



**DISTRICT OF PORT HARDY
AGENDA
COMMITTEE-OF-THE-WHOLE COUNCIL MEETING
4:00 pm TUESDAY SEPTEMBER 11, 2012
Council Chambers - Municipal Hall**

A. CALL TO ORDER

Time:

B. APPROVAL OF AGENDA

Motion required

1.

2.

C. 4:00 - 5:00 pm DELEGATION

1. Consul General Hideki Ito and Consul Tetsuya Isono from the Japanese Consulate in Vancouver, BC and Members of Port Hardy Twinning Society

1-2 History of Twinning. For information.

General discussion on twinning and the twinning relationship between Port Hardy and Numata.

D. 5:00 pm REQUEST FOR PERMISSIVE EXEMPTIONS FOR 2013

3-6 1. Memo from Allison McCarrick, Acting Director Financial Services (Sept.5/12) re: Request for Permissive Exemptions for 2013. For information.

7-15 Triport Speed Way Application for Permissive Exemption

E. STAFF REPORTS

16-17 1. Memo from G. Le Gal, Director Corporate Services (Sept.6/12) re; Zoning Bylaw Review. For information.

F. Council rises.

HISTORY OF TWINNING

The Beginning

The twinning of Port Hardy and Numata started in 1993 with a letter written from Numata Mayor Hisao Shinoda describing Numata and suggesting the development of a twinning relationship between the two communities. Mayor Al Huddleston wrote a follow-up letter inviting further exploration of the idea and through this exchange of correspondence began the alliance we see today, one both communities continue to cherish and foster.

In September of 1993, a delegation of five, led by Mayor Hisao Shinoda arrived from Numata for a three-day visit. To commemorate twinning, Mayor Shinoda planted a Japanese cherry blossom tree and Mayor Huddleston planted a BC Dogwood tree on the grounds of the Municipal Hall. The District of Port Hardy and Numata became officially twinned in September 1994 when Mayor Russ Hellberg led a six-member delegation to Numata to sign the Twinning Agreement and to celebrate Numata's 100th birthday.



Port Hardy Twinning Society

In 2001, the Council of the District of Port Hardy wished to hand over the day-to-day aspects of twinning to a separate organization - a common practice in other twinned cities. The Port Hardy Twinning Society was formed from volunteers of the Port Hardy Twinning Committee. The Society has worked to make the twinning relationship between Port Hardy and Numata stronger each year.

Numata Visits to Port Hardy

While economic developments between Port Hardy and Numata have yet to really form, the cultural and educational benefits of twinning have grown tremendously. In the eighteen years of the twinning relationship there have been 148 visitors (83 students and 65 adults from Numata to Port Hardy). Our guests stay in private residences (home stays) and learn firsthand about Canadian and Port Hardy lifestyles. Great friends have been made and knowledge about Japanese, Canadian and First Nations cultures has been exchanged during the visits.

Port Hardy Visits to Numata

There have been fewer visits from Port Hardy to Numata, but those students and adults who have gone there have had the experiences of a lifetime. They too have stayed in private homes, have toured the surrounding areas and visited schools, factories and farms. Visitors from Port Hardy have been privileged to learn and take part in traditional Japanese cultural traditions such as the tea ceremony, ikebana flower arranging, as well as the fine art of soba noodle making! Our hosts show us great hospitality, arranging tours in the community and the surrounding cities and area as well as having the Port Hardy visitors take part in the annual Andon Festival held each August in our sister city. There have been 73 visitors (26 student and 47 adult) visitors from Port Hardy to Numata

Some Economic Strides

In 1993, when the twinning process began, it was thought to have an economic development function that would open the markets of Japan to local businesses in the resource-based community of Port Hardy. The District and the Twinning Society continue to work towards economic development initiatives as they arise. During visits from Numata to Port Hardy, the Port Hardy Twinning Society works hard to promote Port Hardy businesses and products to Numata through tourism-based activities such as caving, whale watching, harbour tours, town/retail business tours, as well as tours of our local fish processing plants and working forests.

Recent Activities

The Port Hardy Twinning Society was devastated to learn of the March 2011 9.0 magnitude Tōhoku Earthquake and resulting tsunami that hit the Sendai area of Japan. While Numata was not affected by the disaster the Society did not want to burden the town with all the work associated with organizing a visit during that difficult time and the 12-member August visit was cancelled.

To help with earthquake/tsunami relief efforts, the Society organized in April a Japan Walk Fundraiser that raised over \$3,890 for the Canadian Red Cross Japan Relief efforts. Events included a walk by donation, t-shirt sales, a 'things Japanese' garage sale, kimono photos and refreshments.

The Numata Twinning Society asked our members, with the help of Hiroko Sakai, to purchase and send \$500 of assorted goods from Port Hardy that they sold/raffled as part of their earthquake/tsunami fundraising relief efforts.



DISTRICT OF PORT HARDY INTEROFFICE MEMORANDUM

TO: Mayor and Council, Rick Davidge, CAO, Gloria LeGal, DCS
FROM: Allison McCarrick, Acting DFO
SUBJECT: Permissive Exemptions for 2013
DATE: September 5, 2012

Attached is the only new application for a permissive tax exemption for 2013.

A permissive tax exemption is a means for Council to further its objective of enhancing the quality of life (economic, social and cultural) in the District by assisting organizations that serve these objectives.

Permissive exemptions must be passed by bylaw prior to October 31st for the following taxation year.

I have included the listing of all properties exempted for the years 2011-2013, by Bylaws 10-2009 and 13-2010, as well as the amount that would be exempted for the applicant if approved for 2013.

There is also an attachment illustrating the financial picture of the 2013 applicant.

Please review this application in order for a recommendation to be made on this application.

Thanks

Allison McCarrick
Acting Director of Financial Services

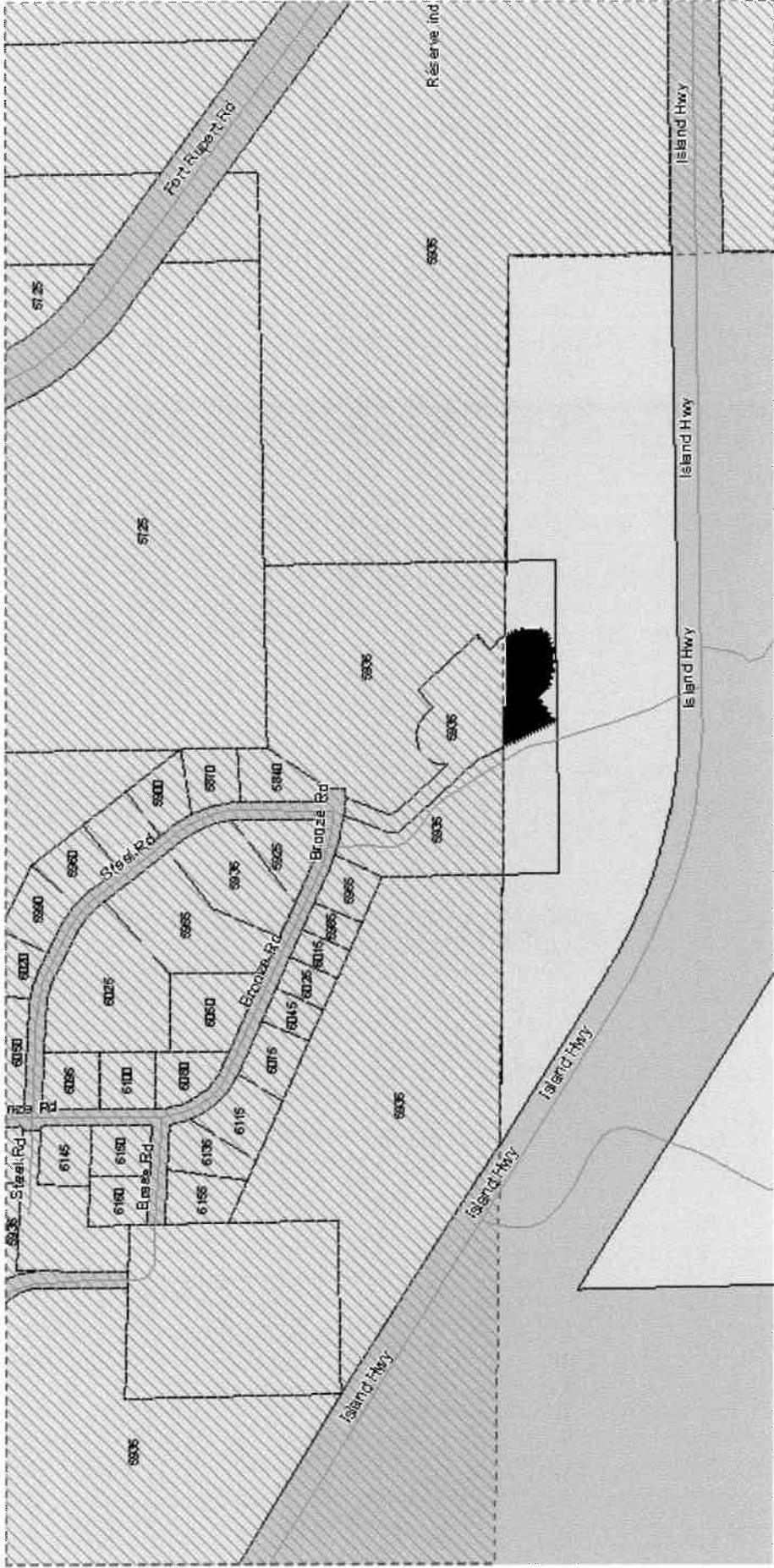


District of Port Hardy
2011-2013 Permissive Tax Exemptions

Property Owner/Lessee	Roll #	2011	2012	2013
		General Municipal Tax	General Municipal Tax	Estimated General Municipal Tax
Fort Rupert Curling Club	4607.000	12,025	7,686	7,840
Grassroots Garden Society	8016.000	343	378	386
North Island Crisis & Counselling Centre Society	12022.008	1,154	1,114	1,136
North Island Crisis & Counselling Centre Society	12053.004	2,056	2,152	2,195
PH Chamber of Commerce	12090.372	3,349	3,684	3,758
PH Heritage Society	12026.058	4,192	4,402	4,490
PH Hospital Auxiliary	12018.032	1,735	1,819	1,855
Rainbow Country Day Care	12054.016	1,836	1,922	1,960
Royal Canadian Legion	4705.000	1,978	2,126	2,169
Vancouver Island Health Authority	12090.200	48,890	50,962	51,981
Sub Total		77,558	76,245	77,770

Property Owner/Lessee	Roll #	2011	2012	2013
		General Municipal Tax	General Municipal Tax	Estimated General Municipal Tax
Bishop of Victoria	4707.000	1,549	1,706	1,740
Seventh Day Adventist Church	4709.000	21,906	22,798	23,254
Seventh Day Adventist Church	8019.000	708	742	757
Port Hardy Ecumenical Society	12048.004	1,849	1,973	2,012
Pentecostal Assemblies of Canada	12050.018	3197	3,345	3,412
Port Hardy Baptist Church Inc.	12065.000	1027	1,092	1,114
Pt Hardy Congregation Jehovah's Witnesses	27200.055	1149	1,231	1,256
Sub total		31,385	32,887	33,545
Totals		108,943	109,132	111,315
Addition of Tri-port Speedway Association	27508.506		597	609
Estimated Total 2013				111,924

**TRI-PORT SPEEDWAY ASSOCIATION
FOLIO: 78527509.808
AREA: 6.412 ac**



THE PORTION OF THIS LICENCE OF OCCUPATION WITHIN THE BOUNDARIES OF THE REGIONAL DISTRICT OF MOUNT WADDINGTON IS SHOWN IN SOLID BLACK. THE AREA SHOWN IN RED CROSS-HATCHING IS WITHIN THE DISTRICT OF PORT HARDY.



Tri-port Speedway Association Taxes Outstanding			
Year	Current tax and interest	Payments	Total Outstanding
2005	1,619.13		
2006	1,721.56		
2007	1,786.03		
2008	1,754.59		
2009	1,756.23		
2010	2,232.09		
2011	1,803.62	- 4,139.85	
2012	1,537.13	- 3,000.00	
Totals	14,210.38	- 7,139.85	7,070.53

Interest accrues at .94 cents per day after the date this was created September 5, 2012



**DISTRICT OF PORT HARDY
PERMISSIVE TAX EXEMPTION**

DISTRICT OF PORT HARDY
AUG 31 2012

As per the *Community Charter* Sec. 220 & 224 a Council may by bylaw, on or before October 31 in any year, exempt land or improvements or both from taxation.

Applications must be made in writing by September 1 each year in order for Council to meet the deadline of October 31 and for consideration for the following year's budget. The necessary forms for Requests for Tax Exemption are attached and must include:

- Copy of current audited financial statements
- Description of programs, services, benefits delivered from the subject property - including participant numbers, volunteer hours, and those who may benefit (groups, individuals, special needs, populations etc) - and any fees charged for participation
- Description of any 3rd party use of the subject property including user group names, fees they may be charged and conditions of use

AM I ELIGIBLE FOR A PERMISSIVE EXEMPTION?

Please review the following checklist in order to determine whether you meet the statutory requirements for a permissive exemption. The District will use this checklist in consideration of your application.

If you do not meet any of the following requirements, you may not be eligible for a permissive exemption (see the attached excerpts from the *Community Charter*). The District does have a Grant in Aid policy and we invite you to make application under that program. The Grant in Aid application deadline is the first Monday of October each year.

	Yes	No
Are you a charitable, philanthropic or other not for profit corporation?	✓	
Is the building set apart for public worship and a portion of the land is used for a secondary purpose (i.e. land surrounding the exempt building, a hall necessary to the exempt building)?		✓
Are the land or improvements used or occupied by a religious organization, as tenant or licensee, for the purpose of public worship or for the purposes of a hall that is necessary to the use?		✓
Are the lands used to provide a municipal service under a partnering agreement and the partnering agreement expressly contemplates that Council may provide an exemption under this provision?		✓
Are the land or improvements owned or held by an athletic club or association and used for public athletic or recreational purposes?	✓	
Is the land or improvements used for a seniors' home, hospital or private school?		✓
Do you meet any other requirement provided for in section 224, <i>Community Charter</i> ? If yes, please state: 224, 2.1.	✓	

DISTRICT OF PORT HARDY
AUG 31 2012



**DISTRICT OF PORT HARDY
PERMISSIVE TAX EXEMPTION**



APPLICATION

In the Matter of the Taxation Exemption Bylaw Pursuant to Section 224 of the
Community Charter in the District of Port Hardy
(exemption from taxation under Annual Rates Bylaw)

Pursuant to Section 224 of the *Community Charter* (see attached)

Lawrence O'Connor of 6120 Hunt St
Name Street Address

Port Hardy Telephone No. (250) 949 9073 or (250) 949 1030
Town Home Work

In the Province of British Columbia, do solemnly declare THAT:

1. I am the President of the
Position Currently Held Within Organization

TRI-PORT SPEEDWAY ASSOCIATION
Name of Corporation, Association, Society or Organization

Have knowledge of the facts hereinafter deposed with respect to the following property for which a tax exemption is being applied for:

5935 STEEL RD Rec/Non Profit 2750 8506
Property Address Property Zoning Roll No.

Lot 2, Plan VIP 5 2750, Section 21, Township 6, Rupert Land District
Legal Description of Property

2. Full name or title of organization: TRI-PORT SPEEDWAY ASSOCIATION

3. Mailing address of the organization (including Postal Code): PO BOX 1678
PORT HARDY B.C. V0N 2P0

4. Name and phone number of two other officials in organization (i.e. Pastor, President, Manager, etc.)

1. Name: Dorlene Cartwright
Title: Treas.
Day Phone No.: 250 949 6174
Night Phone No.: "

2. Name: Theresa Lee
Title: Sic.
Day Phone No.: 250 449-7273
Night Phone No.: "

DISTRICT OF PONTIAC
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5. The lands are registered in the name of: Crown Provincial

6. The exemption claimed under Section 224 is pursuant to Subsection 2, Clause 1
Please supply the relevant clause designation from Section 224.

7. The gross floor area of the building: _____

8. Size of land area: 691 acres

9. We require a current site plan of the property indicating the grounds and buildings and their uses. This would include buildings, storage buildings, walkways, parking lot, playgrounds, bush areas, etc.

required on file

10. What is the principal use of the property? Race Track

11. Is any part of the building or of the property used or rented by commercial or private operators or by any group other than your organization?
No

12. Please provide details of other activities on your property; such as daycare centers, catering and hall rental, thrift shop. The following information is required for each activity:
- Hourly per day and/or days per week of operation
- Fee or charge
- Approximate number of participants
- Is the activity operated by an outside organization:

13. (a) How is your organization consistent with District policies, plan, bylaws, codes and regulations?

(b) How is your organization non-profit?
All proceeds are used to operate and maintain the facilities. Excess above these costs are used for upgrading existing facilities.

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(c) How is your organization a complementary extension to District services and programs?

By providing family entertainment for the community.

Low Cost water team work for guest and Tourist

(d) How is your organization accessible to the public?

Open to the public to participate in the sport of oval track racing as drivers, support staff or spectators.

(e) How is your organization used primarily by Port Hardy residents?

- 1. As an opportunity for drivers to learn competitive driving on a controlled atmosphere.
- 2. An opportunity for volunteers to actively participate in the sport.
- 3. An opportunity for the public to watch racing without the usual big expenses.

14. Other activities which may be pertinent to your application:

15. Does anyone live in the buildings? If yes, how many people?

Yes, 2 person as a competitor

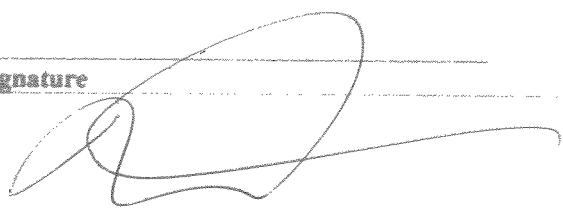
16. Has there been any change in the status or use of the buildings or property in the last 12 months? If yes, please explain briefly.

No

Copy of current audited financial statements attached to come

AND I make this solemn declaration, conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath, and by virtue of the CANADA EVIDENCE ACT.

Signature



Date

April 18th 2012

Aug 31st 2012

DATE	REFERENCE	SALES	CONCESSION EXPENSES		PAID OUT		OFFICE	ADVERT.	MAINT.	CASH	BANKING		Driver's Acct	
			COSTS	TAXES	HYDRO						DEPOSIT	DEBIT	BALANCE	Balance
2011														
May 1st	Opening Balance													
May 23rd	Minister of Finance 1331						\$100.00						\$100.00	
May 24th	Shannon Issler 1340		\$417.34										\$417.34	
May 24th	Teresa Lee 1341							\$408.43					\$408.43	
May 24th	D Cartwright 1343								\$700.00				\$700.00	
May 31st	Teresa Lee 1342							\$262.62					\$262.62	
May 31st	CIBC						\$5.00						\$5.00	\$5,522.07
May 24th	CIBC Bank error (1341)													\$5,522.08
June 1st	Deposit (Transfer)											\$1,070.00		\$6,592.08
June 9th	Black Press 1344													
June 9th	Island Foods 1346						\$135.08						\$135.08	
June 11	Teresa Lee 1353												\$116.11	
June 12th	Race Proceeds	\$1,080.00								\$1,080.00			\$300.00	
June 13th	Deposit													
June 13th	Minister of Finance 1352									\$1,080.00				
June 18th	Island Foods 1354						\$66.17						\$66.17	
June 19th	Race Proceeds	\$895.00											\$271.05	
June 23rd	Deposit									\$895.00				
June 27th	Donation									-\$895.00				
June 27th	Deposit	\$480.00								\$480.00				
June 30th	BC Hydro									-\$480.00				
June 30th	District of Port Hardy 1355												\$411.90	
June 30th	Dan's hydro/deposit												\$1,139.85	
June 30th	CIBC						\$17.18						\$17.18	\$6,909.14

July 4th	Carla Reusch											\$241.82		
July 8th	Island Foods 1357	\$176.33										\$176.33		
July 12th	Superior Propane 1358	\$127.22										\$127.22		
July 23rd	Race Proceeds	\$760.00												
July 25th	Deposit								\$760.00					
July 28th	Hobby Nook 1359													
July 29th	District of Port Hardy 1360	\$3,000.00										\$127.68		
July 31st	CIBC					\$6.60						\$3,000.00		\$3,989.49
Aug. 6/7th	Race Proceeds	\$1,250.00							\$1,250.00			\$6.60		
Aug. 9th	Deposit									\$1,250.00				
Aug. 19th	Island Foods 1361	\$257.83												
Aug. 29th	BC Hydro 1362					\$227.38						\$257.83		
Aug. 31st	CIBC					\$8.50						\$227.38		\$4,745.78
Sept. 11th	Race Proceeds	\$1,095.00								\$1,095.00		\$8.50		
Sept. 11th	Sponsorship Donation	\$450.00								\$450.00				
Sept. 14th	Deposit													
Sept. 14th	Deposit													
Sept. 14th	Deposit													
Sept. 14th	Deposit													
Sept. 30th	CIBC					\$7.48								
Oct. 3rd	Dan's hydro/deposit											\$7.48		\$6,283.30
Oct. 27th	BC Hydro 1339					-\$135.22						\$274.71		
Oct. 31st	CIBC					\$5.18								
Nov. 9th	Race Proceeds	\$228.00												
Nov. 9th	Deposit													
Nov. 9th	Deposit													
Nov. 30th	Dan's hydro/deposit													
Nov. 30th	CIBC					\$10.48						\$10.48		\$7,199.45
Dec. 31st	CIBC					\$5.00						\$5.00		\$7,194.45



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DATE	REFERENCE	CONCESSION		UPPER		PITT:	EXPENSES PAID OUT			BANKING					
		SALES	COST	GATE:			TAXES	INSUR.	HYDRO	OFFICE	ADVERT. MAINT.	CASH	DEPOSIT	DEBIT	BALANCE
May 01st	Opening Balance														\$4,685.32
May 24th	District of Port Hardy 1372						\$1,000.00							\$1,000.00	
May 25th	Busy B's 1371		\$829.71											\$829.71	
May 27th	Overwaitea		\$23.80												
May 29th	VI Insurance 1375						\$1,000.00							\$1,000.00	
May 31st	Minister of Finance 1373								\$50.00					\$50.00	
May 31st	Minister of Finance 1374								\$280.00					\$280.00	
May 31st	CIBC								\$7.00					\$7.00	\$1,518.61
June 1st	Float (Darlene) 1376														
June 1st	Canada Post								\$2.49					\$2.49	
June 2nd	Superstore								\$10.00					\$10.00	
June 3rd	Overwaitea		\$29.68											\$29.68	
June 3rd	Race Proceeds	\$418.23		\$217.75	\$125.00									\$760.98	
June 4th	Deposit													\$660.00	
June 17th	Race Proceeds	\$279.00		\$157.50	\$145.00									\$581.50	
June 18th	Dan's Hydro													\$134.78	
June 18th	Deposit													\$716.28	
June 27th	BC Hydro 1380								\$218.80					\$218.80	
June 28th	Minister of Finance 1379						\$66.54							\$66.54	
June 30th	CIBC								\$12.10					\$12.10	\$1,977.45
July 1st	VI Insurance 1378													\$985.82	
July 7th	Race Proceeds	\$326.75		\$292.00	\$215.00									\$833.75	
July 9th	Deposit													\$835.00	

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July 19th	Island Foods 1382					\$284.16										\$284.16							
July 19th	Busy B's 1383					\$125.75										\$125.75							
July 21st	Race Proceeds (rainout)	\$299.00	\$136.00	\$180.00				\$615.00															
July 31st	CIBC									\$11.79						\$11.79 \$1,404.93							
Aug. 1st	VI Insurance 1377							\$985.82								\$985.82							
Aug. ?	Black Press 1386									\$58.52						\$58.52							
Aug. 2nd	Deposit											\$550.00				\$550.00							
Aug. 10th	Island Foods 1384		\$94.72													\$94.72							
Aug. 11th	Overwaitea		\$30.46																				
Aug. 11th	Race Proceeds	\$250.21	\$188.00																				
Aug. 12th	Overwaitea		\$12.75																				
Aug. 12th	Race Proceeds	\$169.00	\$129.25	\$140.00																			
Aug. 25th	Race Proceeds	\$280.50	\$151.25	\$130.00																			
Aug. 25th	Dan's Hydro										\$98.45					\$98.45							
Aug. 26th	Superior Propane		\$127.22													\$127.22							
Aug. 27th	Deposit											\$1,488.45				\$1,488.45							
Aug. 27th	BC Hydro 138								\$226.63							\$226.63 \$1,950.47							
												\$2,022.69	\$1,558.25	\$1,271.75	\$935.00	\$1,066.54	\$2,971.64	\$212.20	\$373.38	\$58.52	\$723.76	\$4,249.73	\$6,984.58

272376





DISTRICT OF PORT HARDY INTEROFFICE MEMORANDUM

TO: Rick Davidge, CAO
FROM: Gloria Le Gal, DCS
SUBJECT: Zoning Bylaw Review
DATE: 6 September, 2012

Council wished to continue the review of items from our current Zoning Bylaw. The unfinished business follows. I would like to present this to Council at Committee of the Whole on September 11th.

- Review Tourist Commercial – T-1 – for construction of tourist cabins and hotel; Council supported tourist cabins in 2011 but wished to have full review of implications of permitting hotels in a T-1 zone
- Town Centre Commercial – C-2 – campgrounds permitted – do we really want that in the town centre?
- General Commercial – C-3 – “Any of the permitted uses in C-2” leaves the zone wide open without full consideration of permitted uses
- Marine zones need to be reviewed – i.e. some marine zones are not beside water, M-2 permits uses in M-1 so M-2 would then permit motels, hotels & licensed premises beside marine industrial uses
- Accessory staff accommodation – should a maximum size be stated? Owners are now building large homes on site with limited permitted use building to legitimize use (i.e. large home with only one “tourist cabin”). M-3 states accessory staff accommodation shall not exceed 60 m² but no mention of size in other zones. See also s 5.1.11(4)(e). All staff accommodation should be “accessory use”.
- Industrial and Mixed Uses – M-5 permits “light impact industry” that is not defined and office uses are restricted to set professions
- Light Industrial – I-1 – permits all uses in C-3 and “premises licensed under the *Liquor Control and Licensing Act*” – can we have a drink over lunch on our industrial site?
- Heavy Industrial – I-2 – all uses permitted in I-1 so licensed premises will be permitted with resource extraction and processing

.../2

- Institutional – P-1 – Schools are in this zone. Current situation where one school has been closed, retaining only minor use for school purposes and the School District has rented rooms to commercial and business enterprises –Can we address this without having all users evicted?
- “Residential Multiple Family” needs to be clarified
- One end of Hunt Street is zoned R-3 but is fee simple. Review needed to address subdivision that is predominately manufactured homes but isn’t a MH Park.
- General Commercial – C-3 – one property that contains a business with legal apartments over the main building, also includes legal campground that is now being used for long term residential use, in contravention of bylaw. It appears RV/boat use for long term residential is common in the community. How do we best address the issue?
- Town Centre Commercial – C-2 – 6465 Hardy Bay Road contains legal apartments over the main building; however they are used for “Bed & Breakfasts” associated with downstairs operation. Does not meet the definition of a “B&B”

Respectfully submitted,



Gloria Le Gal, DCS