



## **DISTRICT OF PORT HARDY**

# **AGENDA**

## **REGULAR COUNCIL MEETING**

### **7:00 PM, TUESDAY, MARCH 24, 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  
Jeff Long, Director of Corporate and Development Services  
Allison McCarrick, Director of Financial Services  
Leslie Driemel, Recording Secretary

**DISTRICT OF PORT HARDY  
AGENDA FOR THE REGULAR COUNCIL MEETING  
7:00 PM TUESDAY, MARCH 24, 2015  
Council Chambers - Municipal Hall**

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<u>Page</u>		Time:
	<b>A. CALL TO ORDER</b>	
	<b>B. APPROVAL OF AGENDA AS PRESENTED (or amended)</b>	
	Motion required.	1.            2.
	<b>C. ADOPTION OF MINUTES</b>	
1-2	1. The minutes of the Special Council Meeting held March 10, 2015.	
	Motion required.	1.            2.
3-5	2. The minutes of the Regular Council meeting held March 10, 2015.	
	Motion required.	1.            2.
	<b>D. DELEGATIONS AND REQUESTS TO ADDRESS COUNCIL</b>	
	No delegations	
	<b>E. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS</b>	
	1. Russ Hellberg re: Presentation on the Cenotaph reconstruction project.	
	Motion required.	1.            2.
6-7	2. Council Action items. For information.	
	<b>F. CORRESPONDENCE</b>	
8-9	1. Kaaren Lewis, Assistant Deputy Minister, Ministry of Jobs, Tourism and Skills Training and Minister Responsible for Labour (Mar.10/15) re: Information on "Starting a Restaurant in BC" online resource. For information.	
	<b>G. NEW BUSINESS</b>	
	None in agenda package.	
	<b>H. COUNCIL REPORTS</b>	
	1. Verbal reports from Council members.	
	<b>I. COMMITTEE REPORTS</b>	
10-11	1. Draft minutes of the Parks and Recreation Review Committee meeting held March 17, 2015. For information. The Parks & Recreation Review Committee recommends to Council:	
	a. <i>THAT that the District of Port Hardy representatives to the Regional District of Mount Waddington initiate a preliminary discussion and review of a regionally funded recreation model for all North Island recreation facilities.</i>	
	Motion / direction	1.            2.

b. *THAT Council proceed with a long term planning study of the pool and arena facilities.*

Motion / direction 1. 2.

**J. STAFF REPORTS**

No staff reports.

**K. CURRENT BYLAWS AND RESOLUTIONS**

- 12-15 1. District of Port Hardy Bylaw No.1039-2015, A Bylaw to Adopt the Annual Five-Year Financial Plan for the Period 2015-2019. For First, Second and Third Readings.

Motion required 1. 2.

**L. PENDING BYLAWS**

1. District of Port Hardy Bylaw No. 1037-2015, A Bylaw to Rename the Portion of Thunderbird Way South of Granville Street. (April 28, 2014 Council Agenda item, for adoption).

**M. INFORMATION AND ANNOUNCEMENTS**

March 25 Council: Community to Community Forum (First Nations Cultural Orientation), 9:00am-1:00pm, Quatse Stewardship Centre  
March 26 Committee: Occupational Health & Safety, 8:30am, Council Chambers  
April 3 Good Friday, Municipal Hall Closed  
April 6 Easter Monday, Municipal Hall Closed  
April 7-10 Auditors in Council Chambers 8:30am to 4:30pm daily  
Port Hardy Twinning Society Meeting, Council Office  
April 14 Council: Regular Council Meeting, 7:00pm Council Chambers

**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  
MARCH 10, 2015  
COUNCIL CHAMBERS, MUNICIPAL HALL  
7360 COLUMBIA STREET**

**PRESENT:** Mayor Hank Bood and Councillors Pat Corbett-Labatt, Jessie Hemphill, Rick Marcotte Fred Robertson and John Tidbury

**ALSO PRESENT:** Rick Davidge, Chief Administrative Officer

**REGRETS:** Councillor Dennis Dugas

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

**A. CALL TO ORDER**

Mayor Bood called the meeting to order at 6:00pm.

**B. APPROVAL OF AGENDA**

Moved/Seconded/Carried  
THAT the agenda be 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)(c) labour relations or other employee relations: Update on IUOE 115 Negotiations & Short Term Pay Incentive (STIP)
2. Subject matter related to *Community Charter* section 90(1)(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were made public: Wharf Management, Administrative and Maintenance Services Tender TE-120-20-492-2015

Moved/Seconded/Carried  
THAT in accordance with section 92 of the *Community Charter*, that the meeting be closed to the public as per sections 90(1)(c) ) (c) labour relations or other employee relations: Update on IUOE 115 Negotiations & Short Term Pay Incentive (STIP), and (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were made public: Wharf Management, Administrative and Maintenance Services Tender TE-120-20-492-2015

SC2015 -004  
APPROVAL OF AGENDA  
AS PRESENTED

SC2015 -005  
CLOSE MEETING TO  
THE PUBLIC CC  
SECTIONS 90(1)(c) and  
(k)

**D. ADJOURNMENT**

SC2015 -006  
ADJOURNMENT

Moved  
THAT the Special Meeting of Council adjourn.

Time: 6:41pm

CORRECT

APPROVED

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

\_\_\_\_\_  
MAYOR



**MINUTES OF THE DISTRICT OF PORT HARDY  
REGULAR COUNCIL MEETING  
MARCH 10, 2015  
COUNCIL CHAMBERS, MUNICIPAL HALL  
7360 COLUMBIA STREET**

**PRESENT:** Mayor Hank Bood and Councillors Pat Corbett-Labatt, Jessie Hemphill, Rick Marcotte, Fred Robertson and John Tidbury

**ALSO PRESENT:** Rick Davidge, Chief Administrative Officer  
Allison McCarrick, Director of Financial Services  
Leslie Driemel, Recording Secretary

**REGRETS:** Councillor Dennis Dugas  
Jeff Long, Director of Corporate & Development Services

**MEDIA:** N.I. Gazette **MEMBERS OF THE PUBLIC:** None

**A. CALL TO ORDER**

Mayor Bood called the meeting to order at 7:00pm.

**B. APPROVAL OF AGENDA**

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

2015-042  
APPROVE  
AGENDA AS  
PRESENTED

**C. ADOPTION OF MINUTES**

1. The minutes of the Regular Council meeting held February 24, 2015.

Moved/Seconded/Carried  
THAT the minutes of the Regular Council meeting held February 24, 2015 be approved as presented.

2015-043  
REGULAR  
MEETING  
MINUTES FEB  
24/15 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**

1. Brad Woodside, President, FCM – Mayor of Fredericton (Feb.25/15) re: Invitation to participate in 2015 Membership survey was received for information.

Mayor Bood advised that, when it is available, he will complete the "FCM Membership Survey 2015: Your Opinion Matters!" referred to in the letter.

COUNCIL  
REPORTS

**G. NEW BUSINESS**

No new business.

**H. COUNCIL REPORTS**

Councillors Pat Corbett-Labatt, Jessie Hemphill, Rick Marcotte, Fred Robertson and John Tidbury reported on their recent meetings and other activities they attended and/or undertook.

Councillor Tidbury advised that a tour of 7 Mile Landfill & Recycling is being organized with Patrick Donaghy, Manager of Operations for Regional District of Mount Waddington, for Monday March 30, 2015 at 10:00 am and invited council members and the media to attend.

Councillor Marcotte requested:

1. That Rick Davidge, CAO add knot weed and noxious weeds as an agenda item to the next Operational Services Committee agenda.
2. That staff look into the development of a District of Port Hardy Senior's Charter.

Mayor Bood commented that Saturday February 28, 2015 was a busy day in the community with 260 attending the Duck's Unlimited dinner, 100 attending the Ladies Diamond Dinner and up to 150 attending the Fort Rupert Curling Club Men's Annual Bonspiel.

**I. COMMITTEE REPORTS**

1. Draft minutes of the First Nations Relations Committee meeting held February 24, 2015 was received information.

Councillor Corbett-Labbatt expressed concerns regarding the First Nations Relations Committee draft minutes as they were presented. Councillor Corbett-Labatt would like draft minutes to go to the Committee before being presented to Council.

Councillor Tidbury advised that it would take too long to have minutes come to Council if approved first at the committee level as most committees only meet monthly.

Councillor Hemphill advised that the minutes are presented for review and approval at the next committee meeting.

Councillor Corbett-Labatt asked if the letters of invitation to the Community to Community Forum scheduled for March 25, 2015 have been sent and was advised by Councillor Hemphill that the letters have not yet been sent.

**J. STAFF REPORTS**

1. Accounts Payable, February 2015 was received for information.
2. A. McCarrick, Director of Financial Services (Mar.5/15) re: Climate Action Reports were received for information.
  - a. Climate Action Revenue Incentive Program (CARIP) Public Reporting-Carbon Neutral Progress Survey 2014.
  - b. Climate Action Revenue Incentive Program (CARIP) Public Reporting-Climate Actions Survey 2014

CLIMATE ACTION  
REPORTS

- c. District of Port Hardy / Regional District of Mount Waddington GHG Emissions Reduction Sharing Agreement.

- 3. A. McCarrick, Director of Financial Services (Mar.4/15) District of North Saanich – Nav Canada Assessment Appeal.

Allison McCarrick, Director of Financial Services, reviewed the Nav Canada Assessment appeal and potential financial implications to the District of Port Hardy municipal tax dollars. Council discussed the staff recommendation to support the District of North Saanich Nav Canada Assessment appeal.

Councillor Hemphill requested that, if Council support for the District of North Saanich Nav Canada Assessment Appeal is approved, that discussion on financial participation requested in the letter go to budget discussions.

Moved/Seconded/Carried

THAT Council supports District of North Saanich in regards to the BC Assessment appeal of the BC Supreme Court judgement in favour of Nav Canada.

2015-044  
NAV CAN  
ASSESSMENT  
APPEAL

#### **K. CURRENT BYLAWS AND RESOLUTIONS**

No bylaws

#### **L. PENDING BYLAWS**

- 1. District of Port Hardy Bylaw 1037-2015 A Bylaw to Rename the Portion of Thunderbird Way South of Granville Street. (April 28, 2014 Council Agenda item, for adoption).
- 2. District of Port Hardy Bylaw1039 - 2015, A Bylaw to Adopt the Annual Five-Year Financial Plan for the period 2015 – 2019 (March 24, 2015 Council Agenda item, for 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> reading).

#### **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**

Moved  
THAT the meeting be adjourned.

Time: 7:34pm

CORRECT

APPROVED

2015-045  
ADJOURNMENT

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

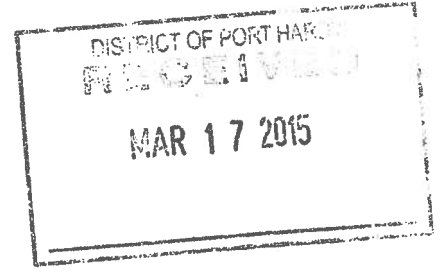
\_\_\_\_\_  
MAYOR



**REGULAR COUNCIL MEETING  
MARCH 10, 2015**

	Mayor	
<p><b><u>CORRESPONDENCE</u></b> 1. Brad Woodside, President, FCM – Mayor of Fredericton (Feb.25/15) re: Invitation to participate in 2015 Membership survey was received for information.</p>	<p>RD/LD</p>	<p>Done - March 19 Op Scvs Meeting Agenda</p>
<p><b><u>COUNCIL REPORTS</u></b> Councillor Marcotte requested:</p>	<p>JL</p>	<p>In Progress</p>
<p><b><u>STAFF REPORTS</u></b> A. McCarrick, Director of Financial Services (Mar.4/15) District of North Saanich – NavCanada Assessment Appeal.</p>	<p>AM</p>	<p>In Progress</p>
<p><b><u>ITEM</u></b></p>	<p>AM</p>	<p>Write letter of support as directed by Council</p>
<p><b><u>COMMITTEE REPORTS</u></b> Draft minutes of the Parks &amp; Recreation Review Committee meeting held Feb. 17/15. Recommendations to Council: a. "The Parks and Recreation Review Committee recommends to Council that early budget approval of up to \$20,000 be allotted for Beaver Harbour Park outfield upgrades." b. "The Parks and Recreation Review Committee recommends to Council that the Beaver Harbour Park ball diamond #3 lights be assessed AND THAT if unsafe they be removed AND THAT a cost estimate to replace ball diamond #3 lights be prepared."</p>	<p>RD/SM</p>	<p>Work underway</p>
<p><b><u>COMMITTEE REPORTS</u></b> Draft minutes of the Parks &amp; Recreation Review Committee meeting held Feb. 17/15. Recommendations to Council: a. "The Parks and Recreation Review Committee recommends to Council that early budget approval of up to \$20,000 be allotted for Beaver Harbour Park outfield upgrades." b. "The Parks and Recreation Review Committee recommends to Council that the Beaver Harbour Park ball diamond #1 be assessed and a report brought back for Council its consideration." Assess lights at Beaver Harbour Park ball diamond #1 and report back to Council.</p>	<p>RD/SM</p>	<p>In progress</p>

<p><b>ADDENDUM</b></p> <p>2. Draft minutes of the Operational Services Committee meeting held Feb 19/15.</p> <p>b. "The Operational Services Committee recommends to Council that the District of Port Hardy recognize and support National Public Works Week May 17-23, 2015 in Port Hardy."</p>	<p>Staff to organize events.</p>	<p>RD/SM</p>	<p>Underway</p>
<p><b>BYLAWS</b></p> <p>District of Port Hardy Bylaw 1037-2015 A Bylaw to Rename the Portion of Thunderbird Way South of Granville Street. For First, Second and Third Readings</p>	<p>Moved/Seconded/Carried</p> <p>THAT District of Port Hardy Bylaw 1037-2015, A Bylaw to Rename the Portion of Thunderbird Way South of Granville Street, receives first, second and third readings.</p> <p>Bring to April 28<sup>h</sup> Council mtg. Send letters to property owners to advise of the pending street name change and advance warning of civic address changes that would take effect upon adoption of the Bylaw.</p>	<p>JL</p>	<p>In progress</p>
<p style="text-align: center;"><b>REGULAR COUNCIL MEETING</b> <b>JANUARY 26, 2015</b></p>			
<p><b>Committee Reports</b></p> <p>1. Operational Services Committee – Jan.22/15</p> <p>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>Moved/Seconded/Carried</p> <p>THAT staff and the Harbour Manager work with the charter group to develop an agreement that can be brought back to Council for discussion.</p>	<p>RD</p>	<p>In progress</p>



March 10, 2015

Ref: 107892

Permits and Licences  
District of Port Hardy  
Box 68  
Port Hardy, BC V0N 2P0

Dear District of Port Hardy:

We are requesting your help in sharing some exciting news. In January, the Government of British Columbia (BC) officially launched the "Starting a Restaurant in BC" online resource. BC businesses and entrepreneurs now have a dedicated resource to help them navigate the process and requirements for opening and maintaining a restaurant in BC.

The new online guide can be accessed from the main BC Government webpage at: [www.gov.bc.ca/startingarestaurant](http://www.gov.bc.ca/startingarestaurant). It enables prospective restaurateurs to find information about the various agencies, steps and requirements involved in opening a restaurant, all-in-one convenient location. Entrepreneurs no longer have to search multiple websites or contact multiple sources to acquire the information they need. Without the guide, the same search results would take as much as a full day or multiple days of research.

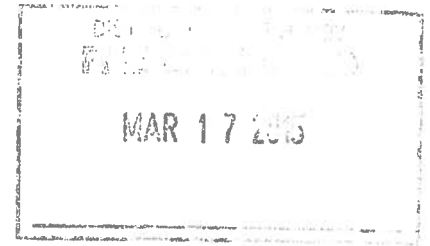
The online guide provides a downloadable, step-by-step checklist and quick reference guide that includes an overview of the requirements and timelines so people can track their progress to start a restaurant. It covers all levels of government, ranging from drafting the necessary health and safety plans, to applying for permits and licences with local and provincial governments.

Entrepreneurs can source practical information online about:

- business planning;
- location and zoning;
- applying for permits and licences;
- preparing for inspections;
- hiring employees; and
- on-going, operational requirements.

.../2

District of Port Hardy  
Page 2



The online guide and checklist were developed in partnership with the BC Restaurant and Foodservices Association using research gathered through restaurant owners and municipal staff in three pilot communities: Victoria, North Vancouver and Kelowna. This research identified common experiences and opportunities to improve and streamline government services for the restaurant sector.

I encourage you to share this information with your staff and your stakeholders to promote the use of this online guide whenever the opportunity presents itself. To facilitate this, postcards with the web address are enclosed.

If you would like more postcards, please contact the Regulatory Reform Branch in the Ministry of Jobs, Tourism and Skills Training at [RegulatoryReformBC@gov.bc.ca](mailto:RegulatoryReformBC@gov.bc.ca).

**Quick Facts:**

- Each day there are 2.7 million visits to restaurant or food providers in BC.
- More than 500 new restaurants open per year in BC.
- One in five British Columbians aged 15-24 are employed in the restaurant and food services industry.
- In 2013, the tourism industry (including restaurants) paid \$4.5 billion in wages and salaries - up from 3.8 percent from 2012.

Thank you for your support in increasing awareness and promoting the tool to ensure entrepreneurs have the information they need to succeed in opening and operating a restaurant in BC.

Sincerely,

Kaaren Lewis  
Assistant Deputy Minister

Enclosures

pc: Mr. Ian Tostenson  
President and CEO  
BC Restaurant and Foodservices Association

Ms. Jackie Hunter  
Executive Director  
Small Business Branch, Tourism and Small Business Division  
Ministry of Jobs, Tourism and Skills Training



**MINUTES OF THE DISTRICT OF PORT HARDY  
PARKS & RECREATION REVIEW  
COMMITTEE MEETING  
MARCH 17, 2015  
COUNCIL CHAMBERS, MUNICIPAL HALL  
7360 COLUMBIA STREET**

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

**ALSO PRESENT:** Rick Davidge, Chief Administrative Officer

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

**A. CALL TO ORDER**

Chair John Tidbury called the meeting to order at 3:00pm

**B. APPROVAL OF AGENDA**

Committee members requested addendum to the agenda under New Business: discussions on trails, energy and the aquatic center.

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

PRRC  
2015-009  
AGENDA APPROVED  
AS AMENDED

**DRAFT**

**C. ADOPTION OF MINUTES**

Minutes of the meeting held February 17 2015

Moved/Seconded/Carried  
THAT the minutes Parks & Recreation Review Committee meeting held February 17, 2015 be approved as presented.

PRRC  
2015-010  
MINUTES FEB 17/15  
APPROVED

**D. DELEGATIONS**

None

**E. CORRESPONDENCE**

None

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

Action Items were reviewed for information.

**Playfield Update**

Rick Davidge, CAO gave an update on the playfield repairs. The repair contract has been awarded and work will commence shortly. The Committee discussed additional study funds for Beaver Harbour Park and involvement of user groups and the Kwakiutl First Nation.

**DRAFT**

**G. NEW BUSINESS**

**Trails**

The Committee discussed the Port Hardy to Shushartie Bay Trail and its potential benefits. Committee members will also be participating the Regional trail inventory/marketing group.

**Skateboard Park**

The Committee discussed the skateboard park in Alert Bay and a meeting with local interest groups.

**Green Energy**

Green energy was discussed in relation to past District studies and potential use at our facilities. R.Davidge, CAO will look into updating the plan.

**Aquatic Center**

The Committee discussed the forty year old pool facility and the arena along and potential updates at those facilities.

PRRC  
2015-011  
RECOMMENDATION  
REG DIST REPS  
INITATE DISCUSSION  
ON REGIONAL  
FUNDING

**Moved/Seconded/Carried**

The Parks & Recreation Review Committee recommends to Council:  
*THAT that the District of Port Hardy representatives to the Regional District of Mount Waddington initiate a preliminary discussion and review of a regionally funded recreation model for all North Island recreation facilities.*

PRRC  
2015-012  
PROCEED WITH LONG  
TERM PLANNING  
STUDY OF POOL AND  
ARENA

**Moved/Seconded/Carried**

The Parks & Recreation Review Committee recommends to Council:  
*THAT Council proceed with a long term planning study of the pool and arena facilities.*

PRRC  
2015-013  
INVITE AQUATIC  
SUPERVISE, REC  
FOREMAN AND GYM  
MANAGER TO MEETING

**Moved/Seconded /Carried**

THAT Aquatic Coordinator, Recreation Facility Foreman and local gym manager be invited to the next Parks and Recreation Review Committee meeting.

**H. ROUNDTABLE DISCUSSION**

No discussion

**DRAFT**

**I. NEXT MEETING DATE**

Next scheduled meeting: April 21, 2015 at 3:00pm

**J. ADJOURNMENT**

PRRC  
2015-014  
ADJOURNMENT

**Moved**

THAT the meeting be adjourned.

Time: 4:15pm



## DISTRICT OF PORT HARDY

### BYLAW 1039 - 2015

#### A Bylaw to Adopt the Annual Five-Year Financial Plan for the period 2015 - 2019

WHEREAS the Council of the District of Port Hardy deems it expedient to prepare the Five-Year Financial Plan;

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

#### 1. Title

This Bylaw may be cited for all purposes as "District of Port Hardy Financial Plan 2015 – 2019 Bylaw No. 1039-2015".

#### 2. Schedules

1. Schedule "A" attached to and forming part of this bylaw is hereby declared to be the 2015 Disclosure of Revenue Objectives and Policies as per Section 165(3.1) of the *Community Charter*.
2. Schedule "B" attached to and forming part of this bylaw is hereby declared to be the Financial Plan of the District of Port Hardy for the years 2015-2019.

#### 3. Repeal

1. District of Port Hardy Financial Plan 2014 – 2018 Bylaw No. 1023-2014 is hereby repealed.

Read a first time on the \_\_\_\_ day of March, 2015.

Read a second time the on the \_\_\_day of March, 2015.

Read a third time on the \_\_\_day of March, 2015.

Adopted on the \_\_\_\_day of \_\_\_\_\_, 2015.

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

\_\_\_\_\_  
Mayor

Certified to be a true copy of  
District of Port Hardy Financial Plan 2015 – 2019  
Bylaw No. 1039-2015

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

Schedule A - Bylaw 1039-2015

**2015 Revenue Objectives and Policies**

In accordance with Section 165(3.1) of the *Community Charter*, the District of Port Hardy is required to include in the Five Year Financial Plan, objectives and policies regarding each of the following:

1. The proportion of total revenue that comes from each of the funding sources described in Section 165(7) of the *Community Charter*.
2. The distribution of property taxes among the property classes.
3. The use of permissive tax exemptions.

**Funding Sources**

**Table 1: Sources of Revenue**

<b>Revenue Source</b>	<b>% of Total Revenue</b>	<b>Dollar Value</b>
Property Taxes	35.7%	\$2,737,516
Sale of Services	10.3%	793,250
Sewer Rates	15.3%	1,170,220
Water Rates	18.0%	1,383,140
Revenue from own sources	3.7%	283,170
Unconditional Gov't Grants	6.2%	475,000
Capital Grants	1.8%	138,000
Reserves and Surplus	9.0%	693,000
Debt	0.0%	0
<b>Total</b>	<b>100%</b>	<b>\$7,673,296</b>

Table 1 shows the proportion of total revenue proposed to be raised from each funding source in 2015. The total revenue has been adjusted for non-cash entries in the financial plan. The amount for amortization in 2015 is \$1,650,000; this is not taxed for and is therefore not included in Table 1.

The largest portion of planned revenue is user fees and charges. Services that can be measured and charged on a user-pay basis include water, wastewater, waste management, building permits, recreation, administration and the wharves. User fees apportion the value of the service to those who use it. User fees do not cover all of the costs for the related service.

Property taxes are the next major source of revenue. As a revenue source, property taxation offers a stable and reliable source of revenue for services where the rates are not enough to fund the service. These services include fire protection, general administration, bylaw enforcement, infrastructure maintenance, streets and roads, recreation and culture, economic development and planning.

The District will continue to review all user fees and charges to ensure they adequately meet the capital and operational costs of the service provided.



Schedule A - Bylaw 1039-2015

**Distribution of Property Taxes**

**Table 2: Distribution of Property Tax Rates**

<b>Property Class</b>	<b>% of Total Taxation</b>	<b>Dollar Value</b>
Residential	55.4%	\$1,427,128
Utilities	1.3%	32,169
Light Industry	3.8%	98,964
Business and Other	38.9%	1,000,953
Managed Forest	.5%	12,790
Recreation/Non-profit	0.1%	1,932
<b>Total</b>	<b>100%</b>	<b>\$2,573,936</b>

Table 2 provides the distribution of property taxes among the property classes. The residential class provides the main portion of tax revenue. The residential class is also the largest percentage of the total assessment and consumes the majority of the District services.

All new additions to the property class are removed from the calculation, the percentage increase is applied over the net assessment, and the new rates determined are then applied to the new growth.

Council will continue to assess the multiples used in the tax rate calculation and adjust them as necessary to promote continued growth in the business and industry sector.

**Permissive Tax Exemptions**

Tax exemptions must demonstrate a benefit to the community and residents of the District by enhancing the quality of life (economically, socially and culturally). The goals, policies and principles of the organization must not be inconsistent or conflict with those of the District. Organizations receiving permissive tax exemptions must be registered non-profit societies and cannot be for commercial or private gain.

**Table 3: Permissive Tax Exemptions**

<b>Permissive Tax Exemptions</b>	<b>General Taxes Foregone</b>
District owned properties managed by not-for-profit groups	10,830
Not-for-profit organizations	70,319
Churches	34,379
<b>Total</b>	<b>\$ 115,528</b>

Schedule B - Bylaw 1039-2015

	2015	2016	2017	2018	2019
<b>Revenue</b>					
Municipal property taxes	2,573,936	2,625,414	2,677,923	2,731,481	2,786,111
Payments in lieu of taxes	163,580	165,262	166,961	168,679	170,414
Sale of services	793,250	809,116	825,298	841,804	858,640
Sewer user rates	1,170,220	1,193,625	1,217,497	1,241,847	1,266,684
Water user rates	1,383,140	1,410,803	1,439,019	1,467,799	1,497,155
Revenue from own sources	283,170	288,244	293,415	298,687	304,060
Unconditional transfers other governments	475,000	475,000	475,000	475,000	475,000
Conditional transfers other governments	138,000	2,400,000	2,975,000	1,925,000	3,550,000
Contributions from developers	-	-	-	-	-
Transfers from reserves & other funds	2,343,000	2,281,000	2,297,500	1,996,500	1,927,000
Debenture debt	-	775,000	125,000	175,000	-
	<u>9,323,296</u>	<u>12,423,464</u>	<u>12,492,613</u>	<u>11,321,797</u>	<u>12,835,064</u>
<b>Expenditures</b>					
General government services	941,689	962,462	981,612	1,007,896	1,021,067
Protective services	395,575	401,956	409,995	418,195	426,559
Transportation services	1,132,865	1,155,521	1,178,630	1,202,202	1,226,245
Environmental & public health services	283,326	288,993	294,772	300,668	306,682
Economic & development services	116,189	118,513	120,883	123,301	125,767
Parks, recreation & cultural services	1,256,700	1,281,329	1,306,696	1,332,570	1,358,961
Wastewater services	812,087	828,329	844,895	861,793	879,029
Water services	970,754	989,537	1,009,327	1,029,513	1,050,103
Debt charges	133,940	115,353	116,196	5,400	5,200
Debt principal repayments	640,200	290,006	277,013	74,901	64,501
Transfers to reserves & other funds	158,971	535,465	555,094	868,858	893,950
Amortization	1,650,000	1,650,000	1,650,000	1,650,000	1,650,000
Capital expenditures	831,000	3,806,000	3,747,500	2,446,500	3,827,000
	<u>9,323,296</u>	<u>12,423,464</u>	<u>12,492,613</u>	<u>11,321,797</u>	<u>12,835,064</u>