



DISTRICT OF PORT HARDY

AGENDA COUNCIL MEETING 7:00 PM, TUESDAY, APRIL 12, 2016 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: Allison McCarrick, Chief Administrative Officer
Heather Nelson-Smith, Director Corporate Services
Abbas Farahbakhsh, Director Operational Services
Adrian Maas, Director of Finance
Leslie Driemel, Recording Secretary

**DISTRICT OF PORT HARDY
 AGENDA FOR THE REGULAR COUNCIL MEETING
 7:00 PM TUESDAY, APRIL 12, 2016
 Council Chambers - Municipal Hall**

<u>Page</u>		Time:
	A. CALL TO ORDER	
	B. APPROVAL OF AGENDA AS PRESENTED (or amended)	
	Motion required.	1. 2.
	C. ADOPTION OF MINUTES	
1	1. Minutes of the Special Council meeting held March 22, 2016.	
	Motion required	1. 2.
2-6	2. Minutes of the Regular Council meeting held March 22, 2016.	
	Motion required	1. 2.
	D. DELEGATIONS AND REQUESTS TO ADDRESS COUNCIL	
	No delegations	
	E. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS	
7-8	1. Council Action items. For information.	
	F. CORRESPONDENCE	
9-10	1. British Columbia News – News Release (March 31/16) re: \$75-million BC Rural Dividend. For information.	
	G. NEW BUSINESS	
	None in agenda package	
	H. COUNCIL REPORTS	
	1. Verbal Reports from Council members.	
	I. COMMITTEE REPORTS	
11-13	1. Draft minutes of the Operational Services Committee meeting held March 17, 2016. For information.	
	1. The Operational Services Committee recommends to Council: <i>THAT the Water Conservation Bylaw be taken to the next Council meeting April 12, 2016 with the following changes:</i>	
	<i>- Inclusion of industrial uses in the definition of appliances.</i>	
	<i>-Commercial wording be updated as follows: 'commercial operations requiring the use of water in order to further business.</i>	
	<i>-The inclusion of stage 4 emergency measure.</i>	
	<u>This is an agenda item under bylaws.</u>	
	2. The Operational Services Committee recommends to Council: <i>THAT that the low pressure sewage pump rental agreement be approved as drafted.</i>	
14	Draft Low Pressure Sewage Pump Rental Agreement	
	Motion / direction	1. 2.
	3. The Operational Services Committee recommends to Council: <i>THAT Council change the Filomi Days Parade, removing the route from Rupert and Grey Street and replacing the route to straight down Granville Street for the safety of staff, the event organizers and participants.</i>	
15-16	Staff Report – H. Nelson-Smith, Director of Corporate Services re: Parade Route Review	
	Motion / direction	1. 2.

- 17-18 2. Draft Minutes of the Parks & Recreation Review Committee meeting held March 18, 2016. For information.

J. STAFF REPORTS

- 19-21 1. Accounts Payable March 2016. For information.
22 2. Abbas Farahbakhsh, Director of Operational Services (Apr.6/16) re: Purchase of used van to replace existing utility cube van.

Motion / direction 1. 2.

K. CURRENT BYLAWS AND RESOLUTIONS

- 23-26 1. District of Port Hardy Bylaw 1047-2016, A Bylaw to Adopt the Annual Five-Year Financial Plan for the period 2016 – 2020. For Adoption.

Motion required 1. 2.

- 27 2. District of Port Hardy Bylaw 1049-2016, A Bylaw to Amend District of Port Hardy Bylaw User Rates and Fees for 2016. For Adoption.

Motion required 1. 2.

- 28 3. A. Maas, Director of Financial Services (Apr 5.16) re: Bylaw No 1048-2016 a Bylaw to set the 2016 Annual Tax Rates. For Information.

- 29-31 Bylaw No 1048-2016 a Bylaw to set the 2016 Annual Tax Rates for First, Second and Third Reading.

Motion required 1. 2.

- 32-35 4. H. Nelson-Smith, Director of Corporate Services (Apr.6/16) re: Water Conservation Bylaw. For information.

- 36-44 Bylaw 1050-2016, A Bylaw to Regulate Conservation of Water. For First, Second and Third Readings.

Motion required 1. 2.

L. PENDING BYLAWS

No pending bylaws

M. INFORMATION AND ANNOUNCEMENTS

April 13 Heritage Society, 7:00 pm Council Chambers
April 20 Committee: Parks & Recreation Review 3:00 pm, Council Chambers
April 21 Committee: Operational Services 3:00 pm, Council Chambers
April 25 Mayor Bood, Class Room Visit 1:30 pm, Council Chambers
April 26 Regular Council Meeting 7:00 pm, Council Chambers
April 28 Committee: Occupational Health & Safety, 8:30 am, 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
TUESDAY MARCH 22, 2016
COUNCIL CHAMBERS, MUNICIPAL HALL
7360 COLUMBIA STREET**

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

ALSO PRESENT: Allison McCarrick, Chief Administrative Officer
Heather Nelson-Smith, Director Corporate Services
Adrian Maas, Director of Financial Services

REGRETS: None

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

SC2016 -010
AGENDA
ACCEPTED AS
PRESENTED

A. CALL TO ORDER

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

B. APPROVAL OF AGENDA AS PRESENTED

Moved/Seconded/Carried

THAT the agenda for the Special Council meeting of March 22, 2016 be accepted 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) (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 held in public;

SC2016 -011
CLOSE MEETING
TO PUBLIC
COMMUNITY
CHARTER
SECTION 90(1)(k)

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)(k).

D. ADJOURNMENT

Moved

THAT the Special Meeting of Council adjourn. 6:27pm

SC2016 -012
ADJOURNMENT

CORRECT

APPROVED

DIRECTOR OF CORPORATE
SERVICES

MAYOR



**MINUTES OF THE DISTRICT OF PORT HARDY
REGULAR COUNCIL MEETING
MARCH 22, 2016
COUNCIL CHAMBERS, MUNICIPAL HALL
7360 COLUMBIA STREET**

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

ALSO PRESENT: Allison McCarrick, Chief Administrative Officer; Heather Nelson-Smith, Director of Corporate Services; Adrian Maas, Director of Financial Services; Leslie Driemel, Recording Secretary

REGRETS: Abbas Farahbakhsh, Director of Operational Services

MEDIA: North Island Gazette **MEMBERS OF THE PUBLIC:** 5

A. CALL TO ORDER

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

B. APPROVAL OF AGENDA

Moved/Seconded/Carried

THAT the agenda for the Regular Council meeting of March 22, 2016 be accepted as presented.

C. ADOPTION OF MINUTES

1. Minutes of the Special Council meeting held March 8, 2016.

Moved/Seconded/Carried

THAT the minutes of the Special Council meeting held March 8, 2016 be accepted as presented.

2. Minutes of the Regular Council meeting held March 8, 2016.

Moved/Seconded/Carried

THAT the minutes of the Regular Council Meeting held March 8, 2016 be accepted as presented.

D. DELEGATIONS

1. Debbie Perkovich, Linda Holm, Sara Perkovich, Filomi Days Committee re: Planning of District of Port Hardy Anniversary / Filomi Days.

Ms Perkovich discussed with Council how to go forward planning the District of Port Hardy 50th Anniversary of Incorporation. Discussion included:

- having a contact/liaison person at the District who will also attend Filomi Days Committee meetings
- the need for an overall vision of how the celebration will look and take place
- funding for the celebration

Moved/Seconded/Carried

THAT Councillors Dennis Dugas, Fred Robertson and John Tidbury be appointed Council representatives to the Filomi Days Committee.

2016-049
AGENDA
ACCEPTED AS
PRESENTED

2016-050
SPECIAL COUNCIL
MINUTES MARCH
8/16 ACCEPTED

2016-051
REGULAR COUNCIL
MEETING MINUTES
MARCH 8/16
ACCEPTED

2016-052
COUNCILLORS
APPOINTED TO
FILOMI DAYS
COMMITTEE

Council directed staff to schedule a Committee of the Whole meeting for Tuesday April 12, 2016 to plan and make arrangements with the Filomi Days Committee to celebrate the 50th Anniversary of the incorporation of the District of Port Hardy.

2. Russ Hellberg, 101 Squadron and Don Ford, Branch 237, Royal Canadian Legion re: Update on Cenotaph project.

Russ Hellberg discussed with Council the revised plans and budget for the Port Hardy Cenotaph and First Nations Memorial including:

- review of status of the two cenotaphs/war memorials in Port Hardy;
- background and history of the Cenotaph projects and past applications for funding;
- Cenotaph/Monument Restoration Program;
- budget for application to Cenotaph/Monument Restoration Program.

Mr. Hellberg advised he has received a letter from the Kwakiutl First Nation waiving the need for an archaeological survey. A copy of the letter was circulated to staff.

Council discussed other improvements at the cenotaph site, such as adding a berm or wall at the back and was advised by Mr. Hellberg these could be done in the future.

Mr. Hellberg requested Council:

- accept the draft Cenotaph/Monument Restoration Program project and application;
- appoint a staff member as the designated signatory power for this application;
- the designated appointee to work with District Staff, Hereditary Chief Calvin Hunt, Royal Canadian Legion, 101 Squadron and Rangers to finalize the application;
- file the completed application by 31 March 2016.

Moved/Seconded/Carried

THAT Council accept the draft Cenotaph/Monument Restoration Program project and application as presented.

Council directed staff to work with Hereditary Chief Calvin Hunt, Royal Canadian Legion, 101 Squadron and Rangers to finalize the application and to file the completed application by 31 March 2016.

E. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

1. Council action items were received for information.

F. CORRESPONDENCE

1. Rob Tucker, Acting President, Port Hardy Chamber of Commerce (Feb.25/16) re: Request for ongoing engagement with the Chamber of Commerce.

Moved/Seconded/Carried

THAT the Deputy Mayor or another representative from Council meet quarterly with the Port Hardy and District Chamber of Commerce Board.

2. Mark Jones, Treasurer, Port Hardy Twinning Society (Mar.14/16) re: Request for letter of support and in kind donation (\$200.00) for grant application to BC Arts Council to bring taiko drumming group to Port Hardy for Filomi Days.

2016-053
ACCEPT DRAFT
CENOTAPH
RESTORATION
PROGRAM
APPLICATION AS
PRESENTED

2016-054
QUARTERLY
MEETINGS WITH CH
OF COMM BOARD

2016-055
SUPPORT PH
TWINNING SOCIETY
APPLICATION TO
ARTS BASED
COMMUNITY DEV
GRANT & \$200 IN-
KIND

Moved/Seconded/Carried

THAT Council provides a letter of support for the Port Hardy Twinning Society application to the BC Arts Council Arts-Based Community Development grant program AND THAT Council approve an in kind contribution of \$200.00 for the same.

G. NEW BUSINESS

No New Business

H. COUNCIL REPORTS

Mayor Bood, 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 on behalf of the District.

I. COMMITTEE REPORTS

1. Notes of the District of Port Hardy Multiplex Committee Preliminary Meeting held February 22, 2016 was received for information.
2. Minutes of the First Nations Relations Committee meeting held March 8, 2016 was received for information.

The First Nations Relations Committee Recommends to Council:

1. *That Council consider adopting and implementing the United Nations Declaration on the Rights of Indigenous Peoples as recommended in the Truth and Reconciliation Commission of Canada: Calls to Action Report.*

Briefing Note from Port Hardy First Nation Relations Committee re: Truth and Reconciliation Commission of Canada: Calls to Action Report and the United Nations Declaration on the Rights of Indigenous People.

Recommendation from Briefing Note: *THAT, further to the endorsement of the Truth and Reconciliation Report, the Council of Port Hardy recognizes and supports the efforts as outlined in the United Nations Declaration on the Rights of Indigenous People to strengthen our commitment to working partnership with First Nations in creating a better Port Hardy.*

United Nations Declaration on the Rights of Indigenous Peoples was received as information.

Councillor Hemphill reviewed the wording change in the recommendation from the First Nations Relations Committee and the recommendation in the briefing note. Council was advised that endorsement of the United Nations Declaration on the Rights of Indigenous People is a symbolic formality with not legal obligations and that it is an important step recommended in the Truth and Reconciliation Report.

Moved/Seconded/Carried

THAT further to the endorsement of the Truth and Reconciliation Report the Council of Port Hardy recognizes and supports the efforts as outlined in the United Nations Declaration on the Rights of Indigenous People to strengthen our commitment to working partnership with First Nations in creating a better Port Hardy.

2. *That Council write each local First Nations Band Council and request that a delegation from Port Hardy Council be invited to be included on an upcoming Band Council agenda to discuss the multiplex project and other initiatives of common interest.*

2016-056
COUNCIL
RECOGNIZES AND
SUPPORTS
EFFORTS OF
UNITED NATIONS
DECLARATION ON
THE RIGHTS OF
INDIGENOUS
PEOPLE

2016-057
DELEGATE FROM
COUNCIL TO LOCAL
FIRST NATIONS
COUNCIL MEETING

Moved/Seconded/Carried

THAT Council write each local First Nations Band Council and request that a delegation from Port Hardy Council be invited to be included on an upcoming Band Council agenda to discuss the multiplex project and other initiatives of common interest.

J. STAFF REPORTS

1. Accounts Payable, February 2016 was received for information.
2. Adrian Maas, Director of Financial Services (Mar.7/16) re: Climate Action Revenue Incentive Public Report 2015 (CARIP) was received for information

Councillor Corbett-Labatt advised that there are outlets for electrical cars in the community that could be mentioned in the CARIP report.

3. Verbal Report: H. Nelson-Smith, Director of Corporate Services re: Policy CP13.3, Social Media Policy and Social Media Participant Use Policy

Policy CP13.3, Social Media Policy and Social Media Participant Use Policy

Heather Nelson-Smith reviewed the policy and the scope and responsibility of Council.

2016-058
COUNCIL POLICY
CP13.3

Moved/Seconded/Carried

THAT Council adopts Council Policy 13.3, Social Media Policy and Social Media Participant Use Policy

4. H. Nelson-Smith, Director of Corporate Services re: Roadway purchase between 6264 and 6270 Jensen Cove Road was received for information.

K. CURRENT BYLAWS AND RESOLUTIONS

1. District of Port Hardy Bylaw 1047-2016, A Bylaw to Adopt the Annual Five-Year Financial Plan for the period 2016 – 2020. For First, Second and Third Reading.

Moved/Seconded/Carried

THAT District of Port Hardy Bylaw 1047-2016, A Bylaw to Adopt the Annual Five-Year Financial Plan for the period 2016 – 2020 receive First, Second and Third Reading.

2. Staff Report: A. Maas, Director of Finance re: User Rate Amendment Bylaw – Bear Cove Moorage was received for information.

District of Port Hardy Bylaw 1049-2016, A Bylaw to Amend District of Port Hardy Bylaw 1044-2015 User Rates and Fees for 2016. For First, Second and Third Reading.

2016-059
BYL 1047-2016
FINANCIAL PLAN
2016-2020 1ST, 2ND,
3RD READING

Moved/Seconded/Carried

THAT District of Port Hardy Bylaw 1049-2016, A Bylaw to Amend District of Port Hardy Bylaw 1044-2015 User Rates and Fees for 2016 receive First, Second and Third Reading.

2016-060
BYL 1049-2016 TO
AMEND BL 1044-
2016 1ST, 2ND, 3RD
READING

L. PENDING BYLAWS

Bylaw 1047- 2016 Financial Plan 2016-2020

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: 7:52

CORRECT

APPROVED

2016-061
ADJOURNMENT

DIRECTOR
OF CORPORATE SERVICES

MAYOR

ITEM	ACTION COUNCIL MEETING MARCH 22,2016	WHO	STATUS /COMMENTS
D. Perkovich, Filomi Days Committee re: 50 th Anniversary	Set up Comm of Whole with Filomi Days Committee to discuss 50 th Anniversary event -Schedule COW for April 12, 2016	AMc	Done
R. Hellberg re: Cenotaph Project	THAT Council accept the draft Cenotaph/Monument Restoration Program project and application as presented. -Direction to staff to work with Hereditary Chief Calvin Hunt, Royal Canadian Legion, 101 Squadron and Rangers to finalize the application and to file the completed application by 31 March 2016.	HN-S	Done
Chamber of Commerce re: Request for ongoing engagement with the Chamber of Commerce.	THAT the Deputy Mayor or another representative from Council meet quarterly with the Port Hardy and District Chamber of Commerce Board. -Advise Ch of Commerce of Deputy Mayor Schedule	HN-S	Done
Twinning Society re: Request for letter of support and in kind donation (\$200.00) for grant application to BC Arts Council to bring taiko drumming group to Port Hardy for Filomi Days.	2. THAT Council provides a letter of support for the Port Hardy Twinning Society grant application to BC Arts Council Arts-Based Community Development grant program AND THAT Council approve an in kind contribution of \$200.00 for the same. -write letter of support	HN-S	Done
Minutes of the First Nations Relations Committee Mar 8/16 Recommendations: 1. United Nations Declaration on the Rights of Indigenous People.	1. Approved: THAT, further to the endorsement of the Truth and Reconciliation Report, the Council of Port Hardy recognizes and supports the efforts as outlined in the United Nations Declaration on the Rights of Indigenous People to strengthen our commitment to working partnership with First Nations in creating a better Port Hardy.		No action required
2. Write letter to local FN Bands re Council delegation	2. Approved: THAT Council write each local First Nations Band Council and request that a delegation from Port Hardy Council be invited to be included on an upcoming Band Council agenda to discuss the multiplex project and other initiatives of common interest.	HN-S	In progress
Dir Corporate Services re: Policy CP13.3, Social Media Policy and Social Media Participant Use Policy	THAT Council adopts Council Policy 13.3, Social Media Policy and Social Media Participant Use Policy - Distribute policy	LD	Done
ITEM	ACTION COUNCIL MEETING FEBRUARY 23,2016	WHO	STATUS /COMMENTS
Heather Nelson-Smith, Director of Corporate Services (Feb.5/16) re: Hazardous Condition Property, 8775 Granville Street Port Hardy	Approved: as recommended -Proceed as directed.	HN-S	In progress
ITEM	ACTION COUNCIL MEETING NOVEMBER 24, 2015	WHO	STATUS /COMMENTS
The First Nations Relations Committee draft minutes of Nov 10/15 Recommendation: <i>for three days of First Nation cultural education and training workshops AND THAT the Director of Corporate Services be directed to research grant funding sources to offset the workshop costs.</i>	Approved as recommended: -arrange contract for 2016 -research grant funding sources -Funding arrangement to budget for 2016	HN-S HN-S	Waiting for final approval for \$5,000 budget total. Contract agreed to by Kathi Calimeri.

Operational Services Committee First Nations Relations Committee draft minutes of Nov 19/15: Recommendation: <i>"That Council proceed with the recommendations from the Broken Window report"</i>	Approved as recommended: - Jan 12/16 Letters have been sent to property owners regarding their properties - no replies have been received back - next step staff to bring back a report for Council regarding authorizing remedial action and the cost of such action being charged back to the property owner's tax account. - Staff report to come to future Council meeting.	HN-S / Mun Insp	Will be done with new municipal inspector
ITEM	ACTION COUNCIL MEETING – NOVEMBER 24, 2015	WHO	STATUS /COMMENTS
Parks & Recreation Review Committee meeting of November 19, 2015 – Recommendation <i>"That Council directs staff to investigate updating of the of the skateboard park facility."</i>	Approved as recommended: THAT Council directs staff to investigate updating of the of the skateboard park facility.	HN-S	MIA BC will review skateboard park facility
ITEM	ACTION COUNCIL MEETING OCTOBER 13, 2015	WHO	STATUS /COMMENTS
Kains Lake	Approved as recommended: 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, - Staff to start the review of recommendations and associated costs and bring forward to Council.	AMc /SM/JJ	In progress
ITEM	ACTION COUNCIL MEETING JULY 14, 2015	WHO	STATUS /COMMENTS
Parks & Rec Review Committee June 16/15. The Committee recommends to Council: THAT Council approves removal of overhead lighting (cross members and lights) at Beaver Harbour Park Ballfield #1, as per the Safety Authority Inspection report dated 06/10/2015	Approved as recommended:	SM	Underway, awaiting Hydro truck
ITEM	ACTION COUNCIL MEETING JUNE 23,2015	WHO	STATUS /COMMENTS
Op Scvs Committee meeting held June 18, 2015. Recommendations to Council: <i>"THAT Council directs staff to prepare a bylaw for Council review to amend District of Port Hardy Water Conservation Bylaw 06-2005 to amend Stage 1, 2 and 3 Outdoor Water Use"</i>	Approved as recommended: -Prepare amending bylaw as directed.	HN-S	Agenda Item

British Columbia News

\$75-million BC Rural Dividend helps small communities

<https://news.gov.bc.ca/10602>

Thursday, March 31, 2016 12:30 PM

Williams Lake - Applications for the first year of funding under the BC Rural Dividend will be accepted from April 4 to May 31, 2016.

As committed during the September 2015 Union of British Columbia Municipalities convention and in Balanced Budget 2016, the three-year \$75-million Rural Dividend will help rural communities with populations under 25,000 diversify and strengthen their economies.

Funding of \$25 million per year is available in four categories:

- Community capacity building;
- Workforce development;
- Community and economic development; and
- Business sector development.

Local governments, not-for-profit organizations and First Nations are all eligible to apply.

Single applicants can apply for up to \$100,000 for community-driven projects and must contribute at least 20% of the total project cost. Partnerships involving more than one eligible applicant can apply for up to \$500,000, and must contribute 40% of the total project cost.

Applicant contributions can include in-kind contributions of up to 10%.

A project development funding stream will provide up to \$10,000 to help communities with limited capacity build business cases and feasibility assessments to support the development of strong projects and future project applications.

Downloadable application forms, program guidelines, as well as detailed instructions on how to apply will be available as of April 4, 2016, when the new Rural Dividend website goes live: www.gov.bc.ca/ruraldividend

The criteria for the Rural Dividend was designed with input from the Rural Advisory Council, which was formed in March 2015.

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Quotes:

Premier Christy Clark –

“We promised to help manage the effects of rapid growth and share the wealth that comes from rural B.C. more fairly with the communities that create it. And thanks to the hard work of Donna Bennett and the Rural Advisory Council, we’re keeping that promise.”

Minister of Forests, Lands and Natural Resource Operations Steve Thomson –

“These funds will assist rural communities and organizations diversify their economies and build and retain their workforce.”

Parliamentary Secretary to the Minister of Forests, Lands and Natural Resource Operations for Rural Development Donna Barnett –

“Over the past year, we’ve worked closely with the Rural Advisory Council in designing this program that will benefit rural British Columbians.”

Learn More:

Rural Dividend: www.gov.bc.ca/ruraldividend

Rural Advisory Council: www2.news.gov.bc.ca/news_releases_2013-2017/2016flnr0040-000473.htm

Media Contacts

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250 356-5261

Media Assets

- [b-roll williams lake.mov](#)
- [pcc invu.mov](#)



**MINUTES OF THE DISTRICT OF PORT HARDY
OPERATIONAL SERVICES COMMITTEE MEETING
HELD MARCH 17, 2016
COUNCIL CHAMBERS, MUNICIPAL HALL
7360 COLUMBIA STREET**

PRESENT: Councillors Pat Corbett-Labatt, Rick Marcotte (via phone)
Councillor John Tidbury (Chair)

ALSO PRESENT: Allison McCarrick, CAO; Heather Nelson-Smith, Dir. Corporate Services; Abbas Farahbakhsh, Director of Operational Services; Sean Mercer, Operations Manager; and Councillor Dennis Dugas

A. CALL TO ORDER

Councillor Tidbury called the meeting to order at 3:00 pm

B. APPROVAL OF AGENDA

Addendum to the agenda:

- Reports from Russ Hellberg, re: Cenotaph Renovation Project
- Quantities – Restoration 15 March 2016
- Pricing and unit cost for Cenotaph Renovation: 15 Mar 2016

Moved/Seconded/Carried

THAT the agenda for the Operational Services Committee meeting of March 17, 2016 be approved as amended.

C. MINUTES

1. Minutes of the Operational Services Committee meeting held February 18, 2016.

Moved/Seconded/Carried

THAT the minutes of the Operational Services Committee meeting held February 18, 2016 be accepted.

D. DELEGATIONS

No delegations

E. BUSINESS ARISING / UNFINISHED BUSINESS

1. Review and Update of Action Items

CEDAR HEIGHTS PARK

There was discussion over what next steps need to be done at the Cedar Heights Park. Sean Mercer reported that there are some trees being removed as they are dangerous. For the rest of the issues at the Park Abbas and Sean will go have a look and report back.

There was a suggestion that a MIA Risk Analysis should be done on the park. Allison reported that she will see if there is time while they are doing the other review.

DRAFT

OP SCVS
2016-007
AGENDA
APPROVED AS
AMENDED

OP SCVS
2016-008
MINUTES FEB
18/16 ACCEPTED

ACTION ITEMS

2. Heather Nelson-Smith, Director Corporate Services re: Draft Water Conservation Bylaw

There was discussion over the education regarding the changes to the new bylaw. Including a table set up at Overwaitea, magnets, mail outs and posters.

Purchasing rain barrels for gardens was discussed, suggestion was made that a conversation be had with local businesses who supply rain barrels and talk about them at the education event about water conservation.

Moved/Seconded/Carried

THAT the Operational Services Committee recommends to Council that the Water Conservation Bylaw be taken to the next Council meeting April 12, 2016 with the following changes:

- Inclusion of industrial uses in the definition of appliances.
- Commercial wording be updated as follows: 'commercial operations requiring the use of water in order to further business.
- The inclusion of stage 4 emergency measure.

Addendum

- Reports from Russ Hellberg, re: Cenotaph Renovation Project
-Quantities – Restoration 15 March 2016
-Pricing and unit cost for Cenotaph Renovation: 15 Mar 2016.

The budget was discussed, the only concern was over the waiving of the archaeological assessment. Heather will follow up with Russ to get the letter in writing from the Fort Rupert Band.

DRAFT

F. CORRESPONDENCE

1. Letter/Comments from Public 220-20-12-206 Vanessa Johnstone (Feb.18/16)
re: Request for fence around play area at Rotary Park.

Staff will follow up on the fence and see if a resolution can be found within the budget.

G. NEW BUSINESS

1. Abbas Farahbakhsh, Director of Operations re: Draft Low Pressure Sewage Pump Rental Agreement.

Moved/Seconded/Carried

THAT the Operational Services Committee recommends to Council that the low pressure sewage pump rental agreement be approved as drafted.

2. Filomi Days parade route

Moved/Seconded/Carried

THAT the Operational Services Committee recommends that Council change the Filomi Days Parade, removing the route from Rupert and Grey Street and replacing the route to straight down Granville Street for the safety of staff, the event organizers and participants.

OP SCVS
2016-009
RECOMMEND
REVISED WATER
CONSERVATION
BYLAW BE TAKEN
TO COUNCIL
APRIL 12, 2016

OP SCVS
2016-010
RECOMMEND
LOW PRESSURE
SEWAGE PUMP
RENTAL
AGREEMENT

OP SCVS
2016-011
RECOMMEND
CHANGE THE
FILOMI DAYS
PARADE ROUTE
FOR SAFETY

H. ROUNDTABLE DISCUSSION

Councillor Corbett-Labatt

Reported on the seawall and how it is being undermined by the storm surges and high tides.

Had some concerns over the maintenance at the Civic Centre, stating that there were a few issues in the bathroom including a broken paper towel dispenser, broken door handle, and the baby change table needed repairs.

Staff will review the Civic Centre and discuss items with the Lessee.

Reported that the women's change room in the pool needs to be reviewed by staff as well.

Reported that she has received complaints about the lack of lighting at the Thunderbird Mall Parking lot.

Councillor Tidbury

Wanted to know about the paving plan from staff and see if there was any way to organize efforts with the Province to save money.

I. NEXT MEETING: 3:00 pm Thursday April 21, 2016.

Upcoming meeting 2016 meeting dates 3rd Thursday of the month: May 19, June 16, July 21, August 18, September 15, October 20, November 17, December 15

J. ADJOURNMENT

Moved

THAT the meeting be adjourned.

Time: 4:30pm

DRAFT



Low Pressure Sewage Pump Rental Agreement

Agreement Date: _____

Roll number: _____

Between:

"The District"		"Property Owner"
District of Port Hardy	Name	
Box 68	Mailing Address	
7360 Columbia Street	Civic Address	
Port Hardy, B.C., V0N 2P0	Town	
250-949-6665	Phone	

Agreement

The District agrees to provide, if available, a spare low pressure sewage pump for a maximum of sixty days (60) from the date of agreement while the defective pump is out for service. If additional time is required, the owner will contact the District and make arrangements agreeable to the District prior to the 60 day deadline.

The District agrees to:

- Remove the failed pump and install a temporary pump
- Arrange shipment of the failed pump to a repair facility
- Reinstall the repaired or new pump and remove the temporary pump

The Owner agrees to pay the District for the services rendered; including but not limited to:

- District staff labour for removal of the failed pump and installation of a temporary pump
- Cleaning and preparation of the failed pump for shipment
- All shipping costs to and from the pump repair facility
- All repair costs of the pump
- Purchase of a new pump if the failed pump is non-repairable
- District staff labour for reinstalling the repaired or new pump
- District staff labour to clean the temporary pump
- Any additional District staff labour and/or supplies required during the pump removal or installation

If a plumber or outside contractor is required for the removal, installation or servicing of any low pressure sewage pump this arrangement and expense will be that of the property owner.

Payment

The property owner agrees to make payment to the District for all services within 30 days of invoicing. If the fees for work done or services provided are not paid, the District may recover the fees as per 258 of the Community Charter. The fees will be transferred to the property tax account and collected in the same manner.

<i>District Representative's Signature</i>	<i>Property Owner or Authorized Signature</i>



DISTRICT OF PORT HARDY STAFF REPORT

TO: Allison McCarrick
FROM: Heather Nelson-Smith
SUBJECT: Parade Route Review
DATE: March 21, 2016

March 17, 2016

Recommendation from Operational Services Committee

THAT the committee recommends to Council to change the FILOMI Days Parade, removing the route from Rupert and Grey Street and replacing the route to straight down Granville Street for the safety of staff, the event organizers and participants.

BACKGROUND:

This issue has been raised at safety meetings regarding the amount of man power and the length of the parade route. The issues include:

- Barricades are only put up right before the event.
- The district provides 2 staff members to set up and take down barricades for the parade.
- Vehicles are trying to get off of Market Street during a parade.
- Vehicles bypass barricades and have put pedestrians in danger, including staff.
- Complaints regarding the closing off of a major part of town.
- Both gas stations are not accessible.

CONSIDERATIONS:

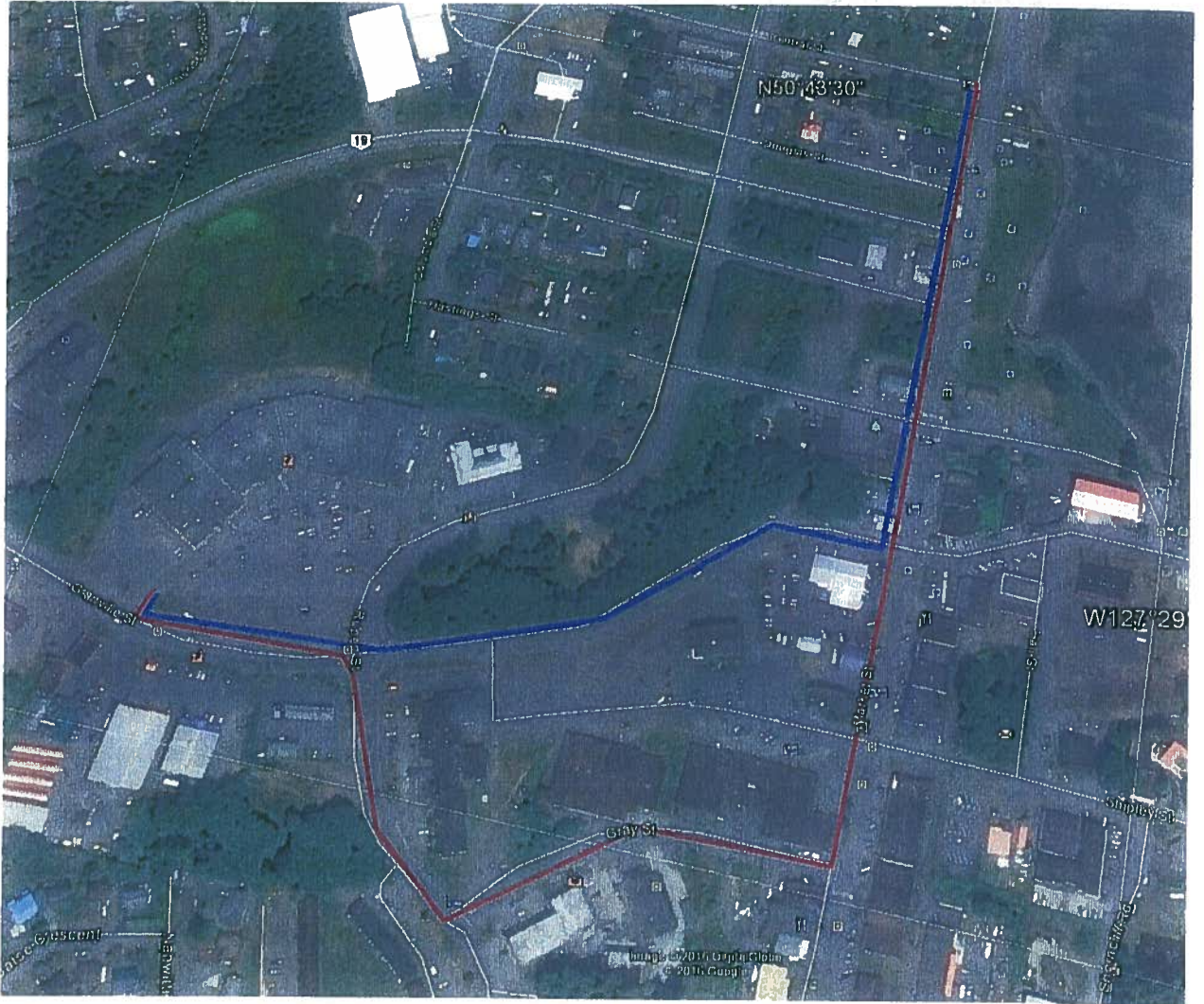
- Changing the route to limit the amount of road closures.
- Hiring flaggers.
- Having the parade organizers provide assistance with volunteers at road crossings.
- Having more staff on site to manage the traffic.

PROPOSED SOLUTION:

- Change the route providing a streamlined parade route (in Blue) and not increase the man power needed to manage the closures from staff, which will address the safety concern.
- The road will be blocked from Granville and Douglas; Rupert and Granville; Market and Granville; all entrances to businesses accessed via these streets (business access will be maintained alternatively).
- No parking on the parade route.
- Advertising the parade in advance of the event.
- Close the streets 1 hour before the event.

RECOMMENDATION:


THAT Council create a policy that includes a parade route that will follow from Thunderbird Mall down Granville Street, turning left at Market Street and terminating at Central Street. AND THAT all parades follow this route.



Respectfully Submitted,


Heather Nelson-Smith

I agree with the recommendation.


Allison McCarrick, CAO



**MINUTES OF THE DISTRICT OF PORT HARDY
PARKS & RECREATION REVIEW COMMITTEE MEETING
HELD MARCH 18, 2016
COUNCIL CHAMBERS, MUNICIPAL HALL
7360 COLUMBIA STREET**

PRESENT: Councillors Dennis Dugas and Fred Robertson (Chair)

ALSO PRESENT: Allison McCarrick, CAO, Heather Nelson-Smith, Director of Corporate Services and Sean Mercer, Manager of Operations and Community Services and Councillor Tidbury

PRCC
2016-007
AGENDA
APPROVED AS
AMENDED

PRCC
2016-008
MINUTES FEB 17,
2016 ACCEPTED

MULTIPLEX RFP

SKATEPARK

BALLFIELD RFP

A. CALL TO ORDER

Councillor Fred Robertson called the meeting to order at 11:02am

B. APPROVAL OF AGENDA

Councillor Robertson suggested the following additions to the agenda

- RESPONSE THE RFP FOR THE MULTIPLEX

Moved/Seconded/Carried

THAT the agenda OF March 18, 2016 be approved as amended.

C. ADOPTION OF MINUTES

Minutes of the meeting held February 17, 2016

Moved/Seconded/Carried

THAT the minutes of the meeting held February 17, 2016, be accepted.

D. DELEGATIONS

No delegations

E. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

Addendum

RESPONSE THE RFP FOR THE MULTIPLEX

Councillor Robertson discussed the options for repurposing the existing building and wondered if work needs to go into getting someone to determine if the building can be repurposed. Staff stated that with the hiring of the architect that the re-use of the building will be considered during the first phase of the work.

1. Review of Action Items

SKATEPARK

Repairs were discussed. Staff will follow up with the Skatepark group to ensure that all repairs and additions follow Skatepark standards to save liability for the District.

BALLFIELD RFP

The RFP closes on March 21, 2016. In the short term staff is working on the infield maintenance. The Committee discussed a work party with the ball field users to do additional maintenance.

DRAFT

SOCCER FIELD

PARKS AND LAWN
MAINTENANCE

PRCC
2016-009
ADJOURNMENT

F. CORRESPONDENCE

None in agenda package.

G. NEW BUSINESS

SOCCER FIELD

Councillor Robertson mentioned that the soccer fields in town are in need of maintenance, and wondered if there was any way that the District could assist the School District in any upgrades.

Staff reported that the soccer fields aren't within the District's responsibility but suggested that when the RFP is awarded a notice could be sent to the School District of who was granted the RFP contract for the Ballfields if they are looking for expertise.

H. ROUNDTABLE DISCUSSION

Discussion ensued regarding and update on when the parks and lawn maintenance will begin. Abbas reported that the public works department is working on action plans for the season and some work has already begun.

I. NEXT MEETING DATE: 3:00 pm Wednesday April 20, 2016

Upcoming 2016 meeting dates are 3:00 pm on the 3rd Wednesday of every month May 18, June 15, July 20, August 17, September 21, October 19, November 16, December 21

J. ADJOURNMENT

Moved

THAT the meeting be adjourned at 11:56am

DRAFT

Cheque #	Pay Date	Vendor #	Vendor Name	Paid Amount	Void
007062	07/03/2016	03187	997329 BC Ltd	2,000.00	
007063	07/03/2016	00044	ACKLANDS - GRAINGER INC.	200.93	
007064	07/03/2016	02514	AlSCO	183.29	
007065	07/03/2016	00829	ANA'S HARDY CLEAN	2,254.49	
007066	07/03/2016	01919	BRANDT TRACTOR LTD.	1,087.02	
007067	07/03/2016	02468	Canwest Propane	650.77	
007068	07/03/2016	00281	CHEVRON CANADA LTD.	1,061.64	
007069	07/03/2016	01433	COMOX PACIFIC EXPRESS LT	295.05	
007070	07/03/2016	00054	DAVE LANDON MOTORS LTD.	73.05	
007071	07/03/2016	02181	DELLO, KERRY	16.58	
007072	07/03/2016	01982	DIGITAL POSTAGE ON CALL	1,575.00	
007073	07/03/2016	00099	FOX'S DISPOSAL SERVICES	73.33	
007074	07/03/2016	02557	Frontline Glass Solution	238.30	
007075	07/03/2016	03172	Garth Cameron Contractin	1,470.00	
007076	07/03/2016	00052	HARDY BUILDERS' SUPPLY	210.01	
007077	07/03/2016	03188	Jensen, Kristian	67.20	
007078	07/03/2016	03166	Johnson, Katie	117.58	
007079	07/03/2016	00065	K & K ELECTRIC LTD.	5,932.78	
007080	07/03/2016	00147	LGMA	110.25	
007081	07/03/2016	00695	LINDE CANADA LIMITED C31	12.32	
007082	07/03/2016	00069	MACANDALE'S	636.87	
007083	07/03/2016	03059	Maxxam Analytics	710.85	
007084	07/03/2016	01777	MCCARRICK, ALLISON	719.42	
007085	07/03/2016	00328	MERCER, SEAN	35.00	
007086	07/03/2016	00014	MINISTER OF FINANCE	3,296.00	
007087	07/03/2016	00304	MONK OFFICE	44.91	
007088	07/03/2016	02397	Nelson Roofing & Sheet M	994.88	
007089	07/03/2016	02212	NICHOLSON, LISA	768.20	
007090	07/03/2016	01014	NICKERSON, SCHELL	75.00	
007091	07/03/2016	00769	Praxair Distribution	891.16	
007092	07/03/2016	00080	PUROLATOR INC.	575.50	
007093	07/03/2016	00279	REDDEN NET CO. (PORT HAR	42.01	
007094	07/03/2016	00253	Shaw Cable	134.74	
007095	07/03/2016	00160	TELUS	4,998.34	
007096	07/03/2016	00011	Tidbury, John	155.80	
007097	07/03/2016	00477	U.B.C.M.	2,802.05	
007098	07/03/2016	00644	VAN KAM FREIGHTWAYS LTD.	61.54	
007099	07/03/2016	02850	VWR International Co.	50.08	
007100	07/03/2016	02837	Waterhouse Environmental	6,115.20	
007101	07/03/2016	00164	Xerox Canada Ltd.	2,065.50	
007102	07/03/2016	00047	B.C. HYDRO	55,278.87	
007103	17/03/2016	00735	A.C.E. COURIER SERVICES	112.34	
007104	17/03/2016	00044	ACKLANDS - GRAINGER INC.	109.80	
007105	17/03/2016	01375	ADT SECURITY SERVICES CA	88.89	
007106	17/03/2016	00046	ANDREW SHERET LTD.	385.09	
007107	17/03/2016	01836	ARIES SECURITY LTD.	4,059.30	
007108	17/03/2016	00073	BLACK PRESS GROUP LTD.	220.18	
007109	17/03/2016	00018	CANADIAN RED CROSS SOCIE	158.18	
007110	17/03/2016	02468	Canwest Propane	568.75	
007111	17/03/2016	02882	Catalys Lubricants Inc.	302.09	
007112	17/03/2016	02767	Catarata, Glen	207.90	
007113	17/03/2016	03189	Chester, Natalie	68.31	
007114	17/03/2016	00281	CHEVRON CANADA LTD.	1,774.12	
007115	17/03/2016	01112	CITY OF NANAIMO	288.75	
007116	17/03/2016	01998	COASTAL WEAR PRODUCTS	379.13	
007117	17/03/2016	01433	COMOX PACIFIC EXPRESS LT	108.35	
007118	17/03/2016	00054	DAVE LANDON MOTORS LTD.	181.30	
007119	17/03/2016	01476	DOR-TEC SECURITY LTD.	138.30	
007120	17/03/2016	02140	DOUG LLOYD CONTRACTING	106.05	
007121	17/03/2016	02059	FEDORAK, KRISTINA	500.00	
007122	17/03/2016	03190	Fluent Information Manag	896.00	
007123	17/03/2016	00099	FOX'S DISPOSAL SERVICES	13,029.16	
007124	17/03/2016	02557	Frontline Glass Solution	222.50	
007125	17/03/2016	03172	Garth Cameron Contractin	2,467.50	
007126	17/03/2016	00058	GUILLEVIN INTERNATIONAL	32.76	
007127	17/03/2016	02043	HARNISH SALES AGENCY	2,744.00	
007128	17/03/2016	02920	Hollands, Corrie	37.33	
007129	17/03/2016	00063	HOME HARDWARE BUILDING C	382.11	
007130	17/03/2016	02878	Irwin Air Ltd	279.77	
007131	17/03/2016	00065	K & K ELECTRIC LTD.	436.39	
007132	17/03/2016	00695	LINDE CANADA LIMITED C31	30.35	

Cheque #	Pay Date	Vendor #	Vendor Name	Paid Amount	Void
007133	17/03/2016	03194	Locksrus Solutions Inc	373.41	
007134	17/03/2016	02445	LogoWest Promotional Pro	431.20	
007135	17/03/2016	03167	Maas, Adrian	1,096.25	
007136	17/03/2016	00069	MACANDALE'S	118.85	
007137	17/03/2016	01777	MCCARRICK,ALLISON	159.00	
007138	17/03/2016	00638	MINISTER OF FINANCE	525.00	
007139	17/03/2016	01419	MURDY & MCALLISTER	2,130.61	
007140	17/03/2016	00033	NAPA AUTO PARTS/PORT HAR	1,138.75	
007141	17/03/2016	02212	NICHOLSON, LISA	276.44	
007142	17/03/2016	01645	NORTH ISLAND COMMUNICATI	593.75	
007143	17/03/2016	00075	O.K. TIRE STORE (PORT HA	32.97	
007144	17/03/2016	02749	Orach Enterprises Ltd.	3,401.78	
007145	17/03/2016	02071	PACIFICUS BIOLOGICAL SER	262.50	
007146	17/03/2016	00203	Port Hardy & Dist. Chamb	393.75	
007147	17/03/2016	00080	PUROLATOR INC.	91.23	
007148	17/03/2016	00107	RECEIVER GENERAL FOR CAN	25,115.89	
007149	17/03/2016	00187	REGIONAL DISTRICT OF MT	1,503.16	
007150	17/03/2016	03092	Seaway Ventures Ltd.	11,642.52	
007151	17/03/2016	00726	SNAP-ON-TOOLS	3,018.40	
007152	17/03/2016	02408	Sporty's Bar & Grill	200.00	
007153	17/03/2016	02522	Strathcon Industries	118.27	
007154	17/03/2016	00113	STRYKER ELECTRONICS LTD.	6,057.90	
007155	17/03/2016	03099	Summit Telecom Services	200.00	
007156	17/03/2016	00161	TELUS MOBILITY (BC)	959.61	
007157	17/03/2016	00644	VAN KAM FREIGHTWAYS LTD.	103.70	
007158	17/03/2016	01026	VIMAR EQUIPMENT LTD.	4,581.36	
007159	17/03/2016	02850	VWR International Co.	91.97	
007160	17/03/2016	00164	Xerox Canada Ltd.	584.37	
007161	24/03/2016	00437	ACME SUPPLIES LTD.	477.34	
007162	24/03/2016	02514	AlSCO	89.24	
007163	24/03/2016	01145	BLACK CAT REPAIRS	62.84	
007164	24/03/2016	01615	BOOD, HANK	574.85	
007165	24/03/2016	01919	BRANDT TRACTOR LTD.	700.85	
007166	24/03/2016	02468	Canwest Propane	3,668.40	
007167	24/03/2016	00281	CHEVRON CANADA LTD.	3,086.26	
007168	24/03/2016	03033	Corbett-Labatt, Pat	487.70	
007169	24/03/2016	02730	CUPE Local 401	713.50	
007170	24/03/2016	00218	DB PERKS AND ASSOCIATES	979.20	
007171	24/03/2016	01901	DENNISON, MELINDA	795.70	
007172	24/03/2016	02860	Grove-Crossman Equipment	256.78	
007173	24/03/2016	00194	INT'L UNION OPERATING EN	926.29	
007174	24/03/2016	01777	MCCARRICK,ALLISON	574.85	
007175	24/03/2016	00033	NAPA AUTO PARTS/PORT HAR	140.73	
007176	24/03/2016	02212	NICHOLSON, LISA	59.00	
007177	24/03/2016	03183	R.F. Binnie & Associates	782.25	
007178	24/03/2016	00107	RECEIVER GENERAL FOR CAN	21,953.00	
007179	24/03/2016	00187	REGIONAL DISTRICT OF MT	6,338.66	
007180	24/03/2016	03034	Robertson, Fred	574.85	
007181	24/03/2016	02522	Strathcon Industries	115.47	
007182	24/03/2016	02837	Waterhouse Environmental	6,115.20	
007183	31/03/2016	00735	A.C.E. COURIER SERVICES	21.72	
007184	31/03/2016	00044	ACKLANDS - GRAINGER INC.	64.64	
007185	31/03/2016	00046	ANDREW SHERET LTD.	928.93	
007186	31/03/2016	00302	BUILDING OFFICIALS' ASSO	430.50	
007187	31/03/2016	02468	Canwest Propane	28.36	
007188	31/03/2016	01433	COMOX PACIFIC EXPRESS LT	40.41	
007189	31/03/2016	03172	Garth Cameron Contractin	997.50	
007190	31/03/2016	01866	HEROLD ENGINEERING LTD	500.00	
007191	31/03/2016	00063	HOME HARDWARE BUILDING C	173.62	
007192	31/03/2016	01875	ISLAND ADVANTAGE DISTRIB	10.34	
007193	31/03/2016	00273	JM'S MOBILE WELDING INC	128.80	
007194	31/03/2016	00065	K & K ELECTRIC LTD.	616.67	
007195	31/03/2016	03198	Metro's Custom Building	200.00	
007196	31/03/2016	00304	MONK OFFICE	44.69	
007197	31/03/2016	03135	Nelson-Smith, Heather	185.10	
007198	31/03/2016	03197	Oliver Fire Department	350.00	
007199	31/03/2016	00013	PACIFIC BLUE CROSS	9,393.09	
007200	31/03/2016	00080	PUROLATOR INC.	86.06	
007201	31/03/2016	00710	Receiver General for Can	41.00	
007202	31/03/2016	00710	Receiver General for Can	2,145.00	
007203	31/03/2016	00710	Receiver General for Can	1,506.00	

Cheque #	Pay Date	Vendor #	Vendor Name	Paid Amount	Void
007204	31/03/2016	03145	Strategic Natural Resour	11,987.85	
007205	31/03/2016	00160	TELUS	4,953.23	
007206	31/03/2016	00089	THE HOBBY NOOK	96.37	
007207	31/03/2016	00150	THE SOURCE	2,309.72	
007208	31/03/2016	03196	Tremain Media Inc.	1,312.50	
007209	31/03/2016	03195	Zeo Tec Limited	168.00	
Total:				281,791.91	

*** End of Report ***





DISTRICT OF PORT HARDY

STAFF REPORT



DATE: April 6, 2016
TO: Mayor and Councillors
FROM: Abbas Farahbakhsh, Director of Operational Services
RE: Purchase of used van to replace existing utility cube van

PURPOSE

Staff is seeking authorization from Council to purchase a used van to replace the existing condemned utility cube van.

ANALYSIS

During the annual vehicle inspection by our staff mechanic, it has been determined that due to excessive rust on the frame and rear axle of the cube van the vehicle is declared condemned and not safe to drive. Staff investigated the option of repairing this unit however it was proven to be cost prohibitive and is not recommended.

Staff are looking for a used van to replace the retired utility van. There are a number of units available with a price range from \$10,000 to \$20,000.

FINANCIAL IMPLICATIONS

This purchase can be paid for from the equipment reserve fund or through the MFA financing process. Due to current low interest rates, minimal impact on the operational budget, and at the advice of the Director of Finance, financing of this purchase is our preferred option.

STAFF RECOMMENDATION

"THAT Council approves the purchase of a replacement van with the price range from \$10,000 to \$20,000 AND FURTHER THAT this purchase be financed through the Municipal Finance Authority."

Respectfully submitted,

I agree with the recommendation.

Signed

Abbas Farahbakhsh
Dir. Of Operational Services

Signed

Allison McCarrick
Chief Administrative Officer



**DISTRICT OF PORT HARDY
BYLAW 1047- 2016**

**A Bylaw to Adopt the Annual Five-Year Financial Plan
for the period 2016 - 2020**

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 2016 – 2020 Bylaw No. 1047-2016".

2. Schedules

1. Schedule "A" attached to and forming part of this bylaw is hereby declared to be the 2016 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 2016-2020.

3. Repeal

1. District of Port Hardy Financial Plan 2015 – 2019 Bylaw No. 1039-2015 is hereby repealed.

Notice of the Open Meeting to present the District of Port Hardy 2016-2020 Financial Plan was advertised in the North Island Gazette March 9, 2016 and March 16, 2016 and on the District of Port Hardy Notice Board and Website.

The Open Meeting and Presentation of the District of Port Hardy 2016-2020 Financial Plan was held March 22, 2016.

Read a first time on the 22nd day of March, 2016.

Read a second time on the 22nd day of March, 2016.

Read a third time on the 22nd day of March, 2016.

Adopted by the Municipal Council on the xxx day of xxxx, 2016.

Director of Corporate Services

Mayor

Certified to be a true copy of
District of Port Hardy Financial Plan 2016 – 2020
Bylaw No. 1047-2016

Director of Corporate Services

SCHEDULE A - BYLAW 1047-2016

2016 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

Revenue Source	% of Total Revenue	Dollar Value
Property Taxes	24.0%	\$2,865,298
Sale of Services	7.2%	862,825
Sewer Rates	9.9%	1,191,404
Water Rates	11.8%	1,410,803
Revenue from own sources	2.4%	293,390
Unconditional Gov't Grants	4.2%	500,000
Capital Grants	5.3%	637,650
Reserves and Surplus	26.0%	3,118,300
Debt	9.2%	1,100,000
Total	100%	\$11,979,670

Table 1 shows the proportion of total revenue proposed to be raised from each funding source in 2016. The total revenue has been adjusted for non-cash entries in the financial plan. The amount for amortization in 2016 is \$1,800,000; 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 1047-2016

Distribution of Property Taxes

Table 2: Distribution of Property Tax Rates

Property Class	% of Total Taxation	Dollar Value
Residential	52.93%	\$1,429,476
Utilities	1.34%	36,286
Light Industry	4.10%	110,617
Business and Other	40.88%	1,104,187
Managed Forest	.53%	14,420
Recreation/Non-profit	.22%	5,979
Total	100%	\$2,700,964

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

Permissive Tax Exemptions	General Taxes Foregone
District owned properties managed by not-for-profit groups	11,986
Not-for-profit organizations	133,062
Churches	36,323
Total	\$ 181,371

Schedule B - Bylaw 1047-2015

	2016	2017	2018	2019	2020
Revenue					
Municipal property taxes	2,700,964	2,754,983	2,810,083	2,866,284	2,923,610
Payments in lieu of taxes	164,334	166,019	167,721	169,441	171,180
Sale of services	862,825	879,871	897,259	914,994	933,084
Sewer user rates	1,191,404	1,215,232	1,239,537	1,264,327	1,289,614
Water user rates	1,410,803	1,439,019	1,467,799	1,497,155	1,527,099
Revenue from own sources	293,390	298,801	304,316	308,440	314,712
Unconditional transfers other governments	500,000	519,000	519,000	519,000	519,000
Conditional transfers other governments	637,650	2,975,000	1,925,000	3,550,000	3,200,000
Contributions from developers	-	-	-	-	-
Transfers from reserves & other funds	3,118,300	2,476,204	2,161,498	2,135,979	1,967,032
Debenture debt	1,100,000	125,000	175,000	-	-
	<u>11,979,670</u>	<u>12,838,629</u>	<u>11,656,713</u>	<u>13,215,121</u>	<u>12,834,290</u>
Expenditures					
General government services	976,699	996,233	1,022,910	1,036,481	1,057,211
Protective services	400,426	406,903	415,040	423,340	431,806
Transportation services	1,307,946	1,334,101	1,360,784	1,387,999	1,415,758
Environmental & public health services	269,854	275,251	280,756	286,371	292,098
Economic & development services	107,646	102,659	104,712	106,806	108,942
Parks, recreation & cultural services	1,312,235	1,332,919	1,359,318	1,386,244	1,413,709
Wastewater services	942,379	961,227	980,451	1,000,060	1,020,062
Water services	1,103,982	1,126,061	1,148,582	1,171,553	1,194,985
Debt charges	109,590	108,205	5,920	5,370	5,150
Debt principal repayments	302,903	336,736	141,636	131,786	120,011
Transfers to reserves & other funds	304,561	320,834	600,104	612,210	624,559
Amortization	1,800,000	1,800,000	1,800,000	1,800,000	1,800,000
Capital expenditures	3,030,950	3,737,500	2,436,500	3,867,000	3,350,000
	<u>11,979,670</u>	<u>12,688,629</u>	<u>11,656,713</u>	<u>13,215,121</u>	<u>12,834,290</u>



**DISTRICT OF PORT HARDY
BYLAW 1049-2016**

**A BYLAW TO AMEND DISTRICT OF PORT HARDY
USER RATES AND FEES BYLAW 1044-2015**

WHEREAS the Council considers it desirable to amend 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 Amendment Bylaw No. 1049-2016".

2. ENACTMENT

(a) This bylaw is in effect on adoption.

3. SCHEDULES

(a) Schedule G of Bylaw 1044-2015 is hereby amended by adding on Page 13 of Bylaw 1044-2015, the following

Bear Cove Recreation Site

	Rates
Moorage - Charter Boat Operator	
Monthly/metre	\$ 17.29
All other moorage	
Daily/metre	\$ 2.30

Read a first time on the 22nd day of March, 2016.

Read a second time on the 22nd day of March, 2016.

Read a third time on the 22nd day of March, 2016.

Adopted on the ____ day of _____ 2016.

DIRECTOR
OF CORPORATE SERVICES

MAYOR

Certified a true copy of
Bylaw No. 1049-2016 as adopted.

Director of Corporate Services



DISTRICT OF PORT HARDY

STAFF REPORT



DATE: April 5, 2016
TO: Mayor and Councillors
FROM: Adrian Maas, Director of Finance
RE: Tax Rates Bylaw # 1048-2016

PURPOSE

Tax Rates Bylaw #1048-2016 is presented for first three readings.

ANALYSIS.

Since the financial plan presentations and bylaws have been presented the District of Port Hardy has received advice that the BC Assessment Rolls have been revised.

The effects of those revisions were to add \$53,000 in Taxable Managed Forest assessment and \$175,200 in Residential assessment.


This results in a very minor reduction in overall tax rate increase from the projected 3.71% to 3.68%. The business multiple remains reduced from last year.

STAFF RECOMMENDATION

"That Council read tax rates bylaw # 1048 - 2016 a first, second and third time."

Respectfully submitted,

I agree with the recommendation.


Adrian Maas
Director of Finance


Allison McCarrick
Chief Administrative Officer



DISTRICT OF PORT HARDY

BYLAW NO. 1048- 2016

A Bylaw to Set the 2016 Annual Tax Rates

WHEREAS the Council shall, pursuant to Section 197 of the *Community Charter*, in each year, adopt a bylaw to impose rates on all taxable land and improvements according to their assessed value to provide the money required for purposes specified in the *Community Charter*.

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

1. Title

This Bylaw may be cited as the "District of Port Hardy Annual Tax Rates Bylaw No. 1048-2016".

2. Definition

"Collector" means the person duly appointed as such from time to time by Council, and includes all persons appointed or designated by the Collector to act on her behalf.

3. Tax Rates for General and Debt - Municipal Purposes

Tax rates for all lawful general and debt purposes, as shown in column 'A' of Schedule 'A' attached hereto and forming a part of this Bylaw, are hereby imposed and levied on taxable land and improvements according to their assessed value as shown on the Real Property Tax Roll for general municipal purposes for the District of Port Hardy for 2016.

4. Tax Rates for the Vancouver Island Regional Library

Tax rates for the payment of the Vancouver Island Regional Library requisition, as shown in column 'B' of Schedule 'A' attached hereto and forming part of this Bylaw, are hereby imposed and levied on taxable land and improvements according to their assessed value on the Real Property Tax Roll for general municipal purposes for the District of Port Hardy for 2016.

5. Tax Rates for the Regional District of Mount Waddington

Tax rates for the payment of the Regional District of Mount Waddington requisition, as shown in column 'C' of Schedule 'A' attached hereto and forming part of this Bylaw, are hereby imposed and levied on taxable land and improvements according to their assessed value on the basis provided under Section 26 of the *Hospital District Act* and as shown upon the Real Property Tax Roll for the District of Port Hardy for 2016.

6. Tax Rate for the Regional District of Mount Waddington Hospital District

Tax rates for the payment of the Mount Waddington Regional Hospital District requisition, as shown in column 'D' of Schedule 'A' attached hereto and forming part of this Bylaw are hereby imposed and levied on taxable land and improvements according to their assessed value on the basis provided by Section 26 of the *Hospital District Act* and according to their assessed value as shown upon the Real Property Tax Roll for the District of Port Hardy for 2016.

7. Rates and Taxes Payable

The rates and taxes named under this Bylaw shall be levied, raised and collected for the purposes stated, and shall be payable by 4:30 p.m., July 4, 2016 to the Collector at the Municipal Hall, Port Hardy, BC.

8. Penalties

Upon the 5th day of July, 2016, or as soon thereafter as is practicable, the Collector shall add to the unpaid balance of the current year's taxes, in respect of each parcel of land and improvement as shown upon the Real Property Tax Roll of the District for 2016:

Ten (10) percent of the amount unpaid as of the 4th day of July, 2016.

9. Supplementary Tax Rolls

- (a) Upon receipt of a Supplementary Tax Roll from B.C. Assessment, the Collector shall levy taxes in accordance with the rates specified in Schedule 'A' of this Bylaw according to the taxable values as shown on the Supplementary Tax Rolls.
- (b) Where Supplementary Tax Notices are sent before the 1st day of June 2016, penalties shall be added as set out in Section 8 of this Bylaw.
- (c) Where Supplementary Tax Notices are sent after the 1st day of June, 2016, ten (10) percent shall be added on any amount unpaid after thirty (30) days.

Read a first time on the th day of , 2016.

Read a second time on the th day of , 2016.

Read a third time on the th day of , 2016.

Adopted by the Municipal Council on the th day of , 2016.

Director of Corporate
& Development Services

Mayor

Certified to be a true copy of
District of Port Hardy Bylaw No. 1048-2016
Annual Tax Rate Bylaw for the Year 2016

Director of Corporate Services

District of Port Hardy
 Schedule "A" of
 Bylaw No. 1048-2016

Class	Property	A	B	C	D
		General Municipal and Debt	Vancouver Island Regional Library	Regional District	Regional Hospital District
1	Residential	5.561640	0.318148	0.893280	0.324019
2	Utilities	44.884103	2.567550	3.126480	1.134067
5	Light Industrial	27.252036	1.558925	3.037152	1.101665
6	Business	17.953530	1.027014	2.188536	0.793847
7	Managed Forest	40.933671	2.341569	2.679840	0.972057
8	Recreation/Non-Profit	<u>5.561640</u>	<u>0.318148</u>	<u>0.893280</u>	<u>0.324019</u>
		142.146620	8.131354	12.818568	4.649674



DISTRICT OF PORT HARDY REPORT TO COUNCIL

TO: Mayor and Council
FROM: Heather Nelson-Smith
SUBJECT: Water Conservation Bylaw
DATE: April 6, 2016

BACKGROUND:

Council tasked the Operational Services committee to review and make recommendations on the changes to the Port Hardy Water Conservation Bylaw.

Please see attached for a comparison between the new bylaw and the old.

Changes include:

- Lengthening the effective date in Stage 1 an additional month.
- Clarifying the different watering options- shrubs, nurseries, pools and hot tubs.
- Adding a non-residential sprinkling time in all stages.
- Adding an emergency stage for when levels of drinking water are affected by an emergency like a fire.
- Increasing the penalties for noncompliance.
- Adding ways to communicate with the public.
- Adding industrial uses to the definition.

EDUCATION:

Attached is an 'At a Glance' hand out for community members. Staff will be looking into magnets, setting up booths at the mall and other methods for getting the word out regarding the water conservation regulations.

RECOMMENDATION FROM THE OPERATIONAL SERVICES COMMITTEE:

THAT the Water Conservation Bylaw be taken to the next Council meeting April 12, 2016.

Respectfully submitted,



Heather Nelson-Smith, DCS

	STAGE 1 NEW	STAGE 1 OLD	STAGE 2 NEW	STAGE 2 OLD	STAGE 3 NEW	STAGE 3 OLD	STAGE 4 New stage EMERGENCY
EFFECTIVE DATE	MAY 1 ST TO OCTOBER 31 ST	MAY 1 ST TO SEPTEMBER 30 TH	AS REQUIRED	AS REQUIRED	AS REQUIRED	AS REQUIRED	
SPRINKLING TIMES	7:00AM-9:00AM AND 8:00PM- 10:00PM.	4:00AM-10:00AM AND 7:00PM-10:00PM.	7:00AM-9:00AM AND 8:00PM- 10:00PM.	4:00AM-10:00AM AND 7:00PM-10:00PM.	NOT PERMITTED	NOT PERMITTED	
EVEN NUMBERED HOUSES	MONDAY, WEDNESDAY AND SATURDAY	EXCEPT ON AN EVEN NUMBERED DAY	WEDNESDAY AND SATURDAY	EXCEPT ON AN EVEN NUMBERED DAY	NOT PERMITTED	NOT PERMITTED	
ODD NUMBERED HOUSES	TUESDAY, THURSDAY AND SUNDAY	EXCEPT ON AN ODD NUMBERED DAY	THURSDAY AND SUNDAY	EXCEPT ON AN ODD NUMBERED DAY	NOT PERMITTED	NOT PERMITTED	
WATERING NEW LAWN	SAME AS ABOVE UNLESS PERMIT OBTAINED	SAME AS ABOVE UNLESS PERMIT OBTAINED		SAME AS ABOVE UNLESS PERMIT OBTAINED	NOT PERMITTED	NOT PERMITTED	
AND WATERING OF TREES AND SHRUBS	SAME AS ABOVE IF USING SPRINKLER IF WATERING BY HAND ANYTIME	SAME AS ABOVE IF USING SPRINKLER IF WATERING BY HAND ANYTIME	SAME AS ABOVE IF USING SPRINKLER IF WATERING BY HAND ANYTIME	SAME AS ABOVE IF USING SPRINKLER IF WATERING BY HAND ANYTIME	WATERING BY HAND 7:00AM-9:00AM OR 8:00PM- 10:00PM	4:00 A.M. TO 10:00 A.M. AND 7:00 P.M. TO 10:00 P.M. WATERING BY HAND	
MICRO DRIP IRRIGATION	ANYTIME TO A MAXIMUM OF 3 HOURS	ANYTIME	ANYTIME TO A MAXIMUM OF 3 HOURS	ANYTIME	ANYTIME TO A MAXIMUM OF 3 HOURS	4:00 A.M. TO 10:00 A.M. AND 7:00 P.M. TO 10:00 P.M.	
FILLING POOLS AND HOT TUBS	ANYTIME	NOT SPECIFIED	ANYTIME	NOT SPECIFIED	NOT PERMITTED	WADING POOLS YES	
WASHING VEHICLES, HOUSES & BOATS	ANYTIME	ANYTIME	ONLY COMMERCIAL	ANYTIME	ONLY COMMERCIAL	ONLY COMMERCIAL	
WASHING DRIVEWAYS AND SIDEWALKS	ANYTIME	NOT SPECIFIED	NOT PERMITTED	NOT PERMITTED	NOT PERMITTED	NOT PERMITTED	



District of Port Hardy

WATER CONSERVATION REGULATIONS AT A GLANCE

 ACCEPTABLE

 RESTRICTED

 PROHIBITED

NOTE: These restrictions apply only to the use of treated drinking water. The restrictions do not apply to the use of rain water, gray water, or any forms of recycled water.

ACTIVITY	1	2	3	4	RESTRICTION DETAILS
RESIDENTIAL LAWN SPRINKLING					<p>STAGE 1: May 1- October 31, even-numbered civic addresses Monday, Wednesday and Saturday between the hours of 7:00am-9:00am and 8:00pm-10:00pm. odd-numbered civic addresses Tuesday, Thursday and Sunday between the hours of 7:00am-9:00am and 8:00pm-10:00pm.</p> <p>STAGE 2: Even-numbered civic addresses Monday between the hours of 7:00am-9:00am and 8:00pm-10:00pm. Odd-numbered civic addresses Thursday between the hours of 7:00am-9:00am and 8:00pm-10:00pm</p> <p>STAGE 3 & 4: All forms of lawn watering using treated drinking water prohibited.</p>
NON-RESIDENTIAL LAWN SPRINKLING					<p>STAGE 1: May 1- October 31, even-numbered civic addresses Monday, Wednesday and Saturday between the hours of 1:00am and 8:00am-10:00pm. odd-numbered civic addresses Tuesday, Thursday and Sunday between the hours 1:00am-8:00am</p> <p>STAGE 2: Even-numbered civic addresses Saturday between the hours of 1:00am and 8:00am Odd-numbered civic addresses Wednesday between the hours 1:00am-8:00am</p> <p>STAGE 3 & 4: All forms of lawn watering using treated drinking water prohibited.</p>
WATER TREES, SHRUBS, FLOWERS AND VEGETABLES					<p>STAGE 1: By sprinkler during the same times as residential lawn sprinkling Stage 1. Anytime if by hand held watering container or hose equipped with a shut off nozzle.</p> <p>STAGE 2: By sprinkler during the same times as residential lawn sprinkling Stage 2. Anytime if by hand held watering container or hose equipped with a shut off nozzle.</p> <p>STAGE 3: By hand held container or hose equipped with a shut off nozzle on any day between the hours of 7:00am-9:00am OR 8:00pm-10:00pm.</p> <p>STAGE 4: Prohibited.</p>
WATER NEWLY PLANTED TREES, SHRUBS, FLOWERS AND VEGETABLES					<p>STAGE 1 & 2: By any method during installation and within the 24 hours following planting.</p> <p>STAGE 3: By hand held container or hose equipped with a shut off nozzle between the hours 7:00am-9:00am OR 8:00pm-10:00pm during installation and during the following 24 hours after installation is completed.</p> <p>STAGE 4: Prohibited.</p>



District of Port Hardy

WATER CONSERVATION REGULATIONS AT A GLANCE

ACTIVITY	1	2	3	4	RESTRICTION DETAILS
MICRO-IRRIGATION & DRIP-IRRIGATION	■	■	■	■	STAGE 1, 2 & 3: Any time on any day to a maximum of 3 hours. STAGE 4: Prohibited.
NEW SOD INSTALLATION	■	■	■	■	STAGE 1: <i>Permit required</i> during the first 21 days after installation, and water newly seeded lawns until growth is established or for 49 days after installation, whichever is less, but only during the prescribed Stage 1 lawn watering hours.
FILL A SWIMMING POOL, HOT TUB OR GARDEN POND	■	■	■	■	STAGE 3 & 4: Prohibited
RECREATIONAL AND PERSONAL USE VEHICLES AND BOATS	■	■	■	■	STAGE 1 & 2: Using a hand-held container or hose equipped with a shut-off nozzle and at car dealerships and commercial car washes. STAGE 3: only at car dealerships and commercial car washes using less than 57 litres of water per Vehicle wash or 50% recirculated Water as long as the total amount of Water, excluding recirculated Water, does not exceed 57 litres per Vehicle wash. STAGE 4: Prohibited.
NURSERIES, FARMS, TURF FARMS AND TREE FARMS	■	■	■	■	STAGE 4: Prohibited.
COMMERCIAL OPERATIONS	■	■	■	■	STAGE 1-3: Only those businesses requiring water in order to further business operations (meaning the business would cease to continue if not for the use of water) Must hold a valid business license, and ensure that water usage is not wasteful and where possible reuse water. STAGE 4: Prohibited.
WASH SIDEWALKS, DRIVEWAYS OR PARKING LOTS, EXTERIOR WINDOWS OR EXTERIOR BUILDING SURFACES	■	■	■	■	STAGE 2 & 3: except as necessary for applying a product such as paint, preservative and stucco, preparing a surface prior to paving or repointing bricks, or if required by law to comply with health or safety regulations. STAGE 4: Prohibited.



**DISTRICT OF PORT HARDY
BYLAW 1050-2016**

A BYLAW TO REGULATE CONSERVATION OF WATER

WHEREAS The *Community Charter* authorizes Council to regulate municipal services;

AND WHEREAS the Council of the District of Port Hardy deems it necessary to conserve water;

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

1. TITLE

This Bylaw can be cited as the "District of Port Hardy Water Conservation Bylaw -2016"

2. DEFINITIONS

"Appliance" means a device or mechanism, other than that owned and operated by the District, in or through which water is piped or used for a domestic, commercial or industrial purpose.

"Boat" means a vessel propelled on water by an engine, oars or sails.

"Boulevard" means that portion of any highway other than the paved, improved or main travelled roadway, driveway or sidewalk and includes any landscaped median.

"Bylaw Enforcement Officer" means a person appointed or contracted by the District of Port Hardy to enforce this bylaw.

"Council" means the Council of the District of Port Hardy.

"District Administrator" means the Chief Administrative Officer or designate.

"Exempted person" means an Owner of property identified in Schedule "A" as exempt from one or more of the regulations of this bylaw.

"Farm" means a parcel of land classified as farmland for assessment and taxation purposes.

"Fill" means to fill completely with water.

"Micro-irrigation" or "Drip-irrigation System" means a system using irrigation components which consume less than 20 gallons per hour and operate at less than 25 psi to deliver water to the root zone of the plant material being irrigated, and includes spray emitter systems (Micro-Sprays), point source emitters and linear tape systems as defined in the BC Trickle Manual prepared and published by the BC Ministry of Agriculture and Food, Resource Management Branch (issue 1999), but does not include weeper or soaker hoses.

"District" means the District of Port Hardy.

"Notice" means a Notice given under Section 6 of this bylaw.

"Nursery" means a business in which flowers, plants, trees or shrubs are grown or displayed for sale.

“Over-watering” means to water in a manner that saturates the lawn, boulevard or landscaped area being watered and results in water spreading onto areas beyond them.

“Owner” means any person who owns, is in possession of, or who has the care, control or custody of property.

“Permit” means a permit issued under Section 8(a) of this bylaw.

“Restricted Hours” means those time periods during which watering is permitted in Schedule “A” of this bylaw.

“Sprinkler” means a hose connected or other sprinkler system but excludes a Micro-irrigation or Drip-irrigation system.

“Stage” means the Stages 1, 2, 3 and 4 of Water Use Restrictions prescribed in Schedule “A” of this bylaw.

“Vehicle” means a device in, on or by which a person or thing is or may be transported or drawn on a highway.

“Water” means water supplied by the District of Port Hardy directly or indirectly to an Owner or the act of using or applying such water.

“Water Use Restrictions” means the restrictions prescribed in Schedule “A” of this bylaw.

“Watering Days” means those days during which watering is permitted in Schedule “A” of this bylaw.

3. DECLARATION OF CONSERVATION STAGES

The declaration of the water restriction stages are as follows: each water restriction stage is identified in Schedule ‘A’ Attached to and forming this bylaw.

- (a) Stage 1 and the Water Use Restrictions for Stage 1 prescribed in Schedule “A” are in effect in each year from May 1st to October 31st both inclusive, except as provided under subsection (b).
- (b) The District Administrator, in consultation with the Water System Management, may
 - (i) amend the effective period of time for Stage 1, or
 - (ii) terminate or bring into effect a Stage more restrictive than Stage 1 at any time of the year for any period of time.
- (c) When a declaration is made under subsection 3(b), the water conservation stage described in the declaration comes into force in the District forty eight (48) hours after Council or the District Administrator makes a public announcement of the declaration.
- (d) When a water conservation stage comes into force under this section, any prior conservation stage that had been in force, if any, ceases to be in force.
- (e) When a stage 4 water restriction comes into force the District Administrator shall notify all property owners immediately within twenty four (24) hours.

4. NOTICE

- (a) The District Administrator must give Notice or cause Notice to be given to persons within the Municipality of the applicable Stage determined under Section 3 and its effective

dates of commencement and termination when determined by the Council or District Administrator.

- (b) The Notice under subsection (a) must be given at least once:
 - (i) before the commencement of the applicable Stage, and
 - (ii) within a reasonable time after the termination of any stage by the Council or District Administrator.

- (c) The notice under this section shall be determined by the District Administrator based on severity and may consist of any of the following means:

Changing the level on the water notice signage;

- (i) Newspaper;
- (ii) Community bulletin boards;
- (iii) Mail out;
- (iv) Radio advertising;
- (v) Door to door;
- (vi) Telephone.
- (vii) Website; or
- (viii) Social Media.

5. PROHIBITIONS

- (a) The prohibitions in subsections 5(b) and 5(c) are in force at all times of the year.
- (b) No person shall damage or allow the deterioration of any Appliance so as to result in a waste of Water.
- (c) No person shall waste Water by using more Water than is required to provide a service, produce a product or complete a task, including but not limited to:
 - (i) allowing a tap or hose to run Water unnecessarily, and
 - (ii) the Over-Watering of plants or lawns.
- (d) No person, being an Owner of property in the District, shall use Water or cause Water to be used contrary to the provisions of this bylaw in effect at the time of use.

6. INSPECTION

The District Bylaw Enforcement Officer or a Bylaw Enforcement Officer as designated in a valid District of Port Hardy Municipal Ticket Information System Bylaw has the authority to enter at all reasonable times on any property that is subject to this bylaw to ascertain whether the requirements of this bylaw are being met or the regulations in this bylaw are being observed.

7. WATER USE RESTRICTIONS

The Water Use Restrictions for each Stage are prescribed in Schedule "A" to this bylaw and must be obeyed during the period that the applicable Stage is in effect under this bylaw.

8. PERMITS, EXEMPTIONS AND SPECIAL CASES

- (a) The District may issue Permits in the special cases and manner prescribed in Schedule "B".
- (b) Exemptions and special cases to the regulations in this bylaw are prescribed in Schedule "A".
- (c) Exempted Persons and Permit holders are exempted from Section 3 to the extent permitted by Schedule "A" and the conditions of the Permit where applicable.

9. SCHEDULES

Schedules "A" and "B" of this bylaw form part of and are enforceable in the same manner as this bylaw.

10. SEVERABILITY CLAUSE

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

11. PENALTY

(a) A person who contravenes this bylaw commits an offence, is punishable in accordance with the Offence Act, and on conviction, in addition to the penalties prescribed under the Offence Act, is subject to the following minimum fines:

- (i) for an offence under section 5(b) of this bylaw, a minimum fine of \$100 plus costs for each month that deterioration of an Appliance is not rectified will constitute a new offence;
- (ii) for an offence under section 5(c) of this bylaw, a minimum fine of \$100 plus costs if the offence is committed during Stage 1, \$200 plus costs if the offence is committed during Stage 2, \$300 plus costs if the offence is committed during Stage 3, \$1000 plus costs if the offence is committed during Stage 4 and \$100 plus costs if the offence is committed when no Stage is in effect; and
- (iii) for an offence under section 5(d) of this bylaw, a minimum fine of \$50 plus costs for each offence under Stage 1, \$75 plus costs for each offence under Stage 2, \$100 plus costs for each offence under Stage 3 and \$500 plus costs for each offence under Stage 4.

12. REPEAL

Bylaw 06-2005 Water Conservation is hereby repealed.

Read a first time on the ___ day of April, 2016.

Read a second time on the ___ day of April, 2016.

Read a third time on the ___ day of April, 2016.

Adopted on the ___ day of _____ 2016.

DIRECTOR
OF CORPORATE SERVICES

MAYOR

Certified a true copy of
Bylaw No. 1050-2016 as adopted.

Director of Corporate Services

SCHEDULE "A"

OUTDOOR WATER USE RESTRICTION STAGES

1. Stage 1 – Reduced Lawn Watering

1.1 During Stage 1:

(a) A person shall not water lawns (by hand, sprinkler or other means of automation), except:

- (i) at a residential premises with even-numbered civic addresses Monday, Wednesday and Saturday between the hours of 7:00am-9:00am and 8:00pm-10:00pm.
- (ii) at a residential premises with odd-numbered civic addresses Tuesday, Thursday and Sunday between the hours of 7:00am-9:00am and 8:00pm-10:00pm.
- (iii) At a non-residential premises with even-numbered civic addresses Monday, Wednesday and Saturday between the hours of 1:00am and 8:00am
- (iv) At a non-residential premises with odd-numbered civic addresses Tuesday, Thursday and Sunday between the hours 1:00am-8:00am

(b) a person may

- (i) water trees, shrubs, flowers and vegetables on any day with a sprinkler during the prescribed hours for Stage 1 lawn watering and on any date at any time if watering is done by hand-held container or a hose equipped with a shut-off nozzle;
- (ii) water newly planted trees, shrubs, flowers and vegetables by any method during installation and within the following 24 hours;
- (iii) use Micro-irrigation or Drip-irrigation systems to water trees, shrubs, flowers and vegetables at any time on any day to a maximum of 3 hours;
- (iv) under the authority of a Permit, water new sod on installation and during the first 21 days after installation, and water newly seeded lawns until growth is established or for 49 days after installation, whichever is less, but only during the prescribed Stage 1 lawn watering hours;
- (v) fill hot tubs, swimming pools, wading pools and fountains;
- (vi) wash sidewalks, driveways or parking lots, exterior windows or exterior building surfaces;
- (vii) water all-weather playing fields at any time if failure to do so will result in a permanent loss of plant material; and
- (viii) wash a vehicle with water using a hand-held container or hose equipped with a shut-off nozzle and at car dealerships or commercial car washes.

1.2 As exceptions to the Stage 1 restrictions,

- (a) Owners of property who, by reason of physical or mental incapacity, are unable to water their property within the restricted days and times, may water their property any three days of the week for a maximum of 9 hours per day;
- (b) Nurseries, farms, turf farms and tree farms are exempted from the restrictions; and
- (c) Public Authorities may water lawns and boulevards on any day but no more than three days per week.

2. Stage 2 – Reduced Lawn Watering and Limited Water Use

2.1 During Stage 2:

- (a) A person shall not water lawns, except:
 - (i) at a premises with even-numbered civic addresses Monday between the hours of 7:00am-9:00am and 8:00pm-10:00pm. at a premises with odd-numbered civic addresses Thursday between the hours of 7:00am-9:00am and 8:00pm-10:00pm.
 - (ii) At a non-residential premises with even-numbered civic addresses Saturday between the hours of 1:00am and 8:00am
 - (iii) At a non-residential premises with odd-numbered civic addresses Wednesday between the hours 1:00am-8:00am

- (b) no person shall use water to wash sidewalks, driveways or parking lots, exterior windows or exterior building surfaces, except as necessary for applying a product such as paint, preservative and stucco, preparing a surface prior to paving or repointing bricks, or if required by law to comply with health or safety regulations.

- (c) a person may
 - (i) water trees, shrubs, flowers and vegetables on any day with a Sprinkler during the prescribed hours for Stage 2 lawn watering and on any day at any time if watering is done by hand-held container or a hose equipped with a shut-off nozzle;
 - (ii) water newly planted trees, shrubs, flowers and vegetables by any method during installation and for the following 24 hours;
 - (iii) use Micro-irrigation or Drip-irrigation systems to water trees, shrubs, flowers and vegetables at any time on any day to a maximum of 3 hours;
 - (iv) fill hot tubs, swimming pools, wading pools and fountains;
 - (v) water all weather playing fields at any time if failure to do so will result in a permanent loss of plant material; and
 - (vi) wash a vehicle with Water using a hand-held container or hose equipped with a shut-off nozzle and at car dealerships and commercial car washes.

2.2 As exceptions to Stage 2 restrictions,

- (a) Owners of property who, by reason of physical or mental incapacity, are unable to water their property within the restricted days and times, may water their property any three days of the week for a maximum of 9 hours per day;

- (b) Nurseries, farms, turf farms and tree farms are exempted from the restrictions;

- (c) Public Authorities may water lawns and boulevards on any day but no more than three days per week; and

- (d) Commercial operations requiring the use of water to further business. All businesses must hold a valid business license in Port Hardy. Commercial users must ensure that water usage is not wasteful and where possible reuse water.

3. Stage 3 – No Lawn Watering, Severe Water Use Restrictions

3.1 During Stage 3:

- (a) no person shall
 - (i) water a lawn or Boulevard;
 - (ii) fill a swimming pool, hot tub or garden pond;
 - (iii) fill or operate a decorative fountain at any time;
 - (iv) wash a Vehicle or a Boat with Water; or
 - (v) use water to wash sidewalks, driveways or parking lots, exterior windows or exterior building surfaces, except as necessary for applying a product such as paint, preservative and stucco, preparing a surface prior to paving or repointing bricks, or if required by law to comply with health or safety regulations
- (b) a person may
 - (i) water trees, shrubs, flowers and vegetables on any day between the hours of 7:00am-9:00am OR 8:00pm-10:00pm if watering is done by hand-held container or a hose equipped with a shut-off nozzle;
 - (ii) water newly planted trees, shrubs, flowers and vegetables between the hours 7:00am-9:00am OR 8:00pm-10:00pm only by hand-held container or a hose equipped with a shut-off nozzle during installation and during the following 24 hours after installation is completed;
 - (iii) use Micro-irrigation or Drip-irrigation systems to water trees, shrubs, flowers and vegetables on any day anytime to a maximum of 3 hours; and
 - (iv) water all playing fields at any time, but only if failure to do so will result in a permanent loss of plant material.

3.2 As exceptions to the Stage 3 restrictions:

- (a) Nurseries, Farms, turf farms and tree farms are exempted from the restrictions;
- (b) Recreational and personal use vehicles and boats may be washed with water only at car dealerships and commercial car washes using less than 57 litres of water per Vehicle wash or 50% recirculated Water as long as the total amount of Water, excluding recirculated Water, does not exceed 57 litres per Vehicle wash;
- (c) Commercial operations requiring the use of water to further business. All businesses must hold a valid business license in Port Hardy. Commercial users must ensure that water usage is not wasteful and where possible reuse water.

4. Stage 4 – Emergency Severe Water Use Restrictions

During a stage 4 water restriction due to emergency requirements – including firefighting, below sustainable levels of adequate treated drinking water, flood, or any other emergency situation that would cause treated water to recede quickly, no person shall use treated District water except for personal use including:

- (a) Drinking
- (b) Bathing
- (c) Preparing meals
- (d) All other uses will be prohibited.

SCHEDULE "B"

Permits

1. During Stage 1, a person who has installed a new lawn, either newly seeded or new sod, may apply to the District for a Permit, in a form as prescribed from time to time, which will allow the new lawn to be Sprinkled with Water outside of permitted days, but within Restricted Hours. The Permit shall be conspicuously displayed at the premises for which it was issued.
2. The District shall issue a Permit to an applicant pursuant to Section 1 upon payment to the District of a fee in the amount of \$20.
3. New sod may be watered for 21 days after installation and newly seeded lawn may be watered until growth is established or for 49 days after installation, whichever is less, provided a permit pursuant to Section 1 has been issued for the premises at which the new lawn has been installed.
4. Permits will not be issued during Stage 2 or Stage 3 restrictions.
5. A permit will be invalid if Stage 2 or Stage 3 Outdoor Water Use Restrictions are imposed.

**APPLICATION FOR PERMIT
TO WATER NEW LAWN OUTSIDE OF
PERMITTED DAYS**

**Sample Only.
This permit does not
form part of the bylaw.**

District of Port Hardy Water Conservation Bylaw No. 1050-2016

APPLICANT _____
CIVIC ADDRESS _____
MAILING ADDRESS _____
TELEPHONE Home _____ Work _____
DATE OF APPLICATION _____
TYPE OF WORK Newly seeded _____ New Sod _____
INSTALLATION DATE _____
PERMIT FEE RECEIVED IN THE AMOUNT OF \$ _____

I request approval from the District of Port Hardy to water my new lawn outside of the permitted days as specified in Stage 1, Outdoor Water Use Restrictions, Schedule "A" of the District of Port Hardy Water Conservation Bylaw No. 1050-2016 I understand that:

1. restricted hours are between the hours of 7:00-9:00 a.m. and 8:00 p.m. to 10:00 p.m.; and
2. this permit will be invalid if Stage 2 or Stage 3 Outdoor Water Use Restrictions are imposed.

Signature

PERMISSION IS HEREBY GRANTED TO WATER A NEW LAWN AT THE CIVIC ADDRESS SHOWN ABOVE. THIS PERMIT WILL BE CANCELLED, WITHOUT NOTICE, IF STAGE 2 OR STAGE 3 OUTDOOR WATER USE RESTRICTIONS ARE IMPOSED.

Signature of Authorized Personnel

Date

**THIS PERMIT IS TO BE CONSPICUOUSLY DISPLAYED
AT THE PREMISES FOR WHICH IT IS ISSUED.**