



DISTRICT OF PORT HARDY

AGENDA COUNCIL MEETING 7:00 PM, TUESDAY, OCTOBER 13, 2015 MUNICIPAL HALL COUNCIL CHAMBERS 7360 COLUMBIA STREET

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

Staff: Rick Davidge, Chief Administrative Officer
Allison McCarrick, Director of Financial Services
Heather Nelson-Smith, Director of Corporate Services
Leslie Driemel, Recording Secretary

**DISTRICT OF PORT HARDY
AGENDA FOR THE REGULAR COUNCIL MEETING
7:00 PM TUESDAY, OCTOBER 13, 2015
Council Chambers - Municipal Hall**

<u>Page</u>	A. CALL TO ORDER	Time:
	B. APPROVAL OF AGENDA AS PRESENTED (or amended)	
	Motion required.	1. 2.
	C. ADOPTION OF MINUTES	
1	1. Minutes of the Special Council Meeting held September 15, 2015	
	Motion required.	1. 2.
2-4	2. Minutes of the Regular Council meeting held September 15, 2015.	
	Motion required.	1. 2.
	D. DELEGATIONS AND REQUESTS TO ADDRESS COUNCIL	
	1. Mr. George Kearey, Royal Canadian Legion, Branch 237 re: Presentation of First Poppy for 2015 Poppy Campaign.	
	2. Pauline Stevenson, Excel Career College re: Aquaculture training project.	
	E. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS	
5-7	1. Council Action items. For information.	
	F. CORRESPONDENCE	
8	1. Hon. Steve Thomson, Minister of Forests, Lands and Natural Resource Operations:	
	a. (Sept 8/15) re: Letter to Hank Bood, Mayor - Thank you for letter regarding BC Wildfire Service staff service in fighting the Tsulquate Wildfire. For information.	
9	b. (Sept 8/15) Copy of letter to Shirley Ackland, Mayor, Port McNeill re: Thank you for meeting and input on North Island Community Forest. For information.	
10	2. Rhonda Vanderfluit, Registrar, Youth Parliament of B.C. Alumni Society (Sept 8/15) re: British Columbia Youth Parliament Session, December 27-31, 2015. For information.	
11	3. Hon. Mary Polak, Minister of Environment (Sept.17/15) re: Suspension of Conservation Officer Conservation Officer Bryce Casavant. For information.	
	4. Rotary Clubs of Port Hardy and Port McNeill.	
12-13	a. Allison McCarrick, Director of Financial Services (Sept.27/15) re: Rotary Clubs of Port Hardy and Port McNeill request for grant in aid. For information	
14	b. Rotary Clubs of Port Hardy and Port McNeill (Sept.17/15) re: Request for donation to 29 th Annual Rotary Radio Auction, November 7 & 8, 2015.	
	Motion / direction	1. 2.
15	5. Bruce Jolliffe, Chair Vancouver Island Regional Library Board of Trustees (Sept.24/15) re: Vancouver Island Regional Library 2016-2020 Financial Plan. For information.	
16	6. Correspondence re: Hospital Parking Fees	
	a. Copy of letter from Lois and Ed Jarvis, Campbell River BC to Campbell River Mayor Andy Adams and Council (Sept 27/15)	
17-18	b. Copy of letter from Claire Trevena, MLA North Island (Sept 30/15) to Hon. Terry Lake, Minister of Health	
19-20	c. Copy of letter from Claire Trevena, MLA North Island (Sept 30/15) to Dr. Brendan Carr, President and CEO, Vancouver Island Health Authority	
	Motion / direction	1. 2.

- 21 7. Angela Smith, Pumpkin Patch Committee 2015, Port Hardy Chamber of Commerce & Visitor Center (Oct.5/15) re: The Great Pumpkin Patch Walk, Sunday November 1, 2015, request for use of seawall from Rotary Park to Kinsmen pavilion and to have lights turned out along seawall at 6:00 pm.

Motion / direction

1.

2.

G. NEW BUSINESS

None in agenda package.

H. COUNCIL REPORTS

1. Verbal reports from Council members.

I. COMMITTEE REPORTS

- 22-26 1. Minutes of the Emergency Planning Committee meeting held June 30, 2015. For information.
- 27-29 2. Draft minutes of the Emergency Planning Committee meeting held October 6, 2015. For information.
- 30-32 3. Draft minutes of the First Nations Relations Committee meeting held August 11, 2015. For information.
- 33-35 4. Draft minutes of the Operational Services Committee meeting held September 15, 2015. For information.

The Operational Services Committee recommends to Council:

- a. *"THAT the completion of the Community Bear Smart designation be undertaken by the Operational Services Committee."*

Motion / direction

1.

2.

- b. Kains Lake Water Supply Report (report previously circulated)

"THAT The short and long term recommendations in the Bathymetric Analysis and Preliminary Lake Level Modelling for the District of Port Hardy Kains Lake Water Supply report be accepted and implemented, as presented below:

Short-Term

- *District of Port Hardy should improve water level monitoring at Kains Lake by installing a level logger, recording discharge measurements and correlating measurements to staff gauge water levels in order to create a stage discharge curve. This is important information for accurate water level monitoring and should be installed as soon as practicable.*
- *District of Port Hardy should measure river discharge at the lower dam on numerous days in order to examine the relationship between river discharge at the upper and lower dam sites. Determination of river discharge in the vicinity of the plant will assist in water withdrawal planning, and ensuring sufficient flows for fish. Further investigation may be required dependent upon results;*
- *District of Port Hardy should investigate surface water inputs within the Kains Lake and Tsulquate River area (between the upper and lower dam). A field assessment to quantify water inputs into the watershed should be conducted to accurately describe inputs.*
- *District of Port Hardy should determine the relationship between upper dam bypass valve position and flow rate;*
- *District of Port Hardy should ascertain that bypass valves at the upper dam are in good condition and free of blockages;*
- *District of Port Hardy should investigate the specific requirements of their water lease with respect to fisheries management to ensure that future water-taking decisions are in accordance with any commitments required by the lease.*

Long-Term

- *District of Port Hardy should begin investigation into the feasibility of upper dam upgrades (i.e. height increase)."*

Motion / direction

1.

2.

c. *"THAT Council consideration be given to establishing a rainbow crosswalk with a suggested location at the intersection of Granville and Rupert Streets."*

Motion / direction 1. 2.

36-38 5. Draft minutes of the Parks & Recreation Review Committee meeting held September 15, 2015. For information

The Parks & Recreation Review Committee recommends to Council:

a. *"THAT Council approves the Parks & Recreation Review Committee Terms of Reference."*

Motion / direction 1. 2.

J. STAFF REPORTS

39-40 1. Accounts payable for September, 2015. For information.

K. CURRENT BYLAWS AND RESOLUTIONS

41 1. Allison McCarrick, Director of Financial Services (Sept.23/15) re: District of Port Hardy Bylaw 1045-2015 Revenue Anticipation Borrowing Bylaw for 2016.

42-43 District of Port Hardy Bylaw 1045-2015, A Bylaw to Provide for the Borrowing of Money in Anticipation of Revenue for the Year 2016. For First, Second and Third Reading.

Motion required. 1. 2.

44-71 2. District of Port Hardy Bylaw 1046-2015 A Bylaw for District of Port Hardy User Rates and Fees for 2016. For First, Second and Third Reading.

Motion required. 1. 2.

L. PENDING BYLAWS

No pending bylaws

M. INFORMATION AND ANNOUNCEMENTS

October 14 Committee: Parks & Recreation Review, 3:00 pm, Council Chambers
October 15 Committee: Operational Services, 3:00 pm, Council Chambers
October 27 Regular Council Meeting 7:00pm, Council Chambers
October 29 Committee: Joint Occupational Health and Safety Committee

N. NOTICE OF IN CAMERA MEETING

No in camera meeting scheduled at this time.

O. ADJOURNMENT

Motion required 1. 2. Time:



**MINUTES OF THE DISTRICT OF PORT HARDY
SPECIAL COUNCIL MEETING
SEPTEMBER 15, 2015
COUNCIL CHAMBERS, MUNICIPAL HALL
7360 COLUMBIA STREET**

PRESENT: Mayor Hank Bood and Councillors Pat Corbett-Labatt (by telephone), Dennis Dugas, Jessie Hemphill, Rick Marcotte, Fred Robertson and John Tidbury

ALSO PRESENT: Rick Davidge, Chief Administrative Officer

MEDIA: None **MEMBERS OF THE PUBLIC:** None

A. CALL TO ORDER

Mayor Bood called the meeting to order at 6:30pm.

B. APPROVAL OF AGENDA

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

SC2015 -030
AGENDA
APPROVED AS
PRESENTED

C. 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:

1. Subject matter related to *Community Charter* Section 90(1)(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality; 1) Director of Operational Services position and 2) Chief Administrative Officer position.

Moved/Seconded/Carried
THAT in accordance with section 92 of the *Community Charter*, that the meeting be closed to the public as per *Community Charter* Section 90(1)(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality; 1) Director of Operational Services position and 2) Chief Administrative Officer position.

SC2015 -031
CLOSE MEETING
TO PUBLIC
COMMUNITY
CHARTER
SECTION 90(1)(a)

D. ADJOURNMENT

Moved
THAT the Special Meeting of Council adjourn. Time: 6:52 pm

SC2015 -032
ADJOURNMENT

CORRECT

APPROVED

CHIEF ADMINISTRATIVE OFFICER

MAYOR



**MINUTES OF THE DISTRICT OF PORT HARDY
REGULAR COUNCIL MEETING
SEPTEMBER 15, 2015
COUNCIL CHAMBERS, MUNICIPAL HALL
7360 COLUMBIA STREET**

PRESENT: Mayor Hank Bood and Councillors Pat Corbett-Labatt (via telephone), Dennis Dugas, Rick Marcotte, Fred Robertson and John Tidbury

ALSO PRESENT: Rick Davidge, Chief Administrative Officer
Leslie Driemel, Recording Secretary

REGRETS: Councillor Jessie Hemphill

MEDIA: None **MEMBERS OF THE PUBLIC:** 3

A. CALL TO ORDER

Mayor Bood called the meeting to order at 7:00pm. He acknowledged that the meeting is being held on the traditional territory of the Kwakiutl people.

B. APPROVAL OF AGENDA

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

2015-160
AGENDA
APPROVED AS
PRESENTED

C. ADOPTION OF MINUTES

1. The minutes of the Regular Council Meeting held September 8, 2015.

Moved/Seconded/Carried
THAT the minutes of the Regular Council Meeting held September 8, 2015 be approved as presented.

2015-161
REGULAR
COUNCIL MEETING
MINUTES SEPT 8/
2015 APPROVED

D. DELEGATIONS

No delegations

E. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

1. Council action items were received for information.

ACTION ITEMS

F. CORRESPONDENCE

No correspondence

G. NEW BUSINESS

No new business

COUNCIL
REPORTS

H. COUNCIL REPORTS

Councillor Fred Robertson advised that the Filomi Days Committee has started planning for 2016 and will incorporate the 50th Anniversary of Port Hardy as their theme and into their plans.

I. COMMITTEE REPORTS

No committee reports

J. STAFF REPORTS

1. Application for Development Variance Permit # DVP01-2015 – 0997329 BC Ltd. (Port Hardy Inn).

Mayor Bood advised the development variance requested is to allow for a height variance from the existing building height of 29 feet 0 inches to 35 feet 10 inches in order to install a new steel roof. Mayor Bood called forward the proponents forward to review the application for Council. Proponents present were Michael Schnurr, Conrad Browne and Derek Ewen.

Conrad Browne gave a short presentation on all aspects of the hotel renovation to Council including the First Nation big house design theme, lobby configuration, pool renovations. Inclusion of a team room for sports teams and other improvements to the building and customer services.

Derek Ewen reviewed the height changes required to that would enable the big house design theme to move forward.

During a short question period Council members received information regarding the timeline for renovations, development variance application process and media coverage as a First Nations economic development project.

Council members commented that it is a good design and the finished project will be an excellent gateway into Port Hardy

Moved/Seconded/Carried

THAT Council approves Development Variance Permit DVP-01-2015 to vary the provisions of section 7.1(c) of Port Hardy Zoning Bylaw No. 1010-2013, from a maximum height of 8.0 metres (26.25 ft) meters to 10.9 2metres (35 feet 10 inches) with respect to the property legally described as Lot 1, Section 36, Township 9, Rupert District, Plan 27702, (Except Plan 39093SRW) Parcel Identifier (PID):002-178-800 AND FURTHER THAT the Chief Administrative Officer be authorized to execute the permit accordingly.

K. CURRENT BYLAWS AND RESOLUTIONS

No bylaws

L. PENDING BYLAWS

No pending bylaws

2015-162
DVP 01-2015
0997329 BC LTD.
(PORT HARDY INN)
9040 GRANVILLE ST
APPROVED

M. INFORMATION AND ANNOUNCEMENTS

Information and announcements in the agenda package were received for information.

N. NOTICE OF IN CAMERA MEETING

No in camera meeting scheduled at this time.

O. ADJOURNMENT

2015-163
ADJOURNMENT

Moved
THAT the meeting be adjourned.

Time: 7:17pm

CORRECT

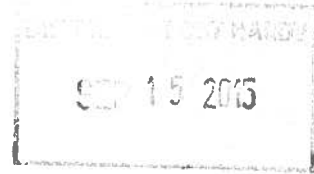
APPROVED

CHIEF ADMINISTRATIVE OFFICER

MAYOR

ITEM	ACTION REGULAR COUNCIL MEETING – Sept. 15, 2015	WHO	STATUS /COMMENTS
<p>1. Application for Development Variance Permit # DVP01-2015 – 0997329 BC Ltd. (Port Hardy Inn).</p>	<p>THAT Council approves Development Variance Permit DVP-01-2015 to vary the provisions of section 7.1(c) of Port Hardy Zoning Bylaw No. 1010-2013, from a maximum height of 8.0 metres (26.25 ft) meters to 10.9 2metres (35 feet 10 inches) with respect to the property legally described as Lot 1, Section 36, Township 9, Rupert District, Plan 27702, (Except Plan 39093SRW) Parcel Identifier (PID):002-178-800 AND FURTHER THAT the Chief Administrative Officer be authorized to execute the permit accordingly.</p>	RD	Done
<p>ITEM</p>	<p>-advise proponent, complete Development Variance Permit</p> <p>ACTION REGULAR COUNCIL MEETING – Sept. 8, 2015</p>	RD	STATUS /COMMENTS
<p>Strategic Natural Resource Consultants re: Knotweed Eradication Program Outline.</p>	<p>Moved/Seconded/Carried</p> <p>THAT Council approves a contribution of \$5,000.00 plus an equivalent amount of assistance with in kind support to include personnel and equipment for use as part of the Knotweed Eradication Program as presented by Strategic Natural Resource Consultants.</p> <p>-Issue funds</p> <p>-Advise Operational Services</p> <p>ACTION REGULAR COUNCIL MEETING - August 11, 2015</p>	AM SM	STATUS /COMMENTS
<p>ITEM</p>	<p>ACTION REGULAR COUNCIL MEETING - August 11, 2015</p>	RD/SM	Under Review
<p>2. Draft Minutes of the District of Port Hardy Operational Services Committee Meeting, July 16/15. Committee recommendations to Council:</p> <p>a. "THAT, as a result of yard waste service misuse, Council directs staff to investigate options for providing the yard waste service and facility."</p> <p>b. "THAT Council requests Island Health to do a traffic study on all access points to their properties adjacent to and including the Primary Health Care Center."</p>	<p>a. THAT Council directs staff to investigate options for providing the yard waste service and facility.</p> <p>-investigate options as directed</p> <p>b. THAT Council requests Island Health to do a traffic study on all access points to their properties adjacent to and including the Primary Health Care Center.</p> <p>- Write letter as directed.</p>	RD	Met with Health Authority staff and exploring options
<p>ITEM</p>	<p>ACTION REGULAR COUNCIL MEETING – July 14, 2015</p>	WHO	STATUS /COMMENTS
<p>1. Council of Senior Citizens' Organizations of BC (June 29/15) re: Request to Proclaim October 1, 2015 'International Day of Older Persons' and display International Day of Older Persons flag on October 1, 2015</p>	<p>THAT October 1, 2015 be proclaimed 'International Day of Older Persons' in Port Hardy AND THAT the District of Port Hardy purchase and display the Canadian version of the International Day of Older Persons flag on October 1, 2015.</p> <p>-Purchase flag and display as requested</p>	SM	Underway

<p>First Nations Relations Committee meeting held June 9, 2015. Recommendations to Council b. "THAT Council provides First Nation cultural education and training for all District of Port Hardy employees AND THAT the cultural education and training be completed by the end of 2015."</p>	<p>THAT Council directs the First Nations Relations Committee to prepare a proposal to undertake a cultural education and training program for all District employees AND THAT the cultural education and training program be completed by the end of 2015. -FNRC to prepare proposal as directed.</p>	<p>RD</p>	<p>C/Hemphill advised at FNRC meeting Sept 8 that CAO to contact potential trainers</p>
<p>ITEM</p> <p>1. Operational Services Committee – Jan.22/15 b. THAT the Operational Services Committee requests that staff and the Harbour Manager work with this charter group to come up with an agreement that can be brought back to Council for discussion.</p>	<p>ACTION REGULAR COUNCIL MEETING – JAN. 26, 2015</p> <p>b. THAT staff and the Harbour Manager work with the charter group to develop an agreement that can be brought back to Council for discussion. -Staff and the Harbour Manager work with the charter group to develop an agreement as directed.</p>	<p>RD</p>	<p>STATUS /COMMENTS</p> <p>New review for October Operational Services meeting</p>



Reference: 216792

SEP 08 2015

His Worship Mayor Hank Bood
District of Port Hardy
P.O. Box 68
Port Hardy, British Columbia
V0N 2P0

Dear Mayor Bood:

Thank you for your letter of July 29, 2015, commending the Province of British Columbia, BC Wildfire Service staff and their contractors for the exceptional service in fighting the Tsulquate River wildfire.

On behalf of the BC Wildfire Service, I would like to thank you for your letter. Due to the complex nature of interface fires, a multi-agency response is usually required. In such cases as Tsulquate River fire, it is imperative that we work as cooperatively and diligently as possible. As an organization, we strive for excellence in wildfire management and response services and it is important to hear that this was achieved.

A copy of your letter has been sent to Mike McCulley, BC Timber Sales, in recognition.

Sincerely,

Steve Thomson
Minister

pc: Honourable Christy Clark, Premier of British Columbia
Honourable Suzanne Anton, Minister of Justice and Attorney General
Ken Taekema, Fire Centre Manager, BC Wildfire Service - Coastal Fire Centre,
Ministry of Forests, Lands and Natural Resource Operations
Mike McCulley, Engineering Specialist, BC Timber Sales - Seaward Tlasta,
Ministry of Forests, Lands and Natural Resource Operations



Reference: 216906

SEP 08 2015

Her Worship Mayor Shirley Ackland
Town of Port McNeill
P.O. Box 728
Port McNeill, British Columbia
V0N 2R0

Dear Mayor Ackland:

Thank you for your letter dated August 10, 2015. It was also a pleasure to meet with you and Mayors Jan Allen and Hank Bood in Port Hardy on August 7, 2015 to learn more about the achievements of the North Island Community Forest and I congratulate you on your leadership and enthusiasm, which I am sure have been key factors in your success.

I understand how an expansion of your community forest would benefit the North Island communities, and I appreciate the way you described how the income from your first harvest opportunity has contributed to maintaining your municipal infrastructure. However, making more volume available to support community forest expansion would require re-apportioning volume already committed to supporting other important initiatives. As you reference in your letter, apportionment decisions are a sensitive balance and we strive to ensure these decisions represent fairness, in consideration of the many goals of the Province of British Columbia.

I would welcome another opportunity to meet with you, and am interested in learning more about your plans for a logging legacy park in Port McNeill. I will try to schedule an opportunity to meet the next time I visit the North Island.

Sincerely,

Steve Thomson
Minister

pc: Mayor Hank Bood, District of Port Hardy
Mayor Jan Allen, Village of Port Alice
Lisa Silverio, Administrative Coordinator, Minister's Office, Ministry of Forests,
Lands and Natural Resource Operations

Agenda

Youth Parliament of British Columbia

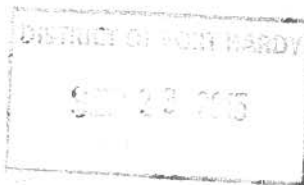


Alumni Society

509 – 1383 Marinaside Cr
Vancouver, BC V6Z 2W9

(604) 604-646-6623
registrar@bcyp.org

8 September 2015



Dear Sir or Madam:

Re: British Columbia Youth Parliament, 87th Parliament

The British Columbia Youth Parliament’s 87th Parliament will hold its parliamentary session in Victoria at the Provincial Legislative Chambers from December 27 to 31, 2015. The Youth Parliament is a province-wide non-partisan organization for young people ages 16 to 21. It teaches citizenship skills through participation in the December parliamentary session and in community service activities throughout the year. **Youth Parliament is a one year commitment.**

I invite you to encourage eligible youth from your municipality or region to apply to sit as members of the Youth Parliament. Youth Parliament is non-partisan, and applicants need only be interested in learning more about the parliamentary process and in serving their community.

Each applicant who is accepted to attend as a member of BCYP must pay a **\$300** registration fee. Thanks to a grant from Coast Capital Savings, a substantial portion of the cost of transportation and accommodation is covered for all members. Financial support is available for applicants who cannot meet the expense of the registration fee. Requesting financial assistance will not affect an applicant’s chance of being selected as a member. We also provide resources for applicants attempting to secure funding from community sources, including schools and service clubs (see www.bcyp.org/joinus.html).

Members will sit and debate in the Legislative Chambers for five days and will be accommodated for four nights at the Harbour Towers Hotel in Victoria. During that time, participants are supervised by members of the Board of Directors of the Youth Parliament of B.C. Alumni Society and other youth parliament alumni. In addition, transportation to and from Victoria will be provided for all members who require it.

I have enclosed an application form and two copies of a brochure about BCYP. I encourage you to make the application form and brochure available to interested young people and to make copies of the forms as needed. If your municipality sponsors a “youth of the year” award or has a municipal youth council, young people with that sort of initiative and involvement are ideal candidates for our organization. A soft copy of the form is available from our website at www.bcyp.org/joinus.html, along with soft copies of the brochure and a promotional poster.

All applications must be received by October 27, 2015. Applicants will be notified whether they have been selected in early November. If you require more information, please contact me by telephone or e-mail as indicated above, or visit our website at www.bcyp.org.

Yours truly,

Rhonda Vanderfluit
Registrar, Youth Parliament of B.C. Alumni Society

Made possible with support from:

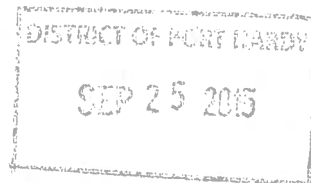


Sponsoring the British Columbia Youth Parliament



Reference: 286566

SEP 17 2015



His Worship Mayor Hank Bood
and Councillors
District of Port Hardy
7360 Columbia Street
Port Hardy BC V0N 2P0

Dear Mayor Bood and Council:

Thank you for your letter of July 10, 2015, regarding the suspension of a Conservation Officer (CO). I apologize for the delay in responding.

While I appreciate receiving your comments, I cannot comment on personnel matters publicly, due to privacy and confidentiality reasons.

I wholeheartedly agree that COs play a vital role in protecting human health and safety and our valuable resources. I would like to take this opportunity to provide some additional information on the Conservation Officer Service (COS). In recent years, the COS has made several improvements in an attempt to reduce their administrative workload and increase CO presence in the field. We continue to examine service delivery alternatives and discuss the potential movement and enhancement of staff resources. Several partnerships and projects are occurring across the province, most in support of additional field presence by the COS. Examples of this work include the following:

- A partnership between the COS, WildSafeBC and local governments to deliver education programs in various communities to help reduce human wildlife conflicts. This has reduced the time Conservation Officers spend on attending human-wildlife conflicts, allowing officers to address other priorities; and
- Improved the technology that allows Conservation Officers to be a mobile force. Conservation Officers now respond in a zone system, similar to other first responders, which improves their overall effectiveness.

Thank you again for taking the time to write.

Sincerely,

Mary Polak
Minister



DISTRICT OF PORT HARDY Staff Report

TO: Mayor and Council
FROM: Allison McCarrick, DFS
SUBJECT: Policy CP 2.7 Fee for Service/Honorariums/Grants-in-aid
DATE: September 27, 2015

Purpose:

Consideration to be given by Council for a donation to the Rotary Clubs of Port Hardy and Port McNeill in support of the 29th Annual Rotary Radio Auction.

Request:

Rotary Clubs of Port Hardy and Port McNeill – 29th Annual Rotary Radio Auction

Request an item donation for the auction.

Financial Impact:

Rotary Auction

2014 Donation	2 annual resident launch passes, 1 adult & 1 child recreation punch card, 1 hour adult ice rental.	Value \$ 340.00
2015 Request	Item donation (If kept the same as 2014)	Value \$ 348.00

The grant-in-aid budget for 2015 has adequate funding available.

Respectfully submitted,

Allison McCarrick, DFS

DISTRICT OF PORT HARDY

POLICY MANUAL

COUNCIL POLICY
FINANCE

FEE FOR SERVICE / HONORARIUMS / GRANTS-IN-AID

POLICY # CP2.7

Approved: July 10, 1996 Last Amended: June 12, 2007

Page 1 of 1

- A. Council must in its annual budget allocate funds for disbursement to non-profit groups which would be evaluated on individual merit. The donation may be made in kind or cash.

District advertising of the grants-in-aid policy will be done in May and August for the next budget year.

Requests for grants-in-aid must be made in writing by the September 30th for consideration for the next budget year.

Requests will be reviewed upon submission. Individual merit and available funds will dictate Council's decision.

An application for a grant-in-aid will include the following:

- 1) Detail of how the assistance is to be used.
- 2) A recent financial audited statement.
- 3) Detail, if necessary, the use of fund being raised.

- B. Receipt of Late Grant in Aid Application

The Council may consider a late Grant in Aid application only if unallocated funds remain in the Grant-in-Aid Budget.

Requests will be forwarded to the Director of Financial Services for determination of available funding. If funding is available, the DFS will forward the application to Council for consideration.

- C. Requests for Discounts on User Rate Fees

The District of Port Hardy will not consider requests for discounts for recreation fees, moorage or any fees that are set by bylaw.

Upon receipt of requests, staff will:

1. advise the organization requesting the discount of this policy; and
2. provide them with information on the District's Grant In Aid Policy

Agenda

"Service Above Self"

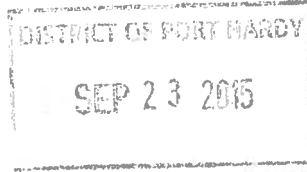


Rotary Clubs of Port Hardy and Port McNeill

PO BOX 1890, PORT HARDY, BC V0N 2P0

District 5020

DISTRICT OF PORT HARDY
BOX 68
PORT HARDY, BC V0N 2P0



September 17, 2015

Dear Valued Supporter:

It is with great pleasure that we inform you of the upcoming 29th Annual Rotary Radio Auction, which will be held on November 7 & 8 at the Thunderbird Mall in Port Hardy. Once again, this Auction is a joint effort between the Rotary Clubs of Port Hardy and Port McNeill and will be broadcast live on 1240 Coast AM radio as well as on Keta Cable Channel 10 (in Port Hardy).

Your past generosity has enabled us to undertake many projects in the North Island. For example, the addition of the Rotary Express train at the Rotary Centennial Playground, the Fort Rupert Library and Learning Centre, Rotary Trail in Port McNeill, Rotary Pavilion at Storey's Beach, the Seniors Housing Complex in Port Hardy, the waterfront cenotaph in Port McNeill, the boat launches in Port Hardy, the jointly funded senior's housing complex in Port McNeill, the North Island Born to Read Program, the emergency generator in Port McNeill, many parks, playgrounds, bus shelters, and other projects too numerous to mention. The North Island is also renowned for our support of the Rotary Youth Exchange Program, where we host foreign students in our homes and send local students from the North Island for one year stays in other countries.

All of these projects and services are supported by our fundraisers, the largest of which is the Annual Rotary Radio Auction. For twenty-eight years this event has helped to generate funds which support important projects on the North Island and around the world.

We are again asking for your support by donating an item to the Auction. Your donation will receive valuable advertising through the North Island Gazette and by being featured during the live auction at the Thunderbird Mall, on Keta Cable, 1240 Coast AM radio and now live worldwide on www.coastamradio.ca.

You will be contacted shortly by CARLY PEREBOOM who is a local Rotarian. Thank you in advance for your continued support.

Yours truly,
Dale Dorward
Auction Chairperson
Rotary Club of Port Hardy

Sandra Boyd
President
Rotary Club of Port Hardy

Bill Velie
Auction Chairperson
Rotary Club of Port McNeill

Carl Nissen
Presidents
Rotary Club of Port McNeill



Administration
Box 3333 | 6250 Hammond Bay Road
Nanaimo, BC Canada V9R 5N3
t: 250.758.4697 f: 250.758.2482
e: info@virl.bc.ca w: www.virl.bc.ca

September 24, 2015

Mayor Hank Bood and Council
District of Port Hardy
7360 Columbia St.
Port Hardy, BC V0N 2P0



Dear Mayor Bood and Council,

Re: Adopted 2016 – 2020 Financial Plan

On behalf of the Board of Trustees of Vancouver Island Regional Library (VIRL), please find enclosed important information regarding the recently adopted **2016 – 2020 Financial Plan**. This information can also be found on the VIRL website: www.virl.bc.ca/about-us/reports-and-plans. As dictated by provincial legislation, the VIRL Board has adopted a balanced budget for 2016. The Financial Plan and supporting information (which includes an "At a Glance" sheet, informative video and press release) provides you with the necessary details to address questions that may arise in your community.

The Vancouver Island Regional Library Board has adopted a balanced operating budget of \$33,062,045. Municipal and rural levies will contribute \$20,372,451 to the library budget, an average increase of 3.66% or a per capita increase of \$1.68. The weighted vote was 98% in favour of the budget.

The focus of the 2016 budget is to assure VIRL continues meeting our service standards whilst maintaining financial sustainability and allocating the resources to achieve the Board's mission and vision. The 2016 - 2020 financial plan is a secure endeavour to balance the needs and aspirations of the present, without compromising the future needs of our communities. The 2016 budget supports the Board's Strategic Plan, reinforces the principles of the Consolidated Facilities Master Plan, and provides systematic funding development as previously approved by the Board.

It is our goal to balance the pressures of maintaining existing services and evolving business, in order to meet the expectations of our communities with available funding and resources. The VIRL Board's commitment to financial sustainability and quality service delivery for our Regional Library participants is underscored in the **2016-2020 Financial Plan**.

Sincerely,

A handwritten signature in black ink, appearing to read 'B Jolliffe', is written over the typed name.

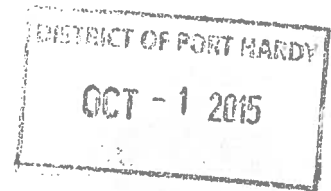
Bruce Jolliffe

Chair, Vancouver Island Regional Library Board of Trustees

Cc: Councillor Jessie Hemphill, VIRL Trustee, District of Port Hardy

Sept. 27th, 2015

Mayor Andy Adams and
Campbell River Council



Re: North Island Hospitals Parking fees

We are writing to you to request there be no parking fees at the new hospitals in the North island.

We understand that all staff working at our new hospital will be required to pay to go to work (parking fees) regardless of how much their salary is or what their financial position may be. Active volunteers will not have to pay for parking fees. If they did, there would be no more volunteers doing all the important work for our hospital.

At the Royal Jubilee, Childrens' Hospital and other Hospitals, the parking fees after 4 or 5 hours are \$16.00 and up per day. That really adds up and creates a real financial burden and a lot of extra stress on people already experiencing a great deal of stress.

We all pay substantial hospital taxes to support our hospital. It is further supported by the excellent Auxiliary which raises a minimum of \$300,000.00 **per year**, and the excellent Hospital Foundation which also contributes an average of \$350,000.00 for hospital equipment and staff education **per year**. That is **\$650,000.00 per year** in addition to our taxes.

Then there are several organizations like ours, the Campbell River Branch of the First Open Heart Society which has contributed over \$289,000.00 for cardiac equipment and cardiac education for nurses and lab techs. The Mailman family of Campbell River is donating an MRI machine to Campbell River Hospital valued **over 2 million dollars**, so in all, our community already supports our hospital very well.

We have many patients and their families who come from all over the North Island to our hospital, as well as many from the surrounding Islands who pay exorbitant ferry fees and they all have to pay for their gas, accommodation, food, medical requirements, etc. Additional parking fees will be more hardship for all those people and their visitors. The elderly who are on pensions, the sick and financially vulnerable will suffer more hardship with parking fees. Some people go to the hospital every day or often. These fees will be taken from the most vulnerably sick people in our society who have the least money. Hospital parking rates are a 'tax' on sick Canadians. Parking fees could result in patients being denied visitors or spiritual comfort on a daily basis.

Our Father/Father-in-law Bill spent 8 hours a day with our Mother/Mother-in-law Maggie, during her 8 year stay at Sunshine Lodge in the Campbell River Hospital as did others with their loved ones. There is absolutely no way he could have managed to pay hospital parking fees. Although Sunshine Lodge is no longer there, many patients still spend a long time in hospital and that will always be the case.

Mayor Lois Jackson of Delta has a By-Law in effect whereas there are NO parking fees charged at the Delta Hospital.

We sincerely hope you give this matter much thought and consider the negative ramifications parking fees will have on every single person using the hospitals; the patient, visitors, spiritual councillors, people having any kind of tests done, etc. You can serve your constituents well by ensuring there will be no punishing parking fees. We look forward to your reply,

Lois and Ed Jarvis
221 McLean St.
Campbell River, B.C.
V9W 2M4
250-287-3096

Claire Trevena
North Island
Parliament Buildings
Victoria BC V8V 1X4
Phone (250) 387-3655
Fax (250) 387-4680



Constituency Office
908 Island Hwy
Campbell River BC V9W 2C3
Phone (250) 287-5100
Fax (250) 287-5105

SEP 30 2015

September 30, 2015

Dr. Brendan Carr,
President and CEO
Vancouver Island Health Authority
3rd Floor, Begbie Hall
1952 Bay Street
Victoria, BC V8R 1J8

Dear Dr. Carr,

People are watching with interest the building of the new hospital in Campbell River and anticipating its opening in two years.

However it has come to the attention of many that when the hospital does open, people will have to pay for parking. Further, it is understood that the money raised through parking fees will not be used directly by the Campbell River hospital, rather it will be directed to general revenues.

While a number of hospitals around BC charge for parking, I would hope that you exempt Campbell River from this for a number of reasons.

The new hospital will continue to be a regional resource, a hub for rural and remote communities. People already travel to Campbell River for medical treatment either from up island or from one of the outer islands; the way most people come is by car or truck. A handful may use Wheels for Wellness and fewer come for treatment would travel by bus or taxi. In other words accessing hospital care entails car usage. The Mayors and councils of a number of municipalities in the northern part of the island have already raised their concerns about this.

There is already stress when an individual or a family member is in hospital; knowing there will be a cost to access that health care will add further stress. Further, people who are on a low, or even moderate, income simply will find the cost of paying for parking day after day, to visit and support friends or family, untenable.

.../2

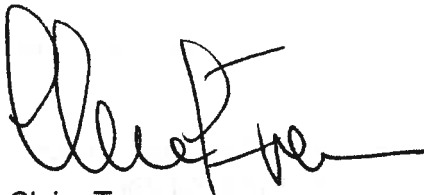
There is the additional concern about how the parking revenues will be used. People clearly resent the notion of paying to access their health care through parking fees but this is exacerbated by the knowledge that the money will not be used by Campbell River hospital. There is huge community support for the Hospital Auxillary and for the Hospital Foundation, both of which contribute to the fabric of healthcare. People would expect that monies raised from parking be kept for local use.

Finally it should be noted that Campbell River traditionally has very limited paid parking. The airport authority introduced parking charges at Campbell River Airport, just a couple of years ago. The Wei Wai Kum Nation has recently started to charge for parking on some land off Highway 19A. That is it. So bringing in paid parking would be an anomaly for our community.

At a time when we all want people to have free access to health care, introducing parking fees would be a retrograde step. I would urge you to reconsider the decision.

I look forward to hearing your response.

Yours sincerely,



Claire Trevena,
MLA North Island

Cc Citizens for Quality Healthcare
Michael Berry, Mayor, Alert Bay
Andy Adams, Mayor, City of Campbell River
Brad Unger, Mayor, Village of Gold River
Jan Allen, Mayor, Village of Port Alice
*Hank Bood, Mayor, City of Port Hardy
Shirley Ackland, Mayor, Town of Port McNeill
John MacDonald, Mayor, Village of Sayward
Jude Schooner, Mayor, Village of Tahsis
Donnie Cox, Mayor, Village of Zeballos
Jim Abram, Chair, Strathcona Regional District
Dave Rushton, Chair, Mt. Waddington Regional District

Claire Trevena
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Parliament Buildings
Victoria BC V8V 1X4
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Constituency Office
908 Island Hwy
Campbell River BC V9W 2C3
Phone (250) 287-5100
Fax (250) 287-5105

September 30, 2015

Honourable Terry Lake,
Minister of Health
Room 337
Legislative Buildings
Victoria, BC V8V 1X4

Dear Minister Lake,

People are watching with interest the building of the new hospital in Campbell River and anticipating its opening in two years.

However it has come to the attention of many that when the hospital does open, people will have to pay for parking. Further, it is understood that the money raised through parking fees will not be used directly by the Campbell River hospital, rather it will be directed to general revenues.

While a number of hospitals around BC charge for parking, I would hope that you exempt Campbell River from this for a number of reasons.

The new hospital will continue to be a regional resource, a hub for rural and remote communities. People already travel to Campbell River for medical treatment either from up island or from one of the outer islands; the way most people come is by car or truck. A handful may use Wheels for Wellness and fewer come for treatment would travel by bus or taxi. In other words accessing hospital care entails car usage. The Mayors and councils of a number of municipalities in the northern part of the island have already raised their concerns about this.

There is already stress when an individual or a family member is in hospital; knowing there will be a cost to access that health care will add further stress. Further, people who are on a low, or even moderate, income simply will find the cost of paying for parking day after day, to visit and support friends or family, untenable.

.../2

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Finally it should be noted that Campbell River traditionally has very limited paid parking. The airport authority introduced parking charges at Campbell River Airport, just a couple of years ago. The Wei Wai Kum Nation has recently started to charge for parking on some land off Highway 19A. That is it. So bringing in paid parking would be an anomaly for our community.

At a time when we all want people to have free access to health care, introducing parking fees would be a retrograde step. I would urge you to reconsider the decision.

I look forward to hearing your response.

Yours sincerely,



Claire Trevena,
MLA North Island

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Donnie Cox, Mayor, Village of Zeballos
Jim Abram, Chair, Strathcona Regional District
Dave Rushton, Chair, Mt. Waddington Regional District

The Great Pumpkin Patch Walk 2015



October 5, 2015

Mayor and Council
District of Port Hardy
Box 68
Port Hardy, B.C. V0N 2P0

Dear Mayor and Council,

The Port Hardy Chamber of Commerce on behalf of the Port Hardy Visitor Centre & 2015 Pumpkin Patch Walk committee would like to request the use of the seawall from Rotary Park to the Kinsmen Pavilion, as well as Carrot Park, on Sunday, November 1, 2015. This location allows easy access for the entire community to enjoy the walk, displays and festivities.

Plans are currently under way to invite the Port Hardy Lions to offer free hot chocolate and hot dogs, for the Fire Department to man and look after the fires and for the Port Hardy Grads to assist in the Pumpkin collection and clean up.

The Pumpkin Patch Committee would like to request that the lights be turned out along the seawall walk at 6:00pm. The walk will be lit by pumpkins and strung lights. The committee will be responsible for the clean-up and removal of pumpkins and garbage on the evening of the event with generous assistance from Fox's Disposal.

We thank you for your consideration. If any further information or insight is required for this event, please do not hesitate to contact us at 250-949-7622.

Thank you,

A handwritten signature in black ink, appearing to be "D. Smith".

Pumpkin Patch Committee 2015
Port Hardy Chamber of Commerce & Visitor Centre



**MINUTES OF THE
DISTRICT OF PORT HARDY
EMERGENCY PLANNING COMMITTEE MEETING
JUNE 30, 2015 AT 12 NOON
MUNICIPAL HALL, 7360 COLUMBIA STREET**

PRESENT: Bob Hawkins, DPH Emergency Coordinator; Bob Swain - Emergency Program Coordinator with Gwa'sala-'Nakwaxda'xw Nations; Gord Brownridge, RCMP; Angelika Starr, Island Health; Rick Marcotte, DPH Councillor; Brent Borg – Deputy Chief, Port Hardy Fire Rescue, Schell Nickerson – Fire Chief, Port Hardy Fire Rescue, Brenda McCorquodale, Dept of Fisheries & Oceans

Leslie Driemel, Recording Secretary

A. CALL TO ORDER

Chair Bob Hawkins, DPH Emergency Coordinator called the meeting to order.
Time: 12:00 pm

B. APPROVAL OF AGENDA

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

C. ADOPTION OF MINUTES

Minutes of the meeting held February 24, 2015.

Moved/Seconded/Carried
THAT the minutes of the Emergency Planning Committee meeting held February 24, 2015 be approved as presented.

D. DELEGATIONS

No delegations.

E. CORRESPONDENCE

No correspondence.

F. BUSINESS ARISING / UNFINISHED BUSINESS

1. Proposed Policies and Procedures Manual – Emergency Operations Centre

Bob Hawkins discussed with the Committee the rationale on developing action plan for the first time period of the three major events that have been prioritized by the Committee: Major Apartment Fire, Extreme Weather Event and Tsunami Warning (draft action plans attached to the minutes). The first few hours of events are critical and an action plan for that time period is most needed. Bob will continue to complete the details of each action plan, such as resource list, ESS team members, etc.

The Committee discussed the need for a policy and procedure manual as well as action plans in order to follow through with proper activities after the first few hours of an event. Bob Hawkins commented that emergencies are fluid and change and don't always follow a specific plan as they happen.

EPC-2015-04
APPROVAL OF
AGENDA AS
PRESENTED

EPC-2015-05
APPROVAL OF
FEB 24/15
MINUTES AS
PRESENTED

The Committee agreed to add Minor Apartment Building Fire as an Action Plan item and to add Island Health to the resource list.

Further discussion by Committee members included:

- who calls out the ESS team
- ESS actions after an event takes place,
- the need for a live ESS exercise in opening a center
- possible move of ESS center from Avalon School to the new Kwakiutl Band school
- the need training and education of all emergency teams on the North Island
- the need to know the flow chart regarding responsibilities and actions during an event

Schell Nickerson requested Bob Hawking contact Mike McCauley and review the work already done on the review of the District's Emergency Plan. He advised that quite a bit has been accomplished already.

G. NEW BUSINESS

1. Emergency Management BC Elected Official Workshop: report by Councillors R. Marcotte and J. Tidbury

Councillor Marcotte advised that he, Councillor Tidbury and Bob Hawkins attended the recent Emergency Management BC Elected Official Workshop. It was a good and provided an excellent overview on Emergency Management.

2. Emergency Notifications - Storeys Beach Area

Bob Hawkins discussed with the Committee the difficulty in notifying residents at Storey's Beach during an event. The practice of having Port Hardy Fire Rescue and RCMP do loudspeaker announcements only works if there is warning ahead of an event such as a tsunami warning. There was concern about putting emergency personnel risk during an active situation. Schell Nickerson, Fire Chief advised that the members are aware of safety issues and would not go where it is not safe for them to do so. The Committee discussed the need for educating the public on what to do in the event of a major emergency.

Discussion of the use of sirens in the past and their location took place. The cost of sirens had previously been brought forward to be in the \$80,000 range. Bob Swain advised that a tone only siren cost is in the \$5,000 range (plus installation costs) He will provide Bob Hawkins with contact information regarding a tone siren. Bob Hawkins will do further research in to sirens. It was agreed that a siren at the beach would be a priority location.

Amended at October 6, 2015 Emergency Planning Committee Meeting Motion EPC-2015-08 to include: *"A representative of Port Hardy Fire Rescue mentioned that an inexpensive siren could be mounted on Firehall #2 and activated by the members when called out in response to an EOC activation as an alternative to an official tsunami siren."*

Bob Hawkins commented that the provincial 'alert ready' system sends out alert messages to be broadcast locally and on B.C. tv channels.

H. NEXT MEETING DATE

September 29, 2015 at Noon at the Municipal Hall, 7360 Columbia Street.

I. ADJOURNMENT

THAT the meeting be adjourned.

Time: 12:40pm

ACTION PLAN - FIRST TIME PERIOD – MAJOR APARTMENT FIRE

- Initiate EOC – call out personnel – staff
- Obtain task # from EMBC – director
- Obtain situational awareness – operations
- Obtain location of staging area- operations
- Inform local news media – communications
- Initiate ESS reception center-logistics

Resource List

ESS team

- Local fire departments for mutual aid/coverage.
- EHS on standby at scene for assisting with patients – rest and recovery monitoring
- BC Transit on standby for transporting evacuees
- Flagging personnel to block access
- Public works to monitor water supply
- RCMP on standby for assistance if required.
- News media
- Salvation Army for assistance
- Meals for first responders

Action Plan - First Time Period – Extreme Weather Event

Initiate EOC and notify staff – Director/staff

Task # from EMBC - Liaison

Obtain situational awareness – Operations

Media bulletins – communications

Review road and bridge integrity – planning/operations

Evacuation – planning

Emergency reception centers activated – Logistics/ESS teams

Resources –

District staff,

Port Hardy Bulldozing,

Canadian Rangers,

Port Hardy Airport,

B.C. Ferries

Salvation Army,

Lions Club,

Rotary

ACTION PLAN – FIRST TIME PERIOD – TSUNAMI WARNING

Initiate EOC – director

Obtain task # from EMBC

Determine best method of notification based on arrival time-command staff/director

Ensure all emergency services are on standby

Initiate Emergency Reception Centers- ESS teams

Notify media outlets with all information available

Resource list

Personnel – district staff,

Port Hardy Bulldozing,

Marine Harvest,

Canadian Rangers

B.C. Ferries,

VIHA/ Port Hardy Hospital,

Coast Guard

Salvation Army

Overwaitea



**MINUTES OF THE
DISTRICT OF PORT HARDY
EMERGENCY PLANNING COMMITTEE MEETING
OCTOBER 6, 2015 AT 12 NOON
MUNICIPAL HALL, 7360 COLUMBIA STREET**

PRESENT: Bob Hawkins, DPH Emergency Coordinator; Brenda McCorquodale, Dept of Fisheries & Oceans, Melinda Clarke, Island Health; Norma Hemphill, ESS Port Hardy; Richard Hemphill, ESS Port Hardy, Karla Broadfoot, ESS Gwa'sala-'Nakwaxda'xw First Nation, Jeff Houle, Chevron; Staff Sgt. Gord Brownridge, RCMP; Heather Nelson-Smith, Director Corporate Services, DPH; Rick Marcotte, DPH Councillor; John Tidbury DPH Councillor; Rick Davidge CAO, DPH

Leslie Driemel, Recording Secretary

REGRETS: Bob Swain - Emergency Program Coordinator with Gwa'sala-'Nakwaxda'xw Nations; Angelika Starr, Island Health Brent Borg – Deputy Chief, Port Hardy Fire Rescue, Schell Nickerson – Fire Chief, Port Hardy Fire Rescue,

A. CALL TO ORDER

Chair Bob Hawkins, DPH Emergency Coordinator called the meeting to order.
Time: 12:00 pm

B. APPROVAL OF AGENDA

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

C. ADOPTION OF MINUTES

Minutes of the meeting held June 30, 2015.

Brenda McCorquodale requested the June 30, 2015 minutes be amended under New Business - 2 Emergency Notifications – Storey's Beach to include mention that a representative of Port Hardy Fire Rescue advised that an inexpensive siren could be mounted on Firehall #2 and activated by members when called out to an EOC activation.

Moved/Seconded/Carried
THAT the minutes of the Emergency Planning Committee meeting held June 30, 2015 be amended under New Business - 2 Emergency Notifications – Storey's Beach: to include that *"a representative of Port Hardy Fire Rescue mentioned that an inexpensive siren could be mounted on Firehall #2 and activated by the members when called out in response to an EOC activation as an alternative to an official tsunami siren."*

D. DELEGATIONS

No delegations.

E. CORRESPONDENCE

1. Email from Bev Goulet, Emergency Management BC re: Road and Medical Rescue Policy & FAQ's was received for information.

EPC-2015-07
APPROVAL OF
AGENDA AS
PRESENTED

EPC-2015-08
APPROVAL OF
JUNE 30/15
MINUTES AS
AMENDED

DRAFT

The Committee held a brief discussion regarding how the Emergency Management BC Road and Medical Rescue Policy affect the RCMP and Port Hardy Fire Rescue. It was noted that Port Hardy Fire Rescue are first responders with the RCMP as back up support unless an investigation is needed.

F. BUSINESS ARISING / UNFINISHED BUSINESS

No business arising / unfinished business discussed.

G. NEW BUSINESS

1. Notes from Wildland Fire – Post Incident Review Meeting held July 27, 2015

Bob Hawkins commented that the District was lucky the Wildland Fire incident in July did not have more severe consequences and that the EOC and ESS learned a lot from the handling of the event.

2. Emergency Support Services Report, Reception centre Level II Evacuation, Tsulquate River Interface Fire, July 3-5 2015

Richard and Norma Hemphill reviewed the ESS team response to the plan and commented further that:

- ESS was active 15 minutes after the call went out
- ESS had a small volunteer group doing all the work for 3 days
- An ESS call for help from other jurisdictions should have gone out before Sunday
- ESS equipment accessibility and storage at the Civic Center is an important issue that needs to be resolved.
- A trolley for ESS equipment needs to be supplied at the Civic Centre
- Social media relayed incorrect information regarding housing of people and pets and was upsetting to the ESS volunteers
- ESS training proved extremely helpful
- More volunteers for ESS have come forward since the wildland fire incident and
- Held an information booth at Filomi Days to inform people of ESS and recruitment

Brenda McCorquodale advised she was out of country and saw a posting from Port Radio in Port Hardy asking what was happening. It was suggested that Port Radio Campbell River and Port Radio Port Hardy be updated regularly.

Bob Hawkins advised that he did talk to Port Radio Campbell River and updated them during the incident and that policy and procedures are a work in progress.

3. Water Treatment Plant – Discussion on Emergency Response Plan

Bob Hawkins advised he has received email from Eric Bergsma of Island Health requesting that Island Health be notified when there is any threat to the water system. Rick Davidge, CAO advised that he has other names to add to the EOC call out / contact list for any event the EOC is called into operation.

H. ROUND TABLE DISCUSSION

Rick Davidge advised that it is time to start planning budget items for 2016 as budget discussions will be starting shortly.

DRAFT

Rick Davidge, CAO introduced Heather Nelson-Smith, Director of Corporate Services for the District of Port Hardy who will be the senior staff liaison for the District and the Emergency Planning Committee.

Heather Nelson-Smith advised the Committee that there is an emergency table top exercise being planned by Gloria LeGal, Emergency Coordinator for the Regional District of Mount Waddington for Saturday November 7th. She will email out the information to the Committee.

The Committee discussed the next possible big disaster event including power outages, landslides, tsunami, earthquake etc. As short discussion on the community having a 3 day food supply took place and it was noted that Overwaitea Foods manager is on board with doing everything they can in an emergency event and that food supply could be barged in during a highway blockage.

The Committee discussed the need to educate the public and that ongoing elementary school and local business education is needed as well as public displays. Richard Hemphill will be doing a presentation to Rotary shortly. Bob Hawkins will contact School District 85 and inquire on the emergency preparedness program.

Councillor Rick Marcotte advised that the policy and procedure manual was previously being updated to be inline and similar to other communities on the island. Brenda McCorquodale advised that Mike McCulley had started the process. Bob Hawkins advised he has the information and will go through it.

I. NEXT MEETING DATE

November 24, 2015 at Noon at the Municipal Hall, 7360 Columbia Street.

J. ADJOURNMENT

THAT the meeting be adjourned.

Time: 12:40pm

EPC-2015-09
ADJOURNMENT

DRAFT



**MINUTES OF THE
DISTRICT OF PORT HARDY
FIRST NATIONS RELATIONS COMMITTEE MEETING
SEPTEMBER 8, 2015
COUNCIL CHAMBERS, MUNICIPAL HALL
7360 COLUMBIA STREET**

PRESENT: Councillors Pat Corbett-Labatt, Jessie Hemphill (Chair), Fred Robertson

ALSO PRESENT: Leslie Driemel, Recording Secretary

REGRETS: Rick Davidge, Chief Administrative Officer

MEDIA: None **MEMBERS OF THE PUBLIC:** None

DRAFT

A. CALL TO ORDER

Chair Jessie Hemphill called the meeting to order at 4:30pm.

Chair Hemphill opened the meeting with the following statement: "I would like to acknowledge that we are on the unceded traditional territory of the Kwakiutl people."

B. APPROVAL OF AGENDA

Chair Hemphill advised of three additions to the agenda under New Business:

1. Regional District of Mount Waddington Community to Community Forum Working Group.
2. AVICC First Nations Relations Building
3. Filomi Days 2016

Councillor Corbett-Labatt advised on one addition to the agenda under New Business:

4. Canada 150 Grant

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

C. ADOPTION OF MINUTES

1. Minutes of the meeting held August 11, 2015.

Moved/Seconded/Carried
THAT the minutes of the First Nations Relations Committee meeting held August 11, 2015 be approved as presented.

D. DELEGATIONS

None

E. CORRESPONDENCE

None

FNRC 2015-030
AGENDA
APPROVED AS
AMENDED

FNRC 2015-031
MINUTES OF
AUG 11/15
APPROVED

F. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

Review and Update of Action Items.

1. Review and Update of Action Items was completed.
2. District of Port Hardy cultural sensitivity training.

DRAFT

Chair Hemphill advised that Rick Davidge, CAO will take on the task of contacting potential trainers. Councillor Robertson suggested there be some other title used other than “cultural sensitivity training”.

G. NEW BUSINESS

Addendum:

1. Regional District of Mount Waddington Community to Community Forum Working Group.

Chair Hemphill advised that Pat English of the Regional District of Mount Waddington is organizing an economic summit that will tie in with a Community to Community Forum with First Nations and local governments. A steering group is being set up to organize the event and Chair Hemphill requested members of the Committee volunteer to the working group. The next meeting is September 16 from 11:00 am to 2:00 pm at the Community Futures office in Port McNeill.

Councillors Robertson and Corbett-Labatt volunteered to share responsibilities and attend the working group meetings.

2. AVICC First Nations Relations Building

Chair Hemphill advised that AVICC is discussing bringing forward reconciliation processes and First Nation membership in AVICC. The Committee discussed First Nation membership in AVICC in relation to elected officials and taxation authority.

Chair Hemphill advised First Nations are able to tax and that there is a website with more information: First Nations Tax Commission <http://fntc.ca/>.

3. Filomi Days 2016

Chair Hemphill advised the Filomi Days Committee is meeting already to prepare for 2016 and is looking for ways and means to include First Nation communities' participation and content in its festivities.

4. Canada 150 Grant

Councillor Corbett-Labatt advised she has met with various people to brainstorm ideas to develop a First Nations and non First Nations design project for a grant application. Ideas presented include a large carved mural in the civic center, a button blanket and relocating the totem poles from the arena. The discussions so far show, in an informal manner, process and dialogue on reconciliation.

H. ROUNDTABLE DISCUSSION

Councillor Corbett-Labatt advised at the Canada 150 grant meeting she advised that knowledge of the recent District Community to Community Forum is not well known to the band members.

Councillor Robertson commented that the recently released Pool Assessment report by Stantec may bring forth discussion regarding First Nation contributions to pool upgrading and discussion on biomass and solar funding opportunities.

NEXT MEETING DATE

The Committee set the next meeting date for 4:30 pm Tuesday October 13, 2015.

J. ADJOURNMENT

Moved
THAT the meeting be adjourned.

Time: 5:15pm

FNRC 2015-032
ADJOURNMENT

DRAFT



**MINUTES OF THE DISTRICT OF PORT HARDY
OPERATIONAL SERVICES COMMITTEE MEETING
HELD SEPTEMBER 15, 2015
COUNCIL CHAMBERS, MUNICIPAL HALL
7360 COLUMBIA STREET**

PRESENT: Councillors Dennis Dugas, Rick Marcotte (Chair) and John Tidbury

ALSO PRESENT: Rick Davidge - Chief Administrative Officer

REGRETS: None

DRAFT

A. CALL TO ORDER

Chair Rick Marcotte called the meeting to order.

Time: 10:00am

B. APPROVAL OF AGENDA

The Committee requested an addendum to the agenda under New Business:

- 4. Discussion on motorized handicap carts
- 5. Discussion on and rainbow crosswalks

Moved/Seconded/Carried

THAT the agenda be approved as amended.

C. MINUTES

- 1. Minutes of the Operational Services Committee meeting held July 16, 2015.

Moved/Seconded/Carried

THAT the minutes of the Operational Services Committee meeting held July 16, 2015 be approved as presented.

D. DELEGATIONS

Glen Catarata, Fourth Canadian Ranger Patrol Group

No delegation at this time due to uncertainty around availability of a container.

Referred from Council meeting of August 11, 2015

THAT the request from Glen Catarata, CD, Patrol 21C, Fourth Canadian Ranger Patrol Group to place a large storage container on District of Port Hardy property, between the Port Hardy Fire Department and Skate Park be referred to Operational Services Committee for review AND THAT a report be brought to the next available Council meeting.

E. CORRESPONDENCE

No correspondence.

F. BUSINESS ARISING / UNFINISHED BUSINESS

- 1. Action Items were reviewed and updated.

OP SCVS
2015-042
AGENDA
APPROVED AS
AMENDED

OP SCVS
2015-043
MINUTES JULY
16/15 APPROVED
AS PRESENTED

DRAFT

G. NEW BUSINESS

1. Councillor Dugas: Bear Aware / Bear Smart

The Committee discussed the Bear Aware / Bear Smart programs.

Moved/Seconded/Carried

The Operational Services Committee recommends to Council that the completion of the Community Bear Smart designation be undertaken by the Operational Services Committee.

2. Bathymetric analysis and preliminary lake level modelling for the District of Port Hardy Kains Lake Water Supply near Port Hardy, BC. Pacificus Biological Services report (August 2015) was received for information.

Moved/Seconded/Carried

The Operational Services Committee recommends to Council that the short and long term recommendations in the Bathymetric analysis and preliminary lake level modelling for the District of Port Hardy Kains Lake Water Supply report be accepted and implemented, as presented in the report excerpt below:

Summary and Conclusion

The field survey and subsequent analysis conducted by Pacificus has determined that, as of July 16th, 2015, approximately 33 days of water remains immediately available to the District of Port Hardy in a worst-case scenario whereby no inputs to Kains Lake occur, evaporation occurs at a maximum rate, maximum consumption occurs on a daily basis, and the only available water is that presently within the lake. Once this water is used, approximately a year's worth is stored within the remainder of the lake upstream of the sill. This analysis assumes the worst possible scenario, and the actual duration of the water supply is likely to be greater due to lower evaporation rates and inputs from precipitation and freshwater sources including surface water and groundwater. These latter variables, at this time, remain unknown.

In order to maximize water-use efficiency, and to enhance accuracy and confidence in decision-making processes, the following is recommended:

Short-Term

- District of Port Hardy should improve water level monitoring at Kains Lake by installing a level logger, recording discharge measurements and correlating measurements to staff gauge water levels in order to create a stage discharge curve. This is important information for accurate water level monitoring and should be installed as soon as practicable.*
- District of Port Hardy should measure river discharge at the lower dam on numerous days in order to examine the relationship between river discharge at the upper and lower dam sites. Determination of river discharge in the vicinity of the plant will assist in water withdrawal planning, and ensuring sufficient flows for fish. Further investigation may be required dependent upon results;*
- District of Port Hardy should investigate surface water inputs within the Kains Lake and Tsulquate River area (between the upper and lower dam). A field assessment to quantify water inputs into the watershed should be conducted to accurately describe inputs.*
- District of Port Hardy should determine the relationship between upper dam bypass valve position and flow rate;*
- District of Port Hardy should ascertain that bypass valves at the upper dam are in good condition and free of blockages;*

OP SCVS
2015-044
COMMUNITY
BEAR SMART
DESIGNATION

OP SCVS
2015-045
BATHYMETRIC
ANALYSIS AND
PRELIMINARY
LAKE LEVEL
MODELLING FOR
THE DISTRICT OF
PORT HARDY
KAINS LAKE
WATER SUPPLY

- District of Port Hardy should investigate the specific requirements of their water lease with respect to fisheries management to ensure that future water-taking decisions are in accordance with any commitments required by the lease.

Long-Term

- District of Port Hardy should begin investigation into the feasibility of upper dam upgrades (i.e. height increase).

Should these measures be undertaken, and with appropriate training to District of Port Hardy staff, it is anticipated that future management decisions with respect to the Kains Lake and Tsulquate River systems will minimize water waste and increase the long-term sustainability of the District of Port Hardy water supply.

3. Port Hardy Aquatic Center Condition Assessment Report (Stantec Sept 8/15) was received for information.

Addendum:

4. Discussion on motorized handicap carts

The Committee discussed the safety concerns regarding the use of motorized handicapped carts on public roadways. Councillors will discuss this item at the next RCMP reporting session.

5. Discussion on rainbow crosswalks

The Committee discussed the concept of a rainbow crosswalk in the community and possible locations.

Moved/Seconded/Carried

The Operational Services Committee recommends THAT Council consideration be given to establishing a rainbow crosswalk with a suggested location at the intersection of Granville and Rupert Streets.

H. ROUND TABLE

The Chief Administrative Officer updated the Committee on various projects including SCADA and First Nations signage.

- I. **NEXT MEETING:** October 15, 2015 at 3:00pm

Upcoming Meeting dates: November 19, December 17

J. ADJOURNMENT

Moved

THAT the meeting be adjourned.

Time: 11:30am

OP SCVS
2015-046
RAINBOW
CROSSWALK

OP SCVS
2015-047
ADJOURNMENT

DRAFT



**MINUTES OF THE DISTRICT OF PORT HARDY
PARKS & RECREATION REVIEW COMMITTEE MEETING
HELD SEPTEMBER 15, 2015
COUNCIL CHAMBERS, MUNICIPAL HALL
7360 COLUMBIA STREET**

DRAFT

PRESENT: Councillors Rick Marcotte, Fred Robertson and John Tidbury (Chair)

ALSO PRESENT: Rick Davidge - Chief Administrative Officer,

REGRETS: Sean Mercer – Operations Manager

A. CALL TO ORDER

Chair John Tidbury called the meeting to order.

Time: 3:00pm

B. APPROVAL OF AGENDA AS PRESENTED (or amended)

Chair Tidbury requested an addendum to the agenda under F. Business Arising From the Minutes and Unfinished Business
Item 3. Ball Diamonds

Moved/Seconded/Carried

THAT the agenda be approved as amended.

C. ADOPTION OF MINUTES

1. Minutes of the meeting held July 15, 2015.

Moved/Seconded/Carried

THAT the minutes of the meeting held July 15, 2015 be approved as presented.

D. DELEGATIONS

Kristina Fedorak, Emily Heavenor and Adam Ireland re: request to District consider implementing a volleyball court. Referred it to the Parks & Recreation Review Committee from Council meeting of July 14/15.

The group provided the Committee with additional information on volleyball costs and site development. They discussed possible locations at Beaver Harbour Park, in the main park area and adjacent to the curling club. The Committee spoke to archaeological implications relating to site development, ongoing maintenance and scheduling and organization. The group will meet again as costs and site locations are further defined.

Kristina Fedorak and Andy Ireland also volunteered to represent the local slow pitch league and act as a conduit to exchange ideas concerning ongoing playfield maintenance and development. The group discussed the current state of the playfields and future options and will meet again.

PRCC
2015-031
AGENDA
APPROVED AS
AMENDED

PRCC
2015-032
MINUTES JULY
1515
APPROVED

K. FEDORAK, E.
HEAVENOR
ADAM IRELAND
RE:
VOLLEYBALL
COURT.

E. CORRESPONDENCE

No correspondence.

F. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

1. Review of Action Items

Action items were reviewed for information.

2. Terms of Reference Revision – Councillor Robertson

The Committee reviewed and approved the draft terms of reference revised by Councillor Robertson.

DRAFT

PRCC
2015-033
COMMITTEE
TERMS OF
REFERENCE

Moved/Seconded/Carried

The Parks and Recreation Review Committee recommend that Council approves the Parks & Recreation Review Committee Terms of Reference.

3. Ball Diamonds

The Committee is interested in moving ahead with a study for Beaver Harbour Park and playfield. The remainder of budget fun needs to be determined.

G. NEW BUSINESS

1. Port Hardy Aquatic Center Condition Assessment Report (Stantec Sept 8/15).

The Committee discussed the report and its implications. There is an interest in having the author attend an information meeting.

H. ROUND TABLE DISCUSSION

No round table discussion held.

I. NEXT MEETING DATE: 3:00pm.Wednesday October,14, 2015

J. ADJOURNMENT

PRCC
2015-034
ADJOURNMENT

Moved

THAT the meeting be adjourned.

Time:4:20pm



**TERMS OF REFERENCE
OF THE
DISTRICT OF PORT HARDY
PARKS AND RECREATION REVIEW
COMMITTEE
(Standing Committee of Council)**



DRAFT

1. ESTABLISHMENT

The District of Port Hardy Parks and Recreation Review Committee, hereinafter referred to as the "Committee", was established as a Standing Committee of Council by Council of the District of Port Hardy on January 13, 2015.

2. PURPOSE

The Committee understands the value of maintaining a healthy and active lifestyle. The Committee also understands the importance of making available as broad a range of recreational activities for ALL members of the community.

The mandate of the Committee is to:

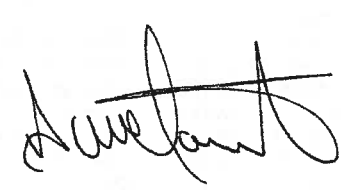
- a) Advise in the operation, maintenance and improvement of District recreational facilities.
- b) Maintain and strengthen relationships with local recreational users;
- c) Work with local recreational organizations and users to plan and improve recreational activities and facilities within the District of Port Hardy;
- d) Research matters that are referred to the Committee by Council and provide recommendations to Council on such matters;
- e) Consult, on a regular basis, the recreational priorities, of individuals, groups, agencies and organizations

3. AUTHORITY

3.1 The Committee does not have delegated approval authority from Council.

Cheque #	Pay Date	Vendor #	Vendor Name	Paid Amount	Void
006241	01/09/2015	00044	ACKLANDS - GRAINGER INC.	426.57	
006242	01/09/2015	00437	ACME SUPPLIES LTD.	808.10	
006243	01/09/2015	02514	AlSCO	203.71	
006244	01/09/2015	00046	ANDREW SHERET LTD.	783.63	
006245	01/09/2015	02468	Canwest Propane	1,424.72	
006246	01/09/2015	00281	CHEVRON CANADA LTD.	3,012.57	
006247	01/09/2015	03033	Corbett-Labatt, Pat	565.01	
006248	01/09/2015	02730	CUPE Local 401	369.72	
006249	01/09/2015	00218	DB PERKS AND ASSOCIATES	866.55	
006250	01/09/2015	01476	DOR-TEC SECURITY LTD.	138.30	
006251	01/09/2015	00099	FOX'S DISPOSAL SERVICES	10,279.51	
006252	01/09/2015	01860	GREYHOUND COURIER EXPRES	102.55	
006253	01/09/2015	02043	HARNISH SALES AGENCY	107.45	
006254	01/09/2015	00194	INT'L UNION OPERATING EN	917.71	
006255	01/09/2015	01875	ISLAND ADVANTAGE DISTRIB	2,156.34	
006256	01/09/2015	02936	J.D. PETROLEUM LTD.	224.00	
006257	01/09/2015	01927	JET ICE LTD	1,600.18	
006258	01/09/2015	00147	LGMA	446.25	
006259	01/09/2015	00069	MACANDALE'S	76.50	
006260	01/09/2015	01777	MCCARRICK,ALLISON	35.00	
006261	01/09/2015	00328	MERCER, SEAN	35.00	
006262	01/09/2015	00014	MINISTER OF FINANCE	2,889.00	
006263	01/09/2015	00033	NAPA AUTO PARTS/PORT HAR	401.23	
006264	01/09/2015	01014	NICKERSON, SCHELL	35.00	
006265	01/09/2015	00217	ORKIN CANADA CORPORATION	78.75	
006266	01/09/2015	00013	PACIFIC BLUE CROSS	8,134.06	
006267	01/09/2015	02071	PACIFICUS BIOLOGICAL SER	1,569.75	
006268	01/09/2015	00769	Praxair Distribution	986.66	
006269	01/09/2015	00080	PURULATOR INC.	108.73	
006270	01/09/2015	00107	RECEIVER GENERAL FOR CAN	17,629.77	
006271	01/09/2015	00187	REGIONAL DISTRICT OF MT	11,837.74	
006272	01/09/2015	00272	ROLLINS MACHINERY LIMITE	552.25	
006273	01/09/2015	02935	Roper Greycll LLP	418.78	
006274	01/09/2015	00160	TELUS	4,623.19	
006275	01/09/2015	02837	Waterhouse Environmental	23,520.00	
006276	01/09/2015	00164	Xerox Canada Ltd.	2,065.50	
006277	10/09/2015	02796	Jones, Daniel	698.80	
006278	11/09/2015	00044	ACKLANDS - GRAINGER INC.	441.64	
006279	11/09/2015	02904	ACS - Armbrust Computer	487.50	
006280	11/09/2015	00829	ANA'S HARDY CLEAN	2,558.24	
006281	11/09/2015	00046	ANDREW SHERET LTD.	1,247.16	
006282	11/09/2015	01836	ARIES SECURITY LTD.	3,985.80	
006283	11/09/2015	00047	B.C. HYDRO	27,586.03	
006284	11/09/2015	00073	BLACK PRESS GROUP LTD.	647.55	
006285	11/09/2015	01615	BOOD, HANK	187.44	
006286	11/09/2015	01805	BUSY B'S DISTRIBUTING	25.50	
006287	11/09/2015	00018	CANADIAN RED CROSS SOCIE	248.15	
006288	11/09/2015	00281	CHEVRON CANADA LTD.	327.97	Yes
006289	11/09/2015	00281	CHEVRON CANADA LTD.	1,380.96	
006290	11/09/2015	01433	COMOX PACIFIC EXPRESS LT	349.53	
006291	11/09/2015	02817	Cummins Western Canada	13,661.22	
006292	11/09/2015	02188	D/T BLASTING LTD.	315.00	
006293	11/09/2015	00099	FOX'S DISPOSAL SERVICES	16,094.97	
006294	11/09/2015	03032	Green Approach Turf & La	574.87	
006295	11/09/2015	01860	GREYHOUND COURIER EXPRES	158.57	
006296	11/09/2015	00063	HOME HARDWARE BUILDING C	385.29	
006297	11/09/2015	00065	K & K ELECTRIC LTD.	1,058.15	
006298	11/09/2015	00253	Keta Cable	133.20	
006299	11/09/2015	00695	LINDE CANADA LIMITED C31	11.99	
006300	11/09/2015	03059	Maxxam Analytics	747.08	
006301	11/09/2015	00033	NAPA AUTO PARTS/PORT HAR	617.21	
006302	11/09/2015	01645	NORTH ISLAND COMMUNICATI	441.49	
006303	11/09/2015	00027	NORTH ISLAND VETERINARY	370.74	
006304	11/09/2015	00122	Northcall Communications	73.92	
006305	11/09/2015	02749	Orach Enterprises Ltd.	4,094.36	
006306	11/09/2015	03121	Public Works Association	4,232.50	
006307	11/09/2015	00080	PURULATOR INC.	87.68	
006308	11/09/2015	00107	RECEIVER GENERAL FOR CAN	20,512.57	
006309	11/09/2015	01990	ROAD RANGER FREIGHT/0702	23.85	
006310	11/09/2015	03034	Robertson, Fred	935.22	
006311	11/09/2015	03092	Seaway Ventures Ltd.	11,642.52	

Cheque #	Pay Date	Vendor #	Vendor Name	Paid Amount	Void
006312	11/09/2015	02522	Strathcon Industries	84.71	
006313	11/09/2015	00113	STRYKER ELECTRONICS LTD.	998.45	
006314	11/09/2015	00089	THE HOBBY NOOK	329.73	
006315	11/09/2015	00011	Tidbury, John	720.26	
006316	11/09/2015	00892	UPS Canada Ltd.	26.41	
006317	11/09/2015	00644	VAN KAM FREIGHTWAYS LTD.	1,092.04	
006318	11/09/2015	00164	Xerox Canada Ltd.	341.28	
006319	16/09/2015	01375	ADT SECURITY SERVICES CA	85.05	
006320	16/09/2015	01615	BOOD, HANK	692.45	
006321	16/09/2015	00580	BRITISH COLUMBIA SAFETY	2,120.00	
006322	16/09/2015	02812	Chartered Professional A	115.71	
006323	16/09/2015	00281	CHEVRON CANADA LTD.	1,049.46	
006324	16/09/2015	01433	COMOX PACIFIC EXPRESS LT	103.59	
006325	16/09/2015	02822	Corix Water Products LP	905.53	
006326	16/09/2015	02869	Corix Water Systems Inc.	4,928.00	
006327	16/09/2015	00054	DAVE LANDON MOTORS LTD.	248.92	
006328	16/09/2015	01476	DOR-TEC SECURITY LTD.	463.47	
006329	16/09/2015	02140	DOUG LLOYD CONTRACTING	150.15	
006330	16/09/2015	00189	DUGAS, DENNIS	62.00	
006331	16/09/2015	00099	FOX'S DISPOSAL SERVICES	3,813.64	
006332	16/09/2015	02499	Hemphill Jessie	383.00	
006333	16/09/2015	01875	ISLAND ADVANTAGE DISTRIB	134.75	
006334	16/09/2015	02936	J.D. PETROLEUM LTD.	327.97	
006335	16/09/2015	00065	K & K ELECTRIC LTD.	3,147.52	
006336	16/09/2015	02007	MARSHALL WELDING AND FAB	604.80	
006337	16/09/2015	01777	MCCARRICK,ALLISON	581.20	
006338	16/09/2015	00588	Minister of Finance	315.00	
006339	16/09/2015	02374	Providence Place Society	1,000.00	
006340	16/09/2015	03123	Rock Advertising Inc.	883.58	
006341	16/09/2015	00161	TELUS MOBILITY (BC)	1,054.40	
006342	16/09/2015	01773	UNIVAR CANADA LTD.	3,724.04	
006343	16/09/2015	03125	Universal Promotions	95.20	
006344	24/09/2015	00044	ACKLANDS - GRAINGER INC.	205.60	
006345	24/09/2015	02904	ACS - Armbrust Computer	65.00	
006346	24/09/2015	02514	AlSCO	356.96	
006347	24/09/2015	00281	CHEVRON CANADA LTD.	2,209.98	
006348	24/09/2015	02730	CUPE Local 401	608.95	
006349	24/09/2015	02140	DOUG LLOYD CONTRACTING	297.15	
006350	24/09/2015	00189	DUGAS, DENNIS	60.00	
006351	24/09/2015	03131	Farahbakhsh, Abbas	528.84	
006352	24/09/2015	03126	G.A.S. Analytical System	387.68	
006353	24/09/2015	01980	HETHERINGTON INDUSTRIES	157.50	
006354	24/09/2015	00194	INT'L UNION OPERATING EN	922.00	
006355	24/09/2015	01875	ISLAND ADVANTAGE DISTRIB	133.70	
006356	24/09/2015	00065	K & K ELECTRIC LTD.	2,850.86	
006357	24/09/2015	01947	KETCHUM MANUFACTURING IN	147.07	
006358	24/09/2015	00271	LIFESAVING SOCIETY	13.00	
006359	24/09/2015	00069	MACANDALE'S	149.04	
006360	24/09/2015	02007	MARSHALL WELDING AND FAB	1,680.00	
006361	24/09/2015	01777	MCCARRICK,ALLISON	419.48	
006362	24/09/2015	00304	MONK OFFICE	69.40	
006363	24/09/2015	00827	Municipal World Inc.	51.97	
006364	24/09/2015	01419	MURDY & MCALLISTER	1,640.48	
006365	24/09/2015	00033	NAPA AUTO PARTS/PORT HAR	214.79	
006366	24/09/2015	03127	Northern Lights Firework	9,941.29	
006367	24/09/2015	00075	O.K. TIRE STORE (PORT HA	1,254.18	
006368	24/09/2015	00107	RECEIVER GENERAL FOR CAN	15,833.40	
006369	24/09/2015	03130	Roy, Michael	891.93	
006370	24/09/2015	02546	SCP Distributors Inc	68.74	
006371	24/09/2015	00843	SHARE CANADA	294.00	
006372	24/09/2015	03124	Smart Ice Inc.	202.81	
006373	24/09/2015	00011	Tidbury, John	40.32	
006374	24/09/2015	02535	Time Business Machines L	206.08	
006375	24/09/2015	03128	W. Michael Bolch	941.13	
006376	29/09/2015	00428	LAND TITLE AND SURVEY AU	23.36	
Total:				288,895.48	

*** End of Report ***



DISTRICT OF PORT HARDY STAFF REPORT

TO: Mayor and Council
FROM: Allison McCarrick, DFS
SUBJECT: Bylaw 1045-2015 Revenue Anticipation Borrowing Bylaw for 2016
DATE: September 23, 2015

Revenue Anticipation Bylaw 1045-2015 for the year 2016

Purpose

To provide for the borrowing of money that may be necessary to meet the current lawful expenditures of the Municipality.

Background Summary

Revenue Anticipation – CC Sec. 177 – a council may, by bylaw, provide for the borrowing of money that may be necessary to meet current lawful expenditures and pay amounts required to meet the municipality's taxing obligations in relation to another local government or other public body. The debt under this bylaw must not exceed the total of the unpaid taxes for all purposes imposed during the current year, and the money remaining due from other governments. This may include grant money from provincial or federal governments provided that the funding is expected within the year. Typically, these bylaws are adopted at the beginning of each calendar year and are based on 75% of all property taxes imposed for all purposes in the preceding year. The MFA requires borrowings under this section to be repaid upon tax collection. The maximum allowable term is one year. This bylaw does not require approval by the Ministry.

Staff Recommendation:

"THAT Council gives 1st, 2nd, and 3rd readings to the District Revenue Anticipation Borrowing Bylaw 1045-2015"

Respectfully submitted,

Allison McCarrick, DFS



**DISTRICT OF PORT HARDY
BYLAW 1045-2015
REVENUE ANTICIPATION BORROWING BYLAW**

A Bylaw to provide for the borrowing of money in anticipation of revenue for the year 2016

WHEREAS the District of Port Hardy may not have sufficient money on hand to meet the current lawful expenditures of the Municipality:

AND WHEREAS it is provided by Section 177 of the *Community Charter* that Council may, by bylaw, without the assent of the electors or the approval of the Inspector of Municipalities, borrow, provide for the borrowing of such sums of money as may be necessary to meet the current lawful expenditures of the Municipality provided that the total of the outstanding liabilities does not exceed the sum of:

- a) The whole amount remaining unpaid of the taxes for all purposes levied during the current year, provided that prior to the adoption of the annual property tax bylaw in any year the amount of taxes during the current year for this purpose shall be deemed to be seventy-five per cent of the taxes levied for all purposes in the immediately preceding year; and
- b) the whole amount of any sums of money remaining due from other governments,

AND WHEREAS the total amount of liability that Council may incur is Three Million Six Hundred and Fourteen Thousand and Seven Hundred and Eighty Dollars (\$3,614,780) being 75% of the whole amount of the taxes levied for all purposes in 2015.

AND WHEREAS there are no liabilities outstanding under Section 177;

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

1. This bylaw may be cited for all purposes as "Bylaw 1045-2015 Revenue Anticipation Borrowing Bylaw for 2016".
2. The Council shall be and is hereby empowered and authorized to borrow upon the credit of the municipality, from the Municipal Finance Authority of British Columbia, an amount or amounts not exceeding the sum of Three Million Six Hundred and Fourteen Thousand and Seven Hundred and Eighty Dollars (\$3,614,780).
3. The form of obligation to be given as acknowledgment of the liability shall be a promissory note or notes bearing the corporate seal and signed by one of the Mayor or Council and one of the Director of Financial Services or the Chief Administrative Officer.
4. All unpaid taxes and the taxes of the current year when levied or so much thereof as may be necessary shall, when collected, be used to repay the money so borrowed.
5. Bylaw 1034-2014 – Revenue Anticipation Borrowing Bylaw for 2015 is hereby rescinded.

Read a first time on the day of, 2015.

Read a second time on the day of, 2015.

Read a third time on the day of, 2015.

Adopted by the Municipal Council on the day of, 2015.

Director of Corporate Services

Mayor

Certified to be a true copy of
District of Port Hardy Bylaw 1045-2015
Revenue Anticipation Borrowing Bylaw for 2016.

Director of Corporate Services



**DISTRICT OF PORT HARDY
BYLAW 1044-2015
A BYLAW FOR DISTRICT OF PORT HARDY
USER RATES AND FEES FOR 2016**

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

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

1. TITLE

- (a) This bylaw may be cited for all purposes as the "District of Port Hardy 2016 User Rates and Fees Bylaw No. 1044-2015".

2. ENACTMENT

- (a) This bylaw is in effect January 1, 2016.
(b) District of Port Hardy Rates Bylaw 1035-2014 and all amendments are hereby repealed effective January 1, 2016.

3. SCHEDULES

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

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Read a first time on the of 2015.

Read a second time on the of 2015.

Read a third time on the of 2015.

Adopted on the day of 2015.

Director of Corporate Services

Mayor

Certified a true copy of
Bylaw No. 1044-2015 as adopted.

Director of Corporate Services

SCHEDULE A - WATER RATES

1. Inspection, Connection, Turn Water On/Off Fees		
a)	Any property owner who requires a turn on or off of service shall notify the District office 48 hours in advance except in the case of an emergency. There will be no charge for a turn on or off during regular working hours of 8:30 a.m. – 4:30 p.m.	
b)	Any property owner who requires a turn on or off of service in the case of an emergency or outside of the regular working hours shall at the same time pay the fee for each turning on or off	\$ 75.00
c)	Where installation of a water connection exists the fee for inspection of a standard 18 mm (3/4") connection will be:	\$ 75.00
d)	Application for any water service will be subject to:	
i.	Initial application analysis fee (may be combined with sewer, storm sewer application analysis fee).	\$ 475.00
ii.	Estimate fees shall be charged on the basis of the actual cost of the work necessary including but not limited to all pavement, sidewalk, cut/replacement, and boulevard work.	At cost
The estimate, provided by the District of Port Hardy, of the work to be completed must be paid prior to the start of the job. Any excess charges incurred will be billed or surplus fees paid will be refunded upon completion of the job and account reconciliation.		
2. Seniors Discount Property owners who are Seniors shall receive a discount on all or any portion of a current billing if paid by the quarterly due date. This applies only to the principal place of residence. Senior means a person who is 65 years of age or older and who meets the grant eligibility requirements as defined by the <i>Home Owner Grant Act</i> .		25%
3. Re-Inspection Fee An inspection fee shall be paid to the District for each additional inspection required after the first inspection because of defective materials or workmanship.		\$ 75.00
4. Quarterly Rates The rates reflected in this schedule are based on a flat rate billing system, unless indicated.		Rate per Quarter
1	For each single residential dwelling unit	\$ 100.36
2	For each <i>metered</i> multi-family residence in excess of two (2) units the <i>greater</i> of: Level 1: (Multi-unit housing generally with individual unit entry - townhouse or similar) Level 2: (Multi-unit housing generally with one common building entrance - apartment or similar)	\$ 0.90 per cubic meter <u>OR</u> \$79.13 per unit \$75.27 per unit
3	For each office, shop or store	\$ 107.18
4	For each supermarket	\$ 232.89
5	For each bakery	\$ 107.18
6	For each restaurant	\$ 340.24
7	For each lunch room or delicatessen	\$ 146.02
8	For each soda fountain or hot dog stand	\$ 107.18
9	For each hotel/motel - per unit	\$ 18.81
10	For each lounge	\$ 283.41
11	For each beer parlour	\$ 348.86
12	For each Laundromat - per washer	\$ 32.56
13	For each non-profit organization and hall	\$ 107.18
14	For each athletic club	\$ 340.24
15	For each theatre	\$ 107.18

SCHEDULE A - WATER RATES (continued)		
16	For each school - per classroom	\$ 100.50
17	Light Industrial	
	5 employees or less	\$ 107.18
	6 - 15 employees	\$ 242.88
	16 - 30 employees	\$ 387.70
	Large water users	\$ 606.99
18	For each service station/garage	\$ 107.18
19	For each car wash	
	For 1st stall	\$ 221.92
	Each additional stall	\$ 66.28
20	For each non-residential metered user, a consumption charge of:(per cubic meter)	\$ 0.75/m ³
21	For each non-residential metered connection, a flat fee based on meter size: (per quarter)	
	5/8" and 3/4"	\$ 76.50
	1"	\$ 102.00
	1.5"	\$ 153.00
	2"	\$ 204.00
	4" and greater	\$ 408.00
22	For each marina	\$ 301.86
23	For each campground - per stall	\$ 8.25
24	Other users	\$ 108.01
25	Hydrant use - flat fee (Damage deposit 250.00 additional)	\$ 139.35
	Hydrant use - water consumption charge per cubic meter	\$ 1.02/m ³
26	For each airport hangar	\$ 244.81
27	Underground sprinkling services over one acre for months of June, July & August - per sprinkler head	\$ 7.35
28	For each airport terminal building	\$ 479.03
29	Each wharf providing water to vessels	\$ 108.13
30	For each sawmill	\$ 244.81
31	For each drycleaner	\$ 244.81
32	Each car dealership with a non-commercial car wash stall	\$ 66.79
33	Seagate Pier large vessel meter	\$ 0.90/ m ³
34	Pool	\$ 326.22
35	Arena	\$ 227.76
36	Hospital - per bed	\$ 23.25
37	Fish Hatchery	\$ 90.97
38	Sani-station	\$ 90.97

5. Backflow Preventers

a)	Hose connection vacuum breaker	\$ 25.50
b)	Double check valve assembly (3/4 inch)	\$ 153.00
c)	Reduced pressure type assembly (3/4 inch)	\$ 204.00
d)	All other sizes at cost	at cost

6. Multi-Meter Rider - Where tiered water metered rates apply.

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

SCHEDULE B - SEWER RATES

<p>1. Rates - Inspection and Connection Fees</p> <p>Before any owner's sewer is connected to a sewer connection or public sewer, the owner of the lands requiring such connection or agent shall make application to the office of the District, upon such form as provided from time to time, for a permit to connect the owner's sewer to the sewer connection or public sewer, and shall pay to the District a sewer inspection/connection fee as follows:</p>		
a) Where installation of a sewer connection exists, for standard 100 mm (4") connection an inspection/connection fee of:	\$ 75.00	
b) Application for any sewer service will be subject to:		
i. Initial application analysis fee (may be combined with water, storm sewer application analysis fee).	\$475.00	
ii. Estimate fees shall be charged on the basis of the actual cost of the work necessary including but not limited to all pavement, sidewalk, cut/replacement, and boulevard work.	At cost	
<p>The estimate, provided by the District of Port Hardy, of the work to be completed must be paid prior to the start of the job. Any excess charges incurred will be billed or surplus fees paid will be refunded upon completion of the job and account reconciliation.</p>		
<p>2. Seniors Discount</p> <p>Property owners who are Seniors shall receive a discount on all or any portion of a current billing if paid by the quarterly due date. This applies only to the principal place of residence. Senior means a person who is 65 years of age or older and who meets the grant eligibility requirements as defined by the <i>Home Owner Grant Act</i>.</p>		
	25%	
<p>3. Re-Inspection Fee</p> <p>An inspection fee shall be paid to the District for each additional inspection required after the first inspection because of defective materials or workmanship.</p>		
	\$ 75.00	
<p>4. Quarterly Rates - The rates reflected in this schedule are based on a flat rate billing system, unless indicated.</p>		
	Rate per quarter	
1	For each residential dwelling unit	\$ 101.79
2	For each office, shop or store	\$ 112.21
3	For each supermarket	\$ 243.36
4	For each bakery	\$ 112.21
5	For each restaurant	\$ 356.62
6	For each lunch room or delicatessen	\$ 152.66
7	For each soda fountain or hot dog stand	\$ 112.21
8	For each hotel/motel - per unit	\$ 20.36
9	For each lounge	\$ 297.62
10	For each beer parlor	\$ 366.42
11	For each Laundromat - per washer	\$ 34.26
12	For each non-profit organization and hall	\$ 112.32
13	For each civic swimming pool	\$ 1013.30
14	For each arena	\$ 712.13
15	For each athletic club	\$ 356.62
16	For each theatre	\$ 112.21
17	For each hospital - per bed	\$ 71.62
18	For each school - per classroom	\$ 101.48
19	Light Industrial	
	5 employees or less	\$ 112.21
	6 - 15 employees	\$ 255.14
	16 - 30 employees	\$ 407.18
	Large water users	\$ 672.00

SCHEDULE B - SEWER RATES
(continued)

		Rate per quarter
20	For each service station/garage	\$ 112.21
21	For each car wash	
	For 1st stall	\$ 185.68
	Each additional stall	\$ 58.14
22	For each cannery	\$ 682.74
23	For each marina	\$ 110.44
24	For each campground - per stall	\$ 8.72
25	Metered sewage per cubic meter	\$ 1.37
26	Other users	\$ 112.21
27	For each airport hangar	\$ 255.14
28	For each airport terminal building	\$ 632.51
29	Fish Hatchery	\$ 117.64
30	Sani Station	\$ 109.01
31	Tipping Fee for Trucked Waste \$ 0.17 per gallon. If an Operator is not currently at the plant a call out fee based on Operations labour and equipment rates will apply.	-----

SCHEDULE D - GARBAGE COLLECTION RATES

Rates do not include applicable taxes

1. Garbage Rates	
The rates reflected in this schedule are based on a flat rate billing system, unless indicated. Residential dwelling unit - based on a maximum of two regulation garbage cans per pickup every two weeks and recycling pickup on the alternate week.	
	Rate Per Quarter
Residential dwelling unit	\$ 25.57
2. Recycling Rates	
Residential dwelling unit	\$ 12.61
3. Transfer Station - residential waste	
The following fees apply to the Transfer Station: (Rates per item)	(a) \$ 1.09 per garbage container or bag (b) \$ 21.84 per level pickup truck (c) \$ 5.47 per tire
4. Tag A Bag sticker	
The fee for tag-a-bag sticker will be (each)	\$ 2.05

Seniors Discount

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

SCHEDULE E - STATUTORY RATES

Rates do not include applicable taxes.

1.	List of Electors The fee per copy of a List of Electors shall be as noted, except where a candidate at an election is entitled to one free copy.	\$ 10.00
2.	Minutes of Council Proceedings As provided under Section 194(2) of the Community Charter the fee for copies of Minutes of Council proceedings shall be hereby established.	\$ 0.25 per page
3.	Copies of Bylaws Pursuant to Section 194 of the <i>Community Charter</i> the following charges shall apply for:	
	a) Zoning Bylaw (Text and Map 11" x 17")	\$ 35.00
	b) Zoning Bylaw (Text only)	\$ 15.00
	c) Official Community Plan Bylaw (Text & Maps 11"x17")	\$ 35.00
	d) Official Community Plan Bylaw (Text only)	\$ 15.00
	e) Copies of all other bylaws shall be provided for a fee of	\$ 0.25 per page
	f) Subdivision Bylaw	\$ 20.00
4.	Tax Certificate The collector shall provide tax certificates as provided under Section 249 of the <i>Community Charter</i> for the fee established.	\$ 25.00
5.	Request for Prior Years Taxes Levied	\$ 15.00
6.	Mortgage Company Listings	\$ 5.00 / folio
7.	Cost to issue a refund cheque	\$ 10.00
8.	Reports	
	a) Business License Print-out	
	On paper	\$ 30.00
	On electronic media	\$ 15.00
	b) Photocopies	
	8-1/2" x 11"	\$ 0.25 per page
	8-1/2" x 14"	\$ 0.25 per page
	11" x 17"	\$ 0.30 per page
	c) Maps (paper copies - standard wall size)	
	Zoning Map	\$ 30.00
	Boundary Map	\$ 30.00
	OCP or legal map	\$ 30.00
	Civic Street Map	\$ 30.00
	Courier for all maps (or cost if higher)	\$ 25.00
9.	NSF cheques returned	\$ 25.00
10.	Council and Committee-of-the-Whole agenda	\$ 0.25/page or \$10.00 /agenda
11.	Tree Cutting permits	
	1 - 10 trees	\$ 25.00
	11 - 20 trees	\$ 50.00
	21 or more trees	\$ 100.00
12.	Parks and Beach permit	
	Commercial rental fee	\$ 30.00 per day
	Clean up deposit	\$ 50.00
13.	Storage fees for impounded vehicles or vessels	
	Single vehicle or vessel six metres in length or less	Cost + 15%
	Single vehicle or vessel over six metres in length	Cost + 15%
	For a vehicle and trailer of any length	Cost + 15%

SCHEDULE E - STATUTORY RATES

(continued)

Rates do not include applicable taxes

14.	Permit to water new lawn outside permitted days	\$ 20.00
15.	Commemorative Items	
	(a) Bench, bronze plaque and installation	\$2,400.00
	(b) Commemorative placing of tree or shrub and plaque (bronze plaque included)	\$ 600.00 plus tree /shrub
	(c) Other items (includes bronze plaque)	\$ 600.00 plus cost of item and concrete
16.	Search for information and records, other than Freedom of Information Request	
	(a) for locating or retrieving a record	\$ 7.50 per 1/4 hour
	(b) for producing a record manually	\$ 7.50 per 1/4 hour
	(c) for preparing a record for disclosure	\$ 7.50 per 1/4 hour
	(d) for shipping copies	actual costs of courier
	(e) for copying records	
	(f) (i) photocopies and computer printouts	
	8.5" x 11", 8.5" x 14"	\$ 0.25 per page
	11" x 17"	\$ 0.30 per page
	(ii) electronic media	\$ 15.00
	(iii) photographs	
	scanning & emailing an 8" x 10"	\$ 10.00
	over 8" x 10"	\$ 10.00 & costs
	(iv) building plans	actual cost plus \$25.00 administration fee
	Deposit for any plans that require out of office printing	\$ 500.00
17.	Administration Cost for accounts sent to a collection agency. An administration fee of 33.3% will be added to the account balance of all accounts sent to a collection agency.	33.3%
18.	Land Title and Survey Authority record search	\$ 20.00
19.	Comfort letter - detailed property information	\$ 100.00
20.	District of Port Hardy Crest Pin	\$ 1.10
21.	District of Port Hardy Branding Logo Pin	\$ 1.19

SCHEDULE F - BUSINESS LICENCE FEES

DEFINITION	BASIS OF FEE	FEE (per annum unless otherwise stated)
Category I - Commercial/Industrial Any business permitted in the zones designated in the Zoning Bylaw	Employing up to 3 persons Employing up to 8 persons Employing over 8 persons	\$ 55.00 \$ 95.00 \$ 165.00
Category II - Rental units/spaces Any building containing dwelling units in any zone	Up to 25 units 26 – 50 units Over 50 units	\$ 55.00 \$ 95.00 \$ 165.00
Category III - Home Occupation Any business permitted in residential areas under the Zoning Bylaw	Per business	\$ 110.00
Category IV - Mobile Vending Any business permitted and regulated by Council	Per business	\$ 310.00
Category V - Miscellaneous Business Any business not based in a permanent building within the District of Port Hardy (other than Mobile Vending)	Per business	\$ 110.00
Any shopping mall for a blanket yearly licence for craft sales, trade shows, etc. held in the hallway of the mall, in lieu of individual business licences		\$ 110.00
Category VI – Marine Any vessel-based business operating from a Port Hardy marina, excluding commercial fishing boats.	Per business	\$ 110.00
Transfer fee	to those businesses making a change under section 8 of the Business License Bylaw	\$ 12.50

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

SCHEDULE G - HARBOUR RATES

Rates do not include applicable taxes

1. Pump Out

- a) If in the opinion of the Wharf Manager or other duly authorized personnel a vessel requires pumping out, a pump may be placed on any vessel located at the Harbour Authority Floats in Port Hardy, B.C. without fear of liability or reproach.
- b) A minimum \$58.36 per day fee may be levied against the owner /operator should it be necessary to pump out a vessel with or without the owner's consent.

2. Rates

	Rate
Moorage - Commercial Fishing Vessel	
Daily/metre	\$ 0.44
Monthly/metre	\$ 5.44
Yearly/month/metre	\$ 4.67
All other Moorage	
Daily/metre	\$ 2.30
Monthly/metre	\$ 17.29
Yearly/month/metre	\$ 13.84
Moorage - Live aboard	
Prepaid monthly/metre	\$ 14.92
Prepaid yearly/month/metre	\$ 12.75
Annual service charge paid quarterly in advance	\$1,086.68
The annual service charge does not include moorage and hydro.	
Power	
Prepaid 15 amp service/day	\$ 3.57
Prepaid 30 amp service/day	\$ 5.19
Prepaid 50 amp service/day	\$ 10.37
Prepaid 15 amp service/month	\$ 56.42
Prepaid 30 amp service/month	\$ 87.07
Prepaid 50 amp service/month	\$ 174.14
Live aboard – Prepaid 15 amp service/month	\$ 118.37
Live aboard – Prepaid 30 amp service/month	\$ 147.94
Live aboard – Prepaid 50 amp service/month	\$ 295.88
Other Rates	
Sign space rental per calendar year	\$ 31.83
Overdue account interest charge per month in accordance with interest rates established under Section 11(3) of the Taxation (Rural Area) Act	
NSF Cheque	\$ 25.00
Pump out - actual labour/hour	\$ 58.36
Pump out - minimum	\$ 58.36
Sewer pump out	\$ 26.53

SCHEDULE G - HARBOUR RATES

(continued)

Rates do not include applicable taxes

SEAGATE PIER

	Rates
Moorage - Commercial Fishing Vessel	
Moorage/metre (after first 15 minutes, per 24-hour period)	\$ 1.43
Off-Loading Commercial Fishing Vessel	
On or off-loading - the greater of:	
Minimum billing	\$ 56.82
Per hour	\$ 42.05
Per pound (applicable to seafood products)	\$ 0.03
Clean-up Fee	
Per hour as required	\$ 55.18
Moorage - All vessels other than CFV	
Moorage/metre per 24-hour period * Or part thereof * Equivalent of Pleasure Craft daily rate at Small Craft Harbour floats	\$ 2.30

HARBOUR IMPROVEMENT

Applies to all Harbour Parking Areas

Rates include applicable taxes

	Rate
Launch Fees	
Non-commercial vessel, per day	\$ 5.30
Non-commercial vessel, (includes vehicle & trailer parking) Annual Resident Pass	\$ 84.92
Commercial fishing vessel, per launch or removal	\$ 10.61
Commercial fishing vessel, (includes vehicle & trailer parking) Annual Commercial Pass	\$ 132.65
Vehicle or trailer parking pass	
Daily	\$ 5.30
Weekly	\$ 15.91
Monthly	\$ 53.04
Vehicle and trailer parking pass	
Daily	\$ 10.61
Weekly	\$ 31.82
Monthly	\$ 106.13

SCHEDULE H - SEAPLANE BASE RATES

Rates do not include applicable taxes.

Fuel	
Av Gas.	Prevailing Market Rate
Jet A	Prevailing Market Rate
Docking	
Docking - aircraft under 9 metres.	\$ 10.86 (free with fuel purchase)
Docking - aircraft over 9 metres.	\$ 17.38
Overnight	\$ 17.38
Monthly	\$ 489.01
Passenger Tax	\$ 1.08
Terminal Tenant	As per individual lease
Vessel Moorage Rates	
Annual/metre	\$ 207.86
June 15 to September 15 /per metre	\$ 61.07
Off season/per metre.	\$ 30.10
Daily- per metre/day	\$ 3.08

SCHEDULE I - RECREATION RATES

Rates do not include applicable taxes

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

General Recreation	Refundable Deposit	Rates Effective Aug. 1, 2015	Rates Effective Aug. 1, 2016
Rentals, per event			
Tables, each	\$20.00	\$ 5.10	\$ 5.19
Chairs, each	\$20.00	\$ 0.57	\$ 0.57
Pavilion, Beaver Harbour Park	\$20.00	\$ 10.67	\$ 10.90
*Registration Fee Collection - non-municipal service	Cash Only	\$ 2.00	\$ 2.00
*Tumble and Play (dry floor child only)		\$ 3.10	\$ 3.15
Fitness Classes (per class)		\$ 4.76	\$ 4.76
Fitness Classes (punch card 11 classes)		\$ 47.62	\$ 47.62
Special Event		\$ 4.76	\$ 4.76
Arena Rentals (Ice-in) - Arena rental per hour			
Youth groups (must consist of at least 80% youth)		\$ 63.80	\$ 65.10
Early Ice - June 1 to Labour Day (must consist of at least 80% youth)		\$ 79.75	\$ 81.33
Adult groups		\$ 104.71	\$ 106.81
Non Prime Time (Ice in) Arena Rental per hour Rental starting after 10 p.m. and ending before 6 a.m.		\$ 78.01	\$ 79.57
Arena Admission - Single Admission			
Twoonie Skate		\$ 1.90	\$ 1.90
Child 0-12 months		Free	Free
Child 13 months-12 years		\$ 2.95	\$ 3.00
Senior 55 + years		\$ 2.95	\$ 3.00
Youth 13 -18 years		\$ 3.57	\$ 3.62
Adult 19 - 54 years.		\$ 4.67	\$ 4.76
Family-Immediate family to maximum of 2 parents and 4 children under the age of 18		\$ 10.14	\$ 10.33
Punch Cards (11 admission passes)			
Child 13 months -12 years		\$ 29.99	\$ 30.00
Senior 55 + years		\$ 29.99	\$ 30.00
Youth 13-18 years		\$ 35.38	\$ 36.19
Adult 19 -54 years		\$ 46.00	\$ 47.62
Family-Immediate family to maximum of 2 parents and 4 children under the age of 18		\$ 101.13	\$ 103.30
Miscellaneous Skate Fees			
Skate Rental		\$ 1.90	\$ 1.90
Skate aid		\$ Free	\$ Free
Skate sharpening		\$ 4.76	\$ 4.76

*GST Exempt

SCHEDULE I - RECREATION RATES

(continued)

Rates do not include applicable taxes

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

Arena Dry Floor Rentals (Ice-out) - Arena rental per hour		Rates Effective Aug. 1, 2015	Rates Effective Aug. 1, 2016
Youth groups (must consist of at least 80% youth)- Arena surface only		\$ 41.47	\$ 42.29
Adult groups - Arena surface only		\$ 54.57	\$ 55.67
Commercial facility rental			
8:00 a.m. to 5:00 p.m.		\$ 735.00	\$ 749.71
8:00 a.m. to 12:00 midnight		\$1,001.85	\$1,021.91
5:00 p.m. to 2:00 a.m.		\$ 735.00	\$ 749.71
Each additional hour		\$ 83.43	\$ 85.10
Non-profit group facility rental			
8:00 a.m. to 5:00 p.m.		\$ 589.86	\$ 601.67
8:00 a.m. to 12:00 midnight		\$ 885.09	\$ 902.81
5:00 p.m. to 2:00 a.m.		\$ 589.86	\$ 601.67
Each additional hour		\$ 67.10	\$ 68.43

SCHEDULE I - RECREATION RATES

(continued)

Rates do not include applicable taxes

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

* GST Exempt

	Rates Effective Aug. 1, 2015	Rates Effective Aug. 1, 2016
Pool Rentals - per hour		
0-49 people	\$ 76.52	\$ 78.05
50 + people	\$ 127.52	\$ 130.05
Deck Time (45 minutes)	\$ 33.19	\$ 33.86
Single lane	\$ 18.24	\$ 18.62
Special Needs Pool rental	\$ 35.33	\$ 36.05
One-half pool, shared rental per hour	\$ 38.53	\$ 39.29
Pool Admission - Single Admission		
Infant 0 - 12 months	Free	Free
Child 13 months -12 years	\$ 2.95	\$ 3.00
Senior 55 + years	\$ 2.95	\$ 3.00
Youth 13 -18 years	\$ 3.57	\$ 3.62
Adult 19 - 54 years	\$ 4.67	\$ 4.76
Family- Immediate family to maximum of 2 parents and 4 children under the age of 18	\$ 10.14	\$ 10.33
Twoonie Swim	\$ 1.90	\$ 1.90
Special Event	\$ 4.76	\$ 4.76
Punch Cards (11 admission passes)		
Child 13 months - 12 years	\$ 29.99	\$ 30.00
Senior 55 + years	\$ 29.99	\$ 30.00
Youth 13-18 years	\$ 35.38	\$ 36.19
Adult 19-54 years	\$ 46.00	\$ 47.62
Family-Immediate family to maximum of 2 parents and 4 children under the age of 18	\$ 101.13	\$ 103.30
Monthly Pool Pass Good for 30 Days		
Child/Senior	\$ 44.67	\$ 45.57
Youth	\$ 53.53	\$ 54.57
Adult	\$ 69.62	\$ 71.00
Family (Immediate family to maximum of 2 parents and 4 children under the age of 18)	\$ 163.67	\$ 166.95
Pool Lessons & Programs		
Red Cross Swimming Lessons		
* Parent & Tot levels 1-3 (includes one parent and one child)	\$ 51.60	\$ 52.65
* Preschool Levels 4-8	\$ 46.95	\$ 47.90
* Swim Kids Levels 1- 5 (10 ½ hr lessons)	\$ 35.50	\$ 36.20
* Swim Kids Levels 6-9 (10 / 45 minute lessons)	\$ 58.45	\$ 59.60
* Swim Kids Level 10 (medallion & certificate)	\$ 64.15	\$ 65.45
Aqua Adults Levels 1-3 (10 ½ hr lessons)	\$ 48.01	\$ 48.95
Badges & Stickers – each	\$ 2.18	\$ 2.24
* Special Needs (not School District) 10 - ½ hour lessons (one on one instruction)	\$ 58.45	\$ 59.60
* Special Needs Group Lesson (10 - ½ hour lessons)	\$ 35.55	\$ 36.25

SCHEDULE I - RECREATION RATES

(continued)

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

	Rates Effective Aug. 1, 2015	Rates Effective Aug. 1, 2016
Private Lessons -per half-hour		
* Children and youth – Individual	\$ 12.00	\$ 12.25
* Additional person	\$ 7.50	\$ 7.65
Adult – Individual	\$ 13.72	\$ 14.00
Additional person, each	\$ 10.42	\$ 10.62
School District classes - per hour		
* Up to 3 instructors	\$ 93.70	\$ 95.55
* Additional instructors, each	\$ 24.70	\$ 25.20
Swim Team – Monthly per person	\$ 31.00	\$ 31.62
*Tumble, Play, and Swim (Adult and Child) 10 sessions	\$ 72.70	\$ 81.50
*Tumble, Play, and Swim (Additional Child) 10 sessions	\$ 31.15	\$ 31.50
*Tumble, Play, and Swim drop in (Adult and Child)	\$ 8.00	\$ 8.15
*Tumble, Play, and Swim drop in (Additional Child)	\$ 3.10	\$ 3.15
Fitness Classes (per class)	\$ 4.76	\$ 4.76
Fitness Classes (punch card 11 classes)	\$ 47.62	\$ 47.62
Advanced Aquatic Courses		
Junior Lifeguard Club	\$ 94.75	\$ 96.67
Scuba Rangers	\$ 128.43	\$ 131.00
Bronze Cross	\$ 194.76	\$ 198.67
Bronze Cross Recertification.	\$ 83.57	\$ 85.24
Bronze Medallion/Senior Resuscitation	\$ 178.42	\$ 182.00
Bronze Medallion/Senior Resuscitation Recertification	\$ 55.67	\$ 56.76
National Lifeguard Standards Award	\$ 402.20	\$ 410.24
National Lifeguard Standards Award Recertification	\$ 111.32	\$ 113.57
Life Saving Camp (Bronze Medallion/Bronze Cross/Sr. Resuscitation)	\$ 283.76	\$ 289.43
Royal Lifesaving Instructor Award	\$ 305.57	\$ 311.67
Assistant Water Safety Instructor	\$ 277.78	\$ 283.34
Water Safety Instructor Recertification	\$ 92.80	\$ 94.67
Water Safety Instructor Award	\$ 333.91	\$ 340.57
B.O.A.T Certification - Manual	\$ 13.52	\$ 13.81
B.O.A.T. Certification - Exam	\$ 38.57	\$ 39.34
First Aid Programs		
CPR	\$ 62.54	\$ 63.76
CPR Recertification	\$ 51.29	\$ 52.34
Child Safe	\$ 68.19	\$ 69.57
Child Safe Recertification	\$ 56.66	\$ 57.81
Standard First Aid	\$ 139.24	\$ 142.04
Standard First Aid Recertification	\$ 56.66	\$ 57.81
Emergency First Aid	\$ 75.91	\$ 77.43
*Babysitter's Course – 8 hours 11-15 year old	\$ 59.45	\$ 60.65

*GST Exempt

SCHEDULE J - BUILDING BYLAW FEES AND DEPOSITS

1. Building Fees	
a) Value of construction up to \$1,000.00	\$ 75.00
b) For each additional \$1,000.00 of value of construction, or fraction thereof, over \$1,000.00 but not exceeding \$100,000.00.	\$ 8.00
c) For each additional \$1,000.00 of value of construction, or fraction thereof, over \$100,000.00 but not exceeding \$500,000.00.	\$ 5.50
d) For each additional \$1,000.00 of value of construction, or fraction thereof, exceeding \$500,000.00	\$ 4.00
e) For renewal of a permit where the value of the proposed construction is less than \$100,000	\$ 50.00
f) For renewal of a permit where the value of the construction is \$100,000 or more	\$ 50.00 plus \$1.00 per \$1,000, or fraction thereof, for construction value in excess of \$100,000
g) The fee for a permit to demolish or remove a building	\$ 100.00
h) The fee for a permit to authorize the moving of a building to a new site	50% fee for new construction
i) Solid fuel burning appliance, maximum 2 inspections	\$ 100.00
(1) Review of installation plans	\$ 50.00
j) The fee for permission to locate a mobile home, factory built building, or similar structure in a location, plus the fee based on the value of the work required to be done on the site, as set out in construction fees above	\$ 100.00 single wide \$ 150.00 double wide
k) The fee for inspection of a Bed & Breakfast operation	\$ 75.00
l) The fee for inspection following request of property owner to close a secondary suite	\$ 75.00
m) The fee for inspection of a Daycare operation	\$ 75.00
2. Plumbing Permits	
a) The charge for permits under this bylaw for plumbing fixtures shall be calculated as follows:	
i) minimum fee for any plumbing permit	\$ 75.00
ii) fee for installation of fixtures:	
a) first fixture	\$ 10.00
b) each additional fixture, per fixture	\$ 7.50
3. Refund of Fees	
a) An applicant for a Building, Building Moving, Demolition or Plumbing permit may obtain a refund of the Permit Fee when a permit is surrendered and cancelled on the following basis:	
i) Refund before any construction begins:	75% of permit fees
ii) Where construction or work has begun or an inspection has been made.	No refund
iii) No refund shall be made for less than	\$ 100.00
4. Re-inspection Charge	
a) A re-inspection fee where more than two inspections are necessary	\$ 75.00

SCHEDULE J - BUILDING BYLAW FEES AND DEPOSITS (continued)

5. Application or Permit Transfer Fee															
a) A transfer fee of <ul style="list-style-type: none"> i) Applies when a permit is outstanding with respect to a parcel of land and the registered ownership of the land is transferred. The new owner may apply for a revised building permit issued in the name of that owner upon payment of the transfer fee. ii) A revised building permit issued under Subsection a) i) shall be deemed to have been issued on the date of the original issuance of the permit and to take effect from that date. iii) Subsection a) i) does not apply when the building plans or the conditions of issuance for a building permit are proposed to be changed. A new building permit application and permit fee must be submitted to the Building Inspector and a new building permit obtained. 	\$ 50.00														
6. Permit Extension Fee															
An additional non-refundable permit extension fee applies when an extension is requested in writing by the owner.	\$ 50.00														
7. Letter Advising of Status of Property and Improvements	\$ 50.00 per hour														
8. Building File Review	\$ 50.00 per hour														
9. Fire Protection Equipment - Resubmission of plans	\$ 100.00 each submission														
10. Damage Deposits															
a) Demolition Permit <ul style="list-style-type: none"> i) Residential demolition ii) Commercial/industrial demolition 	\$1,000.00 \$4,000.00														
b) Building or Moving Permit	<table border="0"> <tr> <td colspan="2">Construction</td> </tr> <tr> <td style="text-align: left;"><u>Value (\$)</u></td> <td style="text-align: right;"><u>Deposit(\$)</u></td> </tr> <tr> <td>0 – 30,000</td> <td style="text-align: right;">200.00</td> </tr> <tr> <td>30,0001 – 80,000</td> <td style="text-align: right;">500.00</td> </tr> <tr> <td>80,001 – 200,000</td> <td style="text-align: right;">700.00</td> </tr> <tr> <td>200,001 – 2,000,000</td> <td style="text-align: right;">2,000.00</td> </tr> <tr> <td>2,000,001 and over</td> <td style="text-align: right;">4,000.00</td> </tr> </table>	Construction		<u>Value (\$)</u>	<u>Deposit(\$)</u>	0 – 30,000	200.00	30,0001 – 80,000	500.00	80,001 – 200,000	700.00	200,001 – 2,000,000	2,000.00	2,000,001 and over	4,000.00
Construction															
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200,001 – 2,000,000	2,000.00														
2,000,001 and over	4,000.00														
c) Refund of Damage Deposit – Where a damage deposit has been paid to the District with respect to a Building, Demolition or Moving Permit, the balance of said deposit shall be refunded after: <ul style="list-style-type: none"> i) An occupancy permit has been issued by the District with respect to the works that the Building or Moving Permit was issued; and, ii) The District has inspected adjacent highways, public utilities and District property which are found to be in a satisfactory condition. 															

SCHEDULE K - CEMETERY RATES

Rates do not include applicable taxes

	Care Fund (included)	Total Fee
Grave Space	\$ 100.00	\$ 400.00
Cremated Remains Size	\$ 30.00	\$ 120.00
Services - Opening and Closing grave for burials		
Monday- Friday 8:00 a.m. - 2:00 p.m.		\$ 565.00
Monday- Friday after 2:00 p.m.		\$ 770.00
Saturday, Sunday 8:00 a.m. - 2:00 p.m.		\$ 1,080.00
Statutory Holidays 8:00 a.m. - 2:00 p.m.		\$ 1,500.00
Services - Opening and Closing grave for Cremated Remains		
Monday- Friday 8:00 a.m. - 2:00 p.m.		\$ 155.00
Monday- Friday after 2:00 p.m.		\$ 360.00
Saturday, Sunday 8:00 a.m. - 2:00 p.m.		\$ 460.00
Statutory Holidays 8:00 a.m. - 2:00 p.m.		\$ 600.00
Services - Opening and Closing grave for Exhumation		
Monday - Friday 8:00 a.m. - 2:00 p.m.		\$ 620.00
Transfer of License		
Installation of Memorials	\$ 30.00	\$ 120.00
Goods		
Grave Liners		\$ 325.00
Oversize Grave Liners		\$ 475.00
Cremation Vaults		\$ 130.00

SCHEDULE L - FREEDOM OF INFORMATION AND PRIVACY RATES

Rates do not include applicable taxes

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

SCHEDULE M - BURNING PERMIT RATES

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

SCHEDULE N - ANIMAL CONTROL RATES

Annual license fee for spayed/neutered dog over eight (8) months old	\$ 15.00
Annual license fee for not spayed/neutered dog over eight (8) months old	\$ 50.00
Annual license fee for dangerous dog	\$ 75.00
Replacement tags	\$ 7.50
Impoundment - Dogs & Cats	
First impoundment (Plus Annual Dog Licence Fee if applicable)	\$ 50.00
Second impoundment	\$ 75.00
Third impoundment	\$ 100.00
Fourth impoundment and subsequent impoundment	\$ 125.00
Impoundment - Livestock - Large	
First impoundment	\$ 100.00
Second impoundment	\$ 125.00
Third impoundment	\$ 150.00
Fourth and subsequent impoundment	\$ 200.00
Miscellaneous	
Care and feeding fee per day for animals other than large livestock	\$ 25.00
Care and feeding fee per day for livestock	Cost plus 10% admin fee
Breeders Licence	\$ 100.00
Drop off Fee	
Drop off fee - per adult animal (non-resident)	\$ 50.00
Drop off fee - adult female with litter (non-resident)	\$ 50.00
Drop off fee (residents)	No charge
Adoption Fees - per animal	
Dogs (neutered by District)	
Under 22 pounds	\$ 249.90
22-44 pounds	\$ 265.20
Over 44 pounds	\$ 285.60
Dogs (spayed by District)	
Under 22 pounds	\$ 290.70
22-44 pounds	\$ 311.10
44-88 pounds	\$ 351.90
Over 88 pounds	\$ 397.80
Dogs over 1 year (spayed by District)	
Under 22 pounds	\$ 362.10
22-44 pounds	\$ 367.20
44-88 pounds	\$ 438.60
Over 88 pounds	\$ 510.00
Cats (spayed/neutered by District)	
Neuter	\$ 158.10
Spay	\$ 244.80
Pregnant spay	\$ 346.80
Cats/Dogs (spayed/neutered prior to impound)	\$ 51.00
Veterinary expenses	At cost
Drop off dog that has bitten within 14 days ; includes minimum 10 days care and feeding, administration costs to deal with Communicable Disease Nurse and euthanasia at end of term.	\$ 200.00
Quarantine	\$ 150.00

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

For inspections necessary for liquor control and licensing branch applications of capacity increase.	\$ 150.00
To calculate the occupant load to meet the requirements of the code for health and life safety (2 hours).	\$ 150.00

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

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

SCHEDULE Q - SUBDIVISION APPLICATION RATES

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

SCHEDULE R – VACANT PROPERTIES RATES

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

