



## **DISTRICT OF PORT HARDY**

# **AGENDA REGULAR MEETING OF COUNCIL 7:00 PM TUESDAY, NOVEMBER 27, 2012**

### **MUNICIPAL HALL COUNCIL CHAMBERS**

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

**Staff:** Rick Davidge, Chief Administrative Officer  
Jeff Long, Director Corporate & Development Services  
Allison McCarrick, Acting Director Financial Services  
Trevor Kushner, Director of Operations

**DISTRICT OF PORT HARDY  
AGENDA FOR THE REGULAR MUNICIPAL COUNCIL MEETING  
7:00 pm TUESDAY NOVEMBER 27, 2012  
Council Chambers - Municipal Hall**

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**A. CALL TO ORDER**

Time:

**B. APPROVAL OF AGENDA AS PRESENTED (or amended)**

*Motion required*

1. 2.

**C. ADOPTION OF MINUTES**

- 1-2 1. The minutes of the Committee of the Whole meeting held November 13, 2012.

*Motion required*

1. 2.

- 3-8 2. The minutes of the Regular Council Meeting held November 13, 2012.

*Motion required*

1. 2.

**D. DELEGATIONS AND REQUEST TO ADDRESS COUNCIL**

No delegations

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

- 9 1. Council Action items. For information.

**F. CORRESPONDENCE**

- 10 1. Memo from J. Long, Director Corporate and Development Services (Nov 22/12) re: Council procedure on reconsideration of Bursary Offer - Sail and Life Training Society. For information.

- 11-16 REVISED LETTER: Robin Irving, Booking Manager, Sail and Life Training Society (Nov. 15/12) Re: Bursary offer.

- 17 2. Jan Lindsay, President and CEO, North Island College (Nov.9/12) re: Thank you for support for North Island College's Industrial Research Chair Application. For information.

- 18-19 3. Hon. John Yap, Minister of Advanced Education (Nov.14/12) re: Thank you for meeting at UBCM Convention. For information.

- 20 4. Sherry Senciw, Secretary Port Hardy Lions (Nov.22/12) re: Request for permission for Annual Timmy's Roadblocks on Saturday December 8<sup>th</sup>, 10:00 am - 3:00 pm.

Motion / direction

1. 2.

**G. NEW BUSINESS**

- 21 a. Alison Mitchell and Dr. Rick Scragg, Co-Chairs Mt. Waddington Health Services Stabilization Working Group

- 22-26 b. Copy of letter from Catherine Mackay, Exec. VP/ Chief Operating Officer VIHA and Dr. Brenden Carr, Exec VP/Chief Medical Officer, VIHA to Alison Mitchell and Dr. Rick Scragg, Co-Chairs, Mt. Waddington Health Services Stabilization Working Group re: Letter of June 25, 2012 re: Critical Recommendations and Paradigm Shift Recommendations.

*Motion / direction*

1. 2.

**H. COUNCIL REPORTS**

Verbal reports from Council members.

**I. COMMITTEE REPORTS**

- 27-28 1. Community Consultative Committee, minutes of the meeting held November 19, 2012 For information.
- 29-30 2. Operational Services Committee, minutes of the meeting held November 22, 2012. For information.
- 31 3. Board of Variance, minutes of the meeting held November 6, 2012. For information.

**J. STAFF REPORTS**

- 32-36 1. T. Kushner, Director Operational Services (Nov.14/12) re: Inspection and Maintenance of Sidewalks Policy CP10.9.

*Motion / direction*

1. 2.

- 37-40 2. G. Le Gal, Director Corporate Services (Nov.15/12) re: Computer Use Policy CP6.11

*Motion / direction*

1. 2.

- 41 3. J. Long, Director Corporate & Development Services (Nov.21/12) re: 2013 Council meeting dates.

*Motion / direction*

1. 2.

**K. CURRENT BYLAWS AND RESOLUTIONS**

- 42-69 1. Bylaw 18-2012 District of Port Hardy User Rates and Fees for 2013. For Adoption

*Motion required*

1. 2.

- 70-71 2. District of Port Hardy Bylaw 19-2012 Revenue Anticipation Borrowing Bylaw for 2013. For Adoption

*Motion required*

1. 2.

**L. PENDING BYLAWS**

No pending bylaws.

**M. INFORMATION AND ANNOUNCEMENTS**

November 29 Staff: Occupational Health & Safety, 8:30 am Council Chambers  
Regional: Emergency Management, 10:00-2:00 pm Council Chambers  
December 4 Council: Strategic Planning, 3:00 pm Council Chambers  
December 5 Heritage Society, 7:00 pm Council Chambers  
December 11 Council: Regular Council Meeting, 7:00 Council Chambers  
December 18 Committee: Emergency Management, Noon Council Chambers  
December 20 Committee: Operational Services, 9:00 am Council Chambers

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

No In-Camera Meeting scheduled at this time.

**O. ADJOURNMENT**

1. Time:

DISTRICT OF PORT HARDY  
MINUTES OF THE COMMITTEE-OF-THE-WHOLE MEETING  
HELD ON NOVEMBER 13, 2012

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CALL TO ORDER: Deputy Mayor Tidbury called the meeting to order. Time: 6:04 pm

PRESENT: Councillors Huddleston (by telephone) Marcotte, Shaw

Councillor Dorward joined the meeting Time: 6:10 pm  
Councillor Hemphill joined the meeting. Time: 6:20 pm

REGRETS: Mayor Parnham

ALSO PRESENT: Rick Davidge, Chief Administrative  
Gloria Le Gal, Director Corporate Services  
Trevor Kushner, Director Operational Services

Media: North Island Gazette Citizens: 2

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C2012-007  
APPROVAL OF  
AGENDA

APPROVAL OF AGENDA

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

DELEGATION

Grassroots Garden Society representatives:

David Lang, President Dawn Moorhead, Executive Director  
Kimberley Black, Director Ricki-Lyn McCrae, Director

Received as information:

- Directors Report to 2012 Grassroots Garden Society Annual General Meeting
- 2011 Financial Statements
- Café: construction sample budget / photo
- Sunshine Coast Botanical Center, Sechelt, BC
- Information on Iris Griffith Center, Madeira Park BC

The Board members updated Council on their activities within the community.

Plans include building a community kitchen but they will need cooperation from the District, including new terms in a revised lease.

The Board members asked about complaints regarding the garden. Councillor Shaw advised that the problems appear to be around public relations and poor neighbour relations. Councillor Marcotte advised that branches lying around look unattractive. He was advised the branches are to be chipped.

Council members were generally supportive of past operations.

Ms Moorhead asked for information regarding the process for complaints and investigations. Deputy Mayor Tidbury advised her that she can speak to Rick Davidge, Chief Administrative Officer about those matters.

Deputy Mayor Tidbury thanked the Board members for attending.

Council rose.

Time: 6:40 pm

CERTIFIED CORRECT

APPROVED

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

\_\_\_\_\_  
MAYOR

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MINUTES OF THE DISTRICT OF PORT HARDY  
REGULAR MEETING OF COUNCIL NOVEMBER 13, 2012

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CALL TO ORDER: Deputy Mayor Tidbury Time: 7:00 pm

PRESENT: Councillors Dorward, Hemphill, Huddleston (by telephone), Marcotte, Shaw

REGRETS: Mayor Parnham

ALSO PRESENT: Rick Davidge, Chief Administrative Officer  
Gloria Le Gal, Director Corporate Services  
Trevor Kushner, Director Operational Services  
Allison McCarrick, Director Financial Services  
Leslie Driemel, Recording Secretary

Media: North Island Gazette

Citizens:5

2012-216  
APPROVAL OF AGENDA  
AS PRESENTED

APPROVAL OF AGENDA

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

ADOPTION OF MINUTES

1. The minutes of the Regular Council Meeting held October 23, 2012.

2012-217  
REGULAR COUNCIL  
MEETING MINUTES  
OCTOBER 23, 2012  
APPROVED

Moved/Seconded/Carried

THAT the minutes of the Regular Council Meeting held October 23, 2012 be approved as presented.

DELEGATIONS

1. Colleen Dane, Communications Manager, BC Salmon Farmers Assoc. re: Update on Association activities.

DELEGATION  
BC SALMON FARMERS  
ASSOC RE: UPDATE ON  
ACTIVITIES

Ms Dane updated Council on the activities of the BC Salmon Farmers Association including: focusing on educating the public on farm operations, partnering with larger organizations such as 4H, print and media campaigns, third party certification of best practises standards, review of Cohen Commission report and its recommendations to the Department of Fisheries and Oceans.

Ms Dane thanked Council for past years support of the Association and that advised the Board has accepted Council's invitation to hold the 2013 Annual General meeting in Port Hardy.

2. James Emerson and Alfons Bauer, (for Yana Hrdy), Port Hardy & District Chamber of Commerce re: New display sign for Port Hardy Seawall.

DELEGATION  
CHAMBER OF  
COMMERCE RE: NEW  
DISPLAY SIGN FOR  
PORT HARDY SEAWALL

Mr. Emerson and Mr. Bauer displayed the first completed informational sign for the Port Hardy Seawall. The locations for the signs have not yet been determined.

Council was advised the cost for the frames would be \$140 each and the signs cost \$350 each. The Chamber has a budget to produce seven more signs from the \$2,500 won as a prize in last year's Ultimate Fishing Town Contest and asked Council to cover the cost of the frames and installation of all the signs.

Councillor Hemphill requested the Chamber of Commerce, as a matter of protocol, contact Chief Rupert Wilson of the Kwakiutl First Nation regarding the project and advised they might have historical photos to contribute.

SEAWALL SIGNS  
STAFF TO CONTACT CH  
OF COMMERCE RE  
SEAWALL SIGNS

Deputy Mayor Tidbury requested staff consult with the Chamber of Commerce regarding the costs of the frames and the installation of the signs.

3. Tara McCart, Port Hardy Rotary Club re: Moving park equipment from daycare to Rotary Park area.

DELEGATION  
PORT HARDY ROTARY  
CLUB RE: MOVING PARK  
EQUIPMENT FROM  
DAYCARE TO ROTARY  
PARK AREA.

Ms McCart advised Council that the playground equipment at Rainbow Daycare was recently purchased but does not meet their needs. The Rotary Club would purchase the equipment for installation at playground area behind the Chamber of Commerce.

Council discussed liability issues regarding used equipment.

STAFF TO CONTACT  
ROTARY CLUB ON  
PLAYGROUND  
EQUIPMENT

Council directed staff to contact Ms McCart and arrange to go through an equipment inspection process and the cost of installation.

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

1. Council action items were received as information.

#### CORRESPONDENCE

1. Robin Irving, Booking Manager, Sail and Life Training Society (Oct 22/12)  
re: Bursary offer.

Council discussed the bursary offer and raised concerns regarding Sail and Life Training Society Partner Eligibility Requirements. Council discussed connections to youth in the community and selection of the bursary recipient. It was suggested that local churches might be better partners for the bursary program.

2012-218  
DECLINE SAIL AND LIFE  
TRAINING SOCIETY  
BURSARY PARTNERSHIP

Moved/Seconded/Carried  
THAT the District of Port Hardy decline to participate in the Sail and Life Training Society bursary offer and suggest to the Society that they partner with local churches.

2. Gordon Hogg, Parliamentary Secretary for Non-profit Partnerships (Oct 22/12) re: BC Ideas: Solutions for Stronger Communities was received as information.
3. Joe Stanhope, President, Association of Vancouver Island & Coastal Communities (Nov 1/12) re: Resolutions Notice / Request for Submissions / Call for Nominations for AVICC Executive was received as information.
4. Grant McRadu, Chief Administrative Officer, District of West Vancouver (Nov.5/12) re: Invitation to met to discuss decision of the Property Assessment Appeal Board regarding BC Ferries was received as information.

Rick Davidge, CAO advised Council of taking part in a telephone conference call regarding the decision of the Property Assessment Appeal Board. As the reduced assessment greatly affects their tax revenues the cities of West Vancouver, Saanich, Nanaimo and Delta are pursuing court action. Mr. Davidge advised the District may look at intervener status at some point in the future.

5. Angie Clance (Nov.6/12) re: Santa Claus Parade, December 2, 2012 and request for District assistance with street closures from 3:45 - 4:30 pm.

Moved/Seconded/Carried

THAT the District of Port Hardy support the Santa Claus Parade December 2, 2012 by assisting with barriers and street closures.

6. George Hanson, President, Vancouver Island Economic Alliance (Nov 5/12) re: Request to renew annual membership renewal (\$560) and thank you to Mayor Parnham for participating in the October Economic Summit.

Moved/Seconded/Carried

THAT the District of Port Hardy renew its membership in Vancouver Island Economic Alliance.

7. Tim McEwan, Associate Deputy Minister, Ministry of Jobs, Tourism and Skills Training and Minister Responsible for Labour re: Update regarding concerns at UBCM was received as information.
8. Copy of letter from Claire Trevena, MLA to Hon. Shirley Bond, Minister of Justice and Attorney General (Nov.5/12) re: Provincial Emergency Plan response to recent earthquake was received as information.

#### NEW BUSINESS

No New Business

#### COUNCIL REPORTS

Councillor Dorward reported on:

- Attending meetings for the Community Consultative Committee and the Downtown Revitalization Committee.
- Attending the Remembrance Day Service.

2012-219  
ASSIST WITH SANTA  
CLAUDE PARADE DEC.  
2/12

2012-220  
VIEA MEMBERSHIP  
RENEWAL



COUNCIL REPORTS

Councillor Huddleston reported on:

- Attending the Operational Services Committee meeting.
- Attending Pacific North Coast Integrated Management Area (PNCIMA) meetings and advised the final draft may be circulated in mid-January.

Councillor Shaw reported on:

- Attending final meetings for the Zoning Bylaw Review, Finance Committee and the Regional Core Housing Working Group.

Councillor Marcotte reported on:

- Attending meetings for Operational Services, Vancouver Island Tourism, Community Consultative Committee, Zoning Bylaw Review and the Emergency Management tsunami warning debriefing.
- Attending the Remembrance Day Service.

Councillor Hemphill reported on:

- Attending meetings for the Zoning Bylaw Review and Community Consultative Committee and advised she is pleased that allowing chickens within the District is being looked into.
- Attending a Heritage Society meeting and advised they are interested in fixing up the historical signage in the community if the District supplies the paint and that they are looking at improving museum technology.
- Attending the Remembrance Day service and laying the wreath for the Heritage Society.

REQUEST FROM  
HERITAGE SOCIETY  
THAT DISTRICT SUPPLY  
PAINT FOR HISTORICAL  
SIGNS

Deputy Mayor Tidbury reported on:

- Attending meetings for the Zoning Bylaw Review and Emergency Management tsunami warning debriefing and Operational Services Committee.
- Attending Regional Health Services and Transit meetings.
- Attending the Career Expo and Cape Scott Windfarm Open House.
- Taking part, as Deputy Mayor, in the Remembrance Day Service.

COMMITTEE REPORTS

1. Operational Services Committee, minutes of the meeting held October 24, 2012.

Trevor Kushner, Director Operational Services reviewed the Committee's recommendations to Council.

Moved/Seconded/Carried

THAT the recommendations be approved as presented namely:

1. That Council request in writing that the Ministry of Transportation rectify the flooding issue on Byng Road.
2. That the District of Port Hardy proceed with the Duval Bridge tender from Pacific Industrial & Marine Ltd for \$146,496 and that funding be included in the 2013 budget with 20% from the District of Port Hardy and 80% from Emergency Management BC.
3. That the District of Port Hardy no longer use seasonal workers and hire one full time employee, understanding that the employee can be laid off at any time as budget permits.

2012-221  
OP SCVS COMMITTEE  
RECOMMENDATIONS  
APPROVED RE: BYNG  
ROAD FLOODING/MOT;  
DUVAL BRIDGE TENDER;  
& HIRING FULL TIME NOT  
SEASONAL EMPLOYEE

2. Community Consultative Committee, minutes of the meeting held October 29, 2012.

Council reviewed the Committee's recommendations regarding chickens in urban areas and zero emission vehicles.

G. Le Gal, Director of Corporate Services advised Council that the process to allow chickens in the municipality would be to update the Zoning Bylaw to allow chickens as a permitted use and then proceed to update the Animal Control Bylaw.

2012-222  
URBAN CHICKENS BE  
PERMITTED IN DISTRICT  
OF PORT HARDY

Moved/Seconded/Carried

THAT the recommendations of the Community Consultative Committee be approved as presented namely:

- Urban chickens be permitted within the District of Port Hardy
- the authorizing bylaw include sections 7.15 and 7.16 of the City of Vancouver Animal Control Bylaw and address the dangers of salmonella; and
- District staff be directed to research the optimum number of chickens permitted on city lots.

OPPOSED: Councillor Huddleston

2012-223  
TABLE ZERO EMISSION  
VEHICLES DISCUSSION  
FOR ONE YEAR

Moved/Seconded/Carried

THAT the Zero Emissions Vehicle discussion be tabled for one year.

3. Downtown Revitalization Committee, minutes of the meeting held October 30, 2012 was received as information.

#### STAFF REPORTS

1. Accounts payable for October 2012 was received as information.
2. G. Le Gal, Dir. Corporate Services (Nov.8/12) re: 2013 Age-friendly Community Planning and Project Grants, Application for development of a guidebook to assist in planning for age-friendly housing in Port Hardy.

Moved/Seconded/Carried

THAT the District of Port Hardy endorse the proposal for development of a age friendly housing guidebook and approve the application for a 2013 Age-friendly Community Planning and Project Grant.

2012-224  
APPLICATION FOR AGE  
FRIENDLY COMMUNITY  
PLANNING GRANT FOR  
AGE FRIENDLY HOUSING  
GUIDEBOOK APPROVED

#### BYLAWS

1. Bylaw 18-2012 District of Port Hardy User Rates and Fees For 2013. For First, Second and Third Reading.

Moved/Seconded/Carried

THAT Bylaw 18-2012 District of Port Hardy User Rates and Fees For 2013 receive First, Second and Third Reading.

2012-225  
BYL 18-2012 USER  
RATES & FEES FOR 2013

2. Memo from A. McCarrick, Director Financial Services (Oct.22/12) re: Revenue Anticipation Borrowing Bylaw 19-2012 was received as information.

District of Port Hardy Bylaw 19-2012 Revenue Anticipation Borrowing Bylaw for 2013. For First, Second and Third Reading.

2012-226  
BYL 19-2012 REVENUE  
ANTICIPATION /  
BORROWING FOR 2013

Moved/Seconded/Carried  
THAT District of Port Hardy Bylaw 19-2012 Revenue Anticipation Borrowing Bylaw for 2013 receive First, Second and Third Reading.

NAME PLATE  
PRESENTED TO G. LE  
GAL RETIRING DIR.  
CORPORATE SERVICES

Deputy Mayor John Tidbury advised Council that, due to her retirement, this is the last Council meeting that Gloria Le Gal will be attending as Director of Corporate Services. The Deputy Mayor presented Gloria with her name plate and thanked her for her years of service to the Mayor, Council and citizens of Port Hardy.

ADJOURNMENT

2012-227  
ADJOURNMENT

Moved  
THAT we adjourn.

Time: 8:01 pm

CORRECT

APPROVED

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

\_\_\_\_\_  
MAYOR

ITEM	ACTION – REGULAR MEETING OF NOVEMBER 13, 2012	WHO	STATUS /COMMENTS
Ch of Commerce display signs for seawall. Chamber requests District pay for frames and installation	Staff directed to consult with Chamber regarding costs of frames and installation costs.	TK	Awaiting reply.
Rotary Club re Rotary purchase of park equipment from daycare and District/moving /installing at Rotary park	Staff directed to contact Ms McCart and arrange inspection of equipment and determine cost of installation	TK	Nov 20 inspection. Good to go.
Sail and Life Training Society re: Bursary offer.	Write and advise offer declined, suggest local churches as partners	RD	
Angie Clance re: Santa Claus Parade, Dec 2/12 request for assistance with street closures 3:45 - 4:30 pm.	Approved as presented. Advise Ms Clance.	GL	Done
VIEA re: membership renewal	Advise Agencies & PW of road closures & assistance	GL	Done
Op Scvs Committee minutes of Oct 24./12 re: Recommendations to Council approved as presented.	Approved. Advise Finance Dept	LD	Done
Op Scvs Committee minutes of Oct 24./12 re: Recommendations to Council approved as presented.	1. Request in writing that the MOT rectify the flooding issue on Byng Road. 2. Proceed with the Duval Bridge tender from Pacific Industrial & Marine Ltd for \$146,496 . -Funding be included in the 2013 budget with 20% from the District of Port Hardy and 80% from Emergency Management BC. -Apply for funding 3. District of Port Hardy no longer use seasonal workers and hire one full time employee, understanding that the employee can be laid off at any time as budget permits	RD TK AM AM TK	Done. June install Done Done Done Done 2013 initiative
Community Consultative Committee, minutes of Oct 29/12. Recommendations approved as presented. 1. chickens in urban areas and zero emission vehicles approved as presented. • Urban chickens be permitted within the District of Port Hardy • the authorizing bylaw include sections 7.15 and 7.16 of the City of Vancouver Animal Control Bylaw and address the dangers of salmonella; and • District staff be directed to research the optimum number of chickens permitted on city lots.	Advise Urban Systems of approved recommendations to incorporate into new Zoning Bylaw  Research optimum number of chickens as directed.	GL GL	Done  Being done by Urban Systems
2. Zero Emissions Vehicle discussion tabled for 1 year.	Bring forward in one year.	LD/JL	Diarized for 1 year
2013 Age-friendly Community Planning and Project Grants, Application for development of a guidebook to assist in planning for age-friendly housing in Port Hardy.	Endorsed and application approved. Apply for Grant	GL	Done
<b>ITEM</b>	<b>ACTION – REGULAR MEETING OF MAY 22, 2012</b>	<b>WHO</b>	<b>STATUS /COMMENTS</b>
G. Le Gal, Director Corporate Services (May 17/12) re: Carnarvon Place Park	Prepare a report detailing all options for Council	TK	2013 Capital Budget For approval



## DISTRICT OF PORT HARDY MEMORANDUM

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**TO:** Mayor and Council  
**FROM:** Jeff Long, DCDS / Acting CAO  
**SUBJECT:** Reconsideration of Bursary Offer – Sail and Life Training Society  
**DATE:** November 22, 2012

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At its meeting on November 13, 2012, Council adopted Resolution #012-218 to decline participation in a bursary offer by the Sail and Life Training Society (SALTS). Robin Irving of SALTS is requesting reconsideration of the matter and has provided revised eligibility requirements in the attached correspondence dated November 15, 2012. In this regard, I draw Council's attention to section 24 of District of Port Hardy Procedure Bylaw No. 03-2009:

### Reconsideration by Council Member

24. (1) Subject to subsection (5), a Council member may, *at the next Council meeting*,
- (a) move to reconsider a matter on which a vote, other than to postpone indefinitely, has been taken, and
  - (b) move to reconsider an adopted bylaw after an interval of at least 24 hours following its adoption.
- (2) A Council member who voted affirmatively for a resolution adopted by Council may at any time *move to rescind that resolution*.
- (3) Council must not discuss the main matter referred to in subsection (1) unless a motion to reconsider that matter is adopted in the affirmative.
- (4) A vote to reconsider must not be reconsidered.
- (5) Council may only reconsider a matter *that has not*
- (a) had the approval or assent of the electors and been adopted,
  - (b) been reconsidered under subsection (1) or section 131 of the Community Charter [mayor may require Council reconsideration of a matter],
  - (c) *been acted on by an officer, employee, or agent of the District.*

In its dealing with this matter, there are the following options:

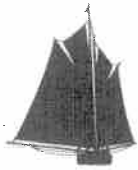
- 1) No further action: Motion to receive as information and let the existing resolution stand; or
- 2) Reconsider the request: Adopt a resolution to reconsider the request and if it is desirable to move in a different direction on the matter, consider a resolution to rescind resolution #012-218 and state in that resolution, the different outcome with respect to the request.

The Mayor also has the ability to require Council to reconsider and vote again on a matter that was subject of a vote in accordance with section 131 of the Community Charter.

Respectfully submitted,

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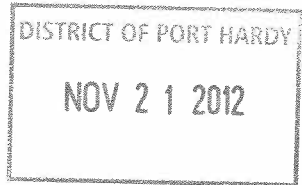
Jeff Long, DCDS / Acting CAO



S·A·L·T·S·

SAIL AND LIFE TRAINING SOCIETY

Box 5014, Station B, Victoria, BC, Canada V8R 6N3  
T 250-383-6811 F 250-383-7781 W www.salts.ca



November 15, 2012

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

**Attention:** Mayor and Council, District of Port Hardy

Dear Mayor and Council,

**Re: SALTS Sail and Life Training Society – Bursary Offer**

SALTS Sail and Life Training Society, a not-for-profit organization based in Victoria, operates a sail training program for young people age 13 - 25 aboard historic tall ships. Each summer season, over 250 young people participate as part of our five ten-day voyages that see our two tall ships circumnavigate Vancouver Island.

For many years, our two tall ships have used Port Hardy harbour as an ending and starting point for the third and fourth voyages of our summer season. Over 125 young sailors and their families travel to and from Port Hardy to be a part of these SALTS voyages. Our staff, crews and trainee families have come to greatly appreciate the services and hospitality of your community and the professionalism and kindness of Port Hardy Harbour Authority staff.

We would like to continue to build partnerships with your community and would like to offer the District of Port Hardy a full bursary for a female (age 13 – 18) of your choice that meets the eligibility requirements for the SALTS Bursary Program (see enclosed). The bursary covers the full cost of a ten-day sail training voyage aboard one of our tall ship schooners, the *Pacific Swift*, in summer 2013. I have enclosed a brochure that outlines the details of the SALTS summer program and what a trip like this would entail. The value of the bursary (i.e. our cost to provide one berth on the voyage) is \$1,581.00, and the bursary would be provided to you free of charge.

The bursary we are able to offer your organization is for a female (age 13 – 18) on the following voyage:

**Trip Dates:** July 26 – August 4, 2013 (Trip 3)

**Trip Start Location:** Victoria, BC

**Trip End Location:** Port Hardy, BC

Our summer sailing program fills up very quickly (i.e. most of our trips are fully booked within a half hour of registration opening). However, we have held a number of berths for groups, such as

yourselves, who can select a bursary recipient who wouldn't otherwise have an opportunity to participate in a program of this nature.

We would appreciate a response from you by January 1, 2013 to indicate whether or not you are able to partner with us in selecting a bursary recipient this season. If you are able to partner with us this season, please sign and return the enclosed Bursary Program Partnership Agreement by fax (250-383-7781) or email by January 1, 2013. The name of the recipient and their registration details would not be required until April 1, 2013.

If you have any questions, I can be contacted by email ([robin@salts.ca](mailto:robin@salts.ca)) or by telephone (1-888-383-6811). I look forward to hearing from you.

Fair Winds,



Robin Irving  
Booking Manager  
S.A.L.T.S. Sail and Life Training Society

- Enclosure 1 - SALTS Background and SALTS Bursary Partner Eligibility Requirements
- Enclosure 2 - SALTS Program Fitness Requirements
- Enclosure 3 - SALTS Bursary Program Partnership Agreement
- Enclosure 4 - SALTS Summer Brochure

Cc: Rick Davidge, Chief Administrative Officer, District of Port Hardy



S·A·L·T·S·

SAIL AND LIFE TRAINING SOCIETY

Box 5014, Station B, Victoria, BC, Canada V8R 6N3

T 250-383-6811 F 250-383-7781 W [www.salts.ca](http://www.salts.ca)

## ABOUT SALTS

The SALTS Sail and Life Training Society of Victoria, BC operates two tall ship sailing vessels and has provided sail training for young people off the coast of Vancouver Island since 1974. Each year over seventeen hundred young people participate in an experience which combines all aspects of shipboard life, from helmsmanship to galley chores, with formal instruction in navigation, pilotage, seamanship and small boat handling. SALTS received the 1998 Sail Training Program of the Year Award from the American Sail Training Association. Through sail training, each individual is given the opportunity to develop physically, mentally and spiritually in a community setting within the unique atmosphere of shipboard life. SALTS is a registered charity in both Canada and the USA. Take a virtual tour of our ships and learn more about us at [www.salts.ca](http://www.salts.ca).

## SALTS BURSARY PARTNER ELIGIBILITY REQUIREMENTS

### Partner Organizations must:

- provide programs or services to youth/young adults
- be located on Vancouver Island
- select a bursary recipient that meets the criteria enclosed
- if necessary, be prepared to arrange transportation and cover any transportation costs for the bursary recipient to get to the start and end locations of the voyage
- not sell the bursary or use it for fundraising efforts
- receive a written bursary offer from the SALT Society on our letterhead
- thank SALTS in your organization's newsletter (and website if possible)
- ensure that the bursary recipient shows up on sailing day or gives cancellation notice of at least seven days

### Bursary recipients (young people) must:

- complete a SALTS summer sailing registration form available online at [www.salts.ca](http://www.salts.ca) under Summer Trips
- be aged 13-18
- be of the gender designated above (we are seeking to ensure that both males and females receive bursaries from our partner organizations)
- reside on Vancouver Island
- not be recovering from alcohol/drug addiction or serious emotional trauma (we are not staffed to accommodate rehabilitation)
- be physically healthy and mobile in order to participate in sail training and land-based physical activities (see guidelines enclosed)
- be hand-picked by the partner organization, not chosen by draw or lottery



- be aware of our programs and the challenges of living on a ship (e.g. confined space, little privacy, no showers on board); the Booking Manager can answer any questions they have
- be in a position to benefit from mentorship and living in a caring community
- be eager to explore the coast by tall ship
- provide a photograph and thank-you letter to the SALT Society within two weeks after the voyage with the understanding that SALTS may publish these online and/or in print



**S·A·L·T·S·**

SAIL AND LIFE TRAINING SOCIETY

Box 5014, Station B, Victoria, BC, Canada V8R 6N3  
T 250-383-6811 F 250-383-7781 W www.salts.ca

## **SALTS Program Fitness Requirements**

Sailing with SALTS is a safe activity for anyone who is physically agile and alert. However, situations may arise where there are erratic and heaving motions of the deck, slippery conditions on deck and moving parts of the ship's rigging. These situations require a certain level of active involvement on the part of each participant. In addition, every person on board must have the physical strength to be able to climb the ship's companionway ladders (8' high) while the ship is in motion, and participate in hauling lines to set sail. It may be necessary to use footholds and arm strength to climb over the side of the ship to board or disembark at a dock or when utilizing the ship's dories. Motion sickness may occur.

The following is a list of medical conditions that may inhibit your participation or compromise your safety and that of your shipmates.

1. Limited agility due to factors such as:
  - a. Use of canes or other walking aids
  - b. Severe arthritis—rheumatoid or other forms
  - c. Obesity
  - d. Neurological disorders
2. Pregnancy
3. Frailty
4. Impaired vision
5. Claustrophobia
6. Inability to tolerate stressful situations (physical or psychological)
7. Chest pain
8. Poor balance or dizziness

If any of these conditions apply to you, please consult with your physician to confirm your ability to safely participate in a sailing voyage with SALTS. Please inform the SALTS office at the time of registration regarding these conditions and any medications you are taking or medical allergies you have.



**S·A·L·T·S·**

SAIL AND LIFE TRAINING SOCIETY

Box 5014, Station B, Victoria, BC, Canada V8R 6N3  
T 250-383-6811 F 250-383-7781 W www.salts.ca

### **Bursary Program Partnership Agreement**

We, the undersigned, agree to partner with SALTS to provide a bursary to an eligible young person for the summer 2013 sailing program. We meet the eligibility requirements for organizations listed above. We will select a young person who meets the eligibility requirements for trainees **before April 1, 2013** and will communicate the name and contact information of the young person to SALTS by that date.

Organization Name: \_\_\_\_\_

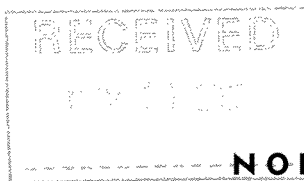
Authorized Representative: \_\_\_\_\_

Job Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

(Please fax - 250-383-7781 - or email - robin@salts.ca - this agreement to the SALTS office by January 1, 2013)



NORTH ISLAND



COLLEGE

OFFICE OF THE PRESIDENT

November 9, 2012

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

Dear Ms. Parnham,

**RE: North Island College's Industrial Research Chair Application**

I would like to extend my appreciation to you for your letter of support to North Island College for our recent submission to the National Science and Engineering Research Council (NSERC) to secure funding to support the installation of an Industrial Research Chair in Sustainable Aquaculture.

Your letter of support has assisted North Island College in providing the context for our proposal and has highlighted the College's community support network, which was vital to our application.

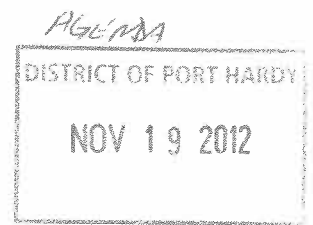
Applications for research grants are very competitive; however, we are hopeful for a successful outcome. Final results from the competition will be announced in early April after NSERC has reviewed all proposals. Should North Island College be successful in its application, an official media release will be sent out and information will be provided on our website.

Please accept my thanks for your support for regional research and skills development.

Sincerely,

A handwritten signature in black ink, appearing to read "Jan Lindsay". The signature is fluid and cursive.

J. Lindsay, PsyD  
President and CEO



NOV 14 2012

Our Ref. 93778

Her Worship Bev Parnham, Mayor  
District of Port Hardy  
7360 Columbia St  
Box 68  
Port Hardy BC V0N 2P0

Dear Mayor Parnham:

I wish to thank you, your Council members and staff for taking the time to meet with me during the Union of British Columbia Municipalities convention. I appreciated your letting me know about your concerns regarding the viability of sustaining programming at the Mount Waddington Campus of North Island College which meets the needs of local industry and that serves students. You also raised the broader issue of young people, particularly First Nations youth, having access to training in their communities so that they do not have to move to a larger centre.

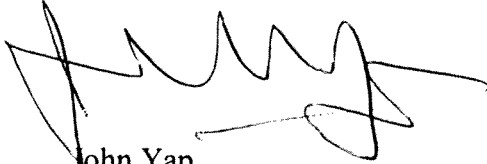
Under the Skills and Training Plan launched by this Government, we are committed to ensuring a strong alignment between the training provided by our post-secondary institutions with industry and labour market needs and priorities. I know that Ministry staff have been working closely with North Island College, and with local employers and other key community partners in this regard. I also encourage you to continue an active dialogue with the College Board, President and officials in this regard.

During our meeting, my staff mentioned the announcement of a new training program to support First Nations in forestry. Government has committed to provide \$250,000 for the two-year First Nations Forestry Technician Training Program to be offered to various post-secondary institutions around the province. More details on this initiative can be found at: <http://www.newsroom.gov.bc.ca/2012/09/new-training-program-supports-first-nations-in-forestry.html>.

... /2

It was a pleasure meeting with you, and I look forward to the opportunity to visit with you in Port Hardy, and to touring North Island College.

Sincerely,

A handwritten signature in black ink, appearing to read 'John Yap', with a stylized flourish at the end.

John Yap  
Minister

pc: Ms. Claire Trevena, MLA  
North Island

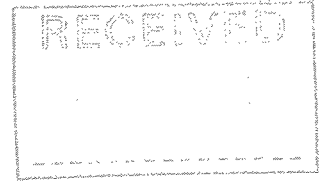
Ms. Cheryl Wenezenki-Yolland, CMA, FCMA  
Deputy Minister  
Ministry of Advanced Education, Innovation and Technology



# PORT HARDY LIONS CLUB

PO Box 368  
Port Hardy, BC V0N 2P0  
Canada

Tel: (250) 949-8883 • Fax: (250) 949-8873



**District of Port Hardy**

**7360 Columbia Street**

**Box 68 Port Hardy, BC V0N2P0**

**To Mayor and Council:**

**It is that time of year again when the Port Hardy Lions do their Annual Timmy's Road Blocks. We will be doing this on December 8<sup>th</sup> from 10:00 AM till 2:00 PM.**

**We respectfully request permission to put up our Road Blocks in the 3 locations as per usual (in front of the Esso Gas station, Downtown and by Robert Scott School). We also require use of your roadblocks if possible.**

**Thank you in advance and we appreciate the courtesy.**

**Sincerely**

**Sherry Senciw**

**Secretary Port Hardy Lions**

---

WE SERVE

20

November 2<sup>nd</sup>, 2012

7360 Columbia Street  
Port Hardy, BC V0N 2P0

Dear Mayor and Council:

The Mt. Waddington (MW) Health Services Stabilization Working group is pleased to present the attached Recommendation Report that was submitted to the VIHA board and executive. The Local Working Group was created as a result of the initial discussions that occurred around the critical situation at Port Hardy Hospital emergency and the resulting implications for the entire region. The group was comprised of members from the MW Health Network, municipal representation along with physicians, First Nations representation and VIHA staff. These representatives worked together to develop the recommendations identified in the report that we believe will stabilize health services in Mount Waddington. The report was submitted to VIHA Board and Executive and met with a favorable response. I have attached both the report and the response letter for your review. Based on the response, we have now begun our planning process to determine our future state of health services. Part of this process will be map out our current services and to engage communities to ask for their input into planning for the future.

This report represents a combined effort towards recommending practical ideas to address our region's health needs from basic access to primary care to recruitment and retention of staff and rethinking funding methodologies. We are now hoping to present this work to upcoming local First Nations' bands, the regional district and municipal councils in our region. We ask if we may attend a council meeting during the period of November 1<sup>st</sup> until December 31st in person to give the opportunity for feedback, and answer any questions as we move forward with planning.

There have been tremendous efforts made to stabilize health services in MW by individuals, communities, organizations and service providers. All stakeholders are encouraged to be involved in the planning and delivery of supports and services in the North Island. The success of the plan will depend on working together and uniting our leadership to ensure that the recommendations in the report become a reality.

Please feel free to e-mail or call Alison Mitchell if you need further information. [alison.mitchell@viha.ca](mailto:alison.mitchell@viha.ca) or 250-956-4461 local 66257.

Respectfully

Alison Mitchell & Dr. Rick Scragg  
Co-Chairs of the Mount Waddington Health Services Stabilization Working Group





June 25, 2012

Ref #13534

Mount Waddington Health System Stabilization Local Working Group  
c/o Alison Mitchell & Dr. Richard Scragg, Co-Chairs  
Mount Waddington Health Services Administration  
Box 548  
Port McNeill BC V0N 2R0

Dear Alison and Rick:

As promised, we are writing in follow up to your articulate and engaging group presentation to Howard Waldner and ourselves, as well as your follow-up electronic mail to Howard on May 29, 2012 in which you highlighted the health service challenges we are facing in the "true" North Island and your Report's recommendations in response to them. Please accept our apology for the delay in responding.

We would like to formally thank all members of the Mount Waddington Health System Stabilization Working Group (Local Working Group). The many meetings, the deep, sometimes difficult conversations, and the passion the members have shown for improving health services are outstanding.

As Howard indicated to you in his response to your electronic mail, we have had discussions with, and received endorsement from, our Board of Directors as to the approach we shall collaboratively undertake in response to these recommendations over the coming months.

VIHA is committed to providing resources to realize the short-term Mission Critical recommendations within your Report. In addition, VIHA is committed to dedicating resources for developing a new service model for the North Island and realizing the Paradigm Shift recommendations you have outlined.

To provide more detailed information, we have listed your defined "Mission Critical" as well as "Paradigm Shift" recommendations as well as our proposed approach moving forward with you:

#### Mission – Critical Recommendations

*Recommendation 1: We have presented in this report our mission-critical recommendations for which funding needs to be committed now if we have any hope of stabilizing the system. We also need commitments that planning can commence on our other recommendations and that VIHA and partners are committed to support these activities going forward. We are prepared, as a group, to continue to work on this important initiative if a VIHA commitment of new resources is extended to address our immediate needs.*

We acknowledge and appreciate your ongoing commitment to improve the health of residents of northern Vancouver Island. To that end VIHA commits \$100,000 in 2012/13 for the Local Working Group to develop an implementation plan for the mission-critical recommendations, to include the development of integrated primary and community care service models and sites in Port Hardy and Port McNeill. We will also be looking for additional staffing support opportunities through provincial funds as they become available (e.g. provincial Accelerated Integrated Primary and Community Care initiative).

.../2

#### **Executive Office**

located at 2101 Richmond Avenue, Victoria, B.C., Canada V8R 4R7 • Tel: (250) 370-8699 • Fax (250) 370-8750  
mailing address: 1952 Bay Street, Victoria, B.C., Canada V8R 1J8

*Our Vision: Healthy People, Healthy Island Communities, Seamless Service*

Timelines for this service model planning are key to leveraging additional resources from other partners. Given this, we would suggest having the service model complete within the next six months.

***Recommendation 3: VIHA, partners represented at the LWG table and others that share the LWG's goal commit to develop a renewed, targeted recruitment and retention strategy for medical professionals for the Mt. Waddington Region.***

VIHA acknowledges and commits to working with local physicians and community members to actively recruit physicians into Mount Waddington. VIHA Medical Affairs has identified the need to develop a long-term strategy for recruitment and retention of rural and remote physicians as part of its Physician Engagement Strategy.

As an interim strategy VIHA will commit \$30,000 to engage with expert recruiters to hire up to an additional three family physicians for Mount Waddington. VIHA also recommends that the physicians in Mount Waddington work to build a flexible Community of Practice through its emerging Division of Family Practice.

***Recommendation 14: VIHA contract dedicated regional ER physicians – to address the current ER crisis and to address gaps in coverage in both the Port Hardy and Port McNeill hospitals. Contract commitments should extend to a minimum of one year and be seen as a transitional measure that will help evolve the change required to support a more sustainable system.***

VIHA commits to continue to assist in the recruitment of emergency room locums. As mentioned at our meeting, this current model seems to be providing some relief in Port Hardy at present.

VIHA also recommends local physicians look at creative ways of utilizing REEF funding at the three emergency department sites. VIHA would strongly endorse a further "paradigm shift" recommendation involving co-location of practices. For example, with the upcoming known departure of physicians in Port Hardy all remaining physicians could co-locate into a single practice with the Nurse Practitioners to improve practice coverage during emergency department on-call.

***Recommendation 23: The LWG recommends for VIHA to support the blended-care model and proceed with the recruitment of two Nurse Practitioners in Port Hardy to meet current health care needs. The Nurse Practitioner placements should preferably be established in the community, within existing physician practices. The Nurse Practitioners should have separate patient rosters of appropriate complexity. Also, VIHA should provide funding to cover additional Medical Office Assistant support and overhead costs associated with Nurse Practitioners.***

VIHA has posted these two positions for Port Hardy to include standardized overhead contributions. We expect to have recruited successful candidates and have them begin work by mid-summer 2012. We anticipate these positions, along with the two existing Nurse Practitioners in Port Hardy, will increase access to primary health care services and reduce reliance on emergency departments for primary health care needs (almost 70% of current visits).

***Recommendation 24: Two further Nurse Practitioner positions should be hired and instated in the region. These roles would assume a call duty of 1:6, with options for physician backup – i.e. through phone consultation to the on-call doctor in the next closest community or via patient transfers for direct consultation with GPs.***

VIHA fully supports the addition of Nurse Practitioner positions for Port McNeill and Cormorant Island. We will be submitting a funding request to the Ministry of Health for these positions.

Recommendation 45: *VIHA, together with the Mt. Waddington Health Network and partners, should expand its public education efforts in the region to promote a better understanding of how the regional health care system works and can be more effectively utilized. Begin now to profile immediate challenges and solutions and continue to support fundamental systems changes as they are planned, readied and introduced.*

VIHA commits a part-time dedicated Communications Advisor to work with the Local Working Group to develop a public communications strategy that would reflect local knowledge and communications infrastructure. We would seek the guidance of the Local Working Group as to when this work should commence, with early thinking being we wait for the service model design completion.

Recommendation 47: *First Nations and Community Engagement: Under the aegis of the VIHA-First Nations Health Council Partnership Accord, VIHA should share the LWG's recommendations at the earliest possibility, and in an ongoing process, so that both partners can get to work on implementing and subsequently on continuing the solutions the LWG is recommending.*

VIHA commits to building relationships through interim First Nations Health Authority and our existing First Nations Health Council through living the deliverables in our new Accord. Our VIHA Aboriginal Health Plan lays out specific actions we are undertaking over the next three years.

#### Paradigm Shift Recommendations

Recommendation 2: *VIHA work with system funding partners to recalibrate the service funding formula for remote communities such as Mt. Waddington so that funding can be targeted on the basis of local need, acuity and circumstances rather than through per capita allocations based on populations.*

VIHA is interested in modeling a population health needs funding approach. We commit to undertaking this work and sharing it with the Local Working Group.

Recommendation 8: *VIHA work with system funding and delivery partners to create a new classification for support and subsidy programs that distinguishes Mt Waddington as a "remote" region rather than a "rural" region, to ensure that remote communities have access to the most advantageous subsidy and support rates.*

VIHA commits to write a letter of support in this regard to both the British Columbia Medical Association and provincial Ministry of Health by fall 2012. We will be in touch shortly with physician members of the Local Working Group to ensure our messaging is aligned with the intent of this recommendation.

Recommendation 9: *Develop new ways of supporting and funding professional education and development.*

VIHA commits to providing a part-time dedicated Professional Practice Office resource to work with all VIHA Rural Health Managers to develop a rural/remote professional education and development approach. Initial discussions have already occurred with Managers in May and work will be brought to the LWG for further discussion. In addition, VIHA has also committed \$76,000 for clinical professional development in 2012/13 for Rural Health Services. .../4

**Recommendation 12:** *The LWG encourages VIHA to reduce the impact of distance and advance local care delivery capability. Serve as a working pilot for VIHA's efforts to deploy technology solutions such as Telehealth and mobile diagnostic and laboratory equipment to improve service to patients and reduce pressure on the existing system.*

VIHA has made significant infrastructure investments in the area of Telehealth on the North Island. That being said, we also understand the infrastructure (equipment) is not being used to its full capacity. Therefore, VIHA commits to developing a strategy to expand Telehealth opportunities in the rural and remote areas within our geography.

**Recommendation 13:** *Ultimately, recruitment efforts must focus on attraction and selection of fully qualified, deployment-ready practitioners in all fields and move away from the current model of part-time transfers, locums, or under prepared practitioners - which shores up immediate needs rather than contribute to predictable, high-quality services.*

VIHA commits to a part-time dedicated resource from our Human Resources department to work with Rural Health Managers and the LWG to develop a rural/remote recruitment and retention approach by March 31, 2013. As well, we commit to enacting the subsequent recommendations that arise from this work.

**Recommendation 15:** *VIHA work with local physicians and explore the introduction of an Alternative Payment Model (APP) in the region.*

VIHA Medical Affairs has started exploratory discussions with physicians in both Port McNeill and Port Hardy in May. VIHA will advocate for more flexible, population-based remuneration models through the Ministry of Health.

**Recommendation 32:** *The LWG recommends for VIHA to support the creation of two Integrated Community Care Facilities in the region, starting with Port Hardy, in order to meet present and future health care needs, and possibly other such facilities subsequently. Commit to working with LWG members to assess the model, take it to the next level of facility design and work with local representatives and prospective private sector contractors to develop a "business case" to attract support required to make these facilities an economically-viable reality.*

As per our response to Recommendation 1, VIHA wholeheartedly endorses this recommendation and has committed \$100,000 in 2012/13 to begin facility planning in earnest. We anticipate using additional provincial Integrated Primary and Community Care as well as provincial Nurse Practitioner investments to start the creation of virtual teams even prior to a new integrated site being realized.

**Recommendation 33:** *Review the issues and adopt recommendations for improvement specified in the concurrent, parallel review of mental health and addictions services in order to align efforts between the two initiatives. (Mt. Waddington Addiction and Recovery Services Plan – MWARSP)*

VIHA recognizes the health disparities and service gaps for this population, especially in rural and remote communities. We are building a VIHA Mental Health and Addiction Services (MHAS) plan that will focus on making investments to close these gaps in care.

To augment the existing MHAS resources in the Mount Waddington area, we have developed a formal proposal through the provincial Integrated Primary and Community Care initiative. The proposal seeks funding for additional intensive case management and community supports specific to the Mount Waddington area. We anticipate receiving all necessary approvals to proceed by the end of July.

As outlined above, VIHA is fully committed to working with all partners that comprise the LWG. Our commitments, both financial and in-kind, speak to the commitment we experienced in your passionate presentation to us in May.

Thanks again to the members of the Local Working Group for collaborating on this thoughtful road map to stabilize services in the North Island. Together we can build a more responsive health care system for our populations.

Sincerely,



Catherine Mackay  
Executive Vice-President/  
Chief Operating Officer

Sincerely,



Dr. Brendan Carr  
Executive Vice-President/  
Chief Medical Officer



## COMMUNITY CONSULTATIVE COMMITTEE

Regular Meeting of Monday, November 19, 2012  
District of Port Hardy Council Chambers

Present:

Lyn Barton  
Mark Jones  
Gordon Patterson  
Councillor Janet Dorward  
Alison Flannigan  
Rob Tucker

Pat Corbett-Labatt  
Eddy Lagrosse  
Cathie Poje  
Councillor Rick Marcotte

Staff: Patti Smedley

Apologies:

Donna Gault

Guests:

Councillor John Tidbury

The meeting was called to order at 5:03 p.m. by Councillor Janet Dorward

**1. Acceptance of the Agenda as presented/amended**

The agenda was accepted as presented.

**2. Election of a Chair and Vice-Chair**

The Committee agreed to appoint Rob Tucker as Chair and Pat Corbett-Labatt as Vice Chair.

**3. Letter from Vancouver Island Health Authority regarding Mount Waddington Health System Stabilization Local Working Group recommendations**

*\* Comments requested on Recommendations 3 and 13*

A discussion was held on these recommendations with committee members making the following key points:

- a. Need to define the scope of the word "practitioner" in recommendation 13
- b. Fact that there is a world-wide shortage of physicians, not just a regional shortage
- c. Agreement that "out-of-the-box" solutions are needed to address local challenges
- d. Approach to finding solutions needs to be top-down, not just bottom up; at both the provincial and federal levels
- e. That the responses from VIHA in Recommendations 3 and 13 seemed "weak" or lacked measurable success indicators
- f. There are other successful models that have already been implemented by other jurisdictions, including the Alert Bay Health Clinic developed by the Namgis
- g. The idea that the hiring of physician assistants could help ease the current physician shortage as it has in other locations
- h. Belief on the part of several committee members that the request to interview physicians regarding barriers to feeling welcome or staying in our community falls outside the scope of the Committee

- i. The concern that any input or recommendations at this time - without additional clarification - might duplicate the efforts and successes that have already been achieved through the Local Working Group

After much discussion, Committee members determined that they did not have enough background on the tasks and recommendations already undertaken by the Local Working Group to make a recommendation at this point in time. The group agreed that it might be of value to invite Mayor Parnham to attend a future Community Consultation Committee meeting to clarify expectations around this request.

**4. Motion to Council**

To table the issue regarding "Comments requested on Recommendations 3 and 13" until Council provides greater clarity on expectations for recommendations.

**5. Recommendations to Council**

There were no recommendations to Council at this time.

**6. Next Meeting**

To be determined

**7. Adjournment**

6:40 p.m.



DISTRICT OF PORT HARDY  
OPERATIONAL SERVICES COMMITTEE  
Minutes of the meeting held November 22, 2012  
Council Chambers

Present: Chair Councillor Huddlestan , Councillors Rick Marcotte, John Tidbury

Regrets: Rick Davidge, CAO

Also Present: Trevor Kushner, Director Operations  
Leslie Driemel Recording Secretary

MINUTES OF OCT 24  
/12 ACCEPTED

1. Call to Order: Councillor Huddlestan Time: 9:00 am
2. Minutes of the Operational Services Committee meeting held October 24, 2012.

Moved/Seconded/Carried  
That the minutes of the Operational Services Committee meeting held October 24, 2012 be approved presented.

ACTION ITEM REVIEW

3. Action Items were reviewed and received as information.

4. Stink Creek foot bridge update (project for the Trail Enhancement grant).

STINK CREEK  
FOOTBRIDGE  
UPDATE

T. Kushner updated the Committee on the Stink Creek Park footbridge project. Steel girder style bridge plans were circulated for information. The bridge should be installed in mid-December and Strategic Forest Management is working with the District and all precautions regarding Fisheries & Oceans requirements are being taken.

Other work to be done as part of the trail grant includes; brushing and paving of trails and installation of bear bins. Little Tsulquate trail work will start January and the bridge work will be done in the spring.

The Committee discussed the size and amount of alders growing in inner city trails. Cutting of the trees and offering it as firewood fundraisers to local groups was discussed. Trevor advised he will walk the trails and identify which trees should come down.

5. Downtown light standards

T. Kushner advised quotes for new light standards have not all been received and will be brought forward when received.

DOWNTOWN LIGHT  
STANDARDS

Trevor advised the current 30 year old light standard uprights are in poor / dangerous condition and need to be replaced with aesthetically pleasing, galvanized steel ones more suitable for a marine environment. The bases and electrical components are in good shape. A three year phase-in, depending on funding, was discussed and Committee members requested weatherproof electrical outlets be included. It was agreed that seawall lights should be hip height and that the Downtown Revitalization Committee will be included in design discussions.



6. Cenotaph - T. Kushner (Nov 13/12) Report on Cenotaph Repairs

The needed repairs on the cenotaph were discussed and Trevor advised that there is war memorial funding available and that the District would contribute a limited part of the costs. A design is needed to accompany the application.

CENOTAPH REPAIRS

The Committee discussion included paved areas, electrical supply and drainage in the cenotaph area.

Councillor Marcotte advised the Royal Canadian Legion and the 101 (North Island) Squadron have discussed a new cenotaph. Councillor Marcotte and Trevor will attend a meeting with them to advise of District's interest in working with them for a new cenotaph in Port Hardy. They will be asked to attend the December 20<sup>th</sup> Operational Services meeting for further discussions.

7. Other Items

The Committee was updated on winter readiness for sand/brine/plowing.

8. Notice of Meeting dates

Next meeting Thursday Dec 20, 2012

2013 Meeting dates

Thurs Jan 17	Thurs Feb 21	Thurs Mar 21
Thurs Apr 18	Thurs May 23	Thurs June 20
Thurs July 18	Thurs Aug 22	Thurs Sept 26
Thurs Oct 17	Thurs Nov 21	<u>Tuesday Dec 17</u>

RECOMMENDATIONS TO COUNCIL

No recommendations to Council

ADJOURNMENT

ADJOURNMENT

That we adjourn

Time: 9:15 am



# DISTRICT OF PORT HARDY BOARD OF VARIANCE

7360 Columbia Street • Box 68, Port Hardy, BC V0N 2P0  
Telephone: 250-949-6665 • Fax: 250-949-7433

## MINUTES OF November 6, 2012 Meeting held at 7360 Columbia Street

Present: Board Members: Raymond Poje, Gladys Latty,

Staff: Gloria Le Gal, Director of Corporate Services  
Lukas Polacek, Municipal Inspector  
Susan Bjarnason/Tracy Platzter BOV Secretary

Applicant: Richard Tanaka

Public: None

Meeting opened at 3:00 p.m.

1. Approval of the Minutes of the Meeting of July 26, 2012  
Moved/Second/Carried the minutes of the meeting of July 26, 2012 be approved as presented.
2. Application by Richard and Kathleen Tanaka of 5845 Carlton Street, Port Hardy.

Variance requested to vary the minimum rear yard setback from 7.6m to 1.83m to accommodate the construction of a shop/storage building on the rear of the property.

Moved/Second/Carried that a variance be granted to vary the minimum rear yard setback from 7.6m to 1.83m to accommodate the construction of a shop/storage building on the rear of the property.

Mr. Poje questioned whether or not the shop/storage building will exceed the 40% of lot size per the bylaw. Lukas Polacek stated that it would not.

Gloria Le Gal explained that the new bylaw proposal is to change the current setback from 25 feet to 5 feet or 6 feet from the property line. The exact measurement is still to be determined.

3. Ray Poje brought up the issue of the number of members on the board as it still has only two. New members to the board was discussed. An ad was placed in the North Island Gazette asking for interested people. So far, no one has come forward.
4. Adjournment: 3:10p.m.

Certified Correct.

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Chairman



## DISTRICT OF PORT HARDY INTEROFFICE MEMORANDUM

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**TO:** Rick Davidge, CAO  
**FROM:** Trevor Kushner, DOS  
**SUBJECT:** Council Policy: Inspection and Maintenance of Sidewalks  
**DATE:** 14 November, 2012

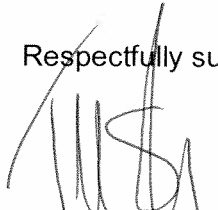
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The Municipal Insurance Association of BC recommends that each municipality have a written policy governing inspection and maintenance of sidewalks. While Administration Policies are acceptable, the courts put greater emphasis on Council Policies.

### **Recommendation**

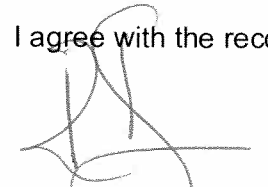
That Council adopt Policy CP10.9, Inspection and Maintenance of Sidewalks.

Respectfully submitted,



Trevor Kushner, DOS

I agree with the recommendation.



Rick Davidge, CAO

DISTRICT OF PORT HARDY

POLICY MANUAL

---

COUNCIL POLICY  
MUNICIPAL PROPERTIES-EQUIPMENT-PUBLIC WORKS

INSPECTION AND MAINTENANCE OF SIDEWALKS

POLICY #CP10.9

Approved:

Council Motion #

Page 1 of 4

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**PURPOSE**

To provide Operational Services with an assessment of the condition of the sidewalks within the Municipality in order to identify and repair any defects or hazards on the sidewalk and to establish priorities for repair of sidewalks according to the resources available.

**POLICY**

**1. Inspection**

- 1.1 All sidewalks within the Municipality are designated as Zone A or B, as detailed in Schedule "A".
- 1.2 All sidewalks in Zone A shall be inspected once every two years.
- 1.3 All sidewalks in Zone B shall be inspected, in the alternate year to sidewalks in Zone A.
- 1.4 The results of the sidewalk inspections shall be recorded on an inspection form as prescribed from time to time by the District.
- 1.5 All defects or hazards identified shall be classified on a three point rating scale:
  1. Minor defect – no effect on service
  2. Moderate defect – serviceable
  3. Major defect – requiring immediate repair/not serviceable
- 1.6 The inspection shall include checking for the specific defects as set out in section 2 of this policy.

**2. Sidewalk Defects**

2.1 Cracks and Separations

- (a) Cracks are defects that do not result in displacement. The level of defect would be determined by how the crack affects the immediate area, such as surface flaking off or missing pieces.
- (b) Separations are cracks that have resulted in displacement either vertical or horizontal

Separations are rated by height or depth:

<u>Rating Scale</u>	<u>Definition</u>
Level 1	less than 1.25 cm height/depth
Level 2	1.25 cm to 2.5 cm height/depth
Level 3	more than 2.5 cm height/depth

DISTRICT OF PORT HARDY

POLICY MANUAL

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COUNCIL POLICY  
MUNICIPAL PROPERTIES-EQUIPMENT-PUBLIC WORKS

INSPECTION AND MAINTENANCE OF SIDEWALKS

POLICY #CP10.9

Approved:

Council Motion #

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2.2 Heave or Settlement

Heaving or settling does not have separation; the surface is still continuous. Heave and settlement are rated by change in the grade of the sidewalk.

<u>Rating Scale</u>	<u>Definition</u>
Level 1	Less than 2.5 cm change over one panel
Level 2	2.5 cm to 5 cm change over one panel
Level 3	more than 5 cm over one panel

2.3 Fillets

Fillets are repair patches resulting from previous maintenance. Fillets are rated according to their condition.

<u>Rating Scale</u>	<u>Definition</u>
Level 1	0 cm to 5 cm missing
Level 2	5 cm to 10 cm missing
Level 3	more than 10 cm missing

All fillets must have a minimum rating of Level 1

2.4 Scaling

Scaling is spalling or flaking of the surface of concrete, brick or paved sidewalks. Scaling is rated according to depth.

<u>Rating Scale</u>	<u>Definition</u>
Level 1	less than 1.25 cm depth
Level 2	1.25 cm to 2.5 cm depth
Level 3	more than 2.5 cm depth

2.5 Obstacles

Obstacles and broken sidewalk pieces include items set in the sidewalk such as water meter boxes, curb stops, tree grates, junction boxes, manhole lids, sign post sleeves, etc. which are affecting the serviceability of the sidewalk.

Obstacles are rated according to vertical displacement.

<u>Rating Scale</u>	<u>Definition</u>
Level 1	less than 1.25 cm projection/depression
Level 2	1.25 cm to 2.5 cm projection/depression
Level 3	more than 2.5 cm projection/depression

DISTRICT OF PORT HARDY

POLICY MANUAL

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COUNCIL POLICY  
MUNICIPAL PROPERTIES-EQUIPMENT-PUBLIC WORKS

INSPECTION AND MAINTENANCE OF SIDEWALKS

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**3. Repair**

- 3.1 All defects classified as level 3 shall be scheduled for repair as quickly as possible and shall be marked for public notice immediately.
- 3.2 All defects and hazards classified as level 2 shall be placed on a list for repair, as resources allow and shall be marked for public notice immediately.
- 3.3 All defects and hazards classified as level 1 shall be documented and reviewed on the next scheduled inspection.
- 3.4 If any defect or hazards on sidewalks are reported outside of the regularly scheduled inspections, either by a member of the public or an employee of the municipality, the reported defect or hazard shall be inspected by a member of Operational Services as soon as possible and shall be repaired in accordance with the classification as described above.

**4. Sidewalk Wheel Chair Access Ramps**

Access ramps should be examined on the same basis as defects shown in section 2. Field personnel should be provided with the industry standard for "access ramps".

Other obstacles to note include:

- water pooling;
- steep ramp radius;
- catch basin location; and
- entry into unmarked high traffic area crosswalks.

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DISTRICT OF PORT HARDY

POLICY MANUAL

COUNCIL POLICY  
MUNICIPAL PROPERTIES-EQUIPMENT-PUBLIC WORKS

INSPECTION AND MAINTENANCE OF SIDEWALKS

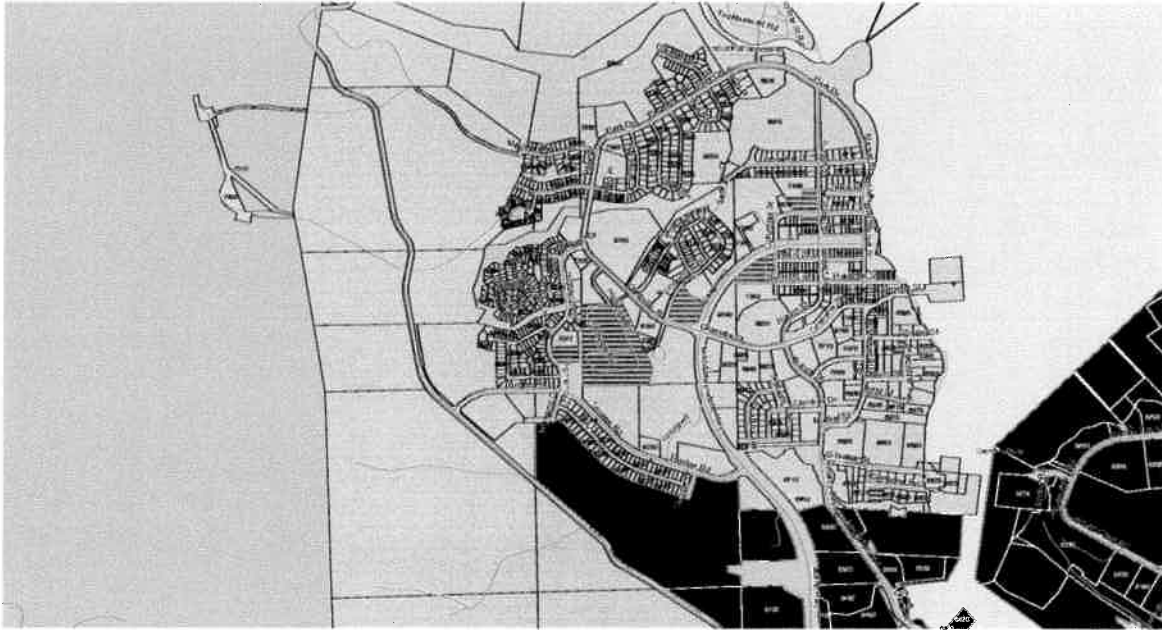
POLICY #CP10.9

Approved:

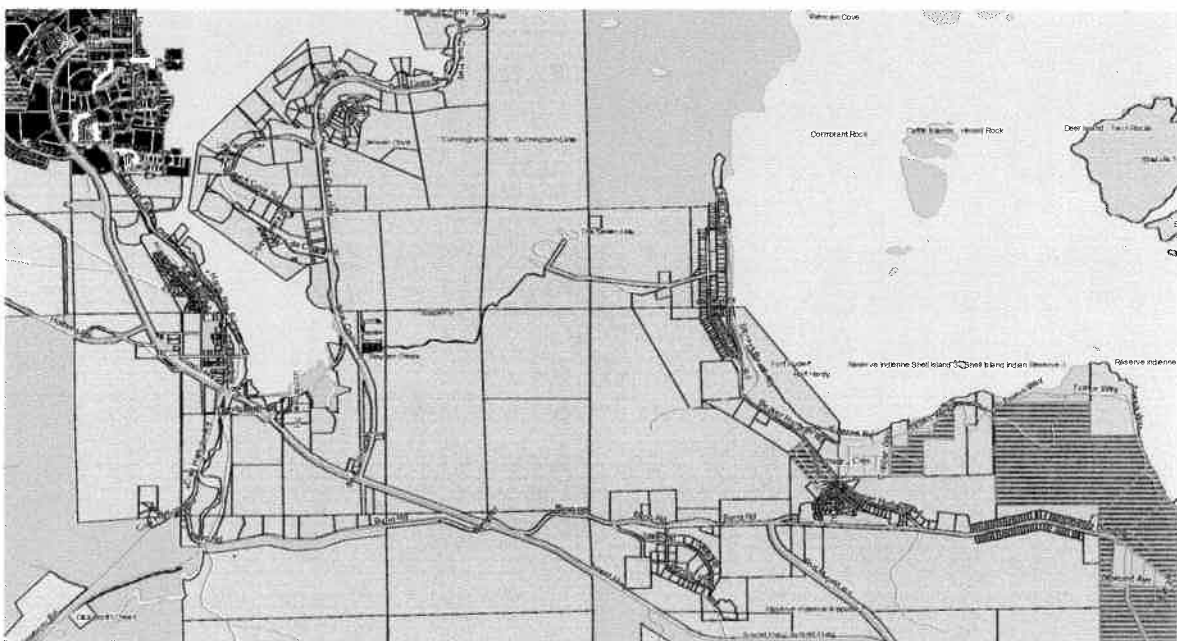
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Schedule "A"



Zone A – shown in grey



Zone B – shown in grey



## DISTRICT OF PORT HARDY INTEROFFICE MEMORANDUM

---

**TO:** Rick Davidge, CAO  
**FROM:** Gloria Le Gal, DCS  
**SUBJECT:** Computer Use Policy CP6.11  
**DATE:** 15 November, 2012

---

Enclosed is an amended Computer Use Policy as discussed. The previous policy included sections 6 (Prohibited Use) and 13 (Internet and Email Systems) only. All other sections of this policy are new.

### **Recommendation**

That Council approve amendments to Computer Use Policy CP6.11.

Respectfully submitted,

Gloria Le Gal, DCS

I agree with the recommendation,

Rick Davidge, CAO



DISTRICT OF PORT HARDY

POLICY MANUAL

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COUNCIL POLICY  
EMPLOYEE GENERAL

COMPUTER USE

POLICY CP6.11

Date Approved: Amended:  
Replaces CP6.11 Internet Usage Dated Feb 12, 2002

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**Purpose**

The purpose of this Computer Use Policy is to establish rules and guidelines for the use of District of Port Hardy owned or leased computers, computer software and computer systems.

**Scope**

This Policy includes the following related activities:

- use of computers and computer systems;
- protection of privacy issues;
- use and security of passwords;
- computer based harassment and pornography;
- downloading and use of programs and unauthorized software;
- database management;
- personal use of email or internet; and
- confidentiality.

**Policy**

Access

1. Access to and use of computers and computer systems or networks is limited to District of Port Hardy employees, members of council, contractors or volunteers working under the direction of an employee.
2. All communications should be for professional reasons related to the business and services of the District and are subject to monitoring and to access pursuant to the Freedom of Information and Protection of Privacy Act.

Passwords

3. Administration shall be advised of all passwords used for computers and computer systems, including email.
4. Passwords shall not be shared between approved users. Access to password protected systems shall be restricted to approved users only.

Security

5. If there has not been activity on a computer terminal, workstation or laptop for fifteen (15) minutes, the system must automatically blank the screen and lock the session. Re-establishment of the session may take place only after the user has provided the proper password. The only systems exempted from this requirement are computers used for cash receipting.

Prohibited Use

6. Employees are prohibited from the following activities:
  - a) accessing, copying, storing or transmitting information that can be considered defamatory, abusive, profane, sexually oriented, threatening, discriminatory, harassing or that uses language or graphics which offends or tends to degrade others;

DISTRICT OF PORT HARDY

POLICY MANUAL

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COUNCIL POLICY  
EMPLOYEE GENERAL

COMPUTER USE

POLICY CP6.11

Date Approved: Amended:  
Replaces CP6.11 Internet Usage Dated Feb 12, 2002

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- b) sending information that is for financial or personal gain;
  - c) fraudulently representing another individual;
  - d) participating in chain letters; and
  - e) involvement in any activity that is in violation of regulatory, federal, provincial or local law.

Software and Hardware

- 7. To maintain system operations and prevent computer viruses, there will be no unauthorized downloading of software. All approved and licensed software will be loaded by the system administrator or by someone approved to do so by the system administrator.
- 8. Changes to District programs and databases shall only be made by authorized persons who have responsibility for program or database management.

Remote access

- 9. Remote access is a generic term used to describe the accessing of District computer network resources by individuals not located at the District's primary offices. This may take the form of off-site offices, traveling users or users working from home and connected to the District network. Remote access is meant to be an alternative method of meeting District needs.

Participation in a remote access program may not be possible for every user. The District may refuse to extend remote access privileges to any user or terminate a remote access arrangement at any time.

Monitoring of Electronic Networks

- 10. Electronic networks may be monitored for operational reasons to determine whether the networks are operating efficiently, to isolate and resolve problems and to assess compliance with the Computer Use Policy. In addition, the District may conduct periodic and random checks of the network for specific operational purposes.
- 11. The District may monitor individual computers if violations of District policies are reported or suspected.

Internet and Email Systems

- 12. Access to the internet and email systems is provided for the benefit of the District. Authorized users have a responsibility to ensure that use of these systems is consistent with this Policy and that all communications are conducted in a professional, productive and efficient manner.
- 13. Inappropriate use of the internet and email systems will be subject to disciplinary action, in accordance with Council policies or with the applicable disciplinary sections of the relevant collective agreements.

DISTRICT OF PORT HARDY

POLICY MANUAL

---

COUNCIL POLICY  
EMPLOYEE GENERAL

COMPUTER USE

POLICY CP6.11

Date Approved: Amended:  
Replaces CP6.11 Internet Usage Dated Feb 12, 2002

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Personal Use

14. Occasional use for personal reasons is permitted subject to other provisions of this Policy.
15. Reasonable personal use must be restricted to personal time and must not interfere with the user's ability to fulfill his or her employment obligations.
16. All records created on District computers, including personal information, may be accessed under the Freedom of Information and Protection of Privacy Act. You should not, therefore, use District computers for personal work you do not want shared.
17. All information on District owned computers is the property of the District. This includes, but is not limited to, email messages, bitmap images, application data and all downloaded files.

Violations

18. Violations of this policy shall be reported to the Chief Administrative Officer and may result in disciplinary action up to and including dismissal.

\* \* \*



## DISTRICT OF PORT HARDY MEMORANDUM

---

**TO:** Rick Davidge, CAO  
**FROM:** Jeff Long, DCDS  
**SUBJECT:** 2013 Council meeting dates  
**DATE:** November 21, 2012

---

*Community Charter* s 127 requires that Council give notice of the date, time and place of regular council meetings.

I recommend the following meeting dates for 2013:

January 8	January 22
February 12	February 26
March 12	March 26
April 9	April 23
May 14	May 28
June 11	June 25
July 9	July 23 cancelled for summer break
August 13	August 27 cancelled for summer break
September 10	September 24
October 8	October 22
November 12	November 26
December 10	December 24 cancelled for Christmas break

Note: The UBCM convention is scheduled for September 16-20 which is an off Council week. As a result, no September meeting cancellation is required.

Respectfully submitted,

---

Jeff Long, DCDS

I agree with the recommendation

---

Rick Davidge, CAO



**DISTRICT OF PORT HARDY  
BYLAW 18-2012**

**A BYLAW FOR DISTRICT OF PORT HARDY  
USER RATES AND FEES FOR 2013**

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

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

1. TITLE

- (a) This bylaw may be cited for all purposes as the "District of Port Hardy 2013 User Rates and Fees Bylaw No.18 -2012".

2. ENACTMENT

- (a) This bylaw is in effect January 1, 2013  
(b) District of Port Hardy Rates Bylaw 14-2011 and all amendments are hereby repealed effective January 1, 2013.

3. SCHEDULES

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

4. TABLE OF CONTENTS

Schedule A	Water Rates .....	3
Schedule B	Sewer Rates .....	5
Schedule C	Storm Sewer Rates.....	7
Schedule D	Garbage Collection Rates.....	8
Schedule E	Statutory Rates .....	9
Schedule F	Business License Fees.....	11
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Schedule J	Building Permit & Temporary Building Permit Rates .....	19
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Schedule M	Burning Permit Rates .....	23
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Schedule O	Liquor Control and Licensing Branch Rates For Applications of Capacity Increase Rates .....	25
Schedule P	Zoning and Official Community Plan Bylaw Amendment Rates & Variance Application Rates .....	26
Schedule Q	Subdivision Application Rates .....	27
Schedule R	Vacant Properties Rates.....	28

Read a first time on the 13th day of November, 2012.

Read a second time on the 13th day of November, 2012.

Read a third time on the 13th day of November, 2012.

Adopted on the \_\_ day of November, 2012.

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

\_\_\_\_\_  
Mayor

Certified a true copy of  
Bylaw No. 18-2012 as adopted.

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

**SCHEDULE A - WATER RATES**

1. Inspection, Connection, Turn Water On/Off Fees		
a) Any property owner who requires a turn on or off of service shall notify the District office 48 hours in advance except in the case of an emergency. There will be no charge for a turn on or off during regular working hours of 8:30 a.m. – 4:30 p.m.		
b) Any property owner who requires a turn on or off of service in the case of an emergency or outside of the regular working hours shall at the same time pay the fee for each turning on or off		\$ 75.00
c) Where installation of a water connection exists the fee for inspection of a standard 18mm (3/4") connection will be:		\$ 75.00
d) Application for any water service will be subject to:		
i. Initial application analysis fee (may be combined with sewer/storm sewer application analysis fee).		\$ 475.00
ii. Connection fees (all sizes) shall be charged on the basis of the actual cost of the work necessary including but not limited to all pavement, sidewalk, cut/replacement, and boulevard work, with an initial deposit of 125% of the cost of the work as estimated by EPCOR Water Services, with any excess amount billed at the time the work is complete, or any surplus fees refunded upon reconciliation of the account. The application fee will be deducted from the actual costs of the job.		At cost
2. Seniors Discount		
Property owners who are Seniors shall receive a discount on all or any portion of a current billing if paid by the quarterly due date. This applies only to the principal place of residence. Senior means a person who is 65 years of age or older and who meets the grant eligibility requirements as defined by the <i>Home Owners Grant Act</i> .		25%
3. Quarterly Rates		Rate per Quarter
The rates reflected in this schedule are based on a flat rate billing system.		
1	For each single residential dwelling unit	\$ 98.39
2	For each metered multi-family residence in excess of two (2) units the greater of:	\$ 0.92 per cubic meter OR \$82.53 per unit
3	For each office, shop or store	\$ 105.08
4	For each supermarket	\$ 228.32
5	For each bakery	\$ 105.08
6	For each restaurant	\$ 333.57
7	For each lunch room or delicatessen	\$ 143.16
8	For each soda fountain or hot dog stand	\$ 105.08
9	For each hotel/motel - per unit	\$ 18.44
10	For each lounge	\$ 277.85
11	For each beer parlour	\$ 342.02
12	For each Laundromat - per washer	\$ 31.92
13	For each non-profit organization and hall	\$ 105.08
14	For each athletic club	\$ 333.57
15	For each theatre	\$ 105.08
16	For each school - per classroom	\$ 98.53
17	Light Industrial	
	5 employees or less	\$ 105.08
	6 - 15 employees	\$ 238.12
	16 - 30 employees	\$ 380.10
	Large water users	\$ 595.09

**SCHEDULE A – WATER RATES**  
 (Continued)

18	For each service station/garage	\$ 105.08
19	For each car wash	
	For 1st stall	\$ 217.57
	Each additional stall	\$ 64.98
20	For each industrial metered user, for consumption in the same calendar year:	
	a) First 3,000 m <sup>3</sup>	\$ 0.86/m <sup>3</sup>
	b) From 3,001 to 6,000 m <sup>3</sup>	\$ 1.10/m <sup>3</sup>
	c) More than 6,000 m <sup>3</sup>	\$ 0.65/m <sup>3</sup>
21	For each marina	\$ 295.94
22	For each campground - per stall	\$ 8.09
23	Other users	\$ 105.89
24	Hydrant Use (Damage deposit of \$250.00. Inspection fee of \$100.00 shall be levied against persons using a fire hydrant where no repairs are needed)	\$ 36.62 \$ 1/m <sup>3</sup> for water used
25	For each airport hangar	\$ 240.01
26	Underground sprinkling services over one acre for months of June, July & August - per sprinkler head	\$ 7.21
27	For each airport terminal building	\$ 469.64
28	Each wharf providing water to vessels	\$ 106.01
29	For each sawmill	\$ 240.01
30	For each drycleaner	\$ 240.01
31	Each car dealership with a non-commercial car wash stall	\$ 65.48
32	Seagate Pier large vessel meter	\$ 0.88/ m <sup>3</sup>
33	Pool	\$ 319.82
34	Arena	\$ 223.29
35	Hospital - per bed	\$ 22.79
36	Fish Hatchery	\$ 89.19
37	Sani Station	\$ 89.19

4. Multi-Meter Rider

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



**SCHEDULE B - SEWER RATES**

<p>1. Rates - Inspection and Connection Fees          Before any owner's sewer is connected to a sewer connection or public sewer, the owner of the lands requiring such connection or his agent shall make application to the office of the District, upon such form as provided from time to time, for a permit to connect the owner's sewer to the sewer connection or public sewer, and he shall pay to the District a sewer inspection/connection fee as follows:</p>		
a)	where installation of sewer connection exists, for standard 100 mm (4") connection an inspection/connection fee of:	\$ 75.00
b)	Application for any sewer service will be subject to: <ul style="list-style-type: none"> <li>i. Initial application analysis fee (may be combined with water/storm sewer application analysis fee).</li> <li>ii. Connection fees (all sizes) shall be charged on the basis of the actual cost of the work necessary including but not limited to all pavement, sidewalk, cut/replacement, and boulevard work, with an initial deposit of 125% of the cost of the work as estimated by EPCOR Water Services, with any excess amount billed at the time the work is complete, or any surplus fees refunded upon reconciliation of the account. The application fee will be deducted from the actual costs of the job.</li> </ul>	\$475.00 At cost
<p>2. Seniors Discount          Property owners who are Seniors shall receive a discount on all or any portion of a current billing if paid by the quarterly due date. This applies only to the principal place of residence. Senior means a person who is 65 years of age or older and who meets the grant eligibility requirements as defined by the <i>Home Owners Grant Act</i>.</p>		
		25%
<p>3 Re-Inspection Fee          An inspection fee shall be paid to the District for each additional inspection required after the first inspection because of defective materials or workmanship.</p>		
		\$ 75.00
<p>4 Quarterly Rates - The rates reflected in this schedule are based on a flat rate billing system.</p>		
		Rate per quarter
1	For each residential dwelling unit	\$ 99.79
2	For each office, shop or store	\$ 110.01
3	For each supermarket	\$ 238.59
4	For each bakery	\$ 110.01
5	For each restaurant	\$ 349.63
6	For each lunch room or delicatessen	\$ 149.67
7	For each soda fountain or hot dog stand	\$ 110.01
8	For each hotel/motel - per unit	\$ 19.96
9	For each lounge	\$ 291.78
10	For each beer parlor	\$ 359.24
11	For each Laundromat - per washer	\$ 33.59
12	For each non-profit organization and hall	\$ 110.12
13	For each civic swimming pool	\$ 993.43
14	For each arena	\$ 698.17
15	For each athletic club	\$ 349.63
16	For each theatre	\$ 110.01
17	For each hospital - per bed	\$ 70.22
18	For each school - per classroom	\$ 99.49
19	Light Industrial	
	5 employees or less	\$ 110.01
	6 - 15 employees	\$ 250.14
	16 - 30 employees	\$ 399.20
	Large water users	\$ 658.82

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

		Rate per quarter
20	For each service station/garage	\$ 110.01
21	For each car wash	
	For 1st stall	\$ 182.04
	Each additional stall	\$ 57.00
22	For each cannery	\$ 669.35
23	For each marina	\$ 108.27
24	For each campground - per stall	\$ 8.55
25	Metered sewage per cubic meter	\$ 1.31
26	Other users	\$ 110.01
27	For each airport hangar	\$ 250.14
28	For each airport terminal building	\$ 620.11
29	Fish Hatchery	\$ 115.33
30	Sani Station	\$ 106.87
31	Tipping Fee for Trucked Waste \$ 0.15 per gallon. Saturday, Sunday and Statutory holiday discharges may be completed within regular hours with an additional \$ 50.00 callout charge.	-----

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**SCHEDULE C - STORM SEWER RATES**

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

a) Inspection of connection:	\$ 75.00
b) Re-inspection of connection and each subsequent connection	\$ 75.00
c) Application for any storm sewer service will be subject to: i. Initial application analysis fee (may be combined with water/sewer application analysis fee).	
ii. Connection fees (all sizes) shall be charged on the basis of the actual cost of the work necessary including but not limited to all pavement, sidewalk, cut/replacement, and boulevard work, with an initial deposit of 125% of the cost of the work as estimated by the District of Port Hardy, with any excess amount billed at the time the work is complete, or any surplus fees refunded upon reconciliation of the account. The application fee will be deducted from the actual costs of the job.	\$475.00 At cost

**SCHEDULE D - GARBAGE COLLECTION RATES**

Rates do not include applicable taxes

1. Garbage Rates	
The rates reflected in this schedule are based on a flat rate billing system as listed in the table below. The utility requires appropriate funds to operate and the use of the system is not commensurate of rate but a portion of the average base costs.	
(a) The minimum fee payable for the removal of garbage, ashes, and trade waste shall be as per the table below and shall apply to:	
(i) Residential unit - based on a maximum of two regulation garbage cans per pickup per week for each single family unit.	
(ii) Commercial unit - with no bins - based on a maximum of two regulation garbage cans per pickup per week for offices, warehouses, small retail and wholesale outlets and other small commercial enterprises.	
(iii) Large quantity commercial and industrial - will be charged according to their usage of 3 cu. yard or 30 cu. yard bins.	
	Rate Per Quarter
Residential dwelling unit	\$ 24.58
Commercial unit	\$ 50.05
3-yd Bins	
3-yd bin rent	\$ 70.25
3-yd bin pickup - each	\$ 16.69
3-yd bin extra wash - each instance in excess of one per month	\$ 32.06
30-yd Bins	
30-yd bin rent	\$ 481.00
30-yd bin pickup - each	\$ 173.17
30-yd bin drop-off fee - each delivery	\$ 32.06
30-yd bin moving fee - each instance	\$ 32.06
Packer pickup - each	\$ 198.82
2. Recycling Rates	
All users shall pay a recycling fee at a rate of:	\$ 12.12
3. Transfer Station	
The following fees apply to the Transfer Station:	(a) \$ 1.05 per garbage container or bag (b) \$ 20.99 per level pick up (c) \$ 31.49 per commercial pickup truck (d) \$ 5.25 per tire
4. Tag A Bag Ties	
The fee for tag-a-bag ties will be	\$ 2.10

**Seniors Discount**

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

**SCHEDULE E - STATUTORY RATES**

Rates do not include applicable taxes.

1.	List of Electors The fee per copy of a List of Electors shall be as noted, except where a candidate at an election is entitled to one free copy.	\$ 10.00
2.	Minutes of Council Proceedings As provided under Section 194(2) of the Community Charter the fee for copies of Minutes of Council proceedings shall be hereby established.	\$ 0.25 per page
3.	Copies of Bylaws Pursuant to Section 194 of the <i>Community Charter</i> the following charges shall apply for:	
	a) Zoning Bylaw (Text and Map 11" x 17")	\$ 35.00
	b) Zoning Bylaw (Text only)	\$ 15.00
	c) Official Community Plan Bylaw (Text & Maps 11"x17")	\$ 35.00
	d) Official Community Plan Bylaw (Text only)	\$ 15.00
	e) Copies of all other bylaws shall be provided for a fee of	\$ 0.25 per page
	f) Subdivision Bylaw	\$ 18.00
4.	Tax Certificate The collector shall provide tax certificates as provided under Section 249 of the <i>Community Charter</i> for the fee established.	\$ 25.00
5.	Request for Prior Years Taxes Levied	\$ 15.00
6.	Mortgage Company Listings	\$ 5.00 / folio
7.	Cost to issue a refund cheque	\$ 10.00
8.	Reports	
	a) Business License Print-out	
	On paper	\$ 30.00
	On electronic media	\$ 15.00
	b) Photocopies	
	8-1/2" x 11"	\$ 0.25 per page
	8-1/2" x 14"	\$ 0.25 per page
	11" x 17"	\$ 0.30 per page
	c) Maps (standard wall size)	
	Zoning Map	\$ 60.00
	Boundary Map	\$ 60.00
	OCP or legal map	\$ 60.00
	Civic Street Map	\$ 60.00
	Courier for all maps	\$ 25.00
9.	NSF cheques returned	\$ 25.00
10.	Council and Committee-of-the-Whole agenda	\$ 0.25/page or \$10.00 /agenda
11.	Tree Cutting permits	
	1 - 10 trees	\$ 25.00
	11 - 20 trees	\$ 50.00
	21 or more trees	\$ 100.00
12.	Parks and Beach permit	
	Commercial rental fee	\$ 30.00 per day
	Clean up deposit	\$ 50.00
13.	Storage fees for impounded vehicles or vessels	
	Single vehicle or vessel six metres in length or less	Cost + 15%
	Single vehicle or vessel over six metres in length	Cost + 15%
	For a vehicle and trailer of any length	Cost + 15%

**SCHEDULE E - STATUTORY RATES**  
 (continued)  
 Rates do not include applicable taxes

14.	Permit to water new lawn outside permitted days	\$ 20.00
15.	Commemorative Items	
	(a) Bench, bronze plaque and installation	\$ 1800.00
	(b) Commemorative placing of tree or shrub and plaque (bronze plaque included)	\$ 600.00 plus tree /shrub
	(c) Other items (includes bronze plaque)	\$ 600.00 plus cost of item and concrete
16.	Search for information and records, other than Freedom of Information Request	
	(a) for locating or retrieving a record	\$ 7.50 per 1/4 hour
	(b) for producing a record manually	\$ 7.50 per 1/4 hour
	(c) for preparing a record for disclosure	\$ 7.50 per 1/4 hour
	(d) for shipping copies	actual costs of courier
	(e) for copying records	
	(f) photocopies and computer printouts	
	8.5" x 11", 8.5" x 14"	\$ 0.25 per page
	11" x 17"	\$ 0.30 per page
	(ii) electronic media	\$ 15.00
	(iii) Photographs	
	Scanning & emailing an 8" x 10"	\$ 10.00
	over 8" x 10"	\$ 10.00 & costs
	(iv) building plans	actual cost plus \$25.00 administration fee
	Deposit for any plans that require out of office printing	\$ 500.00
17.	Administration Cost for accounts sent to a collection agency. An administration fee of 33.3% will be added to the account balance of all accounts sent to a collection agency	33.3%

**SCHEDULE F - BUSINESS LICENCE FEES**

DEFINITION	BASIS OF FEE	FEE (per annum unless otherwise stated)
Category I - Commercial/Industrial Any business permitted in the zones designated in the Zoning Bylaw	Employing up to 3 persons Employing up to 8 persons Employing over 8 persons	\$ 55.00 \$ 95.00 \$ 165.00
Category II - Rental units/spaces Any building containing dwelling units in any zone	Up to 25 units 26 – 50 units Over 51 units	\$ 55.00 \$ 95.00 \$ 165.00
Category III - Home Occupation Any business permitted in residential areas under the Zoning Bylaw	Per business	\$ 110.00
Category IV - Mobile Vending Any business permitted and regulated by Council	Per business	\$ 310.00
Category V - Miscellaneous Business Any business not based in a permanent building within the District of Port Hardy (other than Mobile Vending)	Per business	\$ 110.00
Any shopping mall for a blanket yearly licence for craft sales, trade shows, etc. held in the hallway of the mall, in lieu of individual business licences		\$ 110.00
Category VI – Marine Any vessel-based business operating from a Port Hardy marina, excluding commercial fishing boats.	Per business	\$ 110.00
Transfer fee	to those businesses making a change under section 8 of the Business License Bylaw	\$ 10.00

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

**SCHEDULE G - HARBOUR RATES**

Rates do not include applicable taxes

1. Pump Out

- a) If in the opinion of the Wharf Manager or other duly authorized personnel a vessel requires pumping out, a pump may be placed on any vessel located at the Harbour Authority Floats in Port Hardy, B.C. without fear of liability or reproach.
- b) A minimum \$55.00 per day fee may be levied against the owner /operator should it be necessary to pump out a vessel with or without the owner's consent.

2. Rates

	Rate
<b>Moorage - Commercial Fishing Vessel</b>	
Daily/metre	\$ 0.41
Monthly/metre	\$ 5.13
Yearly/month/metre	\$ 4.40
<b>All other Moorage</b>	
Daily/metre	\$ 2.17
Monthly/metre	\$ 16.29
Yearly/month/metre	\$ 13.04
<b>Moorage - Live aboard</b>	
Prepaid monthly/metre	\$ 14.06
Prepaid yearly/month/metre	\$ 12.01
Annual service charge paid quarterly in advance	\$1,024.00
The annual service charge does not include moorage and hydro.	
<b>Power</b>	
Prepaid 15 amp service/day	\$ 3.24
Prepaid 30 amp service/day	\$ 4.70
Prepaid 15 amp service/month	\$ 53.19
Prepaid 30 amp service/month	\$ 82.08
Live aboard – Prepaid 15 amp service/month	\$ 109.40
Live aboard – Prepaid 30 amp service/month	\$ 136.73
<b>Other Rates</b>	
Sign space rental per calendar year	\$ 30.00
Overdue account interest charge per month in accordance with interest rates established under Section 11(3) of the Taxation (Rural Area) Act	
NSF Cheque	\$ 25.00
Pump out - actual labour/hour	\$ 55.00
Pump out - minimum	\$ 55.00
Sewer pump out	\$ 25.00



**SCHEDULE G - HARBOUR RATES**

(continued)

Rates do not include applicable taxes

**SEAGATE PIER**

	Rates
<b>Moorage - Commercial Fishing Vessel</b>	
Moorage/metre (after first 15 minutes, per 24-hour period)	\$ 1.34
<b>Off-Loading Commercial Fishing Vessel</b>	
On or off-loading - the greater of:	
Minimum billing	\$ 53.55
Per hour	\$ 39.63
Per pound (applicable to seafood products)	\$ 0.03
<b>Clean-up Fee</b>	
Per hour as required	\$ 52.00
<b>Moorage - All vessels other than CFV</b>	
Moorage/metre per 24-hour period * Or part thereof	\$ 2.17
* Equivalent of Pleasure Craft daily rate at Small Craft Harbour floats	

**HARBOUR IMPROVEMENT**

Applies to all Harbour Parking Areas

Rates include applicable taxes

	Rate
<b>Launch Fees</b>	
Non-commercial vessel, per day	\$ 5.00
Non-commercial vessel, (includes vehicle & trailer parking) Annual Resident Pass	\$ 80.00
Commercial fishing vessel, per launch or removal	\$ 10.00
Commercial fishing vessel, (includes vehicle & trailer parking) Annual Commercial Pass	\$ 125.00
<b>Vehicle or trailer parking pass</b>	
Daily	\$ 5.00
Weekly	\$ 15.00
Monthly	\$ 50.00
<b>Vehicle and trailer parking pass</b>	
Daily	\$ 10.00
Weekly	\$ 30.00
Monthly	\$ 100.00

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

Fuel	
Av Gas.	Prevailing Market Rate
Jet A	Prevailing Market Rate
Docking	
Docking - aircraft under 9 metres.	\$ 10.24 (free with fuel purchase)
Docking - aircraft over 9 metres.	\$ 16.38
Overnight	\$ 16.38
Monthly	\$ 460.80
Passenger Tax	\$ 1.02
Terminal Tenant	As per individual lease
Vessel Moorage Rates	
Annual/metre	\$ 195.86
June 15 to September 15 /per metre	\$ 57.55
Off season/per metre.	\$ 28.36
Daily- per metre/day	\$ 2.90

**SCHEDULE 1 - RECREATION RATES**

Rates do not include HST

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

General Recreation	Refundable Deposit	Rates Effective Aug. 1, 2012	Rates Effective Aug. 1, 2013
Rentals, per event			
Tables, each	\$20.00	\$ 4.97	\$ 5.00
Chairs, each	\$20.00	\$ 0.51	\$ 0.55
Pavilion, Beaver Harbour Park	\$20.00	\$ 10.13	\$ 10.25
Tent, per day	\$100.00	\$ 40.41	\$ 41.22
Tent set up/take down		At Cost	At Cost
Twoonie Skate		\$ 1.79	\$ 1.79
Arena Rentals (Ice-in) - Arena rental per hour			
Youth groups (must consist of at least 80% youth)		\$ 60.28	\$ 61.48
Adult groups		\$ 98.93	\$ 100.90
Non Prime Time (Ice in) Arena Rental per hour Rental starting after 10 p.m. and ending before 6 a.m.		\$ 73.66	\$ 75.15
Arena Admission - Single Admission			
Child 0-12 months		Free	Free
Child 13 months-12 years		\$ 2.81	\$ 2.86
Senior 55 + years		\$ 2.81	\$ 2.86
Youth 13 -18 years		\$ 3.35	\$ 3.44
Adult 19 - 54 years.		\$ 4.38	\$ 4.47
Family-Immediate family to maximum of 2 parents and 4 children under the age of 18		\$ 9.55	\$ 9.73
Punch Cards (11 admission passes)			
Child 13 months -12 years		\$ 28.28	\$ 28.84
Senior 55 + years		\$ 28.28	\$ 28.84
Youth 13-18 years		\$ 33.35	\$ 34.02
Adult 19 -54 years		\$ 43.42	\$ 44.29
Family-Immediate family to maximum of 2 parents and 4 children under the age of 18		\$ 95.50	\$ 97.41
Miscellaneous Skate Fees			
Skate Rental		\$ 1.79	\$ 1.89
Skate aid		\$ 0.89	\$ .94
Skate sharpening		\$ 4.46	\$ 4.72

**SCHEDULE I - RECREATION RATES**

(continued)

Rates do not include HST

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

Arena Dry Floor Rentals (Ice-out) - Arena rental per hour		Rates Effective Aug. 1, 2012	Rates Effective Aug. 1, 2013
Youth groups (must consist of at least 80% youth)- Arena surface only		\$ 39.94	\$ 39.94
Adult groups - Arena surface only		\$ 52.58	\$ 52.58
Commercial facility rental			
8:00 a.m. to 5:00 p.m.		\$ 694.28	\$ 708.17
8:00 a.m. to 12:00 midnight		\$ 946.35	\$ 965.27
5:00 p.m. to 2:00 a.m.		\$ 694.28	\$ 708.17
Each additional hour		\$ 78.82	\$ 80.39
Non-profit group facility rental			
8:00 a.m. to 5:00 p.m.		\$ 557.18	\$ 568.32
8:00 a.m. to 12:00 midnight		\$ 836.03	\$ 852.75
5:00 p.m. to 2:00 a.m.		\$ 557.18	\$ 568.32
Each additional hour		\$ 63.35	\$ 64.62

**SCHEDULE 1 - RECREATION RATES**

(continued)

Rates do not include HST

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

	Rates Effective Aug. 1, 2012	Rates Effective Aug. 1, 2013
Pool Rentals - per hour		
0-49 people	\$ 63.68	\$ 64.95
50 + people	\$ 113.20	\$ 115.45
Birthday party packages (45 minutes on deck + cake and balloons)	\$ 50.00	\$ 50.98
Deck Time ( 45 minutes)	\$ 31.34	\$ 31.96
Single lane	\$ 17.18	\$ 17.54
Special Needs Pool rental	\$ 33.35	\$ 34.02
One-half pool, shared rental per hour	\$ 36.37	\$ 37.10
Pool Admission - Single Admission		
Infant 0 - 12 months	Free	Free
Child 13 months -12 years	\$ 2.81	\$ 2.86
Senior 55 + years	\$ 2.81	\$ 2.86
Youth 13 -18 years	\$ 3.35	\$ 3.44
Adult 19 - 54 years	\$ 4.38	\$ 4.47
Family- Immediate family to maximum of 2 parents and 4 children under the age of 18	\$ 9.55	\$ 9.73
Twoonie Swim	\$ 1.79	\$ 1.79
Special Event	\$ 4.47	\$ 4.47
Punch Cards (11 admission passes)		
Child 13 months - 12 years	\$ 28.28	\$ 28.84
Senior 55 + years	\$ 28.28	\$ 28.84
Youth 13-18 years	\$ 33.35	\$ 34.02
Adult 19-54 years	\$ 43.42	\$ 44.29
Family-Immediate family to maximum of 2 parents and 4 children under the age of 18	\$ 95.50	\$ 97.41
Monthly Pool Pass Good for 30 Days		
Child/Senior	\$ 42.22	\$ 43.04
Youth	\$ 50.53	\$ 51.56
Adult	\$ 65.72	\$ 67.01
Family (Immediate family to maximum of 2 parents and 4 children under the age of 18)	\$ 154.62	\$ 157.72
Pool Lessons & Programs		
Red Cross Swimming Lessons		
* Parent & Tot levels 1-3 (includes one parent and one child)	\$ 48.72	\$ 49.70
* Preschool Levels 4-8	\$ 44.36	\$ 45.25
* Swim Kids Levels 1- 5 (10 ½ hr lessons)	\$ 33.53	\$ 34.20
* Swim Kids Levels 6-9 (10 / 45 minute lessons)	\$ 55.18	\$ 56.30
* Swim Kids Level 10 (medallion & certificate)	\$ 60.59	\$ 61.80
Aqua Adults Levels 1-3 (10 ½ hr lessons)	\$ 45.38	\$ 46.29
Badges & Stickers - each	\$ 2.00	\$ 2.06
* Special Needs (not School District) 10 - ½ hour lessons (one on one instruction)	\$ 55.19	\$ 56.30
* Special Needs Group Lesson (10 - ½ hour lessons)	\$ 33.56	\$ 34.25

\* HST Exempt

**SCHEDULE I - RECREATION RATES**

(continued)

Rates do not include HST

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

	Rates Effective Aug. 1, 2012	Rates Effective Aug. 1, 2013
Private Lessons -per half-hour		
* Children and youth – Individual	\$ 11.34	\$ 11.55
* Additional person	\$ 7.08	\$ 7.20
Adult – Individual	\$ 12.91	\$ 13.17
Additional person, each	\$ 9.83	\$ 10.05
School District classes - per hour		
* Up to 3 instructors	\$ 88.49	\$ 90.25
* Additional instructors, each	\$ 23.31	\$ 23.75
Swim Team – Monthly per person	\$ 29.92	\$ 29.82
*Tumble, Play, and Swim (Adult and Child)	\$ 70.00	\$ 70.00
*Tumble, Play, and Swim (Additional Child)	\$ 30.00	\$ 30.00
Advanced Aquatic Courses		
Junior Lifeguard Club	\$ 89.45	\$ 91.25
Scuba Rangers	\$ 121.27	\$ 123.70
Bronze Cross	\$ 183.98	\$ 187.68
Bronze Cross Recertification.	\$ 78.87	\$ 80.45
Bronze Medallion/Senior Resuscitation	\$ 168.50	\$ 171.88
Bronze Medallion/Senior Resuscitation Recertification	\$ 52.58	\$ 53.62
National Lifeguard Standards Award	\$ 379.84	\$ 387.46
National Lifeguard Standards Award Recertification	\$ 105.11	\$ 107.23
Life Saving Camp (Bronze Medallion/Bronze Cross/Sr. Resuscitation)	\$ 268.04	\$ 273.39
Royal Lifesaving Instructor Award	\$ 288.67	\$ 294.42
Assistant Water Safety Instructor	\$ 262.27	\$ 267.54
Water Safety Instructor Recertification	\$ 87.64	\$ 89.42
Water Safety Instructor Award	\$ 315.41	\$ 321.74
B.O.A.T Certification - Manual	\$ 12.73	\$ 12.99
B.O.A.T. Certification - Exam	\$ 36.41	\$ 37.14
First Aid Programs		
CPR	\$ 59.03	\$ 60.22
CPR Recertification	\$ 48.44	\$ 49.42
Child Safe	\$ 64.42	\$ 65.71
Child Safe Recertification	\$ 53.55	\$ 54.62
Standard First Aid	\$ 131.45	\$ 134.10
Standard First Aid Recertification	\$ 53.55	\$ 54.62
Emergency First Aid	\$ 71.67	\$ 73.12
*Babysitter's Course – 8 hours 11-15 year old	\$ 56.18	\$ 57.30

\* HST Exempt

**SCHEDULE J - BUILDING PERMIT & TEMPORARY BUILDING PERMIT RATES**

<b>1. Building Fees</b>	
a) Value of construction up to \$1,000.00	\$ 75.00
b) For each additional \$1,000.00 of value of construction, or fraction thereof, over \$1,000.00 but not exceeding \$100,000.00.	\$ 8.00
c) For each additional \$1,000.00 of value of construction, or fraction thereof, over \$100,000.00 but not exceeding \$500,000.00.	\$ 5.50
d) For each additional \$1,000.00 of value of construction, or fraction thereof, exceeding \$500,000.00	\$ 4.00
e) For renewal of a permit where the value of the proposed construction is less than \$100,000	\$ 50.00
f) For renewal of a permit where the value of the construction is \$100,000 or more	\$ 50.00 plus \$1.00 per \$1,000, or fraction thereof, for construction value in excess of \$100,000
g) The fee for a permit to demolish a building or remove building from site	\$ 50.00
(1) Deposit for residential demolition	\$1,000.00
(2) Deposit for commercial/industrial demolition	\$2,000.00
h) The fee for a permit to authorize the moving of a building to a new site	50% fee for new construction
i) Solid fuel burning appliance, maximum 2 inspections	\$ 100.00
(1) Review of installation plans	\$ 50.00
j) The fee for permission to locate a mobile home, factory built building, or similar structure in a location, plus the fee based on the value of the work required to be done on the site, as set out in construction fees above	\$ 100.00 single wide \$ 150.00 double wide
k) The fee for inspection of a Bed & Breakfast operation	\$ 75.00
l) The fee for inspection following request of property owner to close a secondary suite	\$ 75.00
m) The fee for inspection of a Daycare operation	\$ 75.00
<b>2. Plumbing Permits</b>	
a) The charge for permits under this bylaw for plumbing fixtures shall be calculated as follows:	
i) minimum fee for any plumbing permit	\$ 75.00 if no building permit
ii) fee for installation of fixtures:	
a) first fixture	\$ 10.00
b) each additional fixture, per fixture	\$ 6.00
<b>3. Refund of Fees</b>	
a) An applicant for a Building, Building Moving, Demolition, Plumbing or Sign permit may obtain a refund of the Permit Fee when a permit is surrendered and cancelled on the following basis:	
i) Refund before any construction begins:	75% of permit fees
ii) No refund shall be made where construction or work has begun or an inspection has been made.	
iii) No refund shall be made for less than	\$ 100.00
<b>4. Re-inspection Charge</b>	
a) A re-inspection fee where more than two inspections are necessary	\$ 75.00

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**SCHEDULE J - BUILDING PERMIT & TEMPORARY BUILDING PERMIT RATES**  
(continued)

5. Application or Permit Transfer Fee	
a) A transfer fee of i) Applies when a permit is outstanding with respect to a parcel of land and the registered ownership of the land is transferred. The new owner may apply for a revised building permit issued in the name of that owner upon payment of the transfer fee. ii) A revised building permit issued under Subsection a) i) shall be deemed to have been issued on the date of the original issuance of the permit and to take effect from that date. iii) Subsection a) i) does not apply when the building plans or the conditions of issuance for a building permit are proposed to be changed. A new building permit application and permit fee must be submitted to the Building Inspector and a new building permit obtained.	\$ 50.00
6. Permit Extension Fee	
An additional non-refundable permit extension fee applies when an extension is requested in writing by the owner.	\$ 50.00
7. Letter Advising of Status of Property and Improvements	\$ 50.00 per hour
8. Building File Review	\$ 50.00 per hour
9. Fire Protection Equipment - Resubmission of plans	\$ 100.00 each submission



**SCHEDULE K - CEMETERY RATES**

Rates do not include HST

	Care Fund (included)	Total Fee
Grave Space	\$ 100.00	\$ 400.00
Cremated Remains Size	\$ 30.00	\$ 120.00
Services - Opening and Closing grave for burials		
Monday- Friday 8:00 a.m. - 2:00 p.m.		\$ 565.00
Monday- Friday after 2:00 p.m.		\$ 770.00
Saturday, Sunday 8:00 a.m. - 2:00 p.m.		\$ 1,080.00
Statutory Holidays 8:00 a.m. - 2:00 p.m.		\$ 1,500.00
Services - Opening and Closing grave for Cremated Remains		
Monday- Friday 8:00 a.m. - 2:00 p.m.		\$ 155.00
Monday- Friday after 2:00 p.m.		\$ 360.00
Saturday, Sunday 8:00 a.m. - 2:00 p.m.		\$ 460.00
Statutory Holidays 8:00 a.m. - 2:00 p.m.		\$ 600.00
Services - Opening and Closing grave for Exhumation		
Monday - Friday 8:00 a.m. - 2:00 p.m.		\$ 620.00
Transfer of License		\$ 25.00
Installation of Memorials	\$ 25.00	\$ 100.00
Goods		
Grave Liners		\$ 300.00
Oversize Grave Liners		\$ 450.00
Cremation Vaults		\$ 120.00

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

Rates do not include HST

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

**SCHEDULE M - BURNING PERMIT RATES**

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

**SCHEDULE N – Animal Control Rates**

Annual license fee for spayed/neutered dog over eight (8) months old	\$ 15.00
Annual license fee for not spayed/neutered dog over eight (8) months old	\$ 50.00
Replacement tags	\$ 5.00
<b>Impoundment - Dogs &amp; Cats</b>	
First impoundment (Plus Annual Dog Licence Fee if applicable)	\$ 50.00
Second impoundment	\$ 75.00
Third impoundment	\$ 100.00
Fourth impoundment and subsequent impoundment	\$ 125.00
<b>Impoundment - Livestock - Large</b>	
First impoundment	\$ 100.00
Second impoundment	\$ 125.00
Third impoundment	\$ 150.00
Fourth and subsequent impoundment	\$ 200.00
<b>Miscellaneous</b>	
Care and feeding fee per day for animals other than large livestock	\$ 25.00
Care and feeding fee per day for livestock	Cost plus 10% admin fee
Breeders Licence	\$ 100.00
<b>Drop off Fee</b>	
Drop off fee - per adult animal (non-resident)	\$ 50.00
Drop off fee - adult female with litter (non-resident)	\$ 50.00
Drop off fee (residents)	No charge
<b>Adoption Fees - per animal</b>	
<b>Dogs (neutered by District)</b>	
Under 22 pounds	\$ 245.00
22-44 pounds	\$ 260.00
Over 44 pounds	\$ 280.00
<b>Dogs (spayed by District)</b>	
Under 22 pounds	\$ 285.00
22-44 pounds	\$ 305.00
44-88 pounds	\$ 345.00
Over 88 pounds	\$ 390.00
<b>Dogs over 1 year (spayed by District)</b>	
Under 22 pounds	\$ 355.00
22-44 pounds	\$ 360.00
44-88 pounds	\$ 430.00
Over 88 pounds	\$ 500.00
<b>Cats (spayed/neutered by District)</b>	
Neuter	\$ 155.00
Spay	\$ 240.00
Pregnant spay	\$ 340.00
Cats/Dogs (spayed/neutered prior to impound)	\$ 50.00
Veterinary expenses	At cost
Drop off dog that has bitten within 14 days**	\$ 150.00
**Includes minimum 10 days care and feeding, administration costs to deal with Communicable Disease Nurse and euthanasia at end of term.	
Quarantine	\$ 100.00

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

For Inspections Necessary for Liquor Control and Licensing Branch Applications of Capacity Increase.	\$ 150.00
To calculate the occupant load to meet the requirements of the code for health and life safety (2 hours).	\$ 150.00

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

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

**SCHEDULE Q - SUBDIVISION APPLICATION RATES**

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

**SCHEDULE R – Vacant Properties Rates**

Initial investigation and inspection of property, including attendance by Inspector	Actual costs incurred for related labour, materials or equipment plus 20% administration costs
Inspection Contractor/Professional, including attendance by Inspector	Actual costs incurred plus 20% administration costs
Subsequent inspections	\$100 plus hourly departmental charge out rate
District work if owner defaults	Actual costs incurred for related labour, materials or equipment plus 20% administration costs

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**DISTRICT OF PORT HARDY  
BYLAW 19-2012  
REVENUE ANTICIPATION BORROWING BYLAW**

A Bylaw to provide for the borrowing of money in anticipation of revenue for the year 2013

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 Four Hundred and Forty Two Thousand and One Hundred and Ninety Two Dollars (\$3,442,192) being 75% of the whole amount of the taxes levied for all purposes in 2012.

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 19-2012 Revenue Anticipation Borrowing Bylaw for 2013".
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 Four Hundred and Forty Two Thousand and One Hundred and Ninety Two Dollars (\$3,442,192).
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 18-2011 – Revenue Anticipation Borrowing Bylaw for 2012 is hereby rescinded.

Read a first time on the 13th day of November, 2012

Read a second time on the 13th day of November, 2012.

Read a third time on the 13th day of November, 2012

Adopted by the Municipal Council on the    day of \_\_\_\_\_, 2012

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

\_\_\_\_\_  
Mayor