

## ARCHAEOLOGY, BUILDING AND DEVELOPMENT



(Excerpted from BC Archaeology  
Branch - Property Owner brochure)

### 1. WHY SHOULD I BE CONCERNED ABOUT ARCHAEOLOGICAL SITES ON MY PROPERTY?

Any project that alters the land – such as excavations for building an addition, or installing a pool or pond – can damage and sometimes destroy valuable records of our past. Integrating the management of archaeological sites, at the outset of a project, can help ensure associated costs are kept to a minimum and damage to the site is reduced or avoided. The Province controls damaging activities within these sites by protecting them by law and requiring a heritage permit to develop within site boundaries. Damaging a site without a heritage permit is unlawful.

### 2. FIND OUT IF YOUR PROPERTY CONTAINS AN ARCHAEOLOGICAL SITE.

Your municipality or regional district is usually the first stop you'll make to obtain a building or development permit. Many of these offices can access provincial records of known archaeological site locations within their jurisdictions, or you can contact the Archaeology Branch for this information.

### 3. IF YOU FIND SOMETHING IN THE GROUND – STOP DIGGING!

If you think you have uncovered evidence of an archaeological site during a building project or renovation, you must call B.C.'s Archaeology Branch immediately.

### 4. FOR MORE INFORMATION

- Data about a property at [www.archdatarequest.nrs.gov.bc.ca](http://www.archdatarequest.nrs.gov.bc.ca)
- Archaeology Branch at tel: (250) 953-3334 or [www.for.gov.bc.ca/archaeology/](http://www.for.gov.bc.ca/archaeology/)

### WINTERTIME BOULEVARDS NEED YOUR ATTENTION!

**Boulevard Maintenance Bylaw 14-2005**  
Full bylaw at [www.porthardy.ca](http://www.porthardy.ca)

**Sec 4. Duty to Clean Sidewalks** - Owners or occupiers of property to remove snow, ice and garbage by 10:00 am each day from sidewalk/footpath/pedestrian facility bordering the property each day AND remove snow, ice and garbage from roof or other structure if it is a hazard to person or property

**Sec 5. Prohibitions** - No person shall: (a) use any corrosive materials for the removal of ice or snow on sidewalks.

## BUILDING CODE UPDATE

### UPDATE! NEW ENERGY EFFICIENCY PROVISIONS IN THE BC BUILDING CODE

Please be advised effective December 19, 2014, the 2012 BC Building Code was amended to include *new Energy Efficiency provisions*. Building Permits applied for on or after December 19, 2014 will be required to comply with these changes in building envelope, air-tightness, service water heating, and ventilation requirements. *Please note the District of Port Hardy will adhere to Climate Zone 5 requirements*. Please go to [www.hpo.bc.ca](http://www.hpo.bc.ca) and search for the *Illustrated Guide to Energy Efficiency Requirements for Houses in British Columbia*.

### NORTH AMERICAN FENESTRATION STANDARD - DOORS, WINDOWS, SKYLIGHTS

The Canadian Supplement to the *North American Fenestration Standard (NAFS-08)* for doors, windows, and skylights will be in force as of 2013-DEC-20. A years' grace was given to manufacturers after the 2012 BC Building Code was adopted so that they could get their products certified. Building Inspectors will be looking for the proper labels on installed products after this date to ensure that they meet this standard.

### SOME OF THE CHANGES TO THE BC. BUILDING CODE:

**9.32. Ventilation: The End of Exhaust-Only Ventilation Systems** New requirements are designed to ensure adequate ventilation by helping to improve airflow in dwelling units. This is why exhaust-only ventilation systems are being replaced by a system that includes both exhaust and supply. By requiring an exhaust fan as well as ducted supply air, fresh air will be continuously distributed to every bedroom and exhausted continuously from a principle exhaust fan. The principal ventilation system is intended to create a continuous flow of air through the dwelling unit, making it easier to control issues related to moist and contaminated air, such as mould and mildew

**9.36. Energy Efficiency:** will require builders to calculate the effective thermal resistance of aboveground opaque assemblies (walls, roofs and suspended floors). Follow the attached link to the Canadian Wood Council Thermal Design Calculator: [http://cwc.ca/wall\\_thermal\\_design/](http://cwc.ca/wall_thermal_design/)

**9.36.3.2. Equipment and Ducts:** transverse and longitudinal joints in ducts must be sealed using an approved tape and sealant when outside the plane of insulation. Ducts must also be insulated to the same level as required for walls if they are outside of the envelope and carrying conditioned air.

**9.36.4.4. Service Water Heating Piping:** Pipe insulation is required for the first 2m (6.5') of the storage tank inlet and outlet. The insulation must be at least 12mm thick. In cases where piping is located outside the building enclosure or within unconditioned space, the insulation must be installed to a thermal resistance not less than the effective resistance requirements of the exterior above grade wall. In homes with recalculation hot water system, all piping must be insulated.

**BUILDING INSPECTION SERVICES** - Before beginning any construction, please contact the Municipal Inspector about your project. The inspector is available Monday-Friday during regular business hours at 250-949-6665.

**Gas and Electrical Inspection Services:** The BC Safety Authority is an independent, self-funded organization that is authorized to administer the provincial Safety Standards Act which regulates various safety-related equipment and systems, including those for electrical and gas. For electrical and gas permits and inspections, please contact the BC Safety Authority at 250-952-4444 or visit their website [www.safetyauthority.ca](http://www.safetyauthority.ca)

**Building Permits:** Please note the following guidelines as relates to building permits • Two copies of drawings and plans with details of materials being used are routinely required • Building permits are necessary to erect, alter, add, move, demolish a building OR to install a new wood burning appliance • Building permits must be applied for and paid for **BEFORE** construction begins.

**NEW INSTALLATIONS ONLY** for Woodstove / Fireplace Insert / Chimney Installations: Please bring in the make, model, serial number and any certification numbers (ULC, WH, CSA) available. These are often found on a plate on the back of the appliance. New woodstove / fireplace insert / chimney installations require a permit and must be paid for before the first site visit.

Go to [www.porthardy.ca](http://www.porthardy.ca) for: • Building Permit Guide • Building Permit Application Procedure • Guide to Secondary Suites (2014) • Building Permit Fees - Schedule J of Bylaw 1044-2015 • Application forms - Go to the Forms & Applications Page



DISTRICT  
OF  
PORT HARDY



### COUNCIL MEMBERS

Mayor Hank Bood

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

### DEPUTY MAYOR

Councillor John Tidbury to March 31, 2016

### 2016 COUNCIL MEETING DATES

REGULAR COUNCIL MEETINGS - 7:00 PM  
2ND AND 4TH TUESDAYS OF EVERY MONTH

### SCHEDULED MEETING DATES

JANUARY	12	26	FEBRUARY	9	23
MARCH	8	22	APRIL	12	26
MAY	10	24	JUNE	14	28
JULY	12		AUGUST	9	
SEPTEMBER	13		OCTOBER	11	25
NOVEMBER	8	22	DECEMBER	13	

# January 2016 Winter Newsletter



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7360 COLUMBIA STREET  
PO BOX 68  
PORT HARDY, BC  
V0N 2P0

TEL: 250-949-6665

FAX: 250-949-7433

EMAIL: [general@porthardy.ca](mailto:general@porthardy.ca)  
WEB: [www.porthardy.ca](http://www.porthardy.ca)



**A Message from Mayor Hank Bood**

Happy New Year to the people of Port Hardy!

It has been a full year in office for your new Council and I thought I would bring you up to date with what is happening here at the District Office. Significant adjustments have been made to our senior staff positions. We are now led by long time employee Allison McCarrick who moved up from her Director of Financial Services position to become our new Chief Administrative Officer, replacing a retiring Rick Davidge who led us well for many years. Thanks Rick!

Joining Allison are Heather Nelson-Smith, Director of Corporate Services, Abbas Farahbakhsh, Director of Operational Services and Adrian Maas, Director of Financial Services. We will soon be adding a new Building Inspector / Bylaw Enforcement Officer. I am really encouraged by the capacity we now have to make Port Hardy a better place for all of us. We can do so in a way that recognizes our priority is to deal with your needs in a thoughtful, courteous and respectful manner. We do work for you.

Progress and positive change is being made in a number of areas including:

- Connectivity (eg high speed internet and TV)
- Seniors -we are in the early stage of exploring further additions to our senior living and care capacity
- Investments - are being made by the private sector in our tourism (hotel) industry
- Fisheries and marine sectors - continue to outperform, creating many new well paid local jobs
- Forestry - we are working closely with our forestry sector (Western Forest Products) concerning the importance local employment has to our viability as they restructure their company.

Finally we have come to the stage that the cost of repair and maintenance of our recreation facility has become more than the cost over the years of building a new facility. This is an exciting project and we will be looking to you, the public, to join us in deciding what we would like to accomplish in this regard.

Council's plate is full for the New Year and we are striving to make it a cheerful and successful one and this is my opportunity to wish the same for you and your family.



**CONGRATULATIONS NORTH ISLANDERS!  
KEEP UP THE GOOD WORK!**

Multi Material BC (MMBC) has advised the curbside contamination rate for the Regional District of Mount Waddington was 2.8% which is considered, "outstanding". High quality standards for recycling is the way to guarantee buyers for BC's recycled materials. The goal is 3% and the rest of the province is struggling to raise their performance to a standard the North Island achieved from the get go.

Thank you to Greg Fox at Fox's Disposal for the huge effort he and his crew put forth at the start of the program at documenting contamination issues when it was so critical that households learn what was acceptable recycling material.

All North Island communities, both those receiving curbside collection and those who are exclusively depot collection, should congratulate themselves for their commitment to making recycling work. **Note: As of March 1, 2016 "Naughty Tags" will not be left explaining contaminated materials. Any contaminated materials will not be picked up.**

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**WINTER SNOW PLOWING & SANDING**

**Snow Removal Priority List**

1. Hospital, Ambulance, Fire Hall, RCMP
2. School bus routes
3. Hills
4. Main streets and sidewalks
5. Side Streets, dead end roads & cul-de-sacs



(N.I. Gazette photo)

**A REMINDER** ...the winter sanding and snow plowing season is upon us. *Please do not park vehicles (cars, trucks, trailers, boats etc.) basketball hoops or other equipment on District roadways as they interfere with plowing and sanding activities.*

**HOW CAN YOU HELP THE DISTRICT IN SNOW REMOVAL OPERATIONS?**

- ◇ Expect minor delays after a snowfall and allow extra travel time.
- ◇ Please do your part to ensure safe road travel: use quality tires suitable for winter conditions, reduce your speed and travel only if necessary during and after major snowfalls.
- ◇ When approaching snow removal equipment give them plenty of room to operate.
- ◇ Please do not flag down operators to explain a point or request a favor, this slows down snow removal efforts. If you have questions or suggestions call Public Works at 250-949-7779.
- ◇ Please do not shovel snow from driveway or walkway into the street. This can cause safety issues if a vehicle hits this accumulation of snow and ice.
- ◇ Please park your vehicles in your driveway so the snow plow can clear the roadway in a neat and thorough manner.

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**SPRING = RENOVATION TIME!**

Spring is coming and it's time to think about beginning construction projects. Changes to the BC Building Code regarding Energy Efficiency are being implemented across the province and affect insulation values and ventilation requirements. The time to issue a building permit is one to two weeks from the time a completed application is submitted. Please read the application thoroughly and be sure to provide all the information asked for.

(1) The completed application shall:

- a) be made in the form prescribed by the District of Port Hardy;
- b) be signed by the owner

1. State the intended use of the building or works and true value of such building or works. This is required in order to calculate permit cost and to determine which sections of the BC Building Code apply to the project.

2. Include a duplicate set of working drawings at a suitable scale of design showing the following:

- a) Site plan; to review (parking, setbacks, water and sewer services for compliance with the District's zoning bylaw)
- b) Foundation plan; to confirm compliance with BC. Building Code
- c) Main floor, basement and any other floor plans; to review required exits and travel distances to an exit, as well as to calculate floor areas
- d) Front and side elevations; to review building envelope and for a planning review of form and character of the building
- e) Detailed cross section illustrating footings and foundations, drainage, ceiling heights, height of crawl space and roof spaces; to calculate height and plan to review construction details to confirm compliance with the Building Code.

Also include:

- a) A copy of the property title made within 30 days of the date of application; *Please note: The District of Port Hardy will provide this service for a fee of \$20.00 per search.*
- b) Copy of any covenants or easements registered on the property; to ensure your project does not encroach an easement or right of way.
- c) Copies of approvals, permits or documents relating to health and/or safety; hazardous materials survey this is a WorkSafe BC Regulation applying to all buildings built prior to 1990 and septic systems.
- d) Include letters of assurance when required by the Building Code and the Building Official; may apply if registered professionals are retained for the project.



**REMINDER! DOGS OVER 8 MONTHS OLD REQUIRE A LICENSE AND 2016 DOG LICENSES ARE AVAILABLE AT THE MUNICIPAL HALL AND FROM THE ANIMAL CONTROL OFFICER.**

**UTILITY BILLING DUE DATES  
WATER - SEWER - GARBAGE - RECYCLING**

**2016 RESIDENTIAL UTILITY RATES**

\$240.33 per quarter - \$961.32 per year

**2016 SENIORS RESIDENTIAL UTILITY RATES**

**When paid by the due date** seniors 65 years and over may be eligible for a discount.

**SENIOR RATES**

(after discount applied)

\$180.26 per quarter - \$721.04 per year

**DUE DATES**

TIME PERIOD	DUE DATES		DUE DATE	
1st Quarter	January	February	March	May 16, 2016
2nd Quarter	April	May	June	August 15, 2016
3rd Quarter	July	August	September	November 15, 2016
4th Quarter	October	November	December	February 15, 2017

**All outstanding utility charges not paid by the due date are penalized 2.5%.**

**PROPERTY TAXES**

2015 PROPERTY TAXES & UTILITIES OUTSTANDING AS OF DECEMBER 31, 2015 HAVE BEEN TRANSFERRED TO ARREARS TAXES AND ARE ACCRUING DAILY INTEREST

Home Owner Grants? - You can still apply for 2015



**PROPERTY ASSESSMENT REVIEW PROCESS**

Start with these steps:

1. Check all details on your Assessment Notice
2. Discuss any concerns or questions with your local assessment area office
3. Request a formal review in writing by filing a written notice of complaint with the assessor by January 31 at 11:59 pm PST

*Detailed information is available at [www.bcassessment.ca](http://www.bcassessment.ca) or: BC ASSESSMENT 2488 Idiens Way - Courtenay, BC V9N 9B5*

*Phone: (250) 338-6511 Fax: (250) 338-8112*

*email: [courtenay@bcassessment.ca](mailto:courtenay@bcassessment.ca)*

**Toll Free: 1-800-977-2771**