



DISTRICT OF PORT HARDY

AGENDA

REGULAR MEETING OF COUNCIL

7:00 PM

TUESDAY, OCTOBER 22, 2013

MUNICIPAL HALL COUNCIL CHAMBERS

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

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

**DISTRICT OF PORT HARDY
AGENDA FOR THE REGULAR MUNICIPAL COUNCIL MEETING
7:00 pm TUESDAY, OCTOBER 22, 2013
Council Chambers - Municipal Hall**

<u>Page</u>		Time:
	A. CALL TO ORDER	
	B. APPROVAL OF AGENDA AS PRESENTED (or amended)	
	Motion required	1. 2.
	C. ADOPTION OF MINUTES	
1-3	1. The minutes of the Regular Council Meeting held October 8, 2013.	
	Motion required	1. 2.
	D. DELEGATIONS AND REQUEST TO ADDRESS COUNCIL	
	1. George Kearey, Royal Canadian Legion Branch 237 Re: Presentation of First Poppy for 2013 Poppy Campaign.	
4-7	2. Staff Sgt. Gord Brownridge re: RCMP quarterly report .	
	3. Fire Chief Schell Nickerson re: Port Hardy Fire Rescue quarterly report.	
	E. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS	
8	1. Council Action items. For information.	
	F. CORRESPONDENCE	
	None	
	G. NEW BUSINESS	
	None in agenda package.	
	H. COUNCIL REPORTS	
	1. Verbal reports from Council members.	
	I. COMMITTEE REPORTS	
9-12	1. Downtown Revitalization Committee, draft minutes of the meeting held October 3, 2013. For information.	
13-16	2. Operational Services Committee, draft minutes of the meeting held October 17, 2013.	
	At its meeting on October 17, 2013, the Operational Services Committee adopted the following resolution:	
	<i>THAT the Operational Services Committee recommends to Council that the following dates be considered for the Community Recreation Program Trail Enhancement completion ceremony: Sunday December 1st , Monday December 2nd and Sunday December 8th .</i>	
	Motion / direction	1. 2.

J. STAFF REPORTS

- 17 1. A. McCarrick, Director of Financial Services (Oct 7/13) re: Utilities Supervisor Vehicle.
Motion / direction 1. 2.
- 18-19 2. A. McCarrick, Director of Financial Services (Oct 11/13) re: Climate action carbon neutral fund policy.
Motion / direction 1. 2.
- 20 3. R. Davidge, Chief Administrative Officer and J. Long, Director of Corporate & Development Services (Oct 10, 2013) re: Membership – Community Consultative Committee
Motion / direction 1. 2.
- 21-25 4. R. Davidge, Chief Administrative Officer and J. Long, Director of Corporate & Development Services (Oct 17, 2013) re: Fire Services Review Study.
Motion / direction 1. 2.

K. CURRENT BYLAWS AND RESOLUTIONS

- 26-28 1. District of Port Hardy Permissive Tax Exemptions 2014, 2015 and 2016 Bylaw No. 1015-2013. For Adoption.
Motion required 1. 2.
- 29 2. a. Staff Report: A. McCarrick, Director of Financial Services (Oct 11, 2013) re; Bylaw 1017- 2013 Revenue Anticipation Borrowing Bylaw for 2014.
- 30-31 b. District of Port Hardy Revenue Anticipation Borrowing Bylaw 1017-2013. For First, Second and Third Readings.
Motion required 1. 2.

L. PENDING BYLAWS

None

M. INFORMATION AND ANNOUNCEMENTS

October 22 Council: 2014 Budget meeting 4:00 pm Council chambers
October 24 Committee: OH&S 8:30 am Council Chambers
Committee: Sustainability 4:00 pm Council Chambers
October 29 Committee: Downtown Revitalization 10:00 am Council Chambers
Committee: Emergency Planning Noon Council Chambers
November 5 Council: 2014 Budget Meeting 4:00-6 pm Council Chambers
November 11 Remembrance Day – *Municipal Hall closed*
November 12 Committee: Sustainability Committee 4:30 pm 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

1. Time:



**MINUTES OF THE DISTRICT OF PORT HARDY
REGULAR MEETING OF COUNCIL
OCTOBER 8, 2013**

CALL TO ORDER: Deputy Mayor Janet Dorward Time: 7:00 pm

PRESENT: Deputy Mayor Janet Dorward
Councillors: Debbie Huddleston, Rick Marcotte, Nikki Shaw, John Tidbury

Jeff Long, Director of Corporate & Development Services
Allison McCarrick, Director of Financial Services
Leslie Driemel, Recording Secretary

Media: North Island Gazette:
Members of the Public: 1

REGRETS: Mayor Bev Parnham, Councillor Jessie Hemphill
Rick Davidge, Chief Administrative Officer

2013-137
APPROVAL OF AGENDA
PRESENTED

APPROVAL OF AGENDA

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

ADOPTION OF MINUTES

1. The minutes of the Regular Meeting of Council held September 24, 2013.

2013-138
REGULAR COUNCIL
MINUTES SEPT 24/13
APPROVED AS
PRESENTED

Moved/Seconded/Carried
THAT the minutes of the Regular Council Meeting held September 24, 2013 be approved as presented.

DELEGATIONS

None

BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

1. Council action items were received as information.

CORRESPONDENCE

1. Hon. Stephanie Cadieux, Minister of Children & Family Development (email Sept 30/13) re: October as Foster Family Month was received as information
2. Correspondence re: Late Grant-in-aid requests

Memo from A. McCarrick, Director Financial Services (Oct.3 /13) re: Late Grant-in-aid Requests was received as information.

2013-139
CH OF COMM RE:
GREAT PUMPKIN
PATCH WALK NOV./13 A
PRIZE AND TURN OFFS
SEAWALL LIGHTS

- a. C. Perkovich, Executive Director, Port Hardy & District Chamber of Commerce (Oct. 1/13) Great Pumpkin Patch Walk November 1, 2013 re:
-request for a prize donation of a free swim for a school class.
-request for seawall lights to be turned out at 6:00 pm.

Moved/Seconded/Carried

THAT Council approve the requests from the Port Hardy & District Chamber of Commerce regarding the Great Pumpkin Patch Walk being held November 1, 2013 namely; a prize donation of a free swim for a school class and that the seawall lights to be turned out at 6:00 pm.

- b. Rotary Clubs of Port Hardy and Port McNeill (Sept 23/13) re: Request for Donation to 27th Annual Rotary Radio Auction.

2013-140
DONATION TO ANNUAL
ROTARY AUCTION

Moved/Seconded/Carried

THAT the request from the Rotary Clubs of Port Hardy and Port McNeill for a donation to the 27th Annual Rotary Radio Auction be approved and shall consist of the same items that were donated in 2012, namely two annual resident launch and parking passes, one recreation adult punch card, one recreation child punch card and one hour adult ice rental.

NEW BUSINESS

None

COUNCIL REPORTS

COUNCIL REPORTS

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

COMMITTEE REPORTS

EMERGENCY
PLANNING COMMITTEE
DRAFT MINUTES OF
SEPT 17/13

1. Emergency Planning Committee, Draft minutes of the meeting held September 17, 2013 was received as information.

Council discussed acquiring OK/HELP signs for public distribution. Jeff Long, Director of Corporate and Development Services, advised they are available to the public to download on the District website.

FINANCE COMMITTEE S
FROM MINUTES SEPT.
24/13

2. Finance Committee, minutes of the meeting held September 24, 2013 and recommendations to Council:
1. That a carbon neutral policy be drafted and presented to Council at a future council meeting for a resolution.
 2. That the 2014 user rates bylaw is presented to Council at a future council meeting

2013-141
FINANCE COMMITTEE
RECOMMENDATIONS
FROM MINUTES SEPT.
24/13

Moved/Seconded/Carried

THAT the recommendations from the Finance Committee Meeting of September 24, 2013 be accepted as presented namely;

1. That a carbon neutral policy be drafted and presented to Council at a future

OPERATIONAL
SERVICES COMMITTEE
MINUTES SEPT.26/13

- council meeting for a resolution.*
- 2. That the 2014 user rates bylaw is presented to Council at a future council meeting*

3. Operational Services Committee, Minutes of the meeting held September 26, 2013 was received as information.

STAFF REPORTS

1. Accounts payable, September 2013 was received as information.
2. Allison McCarrick, Director Financial Services (Oct.3/13) re: 2013 Tax Sale was received as information.

BYLAWS

District of Port Hardy Permissive Tax Exemptions 2014, 2015 and 2016 Bylaw No. 1015-2013. For First, Second and Third Reading

2013-141
BYLAW NO. 1015-2013
PERMISSIVE TAX
EXEMPTIONS 2014,
2015 & 2016 1st 2nd & 3rd
READINGS

Moved/Seconded/Carried
THAT District of Port Hardy Permissive Tax Exemptions 2014, 2015 and 2016 Bylaw No. 1015-2013 receive First, Second and Third Readings.

ADJOURNMENT

2013-142
ADJOURNMENT

Moved
THAT the meeting be adjourned. Time: 7:13pm

CORRECT

APPROVED

DIRECTOR OF CORPORATE
& DEVELOPMENT SERVICES

MAYOR

File Type	July 1st, 2013 - Sept 30th, 2013	July 1st, 2012 - Sept 30th, 2012
Assaults / including with bodily harm	34	24
Sexual Assaults	1	9
Intoxicated in Public	88	151
Breach of Peace	13	25
Cause Disturbance	35	22
Mischief	47	46
Bail Violations	44	39
Bylaw - Noise	29	34
False/Abandoned 911	20	34
Break & Enter - Business	1	2
Break & Enter Residence	3	2
Theft from Motor Vehicle under \$5000	6	17
Theft from Motor Vehicle over \$5000	0	0
Theft - Shoplifting Under \$5000	3	7
Missing Persons	2	5
Unspecified Assistance	2	1
False Alarms	35	29
Impaired Driving	15	15
Mental Health Act	1	1
Cocaine trafficking / possession	0	0
Marijuana trafficking / possession	5	4
Prisoners Held	217	305
JJP Hearings	32	42
Detentions from JJP Hearings	20	26
TOTAL	985	1146



Royal Canadian
Mounted Police

Gendarmerie royale
du Canada

Security Classification/Designation
Classification/désignation sécuritaire

Royal Canadian Mounted Police -Port Hardy
7355 Columbia Street, P.O. Box 86
Port Hardy, BC V0N 2R0

Your File - Votre référence

Our File - Notre référence

Port Hardy District Mayor and Council
7360 Columbia Street P.O. Box 68
Port Hardy, BC
V0N 2R0

Date

October, 2013

Mayor and Council
District of Port Hardy

RE: 2nd Quarter (July 1 – Sept 30) 2013 RCMP Report

The Port Hardy RCMP Detachment continues to focus on the Strategic Priorities of Substance Abuse, Traffic safety, Crime Reduction and maintaining a presence in our First Nations Communities.

In keeping with our strategic priorities, we are consistently working to:

Objective # 1 Substance Abuse/Drug Trafficking

Reduce the number of intoxicated people in public areas.

During this quarter, members continued to conduct foot patrols of known areas frequented by people in violation of the Liquor Control and Licensing Act. Members continue to conduct regular Bar Walks in our licensed establishments

Since last quarter we have continued to monitor the top prolific social offenders. One of our top offenders recently attended court as a result of our current initiative. A social offender package was included in the information provided to Crown. This resulted in strict conditions including a court order directing that this individual reside at a safe house in Port Hardy. He has not been arrested since.

A folder has been placed in the cell block that contains Mental Health Referral forms created by Cst BRENNAN. These forms are completed for any person who is interested in treatment for their substance abuse issues and agrees to share their personal information. Once completed, the forms are faxed to Mental Health for their follow up. To date, several referral forms have been completed and faxed.

RCMP GRC 2823 (2002-11)
WPT



A follow up meeting was held recently with Shane THOMAS of mental health to evaluate the initiatives progress and ensure both agencies are satisfied with the direction in which things are moving. No major concerns were brought up and both parties were pleased with the current results. To date there has been an approximate 26% drop in intoxicated in public calls for service since the beginning of the fiscal year.

For the next quarter, it is planned to meet personally with each identified prolific social offender in order to get a sense of how they are doing and evaluate their progress.

Recently, our Detachment was contacted by the E Division (province of BC) Crime Reduction Coordinator, requesting that we share our strategies with other detachments who are dealing with similar issues.

Objective # 2 is Traffic

Continue efforts to reduce reportable collisions and traffic related offences by maintaining a presence on our Highways and in school zones.

During this quarter there was a total of 9 reportable motor vehicle accidents in the Port Hardy area and 5 in the Port Alice area. In comparing accident locations and files, there does not seem to be any evidence highlighting a specific problem location or driving behaviour. However, 4 of the 9 collisions in Port Hardy occurred in parking lots, primarily due to inattentive driving. A news release has been written to run in the local paper and radio station, advising motorists to be more cautious while in parking lots (Last quarter there were six collisions in parking lots, making it the only location where a pattern is showing). Of the remaining MVA's in Port Hardy, 2 involved wild animals and 2 were on logging roads. Only 1 was on the main highway and that was a rear end collision.

Members are dedicated to reducing traffic related infractions. During this quarter, members continued with school zone patrols. Members were successful in taking 15 impaired drivers off the road through a combination of Criminal Code and Motor Vehicle Act investigations. There were 22 organized check stops, 69 written warnings and 36 violation tickets issued.

Objective #3: Maintain a presence in First Nations Communities

Attend Chief and Council meetings as invited. Work towards establishing Community Consultative Groups (CCG's) and the signing of at least one Letter of Expectation (LOE's).

During this quarter, our First Nations Policing (FNP) members, with the Detachment Commander, continued to attend our First Nations Communities for official and un-official meetings with Chief and Council/Band Managers.

This quarter saw members invited to attend a feast in memory of Cindi SCOW. Three uniformed members attended with the Detachment Commander and the Victim Services Coordinator.

Cst BRENNAN has now moved into the FNP Unit to replace Cst CHISHOLM and has already taken on a project to deal with a problem party house.

We now have 1 signed LOE with the Quatsino Band and are continuing to work towards signatures with the remaining 2 Bands.

At this point we have surpassed our Annual Performance Plan goals for this initiative and will continue efforts to move forward.

Objective #4: Crime Reduction

Reduce break and enters:

This fiscal year the Port Hardy RCMP will concentrate on attempting to lower calls for service specific to commercial and residential break and enters.

Police continue to monitor curfews and conditions related to Community Sentence Orders.

Last Quarter, a review of calls for service revealed that businesses that sell liquor (liquor stores and bars) were prime targets for the crime of break and enter. Cst HOBBS and S/Sgt BROWNRIDGE personally visited every business in Port Hardy involved in liquor sales. These businesses were provided a letter advising them of the above findings and were asked to provide updated contact and security information for the local police database. Police also discussed target hardening ideas with any business interested. The information that has flowed back to the detachment from this effort has been positive. Cst HOBBS will explore methods to address issues of residential break and enters for this next quarter.

Victim Services remains actively involved in many of our investigational files. Victim Services works closely with the Crisis Center to ensure the best service delivery of resources.

If you have any questions, please feel free to contact me at your convenience.

Best Regards,

Gord Brownridge (S/Sgt)
Detachment Commander
Port Hardy



RCMP GRC 2823 (2002-11)
WPT

REGULAR COUNCIL MEETING October 8, 2013			
2013 Late Grant in Aid Requests 1. Chamber of re: Great Pumpkin Patch Walk November 1, 2013 -request for a prize donation of a free swim for a school class. -request for seawall lights to be turned out at 6:00 pm. 2. Rotary Club re: Request for donation to 27th Annual Rotary Radio Auction. Finance Committee, minutes Sept 24, 2013 Recommendations to Council: 1. That a carbon neutral policy be drafted and presented to Council at a future council meeting for a resolution. 2. That the 2014 user rates bylaw is presented to Council at a future council meeting	Approved as requested. Advise Ch of Comm and Rotary, provide donations	JL/LD/ MD/TK	Done
	Recommendations approved. Draft as requested 1. Carbon Neutral Policy 2. 2014 user rates bylaw	JL/LD/ MD	Done
		AM AM	Agenda Item In progress
REGULAR COUNCIL MEETING August 27, 2013 ACTION		WHO	STATUS /COMMENTS
Zoning Bylaw 1010-2013	Staff to contact Urban Systems for update	JL	Done. Draft to be provided Sept 18/13
REGULAR COUNCIL MEETING May 7, 2013			
Costs for information stands at Carrot Park.	Subject to review of sign content, the District to fund \$2,532.60 for installation of the information stands along the seawall in Carrot Park. Advise Ch of Comm & arrange sign content review Advise PW	PS	Working with Committee and C/Hemphill on final concepts Done -First Nations consultation underway Done - First Nations art work commissioned.
REGULAR COUNCIL MEETING April 9, 2013			
Cape Scott Windfarm Interpretive Center	Contact CSW re: Building an interpretive Center	RD	Pending GDF-Suez action
Genotaph Project	Prepare grant application. Bring to Council for further consideration	PS	Estimates and quotes to Dir. Ops, next step, meet to discuss quotes, Construction spring 2014.



**DISTRICT OF PORT HARDY
DOWNTOWN REVITALIZATION COMMITTEE**

**MINUTES OF THE MEETING HELD OCTOBER 3, 2013 AT THE
DISTRICT OF PORT HARDY MUNICIPAL HALL**

Call to Order: Chair, Councillor Janet Dorward

Time: 10:07 am

Members Present: James Emerson - Chamber of Commerce
Carly Perkovich - Chamber of Commerce
Councillor Dorward
Jan Armbrust

DRAFT

Staff Present: Patti Smedley - Economic & Community Development Coordinator
Daniel Jones - Building Inspector
Rui Veloso - Operational Services

Regrets: Mayor Bev Parnham
Councillor Hemphill
Councillor Marcotte
Tara McCart
Lyn Barton
Sandra Masales - Chamber of Commerce / Rotary
Alan Armbrust

1. Minutes

Acceptance of the Minutes for the meeting held on January 22, 2013.

Emerson / Perkovich:

THAT the minutes for the meeting held January 22, 2013 be adopted as presented.

Carried.

Janet welcomed the group and introduced Daniel Jones, District of Port Hardy Building Inspector, and new Committee member Jan Armbrust.

2. Old Business

a) Update on Seagate Property

D. Jones reported that work on the Seagate Hotel annex is progressing well, with extensive renovations now completed on the 3rd and 4th floors. Contractors are currently reconstructing the decks, installing new windows, finishing the plumbing and electrical, and updating fire alarm systems. New interior and exit doors have also been installed. The owner will work with the District to undertake a commissioning process once construction is completed. The owner hopes to have an open house around Christmas 2013.

b) Update on Tom's Kitchen

Demolition plans are in progress, with a one-month extension granted (now slated for demolition by November 1, 2013).

DRAFT

c) Signage - Bear Cove / Carrot Park

P. Smedley provided samples of the new interpretive signage to be installed in Carrot Park and at Bear Cove. The Committee discussed a date for when the signage might be completed, with the general agreement being that, ideally, no later than spring 2014.

3. New Business

d) New Lighting / Engineering Drawings for Downtown

Committee members reviewed the specifications and schematic for the new lighting fixtures for Market Street. The question was raised about how the height of 14' was determined for the new lights. P. Smedley said she would check with T. Kushner to try and answer this question. R. Veloso stated that considerations such as adjusting the height to accommodate traffic such as delivery trucks may have been part of the process in determining the ideal height. C. Perkovich discussed the "warmth" of lighting that is closer to the ground. Other ideas for upgrades to the park, including a possible Torii Gate, new cenotaph and wood carvings, were also discussed. J. Emerson expressed the importance of maintaining the line of site to the bay. C. Perkovich advised the Committee of plans to add wooden photo signs next to the Information Centre to help attract and entertain tourists. The group also commented on how they liked the new commuter trails, but were wondering if some sort of sensor sensitive lighting could be added at the main junctions of the trail. The Committee also reviewed the proposed engineering drawings for downtown. The group liked the idea of roundabouts, particularly at the Granville and Rupert Street intersection. Timelines for storm sewer upgrades were also discussed.

e) Introduction of new Port Hardy Chamber of Commerce Manager Carly Perkovich

J. Dorward introduced Carly Perkovich to the Committee. Carly provided an overview of her focus for the Chamber - to build off of the work done in tourism to support other business sectors. One way she will do this is through closer networking with business and partnering with the District of Port Hardy to pursue business attraction and retention strategies.

f) Business After Hours

C. Perkovich provided an overview of the results of the first Business After Hours (held at the Quatse Salmon Enhancement Centre on Sept. 9). This meeting was focused on the tourism sector, with 15 tourism operators attending, as well as local government and Chamber representatives. C. Perkovich said feedback was "mixed" with most respondents wanting less talking and more concrete results (e.g. a plan for where to go next). The layout of the room also contributed to less social interaction between business than originally planned. C. Perkovich and P. Smedley explained how the next Business After Hours will be organized to help address these challenges. The next Business After Hours is slated for Nov. 7 at Providence Place.

Committee members also reviewed the minutes taken from the Business After Hours where attendees expressed concern for vacant and unsightly premises. The members were interested in having J. Long review the applicable bylaws for vacant /unsightly premises to see what can be done legally about this ongoing problem. There was also consensus about holding the next meeting as a "field trip" for members to visit the downtown core. This will help the group to visualize the possibilities for improvements to Market Street (e.g. determining what additional signage or wayfinding - e.g. footprints - could be implemented as well as a general vision for this area). J. Dorward also informed Committee members that Cindy Milligan was interested in joining the Committee after attending the Business After Hours. After reviewing the terms of reference, it was determined that there was no reason why Cindy could not be invited to the next meeting. P. Smedley was directed to add Cindy to the list of Committee contacts.

DRAFT

g) Banner Contest

P. Smedley explained the need for new banners, which she hopes to have ready by next spring. Banners designed by the community for the Olympic Torch Relay are now worn out and were not put up this past summer. She discussed the possibility of hiring a Connections student to help organize the contest. J. Emerson suggested that "industry" be represented on the banners. Committee members came up with four categories they thought could be reflected in the banner designs:

- Culture / Spirit of the Community
- Nature
- The Sea
- Industry / Working on the North Island

Committee members also liked the idea of involving the community in design selection. J. Armbrust suggested that having the community "vote" on a particular banner might be treated as a "poll" versus a decision. She also favoured a structure or policy around how efforts such as this are carried out. Jan believed this would help to create a longer-term strategy with more harmony in the decision-making process. Committee members also discussed what has worked in other communities for getting feedback on proposed projects. Both FILOMI Days and the Musical Ride were cited as successful efforts. C. Perkovich said that heavy advertising was key to getting participation.

h) China Trip Opportunities

P. Smedley and C. Perkovich provided the group with an overview of the collaterals and opportunities available through their upcoming trip to China, including samples of the District Fact Sheet and Chamber of Commerce "Seven Wonders of the North Island" rack card (both translated into Mandarin) which will be used to market Port Hardy. C. Perkovich also showed the group the new layout for the Port Hardy folder to mail targeted materials to business and tourism contacts made during the trip.

i) Review Terms of Reference

The group did a cursory review of the Terms of Reference with particular attention to group composition and the lack of term limits. The Committee agreed to continue with a policy of openness as relates to membership and term limits. No changes were suggested.

4. Next Meeting

The next meeting of the Downtown Revitalization Committee is scheduled for Tuesday, Oct. 29, at 10 a.m. and will include a "walk-about" of downtown. This meeting will focus on providing a vision for "doable" next steps for downtown beautification both short- and longer-term.

5. Adjournment

Emerson / Perkovich

That the meeting be adjourned. (Time: 11:47 am)

DRAFT

Carried.



**DISTRICT OF PORT HARDY
OPERATIONAL SERVICES COMMITTEE
MINUTES OF THE MEETING HELD
OCTOBER 17, 2013**

Present: Councillors Tidbury, Marcotte,
Also Present: Trevor Kushner, Director of Operational Services
J. Long, Director of Corporate & Development Services
Leslie Driemel, Recording Secretary
Citizens: None
Regrets: Councillor Huddlestan, Rick Davidge, CAO

AGENDA APPROVED AS PRESENTED	Councillor Tidbury volunteered to chair the meeting Call to Order: Time: 9:03 am
MINUTES OF MEETING HELD SEPTEMBER 26/13	1. <u>Approval of Agenda</u> Moved/Seconded/Carried THAT the agenda be approved as presented. 2. <u>Delegation</u> None 3. <u>Minutes</u> Minutes of the meeting held September 26, 2013. Moved/Seconded/Carried THAT the minutes of the meeting held September 26, 2013 be approved as presented.
ACTION ITEM REVIEW	4. <u>Business Arising / Unfinished Business</u> a. Action Items Review Ball field users - Councillor Marcotte advised of efforts to contact an organizer for local ball teams. Dave Deans advised Councillor Marcotte that he is willing to meet with the Chief Administrative Officer. PH Fire Rescue Digital Radios – T. Kushner advised he has forwarded information regarding costs to Fire Chief Nickerson for consideration in the 2014 budget. Tree removal – agenda item Pedestrian Controlled light – T. Kushner has talked to the Port McNeill Public Works Foreman and will get costs for 2014 budget consideration. Granville / Douglas Street and Pine Drive / Granville Street locations were discussed.

Logging adjacent to watershed areas – T. Kushner advised he has met with lone Brown and will request a watershed meeting be set up.

Inner Harbour – T. Kushner advised the aircraft landing / take off signage installation and strobe light operation situation has been sent to the Harbour Manager Dave Pratt. Trevor will follow up and request an update.

6. Correspondence

None

7. Staff Reports

a. T. Kushner, Dir. Operational Services re: Utility transition – verbal report

UTILITY
TRANSITION

T. Kushner advised the EPCOR utility transition to the District has gone well. An area of concern is obtaining a contract with a service provider for the SCADA (Supervisory Control and Data Acquisition) computer control program at the treatment plants. J. Long, Director of Corporate & Development Services updated the Committee on the transferring of existing EPCOR contracts with First Nations to the District.

b. T. Kushner, Dir. Operational Services re: Union transition – verbal report

UNION
TRANSITION

T. Kushner advised that currently there are two union contracts in place, that the Public Works contract expires in December 2013 and that current contracts cannot be opened within four months of their end. The Labour Relations has been contacted by the Union to transfer the EPCOR contract to the District of Port Hardy.

c. T. Kushner, Dir. Operational Services re: Budget transition – verbal report

BUDGET
TRANSITION

T. Kushner advised budgets and general ledger accounts for utility assets are being developed. By the end of 2014 a good base-line cost allocation for utilities will be available.

The Committee discussed the costs of dealing with sludge and biosolids. Discussion included volumes needed for processing and combining with other biosolids for co-generation and fertilizer uses.

d. BC Hydro Tree brushing project – email (Oct.16./13) from T. Kushner to R. Davidge, CAO

BC HYDRO TREE
BRUSHING

T. Kushner advised he has met with BC Hydro representatives and that they have agreed to keep the brush off the pavement and to chip within one week of stacking. The Committee was advised the brushing and chipping are two separate contracts.

HIGHWAY USE
PERMIT

T. Kushner suggested development of a highway use permit for roadways within the District. Most municipalities have them and it ensures the District knows of work ahead of time on or adjacent to roads in the area. T. Kushner will look into highway use permits from other municipalities.

T. Kushner updated the Committee on brushing activities currently being undertaken by the Public Works crew.

TRAIL
ENHANCEMENT
GRANT

- e. Trail Enhancement grant wrap up – email (Oct.16./13) from Kushner to R. Davidge, CAO

T. Kushner updated the Committee on the trails project and advised that 85% of the work is done. Remaining work includes bear bins, signage, bollards and barriers. A ceremony completion date was discussed.

Moved/Seconded/Carried

THAT the Operational Services Committee recommends to Council that the following dates be considered for the Community Recreation Program Trail Enhancement completion ceremony: Sunday December 1st , Monday December 2nd and Sunday December

9. New Business

INFRASTRUCTURE
MAPPING

a. Infrastructure mapping – Discussion included the need for proper digital infrastructure mapping, the steps and costs to get the base mapping and funding sources. Everyone agreed that having the District's infrastructure integrated into the geographical information system would be helpful. T. Kushner will investigate further. J. Long advised the Regional District of Mt. Waddington currently has a person doing work there until the end of the year that may be able to help.

30 KM SIGN AT
END OF STOREY'S
BEACH ROAD

b. 30 km sign at end of Storey's Beach Road. Councillor Marcotte requested the sign be moved across the road and facing the other way in order to be more effective. T. Kushner will look at the sign placement.

CARNARVON
PLACE
PLAYGROUND
EQUIPMENT

c. Carnarvon Place playground equipment – T. Kushner advised that the District playground equipment was a safety hazard and has been removed. Any playground equipment in place there now has been placed by local residents.

FIRE HALL #2 / FT.
RUPERT ACCESS
ROAD

d. Fire Hall #2 / Ft. Rupert Access road – Councillor Tidbury provided pictures of Fire Hall #2 and the location of the Fort Rupert access road. The Committee discussed the building, lot size and road width. Councillor Tidbury advised the gravel parking area could be moved to the other side of the building.

MUNICIPAL TYPE
SERVICE
AGREEMENTS

T. Kushner met with Mike Dickens of KWL (Keir-Wood Liedel) engineers for Gwa'sala-'Nakwaxda'xw and Kwakiutl Bands and was advised of the three phases for capital planning for First Nations: feasibility, detail/design and construction. AANDC (Aboriginal Affairs and Northern Development Canada) has agreed to provide all offsite works for the current project and will include the District in the process at the end of the feasibility stage for future projects. Concerns regarding the Fort Rupert project were discussed including fire flows and road standards.

MTSA (Municipal Type Service Agreements) T. Kushner updated the Committee on relationships with First Nations regarding MTSA (Municipal Type Service Agreements) and the need to be involved early in the development and planning processes for District infrastructure and capital planning needs. AANDC in support of MTSA's for all First Nations and is working with Gwa'sala-'Nakwaxda'xw for a template agreement. The Committee was advised AANDC provides ancillary funding for costs of supplying reserves.

Jeff Long requested Trevor get confirmation from AANDC in writing with respect to AANDC's commitment to assist with these matters.

e. Fire Hall #1 – Councillor Tidbury provided photos of Fire Hall #1 and requested Public Works do the following work: remove shrubs/gravel from front of building and install flagpole, move no-posts at back and install concrete slab for garbage container, complete edges of paved area at day care side of building and install an upright no-post at the corner of the building on the daycare side. Work is contingent on budget monies from Firehall. T.Kushner will advise Fire Committee of costs.

FIRE
DEPARTMENT
WORK REQUESTS
TO PUBLIC
WORKS

The Committee discussed the process for bringing work requests forward for Council consideration. J. Long advised a process is needed which could include bringing forward Fire Department meeting minutes, with resolutions requesting the work, to Council. Council could then deal with matters or pass items to the Operational Services Committee for input.

Councillor Marcotte advised a meeting is being set up with Jeff Long, Fire Chief Nickerson, Deputy Chief Borg and the Director of Finance to discuss the budget process.

MEETING DATES

11. Next Meeting Dates - Thursday November 21 at 4:00 pm
Tuesday Dec 17 at 4:00 pm

2014: Thursday January 17, Thursday February 21, Thursday March 21

Items postponed:

T. Kushner, Dir. Operational Services
re: New Public Works Yard location report
re: updates on capital and operations

Joe Jewell re: Vancouver Island University presentation on biosolids

ADJOURNMENT

10. Adjournment

The meeting adjourned.

Time: 10:14 am

Recommendation to Council:

The Committee recommends to Council that the following dates be considered for the Community Recreation Program Trail Enhancement completion ceremony Sunday December 1st, Monday December 2nd and Sunday December 8th.



DISTRICT OF PORT HARDY STAFF REPORT

TO: Rick Davidge, CAO
FROM: Allison McCarrick, DFS
SUBJECT: Utilities Supervisor Vehicle
DATE: October 7, 2013

Utilities Supervisor Vehicle

Purpose

To purchase a light duty vehicle for the utilities operations.

Analysis

The District acquisition of the utilities operations has left our fleet depleted. The utilities operations had a fleet of seven vehicles, of which the District purchased four. This is proving to be insufficient. Trevor, Director of Operations, is requesting the District purchase a light duty vehicle that will satisfy the requirements of the utilities operations.

Financial Implications

Two vehicles have been located, each at local dealerships. Either would be a suitable addition to the District fleet. The lowest quotation is \$26,890.00 and is available within two weeks. The second quote is \$27,946.40, the availability has not been determined.

The vehicle if purchased could be financed through the Municipal Finance Authority over a five year period. The lease payments would be approximately \$600.00 per month.

STAFF RECOMMENDATION

"THAT Council considers the purchase of a light duty truck for the utilities operations."

Respectfully submitted,

I agree with the recommendation.

Allison McCarrick
Director of Finance

Rick Davidge
Chief Administrative Officer



DISTRICT OF PORT HARDY STAFF REPORT

TO: Rick Davidge, CAO
FROM: Allison McCarrick, DFS
SUBJECT: Climate action carbon neutral fund policy
DATE: October 11, 2013

Climate Action Carbon Neutral Fund Policy (CP2.19)

Purpose

To provide a policy that establishes a fund committed to projects that will reduce green house gas (GHG) emissions within the District of Port Hardy.

Background Summary

The District of Port Hardy signed the British Columbia Climate Action Charter which commits the District to be carbon neutral within its operations by 2012. The intent of this policy is to create a fund that will be used to finance projects within the District that will reduce GHG emissions. The GHG emissions created through the Districts operations will be calculated to establish if the District meets its obligation of carbon neutrality under the BC Climate Action Charter. If carbon neutrality is not met a further calculation will be completed based on a rate provided by a recognized, accredited BC Carbon Offsetter. This will determine the dollar value that would be required to purchase carbon offsets and be carbon neutral. Instead of purchasing carbon offsets this dollar value will be contributed to the District of Port Hardy's Climate Action Carbon Neutral Fund.

This fund will then be used to financially support GHG reducing projects within the District of Port Hardy.

Attached is a draft of policy CP2.19 for your review.

Staff Recommendation:

"THAT Council adopts policy CP2.19, Climate Action Carbon Neutral Fund Policy."

Respectfully submitted,

I agree with the recommendation.

Allison McCarrick, DFS

Rick Davidge, CAO

DISTRICT OF PORT HARDY

POLICY MANUAL

COUNCIL POLICY FINANCE

POLICY TO PROVIDE FUNDS SPECIFICALLY FOR
GREEN INITIATIVES IN THE DISTRICT OF PORT HARDY
“CLIMATE ACTION CARBON NEUTRAL FUND”

POLICY # CP2.19

Approved:

Page 1 of 1

PURPOSE

This policy is to commit funds to green initiatives in the District of Port Hardy. Carbon offset funds stay within the municipality, and offset annual green house gas (GHG) emissions resulting from municipal operations.

POLICY STATEMENT

The District of Port Hardy signed the British Columbia Climate Action Charter which commits the District to be carbon neutral within its operations by 2012. The District recognizes the importance of carbon neutrality and is working towards achieving this goal without the purchasing of carbon offsets. The intent of this policy is to create a fund that will be used to finance projects within the District that will reduce GHG emissions. The GHG emissions created through the Districts operations will be calculated to establish if the District meets its obligation of carbon neutrality under the BC Climate Action Charter. If carbon neutrality is not met a further calculation will be completed based on a rate provided by a recognized, accredited BC Carbon Offsetter. This will determine the dollar value that would be required to purchase carbon offsets and be carbon neutral. Instead of purchasing carbon offsets this dollar value will be contributed to the District of Port Hardy’s Climate Action Carbon Neutral Fund.

CONDITIONS AND OBJECTIVES OF THE FUND

1. Reduction of green house gas (GHG) emissions within the District of Port Hardy.
2. Retain carbon offset funds for District GHG emission reduction projects.
3. Priority for the use of this fund would be given to those projects that have the highest and most immediate effect on reducing GHG emissions.
4. Funds will only be used for initiatives that are to achieve a reduction in the Districts GHG emissions. These initiatives will be consistent with climate action goals and objectives. The funds may also be used for the purchase of carbon offsets at the discretion of Council.
5. Each year the Districts inventory will be measured to reflect the annual GHG emissions for that year. If carbon neutrality is not met the equivalent dollar value that would be required to purchase offsets will be allocated in the Financial Plan to the Climate Action Carbon Neutral Fund.
6. The funds allocated to the Climate Action Carbon Neutral Fund will be recorded in a separate general ledger control account.
7. Expenditures authorized from this fund will be included in the Districts Financial Plan.



DISTRICT OF PORT HARDY

STAFF REPORT



DATE: October 10, 2013 **FILE:** 0360-20/ Community Consultative Committee

TO: Mayor and Councillors

FROM: Rick Davidge, Chief Administrative Officer
Jeff Long, Director of Corporate & Development Services

RE: MEMBERSHIP – COMMUNITY CONSULTATIVE COMMITTEE

PURPOSE

To report to Council on the result of advertising for a Community Consultative Committee membership position.

BACKGROUND

The initial one year appointments of four of the Community Consultative Committee's (CCC) nine members expired on September 12, 2013. Prior to expiration, staff consulted with the four members and three indicated they would continue you on in their membership roles. As a result, Council reappointed those three members for a further two year term and directed staff to undertake advertising for the vacant position vis-à-vis posting at the Municipal Hall and publication in the newspaper. Staff proceeded to conduct the advertising with a deadline of October 4th for submitting a letter of interest. No one has submitted a letter of interest as a result.

ANALYSIS

Prior to the expiry period for four of its members, the CCC consisted of nine members. At present, the CCC is comprised of eight voting members. The Terms of Reference indicates that the CCC shall consist of up to nine members. In this regard, while eight members are sufficient, the even number of members leaves the opportunity for a tie with respect to decision making matters.

The options for dealing with the situation are:

- 1) Re-advertise with a view to trying to generate interest in the membership opportunity; or,
- 2) Leave the CCC at eight members for the coming year and revisit the matter when the two year term for the five initial CCC membership appointments expire on September 12, 2014.

FINANCIAL IMPLICATIONS

Re-advertising the single CCC membership opportunity in a publication of the newspaper would cost \$160 plus GST. Waiting to advertise until 2014 as part of future membership procurement would cost nothing additional.

STAFF RECOMMENDATION

Due to the difficulty in generating volunteer interest and given that eight members is adequate with low probability of a tie vote scenario impeding the CCC's ability to make recommendations to Council, staff recommends that the matter of filling the ninth CCC membership position be undertaken in 2014 when additional member expiries take place.

Respectfully submitted,

Jeff Long
Director of Corporate & Development Services

I agree with the recommendation.

Rick Davidge
Chief Administrative Officer



DISTRICT OF PORT HARDY

STAFF REPORT



DATE: October 17, 2013
TO: Mayor and Councillors
FROM: Rick Davidge, Chief Administrative Officer
Jeff Long, Director of Corporate & Development Services
RE: FIRE SERVICES REVIEW STUDY

FILES: 7200-02 / Fire Department –
Fire Services Review Study
TE-1220-20-483(2013)

PURPOSE

To report to Council on the outcome of the request for proposals process to undertake a Fire Services Review Study and seek Council's direction with respect to same.

BACKGROUND

The 2013 budget includes \$10,000 that is intended to be used for the purpose of conducting a review of the District's fire services. A request for proposals (RFP) process was undertaken in this regard. The terms of reference of the RFP document is included on pages 3 through 5.

In total, two proposals were submitted to the District in response to the RFP as follows:

- 1) FireWise Consulting Ltd. – Shawnigan Lake, BC – \$18,335 plus GST
- 2) Dave Mitchell and Associates Ltd. – Coquitlam, BC - \$26,700 plus GST

Both proposals exceed the original budgeted amount of \$10,000.

ANALYSIS

The Chief Administrative Officer, Director of Operational Services and Director of Corporate & Development Services have reviewed the two proposals and each recommend proceeding with the proposal by FireWise Consulting Ltd. which satisfies the terms of reference of the RFP and is the lower cost proposal. The executive summary from the FireWise proposal is included on page 5.

Staff has discussed timing and budgetary considerations with Robert Turley of FireWise Consulting Ltd. Mr. Turley advises that given the proposed phasing of the FireWise proposal that \$10,000 of the work could be undertaken in 2013 with the balance to be completed in early 2014. In this regard, Council could budget the difference of approximately \$9,000 in 2014 to complete the study.

FINANCIAL IMPLICATIONS

Proceeding with the Fire Services Review Study will require a further budget contribution in 2014 in the amount of \$9,000.

STAFF RECOMMENDATION

THAT Council awards undertaking of the District of Port Hardy Fire Services Review to FireWise Consulting Ltd. as per its proposal dated August 27, 2013 in the amount of \$18,335 plus GST with \$10,000 of the work cost to be completed in 2013 and paid for from the 2013 budget and the balance of the work to be undertaken in 2014.

Respectfully submitted,

I agree with the recommendation.



Jeff Long
Director of Corporate & Development Services



Rick Davidge
Chief Administrative Officer



District of Port Hardy

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DISTRICT OF PORT HARDY VOLUNTEER FIRE DEPARTMENT REVIEW REQUEST FOR PROPOSALS TE-1220-20-483 (2013)

TERMS OF REFERENCE

1.0 Introduction

- 1.1 The District of Port Hardy operates the Port Hardy Volunteer Fire Department (PHVFD). The mandate and staffing model utilized by the PHVFD has remained virtually unchanged since the 1980s.
- 1.2 The DPVFD is facing a number of critical issues: seismic upgrades to existing halls, reduced membership, a growing community and the potential for new partnerships throughout the region (First Nations). There are questions regarding maintaining the current two hall system which must be addressed before capital improvements are invested.
- 1.3 The District is seeking proposals from persons who are capable of undertaking a review and analysis of the Port Hardy Volunteer Fire Department in accordance with the terms set out in this RFP. The term "RFP" means this Request for Proposal and includes any addenda, appendices or schedules attached or added to this document by the Port Hardy Representative.

2.0 Project Overview

- 2.1 The District requires the services of a Consultant with extensive experience regarding provision of volunteer fire services in British Columbia to undertake a review and analysis of the PHVFD structure, operation, and fire halls and mandate with regard to effectiveness and efficiency of the services provided to develop a report that includes options for consideration and recommendations. A presentation to Council will be required.

3.0 Scope of Work

- 3.1 Initial meeting with Senior Staff and Mayor and Council in Port Hardy to review and potentially refine the contemplated scope of work.
- 3.2 If needed, an interim report to the District CAO outlining the refined scope of work, budget, work plan and schedule.
- 3.3 Conduct research to identify similar volunteer fire departments, and provide a comprehensive comparison of PHVFD's operations, equipment, and staffing.
- 3.4 Review the current PHVFD mandate and bylaws. Identify options with regards to mandate and make recommendations.
- 3.5 Review the current PHVFD structure and operational procedures with regard to effectiveness and efficiency, and identify options and make recommendations regarding improvements.

District of Port Hardy – Request for Proposals

Volunteer Fire Department Review TE-1220-20-483 (2013)

2

-
- 3.6 Consultant's access to internal PHVFD documents and relevant District bylaws and agreements will be facilitated by the Chief Administrative Officer or Fire Chief as appropriate.
- 3.7 Address specific issues including:
- Future fire service needs for the community built out of the Official Community Plan.
 - Staffing levels given the ultimate number of halls and fire services to be provided including implications of staffing realized.
 - Fire hall numbers and locations and required infrastructure to meet needs and match volunteer and other relevant resources.
 - Review services provided, mutual aid and those contemplated and provide recommendations based on resources.
 - Explore opportunities for partnerships, cooperation and alternative service delivery within the Region including First Nations.
 - Identify capital funding mechanisms with AANDC (First Nations).
 - Review Fireman remuneration and provide recommendations.
- 3.8 Submit a draft report for review and consultation with District Senior Staff including the Fire Chief and Fire Committee. Consider input from staff and make any appropriate changes to the report.
- 3.9 Present the final comprehensive report to Council and respond to questions from the Council regarding the report.
- 4.0 Proposal Requirements**
- 4.1 Consultants who wish to undertake the work outlined in this RFP must submit two (2) copies of their proposal. Proposals must contain the following:
- Full name, address and telephone number of the submitting office of the Consultant and, where applicable, the same of any branch office, affiliate or sub-consultant(s) that will be involved in the project.
 - A statement of previous experience, including affiliates or sub-consultant(s). Identify experience in the completion of similar projects and include references.
 - Provide a detailed project timeline schedule identifying specific milestone dates. Milestone dates should identify the collection and review of information, meetings required and completion of each task.
 - Provide a schedule of proposed fees and tasks, including:
 - i) project fixed fee;
 - ii) a schedule of hourly charge-out rates for all team members on the project;
 - iii) travel, phone/fax reimbursement rates;
 - iv) any other costs not included in the above;
 - v) expected payment schedule.Prices are to be in Canadian funds and include all costs excluding taxes.
- 4.2 The sealed envelope containing the proposals must be clearly marked "Proposal for District of Port Hardy Fire Services Review: TE-1220-20-483 (2013)" and must be received by the Chief Administrative Officer at the District Office on or before August 30, 2013, 4:00 p.m. at:

1. EXECUTIVE SUMMARY

The District of Port Hardy is seeking a qualified consultant to undertake a review and analysis of the Port Hardy Volunteer Fire Department (PHVFD) structure, operation, fire halls and mandate with regard to effectiveness and efficiency of the services provided. The outcome will be a report that includes options for consideration and recommendations. A presentation to Council is required.

This submission will demonstrate that FireWise has extensive experience regarding the provision of volunteer fire services in BC and is well positioned to undertake a review and analysis of the PHVFD's operations, equipment and infrastructure. The review will focus on the current delivery of fire and first responder services and the capacity to provide effective and efficient services to meet the future growth and changes within the community.

Completion of the project hinges, to a large extent, on when the contract is awarded and the timely provision of information from participants. We expect to have the project completed on or before December 31, 2013.

We will provide two separate reports. The first will be the analysis of a four part electronic survey we will provide to the fire department which, when completed will furnish a snapshot of the administrative and operational readiness of the PHVFD as it is today. This report will be accompanied by a Strategic Plan Report that makes recommendations and provides options for moving forward as the community changes and grows.

To see samples of our work that our clients have made available to the public please visit our website at <http://www.firewiseconsulting.com/work-samples>.

Our proposed fee for completion of this project is \$18,335.00 plus GST.

We will provide regular reports to the CAO and fire chief to monitor our progress and to highlight issues or concerns that may affect the timely completion of the review.

We fully understand that any recommendations and options for moving forward we present must be in line with the governing body's desire and ability to pay.



DISTRICT OF PORT HARDY

BYLAW NO. 1015-2013

A Bylaw to Exempt Certain Properties from Taxation for the Years 2014, 2015 and 2016

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

AND WHEREAS the District of Port Hardy has established objectives for Permissive Tax Exemptions as part of its Financial Plan as described in District of Port Hardy Financial Plan 2013 – 2017 Bylaw No. 1011-2013;

AND WHEREAS current permissive tax exemptions authorized by Council will expire on December 31, 2013 and the District has received Permissive Tax Exemption Applications from non-profit societies for its consideration;

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

PART 1 CITATION

1.1 This Bylaw shall be cited as "District of Port Hardy Permissive Tax Exemptions 2014, 2015 and 2016 Bylaw No. 1015-2013".

PART 2 APPLICATION

2.1 The following properties and improvements thereon are exempt from taxation imposed by section 197(1)(a)[municipal property taxes] of the *Community Charter* for the years 2014, 2015 and 2016:

- a) Lot 1, Sections 21, 22 and 28, Township 6, Rupert District, Plan 22815
Parcel Identifier: 003-182-363
Roll No.: 33404607.001
Civic Address: 5455 Beaver Harbour Road
Ownership: District of Port Hardy
Leased by: Fort Rupert Curling Club
- b) Lot 1, Section 1, Township 8, Rupert District, Plan 33088
Parcel Identifier: 000-226-513
Roll No.: 33408016.000
Civic Address: 7580 Park Drive
Ownership: District of Port Hardy
Leased by: Grassroots Garden Society, Soc. No. S-0056282
- c) Lot A, Section 36, Township 9, Rupert District, Plan VIP54136
Parcel Identifier: 017-756-545
Roll No.: 33412090.000
Civic Address: 7480 Rupert Street
Ownership: Provincial Rental Housing Corporation, Inc. No. 52129
Leased by: Port Hardy Seniors Housing Society, Soc. No. S-27193

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- d) Lot B, Section 36, Township 9, Rupert District, Plan VIP64961
Parcel Identifier: 023-697-466
Roll No.: 33412090.372
Civic Address: 7250 Market Street
Ownership: District of Port Hardy
Leased by: Port Hardy and District of Chamber of Commerce
 - e) Lot 30, Section 36, Township 9, Rupert District, Plan 3128
Parcel Identifier: 006-311-300
Roll No.: 33412026.058
Civic Address: 7110 Market Street
Ownership: District of Port Hardy
Leased by: Port Hardy Heritage Society
 - f) Lot 1, Section 22, Township 6, Rupert District, Plan 15258
Parcel Identifier: 000-008-699
Roll No.: 33404705.000
Civic Address: 4965 Beaver Harbour Road
Ownership: Royal Canadian Legion Branch 237, Fort Rupert Branch
 - g) Lot B, Section 36, Township 9, Rupert District, Plan VIP72594
Parcel Identifier: 025-098-161
Roll No.: 33412054.016
Civic Address: 8870 Central Street
Ownership: District of Port Hardy
Leased by: Rainbow Country Daycare Society
 - h) Lots 17 and 18, Section 36, Township 9, Rupert District, Plan VIP72594
Parcel Identifiers: 006-414-150 and 006-414-176
Roll No.: 33412018.032
Civic Address: 8720 Main Street
Ownership: Port Hardy Hospital Auxiliary Society, Inc. No. S35168
 - i) Lot 3, Section 36, Township 9, Rupert District, Plan 28227
Parcel Identifier: 002-025-094
Roll No.: 33412053.004
Civic Address: 7095 Thunderbird Way
Ownership: North Island Crisis and Counselling Centre Society, Inc. No. S-16881
 - j) Lot 5, Block 8, Section 36, Township 9, Rupert District, Plan 2178
Parcel Identifier: 004-856-490
Roll No.: 33412022.028
Civic Address: 8735 Hastings Street
Ownership: North Island Crisis and Counselling Centre Society, Inc. No. S-16881
 - k) Lot 1, Sections 16 and 21, Township 6, Rupert District, Plan VIP52750
Parcel Identifier: 017-432-561
Roll No.: 33427508.506
Civic Address: 5935 Bronze Road
Ownership: Her Majesty the Queen in Right of the Province of British Columbia
Leased by: Tri-Port Speedway Association

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 8th day of October, 2013.

Read a second time the 8th day of October, 2013.

Read a third time the 8th day of October, 2013.

Adopted on the day of , 2013.

Director of Corporate &
Development Services

Mayor



DISTRICT OF PORT HARDY STAFF REPORT

TO: Rick Davidge, CAO
FROM: Allison McCarrick, DFS
SUBJECT: Bylaw 1017-2013 Revenue Anticipation Borrowing Bylaw for 2014
DATE: October 11, 2013

Revenue Anticipation Bylaw 1017-2013 for the year 2014

Purpose

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

Background Summary

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

Staff Recommendation:

"THAT Council gives three readings to Revenue Anticipation Bylaw 1017-2013."

Respectfully submitted,

Allison McCarrick, DFS

I agree with the recommendation.

Rick Davidge, CAO



**DISTRICT OF PORT HARDY
BYLAW 1017-2013
REVENUE ANTICIPATION BORROWING BYLAW**

A Bylaw to provide for the borrowing of money in anticipation of revenue for the year 2014

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

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

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

AND WHEREAS the total amount of liability that Council may incur is Three Million Five Hundred and Fifty Six Thousand and Nine Hundred and Forty Eight Dollars (\$3,556,948) being 75% of the whole amount of the taxes levied for all purposes in 2013.

AND WHEREAS there are no liabilities outstanding under Section 177;

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

1. This bylaw may be cited for all purposes as "Bylaw 1017-2013 Revenue Anticipation Borrowing Bylaw for 2014".
2. The Council shall be and is hereby empowered and authorized to borrow upon the credit of the municipality, from the Municipal Finance Authority of British Columbia, an amount or amounts not exceeding the sum of Three Million Five Hundred and Fifty Six Thousand and Nine Hundred and Forty Eight Dollars (\$3,556,948).
3. The form of obligation to be given as acknowledgment of the liability shall be a promissory note or notes bearing the corporate seal and signed by one of the Mayor or Council and one of the Director of Financial Services or the Chief Administrative Officer.
4. All unpaid taxes and the taxes of the current year when levied or so much thereof as may be necessary shall, when collected, be used to repay the money so borrowed.
5. Bylaw 19-2012 – Revenue Anticipation Borrowing Bylaw for 2013 is hereby rescinded.

Read a first time on the day of October, 2013.

Read a second time on the day of October, 2013.

Read a third time on the day of October, 2013.

Adopted by the Municipal Council on the day of November, 2013.

Director of Corporate
& Development Services

Mayor