise for the fall of 2019. This fall a table top crash exercise is planned to lay the groundwork for a full crash exercise. Bob Hawkins will advise Mike Sylvester at Transport Canada that the District will take part in the exercise.
- 2. Heather Nelson-Smith inquired about interest in having a table at the Fall Fair, September 7-9. 2018. Councillor Wishart advised he is available.

H. NEXT MEETING DATE: Monday July 30, 2018 at 12:00 Noon.

Upcoming 2018 Meeting Dates

Bimonthly on the last Monday of the month: September 24, November 26

I. ADJOURNMENT

THAT the meeting be adjourned.¹⁵

Time: 12:33pm

Cheque #	Pay Date	Vendor #	Vendor Name	Paid Amount	Void
011179	01/06/2018	03514	IWC EXCAVATION LTD.	882,742.84	
011180	06/06/2018	02514	Alsco	195.81	
011181	06/06/2018	00829	ANA'S HARDY CLEAN	3,425.98	
011182	06/06/2018	03541	APPLEWOOD FORD	592.76	
011183	06/06/2018	01836	ARIES SECURITY LTD.	4,419.45	
011184	06/06/2018	00047	B.C. HYDRO (Minister of	47,241.01	
011185	06/06/2018	00073	BLACK PRESS GROUP LTD.	893.82	
011186	06/06/2018	02207	Blanchard Security	620.66	
011187	06/06/2018	02762	Cleartech Industries Inc	2,304.96	
011188	06/06/2018	01433	COMOX PACIFIC EXPRESS LT	274.30	
011189	06/06/2018	02822	Corix Water Products LP	1,440.30	
011190	06/06/2018	00739	CROCKER EQUIPMENT	7,784.00	
011191	06/06/2018	00218	DB PERKS AND ASSOCIATES	136.92	
011192	06/06/2018	01982	DIGITAL POSTAGE ON CALL	1,575.00	
011193	06/06/2018	01476	DOR-TEC SECURITY LTD.	138.30	
011194	06/06/2018	03206	Grier & Company	222.42	
011195	06/06/2018	03513	H2FLOW TANKS & SYSTEMS I	354,283.41	
011196	06/06/2018	00052	HARDY BUILDERS' SUPPLY	363.52	
011197	06/06/2018	00063	HOME HARDWARE BUILDING C	1,255.47	
011198	06/06/2018	01875	ISLAND ADVANTAGE DISTRIB	2,398.93	
011199	06/06/2018	03440	IZCO Technology Solution	743.43	
011200	06/06/2018	00273	JM'S MOBILE WELDING INC	274.40	
011201	06/06/2018	00065	K & K ELECTRIC LTD.	297.71	
011202	06/06/2018	01032	K PEARSON CONTRACTING LT	504.00	
011203	06/06/2018	02843	Lumca Inc.	22,522.50	
011204	06/06/2018	00069	MACANDALE'S	931.58	
011205	06/06/2018	03059	Maxxam Analytics	214.20	
011206	06/06/2018	00014	MINISTER OF FINANCE	1,725.00	
011207	06/06/2018	00027	NORTH ISLAND VETERINARY	384.78	
011208	06/06/2018	00075	O.K. TIRE STORE (PORT HA	560.27	
011209	06/06/2018	02749	Orach Enterprises Ltd.	2,190.95	
011210	06/06/2018	02071	PACIFICUS BIOLOGICAL SER	2,756.25	
011211	06/06/2018	00769	Praxair Distribution	945.43	
011212	06/06/2018	00080	PUROLATOR INC.	538.68	
011213	06/06/2018	00253	Shaw Cable	140.34	
011214	06/06/2018	03550	TELMATIK	395.27	
011215	06/06/2018	03551	THE GARDEN GATE	237.95	
011216	06/06/2018	00011	Tidbury, John	84.46	
011217	06/06/2018	02837	Waterhouse Environmental	6,115.20	
011218	06/06/2018	03490	WATERMAN CONTRACTING	581.59	
011219	06/06/2018	01864	WISHBONE INDUSTRIES LTD.	386.40	
011220	06/06/2018	03409	Your Garden Angel	717.37	
011221	14/06/2018	00437	ACME SUPPLIES LTD.	68.36	
011222	14/06/2018	03565	AGS BUSINESS SYSTEMS INC	94.08	
011223	14/06/2018	02514	Alsco	100.04	
011224	14/06/2018	01836	ARIES SECURITY LTD.	11,812.50	
011225	14/06/2018	01145	BLACK CAT REPAIRS	304.36	
011226	14/06/2018	00018	CANADIAN RED CROSS	42.00	
011227	14/06/2018	03562	Carmac Diesel	427.39	
011228	14/06/2018	03209	CLN Machining & Fabricat	1,188.91	
011229	14/06/2018	03570	Codfather Charters Ltd.	1,296.75	
011230	14/06/2018	03564	COLLINS MANUFACTURING CO	2,910.88	
011231	14/06/2018	01433	COMOX PACIFIC EXPRESS LT	103.08	
011232	14/06/2018	02140	DOUG LLOYD CONTRACTING	19.04	
011233	14/06/2018	03071	DRY ISLAND RESTORATIONS	303.45	
011234	14/06/2018	02860	Grove-Crossman Equipment	220.09	
011235	14/06/2018	00052	HARDY BUILDERS' SUPPLY	43.30	
011236	14/06/2018	00063	HOME HARDWARE BUILDING C	202.84	
011237	14/06/2018	03516	Innov8 Digital Solutions	1,728.24	
011238	14/06/2018	00194	INT'L UNION OPERATING EN	500.00	
011239	14/06/2018	03514	IWC EXCAVATION LTD.	159,458.78	
011240	14/06/2018	03569	JOHNSON, VALERIE	398.00	
011241	14/06/2018	02871	KILPATRICK TESTING INC.	525.00	
011242	14/06/2018	00033	NAPA AUTO PARTS/N.I. IND	41.69	
011243	14/06/2018	02749	Orach Enterprises Ltd.	2,797.62	
011244	14/06/2018	02975	Paul's Plumbing & Gas	945.00	
011245	14/06/2018	03568	PROSPERITY FUELS INC.	821.55	
011246	14/06/2018	00080	PUROLATOR INC.	113.60	
011247	14/06/2018	00107	RECEIVER GENERAL FOR CAN	25,642.88	
011248	14/06/2018	00279	REDDEN NET CO. (PORT HAR	43.68	
011249	14/06/2018	01990	ROAD RANGER FREIGHT/0702	47.12	

AGENDA

Cheque #	Pay Date	Vendor #	Vendor Name	Paid Amount	Void
011250	14/06/2018	00272	ROLLINS MACHINERY LIMITE	376.99	
011251	14/06/2018	03488	SACRED WOLF FRIENDSHIP C	200.00	
011252	14/06/2018	03174	Schantz, Robert	139.05	
011253	14/06/2018	02170	SPIKETOP CEDAR LTD.	107.52	
011254	14/06/2018	00485	TRAN SIGN (1999) LTD.	2,238.17	
011255	14/06/2018	02502	Tuff Marine Products Ltd	29,478.75	
011256	14/06/2018	03148	Westport Welding & Fabri	330.82	
011257	14/06/2018	03409	Your Garden Angel	282.51	
011258	14/06/2018	03286	0997329 Tourism Services	1,932.00	
011259	14/06/2018	02551	Associated Fire Safety E	5,480.23	
011260	14/06/2018	01777	MCCARRICK, ALLISON	35.00	
011261	14/06/2018	02973	Texmo, Gavin	64.08	
011262	14/06/2018	03233	Clair, Jim	100.00	
011263	14/06/2018	03234	Harris, Scott	200.00	
011264	14/06/2018	02077	PORT HARDY SECONDARY SCH	500.00	
011265	21/06/2018	00735	A.C.E. COURIER SERVICES	283.67	
011266	21/06/2018	01884	Ace Hardware	72.42	
011267	21/06/2018	00437	ACME SUPPLIES LTD.	372.49	
011268	21/06/2018	02514	AlSCO	100.04	
011269	21/06/2018	00046	ANDREW SHERET LTD	426.47	
011270	21/06/2018	03574	ARENBURG, TIM	4,130.00	
011271	21/06/2018	01926	COASTAL MOUNTAIN FUELS	2,886.70	
011272	21/06/2018	03033	Corbett-Labatt, Pat	40.00	
011273	21/06/2018	02822	Corix Water Products LP	797.58	
011274	21/06/2018	02860	Grove-Crossman Equipment	592.48	
011275	21/06/2018	00058	GUILLEVIN INTERNATIONAL	670.53	
011276	21/06/2018	00052	HARDY BUILDERS' SUPPLY	54.74	
011277	21/06/2018	01980	HETHERINGTON INDUSTRIES	278.25	
011278	21/06/2018	00334	HI-PRO SPORTING GOODS LT	761.11	
011279	21/06/2018	00063	HOME HARDWARE BUILDING C	226.72	
011280	21/06/2018	03517	INDUSTRIAL SCIENTIFIC CA	165.14	
011281	21/06/2018	01875	ISLAND ADVANTAGE DISTRIB	65.79	
011282	21/06/2018	00391	ISLAND BUSINESS PRINT GR	1,041.60	
011283	21/06/2018	03572	ISLAND HOIST & SHOP EQUI	347.87	
011284	21/06/2018	00065	K & K ELECTRIC LTD.	1,840.72	
011285	21/06/2018	02883	Lekker Food Distributors	1,283.20	
011286	21/06/2018	00069	MACANDALE'S	1,667.54	
011287	21/06/2018	03059	Maxxam Analytics	1,230.60	
011288	21/06/2018	01645	NORTH ISLAND COMMUNICATI	278.25	
011289	21/06/2018	02006	NORTH ISLAND TRACTOR	171.99	
011290	21/06/2018	03390	O'Reilly, Kathy	389.55	
011291	21/06/2018	02409	Onsite Engineering Ltd.	1,975.00	
011292	21/06/2018	00281	PARKLAND REFINING (B.C.)	1,549.20	
011293	21/06/2018	00203	Port Hardy & Dist. Chamb	1,268.62	
011294	21/06/2018	00264	PORT HARDY HERITAGE SOCI	30.00	
011295	21/06/2018	00187	REGIONAL DISTRICT OF MT	7,333.32	
011296	21/06/2018	03174	Schantz, Robert	46.35	
011297	21/06/2018	03098	Sherwin-Williams Canada	325.29	
011298	21/06/2018	02170	SPIKETOP CEDAR LTD.	73.92	
011299	21/06/2018	02203	Stantec Consulting Ltd.	14,211.79	
011300	21/06/2018	00113	STRYKER ELECTRONICS LTD.	2,018.92	
011301	21/06/2018	00160	TELUS	5,395.57	
011302	21/06/2018	00161	TELUS MOBILITY (BC)	788.80	
011303	21/06/2018	03313	Tex Electric Ltd.	14,188.65	
011304	21/06/2018	03264	Unitech Construction Man	25,996.37	
011305	21/06/2018	01661	Urban Systems Ltd	442.26	
011306	21/06/2018	00842	YOUNG ANDERSON BARRISTER	786.24	
011307	28/06/2018	01884	Ace Hardware	80.45	
011308	28/06/2018	01145	BLACK CAT REPAIRS	8,111.33	
011309	28/06/2018	00073	BLACK PRESS GROUP LTD.	1,738.01	
011310	28/06/2018	01805	BUSY B'S DISTRIBUTING	195.21	
011311	28/06/2018	03209	CLN Machining & Fabricat	7,086.48	
011312	28/06/2018	02730	CUPE Local 401	520.76	
011313	28/06/2018	00052	HARDY BUILDERS' SUPPLY	62.31	
011314	28/06/2018	00063	HOME HARDWARE BUILDING C	73.11	
011315	28/06/2018	00194	INT'L UNION OPERATING EN	1,067.76	
011316	28/06/2018	01875	ISLAND ADVANTAGE DISTRIB	364.96	
011317	28/06/2018	03456	MARC'S MAINTENANCE	88.10	
011318	28/06/2018	03576	MARSHALL'S GLASS Solutio	3,595.46	
011319	28/06/2018	00014	MINISTER OF FINANCE	1,425.00	
011320	28/06/2018	02002	Neopost	231.79	

Cheque #	Pay Date	Vendor #	Vendor Name	Paid Amount	Void
011321	28/06/2018	01367	NORTH ISLAND GAZETTE	56.25	
011322	28/06/2018	01021	NORTHERN ROPES & INDUSTR	308.70	
011323	28/06/2018	00217	ORKIN CANADA CORPORATION	76.65	
011324	28/06/2018	00013	PACIFIC BLUE CROSS	11,809.63	
011325	28/06/2018	00107	RECEIVER GENERAL FOR CAN	23,247.82	
011326	28/06/2018	00279	REDDEN NET CO. (PORT HAR	107.52	
011327	28/06/2018	03174	Schantz, Robert	139.05	
011328	28/06/2018	02801	STAPLES BUSINESS ADVANTA	1,549.49	
011329	28/06/2018	02971	Summit Valve and Control	2,565.92	
011330	28/06/2018	00011	Tidbury, John	42.23	
011331	28/06/2018	03577	TOWE, SANDRA	2,268.86	
011332	28/06/2018	02067	Vancouver Island Economi	525.00	
011333	28/06/2018	03558	WEST COAST PROPANE	1,315.34	
011334	28/06/2018	00194	INT'L UNION OPERATING EN	480.00	
Total:				1,774,961.91	

*** End of Report ***





DISTRICT OF PORT HARDY

STAFF REPORT



DATE: July 10, 2018 AGENDA

TO: Mayor and Councillors

FROM: Lynda Sowerby, Director of Finance

RE: **Employer Health Tax and Medical Services Plan premiums**

PURPOSE

To advise Council of the impact the BC Governments Payroll Health Tax and the phasing out of the Medical Services Plan (MSP) premiums will have on the District of Port Hardy.

BACKGROUND

The Provincial Government of British Columbia, in Budget 2018/19 – 2020/21 have introduced legislation to implement an employer health tax on the employer’s payroll, effective 2019. The District will be required to pay a tax rate of 1.95% on total payroll expense.

Effective January 1, 2018, the Provincial Government has reduced MSP premiums by 50% for all British Columbians, and will fully eliminate the premiums effective January 1, 2020.

The District of Port Hardy currently pays MSP premiums for all full-time employees.

ANALYSIS

2017	2018	2019	2020
MSP premiums	MSP premiums	MSP premiums and Employer Health Tax	Employer Health Tax
\$ 41,250	\$20,625	\$66,554	\$46,847

The overall impact to the District is not significant. The average cost per year over the four-year period 2017-2020, is \$43,817. The District will benefit from savings of \$20,625 in 2018; but these savings will be required for 2019 when the District must pay both the new Payroll tax and the reduced MSP premiums.

The impact on many of the communities in the province is significant. UBCM has compiled a survey of the impact the new Payroll Health Tax will have on 77 responding municipalities. The survey results, Appendix A, are attached, and the full report is available on UBCM’s website.

FINANCIAL IMPLICATIONS

The Employer Health Tax will increase by the annual increase to negotiated wages. The wage increase normally follows any changes in the Consumer Price Index (CPI).

STAFF RECOMMENDATION

“*THAT Council* receive this report for information purposes.”

Respectfully submitted,

I agree with the recommendation.

Signed



Lynda Sowerby
Director of Finance

Signed



Allison McCarrick
Chief Administrative Officer

Appendix A – Survey Results: Medical Services Plan (MSP) Related Costs by Year

Local Government	2017 (MSP Premiums)	2018 (MSP Premiums)	2019 (MSP Premiums + Employer Health Tax)	2020 (Employer Health Tax)
Alberni-Clayoquot RD	\$26,625.00	\$19,000.00	\$52,600.00	\$34,300.00
Anmore	\$16,050.00	\$8,100.00	\$17,500.00	\$9,400.00
Ashcroft	\$19,912.00	\$10,000.00	\$20,000.00	\$10,000.00
Belcarra	\$10,502.00	\$5,252.00	\$11,421.00	\$6,169.00
Burnaby	\$2,302,000.00	\$1,086,000.00	\$4,400,000.00	\$3,300,000.00
Campbell River	\$336,211.00	\$340,000.00	\$562,300.00	\$400,800.00
Capital RD	\$552,000.00	\$271,000.00	\$1,271,000.00	\$1,000,000.00
Cariboo RD	\$83,000.00	\$41,500.00	\$141,500.00	\$105,000.00
Chase	\$14,550.00	\$8,550.00	\$24,462.00	\$15,912.00
Columbia-Shuswap RD	\$69,746.00	\$35,000.00	\$130,000.00	\$96,900.00
Colwood	\$78,225.00	\$39,113.00	\$170,000.00	\$130,000.00
Comox Valley RD	\$202,282.00	\$220,000.00	\$337,900.00	\$241,500.00
Courtenay	\$188,000.00	\$92,250.00	\$317,250.00	\$225,000.00
Creston	\$45,000.00	\$22,500.00	\$75,500.00	\$54,000.00
Dawson Creek	\$195,825.00	\$100,850.00	\$352,315.00	\$259,009.00
Duncan	\$45,600.00	\$22,500.00	\$75,577.00	\$54,000.00
East Kootenay RD	\$84,038.00	\$42,018.00	\$139,919.00	\$97,901.00
Elkford	\$40,472.00	\$20,250.00	\$79,868.00	\$60,810.00
Enderby	\$15,075.00	\$7,500.00	\$22,575.00	\$15,075.00
Fort St. John	\$265,266.00	\$127,800.00	\$524,366.00	\$406,480.00
Fraser Valley	\$106,500.00	\$53,000.00	\$189,500.00	\$136,500.00
Gold River	\$24,500.00	\$14,000.00	\$45,200.00	\$31,200.00
Grand Forks	\$52,000.00	\$26,000.00	\$64,000.00	\$65,500.00
Harrison Hot Springs	\$20,775.00	\$12,060.00	\$25,000.00	\$12,500.00
Invermere	\$34,875.00	\$17,100.00	\$53,560.00	\$36,460.00
Kaslo	\$12,150.00	\$6,300.00	\$12,500.00	\$6,301.00
Kelowna	\$1,151,000.00	\$575,520.00	\$1,955,520.00	\$1,407,600.00
Kent	\$33,750.00	\$16,875.00	\$88,407.00	\$71,532.00
Keremeos	\$14,400.00	\$7,200.00	\$18,600.00	\$11,600.00
Ladysmith	\$85,397.00	\$42,683.00	\$150,331.00	\$107,648.00
Lake Country	\$97,875.00	\$55,350.00	\$163,400.00	\$107,648.00
Langley District	\$630,500.00	\$386,000.00	\$1,666,000.00	\$1,300,000.00
Langley City	\$110,000.00	\$55,000.00	\$291,000.00	\$236,000.00
Lantzville	\$21,150.00	\$11,250.00	\$31,996.00	\$21,161.00
Logan Lake	\$24,300.00	\$12,150.00	\$42,650.00	\$31,000.00
Lytton	\$8,100.00	\$4,050.00	\$9,048.00	\$4,998.00

Maple Ridge	\$350,000.00	\$175,000.00	\$875,000.00	\$700,000.00
McBride	\$6,390.00	\$6,300.00	\$6,300.00	-
Merritt	\$62,452.00	\$31,225.00	\$138,027.00	\$108,938.00
Metchosin	\$13,320.00	\$6,660.00	\$21,012.00	\$14,636.00
Mission	\$268,000.00	\$134,000.00	\$499,650.00	\$365,650.00
Nakusp	\$25,200.00	\$12,600.00	\$27,600.00	\$15,225.00
New Denver	\$3,600.00	\$1,800.00	\$7,427.00	\$5,739.00
New Hazelton	\$9,000.00	\$4,500.00	\$10,311.00	\$6,012.00
New Westminster	\$706,200.00	\$363,150.00	\$1,817,450.00	\$1,483,400.00
North Cowichan	\$222,500.00	\$112,500.00	\$405,000.00	\$298,350.00
Oak Bay	\$167,099.00	\$83,550.00	\$451,004.00	\$367,454.00
Okanagan-Similkameen RD	\$125,000.00	\$65,000.00	\$180,000.00	\$120,000.00
Oliver	\$42,000.00	\$22,000.00	\$61,000.00	\$41,000.00
Peace River RD	\$52,885.00	\$30,000.00	\$74,709.00	\$48,165.00
Penticton	\$380,704.00	\$190,352.00	\$594,853.00	\$404,501.00
Port Alice	\$13,538.00	\$6,770.00	\$13,026.00	\$6,381.00
Port Coquitlam	\$340,000.00	\$170,000.00	\$785,000.00	\$630,000.00
Port McNeill	\$9,900.00	\$4,950.00	\$15,453.00	\$10,503.00
Port Moody	\$254,480.00	\$130,000.00	\$715,000.00	\$600,000.00
Prince George	\$667,358.00	\$333,679.00	\$1,678,291.00	\$1,371,504.00
Prince Rupert	\$213,000.00	\$107,000.00	\$394,000.00	\$293,000.00
Quesnel	\$152,000.00	\$76,000.00	\$268,660.00	\$192,660.00
Radium Hot Springs	\$12,600.00	\$6,300.00	\$13,300.00	\$7,000.00
Saanich	\$417,420.00	\$208,710.00	\$1,989,410.00	\$1,820,000.00
Sidney	\$90,990.00	\$47,970.00	\$142,970.00	\$97,000.00
Sooke	\$54,975.00	\$36,000.00	\$114,000.00	\$78,000.00
Squamish	\$237,033.00	\$121,000.00	\$440,828.00	\$326,548.00
Squamish-Lillooet RD	\$14,659.00	\$7,500.00	\$51,293.00	\$44,888.00
Summerland	\$111,450.00	\$55,700.00	\$197,200.00	\$144,300.00
Sunshine Coast RD	\$334,000.00	\$160,096.00	\$415,856.00	\$255,760.00
Thompson-Nicola RD	\$129,150.00	\$65,000.00	\$251,405.00	\$186,405.00
Trail	\$87,600.00	\$43,800.00	\$76,200.00	\$32,450.00
Tumbler Ridge	\$63,923.00	\$44,775.00	\$133,509.00	\$90,198.00
Ucluelet	\$38,301.00	\$21,600.00	\$57,395.00	\$36,511.00
Vancouver	\$5,000,000.00	\$2,500,000.00	\$17,500,000.00	\$15,000,000.00
Vernon	\$436,635.00	\$220,000.00	\$668,500.00	\$448,500.00
Victoria	\$800,000.00	\$400,000.00	\$2,300,000.00	\$1,900,000.00
View Royal	\$25,200.00	\$13,000.00	\$81,000.00	\$70,000.00
Warfield	\$6,900.00	\$3,450.00	\$8,950.00	\$5,500.00
Williams Lake	\$113,059.00	\$56,530.00	\$199,706.00	\$143,176.00
Zeballos	\$5,400.00	\$2,700.00	\$2,700.00	-

Employer Health Tax

Employer Health Tax of 1.95 Per Cent of Payroll Introduced

The government will introduce legislation in 2018 to implement an employer health tax on employers' payroll starting in the 2019 calendar year. To protect small businesses, the tax will not apply to employers with payroll under \$500,000. Employers with payroll over \$1.5 million will pay the maximum rate of 1.95 per cent on their total payroll. For employers with payroll between \$500,000 and \$1.5 million, the tax rate will phase in gradually until it reaches 1.95 per cent at \$1.5 million in total payroll.

Table 2.2 Employer Health Tax Effective January 1, 2019

Annual BC Payroll	Annual Tax	Tax as a Per Cent of Payroll
\$500,000 or less	\$0	0.00%
\$750,000	\$7,313	0.98%
\$1,000,000	\$14,625	1.46%
\$1,250,000	\$21,938	1.76%
\$1,500,000	\$29,250	1.95%
Over \$1,500,000	\$29,250 plus 1.95% of payroll over \$1.5 million	1.95%

The tax legislation will include clear rules regarding the frequency of installment payments and defining how payroll amounts are to be aggregated among associated businesses prior to applying deductions and tax rates. Subject to legislative approval, the tax is effective January 1, 2019.

http://www.bcbudget.gov.bc.ca/2018/bfp/2018_budget_and_fiscal_plan.pdf

POLICY MANUAL

COUNCIL POLICY
EMPLOYEE GENERAL

WORKPLACE BULLYING AND HARASSMENT

POLICY #CP6.13

Approved: _____

Replaces Harassment in the Workplace previously approved April 15, 1998

pg. 1 of 5

PURPOSE:

The fundamental objectives of this policy are to prevent bullying and harassment from occurring in the workplace and to provide procedures for resolving complaints when harassment does occur. Bullying and harassment will not be tolerated or condoned; it undermines the dignity, self-esteem and productivity of any employee.

The District recognizes that it has a responsibility to provide a work environment that is supportive of the dignity and self-esteem of its employees.

DEFINITIONS:

Bullying and Harassment: any inappropriate conduct or comment by an individual towards an employee that caused or has the potential to cause that employee to be humiliated or intimidated. This excludes any reasonable action taken by an employer or supervisor relating to the management and direction of workers or the place of employment.

Bullying and harassing behaviours include but are not limited to:

- Verbal aggression or yelling
- Humiliating actions or practices
- Hazing
- Spreading malicious rumours
- Using derogatory names towards someone

Bullying and harassing behaviours do not include:

- Expressing differences of opinions
- Offering constructive feedback, guidance, or work-related advice about behaviour
- Reasonable action taken by District of Port Hardy or a supervisor relating to management and direction of employees or the place of employment (e.g. counselling, managing a worker's performance, taking reasonable disciplinary actions, assigning work, implementation of disciplinary actions).

Cyber Bullying: Bullying that occurs using electronic communication (email, text messaging, social networking etc.). Incidents of cyber bullying should be reported and will be investigated in accordance to the procedures outlined within this Policy.

In general, if you are not sure whether certain actions are considered bullying, ask yourself whether or not a reasonable person would consider the actions taken to be acceptable or unacceptable.

Discrimination: In accordance with the Human Rights Code of British Columbia [RSCB 1996] (Chapter 210), discrimination occurs when someone is treated differently and/or poorly because of one of the following:

POLICY MANUAL

COUNCIL POLICY
EMPLOYEE GENERAL

WORKPLACE BULLYING AND HARASSMENT

POLICY #CP6.13

Approved: _____

Replaces Harassment in the Workplace previously approved April 15, 1998

pg. 2 of 5

*race *colour *ancestry *place of origin
*religion *marital status *family status *sex
*physical or mental disability *sexual orientation *age
*political belief *criminal or summary conviction that is unrelated to the employment of that person

Harassment is the unintended or intended, unwelcome verbal, visual or physical behaviour. Harassment has the intent or effect of interfering with an individual's or group of individual's work performance and creates a hostile work environment.

Sexual Harassment means any objectionable emphasis on the sex of an individual; be it verbal, physical or by innuendo where:

- submission to such conduct becomes either explicitly or implicitly a term or condition of employment;
- submission to or rejection of such is used as a basis for employment decisions;
- such conduct has the purpose or effect of interfering with work performance; or
- such conduct creates an intimidating, hostile or offensive working environment.

Sexual Harassment is a form of harassment that calls for particular awareness and sensitivity.

PROCEDURES

1. Applicability

This policy applies to all individuals working for or volunteering for the District including front line employees, temporary employees, contract service providers, contractors, all supervisory personnel, managers, officers, Mayor and Councillors. The organization will not tolerate bullying or harassment.

2. Locations of Work

For the purposes of this policy, bullying and harassment can occur:

- At the workplace;
- At employment-related social functions;
- In the course of work assignments outside the workplace;
- During work-related travel;
- Over the telephone, if the conversation is work-related; or
- Elsewhere, if the person is there as a result of work-related responsibilities or a work-related relationship.

3. Responsibility

Senior Management

- Support and endorse the workplace bullying and harassment program

POLICY MANUAL

COUNCIL POLICY
EMPLOYEE GENERAL

WORKPLACE BULLYING AND HARASSMENT

POLICY #CP6.13

Approved: _____

Replaces Harassment in the Workplace previously approved April 15, 1998

pg. 3 of 5

- Ensure time and resources are available to conduct training, investigations etc.
- Complete all appropriate forms to document any incidents of bullying or harassment
- Assist in the investigation of any incidents of bullying or harassment where necessary or required
- Not engage in bullying or harassment of workers, supervisors or other managers

Managers & Supervisors

- Apply and comply with this program
- Inform and train workers on this program
- Ensure bullying/harassment is never endorsed or engaged in
- Take steps to prevent bullying and harassment
- Promote the process to report incidents and complaints of bullying and harassment
- Complete all appropriate forms to document any incidents of bullying or harassment
- Assist in the investigation of any incidents of bullying/harassment where necessary or required
- Not engage in bullying or harassment of workers, other supervisors or managers

Workers

- Not engage in bullying or harassment of other workers, supervisors, or managers
- Report bullying and harassment observed or experienced in the workplace
- Complete all appropriate forms to document any incidents of bullying or harassment
- Apply and comply with the employer's policies and procedures on bullying and harassment

4. Reporting

Informal:

If you are being bullied or harassed:

- Inform the person perpetuating the actions immediately that their actions are not acceptable to you as soon as they start to occur.
- Describe the specific actions that they took that caused you to feel uncomfortable. When confronted, in many instances, the person will stop. Sometimes a person is not aware that they are acting in an unacceptable manner. This may also prevent the act from escalating and possibly becoming dangerous.
- It is important to keep a record of dates and times where you have spoken to the person who has committed the act of bullying or harassment and inform your manager/ supervisor or Human Resources what occurred.

Where the actions continue, employees are directed to use the formal reporting process.

Formal:

Where bullying or harassment has either continued to occur after a conversation with the individual or was extreme or dangerous in nature, employees are required to report it immediately.

Process:

POLICY MANUAL

COUNCIL POLICY
EMPLOYEE GENERAL

WORKPLACE BULLYING AND HARASSMENT

POLICY #CP6.13

Approved: _____

Replaces Harassment in the Workplace previously approved April 15, 1998

pg. 4 of 5

- Speak with your supervisor/manager or another member of Management where your supervisor/manager is the cause of concern and report the incident.
- Write out a statement detailing the incidents including:
 - The names of the parties involved
 - Any witnesses to the incident(s)
 - The location, date, and time of the incident(s)
 - Details about the incident (behaviour and/or words used)
 - Any additional details that would help with an investigation
- A fact-finding investigation will be instigated.
- Where it is determined that the person has contravened the law, the appropriate authorities will be contacted.
- All complaints shall be taken seriously and investigated fairly.
- Employees that submit a report or complaint of bullying or harassment shall not be subject to any form of reprisal or retaliation as a result of the complaint.

Employees should be aware that District of Port Hardy does not support any retaliatory actions where the complainant has not utilized any of the reporting mechanisms.

5. Investigation Steps

For the purposes of this section the following definitions apply:

Complainant: The person who has made a complaint about another individual who they believe has bullied or harassed them.

Respondent: The person whom another individual has accused of committing an act of bullying or harassment.

The investigation will include:

- Informing the respondent of the complaint;
- Interviewing the complainant, any person involved in the incident, and any identified witnesses.
- Interviewing any other person who may have knowledge of the incidents related to the complaint or any other similar incidents.

A copy of the complaint, detailing the complainant's allegations, will then be provided to the respondent(s).

- The respondent is invited to reply in writing to the complainant's allegations and the reply will be made known to the complainant before the case proceeds further.
- The District will do its best to protect from unnecessary disclosure the details of the incident being investigated and the identities of the complaining party and that of the alleged respondent.
- During the investigation, the complainant and the respondent will be interviewed along with any possible witnesses. Statements from all parties involved will be taken and a decision will be made.

POLICY MANUAL

COUNCIL POLICY
EMPLOYEE GENERAL

WORKPLACE BULLYING AND HARASSMENT

POLICY #CP6.13

Approved: _____

Replaces Harassment in the Workplace previously approved April 15, 1998

pg. 5 of 5

- Where it is determined that harassment has occurred, a written report of the remedial action will be given to the employees concerned.

6. Time Limits

A complaint should be made within six (6) months of the date of the last alleged incident of bully and/or harassment.

7. Confidentiality

In order to encourage persons who have been harassed to come forward and to protect the rights and the reputations of the complainant and the respondent throughout the investigation process, the District of Port Hardy will handle all information in a confidential manner.

8. Annual Review

This program and these procedures will be reviewed annually. All workers will be advised and educated on this policy and program when they are hired, through the employee orientation process.

DISTRICT OF PORT HARDY

POLICY MANUAL

COUNCIL POLICY
EMPLOYEE GENERAL

AGENDA

PREVENTING VIOLENCE IN THE WORKPLACE

POLICY #CP6.15

Approved: May 10, 1995 Amended _____

pg. 1 of 4

All District of Port Hardy employees have the right to enjoy a work environment that is safe and healthy. They have a right to work in an environment that is protected from violence or the threat of violence from the public they serve. This policy is governed by the Worker's Compensation Act, Occupational Health and Safety Regulation. The District of Port Hardy will strive to ensure that procedures and guidelines are in place. This will assist individual departments in ensuring that the risk of violence is minimized or eliminated. These procedures and guidelines will be reviewed continually to ensure the best protection of the employees of the District.

Definition of Violence in the Workplace

Workplace Violence: As defined in the Worker's Compensation Act, Occupational Health and Safety Regulation (*Part 4.27*) "violence means the attempted or actual exercise by a person, other than a worker, of any physical force so as to cause injury to a worker, and includes any threatening statement or behaviour which gives a worker reasonable cause to believe that he or she is at risk of injury".

Violence could include, but is not limited to:

- Physical acts (e.g., hitting, shoving, pushing, kicking, sexual assault).
- Any threat, behaviour or action which is interpreted to carry the potential to harm or endanger the safety of others, result in an act of aggression, or destroy or damage property.
- Disruptive behaviour that is not appropriate to the work environment (e.g., yelling, swearing).

Application

For the purposes of this policy, violence and improper activity or behaviour can occur:

- At the workplace;
- At employment-related social functions;
- In the course of work assignments outside the workplace;
- During work-related travel;
- Over the telephone, if the conversation is work-related; or
- Elsewhere, if the person is there as a result of work-related responsibilities or a work-related relationship.

Risk Assessment and Mitigation

To eliminate or minimize the risk to District employees from violence identified by a risk assessment performed under Worker's Compensation Act, Occupational Health and Safety Regulation (*Part 4.28*). The risk assessment must include the consideration of:

- (a) previous experience in that workplace,
- (b) occupational experience in similar workplaces, and
- (c) the location and circumstances in which work will take place.

DISTRICT OF PORT HARDY

POLICY MANUAL

COUNCIL POLICY
EMPLOYEE GENERAL

PREVENTING VIOLENCE IN THE WORKPLACE

POLICY #CP6.15

Approved: May 10, 1995 Amended _____

pg. 2 of 4

Risk Areas

All work areas of the District have the potential for contact with the public either in person or over the phone and have therefore the potential for workplace violence.

The following are examples but not an exclusive list of areas of direct contact with the public when violence may be a risk:

- 1) Reception - In person, Telephone
- 2) Counter/Office - Clerical
- 3) Facility Attendants - Pool, Arena
- 4) Council Meetings, Public Hearing
- 5) Administration, Finance, Tax Collection
- 6) Outdoor Maintenance - Public Works
- 7) Inspections, Enforcement - Municipal Inspector
- 8) Emergency Response - Fire Department, Disaster Team

Procedure

1. All incidents of violence and/or threats of violence or potential risk of violence shall be reported in accordance with Worker's Compensation Act, Occupational Health and Safety Regulation. The existing Accident Report forms should be utilized.
2. Once an incident is reported, corrective action should be initiated as set out by WorkSafeBC regulations.
3. Employees working alone or in isolation must be periodically checked upon as required under Worker's Compensation Act, Occupational Health and Safety Regulation (*Part 4.21*) and have access to a secure area where they call for emergency service (office/staff room/vehicle).
4. A buddy system may be established for those employees who have cause to believe they are at risk and where the previous history indicates there is a risk.
5. Work involving supervision of individuals and groups as in the arena and the pool shall have sufficient staff or communication devices to permit staff to work safely.
6. Employees reporting injuries or adverse symptoms because of an incident must be referred to a physician for treatment or referral. It should be noted however, that consulting a physician is not a mandatory requirement when a report of violence is made. The supervisor will document that this advice has been given to the employee
7. As part of an employee's orientation, each employee should be informed of potential or real exposure to the risk of violence in their workplace. Information can include persons who are known to be violent.

DISTRICT OF PORT HARDY

POLICY MANUAL

COUNCIL POLICY
EMPLOYEE GENERAL

PREVENTING VIOLENCE IN THE WORKPLACE

POLICY #CP6.15

Approved: May 10, 1995 Amended _____

pg. 3 of 4

8. It will be the responsibility of each department to ensure that regular and ongoing assessments of the workplace are carried out. These assessments must be updated from time to time.
9. Fraudulent or malicious complaints will not be tolerated. If it is determined by the District that any employee has knowingly made false statements regarding an allegation of violence, immediate disciplinary action will be taken. As with any case of dishonesty, disciplinary action may include immediate dismissal without further notice.
10. Each employee, volunteer and contractor covered by this policy must demonstrate that they clearly understand the risks and safe work procedures.

Investigation

Once a written complaint has been received, District of Port Hardy will complete a thorough investigation. The investigation will begin immediately after receiving the complaint. Violence will not be ignored. Silence can, and often is, interpreted as acceptance. The investigation will be conducted in a timely manner.

For the purposes of this section the following definitions apply:

Complainant – The person who has made a complaint about another individual who they believe has bullied, harassed or committed an act of violence against them.

Respondent – The person whom another individual has accused of committing an act of violence.

The investigation will include:

- Informing the respondent of the complaint;
- Interviewing the complainant, any person involved in the incident, and any identified witnesses.
- Interviewing any other person who may have knowledge of the incidents related to the complaint or any other similar incidents.

A copy of the complaint, detailing the complainant's allegations, will then be provided to the respondent(s).

- The respondent is invited to reply in writing to the complainant's allegations and the reply will be made known to the complainant before the case proceeds further.
- The District will do its best to protect from unnecessary disclosure the details of the incident being investigated and the identities of the complaining party and that of the alleged respondent.
- During the investigation, the complainant and the respondent will be interviewed along with any possible witnesses. Statements from all parties involved will be taken and a decision will be made.
- Where it is determined that violence or harassment has occurred, a written report of the remedial action will be given to the employees concerned.

DISTRICT OF PORT HARDY

POLICY MANUAL

COUNCIL POLICY
EMPLOYEE GENERAL

PREVENTING VIOLENCE IN THE WORKPLACE

POLICY #CP6.15

Approved: May 10, 1995 Amended _____

pg. 4 of 4

All documents related to the formal investigation will be maintained in a sealed envelope within a locked cabinet. The documentation will be kept by District of Port Hardy for a period of no less than two (2) years after the respondent terminates their employment.

POLICY MANUAL**COUNCIL POLICY
EMPLOYEE GENERAL**

CODE OF CONDUCT

POLICY #CP6.16

Approved: _____

pg. 1 OF 2

Purpose

District of Port Hardy is committed to providing a safe, healthy workplace that promotes a high level of job satisfaction and a respectful work environment. We believe that it is a shared responsibility of all employees to work towards the constant improvement of our workplace. To assist the organization in maintaining an exemplary work environment, we require that all employees of District of Port Hardy conduct themselves in an ethical and professional manner, at all times.

Guidelines

To preserve the core values and business principles that our organization is founded upon, we have compiled a list of unacceptable behavioural actions that have been classified as either:

1. Hazardous to employee safety;
2. Criminal;
3. A negative influence on workplace morale; or
4. Detrimental to the success of our organization.

District of Port Hardy reserves the right to discipline and, in certain cases, terminate the employment of any employee for participating in any conduct that violates District of Port Hardy's Code of Conduct standards, policies and/or the collective agreement.

Unacceptable Actions/Behaviours

Unacceptable behaviours shall include, but not be limited to the following:

- Causing physical harm to another person;
- Threats or harassing behaviour;
- Willful damage or destruction to employer property, or employee property;
- Possession of a weapon while on employer premises, or while conducting business on behalf of the employer;
- Disorderly, immoral, or indecent conduct;
- Violation of health and safety practices, policies and procedures;
- Theft, including physical and intellectual properties;
- Insubordination;
- Dishonest, illegal or improper business activities;
- Job abandonment;
- The use, possession, sale, manufacture or dispensation of any drugs, alcohol, or paraphernalia associated with either;
- Using, possessing, consuming or being under the influence of alcohol, drugs, prescription or illicit narcotics while on duty;

DISTRICT OF PORT HARDY

POLICY MANUAL

COUNCIL POLICY
EMPLOYEE GENERAL

CODE OF CONDUCT

POLICY #CP6.16

Approved: _____

pg. 2 OF 2

- The use of alcohol, drugs, prescription or illicit narcotics off employer premises that adversely affects the employee's work performance, the employee's own safety or the safety of others at work, or the employer's reputation in the community;
- Failure to report to management the use of any prescribed drug which may alter the employee's ability to safely perform his/her duties;
- Arriving to work late without providing advance notice and/or without reasonable cause;
- Failure to properly report an absence; and
- Failure to meet stated goals, objectives and/or performance metrics required for a position.

Employees are expected to perform their job duties in a manner conducive to a safe workplace, following all employer practices, policies and procedures.



DISTRICT OF PORT HARDY

BYLAW NO. 1080-2018

AGENDA

A Bylaw to Amend Zoning Bylaw No. 1010-2013

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

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

PART 1 CITATION

1.1 This bylaw may be cited for all purposes as the "District of Port Hardy Zoning Bylaw Amendment Bylaw No. 1080-2018".

PART 2 AMENDMENTS

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

a) Amend Part One: Interpretation Section 1.3 Definitions:

"Small Scale Urban Agriculture" means an accessory use consisting of the cultivation, on a portion of a parcel, of fruits, mushrooms, nuts, plants, vegetables or seeds and includes the sale of these items grown on that parcel where home occupation is a permitted accessory use. The cultivation and sale of cannabis is not permitted.

b) Amend Part One: Interpretation Section 1.3 by adding in alphabetical order:

"Cannabis" means a cannabis plant and anything referred to in the Federal Cannabis Act as follows:

- Any part of the cannabis plant, other than mature stalks that do not contain leaves, flowers or seeds, the cannabis plant fibre, or the plant root.
- Any substance or mixture of substances that contains or has on it any part of a cannabis plant.
- Any substance that is identical to any phytocannabinoid produced by, or found in, such a plant, regardless of how the substance was obtained.

"Cannabis Retailer" means a store where Cannabis is sold to the public, under license by the Province of British Columbia and meets the regulations as set out in this bylaw.

c) Amend Part 3: General Regulations by inserting after 3.21 Combined Commercial and Residential Use and moving all other regulations down by one number:

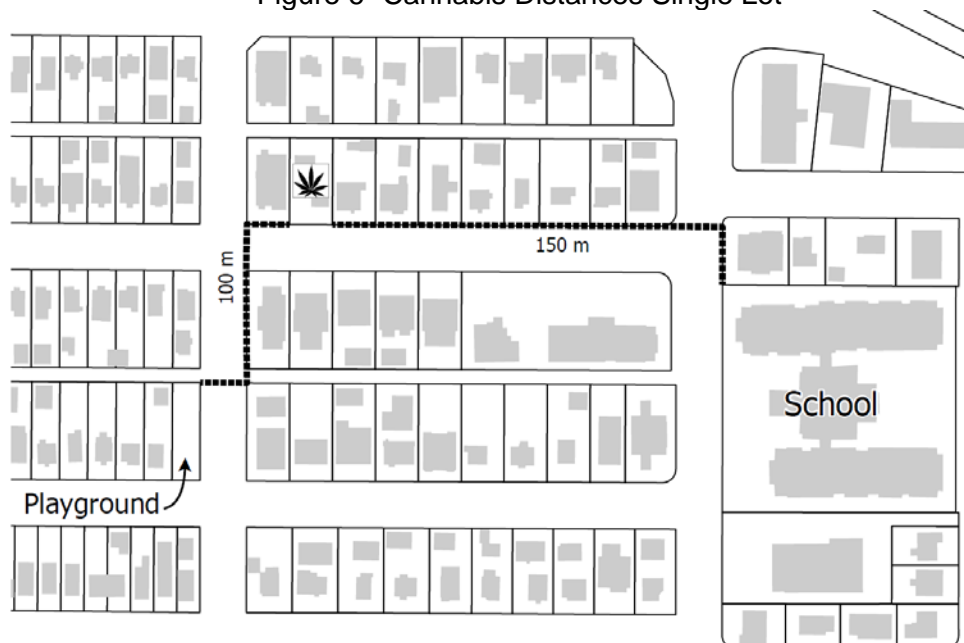
3.22 CANNABIS REGULATIONS

Cannabis Retailers are permitted in zones prescribed in the zoning regulation and subject to the following conditions:

- (a) Cannabis retailers are subject to the following buffers:
- (1) At least 100 metres from any playground or public library;
 - (2) At least 150 metres from any education service as defined in this regulation; and
 - (3) At least 150 metres away from any day care as defined in this regulation.

- (b) *The buffers will be measured in the following manner:*
- (1) *Where there is one commercial building on the property with one store the measurement to the nearest education service, day care facility, playground or public library will be from property line to property line following accessible roadways as illustrated in figure 6.*

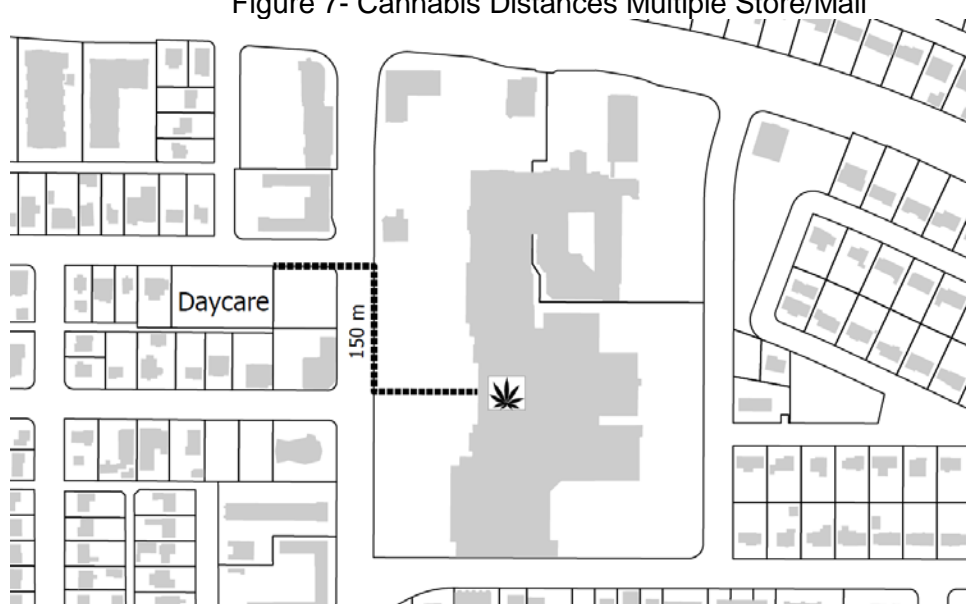
Figure 6- Cannabis Distances Single Lot



***The District of Port Hardy will determine the measurement using this regulation as a guide and the final determination of the distance will be decided by the District of Port Hardy.*

- (2) *Where there is a property with multiple stores, such as a mall or strip mall the measurement will be from the cannabis retail location to the property line of the nearest education service, day care facility, playground or public library following roadways and parking lots as illustrated in figure 7.*

Figure 7- Cannabis Distances Multiple Store/Mall



***The District of Port Hardy will determine the measurement using this regulation as a guide and the final determination of the distance will be decided by the District of Port Hardy.*

-
- (c) *Cannabis retail stores shall not be combined with any other use in the same store.*
 - (d) *Cannabis retailers must follow all BC Building Code requirements.*
 - (e) *Cannabis retailers must hold a valid business license and follow all business license requirements.*
 - (f) *Cannabis retailers will only be considered in zones where licenced premises is a permitted principal use.*
 - (g) *Cannabis retailers are not permitted to be in any residential zone.*
 - (h) *Cannabis retailers follow all applicable bylaws and regulations as other businesses in the District of Port Hardy.*
 - (i) *Parking requirements for cannabis retail stores must meet the provisions of the retail sales parking space requirements as identified in Table 4.2-Parking Space Requirements contained in this regulation.*
- d) Amend Part 4: Parking and Loading Section 4.2 Requirements (f) Parking and Loading Space Dimensions as follows:
- Figure Six-Parallel Parking Standards amended to Figure Eight- Parallel Parking Standards.*
- Figure Seven- Angled Parking Standards amended to Figure Nine- Angled Parking Standards.*
- e) Amend Part 7: Commercial Zones as follows:
- 7.1 C-1: General Commercial by adding in alphabetical order under (a) The following principal uses are permitted: 'Cannabis Retailer'.*
- 7.2 C-2: Service Commercial by adding in alphabetical order under (a) The following principal uses are permitted: 'Cannabis Retailer'.*
- 7.3 C-3: Town Centre Commercial by adding in alphabetical order under (a) The following principal uses are permitted: 'Cannabis Retailer'.*
- f) Amend Part 8: Marine Zones as follows:
- 8.1 M-1: Marine Commercial by adding in alphabetical order under (a) The following principal uses are permitted: 'Cannabis Retailer'.*
- g) Amend Part 12: Comprehensive Development Zones as follows:
- 12.5 CD-5: Comprehensive Development 5 by adding in alphabetical order under (a) The following principal uses are permitted: 'Cannabis Retailer'.*
- 12.7 CD-7: Comprehensive Development 7 by adding in alphabetical order under (a) The following principal uses are permitted: 'Cannabis Retailer'.*

PART 3 SEVERABILITY

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

Read a first time the 22nd day of May, 2018

Public Hearing held the 20th day of June, 2018

Read a second time the 26th day of June, 2018

Read a third time the 26th day of June, 2018

Adopted on the ____ day of _____,2018

DIRECTOR
OF CORPORATE SERVICES

MAYOR

Certified a true copy of
Bylaw No. 1080-2018 as adopted.

Director of Corporate Services



DISTRICT OF PORT HARDY

BYLAW NO. 1082-2018

AGENDA

A Bylaw to Amend District of Port Hardy Garbage and Recycling Bylaw No.1027- 2014

WHEREAS the Council of the District of Port Hardy deems it expedient to amend Bylaw No.1027-2014;

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

PART 1 CITATION

1.1 This bylaw may be cited for all purposes as the " District of Port Hardy Garbage and Recycling Amendment Bylaw No. 1082-2018".

PART 2 AMENDMENTS

2.1 District of District of Port Hardy Garbage and Recycling Bylaw No.1027- 2014 is hereby amended as follows:

a) Section 14 Enforcement is hereby amended as follows:

(c) Failure to comply with Section 7 (a) and (b) herein may result in the District by its own employees or authorized agents, cleaning up and removing such attractant and the cost of such cleaning and removal shall be charged to the owner of the property. Where such charges are unpaid on December 31st, they shall be added to and form part of the taxes payable in respect of that real property as taxes in arrears.

PART 3 SEVERABILITY

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

Read a first time the 26th day of June, 2018

Read a second time the 26th day of June, 2018

Read a third time the 26th day of June, 2018

Adopted on the ____ day of _____, 2018

DIRECTOR
OF CORPORATE SERVICES

MAYOR

Certified to be a true copy of
District of Port Hardy Bylaw No.1082-2018
District of Port Hardy Garbage and Recycling Amendment Bylaw

Director of Corporate Services



DISTRICT OF PORT HARDY

STAFF REPORT



DATE: July 10, 2018 AGENDA

TO: Mayor and Council

FROM: Lynda Sowerby, Director of Finance

RE: **2018 COUNCIL REMUNERATION REVIEW – REPORT OF THE COUNCIL REMUNERATION COMMITTEE**

PURPOSE

To report on the recommendations of the 2018 Council Remuneration Committee and request that Council approve the District of Port Hardy Council Remuneration Bylaw 1083-2018.

ATTACHMENTS

- 1) Report of the Committee to Review Indemnities of Mayor and Municipal Councillors.
- 2) District of Port Hardy Council Remuneration Bylaw No. 17-2011 – Consolidated for Convenience only.
- 3) Municipal Council Remuneration Various BC Municipalities statistical analysis.
- 4) Income Tax Impact Analysis on Net Pay.
- 5) District of Port Hardy Council Remuneration Bylaw 1083-2018

REGULATORY AUTHORITY

Council Remuneration Bylaw No. 17-2011 requires that in May of each municipal election year, an independent committee be formed to review and provide recommendations regarding Council remuneration.

BACKGROUND

Historically, Council remuneration is reviewed in each year in which a general election is conducted as per the District's past and present Council remuneration bylaws. In this regard, District of Port Hardy Council Remuneration Bylaw No. 17-2011 includes provisions for conducting this review.

On May 29th, the three-member Council Remuneration Committee met with staff to review Bylaw 17-2011 and amending Bylaws No. 1031-2014 and 1067-2017.

ANALYSIS

Staff provided the committee with data on council remuneration from various communities throughout BC. The committee compared Port Hardy's remuneration to various communities whose population was between 3,114 and 5,013 and felt that the current remuneration was reasonable and fell close to the mean.

The committee also reviewed the federal government's Bill C-44 legislation, effective 2019, whereby elected officials will lose their non-accountable allowances. The committee analyzed (attached Tax Impact analysis) the impact the new legislation would have on Councils net pay. The committee's goal was to find a base earning where the net pay under the current legislation would be equivalent to net pay under Bill C-34 legislation. The Mayor's 2018 indemnity of \$25,752 would need to be increased to \$27,267 (5.88%), to meet the equivalent net pay.

The Council Remuneration Committee has undertaken its review and as per its June 15, 2018 letter attached, the Committee recommends:

"It is the Committee's recommendation that effective January 1, 2019, the Mayor's indemnity be increased to \$27,267. In addition, it is the Committee's further recommendation that, effective January 1, 2019, the Mayor's indemnity be increased by a percentage equal to the B.C. Consumer Price Index for the previous year. Finally, the Committee recommends that the annual indemnity for individual Councillors be set at 50% of the indemnity paid to the Mayor, also effective January 1, 2019.

FINANCIAL IMPLICATIONS

Changes to Council remuneration will take effect on January 1, 2019 and will be reflected in the 2019 budget. The proposed increase of 5.88% to the base indemnity, or \$6,060, equates to a tax increase of 0.21%. In addition to the base indemnity, the committee has also recommended remuneration be increased the BC CPI. If the CPI increases by 2.5%, this would be an additional cost of \$152.00.

OPTIONS

- 1) That Council accept the recommendations of the Remuneration Committee as presented, effective January 1, 2019.
- 2) That Council make changes to Council Remuneration, effective January 1, 2019, that is contrary to the recommendations of the remuneration Committee
- 3) That council give staff further direction.


STAFF RECOMMENDATION

"THAT Council accept the recommendations of the Remuneration Committee, and Council give 1st, 2nd and 3rd readings to District of Port Hardy Council Remuneration Bylaw 1083-2018."

Respectfully submitted,


Lynda Sowerby
Director of Finance

I agree with the recommendation.


Allison McCarrick
Chief Administrative Officer

GRIER & COMPANY

Barristers & Solicitors, Notary Public

W. Paul Grier, B.A. (Hons) J.D.*
Benjamin Esau, B.A. J.D. +

* Denotes Personal Law Corporation
+ Articling Student

P.O. Box 1770
Unit 2 - 6990 Market Street
Port Hardy, BC
Canada V0N 2P0

Telephone (250) 949-6777
Fax (250) 949-9091
E-Mail: wpgrier@telus.net

Our File No. D-80,040

June 15, 2018

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

Attention: Lynda Sowerby

Dear Ms. Sowerby:


**Re: Report of the Committee to Review
Indemnities of Mayor and Municipal Councillors**

The Committee met with you on Tuesday, May 29th.

The Committee reviewed Bylaw No. 17-2011 and amending Bylaws No. 1031-2014 and 1067-2017. The Committee also took into consideration the impact of the federal government's Bill C-44 whereby elected officials will lose their non-accountable allowances, effective 2019.

The Committee recommends that effective January 1, 2019, the Mayor's indemnity be increased to \$27,267.00. In addition, it is the Committee's further recommendation that, effective January 1, 2019, the Mayor's indemnity be increased by a percentage equal to the B.C. Consumer Price Index for the previous year. Finally, the Committee recommends that the annual indemnity for individual Councillors be set at 50% of the indemnity paid to the Mayor, also effective January 1, 2019.

Respectfully submitted.



W. Paul Grier
Donald Smyth
Donna Gault

/tas



COUNCIL REMUNERATION BYLAW NO. 17-2011

CONSOLIDATED CONVENIENCE ONLY

Amending Bylaws:

Bylaw 1031-2014 September 9, 2014

Bylaw 1067-2017 August 8, 2017

**DISTRICT OF PORT HARDY
BYLAW 17-2011**

A Bylaw to Provide for the Payment of Council Members Remuneration and Expenses

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

1. TITLE

1.1 This bylaw may be cited as the "District of Port Hardy Council Remuneration Bylaw No. 17-2011".

2. REMUNERATION TO COUNCIL MEMBERS

2.1 As of January 1, 2012 the Mayor of the District of Port Hardy shall be paid an annual indemnity of TWENTY-FOUR THOUSAND DOLLARS (\$24,000.00).

2.2 Beginning January 1, 2013 and each year thereafter, the Mayor's remuneration will increase by the percentage equal to the British Columbia Consumer Price Index of the previous year.

2.3 Beginning January 1, 2012 and each year thereafter, each Councillor shall be paid an annual indemnity equal to fifty (50%) percent of that paid to the Mayor.

2.4 In May of each municipal election year, an independent committee will be formed to review Council remuneration. The committee will be comprised of three (3) District residents and any recommended increase in remuneration will become effective January 1st of the following year.

2.5 One-third of the remuneration for the Mayor and each Councillor as set out above is an allowance for expenses incidental to the discharge of the duties of office, other than actual expenses incurred by the member of Council.

2.6 Payment of one-twelfth of the foregoing may be made monthly, each and every year, on the first pay date of each month.

BYL1031-2014 Section 3, EXPENSES INCURRED, is hereby deleted in its entirety and the remaining sections are renumbered accordingly.

BYL1031-2014
Sept. 2014

3. ELIGIBLE EXPENSES

3.1 Members of Council shall be reimbursed for expenses they incur for being present at Council approved functions conducted outside of the District as per section 4. herein.

3.2 Eligible expenses include:

- a) accommodation;
- b) transportation (airfare, car rental, ferry, mileage, parking, taxi, etc.);
- c) registration or related fees; and,
- d) per diem allowance (see section 3.4).

BYL1031-2014
Sept. 2014

BYL1031-2014
Sept. 2014

3.3 Where Council members use their own vehicles to conduct District business, they must provide business use as part of their vehicular insurance and the District will reimburse 100% of the business use portion of said insurance.

3.4 ~~The per diem allowance is intended to cover meals, gratuities and incidental expenses and it will be calculated at the rate in effect at the time of booking in accordance with the rates established by the Treasury Board of Canada from time to time. Meals that are provided at a function will be deducted from the per diem paid. On the date of departure, travel must commence before 7:00 a.m. to claim breakfast, before 12:00 noon to claim lunch; and on the date of return, travel status must end after 6:00 p.m. to claim dinner.~~

BYL1031-2014
Sept. 2014

3.4 The per diem allowance is intended to cover meals, gratuities and incidental expenses and it will be calculated at the rate in effect at the time of booking in accordance with the rates established by the Treasury Board of Canada from time to time. Meals that are provided at an additional cost to the registration will be deducted from the per diem paid. On the date of departure, travel must commence before 7:00 a.m. to claim breakfast, before 12:00 noon to claim lunch; and on the date of return, travel status must end after 6:00 p.m. to claim dinner

BYL1067-2017
Augt. 2017

3.5 Mileage paid shall be equal to the mileage rates set by the Treasury Board of Canada from time to time and will be calculated at the rates in effect at the time of booking.

BYL1031-2014
Sept. 2014

BYL1031-2014 Sept. 2014 Section 4. LEVELS OF PAYMENT is hereby deleted in its entirety and the remaining sections are renumbered accordingly.

4. COUNCIL APPROVED FUNCTIONS

Council approved functions shall include:

- a) The annual convention of the Union of British Columbia Municipalities (U.B.C.M.);
- b) The annual convention of the Association of Vancouver Island Coastal Communities (A.V.I.C.C.);
- c) Meetings associated with the Regional District of Mount Waddington (RDMW) Board of Directors and Hospital Board attended by a Council member who has been appointed as Director or Alternate Director, and the RDMW does not provide reimbursement of expenses for attending those meetings;
- d) Committee meetings outside the boundaries of the District to which Council members have been duly appointed by Council; and,
- e) Any other functions including meetings, courses or conventions approved by resolution of Council.

BYL1031-2014
Sept. 2014

5. SEVERABILITY

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

6. EFFECTIVE DATE

This bylaw shall become effective January 1, 2012.

7. REPEAL

Bylaw No. 14-2008 will be repealed on the effective date of this bylaw.

Read a first time on the 25th day of October, 2011.

Read a second time on the 25th day of October, 2011.

Read a third time on the 25th day of October, 2011.

Adopted on the 8th day of November, 2011.

Original signed by:

DIRECTOR
OF CORPORATE SERVICES

MAYOR

Municipal Council Remuneration Various BC Municipalities

	2015			2014			2015			2016			2017			Average	C / M	%
	Population	Mayor	Councillor	Mayor	Councillor	Councillor	Mayor	Councillor	Mayor	Councillor	Mayor	Councillor	Mayor	Councillor	Mayor			
Sayward	307	6,000	4,200	7,800	6,000	7,800	6,000	7,800	6,000	7,800	6,000	7,800	6,000	7,800	7,200	5,400	75.00%	
Alert Bay	440	6,750	4,505	11,043	7,362	11,043	7,362	11,043	7,362	11,043	7,362	11,043	7,362	11,043	6,750	4,505	66.74%	
Port Alice	784	10,800	7,200	18,560	12,750	18,560	12,750	18,560	12,750	18,560	12,750	18,560	12,750	18,560	10,962	7,308	66.67%	
Sechelt	808	37,109	18,560	43,494	24,945	43,494	24,945	43,494	24,945	43,494	24,945	43,494	24,945	43,494	39,238	20,688	52.73%	
Gold River	1,242	12,750	6,375	12,750	6,375	12,750	6,375	12,750	6,375	12,750	6,375	12,750	6,375	12,750	12,750	6,375	50.00%	
Ucluelet	1,515	31,600	20,570	23,456	13,407	23,456	13,407	23,456	13,407	23,456	13,407	23,456	13,407	23,456	26,430	15,943	60.32%	
Burns Lake	1,829	17,500	8	15,000	7,500	15,000	7,500	15,000	7,500	15,000	7,500	15,000	7,500	15,000	16,833	5,253	31.20%	
100 Mile House	1,913	15,000	7,500	20,125	11,651	20,125	11,651	20,125	11,651	20,125	11,651	20,125	11,651	20,125	15,150	7,575	50.00%	
Tofino	2,053	19,926	11,536	23,552	13,268	23,552	13,268	23,552	13,268	23,552	13,268	23,552	13,268	23,552	20,132	11,655	57.89%	
Logan Lake	2,097	23,552	13,268	20,000	10,142	20,000	10,142	20,000	10,142	20,000	10,142	20,000	10,142	20,000	23,552	13,268	56.33%	
Sicamous	2,443	14,988	10,042	20,000	10,000	20,000	10,000	20,000	10,000	20,000	10,000	20,000	10,000	20,000	18,953	10,222	53.93%	
Tumbler Ridge	2,647	24,395	10,606	21,587	10,793	21,587	10,793	21,587	10,793	21,587	10,793	21,587	10,793	21,587	24,198	10,803	44.65%	
Princeton	2,729	20,348	10,174	14,992	7,521	14,992	7,521	14,992	7,521	14,992	7,521	14,992	7,521	14,992	21,768	10,884	50.00%	
Enderby	2,840	14,992	7,521	20,000	12,000	20,000	12,000	20,000	12,000	20,000	12,000	20,000	12,000	20,000	15,183	7,635	50.29%	
Lake Cowichan	3,114	15,800	10,600	24,264	12,132	24,264	12,132	24,264	12,132	24,264	12,132	24,264	12,132	24,264	22,667	13,000	57.35%	
Lantzville	3,389	14,594	9,194	21,885	15,605	21,885	15,605	21,885	15,605	21,885	15,605	21,885	15,605	21,885	30,336	14,366	47.36%	
Mackenzie	3,499	14,862	7,989	21,885	15,605	21,885	15,605	21,885	15,605	21,885	15,605	21,885	15,605	21,885	22,363	9,479	42.38%	
Cumberland	3,506	21,961	10,980	24,264	12,132	24,264	12,132	24,264	12,132	24,264	12,132	24,264	12,132	24,264	15,894	8,544	53.75%	
Bowen Island	3,546	21,961	10,980	24,264	12,132	24,264	12,132	24,264	12,132	24,264	12,132	24,264	12,132	24,264	22,291	11,158	50.05%	
Port Hardy	3,943	24,264	12,132	24,264	12,132	24,264	12,132	24,264	12,132	24,264	12,132	24,264	12,132	24,264	22,632	12,316	50.00%	
Fernie	4,308	20,000	12,000	29,606	13,730	29,606	13,730	29,606	13,730	29,606	13,730	29,606	13,730	29,606	22,667	13,000	57.35%	
Gibsons	4,487	29,255	13,567	37,200	12,283	37,200	12,283	37,200	12,283	37,200	12,283	37,200	12,283	37,200	30,336	14,366	47.36%	
Vanderhoof	4,492	26,235	13,992	26,502	14,135	26,502	14,135	26,502	14,135	26,502	14,135	26,502	14,135	26,502	37,200	12,283	33.02%	
Oliver	4,597	21,244	11,360	22,505	12,145	22,505	12,145	22,505	12,145	22,505	12,145	22,505	12,145	22,505	26,510	14,139	53.33%	
Duncan	4,663	22,002	12,520	22,302	12,820	22,302	12,820	22,302	12,820	22,302	12,820	22,302	12,820	22,302	22,780	12,362	54.27%	
Armstrong	4,951	21,996	12,999	28,911	13,349	28,911	13,349	28,911	13,349	28,911	13,349	28,911	13,349	28,911	22,398	12,842	57.34%	
Metchosin	4,972	16,000	8,000	19,414	9,709	19,414	9,709	19,414	9,709	19,414	9,709	19,414	9,709	19,414	22,271	13,161	59.09%	
Peachland	5,013	24,911	13,349	28,911	13,349	28,911	13,349	28,911	13,349	28,911	13,349	28,911	13,349	28,911	28,111	13,618	48.44%	
Hope	5,714	28,022	14,011	29,154	14,577	29,154	14,577	29,154	14,577	29,154	14,577	29,154	14,577	29,154	17,007	8,505	50.01%	
Trail	7,448	24,172	12,470	24,172	12,470	24,172	12,470	24,172	12,470	24,172	12,470	24,172	12,470	24,172	28,588	14,294	50.00%	
Ladysmith	8,177	37,737	20,143	34,819	20,520	34,819	20,520	34,819	20,520	34,819	20,520	34,819	20,520	34,819	25,758	12,971	50.36%	
Kitimat	8,211	34,475	20,317	27,859	12,322	27,859	12,322	27,859	12,322	27,859	12,322	27,859	12,322	27,859	34,184	16,369	47.88%	
Qualicum Beach	8,940	28,760	11,399	20,320	10,160	20,320	10,160	20,320	10,160	20,320	10,160	20,320	10,160	20,320	34,704	20,452	58.93%	
Coldstream	10,821	26,955	11,923	40,892	16,305	40,892	16,305	40,892	16,305	40,892	16,305	40,892	16,305	40,892	28,760	11,399	39.63%	
Summerland	11,267	20,320	10,160	27,859	12,322	27,859	12,322	27,859	12,322	27,859	12,322	27,859	12,322	27,859	27,997	12,384	44.23%	
Sooke	12,181	44,095	17,534	41,342	16,485	41,342	16,485	41,342	16,485	41,342	16,485	41,342	16,485	41,342	20,320	10,160	50.00%	
Powell River	12,893	31,252	16,305	30,136	13,061	30,136	13,061	30,136	13,061	30,136	13,061	30,136	13,061	30,136	42,110	16,791	39.87%	
Comox	13,986	30,498	12,004	38,450	17,041	38,450	17,041	38,450	17,041	38,450	17,041	38,450	17,041	38,450	31,471	16,867	53.60%	
Central Saanich	16,046	38,450	17,041	26,211	13,105	26,211	13,105	26,211	13,105	26,211	13,105	26,211	13,105	26,211	30,317	12,532	41.34%	
Port Alberni	16,149	23,753	11,877	15,836	7,918	15,836	7,918	15,836	7,918	15,836	7,918	15,836	7,918	15,836	38,591	17,104	44.32%	
Colwood	16,955	20,908	10,454	21,381	10,690	21,381	10,690	21,381	10,690	21,381	10,690	21,381	10,690	21,381	23,086	11,543	50.00%	
North Cowichan	29,999	34,252	16,107	34,766	16,349	34,766	16,349	34,766	16,349	34,766	16,349	34,766	16,349	34,766	58,554	21,385	36.52%	
Langford	32,834	34,252	16,107	35,288	16,597	35,288	16,597	35,288	16,597	35,288	16,597	35,288	16,597	35,288	34,898	18,746	53.72%	

Income Tax Impact Analysis on Net Pay

	2012	2013	2014	2015	2016	2017	2018	2019
Increase is CPI		1.10%	0.00%	1.00%	1.10%	1.80%	2.10%	2.50%
		(estimate)						
Mayor	24,000.00	24,264.00	24,264.00	24,506.64	24,776.04	25,221.96	25,752.00	26,395.80
Councillor (50%)	12,000.00	12,132.00	12,132.00	12,253.32	12,388.02	12,611.04	12,876.00	13,197.90
Proposed rate - 5.88% increase							27,267.00	27,948.68
Mayor							13,633.50	13,974.34
Councillor (50%)								

Current Legislation - 1/3rd remuneration considered non-accountable allowance

Earnings		Taxes	Net Pay
2018 Earning	25,752.00	1,167.42	24,584.58
Non-taxable	8584	17168	
Taxable	4292	8584	
2018 Earning	12,876.00	0.00	12,876.00
Non-taxable	4292		
Taxable	8584		

Bill C-44 Legislation - effective 2019 - all remuneration considered taxable income		Taxes	Net Pay
2018 Equivalent earning	27,267.00	2,682.27	24,584.73
Earnings			
Non-taxable	27,267.00		
Taxable			
2018 Equivalent earning	13,633.50	637.25	12,996.26
Earnings			
Non-taxable	13,633.50		
Taxable			





**DISTRICT OF PORT HARDY
BYLAW 1083-2018**

AGENDA

**A Bylaw to Provide for the Payment of Council Members
Remuneration and Expenses**

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

1. TITLE

- 1.1 This bylaw may be cited as the "District of Port Hardy Council Remuneration Bylaw No. 1083-2018".

2. REMUNERATION TO COUNCIL MEMBERS

- 2.1 As of January 1, 2019 the Mayor of the District of Port Hardy shall be paid an annual indemnity of TWENTY-SEVEN THOUSAND TWO HUNDRED SIXTY-SEVEN DOLLARS (\$27,267.00) PLUS THE PERCENTAGE EQUAL TO THE 2018 BRITISH COLUMBIA CONSUMER PRICE INDEX.
- 2.2 Beginning January 1, 2020 and each year thereafter, the Mayor's remuneration will increase by the percentage equal to the British Columbia Consumer Price Index of the previous year.
- 2.3 Beginning January 1, 2019 and each year thereafter, each Councillor shall be paid an annual indemnity equal to fifty (50%) percent of that paid to the Mayor.
- 2.4 In May of each municipal election year, an independent committee will be formed to review Council remuneration. The committee will be comprised of three (3) District residents and any recommended increase in remuneration will become effective January 1st of the following year.
- 2.5 Payment of one-twelfth of the foregoing may be made monthly, each and every year, on the first pay date of each month.

3. ELIGIBLE EXPENSES

- 3.1 Members of Council shall be reimbursed for expenses they incur for being present at Council approved functions conducted outside of the District as per section 4. herein.
- 3.2 Eligible expenses include:
- a) accommodation;
 - b) transportation (airfare, car rental, ferry, mileage, parking, taxi, etc.);
 - c) registration or related fees; and,
 - d) per diem allowance (see section 3.4).
- 3.3 Where Council members use their own vehicles to conduct District business, they must provide business use as part of their vehicular insurance and the District will reimburse 100% of the business use portion of said insurance.

3.4 The per diem allowance is intended to cover meals, gratuities and incidental xpenses and it will be calculated at the rate in effect at the time of booking in accordance with the rates established by the Treasury Board of Canada from time to time. Meals that are provided at an additional cost to the registration will be deducted from the per diem paid. On the date of departure, travel must commence before 7:00 a.m. to claim breakfast, before 12:00 noon to claim lunch; and on the date of return, travel status must end after 6:00 p.m. to claim dinner

3.5 Mileage paid shall be equal to the mileage rates set by the Treasury Board of Canada from time to time and will be calculated at the rates in effect at the time of booking.

4. COUNCIL APPROVED FUNCTIONS

Council approved functions shall include:

- a) The annual convention of the Union of British Columbia Municipalities (UBCM)
- b) The annual convention of the Association of Vancouver Island Coastal Communities (AVICC);
- c) Meetings associated with the Regional District of Mount Waddington (RDMW) Board of Directors and Hospital Board attended by a Council member who has been appointed as Director or Alternate Director, and the RDMW does not provide reimbursement of expenses for attending those meetings;
- d) Committee meetings outside the boundaries of the District to which Council members have been duly appointed by Council; and,
- e) Any other functions including meetings, courses or conventions approved by resolution of Council.

5. SEVERABILITY

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

6. EFFECTIVE DATE

This bylaw shall become effective January 1, 2019.

7. REPEAL

Bylaw No. 17-2011 will be repealed on the effective date of this bylaw.

Read a first time on the ____ day of _____, 2018.

Read a second time on the ____ day of _____, 2018.

Read a third time on the ____ day of _____, 2018.

Adopted on the ____ day of _____, 2018.

Original signed by:

DIRECTOR
OF CORPORATE SERVICES

MAYOR