



**DISTRICT OF PORT HARDY**

**AGENDA**

**REGULAR MEETING OF COUNCIL**

**7:00 PM**

**TUESDAY, AUGUST 12, 2014**

**MUNICIPAL HALL COUNCIL CHAMBERS**

**7360 COLUMBIA STREET**

Deputy Mayor: Debbie Huddleston

Councillors: Janet Dorward, Jessie Hemphill, Rick Marcotte,  
Nikki Shaw, John Tidbury

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

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

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<u>Page</u>		Time:
	<b>A. CALL TO ORDER</b>	
	<b>B. APPROVAL OF AGENDA AS PRESENTED (or amended)</b>	
	Motion required	1.        2.
	<b>C. ADOPTION OF MINUTES</b>	
1-2	1. The minutes of the Special Council Meeting held July 8, 2014.	
	Motion required.	1.        2.
3-5	2. The minutes of the Regular Council Meeting held July 8, 2014.	
	Motion required	1.        2.
	<b>D. DELEGATIONS AND REQUESTS TO ADDRESS COUNCIL</b>	
6-10	a. Gord Brownridge (S/Sgt) RCMP re: Quarterly Report for April, May, June 2014.	
	b. Schell Nickerson, Fire Chief, Port Hardy Fire Rescue re: Quarterly Report for April, May, June 2014.	
	<b>E. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS</b>	
11-12	1. Council Action items. For information.	
	<b>F. CORRESPONDENCE</b>	
13	1. Lynda Heavenor, Rainbow Country Daycare Society (July 14/14) re: Request for donation of two hours of dry floor time at Don Cruikshank Memorial Arena for Bike-a-Thon on July 24, 2014. (\$83.90).	
	Motion / direction	1.        2.
14	2. Alyssa Busch (July 22/14) re: Request for donation of pins /souvenirs for Rotary Youth Exchange program to Czech Republic.	
	Motion / direction	1.        2.
15	3. Kim. S. Carter, Ombudsperson, Province of BC (July 24/14) re: Thank you for meeting of June 2, 2014. For information.	
16	4. Rhona Martin, UBCM President (July 25/14) re: Gas Tax Agreement Community Works Fund Payment on July 31, 2014 (\$107,178.82) For information.	
	<b>G. NEW BUSINESS</b>	
	None in agenda package.	
	<b>H. COUNCIL REPORTS</b>	
	1. Verbal reports from Council members.	

**I. COMMITTEE REPORTS**

**17-18** 1. Draft minutes of the Downtown Revitalization Committee meeting held July 2, 2014. For information.

**19-22** 2. Draft minutes of the Operational Services Committee meeting held July 17, 2014. For information. Note: Three recommendations to Council.

a. *THAT the District of Port Hardy names the park located in Carnarvon Strata complex "Carnarvon Park".*

Motion / direction 1. 2.

b. *THAT Council directs Operational Services to install a mid-block pedestrian crossing across Market Street at the intersection of Market Street and Central Street.*

Motion / direction 1. 2.

c. *THAT Council remove the mandated water meter installations for new residential construction and residential redevelopment from the District of Port Hardy Building Bylaw.*

Motion / direction 1. 2.

**J. STAFF REPORTS**

**23-25** 1. Accounts Payable, July 2014. For information.

**26-31** 2. J. Long, Director of Corporate & Development Services (July 28, 2014) re: 2014 Council Remuneration Review – Report of the Council Remuneration Committee

Motion / direction 1. 2.

**32-33** 3. J. Long, Director of Corporate & Development Services (July 30, 2014) re: 2014 General Local Election.

Motion / direction 1. 2.

**34-39** 4. J. Long, Director of Corporate & Development Services (Aug.8/14) re: Election Staff Wages – Council Policy CP5.5

Motion / direction 1. 2.

**40-42** 5. Rick Davidge, Chief Administrative Officer (Aug.6/14) re: Appointments to Municipal Insurance Association of British Columbia

Motion / direction 1. 2.

**43-46** 6. Long, Director of Corporate & Development Services (July 31/14) re: Membership Appointments – Community Consultative Committee:

Motion / direction 1. 2.

**K. CURRENT BYLAWS AND RESOLUTIONS**

47-51

1. District of Port Hardy Bylaw No. 1029-2014, A Bylaw to Amend Municipal Ticket Information System Bylaw No. 01-2010 to Replace Schedules to Accommodate the Garbage and Recycling Bylaw, Zoning Bylaw, and the Harbour Regulations Bylaw. For Adoption.

Motion required 1. 2.

52-53

2. District of Port Hardy Bylaw No. 1030-2014, A Bylaw to Amend Water Regulations Bylaw No. 02-2012. For First, Second and Third Reading.

Motion required 1. 2.

54-55

3. District of Port Hardy Bylaw 1031-2014 A Bylaw to Amend Council Remuneration Bylaw No. 17-2011. For First, Second and Third Reading.

Motion required 1. 2.

**L. PENDING BYLAWS**

No pending bylaws.

**M. INFORMATION AND ANNOUNCEMENTS**

August 26	Committee: Emergency Planning, Noon, Council Chambers
August 28	Committee: Economic Development, 4:30 pm, to be confirmed
September 9	Staff: Occupational Health & Safety, 8:30 am, Council Chambers
	Committee: Sustainability Committee, 4:30 pm, to be confirmed
	Council: Regular Council Meeting, 7:00 pm, Council Chambers
September 22-26	UBCM Convention, Whistler BC
September 25	Staff: Occupational Health & Safety, 8:30 am, Council Chambers
September 30	Committee: Economic Development 4:30 pm, to be confirmed
	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  
SPECIAL COUNCIL MEETING HELD  
JULY 8, 2014**

CALL TO ORDER: Deputy Mayor Huddleston Time: 6:30pm  
PRESENT: Deputy Mayor Huddleston  
Councillors: Janet Dorward, Jessie Hemphill, Rick Marcotte, John Tidbury  
ALSO PRESENT: Rick Davidge, Chief Administrative Officer  
Jeff Long, Director of Corporate & Development Services  
REGRETS: Councilor Nikki Shaw  
MEDIA: None MEMBERS OF THE PUBLIC: None

APPROVAL OF AGENDA

2014-127  
APPROVAL OF AGENDA  
AS PRESENTED

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

MOTION TO CLOSE MEETING TO THE PUBLIC (IN CAMERA)

Motion required as per section 92 of the *Community Charter* that the meeting be closed to the public for the purposes of discussing:

- a) Subject matter related to discussions regarding the provision of a municipal service that are at their preliminary stages in accordance with section 90(1)(k) of the *Community Charter* – animal control and shelter services.
- b) Subject matter related to labour relations or other employee relations in accordance with section 90(1)(c) of the *Community Charter* – position of Recreation Facility Foreman.
- c) Subject matter related to labour relations or other employee relations in accordance with section 90(1)(c) of the *Community Charter* – collective agreement negotiations with Canadian Union of Public Employees (CUPE)

2014-128  
CLOSE MEETING TO  
THE PUBLIC CC s  
90(1)(c)(k)

Moved/Seconded/Carried  
THAT as per section 92 of the *Community Charter* the meeting be closed to the public for the purposes of discussing:

- a) Subject matter related to discussions regarding the provision of a municipal service that are at their preliminary stages in accordance with section 90(1)(k) of the *Community Charter* – animal control and shelter services.
- b) Subject matter related to labour relations or other employee relations in accordance with section 90(1)(c) of the *Community Charter* – position of Recreation Facility Foreman.

- c) Subject matter related to labour relations or other employee relations in accordance with section 90(1)(c) of the *Community Charter* –collective agreement negotiations with Canadian Union of Public Employees (CUPE)

ADJOURNMENT

2014-129  
ADJOURNMENT

Moved  
THAT the Special Open Meeting of Council adjourn. Time: 6:49 pm

CORRECT

APPROVED

\_\_\_\_\_  
DIRECTOR OF CORPORATE &  
DEVELOPMENT SERVICES

\_\_\_\_\_  
DEPUTY MAYOR



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## MINUTES OF THE DISTRICT OF PORT HARDY REGULAR MEETING OF COUNCIL JULY 8, 2014

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CALL TO ORDER: Deputy Mayor Debbie Huddleston

Time: 7:00 pm

PRESENT: Deputy Mayor Debbie Huddleston and Councillors Janet Dorward, Jessie Hemphill, Rick Marcotte, John Tidbury

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

Media: North Island Gazette

Members of the Public: 1

REGRETS: Councillor Nikki Shaw

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### APPROVAL OF AGENDA

2014-130  
APPROVAL OF  
AGENDA

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

### ADOPTION OF MINUTES

1. The minutes of the Committee of the Whole meeting held June 23, 2014.

2014-131  
COW MEETING  
MINUTES JUNE  
23/14 APPROVED

Moved/Seconded/Carried  
THAT the minutes of the Committee of the Whole meeting held June 23, 2014 be approved as presented

2. The minutes of the Regular Council meeting held June 23, 2014.

2014-132  
REG COUNCIL  
MEETING  
MINUTES JUNE  
23/14 APPROVED

Moved/Seconded/Carried  
THAT the minutes of the Regular Council Meeting held June 23, 2014 be approved as presented.

### DELEGATIONS

None

### BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

ACTION ITEMS

Council action items were received as information.

### CORRESPONDENCE

1. Carly Pereboom, Executive Director, Port Hardy & District Chamber of Commerce (June 25/14) re: request for funding of \$1,600 to support Visitor Centre summer hiring.

2014-133  
CH OF COMM  
REQUEST FOR  
FUNDING FOR  
SUMMER HIRES

Councillor Hemphill advised that since summer student grant funding is not available, Vancouver Island North Tourism Association has recently approved the reallocation of \$3,000 in funding to each North Island community.

Moved/Seconded/Carried

THAT Council approves the Port Hardy & District Chamber of Commerce request for funding of \$1,600 to support Visitor Centre summer hiring, should alternative funding of \$3,000 from Vancouver Island North Tourism Association not be forthcoming.

2. Hon. Coralee Oakes, Minister of Community Sport & Cultural Development and Hon. Norm Letnick, Minister of Agriculture (June 26/14) re: issues relating to medical marihuana production in British Columbia was received for information.

### NEW BUSINESS

None

### COUNCIL REPORTS

COUNCIL  
REPORTS

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

### COMMITTEE REPORTS

1. Draft minutes of the Operational Services Committee meeting held June 19, 2014. For information. Note: Two recommendations to Council.

Operational Services Committee Recommendations to Council:

- a. *“THAT the District denies the request for designated moorage at Fishermans Wharf for the 2014 season AND THAT the charter boat operators be invited to come to the Operational Services Committee in the fall to allow more time for discussion and to schedule any operational changes needed.”*

2014-134  
DESIGNATED  
MOORAGE  
REQUEST  
DENIED

Moved/Seconded/Carried

THAT the District of Port Hardy denies the request for designated moorage at Fishermans Wharf for the 2014 season AND THAT the charter boat operators be invited to come to the Operational Services Committee in the fall to allow more time for discussion and to schedule any operational changes needed.

- b. *“THAT Council authorizes the Director of Operational Services to proceed with the removal of the stumps from the new public works site to the District stump dump, with funding to come from the sale of timber on the property.”*

2014-135  
REMOVAL OF  
STUMPS FROM  
NEW PW SITE  
APPROVED

Moved/Seconded/Carried

THAT Council authorizes the Director of Operational Services to proceed with the removal of the stumps from the new public works site to the District stump dump, with funding to come from the sale of timber on the property.

### STAFF REPORTS

1. Accounts Payable, June 2014, was received for information.



2014-136  
ANNUAL REPORT  
FOR 2013  
ADOPTED

2. District of Port Hardy Annual Report for 2013. For Adoption.

Moved/Seconded/Carried  
THAT the District of Port Hardy Annual Report for 2013 be adopted as presented.

2014-137  
2013 STATEMENT  
OF FINANCIAL  
INFORMATION  
ADOPTED

3. District of Port Hardy Statement of Financial Information for the year ended 2013. For Adoption.

Moved/Seconded/Carried  
THAT the District of Port Hardy Statement of Financial Information for the year ended 2013 be adopted as presented.

### BYLAWS

2014-138  
BL 1027-2014  
GARBAGE &  
RECYCLING  
ADOPTED

1. District of Port Hardy Bylaw No. 1027-2014, A Bylaw to Authorize and Provide for the Collection of Garbage and Recyclable Materials, for adoption

Moved/Seconded/Carried  
THAT District of Port Hardy Bylaw 1027-2014, A Bylaw to Authorize and Provide for the Collection of Garbage and Recyclable Materials be adopted.

2. District of Port Hardy Bylaw No. 1028-2014, A Bylaw to Amend Council Procedure Bylaw No.03-2009 to Address Various Housekeeping Matters, for adoption.

2014-139  
BL 1028-2014  
AMEND BL 03-  
2009 COUNCIL  
PROCEDURE  
BYLAW  
ADOPTED

Moved/Seconded/Carried  
THAT District of Port Hardy Bylaw 1028-2014, A Bylaw to Amend Council Procedure Bylaw No.03-2009 to Address Various Housekeeping Matters be adopted.

3. District of Port Hardy Bylaw No. 1029-2014, A Bylaw to Amend Municipal Ticket Information System Bylaw No. 01-2010 to Replace Schedules to Accommodate the Garbage and Recycling Bylaw, Zoning Bylaw, and the Harbour Regulations Bylaw. For First, Second and Third Reading.

2014-140  
BL 1029-2014  
AMEND MTI BL 01-  
2010

Moved/Seconded  
District of Port Hardy Bylaw No. 1029-2014, A Bylaw to Amend Municipal Ticket Information System Bylaw No. 01-2010 to Replace Schedules to Accommodate the Garbage and Recycling Bylaw, Zoning Bylaw, and the Harbour Regulations Bylaw, receives First, Second and Third Readings.

### ADJOURNMENT

2014-141  
ADJOURNMENT

Moved  
THAT the meeting be adjourned.

Time: 7:26pm

CORRECT

APPROVED

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DIRECTOR OF CORPORATE  
DEVELOPMENT SERVICES

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DEPUTY MAYOR



Royal Canadian  
Mounted Police

Gendarmerie royale  
du Canada

Security Classification/Designation  
Classification/désignation sécuritaire

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

Your File - Votreréférence

Our File - Notre référence

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

Date

April 2014

Mayor and Council  
District of Port Hardy

**RE: 1stQuarter (April 1 – June 30) 2014RCMP Report**

For this fiscal year the Port Hardy RCMP Detachment will focus on the Strategic Priorities of Alcohol Abuse/Intoxication in Public, Traffic Safety, Crime Reduction with an emphasis on the illegal drug trade and maintaining a presence in our First Nations Communities.

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

**Objective # 1Alcohol Abuse/Intoxication in Public**

**Reduce the number of intoxicated people in public areas:**

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

Further, the Port Hardy RCMP is continuing with an initiative that began last year, which focused on tackling the core problem of widespread substance abuse, particularly alcohol. This initiative goes beyond the traditional enforcement only approach as it brings the offender together with a variety of agencies in an effort to develop and promote treatment options whenever possible. Some of these treatment options are available locally, while often they are only available outside the community. A partnership with the local Mental Health Unit and the Crown Counsel office means the hurdle of not having local treatment options is often overcome. Whenever possible,

RCMP GRC 2823 (2002-11)  
WPT



arrangements are made to ensure that those in need receive treatment, be it locally or otherwise. Targeting the root problem of alcoholism is instrumental in addressing the very visible issue of public intoxication. By incorporating treatment options whenever possible, the hope is that any positive results will be evidenced both in the short and long term.

Last year's overall results from this program produced a reduction of 23% in calls for service dealing with individuals who were intoxicated in public. This also helped to substantially lower the number of people lodged in cells over the course of the year.

The Port Hardy RCMP is continuing their efforts with this initiative. While it is unlikely the results will be as dramatic, our goal will be to maintain and build on the past years success as much as possible.

So far this year, the identified top Social Offenders have been re-served with notices reminding them of their status and available options. Court packages for these individuals have been updated with a more recent letter of support from the Mayor's Office and regular meetings continue to occur with our partners at Mental Health. Even with these efforts, numbers are slightly up this year over the same period last year. Fluctuations such as this can be expected when battling deep set addiction issues.

## **Objective # 2 is Traffic**

### **Continue efforts to reduce reportable collisions and traffic related offences by maintaining a presence/enforcement on our Highways and in school zones:**

During this quarter a total of 10 reportable motor vehicle collisions occurred in the Port Hardy area. We continue to compare the locations of collisions in an effort to identify a pattern or cause, however, locations remain random.

In addition, the Port Hardy RCMP investigated a total of 62 traffic related offences for this quarter. Of those offences, 10 were motor vehicle collisions that involved over 1000 dollars damage and/or injuries. 8 where under 1000 dollars which meant they were not reportable. 2 of these collisions were the direct result of impaired driving.

We continue to work with our local media in an effort to educate the public with our own news releases and the 'Drive Smart BC' articles.

### **Objective #3: First Nations**

#### **Enhance Relationships with Youth in First Nations Communities:**

During this past quarter, FNP Members have had at least 3 meetings with FN school administrators. These meetings are key to our gaining acceptance within the FN school community and the building of positive relationships. They have also identified the 'Youth Program Coordinators' for each Band and will work towards building relationships with these people that will be beneficial to the youth and community as a whole.

FNP Member Cst BRENNAN has had good success with his 'Student of the Month' program in Quatsino and Fort Rupert. It is our hope that this program will be embraced by all 3 Bands in the new school year.

Cst BRENNAN worked with the G & N Band Manager to identify and secure abandoned properties on that reserve. Continued monitoring should help to ensure the safety of children who used to play in these unsafe buildings.

Cst NELIDOV is working on a (CAPRA) project in cooperation with the G and N Band Manager. The goal is to remove abandoned vehicles that have been determined a hazard to children playing in and around them.

### **Objective #4: Crime Reduction**

#### **Disruption of the local illicit drug trade:**

This year's APP initiative to disrupt the illicit drug trade in Port Hardy identified three areas that would be measured. The first was to increase the number of street checks from 4 to 6 per month. This quarter there were 19 street checks done. From these checks there was at least one check that resulted in new charges being forwarded due to the subject breaching bail conditions.

The second initiative was to increase the average monthly curfew checks of prolific offenders from 15 to 20. This quarter there was a total of 131 curfew checks done. This far exceeds the goal of 20 per month and ensures that people are abiding by court ordered curfews.

The third initiative involves drug awareness school talks, which will commence in the new school year.

During this past quarter there was a total of eleven marijuana seizures and one cocaine seizure. Goals for the rest of the summer period are to further increase street checks of transient visitors, which has shown in the past to be a productive way to discover bail

breaches and outstanding warrants.

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

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

Best Regards,

GordBrownridge (S/Sgt)  
Detachment Commander  
Port Hardy

<b>File Type</b>	<b>April 1<sup>st</sup>, 2014 – June 30th, 2014</b>	<b>April 1<sup>st</sup>, 2013 - June 30th, 2013</b>
Assaults / including with bodily harm	37	29
Sexual Assaults	3	6
Intoxicated in Public	98	93
Breach of Peace	16	0
Cause Disturbance	35	31
Mischief	37	39
Bail Violations	32	46
Bylaw - Noise	25	22
False/Abandoned 911	23	18
Break & Enter - Business	4	4
Break & Enter Residence	4	5
Theft from Motor Vehicle under \$5000	3	3
Theft from Motor Vehicle over \$5000	0	0
Theft - Shoplifting Under \$5000	4	5
Missing Persons	12	2
Unspecified Assistance	2	1
False Alarms	18	38
Impaired Driving	11	4
Mental Health Act	0	0
Cocaine trafficking / possession	1	0
Marijuana trafficking / possession	11	8
Prisoners Held	253	213
JJP Hearings	28	31
Detentions from JJP Hearings	19	17
<b>TOTAL</b>	<b>922</b>	<b>955</b>

ITEM	REGULAR COUNCIL MEETING July 8, 2014 ACTION	WHO	STATUS /COMMENTS
<p>Chamber of Commerce re: request for funding of \$1,600 to support Visitor Centre summer hiring.</p>	<p>Approved request for funding of \$1,600 to support Visitor Centre summer hiring, if funding of \$3,000 from Vancouver Island North Tourism Association is not forthcoming</p> <p>Confirm with Chamber of Commerce re: \$3,000 in funding before issuing cheque for \$1,600 for summer staffing</p>	RD/AM	<p>VINTA will be contributing \$1,100 towards student hiring. Therefore as per the motion passed at July 8 Council meeting the District will issue a payment of \$500.</p>
<p>Draft minutes - Op Svcs Comm meeting held June 19/14. Recommendations to Council:</p> <p>a. "THAT the District denies the request for designated moorage at Fishermans Wharf for the 2014 season AND THAT the charter boat operators be invited to come to the Operational Services Committee in the fall to allow more time for discussion and to schedule any operational changes needed."</p> <p>b. "THAT Council authorizes the Director of Operational Services to proceed with the removal of the stumps from the new public works site to the District stump dump, with funding to come from the sale of timber on the property."</p>	<p>Recommendation approved as presented.</p> <p>Contact charter boat operators and advise.</p> <p>Recommendation approved as presented</p> <p>Remove stumps from new PW site to stump dump.</p> <p>Funding to come from sale of timber from the property</p>	TK	<p>Late September – Early October</p> <p>Ongoing</p>
<p>District of Port Hardy Annual Report for 2013. For Adoption.</p> <p>District of Port Hardy Statement of Financial Information for the year ended 2013. For Adoption.</p>	<p>Adopted. File report, post to Web</p> <p>Adopted. File report, post to Web</p>	AM	<p>Reconciliation to date distributed to Finance Committee August 12, 2014</p> <p>Done</p> <p>Done</p>
<p><b>COMMITTEE REPORTS</b></p> <p>Draft Sustainability Committee minutes May 12/14 recommendation to Council:</p> <p>"THAT Council approves, subject to availability of funding, an expenditure of \$300-\$500 for prizes for a school poster contest for the purpose of educating and promoting the new recycling program.</p>	<p>REGULAR COUNCIL MEETING May 26, 2014</p> <p>Recommendation approved as presented.</p> <p>C/ Huddleston to proceed with poster contest</p>	C/H	

	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	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	RD	Underway	
Airport WasteWater Treatment Plant	<p><b>REGULAR COUNCIL MEETING</b> December 10, 2013</p> <p>Adopted in principal Opt 3 in Stantec report: Divert AWWTP flows to Town Plant -Advise MOE -Investigate funding partners</p>	TK	TK	Min of Environment decision expected Mid August 2014	
	<p><b>REGULAR COUNCIL MEETING</b> May 7, 2013</p> <p><b>ACTION</b></p>				
ITEM					
Interpretive signage at Carrot Park.	Subject to review of sign content, the District to fund \$2,532.60 for installation of the information stands along the seawall in Carrot Park. Advise PW	PS	PS	Ongoing: Working with Downtown Revitalization Committee and Chamber of Commerce	



**From:** Rainbow Country Daycare [mailto:rainbowdaycare@telus.net]  
**Sent:** July-14-14 10:22 AM  
**To:** rickd@porthardy.ca  
**Cc:** Melinda Dennison  
**Subject:** Rainbow Country Daycare Arena Rental

To Mr. Rick Davidge;

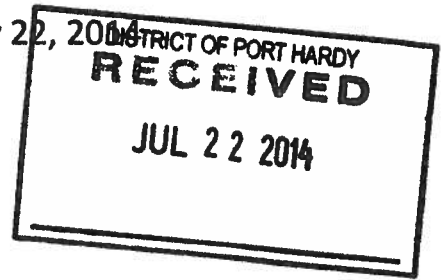
Rainbow Country Daycare Society is a non-profit organization and we have booked a Bike –A- Thon at the Don Cruikshank Memorial Arena for July 24<sup>th</sup>. The cost to us has been quoted as \$83.90 for the two hours. Our children are very excited to be participating in this fundraiser to help raise monies for our daycare. We are hoping the District of Port Hardy would be able to help us by possibly donating the two hours or reducing the rate. Any help at all would be greatly appreciated. Any questions, please give us a call 250-949-6021.  
Thank You☺

Sincerely,  
Lynda Heavenor  
Rainbow Country Daycare Society

District of Port Hardy

Port Hardy

July 22, 2014



To Whom It May Concern:

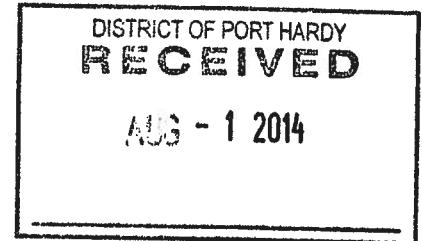
My name is Alyssa Busch and I am 16 years old. In September of 2013 I was accepted into the Rotary Youth Exchange program. Youth Exchange is a study-abroad opportunity for young people who spend anywhere from a few weeks to a full year as an international student hosted by local Rotary clubs. At the end of August I will begin my year-long adventure as an Exchange student in the Czech Republic. I will be an Ambassador for not only Canada but Port Hardy as well. I will be meeting new people every day and telling them all about my home. I am asking for donations of pins and small souvenirs that are representative of our community to give to people I will be meeting. The pins are used to trade with other exchange students as mementos of their year abroad and as reminders of the people they met that represented different countries. The purpose of this is to bring awareness to the slice of heaven we have here on the North Island. I can be reached at 1-(250)-949-1997. Any support you can provide will be greatly appreciated.

Sincerely,

Alyssa Busch

July 24, 2014

Mr. Rick Davidge  
Chief Administrative Officer  
District of Port Hardy  
7360 Columbia Street  
PO Box 68  
Port Hardy BC V0N 2P0



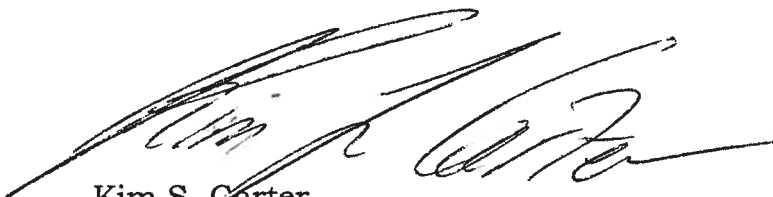
Dear Mr. Davidge:

Thank you for the opportunity to meet with you and council members on Monday, June 2, 2014 at Municipal Hall.

I found that visiting the area has given me a much better understanding of the issues and concerns that are important to the people of Port Hardy. I believe this understanding will enable me to do a better job as Provincial Ombudsperson.

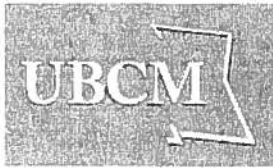
Please find enclosed some brochures which relate to our office and which I hope will be useful for municipal staff.

Yours sincerely,



Kim S. Carter  
Ombudsperson  
Province of British Columbia

Enclosure



Administration provided  
By UBCM

Funding provided by:  
Government of Canada



In partnership with  
The Province of BC



Gas Tax Program  
Services

Local Government House  
525 Government St.  
Victoria BC V8V 0A8

Phone: 250-356-5134  
Fax: 250-387-5119

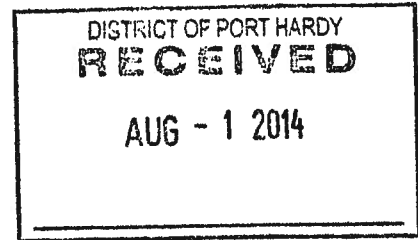
Website:

www.ubcm.ca  
under Funding Programs,  
Renewed Gas Tax  
Agreement

# Gas Tax Program Services

...delivering the federal gas tax agreement funding in British Columbia

July 25, 2014



Mayor Beverly (Bev) Parnham  
District of Port Hardy  
PO Box 68  
Port Hardy, BC V0N 2P0

Dear Mayor and Council:

**RE: GAS TAX AGREEMENT COMMUNITY WORKS FUND PAYMENT**

I am pleased to advise that UBCM is in the process of distributing the first of two Community Works Fund (CWF) payments for fiscal 2014/15. An electronic transfer of \$107,178.82 is expected to occur on **Thursday, July 31, 2014**. These payments are made in accordance with the contribution provisions set out in your CWF Agreement with UBCM (see Section 4 of your Agreement).

CWF are made available to eligible local governments by the Government of Canada pursuant to the Administrative Agreement on the Gas Tax Fund in British Columbia (Gas Tax Agreement). Funding under the program may be directed to local priorities that fall within one of the eligible project categories.

UBCM is also making an additional payment towards CWF funding from interest accumulated over the term of the first Gas Tax Agreement. This will be delivered twice annually for two years, and coincide with your CWF payment for 2014/15 and 2015/16.

2014/15 July CWF payment: \$105,512.33  
2014/15 July interest payment: \$1,666.49  
Total EFT transfer: \$107,178.82

Further details regarding use of CWF and project eligibility are outlined in your CWF Agreement and details on the renewed Gas Tax Agreement can be found on our web site at [www.ubcm.ca](http://www.ubcm.ca).

For further information, please contact Brant Felker, Gas Tax Policy and Program Manager, by e-mail at [bfelker@ubcm.ca](mailto:bfelker@ubcm.ca) or by phone at 250-356-0893.

Sincerely

Rhona Martin  
UBCM President

CC: Allison McGarrick, Chief Financial Officer



**MINUTES  
DISTRICT OF PORT HARDY  
DOWNTOWN REVITALIZATION COMMITTEE  
MEETING OF JULY 2, 2014 AT 10:00 AM  
MUNICIPAL HALL, 7360 COLUMBIA STREET**

Call to Order: Chair, Janet Dorward Time: 10:05 am  
Members Present: Chair, Janet Dorward  
Councillors: Rick Marcotte, Jessie Hemphill  
Carly Pereboom - Chamber of Commerce  
Cindy Milligan  
Guests: Angie Clance, Stan McLennan  
Staff Present: Rick Davidge, CAO  
Regrets: Sandra Masales, Chamber of Commerce / Rotary  
James Emerson, Chamber of Commerce  
Jan Armbrust  
Tara McCart, Chamber of Commerce

APPROVAL OF AGENDA

APPROVAL OF  
AGENDA

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

DELEGATION

Mr. Stan McLennan will join the meeting later.

MINUTES

Adoption of the Minutes for the meeting held on May 27, 2014.

MAY 27/14  
MINUTES  
ADOPTED

Moved/Seconded/Carried  
THAT the minutes for the meeting held May 27, 2014 be adopted as  
presented.

BUSINESS ARISING/ UNFINISHED BUSINESS

Town Clock electrical outlet - The town clock electrical outlet budget will be  
provided for the next meeting.

TOWN CLOCK  
ELECTRICAL  
OUTLET

CORRESPONDENCE

None

STAFF REPORTS

None

DRAFT

NEW BUSINESS

a) Christmas in downtown Port Hardy – Angie Clance

Ms Clance attended the meeting to discuss the upcoming 5<sup>th</sup> Annual Santa Claus parade. She reviewed past activities and advised of the positive community support that has been received. The parade is held on the first Sunday in December from 4-6 pm. The Committee discussed the event, additional downtown decorations, lights and activities. The Committee thanked Ms Clance for all her volunteer efforts that have made the parade a great success.

b) Delegation – Stan McLennan

Mr. McLennan came to the meeting in response to the District's letter regarding of downtown property improvements and house numbering. He reviewed the past revitalization projects in the downtown area and the private property/municipal issues that have arisen. Mr. McLennan requested that the bushes and shrubs behind his home be removed as they are unsightly.

c) Planning the Future

The Committee discussed a variety of downtown issues including livability, connectivity, wi-fi and general planning. The group will bring back wish lists for the next meeting and set priorities.

NEXT MEETING DATE

The next meeting date: To Be Advised

ADJOURNMENT

ADJOURNMENT

Moved/Seconded/Carried  
That the meeting be adjourned.

Time: 11:15 am

**DRAFT**



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

Call to Order: Chair Councillor John Tidbury

Time: 3:50 pm

Present: Chair: Councillor John Tidbury  
Councillors Rick Marcotte, Debbie Huddlestan, Janet Dorward

Also Present: Trevor Kushner, Director of Operational Services  
Leslie Driemel, Recording Secretary

**DRAFT**

Citizens: None

1. Approval of Agenda

T. Kushner requested an addendum to the agenda under New Business (d) an email regarding Kwakiutl Band Wagalas School project and issues at Fire Hall #2

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

2. Minutes

Minutes of the Operational Services Committee meeting held June 19, 2014.

Moved/Seconded/Carried  
THAT the minutes of the Operational Services Committee meeting held June 19, 2014 be approved as presented.

Councillor Marcotte requested and received information from T. Kushner regarding item 6a namely policy and procedures for obtaining quotes and issuing tenders.

3. Delegation

None

4. Business Arising / Unfinished Business

Action Item Review

June 19 Meeting.  
Request for reserved space at Fishermans for charter boat operators.

Councillor Marcotte requested and received clarification on the request to have charter boat operators invited back to a fall Operational Services meeting for discussions regarding the 2015 season.

OP SCVS  
2014-020  
AGENDA  
APPROVED AS  
AMENDED

OP SCVS  
2014-021  
MINUTES JUNE  
19/14 APPROVED

ACTION ITEMS  
REVIEW

PH Fire Rescue - Fire pole. Fire Chief to request Operational Services install the pole and it will be scheduled. T. Kushner advised the Fire Chief has not contacted Operational Services with the costing code for the project which is needed in order to proceed.

T. Kushner will contact the Fire Chief and request the costing code.

Ballfields – Councillor Marcotte commented that Mr. Janke has not received official confirmation that he has the contract for the work at the ballfields. T. Kushner advised, verbal confirmation has been give, that pricing needs clarification for the work. T.Kushner to contact Mr. Janke to further discuss the project, work and costs.

5. Correspondence

None

6. Staff Reports

- a. T. Kushner, (June 26/14) re: Carnarvon Strata: naming of playground and type of equipment

T. Kushner advised that K. Minar has surveyed the residents a selection of names for the park and presented them to the Committee in the order of choice as:

1. Blackbear Park
2. Smart Park (in recognition of a long term family residing in the Strata)
3. Carnarvon Park

The Committee discussed the pros and cons of each name.

Moved/Seconded/Carried

THAT the Operational Services recommends to Council:

*THAT the District of Port Hardy names the park located in Carnarvon Strata complex "Carnarvon Park".*

The Committee was advised that the playground equipment will be ordered and then schedule site clean up and installation when delivery is confirmed.

The Committee discussed the issues regarding this area including: public / private property, strata issues, and liability for the playground equipment in the park. Councillor Marcotte suggested that 'use at your own risk' signage be installed.

Councillor Dorward advised that there is a discrepancy between ICBC records and the District records regarding the naming of Carnarvon Road. There are a number of names used: Carnarvon Road for the whole road, Lower Carnarvon Road and Upper Carnarvon Road and the Strata area as Carnarvon Place.

T. Kushner advised he will ask the Director of Corporate and Development Services to clarify the proper road name.

- b. T. Kushner, Director of Operational Services (July 8/14) re: requests for crosswalk installation at Market Street and Central Street.
- i) Rainbow Daycare (July 8, 2014)
  - ii) Naomi Stead (July 10, 2014)

**DRAFT**

OP SCVS  
2014-022  
CARNARVON  
STRATA PARK  
NAME:  
CARNARVON  
PARK



T. Kushner advised that the 5-year plan for capital road improvement includes a sidewalk along Central Street which would require a crosswalk installation and that the cost for signs and road markings at Central Street / Market Street can be accommodated within the current operational budget.

OP SCVS  
2014-023  
MID BLOCK  
CROSSWALK AT  
CENTRAL ST. /  
MARKET STREET

Moved/Seconded/Carried

The Operational Services Committee recommends to Council:

*THAT Council directs Operational Services to install a mid-block pedestrian crossing across Market Street at the intersection of Market Street and Central Street.*

**DRAFT**

## 7. New Business

a. Water Bylaw – residential water meter installation.

The Committee discussed the current District building bylaw requirement for water meters to be installed in new residential construction and residential redevelopment. Discussion took place on if there are any set timelines to implement residential water metering in the District of Port Hardy.

T. Kushner advised senior staff discussions regarding water rates are underway and that implementing changes to the building bylaw in conjunction with the 2015 User Rates and Fees would be possible.

Moved/Seconded/Carried

The Operational Services Committee recommends to Council:

*THAT Council remove the mandated water meter installations for new residential construction and residential redevelopment from the District of Port Hardy Building Bylaw.*

b. Asphalt Paving – Douglas Street.

T. Kushner reviewed the current paving program and the need to repave Douglas Street from Rupert Street to Columbia Street. OK Paving has submitted a quote of \$55,000 for the work.

c. Invasive Species Review. Referred to Operational Services Committee from Council June 23/14.

T. Kushner discussed with the Committee the issues and concerns regarding plant invasive species in Port Hardy, particularly knotweed and hogweed. Two locations were identified as of significant concern: Highland Drive and the Park Drive sidewalk near Port Hardy Secondary School track. The most effective eradication method is by spraying and injecting the plant stalks as excavation may break stalks and not remove all of the plant. Excavation and removal to other locations where it can take hold is also a concern.

The Committee discussed enforcement of noxious weed removal on private property and proper disposal methods.

T. Kushner advised some eradication may be done within the current Operational Services budget and scheduling.

OP SCVS  
2014-024  
RESIDENTIAL  
WATER METERS

INVASIVE  
SPECIES REVIEW

The Committee requested T. Kushner:

- contact Mike Desrocher for information regarding mapping of sites of invasive species within the District boundaries, funding sources for removal, estimated costs for removal and names of contractors that do the work.
- that staff review the unsightly premises bylaw regarding invasive species and requirements for remediation.
- That a report on the above be brought to the next Operational Services meeting.

Addendum

d. T. Kushner re: email regarding Kwakiutl Band Wugulas School project and issues at Fire Hall #2

KWAKIUTL BAND  
WAGULAS  
SCHOOL  
PROJECT

T. Kushner reviewed the issues regarding contractors for the Kwakiutl Band Wugulas School project parking and blocking access to Firehall #2 on Beaver Harbour Road. He has met with them resolved the issues. The Director advised that necessary design plans for water, sewer and road works have not yet been received by the District for review.

The Committee discussed the Wugulas School project and the need for consultation between the Kwakiutl First Nation and the District of Port Hardy.

8. Meetings: August meeting has been cancelled  
Next Meeting: September 18,  
Upcoming Meeting dates: October 16, November 20, December 18

OP SCVS  
2014-025  
ADJOURNMENT

9. Adjournment  
THAT we adjourn  
Time: 4:50pm

**DRAFT**

Cheque #	Pay Date	Vendor #	Vendor Name	Paid Amount	Void
004220	03/07/2014	02949	Johansson, Todd & Jeanne	4,364.37	
004221	04/07/2014	00047	B.C. HYDRO	21,836.78	
004222	04/07/2014	00184	BC Assessment	28,242.58	
004223	04/07/2014	01531	BJARNASON, SUSAN	59.90	Yes
004224	04/07/2014	02882	Catalys Lubricants Inc.	116.85	
004225	04/07/2014	00281	CHEVRON CANADA LTD.	1,470.98	
004226	04/07/2014	02822	Corix Water Products LP	862.60	
004227	04/07/2014	02948	CR Signs	770.11	
004228	04/07/2014	01476	DOR-TEC SECURITY LTD.	115.25	
004229	04/07/2014	02539	Hemphill, Norma	39.36	
004230	04/07/2014	02746	Huddleston, Deborah	101.76	
004231	04/07/2014	01584	INGLIS, ROD	200.00	
004232	04/07/2014	02946	Korhonen, Keisha	300.00	
004233	04/07/2014	02600	Kushner, Trevor	186.24	
004234	04/07/2014	00147	LGMA	446.25	
004235	04/07/2014	00069	MACANDALE'S	117.29	
004236	04/07/2014	02592	MARTIN CHRISTOPHER J	760.00	
004237	04/07/2014	01777	MCCARRICK,ALLISON	35.00	
004238	04/07/2014	00014	MINISTER OF FINANCE	3,042.50	
004239	04/07/2014	00304	MONK OFFICE	204.96	
004240	04/07/2014	00185	MUNICIPAL FINANCE AUTHOR	85.93	
004241	04/07/2014	01419	MURDY & MCALLISTER	798.60	
004242	04/07/2014	01014	NICKERSON, SCHELL	35.00	
004243	04/07/2014	00027	NORTH ISLAND VETERINARY	270.75	
004244	04/07/2014	00075	O.K. TIRE STORE (PORT HA	35.73	
004245	04/07/2014	00217	ORKIN CANADA CORPORATION	78.75	
004246	04/07/2014	00013	PACIFIC BLUE CROSS	9,109.00	
004247	04/07/2014	00133	PACIFIC COASTAL AIRLINES	39.90	
004248	04/07/2014	00203	Port Hardy & Dist. Chamb	1,037.50	
004249	04/07/2014	02564	RadioWorks Communication	739.20	
004250	04/07/2014	00107	RECEIVER GENERAL FOR CAN	22,260.06	
004251	04/07/2014	00187	REGIONAL DISTRICT OF MT	521,001.40	
004252	04/07/2014	02935	Roper Greyell LLP	2,792.51	
004253	04/07/2014	00227	SCHOOL DISTRICT #85	262.50	
004254	04/07/2014	02377	Stevenson, Dave	200.00	
004255	04/07/2014	00160	TELUS	13,292.70	
004256	04/07/2014	02375	Walsh, Kerry	205.00	
004257	10/07/2014	00044	ACKLANDS - GRAINGER INC.	709.51	
004258	10/07/2014	00829	ANA'S HARDY CLEAN	2,187.44	
004259	10/07/2014	01836	ARIES SECURITY LTD.	3,386.25	
004260	10/07/2014	01531	BJARNASON, SUSAN	37.44	
004261	10/07/2014	02955	Blampied, Robin	760.00	
004262	10/07/2014	02954	D.K.I. Services Ltd.	37,050.08	
004263	10/07/2014	01982	DIGITAL POSTAGE ON CALL	1,575.00	
004264	10/07/2014	02956	Diversified Brands	1,867.55	
004265	10/07/2014	00183	DRIEMEL, LESLIE	142.56	
004266	10/07/2014	00020	E.J. KLASSEN MOTORCADE L	60.61	
004267	10/07/2014	00099	FOX'S DISPOSAL SERVICES	3,259.17	
004268	10/07/2014	00058	GUILLEVIN INTERNATIONAL	509.25	
004269	10/07/2014	02953	Gullacher, Katrina	125.00	
004270	10/07/2014	00052	HARDY BUILDERS' SUPPLY	124.04	
004271	10/07/2014	00063	HOME HARDWARE BUILDING C	500.11	
004272	10/07/2014	00273	JM'S MOBILE WELDING INC	37.91	
004273	10/07/2014	00065	K & K ELECTRIC LTD.	5,081.24	
004274	10/07/2014	00253	Keta Cable	133.20	
004275	10/07/2014	02947	LP Building Inspection	175.00	
004276	10/07/2014	02002	Neopost	1,257.70	
004277	10/07/2014	01645	NORTH ISLAND COMMUNICATI	241.50	
004278	10/07/2014	01559	NORTH ISLAND LABORATORIE	473.81	
004279	10/07/2014	00487	O.K. Paving Company	12,495.00	
004280	10/07/2014	00526	OPERATING ENGINEERS' BEN	70.71	
004281	10/07/2014	02071	PACIFICUS BIOLOGICAL SER	10,919.83	
004282	10/07/2014	00264	PORT HARDY HERITAGE SOCI	164.87	
004283	10/07/2014	01807	PORT HARDY TWINNING SOCI	3,000.00	
004284	10/07/2014	02051	PORT MCNEILL ENTERPRISES	1,835.68	
004285	10/07/2014	02564	RadioWorks Communication	55.45	
004286	10/07/2014	02100	ROCKY MOUNTAIN PHOENIX	226.80	
004287	10/07/2014	01511	Scotiabank	335.95	
004288	10/07/2014	02383	Sutton, Tracey	38.48	
004289	10/07/2014	02923	The Flag Shop - Victoria	257.99	
004290	10/07/2014	01884	Tru Hardware	59.45	

Cheque #	Pay Date	Vendor #	Vendor Name	Paid Amount	Void
004291	10/07/2014	01026	VIMAR EQUIPMENT LTD.	248.78	
004292	10/07/2014	02850	VWR International Co.	584.05	
004293	10/07/2014	00164	Xerox Canada Ltd.	346.80	
004294	17/07/2014	02514	AlSCO	129.29	
004295	17/07/2014	00046	ANDREW SHERET LTD.	1,918.97	
004296	17/07/2014	01373	BC MUNICIPAL SAFETY ASSO	1,050.00	
004297	17/07/2014	01145	BLACK CAT REPAIRS	63.21	
004298	17/07/2014	00073	BLACK PRESS GROUP LTD.	443.73	
004299	17/07/2014	02882	Catalys Lubricants Inc.	65.11	
004300	17/07/2014	02110	DARLING, CORTNEY	175.00	
004301	17/07/2014	00098	DUNCAN ELECTRIC MOTOR LT	552.45	
004302	17/07/2014	00020	E.J. KLASSEN MOTORCADE L	105.00	
004303	17/07/2014	00099	FOX'S DISPOSAL SERVICES	25,675.20	
004304	17/07/2014	00058	GUILLEVIN INTERNATIONAL	97.49	
004305	17/07/2014	00052	HARDY BUILDERS' SUPPLY	548.42	
004306	17/07/2014	00065	K & K ELECTRIC LTD.	601.21	
004307	17/07/2014	02600	Kushner, Trevor	101.76	
004308	17/07/2014	02761	Lidstone & Company	14.93	
004309	17/07/2014	02512	Loomis Express	50.06	
004310	17/07/2014	00040	MINISTER OF FINANCE (SCH	172,995.32	
004311	17/07/2014	00033	NAPA AUTO PARTS/PORT HAR	226.23	
004312	17/07/2014	02002	Neopost	221.71	
004313	17/07/2014	01014	NICKERSON, SCHELL	130.00	
004314	17/07/2014	01021	NORTHERN ROPES & INDUSTR	125.02	
004315	17/07/2014	00075	O.K. TIRE STORE (PORT HA	34.67	
004316	17/07/2014	00412	PORT HARDY LIONS CLUB	325.00	
004317	17/07/2014	00769	Praxair Distribution	369.60	
004318	17/07/2014	02766	PROFIRE EMERGENCY EQUIPM	3,269.04	
004319	17/07/2014	00107	RECEIVER GENERAL FOR CAN	20,321.42	
004320	17/07/2014	00048	VISTA RADIO LTD./THE POR	275.63	
004321	24/07/2014	00046	ANDREW SHERET LTD.	585.68	
004322	24/07/2014	02271	BAILEY WESTERN STAR TRUC	582.88	
004323	24/07/2014	02090	BC OUTDOORS FISHING ADVE	598.50	
004324	24/07/2014	01805	BUSY B'S DISTRIBUTING	219.47	
004325	24/07/2014	00041	Canadian Public Works As	224.00	
004326	24/07/2014	02882	Catalys Lubricants Inc.	100.70	
004327	24/07/2014	00281	CHEVRON CANADA LTD.	3,259.11	
004328	24/07/2014	02762	Cleartech Industries Inc	2,277.05	
004329	24/07/2014	00054	DAVE LANDON MOTORS LTD.	487.89	
004330	24/07/2014	02140	DOUG LLOYD CONTRACTING	133.35	
004331	24/07/2014	02557	Frontline Glass Solution	49.11	
004332	24/07/2014	02960	Hach Sales & Service Can	4,995.20	
004333	24/07/2014	01875	ISLAND ADVANTAGE DISTRIB	289.78	
004334	24/07/2014	00065	K & K ELECTRIC LTD.	1,067.10	
004335	24/07/2014	00271	LIFESAVING SOCIETY	270.00	
004336	24/07/2014	02007	MARSHALL WELDING AND FAB	330.97	
004337	24/07/2014	00304	MONK OFFICE	614.87	
004338	24/07/2014	01419	MURDY & MCALLISTER	1,535.75	
004339	24/07/2014	01559	NORTH ISLAND LABORATORIE	543.38	
004340	24/07/2014	00122	Northcall Communications	113.91	
004341	24/07/2014	02749	Orach Enterprises Ltd.	6,234.67	
004342	24/07/2014	00363	PORT HARDY BULLDOZING LT	10,455.38	
004343	24/07/2014	00769	Praxair Distribution	840.00	
004344	24/07/2014	00080	PURULATOR INC.	376.33	
004345	24/07/2014	01990	ROAD RANGER FREIGHT/0702	81.54	
004346	24/07/2014	02935	Roper Greyell LLP	3,675.61	
004347	24/07/2014	02964	Royal Bank of Canada	760.00	
004348	24/07/2014	02349	Silver King Ventures Ltd	1,806.00	
004349	24/07/2014	02203	STANTEC CONSULTING LTD.	3,521.99	
004350	24/07/2014	00088	Swiftsure Petroleum Dist	62.50	
004351	24/07/2014	00161	TELUS MOBILITY (BC)	1,034.60	
004352	24/07/2014	02306	Terry E. Duncan	3,317.86	
004353	24/07/2014	00011	Tidbury, John	439.08	
004354	24/07/2014	02717	Tourism Association of V	30.14	
004355	24/07/2014	01773	UNIVAR CANADA LTD.	10,438.18	
004356	24/07/2014	02963	Wickens, Suzanne	390.00	
004357	31/07/2014	00044	ACKLANDS - GRAINGER INC.	996.19	
004358	31/07/2014	02514	AlSCO	129.29	
004359	31/07/2014	00046	ANDREW SHERET LTD.	2,386.47	
004360	31/07/2014	01145	BLACK CAT REPAIRS	291.20	
004361	31/07/2014	01299	CAPILANO UNIVERSITY	900.35	

Cheque #	Pay Date	Vendor #	Vendor Name	Paid Amount	Void
004362	31/07/2014	00281	CHEVRON CANADA LTD.	3,101.55	
004363	31/07/2014	02386	Connect Hearing	382.20	
004364	31/07/2014	02730	CUPE Local 401	250.40	
004365	31/07/2014	00054	DAVE LONDON MOTORS LTD.	532.90	
004366	31/07/2014	00183	DRIEMEL, LESLIE	72.71	
004367	31/07/2014	00099	FOX'S DISPOSAL SERVICES	11,044.50	
004368	31/07/2014	02557	Frontline Glass Solution	561.14	
004369	31/07/2014	02967	Glasswick, Harry	11.00	
004370	31/07/2014	01860	GREYHOUND COURIER EXPRES	116.50	
004371	31/07/2014	02860	Grove-Crossman Equipment	116.66	
004372	31/07/2014	02966	Haack, Ester	20.40	
004373	31/07/2014	00052	HARDY BUILDERS' SUPPLY	176.59	
004374	31/07/2014	00063	HOME HARDWARE BUILDING C	221.42	
004375	31/07/2014	00194	INT'L UNION OPERATING EN	1,295.91	
004376	31/07/2014	02915	Interior Instrument Tech	1,930.95	
004377	31/07/2014	02878	Irwin Air Ltd	1,371.02	
004378	31/07/2014	00065	K & K ELECTRIC LTD.	448.67	
004379	31/07/2014	02600	Kushner, Trevor	164.34	
004380	31/07/2014	02197	LONDON COLLISION AND TOW	63.00	
004381	31/07/2014	02843	Lumca Inc.	6,615.00	
004382	31/07/2014	00069	MACANDALE'S	141.59	
004383	31/07/2014	00328	MERCER, SEAN	35.00	
004384	31/07/2014	00014	MINISTER OF FINANCE	3,042.50	
004385	31/07/2014	00033	NAPA AUTO PARTS/PORT HAR	260.80	
004386	31/07/2014	01559	NORTH ISLAND LABORATORIE	1,090.95	
004387	31/07/2014	00013	PACIFIC BLUE CROSS	8,444.64	
004388	31/07/2014	02071	PACIFICUS BIOLOGICAL SER	1,837.50	
004389	31/07/2014	00203	Port Hardy & Dist. Chamb	500.00	
004390	31/07/2014	02766	PROFIRE EMERGENCY EQUIPM	1,268.39	
004391	31/07/2014	00080	PUROLATOR INC.	421.46	
004392	31/07/2014	00107	RECEIVER GENERAL FOR CAN	19,717.59	
004393	31/07/2014	02349	Silver King Ventures Ltd	924.00	
004394	31/07/2014	00160	TELUS	4,818.01	
004395	31/07/2014	02562	Textile Image Inc	2,064.52	
004396	31/07/2014	00089	THE HOBBY NOOK	196.00	
004397	31/07/2014	02235	Top Island Traffic Servi	693.00	
004398	31/07/2014	01884	Tru Hardware	378.27	
004399	31/07/2014	00048	VISTA RADIO LTD./THE POR	36.75	
Total:				1,096,491.00	

\*\*\* End of Report \*\*\*



*the Mayor's and Councillors' remuneration be increased by an amount equal to the British Columbia Consumer Price Index of the previous year."*

Upon discussion with the Chair of the Committee to obtain clarification, staff notes that the intent of the Committee is that the Mayor's and Councillors' remuneration be increased on January 1<sup>st</sup> of each year in the upcoming election term by an amount equal to the British Columbia Consumer Price Index of the previous year.

Staff also notes that there are clauses in Council Remuneration Bylaw No. 17-2011 that permit members of Council to receive reimbursement of expenses for attending meetings within the District itself. Since this is not exercised and given that the District is the location in which the majority of Council business is undertaken, staff is recommending changes be made to the Bylaw to remove this. Staff also recommends that Council Remuneration Bylaw No. 17-2011 be revised to include some housekeeping changes that would provide clarification surrounding expenses and what they entail.

#### FINANCIAL IMPLICATIONS

Any approved changes to Council remuneration would take effect in January of 2015 and would have to be reflected in the 2015 budget.

#### STAFF RECOMMENDATION

Should Council agree with the Council Remuneration Committee's July 10, 2014 recommendation, no changes are required to Council Remuneration Bylaw No. 17-2011. Council can make changes to the remuneration that its members are paid that is contrary to the recommendation of the Council Remuneration Committee. Should Council wish to do so, it can direct staff to prepare the necessary amending bylaw.

Given this review, staff has taken the opportunity to prepare Council Remuneration Bylaw Amendment Bylaw No. 1031, 2014 that if adopted by Council, has the effect of amending Council Remuneration Bylaw No. 17-2011 to eliminate reimbursement for expenses to Council members for attending functions within the District's boundaries. Housekeeping changes have also been addressed in Bylaw No. 1031, 2014 which has been included on the August 12, 2014 Council meeting agenda under "Current Bylaws and Resolutions", for Council's consideration of first, second and third readings.

Respectfully submitted,

I agree with the recommendation.



Jeff Long  
Director of Corporate & Development Services



Rick Davidge  
Chief Administrative Officer



**DISTRICT OF PORT HARDY**

**BYLAW 17-2011**

**A BYLAW TO PROVIDE FOR THE PAYMENT  
OF COUNCIL MEMBERS REMUNERATION AND EXPENSES**

**GIVEN THAT** the District of Port Hardy wishes to provide for council remuneration and expenses;

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

**1. TITLE**

1.1 This bylaw may be cited as the "District of Port Hardy Council Remuneration Bylaw 17-2011".

**2. REMUNERATION TO COUNCIL MEMBERS**

2.1 As of January 1, 2012 the Mayor of the District of Port Hardy shall be paid an annual indemnity of TWENTY-FOUR THOUSAND DOLLARS (\$24,000.00).

2.2 Beginning January 1, 2013 and each year thereafter, the Mayor's remuneration will increase by the percentage equal to the British Columbia Consumer Price Index of the previous year.

2.3 Beginning January 1, 2011 and each year thereafter, each Councillor shall be paid an annual indemnity equal to fifty (50%) percent of that paid to the Mayor.

2.4 In May of each municipal election year, an independent committee will be formed to review Council remuneration. The committee will be comprised of three (3) District residents and any recommended increase in remuneration will become effective January 1<sup>st</sup> of the following year.

2.5 One-third of the remuneration for the Mayor and each Councillor as set out above is an allowance for expenses incidental to the discharge of the duties of office, other than actual expenses incurred by the member of Council.

2.6 Payment of one-twelfth of the foregoing may be made monthly, each and every year, on the first pay date of each month.

**3. EXPENSES INCURRED**

3.1 Each member of Council shall be reimbursed for expenses incurred when representing the Municipality beyond the municipal boundaries and each member may receive reimbursement of actual expenses incurred for attendance at meetings within the Municipality.

3.2 The Mayor and Councillors must deliver to the Treasurer evidence of expenditures made or expenses incurred by the Council member.



**DISTRICT OF PORT HARDY  
COUNCIL REMUNERATION BYLAW NO. 17-2011**

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**4. QUALIFYING EXPENSES AND EXPENDITURES**

**4.1** Members of Council may qualify for payment of the following additional expenses:

- i) hotel;
- ii) transportation and parking, including car rentals if required;
- iii) registration and membership fees;
- iv) per diem; and
- v) mileage.

**4.2** Where a Mayor or Councillor uses his or her own vehicle for municipal business, they must provide insurance for business use and the Municipality will reimburse 100% of the business portion of said insurance.

**4.3** Per Diem

- i) Members of Council, when representing the Municipality outside its boundaries, shall receive a per diem allowance equal to the allowance set by the Treasury Board of Canada from time to time. This allowance will cover meals, gratuities and incidental expenses and it will be calculated at the rate in effect at the time of booking.
- ii) Council cannot claim for meals received at public expense or without charge. On the date of departure, travel status must start before 7:00 a.m. to claim breakfast, before 12:00 noon to claim lunch; and on the date of return, travel status must end after 6:00 p.m. to claim dinner.

**4.4** Members of Council shall receive mileage equal to the mileage rate set by the Treasury Board of Canada from time to time and it will be calculated at the rate in effect at the time of booking.

**5. LEVELS OF PAYMENT**

The level at which a member of Council may be reimbursed is the total amount of expenditures incurred under sections 3 and 4.

**6. COUNCIL BUSINESS**

Council shall approve attendance by its members to the following:

- 6.1** The annual Union of British Columbia Municipalities (U.B.C.M.) Convention;
- 6.2** The annual Association of Vancouver Island Municipalities (A.V.I.C.C.) Convention;
- 6.3** Committee meetings within or without the boundaries of the Municipality to which members have been duly appointed; or
- 6.4** any other Municipal business, meeting, course or convention approved by resolution of Council.

**7. SEVERABILITY**

If a court of competent jurisdiction declares any portion of this bylaw invalid, then the invalid portion must be severed and the remainder of the bylaw is deemed valid.

DISTRICT OF PORT HARDY  
COUNCIL REMUNERATION BYLAW NO. 17-2011

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**8. EFFECTIVE DATE**

This bylaw shall become effective January 1, 2012.

**9. REPEAL**

Bylaw No. 14-2008 will be repealed on the effective date of this bylaw.

Read a first time on the 25<sup>th</sup> day of October, 2011.

Read a second time on the 25<sup>th</sup> day of October, 2011.

Read a third time on the 25<sup>th</sup> day of October, 2011.

Adopted on the 8<sup>th</sup> day of November, 20112011.

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

  
\_\_\_\_\_  
MAYOR

---

**W. PAUL GRIER**  
Barrister & Solicitor, Notary Public

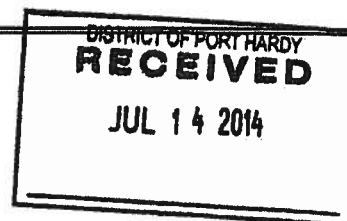
Unit 2 - 6990 Market Street  
P.O. Box 1770  
Port Hardy, BC, V0N 2P0

Telephone (250) 949-6777  
Fax (250) 949-9091  
E-Mail: wpgrier@telus.net

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Our File No. G-80,040

July 10, 2014



Jeff Long  
District of Port Hardy  
PO Box 68  
Port Hardy, BC V0N 2P0


Dear Mr. Long:

**Re: Report of the Committee to Review Municipal Indemnities**

The Committee has reviewed the report made by the Committee on September 14, 2011, as well as Bylaw 17-2011 and the Union of BC Municipalities survey of municipal indemnities.

It is the Committee's recommendation that the Mayor's indemnity remain at \$24,000.00 and that of Councillors' remain at \$12,000.00. We further recommend that effective January 1, 2015 the Mayor's and Councillors' remuneration be increased by an amount equal to the British Columbia Consumer Price Index of the previous year.

Respectfully submitted.

  
W. Paul Grier  
Don Smyth  
Hank Bood

/tas

District of Port Hardy



# DISTRICT OF PORT HARDY

## STAFF REPORT



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**DATE:** July 30, 2014 **FILE:** 4200-01 Elections  
**TO:** Rick Davidge, Chief Administrative Officer  
**FROM:** Jeff Long, Director of Corporate & Development Services  
**RE:** **2014 GENERAL LOCAL ELECTION**

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### PURPOSE

To present Council with the schedule of key events associated with the 2014 General Local Election and obtain Council's direction insofar as appointments to the positions of Chief Election Officer and Deputy Chief Election Officer.

### REGULATORY AUTHORITY

Section 36 of the *Local Government Act* indicates that "Elections for the mayor and all councillors of each municipality and elections for the electoral area directors of each regional district, to be known collectively as a general local election, must be held in the year 2014 and in every 4th year after that." In addition, section 41 requires that a local government appoint a Chief Election Officer and Deputy Chief Election Officer for the purposes of conducting an election.

### BACKGROUND / ANALYSIS

Staff has reviewed the various legislative requirements in relation to the need to conduct the 2014 General Local Election and the timing for the numerous steps that must be undertaken. The following is a summary of the key steps and dates / timeframes:

August 12: Council appoints Chief Election Officer and Deputy CEO.

September 3: Complete preparation of nomination package for distribution to public.

September 4: First notice of nomination period, availability of list of electors, request to omit or obscure personal information on the list and the period for objections to elector registrations is published in North Island Gazette Newspaper.

September 11: Second notice of nomination period, availability of list of electors, request to omit or obscure personal information on the list and the period for objections to elector registrations is published in North Island Gazette Newspaper.

September 24: Provincial list of voters becomes local government list of electors.

September 25: Third notice of nomination period, availability of list of electors, request to omit or obscure personal information on the list and the period for objections to elector registrations is published in North Island Gazette Newspaper.

September 30: List of electors available for public inspection and period for objections to elector registration begins.

September 30: Nomination period begins at 9:00am.

October 10: Nomination period ends at 4:00pm.

October 10: Objections to elector registrations must be received before 4:00 pm.

October 10: Declaration of candidates at 4:15pm.

- 
- October 14: Deadline for challenge of nominations and elector organization endorsements to be submitted to Provincial Court (4:00pm).
  - October 17: Last day for withdrawal from election by candidates (4:00pm).
  - October 20: Declaration of election by voting or election by acclamation (4:00pm).
  - October 21: Report candidate information to CivicInfoBC if election by voting.
  - October 23: Notice of general election, advance and special voting opportunities to be published in North Island Gazette Newspaper (if required).
  - October 30: Notice of general election, advance and special voting opportunities to be published in North Island Gazette Newspaper (if required).
  - November 5: Advanced voting in Council Chambers from 8am - 8pm (if required).
  - November 6: Notice of general election, advance and special voting opportunities to be published in North Island Gazette Newspaper (if required).
  - November 13: Notice of general election, advance and special voting opportunities to be published in North Island Gazette Newspaper (if required).
  - November 12: Special voting - Port Hardy Hospital / Eagle Ridge Manor for patients only (if required).
  - November 13: Advanced voting in Municipal Hall from 9:00am - 4:00pm (if required).
  - November 14: Advanced voting in Municipal Hall from 9:00am - 4:00pm (if required).
  - November 15: General election day in Council Chambers from 8:00am - 8:00pm (if required).
  - November 15: Announcement of preliminary results after vote count completed (if required).
  - November 19: Date by which CEO must declare official election results (if required).

#### FINANCIAL IMPLICATIONS

Undertaking the full gamut of activities associated with a general election will cost in the order of \$6,000 to \$8,000 which has been included in the 2014 budget. Given the District of Port Hardy undertakes election proceedings on behalf of School District No. 85 with respect to the election associated with its Board of Trustees, the School Board typically pays about one third of this cost.

#### STAFF RECOMMENDATION

*"THAT pursuant to Sections 41(1) and (2) of the Local Government Act, Jeff Long is hereby appointed Chief Election Officer for conducting the 2014 general local elections with the power to appoint other election officials as required for the administration and conduct of the 2014 general local elections;*

*AND FURTHER THAT Susan Bjarnason is hereby appointed Deputy Chief Election Officer for the 2014 general local elections".*

Respectfully submitted,

I agree with the recommendation.



---

Jeff Long  
Director of Corporate &  
Development Services



---

Rick Davidge  
Chief Administrative Officer



# DISTRICT OF PORT HARDY

## STAFF REPORT



**DATE:** August 6, 2014 **FILE:** 4200-01 Elections  
**TO:** Rick Davidge, Chief Administrative Officer  
**FROM:** Jeff Long, Director of Corporate & Development Services  
**RE:** **ELECTION STAFF WAGES - COUNCIL POLICY CP5.5**

**PURPOSE**

To present Council with a recommendation to increase the wages associated with election staff.

**REGULATORY AUTHORITY**

Section 41 of the *Local Government Act* requires that a local government appoint a Chief Election Officer and a Deputy Chief Election Officer and for the purposes of conducting an election, and the Chief Election Officer must appoint election officials to assist with election proceedings.

**BACKGROUND / ANALYSIS**

The District's current wage rates for its election officials vis-à-vis Policy #CP5.5 are as follows:

- Chief Election Officer: \$500.00
- Deputy Chief Election Officer: \$350.00
- Polling Clerks: \$210.00
- Counters: \$50.00

These wage rates have not been adjusted in seven years. A review of wage rates for election officials was conducted based on survey information collected by the Local Government Management Association of BC. This information is included on pages 3 through 6. This information is categorized on the basis of the population of the local governments that were surveyed. In summary, the average wage rates are as follows:

Population of LGA	Chief Election Officer	Deputy Chief Election Officer	Polling Clerk	Ballot Counter
Less than 1,000	\$1,006.25	\$718.85	\$425.00	\$100.00
1,001 to 1,999	\$1,095.58	\$685.51	\$274.54	\$81.25
2,000 to 3,999	\$1,021.43	\$644.86	\$245.54	\$124.00
4,000 – 9,999	\$1,331.84	\$862.58	\$219.97	\$62.50
<b>AVERAGE:</b>	<b>\$1,113.78</b>	<b>\$727.95</b>	<b>\$291.26</b>	<b>\$91.94</b>

Notes: Situations whereby the CEO is hired as a consultant to conduct the election have not been included so as not to skew the results. Hourly wage rates for CEO and Deputy CEO have been extrapolated based on the need to undertake 24 hours of work outside of the normal work day in the District of Port Hardy. Hourly wage rates for Polling Clerks have been extrapolated based on the need to undertake 13 hours of work on election day. Hourly rates for Ballot Counters has not been included given the range of variables associated which may effect the results.

Elections positions are separate from District staff positions and are treated independently in this regard. This is common in the approach undertaken by local governments in dealing with elections staffing. This allows non local government staff to be hired as needed. Typically, election officials positions are filled by District of Port Hardy staff. Given that election positions that are undertaken on a voluntary basis and not as part of existing staff positions, overtime is not paid however, it is important to offer attractive and fair wages that help to encourage District staff to participate as they are already trained and have experience conducting election work. Even if this was not a factor, a review of the wages paid by other local governments on average indicates that the District's wages are sub par.

**FINANCIAL IMPLICATIONS**

Increases to the wages for election officials would increase the cost of an election. Based on the staff recommendation, the increase would equate to approximately \$610.00.

**STAFF RECOMMENDATION**

*“THAT Council approves an amendment to Council Policy #CP5.5 such that the wage rates paid to election officials for conducting general local elections and by-elections are as follows:  
Chief Election Officer: \$750.00  
Deputy Chief Election Officer: \$500.00  
Polling Clerks: \$250.00  
Ballot Counters: \$75.00”*

Respectfully submitted,

I agree with the recommendation.



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Jeff Long  
Director of Corporate &  
Development Services

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Rick Davidge  
Chief Administrative Officer

Election Administration Pay Rates (2014) - LGAs with less than 1,000									
Name	JurisdictionType	Population	Chief Election Officer Pay Rates	Deputy Chief Election Officer Pay Rates	Poll Clerks Pay Rates	Ballot Counters Pay Rates			
Alert Bay Village		556	500	400					
Belcarra Village		676	6,000 contract	480 Election day					
Canal Flats Village		700	1300	1000	20/hour				
Clinton Village		578	900	750	350				
Granisle Village		364	1500	1000					
Greenwood City		625	Survey not returned	Survey not returned	Survey not returned	Survey not returned			
Hazelton Village		293	1000	500	100	100			
Lytton Village		235	0	0					
Midway Village		621	900	700	400				
New Denver Village		512	700	500	300				
Port Alice Village		821	1200	1000	600				
Port Clements Village		440	925	615					
Port Edward District		577	Survey not returned	Survey not returned	Survey not returned	Survey not returned			
Pouce Coupe Village		739	Survey not returned	Survey not returned	Survey not returned	Survey not returned			
Queen Charlotte Village		948	1700	1300	28.57/hour				
Sayward Village		341	Survey not returned	Survey not returned	Survey not returned	Survey not returned			
Sechelt Indian Government District		850	Survey not returned	Survey not returned	Survey not returned	Survey not returned			
Silverton Village		185	Survey not returned	Survey not returned	Survey not returned	Survey not returned			
Slocan Village		314	1100	800	800				
Stewart District		496	Survey not returned	Survey not returned	Survey not returned	Survey not returned			
Tahsis Village		366	Hours banked - taken later	Hours banked - taken later	Hours banked - taken later	Hours banked - taken later			
Wells District		236	Survey not returned	Survey not returned	Survey not returned	Survey not returned			
Zeballos Village		189	350	300					



Election Administration Pay Rates (2014) - LGAs 1,000 to 1,999						
Name	Jurisdiction Type	Population	Chief Election Officer Pay Rates	Deputy Chief Election Officer Pay Rates	Poll Clerks Pay Rates	Ballot Counters Pay Rates
100 Mile House	District	1885	1200	800		
Ashcroft	Village	1664	800	600	300	50
Cache Creek	Village	1037	Survey not returned	Survey not returned	Survey not returned	Survey not returned
Central Coast	Regional District	1250	N/A - Salary position	N/A - Salary position	20/hour	N/A - Salary positions
Fort St. James	District	1355	25/hour	21/hour	17/hour	
Fruitvale	Village	1952	31.88/hour	30.11/hour	27.96/hour	75
Gold River	Village	1362	500	500	300	
Harrison Hot Springs	Village	1573	4200	1500		19/hour
Highlands	District	1903	2000		200	20/hour
Kaslo	Village	1072	650	500	350	
Keremeos	Village	1289	35/hour	25/hour	15/hour	Counted by poll clerks
Lumby	Village	1634	770	770		
Montrose	Village	1012	600	400		
Nakusp	Village	1524	27.44/hour	22.75/hour		
Taylor	District	1384	650	440	220	
Telkwa	Village	1295	1 week time off or equivalent pay	1 week time off or equivalent pay	250	
Tofino	District	1655	Survey not returned	Survey not returned	Survey not returned	Survey not returned
Ucluelet	District	1487	7000	1100	375	125
Vallempoint	Village	1018	1200	800	20/hour	20/hour
Warfield	Village	1729	1000	500		75

Election Administration Pay Rates (2014) - LGAs 2,000 to 3,999						
Name	Jurisdictiontype	Population	Chief Election Officer Pay Rates	Deputy Chief Election Officer Pay Rates	Poll Clerks Pay Rates	Ballot Counters Pay Rates
Bowen Island	Island Municipality	3362	1500	850	300	150
Burns Lake	Village	2107	50/hr	45/hr		
Chase	Village	2409	600	250	130	
Chebwynd	District	2633	500	400	350	350
Cumberland	Village	2762			200/day	
Golden	Town	3811	1000	1000		
Houston	District	3163	750	500	125	30 additional (poll clerks)
Lake Cowichan	Town	2948	800	500	240	60
Lantzville	District	3661	1000	750	15/hr	
Lillooet	District	2324	2500	500	12.50/hour	
Pemberton	Village	2192	40/hr	30/hr	Survey not returned	Survey not returned
Port McNeill	Town	2623	Survey not returned	Survey not returned	Survey not returned	Survey not returned
Princeton	Town	2677	1050	950	500	
Rossland	City	3278	1000	500	250 election day	12/hour
Sitamous	District	2676	Survey not returned	Survey not returned	Survey not returned	Survey not returned
Sparwood	District	3618	35/hour	22/hour	13/hour	12/hour over 5 hours - 60 minimum
Tumbler Ridge	District	2454	600	500	25/hour	

Election Administration Pay Rates (2014) - LGAs 4,000 to 9,999						
Name	Jurisdiction Type	Population	Chief Election Officer Pay Rates	Deputy Chief Election Officer Pay Rates	Poll Clerks Pay Rates	Ballot Counters Pay Rates
Armstrong	City	4241	38.1	38.1	19.09	19.09
Castlegar	City	7259	800	550	225	
Coldstream	District	9471	900	500	200	50
Creston	Town	4826	850	750	150	
Duncan	City	4986	1500	1000	280	
Fernie	City	4217	6000			
Gibsons	Town	4182	1500	750	200	
Grand Forks	City	4036	2000	1500	200	100-200
Hope	District	6185	1800	1200	200	
Kent	District	4738	7000	5000	220	N/A
Kimberley	City	6139	Survey not returned	Survey not returned	Survey not returned	Survey not returned
Klondike	District	8987	1100	850	12/hr	12/hr
Ladysmith	Town	7538				
Lake Country	District	9606	Staff regular rate	Staff regular rate	15/hr	
Mackenzie	District	4539	1500	1250	20/hour	
Merritt	City	6998	2000	1000	15/hour	
Metchosin	District	4795				
Nelson	City	9258	2200	1300	250	N/A
Oliver	Town	4370	46.55/hour	40.21/hour	15/hour	
Osoyoos	Town	4752	1500	800	12/hour	
Peachland	District	4883	750 flat rate	700 flat rate	15/hour	15/hr (if needed)
Port Hardy	District	4008	500	350	210	50
Qualicum Beach	Town	8502	1400 (2011 rate)		265	
Quesnel	City	9326	1000	600	200	
Revelstoke	City	7230	600	450	240	N/A
Sechelt	District	8454	1000	450	210	
Smithers	Town	5217	1500	750	200	
Sooke	District	9704	2200	1000	230	None
Spallumcheen	Township	4960	750	40.63/hour	23.42/hr	
Trail	City	7237	1250	625	225	
Vanderhoof	District	4064	Survey not returned	Survey not returned	Survey not returned	Survey not returned
View Royal	Town	8768	3000	2500	250	N/A
Whistler	Resort Municipality	9248	996	800	300	



**DISTRICT OF PORT HARDY**  
**STAFF REPORT**



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**DATE:** August 6, 2014

**FILE:** 230-20 Misc (MIA) /  
550 Reports to Council

**TO:** Deputy Mayor Huddlestan and Council

**FROM:** Rick Davidge, Chief Administrative Officer

**RE: APPOINTMENTS TO MUNICIPAL INSURANCE ASSOCIATION OF BRITISH COLUMBIA**

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Our current appointees to Municipal Insurance Association of British Columbia (MIA BC) will require adjustment in order to vote at the upcoming MIA BC Annual General Meeting being held at the UBCM Convention this year. Council should re-appoint a voting delegate and two alternates.

Please see the attached for further information.

Respectfully submitted,

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Rick Davidge

## Leslie Driemel

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**From:** Mitch Kenyon [mkenyon@miabc.org]  
**Sent:** August-06-14 10:55 AM  
**To:** ldriemel@porthardy.ca  
**Subject:** MIABC Voting Delegate  
**Attachments:** AGM Directions.pdf

Hi Leslie,

Here is a draft copy of the notice that will be going out to members shortly....

The 27th Annual General Meeting of the Subscribers of the Municipal Insurance Association of British Columbia is scheduled to take place at 3 PM on Tuesday, September 23rd in the Emerald Ballroom, Westin Resort, Whistler. The MIABC will be hosting a reception following the AGM also in the Emerald Ballroom, Westin Resort, Whistler, until 6pm. Directions enclosed.

At the AGM there will be at least two resolutions. The first will delegate authority to the Board to set the parameters of the experience rating formula. The second will approve the property insurance policy. There will also be an election for five directors for a three year term: Group A Director population to 2,000, Group B Director population 2,001 to 5,000, Group C Director population 5,001 to 25,000, Group D Director over 25,000 population and Regional District Representative. Interested candidates should contact Director Glenn McLaughlin, Chair of the Nominating Committee, c/o the MIABC office.

In accordance with Article 6.13 of the Reciprocal Agreement, the following Delegate and two Alternates have been registered with the MIABC to vote your interests. Any change to this information shall require a resolution of Council/Board to be forwarded to the MIABC by September 11th, 2014. Also, to improve communications, can you please provide us with e-mail addresses for the delegate and alternates at your earliest convenience?

Voting Delegate: Mayor Bev Parnham  
Email address: [mayor@porthardy.ca](mailto:mayor@porthardy.ca)

Alternate #1: Councillor Nikki Shaw  
Email address: [nshaw@porthardy.ca](mailto:nshaw@porthardy.ca)

Alternate #2: Councillor John Tidbury  
Email address: [jtidbury@porthardy.ca](mailto:jtidbury@porthardy.ca)

Regards,  
Mitch Kenyon



# MIABC

*Providing Trusted Civic Solutions*

## You Are Invited

Come visit us to hear about the the launch of the MIABC's new property insurance program.

Learn how the MIABC is becoming the "one-stop shop" for BC local governments' insurance needs.

*Monday, September 23, 2014*

### Annual General Meeting

3:00 - 5:00 p.m. Emerald Ballroom A

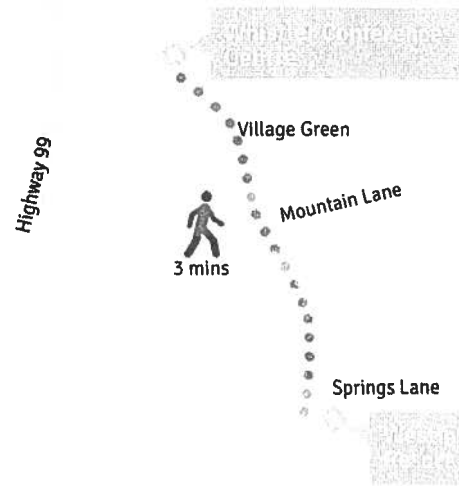
### Reception

5:00 - 6:00 p.m. Emerald Ballroom B/C

Westin Resort & Spa, 4090 Whistler Way



# DRAFT



Whistler Way

**DIRECTIONS TO THE EVENT**

From the Whistler Village Centre, head north on Whistler Way for 1.5 km to the intersection with Mountain Lane. Turn right onto Mountain Lane and walk about 300 metres to the intersection with Springs Lane. Turn right onto Springs Lane and walk about 100 metres to the event site.

info@miabc.org  
390 - 1050 Homer Street  
Vancouver, BC V6B 2W9

Phone: 604-683-6266  
Fax: 604-683-6244  
Toll Free: 1-855-683-6266





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As a result of advertising, two persons have submitted letters of interest to become members of the CCC. These letters are from Bonnie Danyk and Gladys Latty (see attached), both residents of Port Hardy. Should Council wish, it can appoint these persons as CCC members for one or two year terms.

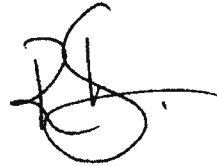
Should Council appoint the three existing members whose two year terms will expire in September for an additional two year term, and should it also appoint the two persons who have expressed interest in serving as members of the CCC for two year terms, this would bring the total number of members to seven, five of which would be for two year terms and two that would have one year left on their two year terms.

**STAFF RECOMMENDATION**

*"That Council appoints Bonnie Danyk, Donna Gault, Gladys Latty, Gordon Patterson and Rob Tucker as members of the Community Consultative Committee for two year terms effective September, 2014."*

Respectfully submitted,

I agree with the recommendation.



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Jeff Long  
Director of Corporate &  
Development Services

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Rick Davidge  
Chief Administrative Officer



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**BONNIE DANYK  
BOX 1659, PORT HARDY BC, V0N 2P0  
250-949-2384**

July 17, 2014

Jeff Long, Director of Corporate & Development Services  
District of Port Hardy  
Box 68, Port Hardy BC, V0N 2P0

Dear Mr. Long:

This letter is to express my interest in serving on the Community Consultative Committee as per the advertisement in the July 17, 2014 edition of the North Island Gazette.

I am a property owner in the District of Port Hardy and have been a resident here for over forty years. I have seen Port Hardy grow during the boom periods in the 70's and 80's, the downturn in the late 90's after the closure of the Island Copper Mine and the gradual return to prosperity which has occurred since then.

As an employee in Local Government since 1997, first with the Regional District of Mount Waddington and currently at the Village of Port Alice, I have a clear understanding of Municipal policy and procedures as well as knowledge regarding Local Government Legislation.

My years as a Port Hardy resident as well as my experience in Local Government will make me an excellent candidate for this position.

Thank you for considering me and I hope to hear from you soon.

Yours truly,

*Bonnie Danyk*

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**GLADYS LATTY**  
Box 1677  
Port Hardy, BC VoN 2P0  
P: 250-949-7776  
C: 250-230-3517  
F: 250-949-6534  
E: [latty@telus.net](mailto:latty@telus.net)

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July 21, 2014

Mr. Jeff Long  
Director of Corporate and Development Services  
District of Port Hardy  
Box 68  
Port Hardy, BC VoN 2P0

Dear Jeff:

**COMMUNITY CONSULTATION COMMITTEE**

Thank you for your quick response to my enquiry regarding a position on the above committee. I am interested in being involved with the work of this committee so please accept this as a letter of interest.

I have lived in Port Hardy for 36 years. During that time I have been in the workforce working for Seafoods (now Keltic) The Hudson's Bay company as the Credit/ Office Manager, the North Island College as an instructor for 13 years and as the Campus Director for 10 years before my retirement in 2008. Since my retirement I have worked on and off for various companies including The Quarterdeck Hotel, H & R Block and Transport Canada.

I am also a member of various community organizations, including the Board of Variance, The B.C. Assessment Review Committee, The Health Network, The Senior's/Elder/s Better Living Committee, and the Quatsino First Nations Economic Development Board. Both my paid employment and my volunteer community work have given me in insight into Port Hardy and surrounding communities which I feel would be useful as a contributing member to a committee working to address community issues/needs.

Yours truly,

*Gladys (signed electronically)*

GLADYS LATTY

District of Port Hardy



## DISTRICT OF PORT HARDY

### BYLAW NO. 1029-2014

A Bylaw to Amend Municipal Ticket Information System Bylaw No. 01-2010 to Replace Schedules to Accommodate the Garbage and Recycling Bylaw, Zoning Bylaw, and the Harbour Regulations Bylaw

WHEREAS the Council of the District of Port Hardy deems it expedient to amend Municipal Ticket Information System Bylaw No. 01-2010;

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

#### PART 1 CITATION

1.1 This Bylaw shall be cited as "District of Port Hardy Municipal Ticket Information System Bylaw Amendment Bylaw No. 1029-2014".

#### PART 2 AMENDMENTS

2.1 Municipal Ticket Information System Bylaw No. 01-2010 is hereby amended as follows:

a) Schedule A is amended by deleting section / row 9. and replacing it with the following new section / row 9.:

9. Garbage and Recycling Bylaw No. 1027-2014	Bylaw Enforcement Officer Municipal Inspector Member of the Royal Canadian Mounted Police Director of Corporate Services Director of Operational Services
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b) Schedule A is amended by deleting section / row 15. and replacing it with the following new section / row 15.:

15. Harbour Regulations Bylaw No. 10-2011	Bylaw Enforcement Officer Harbour Manager or designate Member of the Royal Canadian Mounted Police Municipal Inspector Director of Corporate Services Director of Operational Services
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c) Schedule A is amended by deleting section / row 21. and replacing it with the following new section / row 21.:

21. Zoning Bylaw No. 1010-2013	Bylaw Enforcement Officer Municipal Inspector Director of Corporate Services
--------------------------------	--

d) Schedule B is amended by adding the following new rows in the proper numerical sequence:

4.7(a)	Unprovoked dog permitted to chase, bite or attack any person	\$ 250.00
4.7(a)	Unprovoked dog permitted to chase, bite or attack domesticated animal	\$ 100.00
4.7(b)	Unprovoked dog permitted to cause damage to property	\$ 100.00

e) Schedule B is amended by adding the following new rows in the proper numerical sequence:

4.8(b)	Failure to ensure unleashed dog does not cause injury to any person	\$ 250.00
4.8(b)	Failure to ensure unleashed dog does not cause injury to any animal or cause damage to any property	\$ 100.00

f) Deleting Schedule H and replacing it with the following new Schedule H:

**SCHEDULE H**  
**District of Port Hardy Ticket Information System Bylaw No. 01-2010**

Garbage and Recycling Bylaw No. 1027- 2014		
Column 1 Section	Column 2 Offence	Column 3 Fine
3.(b)	Unlawful disposal of garbage, trade waste or recyclable materials	\$ 250.00
3.(c)	Failure to provide or maintain regulation garbage receptacle	\$ 100.00
3.(d)	Failure to provide or maintain regulation recycling receptacle	
3.(e)	Failure to provide and utilize standard container	\$ 100.00
5.(a)	Failure to: a) Prevent liquid in regulation garbage receptacle, regulation recycling receptacle or standard container; or, b) Keep regulation garbage receptacle, regulation recycling receptacle or standard container securely covered with water-tight cover.	\$ 100.00
5.(b)	Failure to properly prepare garbage	\$ 100.00
5.(c)	Unlawful use of another person's garbage receptacle	\$ 100.00
6.(a)	Failure to maintain receptacle or provide suitable replacement	\$ 100.00
6.(b)	Failure to maintain standard container or provide suitable replacement	\$ 100.00
7.(a)	Storage of garbage or trade waste which includes attractant that is accessible to wildlife	\$ 100.00
7.(b)	Storage of garbage which includes attractant that is accessible to domestic animals or wildlife	\$ 100.00
8.(a)	Prohibited materials in garbage	\$ 100.00
11.	Failure to make arrangements for collection and removal of garbage and trade waste	\$ 250.00
12.	Operation of system for collection and disposal of garbage and recyclable materials without District authorization	\$ 250.00

g) Deleting Schedule N and replacing it with the following new Schedule N:

**SCHEDULE N**  
**District of Port Hardy Ticket Information System Bylaw No. 01-2010**

Harbour Regulations Bylaw No. 10-2011		
Column 1 Section	Column 2 Offence	Column 3 Fine
5.1	Failure to display name or registration or both	\$ 100.00
5.3	Berthing of derelict hull, piledriver, scow, log float, log or logs, houseboat or boathouse	\$ 200.00
5.4	Use of unlawful extension cord	\$ 100.00
5.5	Attaching lines to lamp standard or fire line outlet	\$ 100.00
5.6	Interference with the floats as a thoroughfare or with public safety	\$ 100.00
5.7	Violation of Government Property Traffic Act	\$ 100.00
6.1	Unlawful parking of vehicle in the launch	\$ 100.00
6.2	Interference with the floats as a thoroughfare or with public safety	\$ 100.00
7.1	Unlawful use of "loading Zone"	\$ 100.00
7.2	Violation of posted weight limits	\$ 100.00
7.3	Improper disposal of waste or refuse	\$ 250.00
7.4	Leaving Equipment on wharf after loading or unloading completed	\$ 100.00
8.1	Unlawful welding	\$ 250.00
8.3	Improper storage of flammable or combustible material while welding	\$ 100.00
8.5	Failure to abide by Environment Canada's "Best Management Practices for Boat Building and Repair"	\$ 100.00
9.1	Parking without valid Harbour Authority parking pass	\$ 100.00
9.2	Unlawful parking of vehicle on the wharfhead	\$ 100.00
9.3	Parking in violation of zones or short term parking	\$ 100.00
10.1	Berthing a prohibited vessel	\$ 100.00
10.2	Unlawful pumping of engine room bilge	\$ 500.00
10.3	Failure to have sewage holding tank or to conduct sewer discharge	\$ 100.00
10.5	Improper disposal of garbage	\$ 250.00
10.6	Unlawful discharge of contaminants	\$ 500.00
10.8	Inadequate or no insurance	\$ 250.00
10.11	Failure to return waste oil	\$ 100.00
10.12	Release of waste oil or other pollutants	\$ 500.00
10.13	Unlawful Fuelling	\$ 250.00
10.14	Unlawful repairing or painting of vessels	\$ 250.00

h) Deleting Schedule T and replacing it with the following new Schedule T:

**SCHEDULE T**  
**District of Port Hardy Ticket Information System Bylaw No. 01-2010**

Zoning Bylaw No. 1010-2013		
Column 1 Section	Column 2 Offence	Column 3 Fine
3.2	Prohibited use of land	\$ 250.00
3.4	Unlawful siting, size, dimension or number of buildings or structures	\$ 100.00
3.5	Encroachment into yard requirement	\$ 100.00
3.9(a)	Establishment of accessory building or structure without principal use or building	\$ 250.00
3.9(b), (c), (d), (e), (f), (g)	Improper siting, size or dimension of accessory building or structure	\$ 100.00
3.10	Violation of regulations pertaining to secondary suite dwelling	\$ 100.00
3.11	Violation of regulations pertaining to carriage home dwelling	\$ 100.00
3.12.1	Violation of regulations pertaining to minor home occupation	\$ 100.00
3.12.2	Violation of regulations pertaining to major home occupation	\$ 100.00
3.12.3	Violation of regulations pertaining to rural home occupation	\$ 100.00
3.13	Violation of regulations pertaining to bed and breakfast	\$ 100.00
3.14	Violation of regulations pertaining to temporary dwelling	\$ 100.00
3.15	Violation of regulations pertaining to occupancy of existing dwelling during construction of replacement dwelling	\$ 100.00
3.17	Violation of regulations pertaining to fences, retaining walls and site triangles	\$100.00
3.19(a)	Use of parcel as wrecking yard or storage for derelict vehicles or more than two unlicensed motor vehicles	\$ 250.00
3.19(b) to (e)	Violation of regulations pertaining to boat, motor vehicle and recreational vehicle storage in Residential Zone	\$ 100.00
3.20	Violation of building elevation	\$ 100.00
3.21	Violation of regulation pertaining to combined commercial and residential use	\$ 100.00
3.22	Violation of regulation pertaining to staff accommodation	\$ 100.00
3.23.1	Violation of regulation pertaining to small scale urban agriculture	\$ 100.00
3.23.2	Violation of regulation pertaining to urban hens	\$ 100.00
3.24.1	Violation of regulation pertaining to renewable and co-generation energy devices	\$ 100.00
3.24.2	Violation of regulation pertaining to solar energy devices	\$ 100.00
3.24.3	Violation of regulation pertaining to geothermal energy devices	\$ 100.00
3.24.4	Violation of regulation pertaining to wind energy devices	\$ 100.00
3.25	Violation of regulation pertaining to landscape screening requirements	\$ 100.00
4.1, 4.2, 4.4 and 4.5	Failure to meet requirements related to the provision and configuration of parking or loading spaces	\$ 100.00

6.1 to 6.6, 7.1 to 7.5, 8.1 to 8.5, 9.1 to 9.3, 10.1 to 10.2, 11.1, 12.1 to 12.5	Failure to comply with permitted principal or accessory uses	\$ 250.00
6.1 to 6.6, 7.1 to 7.5, 8.1 to 8.5, 9.1 to 9.3, 10.1 to 10.2, 11.1, 12.1 to 12.5	Failure to comply with conditions of use	\$ 250.00
6.1 to 6.6, 7.1 to 7.5, 8.1 to 8.5, 9.1 to 9.3, 10.1 to 10.2, 11.1, 12.1 to 12.5	Violation of siting, size, floor area and dimension regulations	\$ 100.00

**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, second and third time the 8th day of July, 2014.

Adopted on the \_\_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
Director of Corporate &  
Development Services

\_\_\_\_\_  
Deputy Mayor



## DISTRICT OF PORT HARDY

### BYLAW NO. 1030-2014

#### A Bylaw to Amend Water Regulations Bylaw No. 02-2012

WHEREAS the Council of the District of Port Hardy deems it expedient to amend Water Regulations Bylaw No. 02-2012;

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

#### **PART 1 CITATION**

1.1 This Bylaw shall be cited as "District of Port Hardy Water Regulations Bylaw Amendment Bylaw No. 1030-2014".

#### **PART 2 AMENDMENTS**

2.1 District of Port Hardy Water Regulations Bylaw No. 02-2012 is hereby amended as follows:

a) Section 8.7 is hereby deleted and replaced with the following new section 8.7:

*"The water connection fee deposited in accordance with the District of Port Hardy User Rates and Fees Bylaw does not include or relate to works on private property (premises)."*

b) Section 8.8 is hereby deleted and replaced with the following new section 8.8:

*"Only the District or its authorized contractors shall undertake any of the works associated with a water connection or the District's waterworks system."*

c) Section 8.13 is hereby deleted and replaced with the following new section 8.13:

*"No person shall install a swimming pool or below ground sprinklers with a connection to a water service coming from the District's waterworks system nor shall any addition to a water service made that may have cross connection implications, without first installing a District approved backflow prevention device. All such backflow prevention devices and installations must first be approved by the District based on a detailed design and no work shall proceed with respect to these installations without first obtaining approval from the District."*

d) Section 10.14 is hereby deleted and the remaining sections are renumbered accordingly.

e) Section 11.1 is hereby deleted and replaced with the following new section 11.1:

*"Every person who violates any of the provisions of this Bylaw, or who suffers or permits any act or thing to be done in contravention of this Bylaw, or who neglects or refrains from doing anything required to be done by any of the provisions of this Bylaw,*



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*shall be deemed to be guilty of an infraction hereof and shall be liable to the penalties imposed which in addition to financial penalties, may also include discontinuation of water services to the affected premises."*

**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, second and third time on the        day of        , 2014.

Adopted on the        day of        , 2014.

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Director of Corporate &  
Development Services

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Deputy Mayor

Certified a true copy of  
Bylaw No. 1030-2014 as adopted.

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Director of Corporate  
& Development Services



# DISTRICT OF PORT HARDY

## BYLAW NO. 1031-2014

### A Bylaw to Amend Council Remuneration Bylaw No. 17-2011

WHEREAS the Council of the District of Port Hardy deems it expedient to amend Council Remuneration Bylaw No. 17-2011;

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

#### **PART 1 CITATION**

1.1 This Bylaw shall be cited as "District of Port Hardy Council Remuneration Bylaw Amendment Bylaw No. 1031-2014".

#### **PART 2 AMENDMENTS**

2.1 District of Port Hardy Council Remuneration Bylaw No. 17-2011 is hereby amended as follows:

- a) Section 3. EXPENSES INCURRED, is hereby deleted in its entirety and the remaining sections are renumbered accordingly.
- b) Section 3. QUALIFYING EXPENSES AND EXPENDITURES, is hereby renamed Section 3. ELIGIBLE EXPENSES.
- c) Section 3. ELIGIBLE EXPENSES is hereby amended by including the following new subsection 3.1 and renumbering the existing sub sections accordingly:

*"Members of Council shall be reimbursed for expenses they incur for being present at those Council approved functions conducted outside of the District as per section 4. herein."*

- d) Subsection 3.2 is hereby deleted and replaced with the following new subsection 3.2:

*Eligible expenses include:*

- a) accommodation;
- b) transportation (airfare, car rental, ferry, mileage, parking, taxi, etc.);
- c) registration or related fees; and,
- d) per diem allowance (see section 3.4).

- e) Subsection 3.3 is hereby deleted and replaced with the following new subsection 3.3:

*"Where Council members use their own vehicles to conduct District business, they must provide include business use as part of their vehicular insurance and the District will reimburse 100% of the business use portion of said insurance."*

- f) Subsection 3.4 is hereby deleted and replaced with the following new subsection 3.4:

*"The per diem allowance is intended to cover meals, gratuities and incidental expenses and it will be calculated at the rate in effect at the time of booking in accordance with the rates established by the Treasury Board of Canada from time to time. Meals that are provided at a function will be deducted from the per diem paid. On the date of departure, travel must commence before 7:00 a.m. to claim breakfast, before 12:00 noon to claim lunch; and on the date of return, travel status must end after 6:00 p.m. to claim dinner."*

- g) Subsection 3.5 is hereby deleted and replaced with the following new subsection 3.5:

*"Mileage paid shall be equal to the mileage rates set by the Treasury Board of Canada from time to time and will be calculated at the rates in effect at the time of booking."*

- h) Section 4. LEVELS OF PAYMENT is hereby deleted in its entirety and the remaining sections are renumbered accordingly.

- i) Section 4. COUNCIL BUSINESS is hereby deleted in its entirety and replaced with the following new section 4. COUNCIL APPROVED FUNCTIONS :

*"Council approved functions shall include:*

- a) The annual convention of the Union of British Columbia Municipalities (U.B.C.M.);*
- b) The annual convention of the Association of Vancouver Island Coastal Communities (A.V.I.C.C.);*
- c) Meetings associated with the Regional District of Mount Waddington (RDMW) Board of Directors and Hospital Board attended by a Council member who has been appointed as Director or Alternate Director, and the RDMW does not provide reimbursement of expenses for attending those meetings;*
- d) Committee meetings outside the boundaries of the District to which Council members have been duly appointed by Council; and,*
- e) Any other functions including meetings, courses or conventions approved by resolution of Council."*

### **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, second and third time on the        day of        , 2014.

Adopted on the        day of        , 2014.

\_\_\_\_\_  
Director of Corporate &  
Development Services

\_\_\_\_\_  
Deputy Mayor

Certified a true copy of  
Bylaw No. 1031-2014 as adopted.

\_\_\_\_\_  
Director of Corporate & Development Services