



DISTRICT OF PORT HARDY

AGENDA

REGULAR MEETING OF COUNCIL

7:00 PM

MONDAY, MAY 12, 2014

MUNICIPAL HALL COUNCIL CHAMBERS

7360 COLUMBIA STREET

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

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

**DISTRICT OF PORT HARDY
 AGENDA FOR THE REGULAR MUNICIPAL COUNCIL MEETING
 7:00 pm MONDAY, MAY 12, 2014
 Council Chambers - Municipal Hall**

<u>Page</u>		Time:
	A. CALL TO ORDER	
	B. APPROVAL OF AGENDA AS PRESENTED (or amended)	
	Motion required	1. 2.
	C. ADOPTION OF MINUTES	
1-5	1. The minutes of the Regular Council Meeting held April 22, 2014.	
	Motion required	1. 2.
6-7	2. The minutes of the Special Council Meeting held May 1, 2014.	
	Motion required	1. 2.
8-9	2. The minutes of the Committee of the Whole Meeting held May 1, 2014.	
	Motion required	1. 2.
	D. DELEGATIONS AND REQUEST TO ADDRESS COUNCIL	
	Alex Shore (and others) 4 Paws Rescue Society re: Introduction and update on activities.	
	E. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS	
	1. Council Action items. For information.	
10-11		
	F. CORRESPONDENCE	
12	1. Mark Donnelly, Director Communication & Community, British Columbia Automobile Association (Apr. 17/14) re: Invitation to vote for B.C. roads that are unsafe, heavily congested or in need of repair. Closes May 26, 2014 (http://www.bcaa.com/worstroads). For information.	
13-14	2. David Guscott, PRIMECorp CEO (April 30/14) re: Update on PRIMECorp, the organization responsible for oversight of the provincial police records management system, PRIME-BC. For information.	
15-16	3. Email from BC Aviation Council (April 14/14) re: Renewal of membership. (\$500 for 2014)	
	Motion / direction	1. 2.
17-20	4. Hon. Suzanne Anton, QC, Minister of Justice & Attorney General, (May 2/14) re: Province Wide Earthquake Preparedness Consultation. For information.	
	F. NEW BUSINESS	
	None in agenda package.	
	H. COUNCIL REPORTS	
	1. Verbal reports from Council members.	

I. COMMITTEE REPORTS

- 21-22** 1. Draft minutes of the Operational Services Committee meeting held April 17, 2014. For information.
- 23-49** 2. Recommendation from the Committee of the Whole meeting held May 1, 2014
"THAT the Committee of the Whole recommends to Council that it accepts the 2013 Financial Statements as audited by MNP, LLP."
- Motion / direction 1. 2.
- 50-51** 3. Minutes of the Finance Committee meeting held May 1, 2014. For information.
4. Recommendation from the Finance Committee meeting held May 1, 2014.
"THAT the 2014 User Rates Bylaw 1016-2013 be amended with the following changes:
- *"Application for service" wording change*
 - *Addition of a "Land Title and Survey Authority record search" fee; \$20.00*
 - *Removal of the "Birthday party packages (45 minutes on deck + cake and balloons)" – basic deck time rental remains."*
- Motion / direction 1. 2.

J. STAFF REPORTS

- 52-53** Accounts Payable for April, 2014. For information

K. CURRENT BYLAWS AND RESOLUTIONS

- 54-66** 1. District of Port Hardy 2014 User Rates and Fees Amendment Bylaw No. 1026-2014. For First, Second, and Third Readings.
- Motion required 1. 2.

L. PENDING BYLAWS

None

M. INFORMATION AND ANNOUNCEMENTS

- May 13 Committee: Downtown Revitalization 10:00 am, Council Chambers
Committee: Emergency Planning 6:00 pm, Council Chambers
- May 15 Committee: Operational Services 4:00 pm, Council Chambers
- May 19 Victoria Day – Municipal Hall closed
- May 20 Council: Telus Update on North Island Broadband Expansion 4:00 pm, Council Chambers
- May 22 Council: Regular Council Meeting 7:00 pm, Council Chambers

N. NOTICE OF IN-CAMERA MEETING

No In-Camera meeting scheduled at this time.

O. ADJOURNMENT

1. Time:



**MINUTES OF THE DISTRICT OF PORT HARDY
REGULAR MEETING OF COUNCIL
APRIL 22, 2014**

CALL TO ORDER: Mayor Bev Parnham

Time: 7:05 pm

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

Jeff Long, Director of Corporate & Development Services
Trevor Kushner, Director of Operational Services
Leslie Driemel, Recording Secretary

Media: N.I. Gazette
Members of the Public: 4

REGRETS: Rick Davidge, Chief Administrative Officer

APPROVAL OF AGENDA

2014-065
APPROVAL OF
AGENDA AS
PRESENTED

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

ADOPTION OF MINUTES

1. The minutes of the Regular Council Meeting held April 7, 2014.

2014-066
REG COUNCIL
MEETING MIN
APR. 7/14
APPROVED

Moved/Seconded/Carried
THAT The minutes of the Regular Council Meeting held April 7, 2014 be approved
as presented.

2. The minutes of the Committee of the Whole Meeting held April 14, 2014.

2014-067
COMMITTEE OF
WHOLE MEETING
MINUTES APR.
14/14 APPROVED

Moved/Seconded/Carried
THAT the minutes of the Committee of the Whole Meeting held April 14, 2014 be
approved as presented.

DELEGATIONS

DELEGATION
101 (N.I.)
SQUADRON COIN
PRESENTATION

1. Russ Hellberg and Jim King re: Presentation to Mayor Parnham with the 101
(North Island) Squadron new challenge coin.

In appreciation of Council support over the past fifteen years, Russ Hellberg
and Jim King presented Mayor Bev Parnham with coin #1 of the 101 (North
Island) Squadron new challenge coin. The coin has been issued to
commemorate the 101 (North Island) Squadron's fifteen years of service,

DELEGATION
RCMP
QUARTERLY
REPORT

Winning Pacific Group 'Wing of the Year 2013, Winning National 'Wing of the Year 2013', and erecting monuments for the thirteen fatal aircraft accidents on the North Island, Central Coast and Haida Gwaii.

2. Staff Sgt. Gord Brownridge, re: RCMP quarterly report to Council

Staff Sgt. Gord Brownridge presented the first quarter report (January, February, March 2014) including strategic priorities for the year and statistics to the end of March. Council was advised 821 files were opened during the quarter and that 807 files were opened in the same time period in 2013.

Staff Sgt. Brownridge advised Council that initiation of the Restorative Justice Program has been delayed as the person hired for coordinator position has had a change of plans. The Restorative Justice group is working to identify someone to take on the role including the training for the position.

DELEGATION
PH FIRE RESCUE
QUARTERLY
REPORT

3. Fire Chief Schell Nickerson, re: Port Hardy Fire Rescue quarterly report to Council

Fire Chief Nickerson reviewed the first quarter report (January, February, March 2014) and activities of the Port Hardy Fire Rescue Department. The review included number and types of calls, training, membership, purchases, public education and community involvement. In the quarter there were 35 calls which is 11 more calls than in the first quarter of 2013. Twenty Port Hardy Fire Rescue and seven members from Coal Harbor and Port Alice Fire Departments took part in a live training session on February 9, 2014 using a building donated by Quatsino First Nation.

BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

ACTION ITEMS

1. Council action items were received as information.

CORRESPONDENCE

1. Carly Pereboom, Executive Director, Port Hardy & District Chamber of Commerce (Apr.4/14) re: Request for Use of Carrot Park on Friday, June 6th to celebrate Oceans Day.

2014-068
PH CHAMBER
REQUEST TO USE
CARROT PARK
FOR OCEANS
DAY JUNE 6/14
APPROVED

Moved/Seconded/Carried

THAT the request by Carly Pereboom, Executive Director, Port Hardy & District Chamber of Commerce, for the use of Carrot Park on Friday June 6th to celebrate Oceans Day, be approved.

2. Stephanie Nelson, Port Hardy Secondary School Connections Worker re: Request for approval for a 5K/10K Run Walk on Wednesday May 14, 2014 at 5:30 pm.

2014-069
PHSS 5K/10K
WALK RUN MAY
14/14 APPROVED

Moved/Seconded/Carried

THAT the request by Stephanie Nelson, Port Hardy Secondary School Connections Worker, to hold a 5K/10K Run Walk on Wednesday May 14, 2014 at 5:30 pm be approved.

Mayor Parnham requested Staff to advise local agencies of the event.

3. Email from Amy Morris, Policy and Outreach officer, BC SPCA (Apr.10/14) re: Request for letter of support for PetSmart Charities Spay / Neuter Program.

2014-070
LETTER OF
SUPPORT FOR
PETSMART
CHARITIES SPAY /
NEUTER
PROGRAM

Moved/Seconded/Carried
THAT the District of Port Hardy write a letter of support for the PetSmart Charities Spay / Neuter Program.

NEW BUSINESS

None

COUNCIL REPORTS

COUNCIL
REPORTS

Mayor Parnham, Councillors Janet Dorward, Jessie Hemphill, Debbie Huddleston, Rick Marcotte, Nikki Shaw, and John Tidbury gave verbal reports on recent meetings and other activities they attended on behalf of the District of Port Hardy, as well information on a variety of community interest matters.

COMMITTEE REPORTS

Recommendation from the Committee of the Whole meeting held March 14, 2014.

RECOMMEND-
ATION FROM THE
COMMITTEE OF
THE WHOLE
MEETING HELD
MARCH 14, 2014.

THAT staff prepares a bylaw that has the effect of amending Official Community Plan Bylaw No. 15-2011 to:

- 1) *Provide more flexibility to the exemptions related to the requirements associated with the need to obtain Development Permits;*
- 2) *Change the land use designation that applies to a portion of the District of Port Hardy property legally described as the Northwest ¼ of Section 25, Township 9, Rupert District, Except part in Plan 49088, as shown on Map 1 Land Use, from Rural Resource to Industrial; and,*
- 3) *Delete any policy that requires the fire department to provide first medical response as part of its service delivery.*

AND FURTHER THAT said Official Community Plan amendment bylaw be included on the April 22, 2014 Council agenda in such manner that Council would consider it for first reading prior to Council's consideration of District of Port Hardy Zoning Bylaw No. 1010-2013.

Jeff Long, Director of Corporate & Development Services reviewed the proposed OCP amendments and the need to amend the Official Community Plan Bylaw in relation to land owned by the District that is proposed to be zoned for industrial purpose in the new Zoning Bylaw. In this regard, the Zoning Bylaw must conform to the OCP. He advised that item 3) of the Committee of the Whole recommendation is no longer applicable as it has been confirmed that there is no policy in the OCP that clearly requires the fire department to provide first medical response as part of its service delivery.

Councillor Hemphill requested and received clarification on item 2.

2014-071
AMEND OFFICIAL
COMMUNITY
PLAN BL 15-2011

Moved/Seconded/Carried

THAT staff prepares a bylaw that has the effect of amending Official Community Plan Bylaw No. 15-2011 to:

- 1) Provide more flexibility to the exemptions related to the requirements associated with the need to obtain Development Permits;
- 2) Change the land use designation that applies to a portion of the District of Port Hardy property legally described as the Northwest ¼ of Section 25, Township 9, Rupert District, Except part in Plan 49088, as shown on Map 1 Land Use, from Rural Resource to Industrial; and,

AND FURTHER THAT said Official Community Plan amendment bylaw be included on the April 22, 2014 Council agenda in such manner that Council would consider it for first reading prior to Council's consideration of District of Port Hardy Zoning Bylaw No. 1010-2013.

STAFF REPORTS

No Staff Reports.

BYLAWS

1. District of Port Hardy Annual Tax Rates Bylaw 1024-2014, A Bylaw to Set the 2014 Annual Tax Rates, for Adoption.

2014-072
BYL 1024-2014
TAX RATES
BYLAW FOR 2014
ADOPTED

Moved/Seconded/Carried

THAT the District of Port Hardy Annual Tax Rates Bylaw 1024-2014, A Bylaw to Set the 2014 Annual Tax Rates, be adopted.

2. Official Community Plan Bylaw Amendment Bylaw No. 1025-2014. For First Reading.

2014-073
OCP AMEND
BYL 1025-2014
FIRST READING

Moved/Seconded/Carried

THAT Official Community Plan Bylaw Amendment Bylaw No. 1025-2014 receives first reading.

2014-074
ADVERTISE &
CONDUCT
PUBLIC HEARING
RE: OCP AMEND
BYL 1025-2014

Moved/Seconded/Carried

THAT Council directs staff to undertake preparations for advertising and conducting a public hearing with respect to Official Community Plan Bylaw Amendment Bylaw No. 1025-2014 at 5:30pm on Monday, May 12, 2014 at the District of Port Hardy Municipal Hall addressed as 7360 Columbia Street, Port Hardy, BC, in accordance with Sections 890 and 892 of the *Local Government Act*.

3. District of Port Hardy Zoning Bylaw No. 1010-2013, for First Reading.

2014-075
ZONING BYL
1010-2013 FIRST
READING

Moved/Seconded/Carried

THAT District of Port Hardy Zoning Bylaw No. 1010-2013 receives first reading.

2014-076
ADVERTISE &
CONDUCT
PUBLIC HEARING
RE: ZONING BYL
1010-2013

Moved/Seconded/Carried

THAT Council directs staff to undertake preparations for advertising and conducting a public hearing with respect to District of Port Hardy Zoning Bylaw No. 1010-2013 at 5:30pm on Monday, May 12, 2014 at the District of Port Hardy Municipal Hall addressed as 7360 Columbia Street, Port Hardy, BC, in accordance with Sections 890 and 892 of the *Local Government Act*.

ADJOURNMENT

2014-077
ADJOURNMENT

Moved
THAT the meeting be adjourned.

Time: 8:16 pm

CORRECT

APPROVED

DIRECTOR OF CORPORATE
& DEVELOPMENT SERVICES

MAYOR



**MINUTES OF THE DISTRICT OF PORT HARDY
SPECIAL COUNCIL MEETING HELD
MAY 1, 2014**

CALL TO ORDER: Mayor Bev Parnham Time: 3:30pm

PRESENT: Mayor Bev Parnham
Councillors: Debbie Huddleston, Rick Marcotte, Nikki Shaw, John Tidbury

ALSO PRESENT: Rick Davidge, Chief Administrative Officer
Jeff Long, Director of Corporate & Development Services
Allison McCarrick, Director of Financial Services
Trevor Kushner, Director of Operational Services
Susan Bjarnason, Recording Secretary

REGRETS: Councillors Janet Dorward and Jessie Hemphill

Media: none
Members of the Public: none

APPROVAL OF AGENDA

2014-078
APPROVAL OF AGENDA
AS PRESENTED

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

2014-079
ADJOURNMENT UNTIL
AFTER IN-CAMERA
MEETING

Moved/Seconded/Carried
THAT the Special Meeting of Council be adjourned and reconvened after an in-camera meeting has been conducted.
Time: 3:31pm

2014-080
RECONVENE SPECIAL
MEETING OF COUNCIL

Moved/Seconded/Carried
THAT the Special Meeting of Council be reconvened.
Time: 3:55pm

NEW BUSINESS

1. Servicing Needs for Proposed Wagalus School, Kwakiutl First Nation
– Request for letter of support

Council discussed the Kwakiutl Band's request for a letter of support in relation to the provision of services / infrastructure for the Wagalus School development. There seems to be unanimous agreement that the District supports the project and provide access to the District's services / infrastructure to accommodate it however, any upgrades or improvements to the services / infrastructure as a result of the school development will not be borne by Port Hardy or its taxpayers. A draft letter had been provided to the Kwakiutl Band to this effect, to determine if it could be used to allow the Band to move forward with financial arrangements with Aboriginal Affairs and Northern Development Canada (AANDC) related to the development. Staff confirmed that in a teleconference meeting with AANDC on the morning of

2014-081
ADJOURNMENT UNTIL
AFTER IN-CAMERA
MEETING

May 1st, AANDC advised that due to other delays and the passing of the deadline for the month of May, the letter would not help and was premature.

Moved/Seconded/Carried

THAT the Special Meeting of Council be adjourned and reconvened after the Committee of the Whole meeting has been conducted.

Time: 4:08pm

2014-082
RECONVENE SPECIAL
MEETING OF COUNCIL

Moved/Seconded/Carried

THAT the Special Meeting of Council be reconvened.

Time: 4:31pm

Mayor Parnham advised that a letter was dropped off at the Municipal Hall while Council was undertaking its meetings this afternoon, and a copy is being distributed to Council members by staff. She advised that the letter is from Chief Coreen Child of the Kwakiutl Band Council. It requests that the District's draft letter / resolution be revised such that wording related to the requirements for any potential enhancements or upgrades to the services be clarified and that the District cost share in the services. Council discussed the ramifications of various choices associated with a potential resolution.

2014-083
LETTER OF SUPPORT
RE: WAGALUS SCHOOL
PROJECT

Moved/Seconded/Carried

"THAT the Council of the District of Port Hardy supports the Kwakiutl Band Council and it's extremely important Wagalus School Project and in this regard, is willing to provide access to the District's servicing infrastructure (roads, sanitary sewer and water) to accommodate it.

AND FURTHER THAT the District of Port Hardy will allow the Kwakiutl Band to connect the Wagalus School to the District's services once any improvements are made to these services that are necessary to accommodate the proposed Wagalus School Development, as a result of the engineering review.

AND FURTHER THAT the District of Port Hardy will engage in further discussions with the Kwakiutl Band and Aboriginal Affairs and Northern Development Canada at the request of these organizations, in an effort to see this project through to completion."

ADJOURNMENT

2014-084
ADJOURNMENT

Moved

THAT the Special Open Meeting of Council adjourn.

Time: 5:08pm

CORRECT

APPROVED

DIRECTOR OF CORPORATE &
DEVELOPMENT SERVICES

MAYOR



**MINUTES OF THE DISTRICT OF PORT HARDY
COMMITTEE OF THE WHOLE MEETING OF COUNCIL
MAY 1, 2014**

CALL TO ORDER: Chair Parnham Time: 4.08 pm

PRESENT: Chair Parnham
Councillors: Debbie Huddleston, Rick Marcotte, Nikki Shaw,
John Tidbury

ALSO PRESENT: Rick Davidge, Chief Administrative Officer
Jeff Long, Director of Corporate & Development Services
Allison McCarrick, Director of Financial Services
Trevor Kushner, Director of Operational Services
Susan Bjarnason, Recording Secretary

REGRETS: Councillors Janet Dorward and Jessie Hemphill

Media: none
Members of the Public: none

APPROVAL OF AGENDA

COW 2014-08
APPROVAL OF AGENDA
AS PRESENTED

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

NEW BUSINESS

MNP, LLP - Presentation of the 2013 Draft Financial Statements via telephone conference.

Mayor Parnham welcomed by telephone, Mr. Cory Vanderhorst accountant with MNP, LLP, and she introduced members of Council to Mr. Vanderhorst. Mr. Vanderhorst then proceeded to give Council and staff an overview of the Consolidated Financial Statements for 2013. He said they are ready to forward to the Province once Council has approved them.

Mayor Parnham then asked if Council or staff had any questions. Hearing none, she and Allison McCarrick, Director of Financial Services, thanked Mr. Vanderhorst for his time and ended the call.

Recommendation:
The Committee of the Whole recommends that Council accept the 2013 Draft Financial Statements as audited by MNP, LLP.

COW 2014-09
COUNCIL ACCEPT THE
2013 DRAFT FINANCIAL
STATEMENTS

Moved/Seconded/Carried
THAT the Committee of the Whole recommends to Council that it accepts the 2013 Financial Statements as audited by MNP, LLP

ADJOURNMENT

COW 2014-10
ADJOURNMENT

Moved
THAT the Committee of the Whole Rise. Time: 4:30 pm

CORRECT

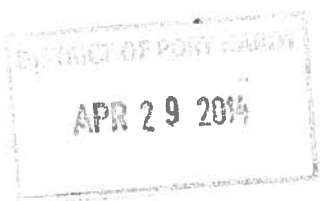
APPROVED

DIRECTOR OF CORPORATE &
DEVELOPMENT SERVICES

MAYOR

	<p>SPECIAL OPEN COUNCIL MEETING May 1, 2014</p>		
<p>Servicing Needs for Proposed Wagalus School, Kwakiutl First Nation — Request for letter of support</p>	<p>Write letter of support as directed, for Mayors signature</p>	<p>JL</p>	<p>Done</p>
	<p>COMMITTEE OF THE WHOLE MEETING MAY 1, 2014</p>		
<p>Recommendation from the Committee of the Whole meeting held May 1, 2014</p>	<p>Committee of the Whole recommends to Council that it accepts the 2013 Financial Statements as audited by MNP, LLP."</p>	<p>AM</p>	<p>Agenda item</p>
	<p>FINANCE COMMITTEE MEETING MAY 1, 2014</p>		
<p>Recommendation from the Finance Committee meeting held May 1, 2014.</p>	<p>Finance Committee recommends to Council that the 2014 User Rates Bylaw 1016-2013 be amended with the following changes:</p> <ul style="list-style-type: none"> · "Application for service" wording change · Addition of a "Land Title and Survey Authority record search" fee; \$20.00 · Removal of the "Birthday party packages (45 minutes on deck + cake and balloons)" – basic deck time rental remains." 		<p>Agenda Item Bylaw 1026-2014, A Bylaw to Amend BL 1016-2013</p>
	<p>REGULAR COUNCIL MEETING April 22, 2014</p>		
<p>Ch of Comm (Apr. 4/14) re: Use of Carrot Park on Friday June 6th to celebrate Oceans Day.</p>	<p>Approved. Advise Ch of Comm</p>	<p>JL</p>	<p>Done</p>
<p>Stephanie Nelson, PHSS Connections Worker re: Request for approval for a 5K/10K Run Walk on Wednesday May 14, 2014 Mayor Parnham requested Staff to advise local agencies of the event</p>	<p>Approved. Advise Ms Nelson</p>	<p>JL</p>	<p>Done</p>
<p>BC SPCA (Apr. 10/14) re: Request for letter of support for PetSmart Charities Spay / Neuter Program.</p>	<p>Advise local agencies.</p>	<p>JL</p>	<p>Done</p>
<p>Recommendation from the Committee of the Whole meeting held March 14, 2014.</p>	<p>Approved. Prepare letter for Mayors signature and send.</p>	<p>JL</p>	<p>Done</p>
	<p>Motion carried: re recommendations 1 and 2 (3 not required) AND OCP Community Plan amendment bylaw be included on the Apr 22/14 agenda for first reading prior to Zoning Bylaw 1010-2013. Proceed as directed by Council</p>	<p>JL</p>	<p>Done</p>
<p>OCP Bylaw Amendment Bylaw 1025-2014 for First Reading and Zoning Bylaw 1010-2013 for First Reading</p>	<p>First Reading given AND Staff directed to advertise & conduct public hearing May 12/14. First reading given AND Staff directed to advertise & conduct public hearing May 12/14.</p>	<p>JL JL</p>	<p>Done Done</p>

	REGULAR COUNCIL MEETING April 7, 2014	RD Mayor	Registered Report sent
Economic Development Committee draft minutes of March 24/14 and three recommendations to Council	R. Davidge CAO to attend LNG Conf in Vancouver May 21-23, 2014. Register for conf Solving Broadband Bottleneck – Port Hardy Findings to John Duncan MP via Mayor Accept report Solving Broadband Bottleneck – Port Hardy Findings dated March 2014.	RD Mayor	Registered Report sent
	REGULAR COUNCIL MEETING March 11, 2014		
Hon. Todd Stone, Minister of Transportation & Infrastructure re: BC Ferry Services	Write letter advising the District strongly feels there is an absence of vision in the management of BC Ferries and that the proposed ferry cuts affect not only coastal residents and businesses but also residents and businesses throughout the Province with copies be sent to Premier Christy Clark and to the tour operator who wrote a letter to the editor in the recent edition of the Gazette -	RD	Done
	REGULAR COUNCIL MEETING February 11, 2014		
C/Tidbury re: Wolves and CO office response	Staff to contact the local Conservation Officer regarding wolf sightings and advise on their response to the calls	RD	Waiting for Conservation Officer
Deputy Mayor Hemphill re: Kwakiutl band logging protest & request to distribute information	District of Port Hardy to send a letter to the Kwakiutl Band and request a meeting to discuss and understand the issues regarding the recent Kwakiutl Band logging protest.	RD	Underway
	REGULAR COUNCIL MEETING December 10, 2013		
Airport WasteWater Treatment Plant	Adopted in principal Opt 3 in Stantec report: Divert AWWTP flows to Town Plant -Advise MOE -Investigate funding partners	TK	Postponed by Min. of Environment due to internal reorganization. May 1/14
	REGULAR COUNCIL MEETING November 12, 2013		
ITEM	ACTION	WHO	STATUS /COMMENTS
David Pratt, Harbour Manager, re: Spring and Summer Report for 2013	Staff directed to review the recommendation by the Harbour Manager for the development of a contractual agreement between the District and a towing company to ensure consistency in towing practices for 2014.	D.Pratt Harbour Manager	Developing Tender
Aquatic Coordinator re: Handicap parking at Port Hardy Recreation Center.	Approved -Proceed with marking two more handicap parking spaces, adjacent to the two current spaces, at the Port Hardy Rec Center	TK	Signs ordered - install upon receiving Scheduled with weather permitting.



April 17, 2014

Mayor Bev Parnham
District of Port Hardy
7360 Columbia St., Box 68
Port Hardy, B.C. V0N 2P0

Dear Mayor Parnham:

From April 28 to May 26, 2014, the British Columbia Automobile Association (BCAA) will conduct its fourth annual "Worst Roads" survey. British Columbians will be invited to vote for B.C. roads they feel are unsafe, heavily congested or in need of repair.

As in previous years, the Top 10 List will be published on BCAA's website and shared publically. Full survey results will only be shared with the Ministry of Transportation and Infrastructure, regional districts and municipalities to identify areas to be considered for assessment and potential improvement.

Keeping British Columbians safe on our roads is a top priority for BCAA. Our "Worst Roads" Survey is designed to provide government with information by enabling British Columbians to highlight roads that may have been overlooked for repairs, or to remind road authorities that certain roads may need assessment for better safety.

BCAA also uses the campaign as a way to share important road safety tips, encourage safe driving behaviour and engage the public to think about their role when it comes to ensuring everyone's safety on B.C.'s roads.

While maintaining road infrastructure is a key component of road safety, we understand that making repairs and improvements take time. BCAA also recognizes, and communicates publically, that a tremendous amount of road improvements have been underway at both the provincial and municipal levels. And, we're happy to continue sharing your efforts to ensure roads in your jurisdiction are safe and reviewed for repair and improvements, in response to any BCAA Member or survey respondent inquiry.

If you have any questions, please contact Sara Holland, Senior Manager of Communication and Community at Sara.Holland@bcaa.com or 604-268-5029.

Sincerely,

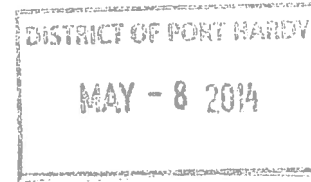
Mark Donnelly
Director, Communication and Community



3301 East Pender Street, Vancouver BC, V5K 5J3 Canada
t 604-215-4702

April 30, 2014

Mayor Parnham
District of Port Hardy
Box 68
Port Hardy, BC
V0N 2P0



Dear Mayor Parnham and Council,

On behalf of the Board of Directors, I am writing to provide a brief update on PRIMECorp, the organization responsible for oversight of the provincial police records management system, PRIME-BC.

As reported to you at this time last year, the Board of Directors has identified through its strategic planning process, three major areas of opportunity for PRIMECorp in terms of strategic, technological and financial leadership. I am pleased to report that since then, we have made significant strides in all three areas.

Chief among the steps forward was the implementation of a new management team and a new technology support infrastructure that we believe will facilitate enhanced security and service to all police agencies we serve, and also better position us to strategically plan for the future.

There has also been considerable effort undertaken to examine and reconcile PRIMECorp's past and present financial models and reporting. We have developed a future-focused financial path for PRIMECorp and it is with this financial stewardship in mind that I write to you today.

At its most recent meeting the Board of Directors approved a 2014-2015 budget, following six months of analysis, prioritization, consultation and collaboration. The budget is reflective of existing core services and sets the stage for, among other things, stable and predictable levy forecasts for funders.

Highlights:

- Zero per cent (0%) per officer levy increase in 2014-2015, which is consistent with the past four budget cycles. The per officer levy for 2014-2015 will be \$1000.
- Projected maximum three per cent (3%) per officer levy increase in 2015-2016, a portion of which will be allocated for building a reserve for system renewals.
- Forecasts of per officer levy increases of a maximum three per cent (3%) in 2016-2017 and 2017-2018.

Our goal is to provide our funders with certainty and stability with regard to projected levies so that they can be contemplated in future municipal budget cycles. Our ongoing commitment is to ensure funds are directed to the areas of PRIMECorp that will provide the highest level of service delivery of PRIME-BC, to ensure fiscal management is rooted in cost effectiveness, and to ensure that we are prepared for significant policing technology upgrades and new applications in the future.

The Board of Directors believes the gains we have made in the past 12 months are noteworthy milestones and represent a pivotal and positive step forward for PRIMECorp and for policing in B.C. through predictable levies and responsible planning for future needs.

Priorities for PRIME Corp in 2014 include increased communication with stakeholders, evolution of the organization's governance structure and a continued emphasis on security and service. We look forward to keeping you informed on PRIME-BC, an essential policing tool for British Columbia's police forces and unique in North America.

Sincerely,



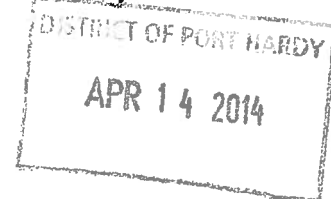
David Guscott
PRIMECorp CEO

- Cc Deputy Chief Len Goerke, Chair, BC Association of Chiefs of Police
Deputy Commissioner Craig Callens, RCMP E-Division
Municipal Police Chiefs
RCMP Detachment Commanders
PRIMECorp Board of Directors
- Malcolm Brodie, Mayor, City of Richmond
 - Peter Milobar, Mayor, City of Kamloops
 - Dianne Watts, Mayor, City of Surrey
 - Paul Hames, Chief Constable, Central Saanich Police Department
 - David Jones, Chief Constable, New Westminster Police Department
 - John Kubat, Superintendent, RCMP
 - Norman Lipinski, Assistant Commissioner, RCMP
 - Daryl Wiebe, Superintendent, Vancouver Police Department
 - Clayton Pecknold (Board Chair), Assistant Deputy Minister, Ministry of Justice & Director of Police Services

Leslie Driemel

From: dfarquhar9@gmail.com on behalf of Donna Farquhar [dfarquhar@bcaviationcouncil.org]
Sent: April-14-14 9:50 AM
To: general@porthardy.ca
Subject: BC Aviation Council Membership Renewal
Attachments: DistofPortHardy (886).doc; Combined-Registration-form-4.docx; 2014 Proxy.docx

Hello,



I attach our invoice for BCAC membership renewal for 2014.

A reminder of the BCAC events in Richmond on 24 April--Media Workshop, Lunch with Guest Speaker, and AGM--all at the Delta Vancouver Airport Hotel on Cessna Drive. I attach registration form for convenience.

Also, if not able to attend the AGM, I've attached a proxy.

Best regards--Donna

--

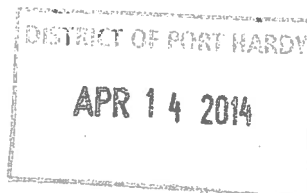
SAVE THE DATE--April 24th--BCAC's AGM at Delta Vancouver Airport Hotel, Cessna Drive, Richmond. More details to be posted to our website.

An aviation and aerospace industry that is visible, connected, and thriving.

Upcoming BCAC events can be viewed on our website calendar at www.bcaviationcouncil.org

Donna Farquhar
Administrator
BC Aviation Council
POBox 31040 RPO Thunderbird
Langley, BC V1M 0A9
Tel: 604-278-9330
www.bcaviationcouncil.org
@bcac1938
Facebook.com/bcac1938

*Advocate for aviation and aerospace in BC since 1938
Recipient of Canada's Aviation Hall of Fame Belt of Orion 1999*



INVOICE

BC Aviation Council
 POBox 31040 RPO Thunderbird
 Langley, BC V1M 0A9
 T: 604-278-9330; info@bcaviationcouncil.org

INVOICE #2014-886
 DATE: APRIL 14, 2014

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

DESCRIPTION	UNIT PRICE	TOTAL
BC Aviation Council Membership – Corporate Level – to December 31, 2014 Note new mailing address. Payment can be made by Amex/MC/Visa by calling BCAC Administrator at 604-278-9330; by cheque mailed to address above; or by PayPal on our website at http://www.bcaviationcouncil.org/become-a-member/		500.00
Bus # 890745789 BC0001		
	NO GST IS CHARGED	
	TOTAL DUE	500.00

Make all cheques payable to **BC Aviation Council** and mail to address above.
 If you have any questions concerning this invoice, contact Donna Farquhar, 604-278-9330 or email info@bcaviationcouncil.org

Thank you for your support!



47 51 00 00
MAY - 9 2014

May 2, 2014

Her Worship Bev Parnham
Mayor of the District of Port Hardy
Box 68
Port Hardy BC V0N 2P0

Dear Mayor Parnham and Councillors:

On March 11, 2014, I announced a province-wide earthquake preparedness consultation, to be chaired by Mr. Henry Renteria (the Chair), former director of California's Office of Emergency Services.

The goal of this consultation is to improve British Columbians' preparedness for a disastrous seismic event. At the end of the year, the Chair will provide my Ministry with a report that will include priority recommendations for improving earthquake preparedness.

In British Columbia, emergency management is a responsibility that is shared among all levels of government, community organizations, First Nations, not-for-profit agencies, academic institutions, families and individuals. Over the next few months, the Chair will consult with a wide range of stakeholders and agencies, through a variety of methods. As part of this exercise, consultation meetings will be held in selected communities, focused primarily on local authorities and First Nations representatives.

This month, Emergency Management British Columbia (EMBC) officials will be sending an invitation to you, and your staff, to participate in these meetings. EMBC will provide specific details about the sessions and will work with your staff to identify appropriate participants from your community.

Enhancing earthquake preparedness is a priority activity for my Ministry, and for EMBC. A long-term plan for enhancing our province's preparedness is currently under development, and input from stakeholders through this consultation, will be key to refining this plan and informing .

.../2

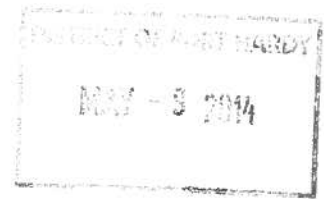
Ministry of
Justice

Office of the
Minister of Justice
and Attorney General

Mailing Address:
PO Box 9044 Stn Prov Govt
Victoria BC V8W 9E2

Telephone: 250-387-1866
Facsimile: 250-387-6411

email: JAG.Minister@gov.bc.ca
website: www.gov.bc.ca/justice



Her Worship Bev Parnham
May 2, 2014
Page 2

long-term preparedness priorities. Thus, I encourage you to participate in this initiative and to provide feedback as the process unfolds.

We are grateful for this opportunity to work with you to ensure that British Columbians are as prepared as possible for disasters such as a catastrophic earthquake. Thank you for your support.

Yours very truly,

Suzanne Anton QC
Attorney General
Minister of Justice

pc: Mr. Rick Davidge, Chief Administrative Officer

Earthquake Preparedness Consultation: COMMUNITY SESSIONS – Locations and Venues Cont.

May – July 2014

Date	Time	Location	Venue	Group	Size	RSVP by
8	10:00 - 11:30 am	Nanaimo	Nanaimo Conference Centre 101 Gordon Street, Nanaimo	Local Govt & First Nations staff reps.	Four (4) representative maximum per local authority or First Nation	June 17 2014
	3:00 - 4:30 pm	Port Alberni	Best Western Barclay Hotel 4277 Stamp Ave. Port Alberni			June 17 2014
9	8:30 - 10:00 am	Courtney	Comox Valley Regional District 600 Comox Road, Courtney	✖		June 17 2014
	3:00 - 4:30 pm	Port McNeill	Port McNeill Regional Arena 2205 Campbell Way, Port McNeill			June 17 2014
11	8:30 - 10:30 am	CRD	Grand Pacific 463 Belleville Street, Victoria	<ul style="list-style-type: none"> • Mayors/ Councillor/ CAO/ Chief/ Councillor/ Other 	Three (3) representative maximum per local authority or First Nation	June 17 2014
	1:00 - 4:00 pm	CRD	Grand Pacific 463 Belleville Street, Victoria			June 17 2014
15	9:00 - noon	New Westminster	Justice Institute of BC 715 McBride Blvd, New Westminster	Local Govt & First Nations staff reps.	Four (4) representative maximum per local authority or First Nation	June 24, 2014
16	9:00 - noon	Abbotsford	Ramada Plaza Abbotsford Hotel & Conference Centre			June 24, 2014
21	10:00 - noon	Chilliwack	Fraser Valley Regional District 45950 Cheam Avenue, Chilliwack	<ul style="list-style-type: none"> • Mayors/ Councillor/ CAO/ Chief/ Councillor/ Other 	Three (3) representative maximum per local authority or First Nation	June 30, 2014
22	10:00 - noon	Burnaby	Metro Vancouver 4330 Kingsway, Burnaby			June 30, 2014

• RSVP to Emergency.Consultation@gov.bc.ca by session RSVP date listed in table above.

Earthquake Preparedness Consultation: COMMUNITY SESSIONS – Locations and Venues

May – July 2014

	Date	Time	Location	Venue	Groups	Size	RSVP by
May	27	1:00 - 3:00 pm	Nelson/ Kamloops/ etc.	Conference Call	Local Govt & First Nations staff reps.	Four (4) representative maximum per local authority or First Nation	May 20, 2014
	28	10:00 - noon	Prince George/ Ft St. John/ Fraser Ft. George/etc.	Conference Call			May 20, 2014
		1:00 - 3:00 pm	Cariboo/Bella Coola/ etc.	Conference Call			May 20, 2014
	29	10:00 - noon	Kelowna	Coast Capri Hotel 1171 Harvey Avenue, Kelowna			May 20, 2014
June	17	2:00 - 4:00 pm	Terrace	Best Western 4553 Greig Avenue, Terrace,	Local Govt & First Nations staff reps.	Four (4) representative maximum per local authority or First Nation	May 27, 2014
	18	10:00 - noon	Prince Rupert	Prince Rupert Hotel 118 - 6th St. Prince Rupert			May 27, 2014
	19	10:00 - noon	Queen Charlotte	Eric Ross Room Charlotte Community Centre 134 Bay Street			May 27, 2014

- RSVP to Emergency.Consultation@gov.bc.ca by session RSVP date listed in table above.



**DISTRICT OF PORT HARDY
OPERATIONAL SERVICES COMMITTEE
MINUTES OF THE MEETING HELD
APRIL 17, 2014**

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

Also Present: Trevor Kushner, Director of Operational Services

DRAFT

Citizens: None

Call to Order: Councillor Tidbury

Time: 4:00 pm

1. Approval of Agenda

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

2. Delegation
None

3. Minutes
Minutes of the Operational Services Committee meeting held February 20, 2014.

Moved/Seconded/Carried
THAT the minutes of the meeting held Operational Services Committee meeting February 20, 2014 be approved as presented.

4. Business Arising / Unfinished Business
-Action Items Review

5. Correspondence
a. Copy of email from K. Minar to R. Marcotte (Apr.9/14) re: Carnarvon Place Townhomes

Moved/Seconded/Carried
THAT the District contact K. Minar to ask the residents to suggest names for the park.

Operations to clean-up park within existing operations budget.

b. Copy of email from Patrick Lemieux to R. Marcotte (Apr.11/14) re: Kayak / Canoe Launch

Operations to repair ramp within existing operating budget

6. Staff Reports
T. Kushner re: MMBC Update. Verbal Report given

OP SCVS
2014-009
AGENDA
APPROVED AS
AMENDED

OP SCVS
2014-010
MINUTES FEB 20
/14 APPROVED

ACTION ITEMS
REVIEW

OP SCVS
2014-011
RESIDENTS TO
SUGGEST NAMES
FOR
CARNARVON
PLACE PARK

NEXT MEETING
DATE

OP SCVS
2014-012
ADJOURNMENT

7. New Business
Councillor Tidbury re: Wastewater Treatment Plant Sludge
Place on next meeting agenda – Operational services to provide report.

8. Next Meeting Date Thursday May 15, 2014, at 4:00 pm

Upcoming Meeting dates: June 19, July 17,
August 21, September 18, October 16, November 20, December 18

9. Adjournment
THAT we adjourn Time: 4:55pm

DRAFT

District of Port Hardy

Consolidated Financial Statements

December 31, 2013





THE DISTRICT OF PORT HARDY

2013 ELECTED OFFICIALS

Mayor B. Parnham

**Councillor J. Dorward
Councillor J. Hemphill
Councillor D. Huddleston**

**Councillor R. Marcotte
Councillor N. Shaw
Councillor J. Tidbury**

DISTRICT OFFICIALS

**Chief Administrative Officer
Director of Financial Services
Director of Corporate Services
Director of Operations
Royal Canadian Mounted Police
Fire Chief**

**R. Davidge
A. McCarrick
J. Long
T. Kushner
Staff Sgt. Brownridge
S. Nickerson**

MUNICIPAL AUDITORS

MNP LLP

BANKERS

CIBC

District of Port Hardy

December 31, 2013

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Managements' Report	
Independent Auditors' Report	
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Consolidated Statement of Changes in Net Financial Assets	3
Consolidated Statement of Cash Flows	4
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The accompanying financial statements are the responsibility of management. To ensure their integrity, objectivity and reliability, the statements have been prepared in accordance with the recommendations of the Public Sector Accounting Board, which are generally accepted accounting principles for British Columbia municipalities and are outlined in (Note 1) to the Consolidated Statements. Some amounts on these statements are based on management's best estimates and careful judgment.

Management maintains a system of internal accounting controls to provide reasonable assurance that assets are safeguarded and that transactions are authorized, recorded and reported properly.

Council is responsible for ensuring that management fulfils its responsibilities for financial reporting and internal control and exercises this responsibility through the Council. The Council reviews external Audited Financial Statements annually.

The external auditors, MNP LLP, are appointed by Council to conduct an independent examination in accordance with Canadian auditing standards, and express their opinion on the financial statements. Their examination includes a review and evaluation of the District's system of internal control and appropriate tests and procedures to provide reasonable assurance that the financial statements are presented fairly. The external auditors have full and free access to financial records and management of the District of Port Hardy.



A. McCarrick

Chief Financial Officer



Bev Parnham

Mayor

Independent Auditors' Report

To the Mayor and Council of the District of Port Hardy:

We have audited the accompanying consolidated financial statements of the District of Port Hardy, which comprise the consolidated statement of financial position as at December 31, 2013 and the consolidated statements of operations, changes in net financial assets and cash flows for the year then ended, and a summary of significant accounting policies, schedules and other explanatory information.

Management's Responsibility for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these consolidated financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the consolidated financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified audit opinion.

Basis for Qualified Opinion

At December 31, 2013, we were unable to verify the amount of earnings and the investment recorded on a modified equity basis from the North Island Community Forest. Income from investment in government business enterprises of \$291,870 has been recorded in revenue and as an increase to the Investment in government business enterprises on the statement of financial position at December 31, 2013 (see Note 19); however, we have not been provided information to verify the occurrence, accuracy or completeness of those amounts.

Qualified Opinion

In our opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion paragraph, the consolidated financial statements present fairly, in all material respects, the financial position of the District as at December 31, 2013, and the results of its operations, changes in net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Campbell River, British Columbia

May 1, 2014

MNP LLP

Chartered Accountants

District of Port Hardy
Consolidated Statement of Financial Position
As At December 31, 2013

	2013	2012
Financial Assets		
Cash and cash equivalents (Note 2)	\$ 3,113,570	\$ 2,075,963
Accounts receivable (Note 3)	1,962,298	3,445,657
Loan receivable (Note 19)	-	38,333
Investment in Government business enterprises (Note 19)	237,572	45,702
Tax sale properties	27,725	12,912
Land held for resale	506	506
	<u>5,341,671</u>	<u>5,619,073</u>
Financial Liabilities		
Accounts payable and other liabilities (Note 4)	867,638	764,157
Tax sale properties deposits	33,856	16,912
Performance deposits and bonds (Note 5)	14,900	10,000
Deferred revenue (Note 6)	685,659	892,957
Capital leases (Note 8)	897,605	1,097,719
Capital borrowing (Note 21)	80,000	-
Long-term debt (Note 9)	895,066	1,097,739
	<u>3,474,724</u>	<u>3,879,484</u>
Net Financial Assets	<u>1,866,947</u>	<u>1,739,589</u>
Non-Financial Assets		
Tangible capital assets (Note 10)	41,009,780	41,298,278
Inventory	206,003	83,771
Prepays	59,449	18,693
	<u>41,275,232</u>	<u>41,400,742</u>
Accumulated Surplus (Schedule 3)	<u>\$ 43,142,179</u>	<u>\$ 43,140,331</u>

Commitments and Contingencies (Note 16)

Approved by:


 A. McCarrick

Chief Financial Officer

The accompanying notes are an integral part of these financial statements.

District of Port Hardy

Consolidated Statement of Operations For the Year Ended December 31, 2013

	2013	2013 Budget (Note 12)	2012
Revenue			
Taxes	\$ 2,295,127	\$ 2,296,415	\$ 2,217,105
Payments in lieu of taxes	163,888	160,930	156,649
Sewer user rates	1,025,846	1,111,450	1,011,733
Water user rates	1,195,605	1,339,520	1,253,300
Sale of Service	1,124,837	760,261	972,716
Other revenue	387,983	306,307	475,480
Income from investment in Government business enterprises	291,870	-	62,240
Development contributions	-	-	645,225
Government transfers from other governments	1,239,437	1,474,520	1,704,800
	<u>7,724,593</u>	<u>7,449,403</u>	<u>8,499,248</u>
Expenses			
General government services	926,695	921,750	1,114,282
Transportation services	1,646,468	1,631,589	1,589,595
Protective services	457,279	422,253	435,337
Environmental health services	273,990	262,817	263,013
Recreation & Culture	1,274,352	1,264,365	1,262,778
Community development	171,028	220,041	215,632
Water	1,559,189	1,330,013	1,332,469
Sewer	1,413,744	1,318,010	1,411,516
	<u>7,722,745</u>	<u>7,370,838</u>	<u>7,624,622</u>
Annual Surplus	1,848	78,565	874,626
Accumulated surplus beginning of year	43,140,331	43,140,331	42,265,705
Accumulated Surplus, end of year	<u><u>\$ 43,142,179</u></u>	<u><u>\$ 43,218,896</u></u>	<u><u>\$ 43,140,331</u></u>

The accompanying notes are an integral part of these financial statements.

District of Port Hardy

Consolidated Statement of Changes in Net Financial Assets As At December 31, 2013

	2013	2013 Budget (Note 12)	2012
Annual Surplus	\$ 1,848	\$ 78,565	\$ 874,626
Acquisition of tangible capital assets	(1,507,743)	(1,755,578)	(1,447,634)
Amortization	1,782,876	1,520,000	1,687,356
Disposal of tangible capital assets	13,365	-	-
Development contributions	-	-	(645,225)
	288,498	(235,578)	(405,503)
Acquisition of prepaid expense	(59,449)	-	(18,693)
Acquisition of supplies inventory	(122,232)	-	(2,425)
Use of prepaid expense	18,693	-	15,990
	(162,988)	-	(5,128)
Change in net financial assets	127,358	(157,013)	463,995
Net financial assets, beginning of year	1,739,589	1,739,589	1,275,594
Net financial assets, end of year	\$ 1,866,947	\$ 1,582,576	\$ 1,739,589

The accompanying notes are an integral part of these financial statements.

District of Port Hardy
Consolidated Statement of Cash Flows
For the Year Ended December 31, 2013

	2013	2012
Cash Provided By (Used In)		
Operating Activities		
Annual Surplus	\$ 1,848	\$ 874,626
Increase (Decrease) in Non Financial Assets		
Amortization	1,782,876	1,687,356
Developer tangible capital asset contribution	-	(645,225)
Change in inventory	(122,232)	(2,426)
Change in prepaids	(40,756)	(2,703)
	<u>1,621,736</u>	<u>1,911,628</u>
(Increase) Decrease in Financial Assets and Liabilities		
Change in accounts receivable	1,483,359	726,799
Change in loan receivable	38,333	-
Change in accounts payable	103,481	34,070
Change in tax sale properties	(14,813)	66,034
Change in tax sale deposits	16,944	(39,735)
Change in performance deposits and bonds	4,900	(8,500)
Change in investment in Government business enterprises	(191,870)	(62,240)
Change in Actuarial	(36,090)	(28,295)
Change in deferred revenue	(207,298)	362,044
	<u>2,818,682</u>	<u>2,961,805</u>
Cash provided by operating transactions		
Capital Activities		
Acquisition of tangible capital assets	(1,392,913)	(1,447,634)
Financing Activities		
Capital lease repaid	(321,580)	(279,874)
Debenture debt repaid	(166,582)	(166,582)
Capital borrowing	100,000	-
	<u>(388,162)</u>	<u>(446,456)</u>
Net increase in cash and cash equivalents	1,037,607	1,067,715
Cash and cash equivalents at beginning of period	2,075,963	1,008,248
Cash and cash equivalents at end of period	\$ 3,113,570	\$ 2,075,963

Continued on next page

The accompanying notes are an integral part of these financial statements.

District of Port Hardy
Consolidated Statement of Cash Flows
For the Year Ended December 31, 2013

	2013	2012
Consolidated Statement of Cash Flows continued.		
Represented by		
Cash	\$ 394,338	\$ 412,194
Investments	2,719,232	1,663,769
	<u>\$ 3,113,570</u>	<u>\$ 2,075,963</u>
Supplemental information		
Interest paid	\$ 152,031	\$ 152,452
Interest received	\$ 48,262	\$ 39,332

The accompanying notes are an integral part of these financial statements.

District of Port Hardy

Notes to the Consolidated Financial Statements For the Year Ended December 31, 2013

The District of Port Hardy was incorporated in 1966 under the provisions of the British Columbia Municipal Act. Its principal activities are the provision of local government services to the residents of the Municipality. These services include general government administration, bylaw enforcement, planning and land use, building inspection, fire protection, parks and recreation, water distribution and sewer collection, wastewater disposal, garbage and recycling services and road and street maintenance.

1. Significant Accounting Policies:

a) Basis of Presentation

The District of Port Hardy follows accounting principles accepted for British Columbia municipalities and applies these principles consistently. The consolidated financial statements have been prepared in accordance with Canadian public sector accounting standards as prescribed by the Public Sector Accounting Board (PSAB) of the Canadian Institute of Chartered Accountants (CICA). The consolidated financial statements reflect the combined results and activities of the reporting entity which is comprised of the General, Water and Sewer, Operating, Capital and Reserve funds. Inter-fund transactions have been eliminated on consolidation.

b) Revenue Recognition

Sources of revenue are recorded on the accrual basis and include revenue in the period in which the transaction or events occurred. Taxation revenues are recognized at the time of issuing the property tax notices for the fiscal year. Sale of services and user fee revenues are recognized when the service or product is rendered by the District. Development contributions are recorded as contributed tangible capital assets at their fair value on the date of contribution. Amounts received from non-government sources in advance of services being rendered are recorded as deferred revenue until the obligations that led to the collection of funds has been discharged. The District recognizes a government transfer as revenue when the transfer is authorized and all eligibility criteria, if any, have been met. A government transfer with stipulations giving rise to an obligation that meets the definition of a liability is recognized as a liability. In such circumstances, the District recognizes revenue as the liability is settled. Transfers of non-depreciable assets are recognized in revenue when received or receivable. Income from investment in government business enterprises is recognized based on the annual earnings of the enterprises (see Note 19).

c) Cash and cash equivalents

Cash and cash equivalents comprise cash on hand, demand deposits and short-term highly liquid investments with original maturities of three months or less that are readily convertible into known amounts of cash and which are subject to an insignificant risk of changes in value.

d) Inventory

Inventory is valued at the lower of cost and net realizable value. Cost is determined by the weighted average method. Inventory held for resale which includes property and chattels is recorded as accrued property tax revenue, interest, penalties, cost of chattels and carrying costs less a provision for potential shortfall of proceeds from a sale or conversion. Inventory for resale is recorded at lower of cost or net realizable value as a financial asset. Inventory of supplies is recorded at the lower of cost or net realizable value as a non-financial asset.

District of Port Hardy

Notes to the Consolidated Financial Statements
For the Year Ended December 31, 2013

1. Significant Accounting Policies Continued:

e) Leases

Leases, which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as leased tangible capital assets. All other leases are accounted for as operating leases and related payments are charged to expenses as incurred.

f) Financial Instruments

The Municipality's financial instruments consist of cash and cash equivalents, accounts receivable, loan receivable, accounts payable and other liabilities, performance deposit and bonds and long-term debt. It is management's opinion that the Municipality is not exposed to significant interest, currency or credit risk arising from these financial instruments.

g) Accrued Employee Benefits

Accrued employee benefits include an allowance for sick leave, vacation and severance benefits. These benefits are based on obligations as determined by collective agreements and contractual arrangements. Allowances for sick leave and vacation entitlement are recorded in the year in which they are earned. Severance benefits are recorded in the year in which they are earned. For union employees, 1 week is earned for each year of employment, to a maximum of 10 or 12 weeks depending on the union. Non-union employees earn severance in accordance with individual contracts or the BC labour standards. The severance banks are then multiplied by 10% for senior management and 2% for all other employees to estimate the potential for the District paying out severance.

h) Use of Estimates

The preparation of consolidated financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and the reported amounts of revenues and expenses during the period. Significant areas requiring estimates include the determination of collectability of accounts receivable, accrued payroll liabilities, tangible capital assets and provisions for contingencies. Accounts receivable are stated after evaluation of their collectability. Amortization is based on the estimated useful lives of tangible capital assets. These estimates and assumptions are reviewed periodically and, as adjustments become necessary, they are reported in earnings in the periods in which they become known.

District of Port Hardy

Notes to the Consolidated Financial Statements
For the Year Ended December 31, 2013

1. Significant Accounting Policies Continued:

i) Tangible Capital Assets

Tangible capital assets are recorded at cost, net of disposals, write-downs and amortization. Tangible capital asset expenditures exceeding the thresholds per major category are capitalized. The average useful life is applied straight line to calculate amortization. Amortization is taken at one-half of the calculated amount in the year of acquisition and/or disposal.

	Average Useful Life
Land	Indefinite
Land Improvements	10-40 years
Buildings	20-80 years
Equipment	5-25 years
Engineering Structures	
Roads	10-60 years
Water	8-100 years
Sewer	8-100 years

Carrying costs directly attributable to the acquisition, construction or development activity are capitalized to the point in time the asset is substantially complete and ready for use. Contributed tangible capital assets are recorded at their fair value on the date of contribution. Assets under construction are not amortized until the asset is in use.

j) Recent Accounting Pronouncements

In June 2010, the Public Sector Accounting Board issued PS 3260 Liability for contaminated sites to establish recognition, measurement and disclosure standards for liabilities associated with the remediation of contaminated sites. The new section defines activities included in a liability for remediation, establishes when to recognize and how to measure a liability for remediation, and provides the related financial statement presentation and disclosure requirements. PS 3260 is effective for fiscal years beginning on or after April 1, 2014. The District has not yet determined the effect of the new section on its consolidated financial statements.

2. Cash and cash equivalents

	2013	2012
General revenue fund	\$ 3,101,852	\$ 2,064,372
Reserve accounts	11,718	11,591
	<u>\$ 3,113,570</u>	<u>\$ 2,075,963</u>

The above balances include Municipal Finance Authority money market account \$2,719,233 (2012 - \$1,663,769), carried at cost, which is also equal to market value.

District of Port Hardy

Notes to the Consolidated Financial Statements
For the Year Ended December 31, 2013

3. Accounts Receivable

	2013	2012
Property taxes	\$ 652,054	\$ 798,779
Other Governments	587,183	1,844,611
Trade and other	974,237	1,046,368
	<u>2,213,474</u>	<u>3,689,758</u>
Less allowance for doubtful accounts	(251,176)	(244,101)
	<u>\$ 1,962,298</u>	<u>\$ 3,445,657</u>

4. Accounts Payable and other liabilities

	2013	2012
Other Governments	\$ 64,185	\$ 125,839
Accrued wages and benefits	289,435	227,181
Trade and other	514,018	411,137
	<u>\$ 867,638</u>	<u>\$ 764,157</u>

5. Performance deposits and bonds

	2013	2012
Performance deposits	\$ 10,000	\$ 10,000
Other deposits	4,900	-
	<u>\$ 14,900</u>	<u>\$ 10,000</u>

6. Deferred Revenue

	2013	2012
Prepaid taxes	\$ 37,400	\$ 26,668
Prepaid fees and charges	51,616	49,576
Federal gas tax and other	596,643	816,713
	<u>\$ 685,659</u>	<u>\$ 892,957</u>

District of Port Hardy

Notes to the Consolidated Financial Statements
For the Year Ended December 31, 2013

7. Federal Gas Tax Funds

Gas Tax funding is provided by the Government of Canada and the use of the funding is restricted by the terms of a funding agreement between the District and the Union of British Columbia Municipalities. Gas Tax funding may be used towards designated public transit, community energy, water, wastewater, solid waste and capacity building projects, as specified in the funding agreements.

	2013	2012
Opening balance of unspent funds	\$ 518,227	\$ 369,160
Add: Amount received during the year	204,000	204,071
Interest earned	5,367	4,996
Less: Amount spent on eligible projects	(215,477)	(60,000)
Closing balance of unspent funds	\$ 512,117	\$ 518,227

8. Capital Leases

The Municipality leases fire and rescue equipment and a water system under capital leases. The economic substance of the leases is that the Municipality is financing the acquisition of the assets though the leases and accordingly, they are recorded in the Municipality's tangible capital assets and liabilities. (Note 10)

Future minimum lease payments under the capital leases together with the balance of the obligations due:

2014	\$ 352,500
2015	496,645
2016	37,335
2017	21,270
2018	10,039
Total minimum lease payments	917,789
Less: amount representing interest	(20,184)
Obligations under capital lease	<u>\$ 897,605</u>

Total interest expense during the year was \$20,184 (2012 \$23,593) and interest rates were constant at 2.00% (1.25% to 5.25% in 2012).

District of Port Hardy

Notes to the Consolidated Financial Statements
For the Year Ended December 31, 2013

9. Long-Term Debt

	Balance, Beginning of year	Additions	Principal repayments and actuarial recognized	Balance, end of year
Sewer Fund				
Long-term debt	\$ 1,097,739	\$ -	\$ (202,673)	\$ 895,066

The following represents the principal repayments over the next four years: The loan will be repaid in 2017.

2014	\$ 166,582
2015	166,582
2016	166,582
2017	166,582
	<u>\$ 666,328</u>

This long-term debt is payable to the Municipal Finance Authority (MFA). The debt is repayable at \$166,582 plus interest (4.82%) per year.

10. Tangible Capital Assets (Schedule 2)

Land and Improvements	\$ 4,999,105	\$ 4,278,558
Buildings	3,847,743	3,920,054
Furniture and Equipment	2,871	2,871
Vehicles and Machinery	1,484,688	1,578,684
Computer Hardware and Software	17,313	22,260
Engineering Structures		
Roads	13,243,444	13,394,252
Water	6,705,510	7,018,443
Sewer	10,709,106	11,083,156
	<u>\$41,009,780</u>	<u>\$41,298,278</u>

The cost of capital assets under construction in 2013 is \$NIL (\$645,478 in 2012).

The net book value of leased assets in 2013 is \$1,385,877 (\$1,385,257 in 2012)

Tangible capital assets include land under the District's roads, which is disclosed at a nominal amount. Art and historic treasures are displayed at various District facilities and consist of painting, historical photographs, sculptures, carvings and other cultural artifacts. These items have not been included in tangible capital assets due to the inability of estimating future benefits associated with such property.

District of Port Hardy

Notes to the Consolidated Financial Statements
For the Year Ended December 31, 2013

11. Pension Liability

The Municipality and its employees contribute to the Municipal Pension Plan (Plan), a jointly trustee pension plan. The Board of Trustees, representing plan members and employers, is responsible for overseeing the management of the Plan, including investment of the assets and administration of benefits. The Plan is a multi-employer contributory pension plan. Basic pension benefits provided are based on a formula. The Plan has about 179,000 active members and approximately 71,000 retired members. Active members include approximately 33 contributors from the District of Port Hardy.

The most recent actuarial valuation as at December 31, 2012 indicated a \$1.370 billion funding deficit for basic pension benefits. The next valuation will be as at December 31, 2015 with results available in 2016. Employers participating in the Plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the Plan records accrued liabilities and accrued assets for the Plan in aggregate with the result that there is no consistent and reliable basis for allocating the obligation, assets and cost to the individual employers participating in the Plan.

The District of Port Hardy paid \$129,018 (2012-\$115,637) for employer contributions while employees contributed \$112,937 (2012-\$92,773) to the plan in fiscal 2013.

12. Budget Figures

The budget amounts presented throughout these financial statements are based on the Five Year Financial Plan bylaw adopted by Council on April 23, 2013, except in regard to budget amounts for amortization and tangible capital assets.

Annual surplus, as adopted April 23, 2013	\$nil
Add:	
Aquisition of tangible capital assets	\$ 1,755,578
Debenture principal repayments	496,019
Less:	
Debenture debt issue	(190,000)
Interfund transfers	(1,983,032)
Annual surplus restated	\$ 78,565

District of Port Hardy

Notes to the Consolidated Financial Statements
For the Year Ended December 31, 2013

13. Collections for Other Governments

The District is required to collect taxes on behalf of and transfer these amounts to the governments and/or its agencies noted below. These sums are not included in the schedules to these statements.

	2013	2012
School District 85	\$ 1,398,361	\$ 1,344,864
Mount Waddington Regional District	446,749	449,623
Mount Waddington Regional Hospital District	147,572	148,118
B.C. Assessment Authority	28,320	28,096
Municipal Finance Authority	86	85
Provincial Government - Police Tax	171,839	157,102
Vancouver Island Regional Library	124,568	118,704
	<u>\$ 2,317,495</u>	<u>\$ 2,246,592</u>

14. Trust Funds

The District operates the cemetery and maintains a cemetery perpetual care fund in accordance with the Cremation, Interment and Funeral Services Act. The trust fund assets and liabilities are not included in the consolidated financial statements. At December 31, 2013, the balance of funds held in trust was \$29,753 (2012 - \$29,753).

The District operates the Fisherman's Wharf for the Department of Fisheries and Oceans and acts as project manager for the capital items constructed. The assets and liabilities of the operations are not included in the consolidated financial statements.

15. Payroll Benefits

Full-time permanent employees receive their full sick bank up to 60 days upon retirement or one third upon termination. There are no additional liabilities accrued for these amounts as they are included in the sick leave and vacation liability accounts. Specified officers of the District are entitled to severance benefits. This liability is recorded as the severance benefits are negotiated. The reported liability reflects the likelihood that employees will become eligible for this benefit.

Vacation liability at December 31, 2013 is \$30,926 (2012 - \$20,964).

Sick leave liability at December 31, 2013 is \$96,493 (2012 - \$95,566).

Severance liability at December 31, 2013 is \$34,356 (2012 - \$28,258).

District of Port Hardy

Notes to the Consolidated Financial Statements
For the Year Ended December 31, 2013

16. Commitments and Contingencies

a) Municipal Insurance Association of British Columbia

The District is a subscribed member of the Municipal Insurance Association of British Columbia as provided by section 3.02 of the Insurance Act of the Province of British Columbia (the Exchange"). The main purpose of the Exchange is to pool the risks of liability so as to lessen the impact upon any subscriber. Under the Reciprocal Insurance Exchange Agreement, the District is assessed a premium and a specific deductible for claims is based on population. The obligation of the District with respect to the Exchange and/or contract and obligation entered into by the Exchange on behalf of its subscribers in connection with the Exchange are in every case several, not joint and several. The District irrevocably and unconditionally undertakes and agrees to indemnify and save harmless the other subscribers against liability losses and costs which the other subscriber may suffer.

b) Legal Actions

Each year the District is involved in certain legal actions. Financial implications of potential claims against the District, resulting from such litigation and not covered by insurance, are accrued to the extent that amounts can be reasonably estimated. Otherwise, such claims are recognized in the year in which a definitive obligation is determined.

c) Mount Waddington Regional District

The District is responsible, as a member of the Mount Waddington Regional District, for its portion of any operating deficits or long-term debt related function in which it participates.

17. Deposit and Reserve - Municipal Finance Authority

The District issues certain of its debt instruments through the Municipal Finance Authority of British Columbia (the Authority). As a condition of these borrowings and as required by legislation, a debt reserve fund is to be established in the amount of one-half the average annual installment of principal and interest as set out in the agreement(s) entered into. The reserve is funded in part by cash, being the withholding of 1% of the total issue proceeds, and the remainder being funded by a demand note whereby the District may be required to loan certain amounts to the Municipal Finance Authority. These demand notes are contingent in nature and are not reflected in the accounts of the District.

Details of the cash deposits on hand are:

	2013	2012
Sewer Fund		
Cash Deposits	\$ 23,732	\$ 22,277

District of Port Hardy

Notes to the Consolidated Financial Statements
For the Year Ended December 31, 2013

18. Segmented Information

For management reporting purposes the District's operations and activities are organized and reported by Fund. Funds were created for the purpose of recording specific activities to attain certain objectives in accordance with special regulation, restriction or limitations. District services are provided by departments and their activities are reported in the funds. Certain departments that have been separately disclosed in the segmented information on Schedule 1, along with the services they provide, are as follows:

Protection

Protection is comprised of the Volunteer Fire Department, the Emergency Preparedness coordinator, building inspection and bylaw enforcement.

Community Development

The Community development department provides economic development services. These services consist of downtown revitalization, grant proposals and new business and development.

Recreation & Culture

The Recreation and Culture department provides recreation and leisure services such as fitness and aquatic programs, the library and the museum.

Waste Management

This service is for the collection and disposal of solid waste and recycling program.

Public Works

The Public Works department delivers the municipal services related to maintenance of the roads, sidewalks, parks, open space, street lighting and storm drains.

General Government

Provide services related to corporate and legislative administration, governance, financial management, human resources and information technology.

Water

The water department is responsible for the water treatment plant and distribution system.

Sewer

The waste water department is responsible for the treatment and collection system for waste water.

For each reported segment, revenues and expenses represent amounts that are directly attributable to the segment and amounts that are allocated on a reasonable basis. The General Revenue Fund reports on municipal services that are funded by taxation. The taxes are apportioned to the fund services based on the net surplus.

District of Port Hardy

Notes to the Consolidated Financial Statements
For the Year Ended December 31, 2013

19. Investment in Government Business Enterprises

The investment in the North Island Community Forest Limited Partnership (NICFLP) is reported as a government business partnership and North Island Community Forest Ltd. (NICF LTD) as a government business enterprise. These businesses are accounted for using the modified equity method. Under this method, the government businesses' accounting principles are not adjusted to conform with those of the District and inter-corporate transactions are not eliminated.

As a government business partnership, the NICFLP is required to report under International Financial Reporting Standards (IFRS). In the prior and current year, the NICFLP financial statements have not been audited or reviewed, therefore they were not prepared in accordance with IFRS. Any difference between the accounting standards used and IFRS would likely be insignificant.

	2013 Unaudited	2012 Unaudited
Summary of investment in Government Businesses		
NICFLP	\$ 234,245	\$ 45,295
NICF LTD.	3,327	407
	<u>237,572</u>	<u>45,702</u>
Summary of results of operations		
NICFLP	288,951	61,618
NICF LTD.	2,919	622
	<u>\$ 291,870</u>	<u>\$ 62,240</u>

The condensed supplementary financial information of the NICFLP is as follows:

	2013 Unaudited	2012 Unaudited
Financial Position		
Current and other assets	\$ 723,492	\$ 276,673
Current and other liabilities	10,729	139,520
Partners' capital	<u>712,763</u>	<u>137,153</u>
Net assets	<u>723,492</u>	<u>276,673</u>
Results of operations		
Revenues	919,848	203,525
Expenses	<u>44,239</u>	<u>16,804</u>
Net surplus/(loss)	<u>\$ 875,609</u>	<u>\$ 186,721</u>

In 2011 the District loaned the North Island Community Forest Limited Partnership (NICFLP) \$38,333. The loan is unsecured, non-interest bearing and due on or before December 31, 2015. Loan balance 2013 is NIL. (2012

District of Port Hardy

Notes to the Consolidated Financial Statements
For the Year Ended December 31, 2013

19. Investment in Government Business Enterprises Continued

\$38,333). During the year the District received a dividend from the NICFLP of \$100,000.

20. Comparative Figures

Certain comparative figures have been reclassified to conform with the current year's presentation.

21. Capital Borrowing

Short term financing is secured through the Municipal Finance Authority for capital initiatives approved under loan authorizations. Interest is calculated daily on a variable rate basis at prime less 1.28%. In 2013 the rate was 1.72%. Short term borrowing is replaced by long term debt periodically when balances and interest rates are considered inappropriate.

District of Port Hardy

Consolidated Schedule of Segmented Disclosure

For the Year Ended December 31, 2013

Schedule 1
(Note 18)

	General government services			Transportation services			Protective services			Environmental health services			Recreation & Culture		
	2013	2012	2013	2012	2013	2012	2013	2012	2013	2012	2013	2012	2013	2012	
Revenues															
Taxes	\$ 2,295,127	\$ 2,217,105	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Payments in lieu of taxes	163,888	156,649	-	-	-	-	-	-	-	-	-	-	-	-	
Sale of service	-	-	323,210	290,565	37,008	35,083	273,008	273,273	209,436	212,509					
Income from investment in Government business enterprises	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Government transfers from other governments	340,017	727,501	312,321	644,835	123,921	57,665	-	-	-	-	-	-	-	-	
Development contributions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Aerial recognized	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Grant revenue	152,912	285,186	30,309	35,776	66,939	32,238	3,201	3,164	34,553	33,876					
	2,951,944	3,386,441	665,840	971,276	227,868	124,986	276,209	276,437	243,989	246,385					
Expenses															
Salaries and benefits	727,551	848,238	440,398	404,629	123,260	111,084	20,596	12,886	605,688	613,528					
Goods and services	122,095	166,487	310,285	327,905	169,483	157,824	29,791	27,012	337,585	334,890					
Contracted services	34,735	49,635	260,063	256,927	78,284	79,103	223,603	223,115	80,899	98,460					
Interest	6,361	10,811	-	-	-	-	-	-	-	-					
Amortization	35,953	39,111	635,722	600,134	86,252	87,326	-	-	250,180	215,900					
	926,695	1,114,282	1,646,468	1,589,595	457,279	435,337	273,990	263,013	1,274,352	1,262,778					
Net Surplus (Deficit)	\$ 2,025,249	\$ 2,272,159	\$ (980,628)	\$ (618,319)	\$ (229,411)	\$ (310,351)	\$ 2,219	\$ 13,424	\$ (1,030,363)	\$ (1,016,393)					

The accompanying notes are an integral part of these financial statements.

District of Port Hardy

Consolidated Schedule of Segmented Disclosure

For the Year Ended December 31, 2013

Schedule 1

	Community development		Water		Sewer		Consolidated		Consolidated		Budget	
	2013	2012	2013	2012	2013	2012	Actual	2013	Actual	2012	Unaudited	2012
Revenues												
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,296,127	\$ 2,296,415	\$ 2,217,105	\$ 2,218,089		
Payments in lieu of taxes	-	-	-	-	-	-	163,888	160,930	156,649	197,711		
Sale of service	-	-	1,329,463	1,341,582	1,174,163	1,084,737	3,346,288	3,211,231	3,237,749	3,165,173		
Income from investment in Government business enterprises	291,870	62,240	-	-	-	-	291,870	-	62,240	-		
Government transfers from other governments	446,834	188,316	-	60,000	16,344	26,363	1,239,437	1,474,520	1,704,800	1,610,266		
Development contributions	-	-	-	-	-	645,225	-	-	645,225	645,225		
Actuarial recognized	-	-	-	-	36,090	28,295	36,090	-	28,295	-		
Other revenue	31,401	31,048	18,850	12,772	13,728	13,125	351,893	306,307	447,165	265,323		
	770,105	281,604	1,348,313	1,414,354	1,240,325	1,797,765	7,724,593	7,449,403	8,499,248	8,101,787		
Expenses												
Salaries and benefits	56,906	56,090	114,761	7,999	60,191	2,303	2,149,351	2,150,000	2,056,757	1,783,484		
Goods and services	28,459	45,422	215,504	98,526	187,925	117,722	1,401,127	1,350,000	1,275,798	1,257,817		
Contracted services	85,663	114,120	863,904	858,265	610,209	772,645	2,237,360	2,212,668	2,452,270	2,451,199		
Interest	-	-	13,179	16,945	132,490	124,695	152,030	138,170	152,451	123,519		
Amortization	-	-	351,841	350,734	422,929	394,151	1,782,877	1,520,000	1,687,356	1,687,356		
	171,028	215,632	1,559,189	1,332,469	1,413,744	1,411,516	7,722,745	7,370,838	7,624,622	7,303,375		
Net Surplus (Deficit)	\$ 599,077	\$ 65,972	\$ (210,876)	\$ 81,885	\$ (173,419)	\$ 386,249	\$ 1,848	\$ 78,565	\$ 874,626	\$ 798,412		

The accompanying notes are an integral part of these financial statements.

District of Port Hardy
Consolidated Statement of Tangible Capital Assets
For the Year Ended December 31, 2013

Schedule 2

	Accumulated Amortization											
	Costs					Accumulated Amortization						
	Operating Balance	Additions	Construction in progress	Disposals	Closing Balance	Opening Balance	Amortization	Add	Less	Closing Balance		
Land and Land Improvements	\$ 5,757,239	\$ 890,947	\$ -	\$ -	\$ 6,648,186	\$ 1,478,681	\$ 170,400	\$ -	\$ -	\$ 1,649,081	\$ 4,999,105	\$ 4,278,558
Buildings	9,612,904	161,988	-	-	9,774,892	5,692,850	234,299	-	-	5,927,149	3,847,743	3,920,054
Furniture and Equipment	397,093	-	-	-	397,093	394,222	-	-	-	394,222	2,971	2,871
Vehicles and Machinery	3,745,150	81,823	-	-	3,826,973	2,166,466	175,819	-	-	2,342,285	1,484,688	1,578,684
Computer Hardware and Software	159,982	-	-	-	159,982	137,722	4,947	-	-	142,669	17,313	22,260
Engineering Structures												
Roads	24,180,671	271,835	-	-	24,452,506	10,766,419	422,643	-	-	11,209,062	13,243,444	13,394,252
Water	13,048,951	52,272	-	(13,365)	13,087,858	6,030,508	351,840	-	-	6,382,348	6,705,510	7,018,443
Other	16,141,480	48,878	-	-	16,190,358	5,058,324	422,928	-	-	5,481,252	10,708,106	11,083,156
Total	\$ 73,043,470	\$ 1,507,743	\$ -	\$ (13,365)	\$ 74,537,848	\$ 31,745,192	\$ 1,782,876	\$ -	\$ -	\$ 39,528,068	\$ 41,009,780	\$ 41,298,278

The accompanying notes are an integral part of these financial statements.

District of Port Hardy
Consolidated Statement of Accumulated Surplus
For the Year Ended December 31, 2013

Schedule 3

	2013	2012
Surplus		
Invested in tangible capital assets	\$ 39,137,109	\$ 39,102,820
Operating funds	2,677,108	2,637,428
	<u>41,814,217</u>	<u>41,740,248</u>
Reserves		
Buildings	135,984	134,509
Computers	20,523	20,301
Equipment replacement	204,802	202,580
General capital works	187,964	210,789
Park development	38,102	37,689
Recreation facilities	76,246	137,080
Sidewalks and roads	177,690	175,762
Tax sale	16,825	16,642
	<u>858,136</u>	<u>935,352</u>
Water Reserve Fund		
Water capital works	159,051	157,326
Sewer Reserve Fund		
Sewer capital works	310,775	307,405
	<u>1,327,962</u>	<u>1,400,083</u>
Accumulated Surplus, end of year	<u><u>\$ 43,142,179</u></u>	<u><u>\$ 43,140,331</u></u>

The accompanying notes are an integral part of these financial statements.



**DISTRICT OF PORT HARDY
FINANCE COMMITTEE MEETING
4:30 pm MAY 1, 2014**

CALL TO ORDER: Mayor Parnham

Time: 5:00 pm

PRESENT: Mayor Bev Parnham,
Councillors Debbie Huddleston, John Tidbury, Nikki Shaw, Rick Marcotte
Allison McCarrick, Director of Financial Services

REGRETS: Councillors Janet Dorward, Jessie Hemphill

1. Tax rate comparisons 2013-2014

Comparisons of 2013 to 2014 tax rates were reviewed and discussed. In summary the municipal and debt levy for residential increased 1.75% while business increased 0.94%. The addition of rates for collections for other authorities decreased the overall tax rates in both categories. Residential rates decreased 0.44% and business decreased 1.63%

2. A decrease in the expense of water and wastewater operational services for the first quarter of 2014 in comparison to 2013 was discussed.
3. The Committee engaged in a high level general discussion regarding funding projects from reserves versus debt . This topic will be discussed in detail at a future finance meeting.
4. Fairtax Recovery Consultants performed a HST/GST recovery review for the District. The review discovered \$7,500 of potential rebates unclaimed. This claim has been submitted and the District is awaiting the response from the Government. If realized the District will retain \$4,875; the remainder will be paid to Fairtax for their work on this project.
5. Changes to the 2014 User Rates and Fees Bylaw 1016-2013 were discussed.

The wording with respect to “application for service” was reviewed and it was determined the language currently was too vague and unclear. The wording will be changed to provide more clarity and be more definite on its meaning and intent.

A new fee for “Land Title and Survey Authority record search” will be added. This \$20.00 fee is being introduced due to recent changes that have created a fee charged to the District when researching land titles. This is a recovery fee.

Credit card transaction fee recovery, administrative charge on inventory, and an arena “warm room” rental charge were rejected.

The pool birthday package of cake and balloons has been cancelled although the deck time will remain in effect, allowing patrons to bring their own birthday supplies.

The Committee noted that perhaps the recreation staff could engage the concession contractors to offer a birthday package.

The Finance Committee recommends to Council the following:

User rates 2014

1. That the 2014 user rates bylaw 1016-2013 be amended with the following changes:

“Application for service” wording change

Addition of a “Land Title and Survey Authority record search” fee; \$20.00

Removal of the “Birthday party packages (45 minutes on deck + cake and balloons)” – basic deck time rental remains.

Moved

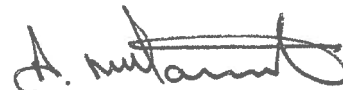
That we adjourn:

Time: 6:05pm

Cheque #	Pay Date	Vendor #	Vendor Name	Paid Amount	Void
003782	02/04/2014	00044	ACKLANDS - GRAINGER INC.	724.47	
003783	02/04/2014	01184	AON REED STENHOUSE INC.	6,984.00	
003784	02/04/2014	01988	BRITISH COLUMBIA LIFE AN	1,871.82	
003785	02/04/2014	02468	Canwest Propane	3,040.60	
003786	02/04/2014	00281	CHEVRON CANADA LTD.	6,778.28	
003787	02/04/2014	00218	DB PERKS AND ASSOCIATES	1,888.54	
003788	02/04/2014	01901	DENNISON, MELINDA	800.85	
003789	02/04/2014	02901	Design Nine	3,610.60	Yes
003790	02/04/2014	01982	DIGITAL POSTAGE ON CALL	1,050.00	
003791	02/04/2014	02488	Dorward, Janet	561.25	
003792	02/04/2014	01865	EMCON SERVICES INC.	12,061.86	
003793	02/04/2014	00099	FOX'S DISPOSAL SERVICES	530.14	
003794	02/04/2014	02417	Frontline Fire Departmen	1,671.08	
003795	02/04/2014	02557	Frontline Glass Solution	234.15	
003796	02/04/2014	02499	Hemphill Jessie	394.45	
003797	02/04/2014	00063	HOME HARDWARE BUILDING C	157.37	
003798	02/04/2014	02746	Huddleston, Deborah	241.15	
003799	02/04/2014	00273	JM'S MOBILE WELDING INC	2,544.86	
003800	02/04/2014	00065	K & K ELECTRIC LTD.	1,525.94	
003801	02/04/2014	00014	MINISTER OF FINANCE	3,250.25	
003802	02/04/2014	01645	NORTH ISLAND COMMUNICATI	224.31	
003803	02/04/2014	01559	NORTH ISLAND LABORATORIE	295.05	
003804	02/04/2014	01021	NORTHERN ROPES & INDUSTR	190.51	
003805	02/04/2014	00526	OPERATING ENGINEERS' BEN	85.49	
003806	02/04/2014	00217	ORKIN CANADA CORPORATION	72.45	
003807	02/04/2014	00013	PACIFIC BLUE CROSS	7,452.80	
003808	02/04/2014	02071	PACIFICUS BIOLOGICAL SER	3,579.56	
003809	02/04/2014	00175	PARNHAM, BEV	438.01	
003810	02/04/2014	01807	PORT HARDY TWINNING SOCI	5,130.00	
003811	02/04/2014	00769	Praxair Distribution	840.00	
003812	02/04/2014	00080	PUROLATOR INC.	293.64	
003813	02/04/2014	02152	QUINSAM RADIO COMMUNICAT	1,092.00	
003814	02/04/2014	00187	REGIONAL DISTRICT OF MT	6,179.21	
003815	02/04/2014	00272	ROLLINS MACHINERY LIMITE	941.08	
003816	02/04/2014	00088	Swiftsure Petroleum Dist	88.25	
003817	02/04/2014	00160	TÆLUS	2,994.35	
003818	02/04/2014	02306	Terry E. Duncan	2,789.38	
003819	02/04/2014	02235	Top Island Traffic Servi	2,231.25	
003820	02/04/2014	01026	VIMAR EQUIPMENT LTD.	939.51	
003821	02/04/2014	02850	VWR International Co.	2,158.33	
003822	10/04/2014	02904	ACS - Armbrust Computer	422.50	
003823	10/04/2014	02514	Alsco	262.24	
003824	10/04/2014	00829	ANA'S HARDY CLEAN	2,294.69	
003825	10/04/2014	02903	Antross Equipment Ltd.	4,487.28	
003826	10/04/2014	01836	ARIES SECURITY LTD.	3,386.25	
003827	10/04/2014	00047	B.C. HYDRO	40,113.67	
003828	10/04/2014	02901	Design Nine	3,610.60	
003829	10/04/2014	01476	DOR-TEC SECURITY LTD.	115.25	
003830	10/04/2014	00099	FOX'S DISPOSAL SERVICES	6,061.19	
003831	10/04/2014	01860	GREYHOUND COURIER EXPRES	62.41	
003832	10/04/2014	00595	GRIER, W. PAUL	222.42	
003833	10/04/2014	02860	Grove-Crossman Equipment	198.10	
003834	10/04/2014	00052	HARDY BUILDERS' SUPPLY	187.67	
003835	10/04/2014	00063	HOME HARDWARE BUILDING C	221.73	
003836	10/04/2014	00065	K & K ELECTRIC LTD.	1,107.24	
003837	10/04/2014	00253	Keta Cable	123.12	
003838	10/04/2014	02600	Kushner, Trevor	157.92	
003839	10/04/2014	02642	Long, Jeff	239.60	
003840	10/04/2014	00069	MACANDALE'S	92.44	
003841	10/04/2014	02007	MARSHALL WELDING AND FAB	555.80	
003842	10/04/2014	00447	MNP	8,820.00	
003843	10/04/2014	00033	NAPA AUTO PARTS/PORT HAR	1,008.67	
003844	10/04/2014	01645	NORTH ISLAND COMMUNICATI	241.50	
003845	10/04/2014	00148	NORTH ISLAND LOCKS	970.19	
003846	10/04/2014	00027	NORTH ISLAND VETERINARY	372.88	
003847	10/04/2014	00122	Northcall Communications	113.91	
003848	10/04/2014	00075	O.K. TIRE STORE (PORT HA	695.72	
003849	10/04/2014	02071	PACIFICUS BIOLOGICAL SER	10,705.72	
003850	10/04/2014	00269	PETTY CASH (OFFICE)	63.70	
003851	10/04/2014	00363	PORT HARDY BULLDOZING LT	2,056.32	
003852	10/04/2014	00080	PUROLATOR INC.	141.34	

Cheque #	Pay Date	Vendor #	Vendor Name	Paid Amount	Void
003853	10/04/2014	00107	RECEIVER GENERAL FOR CAN	27,807.55	
003854	10/04/2014	02349	Silver King Ventures Ltd	924.00	
003855	10/04/2014	02522	Strathcon Industries	90.40	
003856	10/04/2014	02272	WAJAX EQUIPMENT	272.73	
003857	10/04/2014	01289	WHOLESALE FIRE & RESCUE	412.12	
003858	10/04/2014	00164	Xerox Canada Ltd.	498.38	
003859	16/04/2014	00046	ANDREW SHERET LTD.	1,005.50	
003860	16/04/2014	00073	BLACK PRESS GROUP LTD.	1,242.88	
003861	16/04/2014	00580	BRITISH COLUMBIA SAFETY	966.00	
003862	16/04/2014	01805	BUSY B'S DISTRIBUTING	431.37	
003863	16/04/2014	00281	CHEVRON CANADA LTD.	2,149.22	
003864	16/04/2014	01433	COMOX PACIFIC EXPRESS LT	274.42	
003865	16/04/2014	00218	DB PERKS AND ASSOCIATES	583.70	
003866	16/04/2014	02905	Direct Equipment West Lt	14,397.60	
003867	16/04/2014	00020	E.J. KLASSEN MOTORCADE L	105.00	
003868	16/04/2014	02557	Frontline Glass Solution	146.03	
003869	16/04/2014	02843	Lumca Inc.	15,435.00	
003870	16/04/2014	01777	MCCARRICK,ALLISON	35.00	
003871	16/04/2014	01777	MCCARRICK,ALLISON	641.29	
003872	16/04/2014	02662	McCulley, Michael	325.16	
003873	16/04/2014	00304	MONK OFFICE	625.82	
003874	16/04/2014	00033	NAPA AUTO PARTS/PORT HAR	137.95	
003875	16/04/2014	01014	NICKERSON, SCHELL	35.00	
003876	16/04/2014	01559	NORTH ISLAND LABORATORIE	552.30	
003877	16/04/2014	00075	O.K. TIRE STORE (PORT HA	1,690.87	
003878	16/04/2014	02749	Orach Enterprises Ltd.	319.73	
003879	16/04/2014	00187	REGIONAL DISTRICT OF MT	5,223.24	
003880	16/04/2014	02170	SPIKETOP CEDAR LTD.	1,416.24	
003881	16/04/2014	02235	Top Island Traffic Servi	1,642.60	
003882	16/04/2014	01026	VIMAR EQUIPMENT LTD.	682.09	
003883	16/04/2014	02850	VWR International Co.	2,053.90	
003884	23/04/2014	00428	LAND TITLE AND SURVEY AU	11.10	
003885	23/04/2014	01393	DEKAN ENTERPRISES LTD.	25,846.58	
003886	24/04/2014	00735	A.C.E. COURIER SERVICES	174.24	
003887	24/04/2014	00044	ACKLANDS - GRAINGER INC.	721.48	
003888	24/04/2014	02904	ACS - Armbrust Computer	97.50	
003889	24/04/2014	00046	ANDREW SHERET LTD.	3,217.75	
003890	24/04/2014	00281	CHEVRON CANADA LTD.	3,534.13	
003891	24/04/2014	02822	Corix Water Products LP	1,142.40	
003892	24/04/2014	00054	DAVE LANDON MOTORS LTD.	1,526.23	
003893	24/04/2014	00099	FOX'S DISPOSAL SERVICES	11,483.72	
003894	24/04/2014	00063	HOME HARDWARE BUILDING C	105.61	
003895	24/04/2014	00065	K & K ELECTRIC LTD.	300.72	
003896	24/04/2014	02600	Kushner, Trevor	897.30	
003897	24/04/2014	02911	Menzies Transport Ltd.	1,680.00	
003898	24/04/2014	02909	MTS Maintenance Tracking	3,398.72	
003899	24/04/2014	01645	NORTH ISLAND COMMUNICATI	57.33	
003900	24/04/2014	02749	Orach Enterprises Ltd.	2,877.53	
003901	24/04/2014	00080	PUROLATOR INC.	57.17	
003902	24/04/2014	01886	Q.N.P.C. Ltd.	12,960.67	
003903	24/04/2014	00088	Swiftsure Petroleum Dist	23.60	
003904	24/04/2014	00485	TRAN SIGN (1999) LTD.	7,946.15	
003905	24/04/2014	01773	UNIVAR CANADA LTD.	3,541.53	
003906	24/04/2014	02837	Waterhouse Environmental	5,998.72	
003907	24/04/2014	00552	Western Equipment Ltd	1,469.86	
Total:				344,631.44	

*** End of Report ***



DISTRICT OF PORT HARDY
BYLAW NO. 1026-2014

A Bylaw to Amend District of Port Hardy 2014 User Rates and Fees Bylaw No. 1016-2013

WHEREAS the Council of the District of Port Hardy deems it expedient to amend Bylaw No. 1016-2013;

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

PART 1 CITATION

1.1 This bylaw may be cited for all purposes as the "District of Port Hardy 2014 User Rates and Fees Bylaw Amendment Bylaw No. 1026-2014".

PART 2 AMENDMENTS

2.1 District of Port Hardy 2014 User Rates and Fees Bylaw No. 1016-2013 is hereby amended as follows:

- (a) Schedule A - Water Rates is hereby deleted and replaced with a new Schedule A - Water Rates, which is attached hereto as Schedule A;
- (b) Schedule B - Sewer Rates is hereby deleted and replaced with a new Schedule B - Sewer Rates, which is attached hereto as Schedule B;
- (c) Schedule C - Storm Sewer Rates is hereby deleted and replaced with a new Schedule C - Storm Sewer Rates, which is attached hereto as Schedule C;
- (d) Schedule E - Statutory Rates is hereby deleted and replaced with a new Schedule E - Statutory Rates, which is attached hereto as Schedule D; and,
- (e) Schedule I - Recreation Rates is hereby deleted and replaced with a new Schedule I - Recreation Rates, which is attached hereto as Schedule E.

PART 3 SEVERABILITY

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

Read a first time the ____ day of _____ 2014.

Read a first time the ____ day of _____ 2014.

Read a first time the ____ day of _____ 2014.

Adopted on the ____ day of _____ 2014.

Director of Corporate &
Development Services

Mayor

**SCHEDULE A
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.	Estimate fees 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. The estimate, provided by the District of Port Hardy, of the work to be completed must be paid prior to the start of the job. Any excess charges incurred will be billed or surplus fees paid will be refunded upon completion of the job and account reconciliation.	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 The rates reflected in this schedule are based on a flat rate billing system.		Rate per Quarter
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 \$77.58 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 ³	\$ 0.86/m ³
	b) From 3,001 to 6,000 m ³	\$ 1.10/m ³
	c) More than 6,000 m ³	\$ 0.71/m ³
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 ³ of 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 ³
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. Backflow Preventers

a)	Hose connection vacuum breaker	\$ 25.00
b)	Double check valve assembly (3/4 inch)	\$ 150.00
c)	Reduced pressure type assembly (3/4 inch)	\$ 200.00
d)	All other sizes at cost	at cost

5. 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
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>		
<p>where installation of sewer connection exists, for standard 100 mm (4") connection an inspection/connection fee of:</p>		\$ 75.00
<p>Application for any sewer service will be subject to:</p>		
<p>i. Initial application analysis fee (may be combined with water, storm sewer application analysis fee).</p>		\$475.00
<p>ii. Estimate fees 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. The estimate, provided by the District of Port Hardy, of the work to be completed must be paid prior to the start of the job. Any excess charges incurred will be billed or surplus fees paid will be refunded upon completion of the job and account reconciliation.</p>		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 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 qu art er
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.	-----

SCHEDULE C

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).	\$ 475.00
ii. Estimate fees 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. The estimate, provided by the District of Port Hardy, of the work to be completed must be paid prior to the start of the job. Any excess charges incurred will be billed or surplus fees paid will be refunded upon completion of the job and account reconciliation.	At cost

**SCHEDULE D
SCHEDULE E- STATUTORY RATES**

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%
18.	Land Title and Survey Authority record search	\$ 20.00

SCHEDULE E

SCHEDULE I - RECREATION RATES

Rates do not include applicable taxes

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

General Recreation	Refundable Deposit	Rates Effective Jan. 1, 2014	Rates Effective Aug. 1, 2014
Rentals, per event			
Tables, each	\$20.00	\$ 5.00	\$ 5.00
Chairs, each	\$20.00	\$ 0.55	\$ 0.57
Pavilion, Beaver Harbour Park	\$20.00	\$ 10.48	\$ 10.48
Twoonie Skate		\$ 1.90	\$ 1.90
Special Event		\$ 4.76	\$ 4.76
Arena Rentals (Ice-in) - Arena rental per hour			
Youth groups (must consist of at least 80% youth)		\$ 61.48	\$ 62.57
Adult groups		\$ 100.90	\$ 102.67
Non Prime Time (Ice in) Arena Rental per hour Rental starting after 10 p.m. and ending before 6 am		\$ 75.14	\$ 76.48
Arena Admission - Single Admission			
Child 0-12 months		Free	Free
Child 13 months-12 years		\$ 2.86	\$ 2.90
Senior 55 + years		\$ 2.86	\$ 2.90
Youth 13 -18 years		\$ 3.43	\$ 3.48
Adult 19 - 54 years.		\$ 4.48	\$ 4.57
Family-Immediate family to maximum of 2 parents and 4 children under the age of 18		\$ 9.76	\$ 9.95
Punch Cards (11 admission passes)			
Child 13 months -12 years		\$ 28.86	\$ 29.38
Senior 55 + years		\$ 28.86	\$ 29.38
Youth 13-18 years		\$ 34.05	\$ 34.67
Adult 19 -54 years		\$ 44.29	\$ 45.10
Family-Immediate family to maximum of 2 parents and 4 children under the age of 18		\$ 97.43	\$ 99.15
Miscellaneous Skate Fees			
Skate Rental		\$ 1.90	\$ 1.90
Skate aid		\$ 0.95	\$ 0.95
Skate sharpening		\$ 4.76	\$ 4.76

SCHEDULE I - RECREATION RATES

(continued)

Rates do not include applicable taxes

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

Arena Dry Floor Rentals (Ice-out) - Arena rental per hour		Rates Effective Jan. 1, 2014	Rates Effective Aug. 1, 2014
Youth groups (must consist of at least 80% youth)- Arena surface only		\$ 39.95	\$ 40.67
Adult groups - Arena surface only		\$ 52.57	\$ 53.48
Commercial facility rental			
8:00 a.m. to 5:00 p.m.		\$ 708.19	\$ 720.57
8:00 a.m. to 12:00 midnight		\$ 965.29	\$ 982.19
5:00 p.m. to 2:00 a.m.		\$ 708.19	\$ 720.57
Each additional hour		\$ 80.38	\$ 81.81
Non-profit group facility rental			
8:00 a.m. to 5:00 p.m.		\$ 568.33	\$ 578.29
8:00 a.m. to 12:00 midnight		\$ 852.76	\$ 867.71
5:00 p.m. to 2:00 a.m.		\$ 568.33	\$ 578.29
Each additional hour		\$ 64.62	\$ 65.76

SCHEDULE E
SCHEDULE I - RECREATION RATES
(continued)

Rates do not include applicable taxes
Unspecified recreation programs run on a cost recovery basis plus 10%.

* GST Exempt

	Rates Effective Jan.1, 2014	Rates Effective Aug. 1, 2014
Pool Rentals - per hour		
0-49 people	\$ 71.43	\$ 75.00
50 + people	\$ 119.05	\$ 125.00
Birthdays party packages (45 minutes on deck + cake and balloons)	\$ 65.00	\$ 68.00
Deck Time (45 minutes)	\$ 31.95	\$ 32.52
Single lane	\$ 17.52	\$ 17.86
Special Needs Pool rental	\$ 34.00	\$ 34.62
One-half pool, shared rental per hour	\$ 37.10	\$ 37.76
Pool Admission - Single Admission		
Infant 0 - 12 months	Free	Free
Child 13 months -12 years	\$ 2.86	\$ 2.90
Senior 55 + years	\$ 2.86	\$ 2.90
Youth 13 -18 years	\$ 3.43	\$ 3.48
Adult 19 - 54 years	\$ 4.48	\$ 4.57
Family- Immediate family to maximum of 2 parents and 4 children under the age of 18	\$ 9.76	\$ 9.95
Twoonie Swim	\$ 1.90	\$ 1.90
Special Event	\$ 4.76	\$ 4.76
Punch Cards (11 admission passes)		
Child 13 months - 12 years	\$ 28.86	\$ 29.38
Senior 55 + years	\$ 28.86	\$ 29.38
Youth 13-18 years	\$ 34.05	\$ 34.67
Adult 19-54 years	\$ 44.29	\$ 45.10
Family-Immediate family to maximum of 2 parents and 4 children under the age of 18	\$ 97.43	\$ 99.14
Monthly Pool Pass Good for 30 Days		
Child/Senior	\$ 43.05	\$ 43.81
Youth	\$ 51.57	\$ 52.48
Adult	\$ 67.05	\$ 68.24
Family (Immediate family to maximum of 2 parents and 4 children under the age of 18)	\$ 157.71	\$ 160.48
Pool Lessons & Programs		
Red Cross Swimming Lessons		
* Parent & Tot levels 1-3 (includes one parent and one child)	\$ 49.70	\$ 50.60
* Preschool Levels 4-8	\$ 45.25	\$ 46.05
* Swim Kids Levels 1- 5 (10 ½ hr lessons)	\$ 34.20	\$ 34.80
* Swim Kids Levels 6-9 (10 / 45 minute lessons)	\$ 56.30	\$ 57.30
* Swim Kids Level 10 (medallion & certificate)	\$ 61.80	\$ 62.90
Aqua Adults Levels 1-3 (10 ½ hr lessons)	\$ 46.29	\$ 47.10
Badges & Stickers – each	\$ 2.10	\$ 2.14
* Special Needs (not School District) 10 - ½ hour lessons (one on one instruction)	\$ 56.30	\$ 57.30
* Special Needs Group Lesson (10 - ½ hour lessons)	\$ 34.25	\$ 34.85

SCHEDULE I - RECREATION RATES

(continued)

Rates do not include applicable taxes

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

	Rates Effective Jan.1, 2014	Rates Effective Aug. 1, 2014
Private Lessons -per half-hour		
* Children and youth – Individual	\$ 11.55	\$ 11.75
* Additional person	\$ 7.20	\$ 7.35
Adult – Individual	\$ 13.19	\$ 13.43
Additional person, each	\$ 10.05	\$ 10.24
School District classes - per hour		
* Up to 3 instructors	\$ 90.25	\$ 91.85
* Additional instructors, each	\$ 23.75	\$ 24.20
Swim Team – Monthly per person	\$ 29.86	\$ 30.38
*Tumble, Play, and Swim (Adult and Child)	\$ 70.00	\$ 71.25
*Tumble, Play, and Swim (Additional Child)	\$ 30.00	\$ 30.55
*Tumble, Play, and Swim drop in (Adult and Child)	\$ 7.70	\$ 7.85
*Tumble, Play, and Swim drop in (Additional Child)	\$ 3.00	\$ 3.05
Advanced Aquatic Courses		
Junior Lifeguard Club	\$ 91.29	\$ 92.90
Scuba Rangers	\$ 123.71	\$ 125.90
Bronze Cross	\$ 187.67	\$ 190.95
Bronze Cross Recertification.	\$ 80.48	\$ 81.91
Bronze Medallion/Senior Resuscitation	\$ 171.90	\$ 174.90
Bronze Medallion/Senior Resuscitation Recertification	\$ 53.62	\$ 54.57
National Lifeguard Standards Award	\$ 387.48	\$ 394.29
National Lifeguard Standards Award Recertification	\$ 107.24	\$ 109.14
Life Saving Camp (Bronze Medallion/Bronze Cross/Sr. Resuscitation)	\$ 273.38	\$ 278.19
Royal Lifesaving Instructor Award	\$ 294.43	\$ 299.57
Assistant Water Safety Instructor	\$ 267.57	\$ 272.29
Water Safety Instructor Recertification	\$ 89.43	\$ 91.00
Water Safety Instructor Award	\$ 321.76	\$ 327.38
B.O.A.T Certification - Manual	\$ 13.00	\$ 13.24
B.O.A.T. Certification - Exam	\$ 37.14	\$ 37.81
First Aid Programs		
CPR	\$ 60.24	\$ 61.29
CPR Recertification	\$ 49.43	\$ 50.29
Child Safe	\$ 65.71	\$ 66.86
Child Safe Recertification	\$ 54.62	\$ 55.57
Standard First Aid	\$ 134.10	\$ 136.48
Standard First Aid Recertification	\$ 54.62	\$ 55.57
Emergency First Aid	\$ 73.14	\$ 74.43
*Babysitter's Course – 8 hours 11-15 year old	\$ 57.30	\$ 58.30

GST Exempt