



DISTRICT OF PORT HARDY

AGENDA COUNCIL MEETING 7:00 PM, TUESDAY, SEPTEMBER 13, 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, SEPTEMBER 13, 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	
1-3	1. Minutes of the Committee of the Whole meeting held August 9, 2016. <i>Note: Recommendations are under Committee Reports.</i>	
	Motion required	1. 2.
4-7	2. Minutes of the Regular Council meeting held August 9 2016.	
	Motion required	1. 2.
	D. DELEGATIONS AND REQUESTS TO ADDRESS COUNCIL	
	1. Jon Paquin, Conservation Officer re: Introduction to Council.	
	2. Tami and Ken Kernachan re: Lack of essential laboratory services at Port Hardy Hospital.	
	E. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS	
8-9	1. Council Action items. For information.	
10-11	2. H. Nelson-Smith, Dir. Corporate Services (Sept.8/16) re: Reconsideration of Motion 2016-151	
	Motion / direction	1. 2.
	F. CORRESPONDENCE	
12	1. Hon. Peter Fassbender, Minister of Community, Sport and Cultural Development (Aug 10/16) re: Assessing and taxing properties – single use such as Nav Canada and BC Ferries. For information.	
13	2. Letter from H. Nelson-Smith, Director of Corporate Services to Prince George Nechako Employment and Training Association (Aug. 22/16 re: Support for Sacred Wolf Friendship Centre application for grant funding. <i>Council support obtained via email, formal resolution required.</i>	
	Motion / direction	1. 2.
14-16	3. Amber Mitchell, Central Upper Island Community Council Representative, Community Living British Columbia (Aug.26/16) re: Request to proclaim October 2016 as Community Living Month in Port Hardy. Sponsored by Councillor Corbett-Labatt.	
	Motion / direction	1. 2.
17	4. Leslie Driemel, Chair Port Hardy Twinning Society (Sept.6/16) re: Request for support and update on Delegation from Numata, October 2016.	
	Motion / direction	1. 2.
	G. NEW BUSINESS	
	No New Business in agenda package.	
	H. COUNCIL REPORTS	
	1. Verbal Reports from Council members.	

I. COMMITTEE REPORTS

- 18-21 1. Tourism Advisory Committee
1. Minutes of the Tourism Advisory Committee meeting held July 28, 2016. For information.
- 22-23 2. Minutes of the Tourism Advisory Committee meeting held August 11, 2016. For information.
- 24-28 3. Minutes of the Tourism Advisory Committee meeting held August 25, 2016. For information. *Note: Recommendations to Council were referred to the Finance Committee meeting of September 7, 2016 for consideration.*
- 29-30 2. First Nations Relations Committee
1. Draft minutes of the meeting held August 9, 2016. For information.
3. Committee of the Whole
Recommendations from the meeting held August 9, 2016.
- a. Re: Port Hardy Seagate Pier Inspection Report
That staff be directed to include the costing contained in Staff Report from Allison McCarrick, CAO dated July 11, 2016 regarding the Seagate Pier Inspection in the 2017-2021 Financial Plan finance meeting discussions for further review.
- Motion / direction 1. 2.
- b. Re: Shutters for Port Hardy Museum
That Option 3, electric shutters for the museum windows be implemented, only after another incident occurs to see if the other security measures have worked.
- Motion / direction 1. 2.
- 31 4. Finance Committee
1. Minutes of the Finance Committee Meeting held August 9, 2016. For information.
- 32-33 2. Draft Minutes of the meeting held September 7, 2016. For information.
Recommendations:
- a. *That Funding for a Tourism Profile in the amount of \$800 (plus GST) be approved with funds coming from the Hotel Tax Deferred revenue account.*
- Motion / direction 1. 2.
- b. *That funding for Administrative requirements form part of the MRDT funds budget annually.*
- Motion / direction 1. 2.
- c. *That a replacement for Unit 41, 2005 Ford F350, be funded from the equipment replacement reserve at a cost not to exceed \$30,000 plus tax.*
- Motion / direction 1. 2.
- 34-35 6. Parks & Recreation Review Committee
1. Draft minutes of the meeting held August 17, 2016. For information.

J. STAFF REPORTS

- 36-38 1. Accounts Payable, August 2016. For information.
- 39 2. Adrian Maas, Director of Finance (Aug. 31/16) re: Certification of Alternative Approval Process Results – Fire Truck Debt Authorization.
- Motion / direction 1. 2.

K. CURRENT BYLAWS AND RESOLUTIONS

- 40-42 1. Heather Nelson-Smith, Dir. Corporate Services (Sept.2/16) re: Rezoning Application (9190 Granville St.)
- 43 a. Bylaw 1052-2016, A Bylaw to Amend Zoning Bylaw No. 1010-2013. For First Reading and direction to proceed with a Public Hearing.
- 44-45 2. Heather Nelson-Smith, Dir. Corporate Services (Sept.2/16) re: Rezoning Application (Hastings St.)
- 46-47 a. Bylaw 1053-2016, A Bylaw to Amend Zoning Bylaw No. 1010-2013. For First Reading and direction to proceed with a Public Hearing.
- Motion required 1. 2.
- 48-49 b. Bylaw 1054-2016, A Bylaw to Amend Zoning Bylaw No. 1010-2013. For First Reading and direction to hold a Public Hearing.
- Motion required 1. 2.
- 50 3. Heather Nelson-Smith, Dir. Corporate Services (Sept.2/16) re: Rezoning Application (8740 Main St.)
- 51-52 Bylaw 1055-2016, A Bylaw to Amend Zoning Bylaw No. 1010-2013. For First Reading and direction to proceed with a Public Hearing.
- Motion required 1. 2.
- 53-55 4. Bylaw 1056-2016, A Bylaw to Exempt Certain Properties from Taxation for the Years 2017, 2018 and 2019 for First, Second and Third Reading.
- Motion required 1. 2.
- 56-84 5. Bylaw 1057-2016, A Bylaw for District of Port Hardy User Rates and Fees For 2017. For First, Second and Third Reading.
- Motion required 1. 2.

L. PENDING BYLAWS

Bylaw 1051-2016, Port Hardy Multiplex Loan Authorization Bylaw.

M. INFORMATION AND ANNOUNCEMENTS

- September 15 Committee: Bear Smart 10:00 am, Council Chambers
September 19 Committee: Emergency Planning, Noon, Council Chambers
September 19 Committee: Operational Services 3:00 pm, Council Chambers
September 20 Mt. Waddington Health Network, 5:00 pm, Council Chambers
September 21 Committee: Parks & Recreation Review, 3:00 pm Council Chambers
September 22 Committee: Tourism Advisory 10:00 am – 4:00 pm, Council Chambers
September 26 – 30 UBCM Convention, Victoria, BC
October 3-4 Cultural Sensitivity Training, Council and Staff, Civic Center (contact H.Nelson-Smith to sign up)
October 6 Committee: Tourism Advisory 2:00 pm, Council Chambers
October 6 Multiplex Open House 6:00 pm to 9:00 pm at Civic Center
October 11 Regular Council Meeting, 7:00 pm Council Chambers

N. NOTICE OF IN CAMERA MEETING

No In Camera meeting scheduled at this time.

O. ADJOURNMENT

Motion required 1. 2. Time:



**MINUTES
DISTRICT OF PORT HARDY
COMMITTEE OF THE WHOLE MEETING
TUESDAY, AUGUST 9, 2016
COUNCIL CHAMBERS, MUNICIPAL HALL
7360 COLUMBIA STREET**

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

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

REGRETS: NONE

MEDIA: NORTH ISLAND GAZETTE

MEMBERS OF THE PUBLIC: 1

COW 2016-030
APPROVAL OF
AGENDA AS
PRESENTED

A. CALL TO ORDER

Mayor Bood called the meeting to order at 5:45pm

B. APPROVAL OF AGENDA

Moved/Seconded/Carried

THAT the agenda for the Committee of the Whole meeting of August 9, 2016 be accepted as presented.

C. DELEGATION

1. Leigh Stalker, Strategic Natural Resources (August 4/16) re: Community Wildfire Protection Plan

Ms. Stalker addressed council on the following findings and recommendations with respect to the Community Wildfire Protection Plan to date:

Key Findings:

- A far majority of the fires in the area are human-caused; indicates there is potential for reduction of wildfires with various prevention strategies that consider education and enforcement activities
- Concerns of local stakeholders: recreation in the forest surrounding the community, private and industrial land clearing and operations
- Most areas scored a low or moderate Wildfire Behaviour Threat Class; those areas that resulted in a high or extreme Wildland Urban Interface Threat Class are small and have various features surrounding them that help to reduce the overall threat in the area
- Public education on FireSmart would be valuable and worthy

Recommendations:

- Education: enhance public knowledge, strengthen wildfire suppression training, improve local operational knowledge
- Engineering: encourage FireSmart principles on private properties, consider a fuel management demonstration project, conduct FireSmart assessments on critical infrastructure and implement FireSmart principles if required
- Enforcement: consider incorporating FireSmart principles into building and property standards and subdivision layout, consider interface Development

Permit applications go through applicable external agencies/groups for comment

D. STAFF REPORTS

1. Allison McCarrick, CAO (July 11/16) and Doug McCorquodale, Pacificus Biological re: Port Hardy Seagate Pier Inspection Report – Onsite Engineering Ltd. dated June 30, 2016.

Doug McCorquodale addressed Council regarding the report of the Seagate Pier which is not showing as big of an issue as anticipated. Underwater the piles are strong and there are some works that will be required above the water. Bent # 58 has issues with facing the weather and the bents underneath the building have been exposed to fresh water. The wharf requires some cross bracing and the replacement of non galvanized bolts with galvanized.

Allison McCarrick reported that the boats will be unable to dock at the end until bent 58 is done and signage has been installed. The Harbour Managers are working with placing vessels in alternate locations during this time.

Councillor Corbett-Labatt mentioned that the gangway to the T-Floats requires attention.

Moved/Seconded/Carried

THAT the Committee of the Whole recommend to Council that staff be directed to include the costing contained in Staff Report from Allison McCarrick, CAO dated July 11, 2016 regarding the Seagate Pier Inspection in the 2017-2021 Financial Plan finance meeting discussions for further review.

3. Abbas Farahbakhsh, Director of Operations (August 4/16) re: Shutters for Port Hardy Museum

Abbas Farahbakhsh reported that since the report was prepared he did hear back about decorative security bars.

Councillor Hemphill stated that the option regarding the shutters and ensuring that they are electrical would be beneficial to the museum as they have not made a request in many years.

Moved/Seconded/Defeated

THAT the Committee of the Whole recommend to Council that Option 4, external security bars with a decorative design be the preferred option.

Councillor Robertson wanted to know about past incidents, and determined that prior to this year there were only a couple of incidents in the past 20 years.

Councillor Marcotte stated that the shutters would be a better option as bars will look as though the downtown is unsafe.

Councillor Corbett-Labatt also said she is not in favour of the bars on the windows, but wanted to know about making the shutters graffiti vandal proof.

Abbas Farahbakhsh said that there is nothing that will prevent graffiti from sticking 100% but there are ways of putting extra coatings to attempt to prevent it.

COW 2016-031
SEAGATE PIER
REPAIR COSTS
TO 2017-2020
FINANCIAL
PLAN
DISCUSSIONS

COW 2016-032
MOTION
DEFEATED

COW 2016-033
RECOMMENDS
ELECTRIC
SHUTTERS
FOR THE
MUSEUM

Moved/Seconded/Carried with amendment

THAT the Committee of the Whole recommend to Council that Option 3, electric shutters for the museum windows.

Councillor Robertson offered an Amendment

COW 2016-034
AMENDMENT
TO MOTION
2016-033

Moved/Seconded/Carried

THAT the Committee of the Whole recommend to Council that Option 3, electric shutters for the museum windows *be implemented, only after another incident occurs to see if the other security measures have worked.*

Councillor Hemphill requested the stronger glass

E. NEW BUSINESS

No New Business

COW 2016-035
ADJOURNMENT

F. ADJOURNMENT

THAT the Committee of the Whole adjourns.

Time: 6:50 pm

CORRECT

APPROVED

DIRECTOR
OF CORPORATE SERVICES

MAYOR



**MINUTES OF THE DISTRICT OF PORT HARDY
REGULAR COUNCIL MEETING
AUGUST 9, 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, and John Tidbury

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

REGRETS: None

MEDIA: North Island Gazette **MEMBERS OF THE PUBLIC:** 2

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 August 9, 2016 be accepted as presented.

2016-148
AGENDA
ACCEPTED AS
PRESENTED

C. ADOPTION OF MINUTES

1. Minutes of the Committee of the Whole meeting held July 12, 2016.

Moved/Seconded/Carried

THAT the minutes of the Committee of the Whole Meeting of Council held July 12, 2016 be accepted as presented.

2016-149
C.O.W. MEETING
MINUTES JULY
12/16 ACCEPTED

2. Minutes of the Regular Council meeting held July 12, 2016.

Moved/Seconded/Carried

THAT the minutes of the Regular Council meeting held July 12, 2016 be accepted as presented.

2016-150
REGULAR COUNCIL
MEETING JULY
12/16 ACCEPTED

D. DELEGATIONS

1. Cpl Stu Foster (Acting Staff Sgt) re: RCMP Quarterly report.

Cpl Stu Foster provided an overview of the RCMP activities for the first quarter of 2016. The review included statistics and updates on objectives for:

- Reducing alcohol abuse/intoxication in public areas.
- Traffic safety.
- First Nations and youth relations.
- Crime reduction.

Cpl Stu Foster and Council discussed:

- Staff Sgt Brownridge's replacement will be Wes Olsen and will be introducing the new Staff Sgt to Council w he arrives.

- Break-ins at the museum and the break-ins occurring around town, Cpl Foster will be communicating with the businesses about the measures that can be taken to mitigate the break-ins.

E. ACTION ITEMS

1. Council action items were received for information.
2. Copy of letter from Allison McCarrick, CAO to Debra Oakman, CAO Comox Strathcona Regional Hospital District (July 14/16) re: Parking at the new Campbell River and Comox Valley Hospital Sites, was received for information.

F. CORRESPONDENCE

1. Andrew Ashford, Port McNeill Logger Sports Society (July 7/16) re: Thank you for support of Port McNeill Logger Sports was received as information.
2. Small Community Grants re: 2016 Traffic Fine Revenue \$524,747 was received as information.
3. Abigail McCorquodale re: Thank you for support for Scotdance Canada Championship series was received as information.
4. Christy Clark, Premier, (July 20/16) re: Thank you for letter asking for an amendment to the BC Assessment Act was received as information.

G. NEW BUSINESS

No New Business

H. COUNCIL REPORTS

Mayor Bood and Councillors Pat Corbett-Labatt, Dennis Dugas, 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. Draft minutes of the Operational Services Committee meeting held July 11, 2016 was received as information.

Committee Recommendation

"that Council amend the unsightly premises bylaw to include the following provision 'no out of control grass and weeds (must be under 20 cm high) and no dead landscaping AND add in the definition of brush to the bylaw. An exemption - District Park property designated as meadowed areas will be excluded from this provision."

Councillor Hemphill expressed her deep concern over imposing the amendment to the bylaw and the over legislation. Councillor Robertson agreed with the concern.

Moved/Seconded/Carried

THAT Council amend the unsightly premises bylaw to include the following provision 'no out of control grass and weeds (must be under 20 cm high) and no dead landscaping AND add in the definition of brush to the bylaw. An exemption - District Park property designated as meadowed areas will be excluded from this provision.

Councillor Hemphill and Robertson opposed the motion.

2. Draft minutes of the Tourism Advisory Committee meeting held July 14, 2016 AND July 20, 2016 was received as information
3. Draft minutes of the Parks & Recreation Review Committee meeting held July 20, 2016 was received as information

Committee Recommendation:

“that Council approve, in the 2016 budget year, the repairs to the skateboard park identified in the April 2016 Risk Control Survey report to the District of Port Hardy.”

2016-152
REPAIRS TO THE
SKATEBOARD
PARK TO 2017
BUDGET

Moved/Seconded/Carried

THAT the Skateboard Park repairs be forwarded to budget for the 2017 year.

J. STAFF REPORTS

1. Accounts payable for July 2016 was received for information.
2. Adrian Maas, Director of Financial Services (July 12/16) re: Council Policy CP2.18 Financial Support for Sport Competitors.

2016-153
AMEND POLICY
CP2.18

Moved/Seconded/Carried

THAT Council amend policy CP2.18 Financial Support for Sport Competitors Policy as presented in the Director of Finance Report dated July 12, 2016.

3. Adrian Maas, Director of Financial Services (July 18/16) re: Purchase Card Policy CP2.4.

2016-154
AMEND POLICY
CP2.4

Moved/Seconded/Carried

THAT Council amends policy CP2.4 Purchase Card Policy to include the Mechanic position.

4. Adrian Mass, Director of Financial Services (July 22/16) re: Municipal Finance Authority – Lease Conversions / Payout

2016-155
AUTHORIZE
PAYOUT LEASES

Moved/Seconded/Carried

THAT Council authorizes early payout of Leases as identified in the Director of Finance July 22, 2016 report where funds are sufficient.

5. Heather Nelson-Smith, Director of Corporate Services (August 3/16) re: Chief Election Officer and Deputy Chief Election Officer Appointments.

Moved/Seconded/Carried

THAT pursuant to the Local Government Act, Heather Nelson-Smith is hereby appointed Chief Election Officer for conducting the 2016 by election and assent voting opportunity with the power to appoint other election officials as required for the administration and conduct of the 2016 by election and assent voting opportunity;
AND FURTHER THAT Susan Bjarnason is hereby appointed Deputy Chief Election Officer for the 2016 by election and assent voting opportunity.

2016-156
APPOINTMENT OF
ELECTION
OFFICERS

K. CURRENT BYLAWS AND RESOLUTIONS

L. PENDING BYLAWS

Bylaw 1051-2016, Port Hardy Multiplex Loan Authorization Bylaw.

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: 7:45PM

2016-157
ADJOURNMENT

CORRECT

APPROVED

DIRECTOR
OF CORPORATE SERVICES

MAYOR

ITEM	ACTION REGULAR MEETING AUGUST 9, 2016	WHO	STATUS /COMMENTS
Operational Services Committee meeting held July 11, 2016. Recommendation re: Amendment to Unsightly Premises Bylaw	Approved: THAT Council amend the unsightly premises bylaw to include the following provision 'no out of control grass and weeds (must be under 20 cm high) and no dead landscaping AND add in the definition of brush to the bylaw. An exemption - District Park property designated as meadowed areas will be excluded from this provision. -Amend Bylaw as directed	HN-S	Agenda Item Amended Bylaw
Parks & Recreation Review Committee meeting held July 20, 2016 Recommendation re: repairs to skateboard park	Approved: THAT the Skateboard Park repairs be forwarded to budget for the 2017 year. -Bring forward Skatepark repairs to 2017 budget discussion	AM	
Council Policy CP2.18 Financial Support for Sport Competitors.	Approved: THAT Council amend policy CP2.18 Financial Support for Sport Competitors Policy as presented in the Director of Finance Report dated July 12, 2016. -amend as directed and distribute policy	LD	Done
Purchase Card Policy CP2.4.	Approved: THAT Council amends policy CP2.4 Purchase Card Policy to include the Mechanic position. -amend as directed and distribute policy	LD	Done
Municipal Finance Authority – Lease Conversions / Payout	APPROVED: THAT Council authorizes early payout of Leases as identified in the Director of Finance July 22, 2016 report where funds are sufficient. -Payout leases as directed.	AM	
Chief Election Officer and Deputy Chief Election Officer Appointments.	Approved: Heather Nelson-Smith is hereby appointed Chief Election Officer; AND FURTHER THAT Susan Bjarnason is hereby appointed Deputy Chief Election Officer for the 2016 by election and assent voting opportunity. -Complete appointment procedures as directed	HN-S	Done
ITEM	ACTION REGULAR MEETING JULY 12, 2016	WHO	STATUS /COMMENTS
British Columbia Utilities Comm re: BC Hydro and FortisBC Inc – Residential Block Rate Report to the Gov't of BC, request for support in communicating public notice to residents within Port Hardy.	Approved: THAT Council approve posting the Request for Comments on Residential Inclining Block Electricity Rates to the District of Port Hardy website and the District's social media outlets. -Staff to work with interested Councillors on District submission	H-NS	Done
Schell Nickerson, Fire Chief (July 8/16) re: Replacement of Fire Hall #1 Front Line Fire Engine.	Approved: THAT Council proceed with Option #1, replacement of frontline fire engine #10 with a new Quint engine as outlined in the Fire Chief report of July 8, 2016. -report to Council on RFP findings Approved: THAT Council approve proceeding with an Alternative Approval Process under section 175 of the <i>Community Charter</i> for the purchase of a Fire Truck as outlined in the Director of Finance report of June 30, 2016. -proceed as directed	HN-S AM	Ongoing. RFP closes Sept 12 th report to Council Oct 6 th Agenda item
Adrian Maas, DFS re: Alternative Approval Process – Fire Truck.			

ITEM	ACTION COUNCIL MEETING May 10 2016	WHO	STATUS /COMMENTS
First Nations Relations Committee May 10, 2016 Recommendations: THAT Council provide in kind services to install two signs donated by Merv Child for locations at Stink Creek Park and along the Harbour Trail near the Seaplane Base AND THAT Council investigate supplying a plaque that identifies the artist AND THAT it be in two languages.	Approved: - Arrange for signs / installation/plaque -Investigate interpretive signs	AF/SM	In progress
		AF AMc	In progress In progress
Recommendations from COW May 10/16: THAT Council approve Application to the BC Rural Dividend Program for the Seagate Pier Revitalization project	a. Approved: BC Rural Dividend Fund Program application - to be pursued by staff as directed.	AMc	Application submitted. Announcements coming early October
Abbas Farahbakhsh, Dir Op Scvs re: Op Scvs Utility Dept Department Staffing.	Approved: THAT Council authorizes staff to proceed with the hiring of an additional full time utility operator. - Proceed with hiring process	AF	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	Done
ITEM	ACTION COUNCIL MEETING NOVEMBER 24, 2015	WHO	STATUS /COMMENTS
The First Nations Relations Committee draft minutes of Nov 10/15 Recommendation: for three days of First Nation cultural education and training workshops	Approved: as recommended: -arrange contract for 2016 -Funding arrangement to 2016 budget	HN-S HN-S	Workshop dates October 3 & 4 2016
Operational Services 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 municipal inspector
ITEM	ACTION COUNCIL MEETING JULY 14, 2015	WHO	STATUS /COMMENTS
Parks & Rec Review Committee June 16/15. Recommendation: THAT Council approves removal of 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, <u>April 26/16</u> awaiting Hydro truck



DISTRICT OF PORT HARDY NOTICE OF RECONSIDERATION

TO: Mayor and Council
FROM: Heather Nelson-Smith
SUBJECT: Reconsideration of Motion # 2016-151
DATE: September 8, 2016

Bylaw 03-2009 Council Procedure Bylaw

Reconsideration by Council Member

1. (1) *Subject to subsection (5), a Council member may, at the next Council meeting,*
 - (a) *move to reconsider a matter on which a vote, other than to postpone indefinitely, has been taken, and*
 - (b) *move to reconsider an adopted bylaw after an interval of at least 24 hours following its adoption.*
- (2) *A Council member who voted affirmatively for a resolution adopted by Council may at any time move to rescind that resolution.*
- (3) *Council must not discuss the main matter referred to in subsection (1) unless a motion to reconsider that matter is adopted in the affirmative.*
- (4) *A vote to reconsider must not be reconsidered.*
- (5) *Council may only reconsider a matter that has not*
 - (a) *had the approval or assent of the electors and been adopted,*
 - (b) *been reconsidered under subsection (1) or section 131 of the Community Charter [mayor may require Council reconsideration of a matter],*
 - (c) *been acted on by an officer, employee, or agent of the District.*
- (6) *The conditions that applied to the adoption of the original bylaw, resolution, or proceeding apply to its rejection under this section.*
- (7) *A bylaw, resolution, or proceeding that is reaffirmed under subsection (1) or section 131 of the Community Charter [mayor may require Council reconsideration of a matter] is as valid and has the same effect as it had before reconsideration.*

Mayor Bood wishes to bring forward the following resolution for consideration:

'THAT Council amend the unsightly premises bylaw to include the following provision 'no out of control grass and weeds (must be under 20 cm high) and no dead landscaping AND add in the definition of brush to the bylaw. An exemption - District Park property designated as meadowed areas will be excluded from this provision.'

Process:

1. Motion to reconsider motion # 2016-151.
2. If passed debate the motion to reconsider.

If the reconsideration requires a change or repeal to the original motion:

1. Motion to amend.
2. Motion to repeal original motion.
And/or
3. New motion.

Respectfully submitted,



Heather Nelson-Smith, DCS



August 10, 2016

Ref: 168436

His Worship Mayor Hank Bood
District of Port Hardy
7360 Columbia Street
PO Box 68
Port Hardy, BC V0N 2P0

Dear Mayor Bood:

Thank you for your letter addressed to the Honourable Christy Clark, Premier, requesting amendments to be made to the *Assessment Act* to provide certainty in assessing and taxing properties with a unique use, such as Nav Canada and BC Ferries. As Minister responsible for community and legislative services, I am pleased to respond on behalf of Premier Clark.

Your request is timely and I am pleased to let you know that to ensure certainty for taxing jurisdictions, the Province of British Columbia has already made legislative amendments to the Act to address the exact concerns that you expressed in your letter. Bill 25, the *Miscellaneous Statutes (General) Amendment Act, 2016*, was introduced and subsequently passed in May 2016. As a result, the Act has been amended to provide authority for the Lieutenant Governor in Council to prescribe, by regulation, assessed values for certain restricted-use properties such as Nav Canada and BC Ferries.

As you may already know, restricted-use properties are generally located on provincial or federal Crown lands, occupied by businesses or corporations that provide a public service with some public funding. Prescribing assessed values for these properties will provide certainty in the local government tax base, thus, ensuring predictable and stable property tax revenues. It will also support a fair and consistent assessment system and support Government's policy that all property owners and taxable occupiers should pay their fair share of property taxes.

Thank you again for writing.

Sincerely,

Peter Fassbender
Minister

pc: The Honourable Christy Clark, Premier
The Honourable Mike de Jong, Minister of Finance
Mr. Al Richmond, Chair, Union of British Columbia Municipalities



District of Port Hardy

7360 Columbia Street ♦ PO Box 68

Port Hardy BC V0N 2P0 Canada

Telephone: (250) 949-6665 ♦ Fax (250) 949-7433

Email: general@porthardy.ca ♦ www.porthardy.ca



August 22, 2016

Ms. Nicole Doucette
Prince George Nechako Employment and Training Association
198 Kingston Street
Prince George, BC V2L 1C3

COPY

Dear Ms. Doucette

The District of Port Hardy supports Sacred Wolf Friendship Centre's application for grant funding through the 2016 BC Rural & Remote Homelessness Partnering Strategy.

As a member of the Mount Waddington Health Network's subcommittee Housing & Homelessness/Addictions Services Planning, the District of Port Hardy is acutely aware of the need in our region for services that address homelessness. We have contributed to the development of this proposal through our participation in the 2013 Housing and Homelessness Community Needs Assessment, as well as in subsequent planning and development activities.

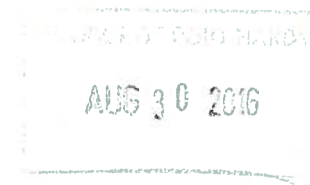
We recognize that in order to be ready for Housing First programs we first need to:

- Create a Mt Waddington system that mobilizes resources and community support regionally
- Design and implement accessible ways of coordinating linkages to all of our services
- Develop the skills and knowledge to leverage staffing, facilities and other resources
- Have an action plan that contains the elements to ensure that Housing First strategies are sustainable and ongoing

As indicated in the MWRD Housing and Homelessness Needs Assessment, we have an acute need in our region for Housing First opportunities and resources. This 2016 grant would give a great opportunity for our region, and we would urge you to look upon the Sacred Wolf Friendship Centre's application with favour.

Sincerely,
The District of Port Hardy

Heather Nelson-Smith
Director of Corporate & Development Services



August 26, 2016

Acting Mayor, Councillor Pat Corbett-Labatt
City of Port Hardy
PO Box 68
7360 Columbia St
Port Hardy BC V0N 2P0

Dear Acting Mayor, Councillor Pat Corbett-Labatt,

On behalf of the Central Upper Island Community Council (CUICC), a volunteer group that works with Community Living BC (CLBC), a BC Crown corporation that funds services for adults with developmental disabilities. The role of the CUICC is to make sure people with developmental disabilities, families, community members and service providers across the Central Upper Island play a major role in achieving the shared vision of fostering good lives in welcoming communities.

On behalf of the CUICC , I am writing to request your Council proclaim October 2016 as Community Living Month in Port Hardy.

This is the 18th anniversary of October being proclaimed as Community Living Month in British Columbia. Each year during this month, individuals, families, service providers, employers, community groups and community partners take time to recognize the many contributions people with developmental disabilities make to their communities. It is also a chance to celebrate the families, friends, employers, volunteers and communities, like yours, who contribute every day to enhance the quality of life for people with diverse abilities.

The CUICC works collaboratively with community partners and local CLBC offices across Central and Upper Island to support and recognize community inclusion, and to foster full participation in community for people with developmental disabilities. These goals cannot be accomplished without the dedication and commitment of community partners like you.

Please find attached with this letter suggested wording for the proclamation. On behalf of the CUICC, thank you for considering our request to have you proclaim Community

Living Month 2016 in your community. We will look forward to hearing from you.
Thank you.

Sincerely,



Amber Mitchell
Community Council Representative
Central Upper Island Community Council



AM/slr



District of Port Hardy

7360 Columbia Street ♦ PO Box 68
Port Hardy BC V0N 2P0 Canada
Telephone: (250) 949-6665 ♦ Fax (250) 949-7433
Email: general@porthardy.ca ♦ www.porthardy.ca



PROCLAMATION

COMMUNITY LIVING MONTH OCTOBER 2016

- WHEREAS** the Provincial Government proclaims October as Community Living Month every year, and;
- WHEREAS** Community Living Month is a celebration of community inclusion throughout the Province of British Columbia and;
- WHEREAS** Canada ratified the United Nations’ historic Convention on the Rights of Persons with Disabilities in 2016 and;
- WHEREAS** a thriving community requires the inclusion and participation of all its members and;
- WHEREAS** the inclusion of individuals with developmental disabilities in all aspects of community enables all people to contribute their gifts, talents and abilities, and to secure their rightful place at home, at school, at work and in the community and;
- WHEREAS** Community Living BC, a provincial Crown corporation, will be celebrating Community Living Month in partnership with the District of Port Hardy to raise public awareness about inclusion and support persons with diverse abilities to participate fully in societal life;

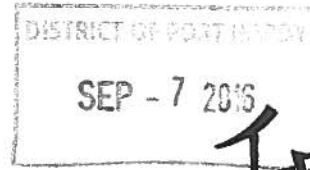
NOW THEREFORE, BE IT RESOLVED THAT I Hank Bood, Mayor of Port Hardy do hereby declare October, 2016 as “Community Living Month” in the District of Port Hardy.

Hank Bood, Mayor

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PORT HARDY
TWINNING SOCIETY

c/o Box 68 Port Hardy, BC V0N 2P0
Port Hardy, BC - Numata, Hokkaido
Canada - Japan



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To strive for the advancement of friendship between our community and Numata through the promotion of exchanges in the fields of economy, culture, education, and sports... in full and free cooperation with our sister city.

September 6, 2016

Mayor Hank Bood and Councillors
District of Port Hardy
PO Box 68
Port Hardy BC V0N2P0

Dear Mayor Bood and Council Members:

Re: Update on Delegation from Numata, October 2016

The Port Hardy Twinning Society would like to update you on the visit to Port Hardy by a delegation from our Sister City of Numata, Japan. There are 9 youth and 3 adults arriving in Port Hardy on Tuesday October 4, 2016 (arriving Port Hardy Airport at 2:30 pm) and they will be here until Saturday September 8, 2016 (departing Port Hardy Airport at 2:00pm). We are planning a great itinerary including school visits, showing them our great North Island and sharing local First Nations culture with them.

Every delegation from Port Hardy to Numata has been formally received by their Mayor at the Municipal Hall and we hope that our Council will follow this tradition. We would like to request an official welcome at the Municipal Hall at 3:00 pm with Mayor Bood and all available Council members. If the District could organize and provide light refreshments for the Numata guests and their homestay families present that would be a great help. We will be asking the RCMP to provide officers in red serge for the welcome, as this is a great way to start the visit.

At this time the Twinning Society would also like to invite Council members and their spouses to attend a farewell dinner on Friday October 7th. When the visit itinerary details are finalized we will provide more information and itinerary copies will be provided to all of Council and District staff. If you have any questions regarding the upcoming, visit, please do not hesitate to contact me.

A handwritten signature in cursive script, reading "Leslie Driemel".

Leslie Driemel
Chair - Port Hardy Twinning Society



**MINUTES OF THE
DISTRICT OF PORT HARDY
TOURISM ADVISORY COMMITTEE MEETING
JULY 28, 2016 2:00pm
MUNICIPAL HALL, 7360 COLUMBIA STREET**

PRESENT: Donna Gault (Chair), Councillor Dennis Dugas, District of Port Hardy; Councillor Rick Marcotte, District of Port Hardy; Louisa Bates, Visitor Information Centre, Carly Pereboom Manager, Chamber of Commerce Tourism Port Hardy; Joli White, Tourism Coordinator, Vancouver Island North Tourism;

Staff: Allison McCarrick, CAO; Adrian Maas, Director of Financial Services, Leslie Driemel, Recording Secretary

Regrets: Mike Kelly, Tides and Tales / Codfather Charters, Tourism Stakeholder Rep

A. CALL TO ORDER

Chair Donna Gault called the meeting to order. Time: 2:00 pm

B. APPROVAL OF AGENDA AS PRESENTED

Moved/Seconded/Carried

THAT the agenda of the Tourism Advisory Committee meeting July 28, 2016 be approved as presented.

TAC-2016-011
AGENDA JULY
20/16 ACCEPTED
AS PRESENTED.

C. ADOPTION OF MINUTES

1. Minutes of the Tourism Advisory Committee meeting held July 14, 2016.

Moved/Seconded/Carried

THAT the Minutes of the Tourism Advisory Committee meeting held July 14, 2016 be accepted as presented.

TAC-2016-012
MINUTES JULY
14/16 ACCEPTED
AS PRESENTED

2. Minutes of the District of Port Hardy Port Hardy Accommodation Provider Municipal and Regional District Tax Information Meeting at 1:30 pm July 20, 2016.

Moved/Seconded/Carried

THAT the minutes of the District of Port Hardy Accommodation Provider Municipal and Regional District Tax Information meeting held at 1:30 pm July 20, 2016 be approved as presented.

TAC-2016-013
JULY16/16 1:30 PM
ACCOMMODATION
PROVIDER
MEETING MINUTES
ACCEPTED AS
PRESENTED

3. Minutes of the District of Port Hardy Accommodation Provider Municipal and Regional District Tax Information Meeting at 6:30 pm July 20, 2016.

Moved/Seconded/Carried

THAT the minutes of the Port Hardy Port Hardy Accommodation Provider Municipal and Regional District Tax Information meeting held at 6:30 pm July 20, 2016 be approved as presented.

TAC-2016-014
JULY16/16 6:30 PM
ACCOMMODATION
PROVIDER
MEETING MINUTES
ACCEPTED AS
PRESENTED

D. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

1. Review of MRDT Timeframe

July 20 Meetings with Accommodation Providers - DONE
July 27 Feedback and follow up - DONE
July 28 Committee meeting – DONE
August 1-15 Get hotelier signatures – DONE
September 30 Deadline for application submission - Ongoing

Donna Gault advised that three accommodation providers, North Coast Cottage, Glen Lyon Inn and Pioneer Inn did not agree to sign. Currently there 11 properties covering 359 rooms which are enough for the MRDT application. The names of accommodation providers and number of rooms they have has been double checked.

Jolie White commented that they physical location of accommodation providers is also important. Great Bear Lodge at Smith's inlet is not in the Port Hardy catchment area. Adrian Maas advised he has contacted the Ministry and is requesting a listing of accommodation providers for the Port Hardy area.

Jolie White advised that the Regional District submitted their MRDT application to Destination BC for review prior to submitting to the Ministry.

It was commented that Bear Cove Lodge was not in our collection area.

2. Review of 5 Strategic Plan and 1 Year Tactical Plan

Carly Pereboom advised she is reviewing the application documents and has questions for Destination BC regarding:

-amount of detail required in 5 year strategic plan --as 80% of the 2% MRDT funding goes to the Regional District of Mt. Waddington and they have already submitted a strategic plan. Can the RDMW plan be attached as part of the District of Port Hardy MRDT 5 year Strategic Plan? Adrian Maas commented that the reporting is primarily on what the District will be doing.

The 1 year Tactical plan will identify successful marketing done in the past that will be brought forward again in 2017.

Adrian Maas advised that the 5 Strategic Plan and 1 Year Tactical Plan are to be part of the public consultation process as well as be approved by Council.

Carly discussed with the Committee the need to go strictly by the template supplied for the application process. A. Maas advised that when the template is followed then there is less chance to miss something important.

E. NEW BUSINESS

No New Business

F. CORRESPONDENCE

No correspondence in agenda package.

G. ROUNDTABLE

Donna Gault

-MRDT accommodation provider signatures have been obtained.

-Requested meeting minutes of the Tourism Advisory Committee meetings be sent, on

an ongoing basis, to all 14 accommodation providers. It was agreed that Bear Cove Lodge, although their physical location as within the Port Hardy accommodation provider area is not yet confirmed, will also be included in the email list. Jolie White will forward the email addresses to L. Driemel for all future distribution of the minutes to the stakeholders

- Adrian Maas advised that the 5 Year Strategic Plan and 1 Year Tactical Plan are to be part of the public consultation process and should be distributed to the stakeholders when completed and that the plans also have to be approved by Council.

Visitor Information Center - Louisa Bates

- past weeks were busy with designing the hotelier presentation
- currently working on last minute details regarding the website which should be up by end of August
- discussed possible purchase of a computer program, such as Adobe Photoshop, to help design ads. Louisa advised she will investigate the costs of design programs.
- working on the MRDT application where required

Chamber of Commerce - Carly Pereboom

-requested and received clarification on the financial administration of the MRDT process and suggested that additional administration time by the Visitor Center will result in more and an additional 'fee for service' for the marketing work done by the Visitor Center be reviewed.

The Committee discussed various administration fees rates; process for payments for shared marketing projects and adding tourism marketing as a line item in the fee for service agreement with the Chamber of Commerce / Visitor Center.

Councillor Marcotte asked of Ms Pereboom has received any contact from BC Ferries regarding allowing and advertising for overnight parking the evening before a sailing, as well as longer term pay parking.

Carly Pereboom advised that she is contacting Jeff West at BC Ferries to discuss and find ways to mitigate the issue. He is away on holidays and she hopes to touch base with him next week. The Committee's concerns will be brought forward to the next meeting of the BC Ferries North & Central Coast Advisory Committee. Allison McCarrick advised Council will be also bringing the issue forward at meetings at the upcoming September UBCM Convention

Regional District VINTAC - Joli White

- recent weeks spent working on MRDT application with Tourism Advisory Committee

District of Port Hardy – Adrian Maas, Director of Finance

Mr. Maas distributed a handout showing MRDT – Actual Revenue Sharing October 2014 to April 2016. The Committee was advised that there are highs and lows in the figures provided, probably due to lags in reporting times from the hoteliers to the province and from the province to the District.

District of Port Hardy – Allison McCarrick, CAO

- Thanked the Committee members for their hard work on the well done hotelier presentations and thanked Donna Gault for all her work in contacting and visiting the hoteliers to get them on board.

Chamber of Commerce - Carly Pereboom
- discussed with the Committee possible MRDT application requirements requiring a nonprofit society, such as Tourism Port Hardy, be part of the process. The Committee reviewed the relevant passages of the application and agreed that the District is the submitting body and that a nonprofit society partner is not required.

I. NEXT MEETING DATE: Thursday August 11, 2016 at 2:00 pm in Council Chambers

J. ADJOURN

TAC-2016-015
ADJOURNMENT

Moved/Seconded/Carried
THAT we adjourn

Time: 3:00 pm



**MINUTES OF THE
DISTRICT OF PORT HARDY
TOURISM ADVISORY COMMITTEE MEETING
AUGUST 11, 2016 2:00pm
MUNICIPAL HALL, 7360 COLUMBIA STREET**

PRESENT: Donna Gault (Chair), Councillor Dennis Dugas, District of Port Hardy; Councillor Rick Marcotte, District of Port Hardy; Louisa Bates, Visitor Information Centre, Carly Pereboom Manager, Chamber of Commerce Tourism Port Hardy; Joli White, Tourism Coordinator, Vancouver Island North Tourism;

Staff: Allison McCarrick, CAO; Adrian Maas, Director of Financial Services, Heather Nelson-Smith, Director of Corporate Services

Regrets: Mike Kelly, Tides and Tales / Codfather Charters, Tourism Stakeholder Rep

A. CALL TO ORDER

Donna Gault, called the meeting to order.

Time: 2:00 pm

B. APPROVAL OF AGENDA AS PRESENTED

Director of Finance Adrian Maas said that there was no agenda prepared as the only item to focus on was the tactical and strategic plan.

C. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

1. Strategic and Tactical plan MRDT Application

Carly wanted to discuss the items that should be included in the Strategic Plan and requested input to assist with the development.

There are eight major headings in the report including:

1. Vision and Mission
2. Strategic Context
3. Overall Goals, Objectives and Targets
4. Strategies- Key Actions
5. Brand Positioning
6. Target Markets
7. Management, Governance and Administration
8. Sources of Funding

There was some concern over the lack of business (dive shop, boat rentals etc.) in Port Hardy and the need to enhance this area for economic development purposes and tourism support.

Port Hardy has many benefits and we need to increase the awareness of the available opportunities for businesses and increase their traffic in order for further investment into their business.

The plan requires the District of Port Hardy provide its own analytical information aside from the Regional plan. The Visitor Center has statistics that can be used including number of visitors and nights stayed. Additionally the Visitor Centre could also meet with accommodators at the end of a season annually to discuss the occupancy over the season.

Possible visitor surveys targeted at finding out where people are hearing about the accommodations and services in order to better gauge where visitors are getting their information for better focus on future advertising.

Our overall goal is to market Port Hardy as a destination. Increase our population by attracting those visitors to either take up permanent or part time residence in Port Hardy. This in turn will grow the area, open opportunities for further business growth and support more tourism.

Key deliverables include: Building and developing business opportunities; shopping local; promoting businesses in Port Hardy; increasing the First Nations experience.

Current economic conditions and challenges include training, workers leaving, skilled worker availability and a transient workforce.

Tourism is on an upward trend in Port Hardy.

Look into see if there is any analytical information that was collected by k'awat'si Economic Development Corporation.

Next Steps:

- Carly will work on the remainder of the report and distribute August 20th.
- Adrian and Allison will work on section 7. Management, Governance and Administration and 8. Sources of Funding.
- Next meeting August 25th the group will go over the draft.

I. NEXT MEETING DATE: Thursday August 25, 2016 at 2:00 pm in Council Chambers

J. ADJOURN

Moved/Seconded/Carried
THAT we adjourn

Time: 2:57 pm

TAC-2016-016
ADJOURNMENT



**MINUTES OF THE
DISTRICT OF PORT HARDY
TOURISM ADVISORY COMMITTEE MEETING
AUGUST 25, 2016 2:00pm
MUNICIPAL HALL, 7360 COLUMBIA STREET**

PRESENT: Donna Gault (Chair), Councillor Dennis Dugas, District of Port Hardy; Councillor Rick Marcotte, District of Port Hardy; Louisa Bates, Visitor Information Centre, Carly Pereboom Manager, Chamber of Commerce Tourism Port Hardy; Joli White, Tourism Coordinator, Vancouver Island North Tourism;

Staff: Adrian Maas, Director of Financial Services, Leslie Driemel, Recording Secretary

Regrets: Allison McCarrick, CAO, Mike Kelly, Tides and Tales / Codfather Charters, Tourism Stakeholder Rep

A. CALL TO ORDER

Chair Donna Gault called the meeting to order. Time: 2:00 pm

B. APPROVAL OF AGENDA AS PRESENTED

Moved/Seconded/Carried

THAT the agenda of the Tourism Advisory Committee meeting August 25, 2016 be approved as presented.

TAC-2016-017
AGENDA AUGUST
25/16 ACCEPTED AS
PRESENTED.

C. ADOPTION OF MINUTES

1. Minutes of the Tourism Advisory Committee meeting held July 28, 2016.

Donna Gault requested the minutes of the meeting of July 28, 2016 be amended as follows:

Wording Change

From: Donna Gault advised that three hoteliers, North Coast Cottage, Glen Lyon Inn and Pioneer Inn did not agree to sign.

To: Donna Gault advised that three *accommodation providers*, North Coast Cottage, Glen Lyon Inn and Pioneer Inn did not agree to sign.

Additional Wording

It was commented that Great Bear Lodge was not in our collection area

Wording Change

From: The Committee discussed various administration fees rates; process for payments for shared marketing projects and adding tourism marketing as a line item in the fee for service agreement with the Chamber of Commerce / Visitor Center.

To: The Committee discussed process for payments for shared marketing projects and adding tourism marketing as a line item in the fee for service agreement with the Chamber of Commerce / Visitor Center.

TAC-2016-018
MINUTES OF JULY
28/16 ACCEPTED AS
AMENDED

Moved/Seconded/Carried

THAT the Minutes of the Tourism Advisory Committee meeting held July 28, 2016 be accepted as amended.

TAC-2016-019
RECOMMENDATION
TO COUNCIL RE
FUNDING OF MRDT
ADMIN
REQUIREMENTS

Moved/Seconded/Carried

The Tourism Advisory Committee recommends to Council that funding for administrative requirements for the MRDT application and process be referred to the Finance Committee for 2017 budget discussions.

2. Minutes of the Tourism Advisory Committee meeting held August 11, 2016.

Donna Gault requested the minutes be amended:

From: Look into see if there is any analytical information that was collected by kEDC

To: Look into see if there is any analytical information that was collected by k'awat'si Economic Development Corporation.

TAC-2016-020
MINUTES OF
AUGUST 11/16
ACCEPTED AS
AMENDED

Moved/Seconded/Carried

THAT the Minutes of the Tourism Advisory Committee meeting held August 11, 2016 be accepted as amended.

D. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

1. Review of DRAFT 5 Year Strategic Plan for MRDT Application

Management, Governance and Administration and Sources of Funding

Adrian Maas circulated a draft of the MRDT application sections on Management, Governance and Administration and Sources of Funding.

TAC-2016-021
ACCEPT MRDT
APPLICATION
SECTIONS ON
MANAGEMENT,
GOVERNANCE AND
ADMINISTRATION
AND SOURCES OF
FUNDING AS
PRESENTED,

Moved/Seconded/Carried

THAT the Tourism Advisory Committee accept MRDT application sections on Management, Governance and Administration and Sources of Funding as presented, excepting some minor typographic corrections.

Branding

Carly Pereboom reviewed the Branding portion of the MRDT application. The Committee discussed changes to the wording to remove the word 'not' where possible and retain a positive wording in the presentation. Carly Pereboom will re-work the wording for the final draft.

Marketing

Carly Pereboom advised the Committee that statistics have been drawn from Vancouver Island North Visitor Information study done in 2015. The Committee was advised that, for approximately \$750 Port Hardy specific data can be obtained from Sociable Scientists Inc. The data would help obtain specific Port Hardy baseline information on visitor needs and requirements.

TAC-2016-022
RECOMMENDATION
TO COUNCIL RE
FUNDING FOR
FOR DELIVERY OF
STATISTICS AND
BASELINE DATA

Moved/Seconded/Carried

The Tourism Advisory Committee recommends to Council that funding be provided in 2016 of \$800 for delivery of statistics and baseline data to develop a visitor information profile for the MRDT application.

Councillor Dugas asked if the marketing plan will change when data specific to Port Hardy is obtained. Carly Pereboom advised that the general messaging won't change but data specific to our community will be provided.

Goals

Carly Pereboom reviewed the DRAFT goals for the 5 Year Strategic Plan

1. Increase economic growth in the District of Port Hardy through tourism.
2. Increase awareness about Port Hardy's natural assets.
3. To maintain support of the VINT regional tourism project.
4. To maintain sustainable delivery structure and stakeholder support for the MRDT.

The wording for the goals is not finalized and may change. Each goal has to have objectives, targets, measurements and tactics that support the reasoning behind the goal. A print out of Draft Goal #3 was circulated for information. These goals also have to be planned for 2017-2021 stretching each goal to 5 year terms. The Committee reviewed the goals and how they reflect the needs of accommodation providers and stakeholders.

Carly Pereboom advised a draft application will be submitted to Destination BC for their review prior to the application.

2. Review of Draft 1 Year Tactical plan for MRDT Application

Louisa Bates distributed and reviewed draft budget information to be included in the 1 Year Tactical Plan for the MRDT application. The Committee reviewed the information provided in the focus areas of:

- Administration & Wages
- Stakeholder Consultation,
- Print Publications,
- Online Resources,
- Digital Resources
- Promotional Products.

The costing information was projected on Port Hardy portions of MRDT Revenues at 3%, which would be approximately \$40,000. Adrian Maas advised that \$40,000 would be only for 2017 at the 3% rate. A more probable figure for 2016 would be approximately \$31,500 as part of the 2016 year would be at 2% and part at 3%.

The Committee discussed whether two separate budgets are required for the MRDT Application. A. Maas suggested a conference call to Destination BC to clarify the concerns. L. Bates advised the budget can be adjusted to reflect the June to December time period.

The Committee also discussed:

- Angler Atlas – a Vancouver Island freshwater guide that currently does not list North Island Lakes. The Committee discussed ways and means to have articles and information provided to the magazine.
- the web page design and features to be similar to Destination BC for consistent messaging and style.

The Committee discussed development of a survey to collect data that can be used at the Fall Fair on September 10-11 and that can also be distributed via Survey Monkey and stakeholder websites.

Jolie White advised that data from Port Hardy respondents to the Regional Tourism survey can be pulled out as one of the questions asked was "what community do you live in?"

The Committee agreed that a meeting date to review the complete draft of the application will be held Thursday September 22, 2016 from 10:00 am to 4:00 pm.

3. BC Ferries Camping

Carly Pereboom reviewed the timeline of inquires and lack of response from Jeff West and inquiries to Darin Guenette at BC Ferries regarding the allowing of camping at the Bear Cove Ferry Terminal. Ms Pereboom has emailed the Chair of the North & Central Coast Advisory Committee and requested the item be added to the agenda for the November meeting.

E. NEW BUSINESS

No New Business

F. CORRESPONDENCE

No correspondence in agenda package.

G. ROUNDTABLE

a) Tourism Port Hardy - Donna Gault

- Relayed information regarding 2014-2015 room rates and occupancy statistics obtained from CBRE (Coldwell Banker Richard Ellis) who collect data for Destination BC. Will continue with finding a way that CBRE would be able, at no cost, give us the information for Port Hardy as we are now included in "other". Louisa Bates advised the Committee should be cautious of the data as not all accommodation providers are providing information and the data could be skewed. The Committee should make sure that an appropriate mix of accommodation providers are included. Advised the Committee that an RV magazine publication has no information on sani-dumps in Port Hardy area. The location of sani-dumps should be included in visitor information. J. White advised that Port Hardy sani-dump information is on <http://www.sanidumps.com>.
- Advised the Committee that an RV magazine publication has no information on sani-dumps in Port Hardy area. Will contact them and request the location of sani-dumps be included in visitor information J. White advised that Port Hardy sani-dump information is on <http://www.sanidumps.com>.

b) Visitor Information Center - Louisa Bates

- The January 2016 to December 2016 Port Hardy Tourism Marketing and Advertising Budget was circulated for information.

c) Chamber of Commerce - Carly Pereboom, No report

d) Regional District VINTAC - Joli White, No report

I. NEXT MEETING DATES:

- Thursday September 8, 2016 at 2:00 pm in Council Chambers
- Thursday September 22, 2016 at 10:00 am – 4:00pm (review of application) in Council Chambers
- Thursday October 6, 2016 at 2:00 pm in Council Chambers
- NOTE: October 20, 2016 meeting has been cancelled.

J. ADJOURN

TAC-2016-022
ADJOURNMENT

Moved/Seconded/Carried
THAT we adjourn

Time: 3:40 pm



MINUTES OF THE
DISTRICT OF PORT HARDY
FIRST NATIONS RELATIONS COMMITTEE MEETING
3:30PM TUESDAY, AUGUST 9, 2016
COUNCIL CHAMBERS, MUNICIPAL HALL, 7360 COLUMBIA STREET

DRAFT

Committee Members: Councillors Jessie Hemphill (Chair), Rick Marcotte and Fred Robertson

Staff: Allison McCarrick, CAO and Heather Nelson-Smith, Director of Corporate Services

A. CALL TO ORDER

Chair Jessie Hemphill called the meeting to order at 3:30 pm. Chair Hemphill opened the meeting with the following statement: "I would like to acknowledge that we are on the unceded traditional territory of the Kwakiutl people."

B. APPROVAL OF AGENDA

Chair Hemphill advised of an addition to the agenda under
New Business: UBCM resolution regarding participation from Non Treaty First Nations at the UBCM

Moved/Seconded/Carried

THAT the agenda for the First Nations Relations Committee meeting of August 9, 2016 be accepted as amended

FNRC
2016-023
AGENDA
AUGUST 9 16
ACCEPTED AS
AMENDED

C. ADOPTION OF MINUTES

Minutes of the First Nations Relations Committee meeting held June 14, 2016.

Moved/Seconded/Carried

THAT the minutes of the First Nations Relations Committee meeting held June 14, 2016 be accepted as presented.

FNRC
2016-024
MINUTES OF
JUNE 14/16
ACCEPTED

D. DELEGATIONS

No delegations.

E. CORRESPONDENCE

No Correspondence

F. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

1. Review and Update of Action Items

- The Committee reviewed the list of action items.
- The Committee is waiting to see what the results of the cultural signage.
- Looking forward to the cultural sensitivity training coming in October.
- Councillor Hemphill said she will make contact with Chief Nelson.

ACTION ITEM
REVIEW

G. NEW BUSINESS

1. UBCM resolution

Councillor Hemphill requested an update on the resolution put forth to the UBCM, CAO McCarrick advised that the resolution will be going to the floor and that UBCM staff have been in contact to discuss the intention. Councillor Hemphill and Robertson want to speak to it at the UBCM when it comes onto the floor.

H. ROUNDTABLE DISCUSSION

There was no roundtable discussion.

- I. NEXT MEETING DATE:** September 13 4:00 pm, Council Chambers
Upcoming Meeting Dates: October 11, November 8, December 13.

J. ADJOURNMENT

Moved
THAT the meeting be adjourned.

Time: 3:50 pm

FNRC
2016-025
ADJOURNMENT

DRAFT



**MINUTES OF THE DISTRICT OF PORT HARDY
FINANCE COMMITTEE MEETING
AUGUST 9, 2016 2:00 p.m. to 3:30 p.m.
COUNCIL CHAMBERS, MUNICIPAL HALL
7360 COLUMBIA STREET**

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

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

CALL TO ORDER

Mayor Bood called the meeting to order at 2:00 p.m.

APPROVAL OF AGENDA

Moved/Seconded/Carried

THAT the agenda for the Finance Committee meeting of August 9, 2016 be adopted as presented.

STAFF REPORTS

1. Liability Servicing Limit - Adrian Maas, Director of Financial Services.

Moved/Seconded/Carried

THAT Council receive the Director of Finance Report on Liability Servicing Limit.

2. Asset Management (UBCM Works Fund monitoring) - Adrian Maas, Director of Finance.

Moved/Seconded/Carried

THAT Council receive the Director of Finance report on Asset Management.

3. Reserve Contributions, Surplus Retention, and Debt - Adrian Maas, Director of Finance.

Moved/Seconded/Carried

THAT policies be developed based on the strategies outlined for Reserve Contributions, Surplus Retention, and Debt as per the Director of Finance July 2016 report and further that those policies be brought back to Council for review.

NEW BUSINESS

1. Asset Management Plan Facilities - R.F. Binnie & Associates Ltd.

The report was reviewed. It was noted that the information on 10 APPENDIX A. FACILITIES LIST was current to the end of 2014 and some equipment has been replaced and therefore would now have a higher condition rating.

ADJOURNMENT

With no further business, the meeting was adjourned at 3:20 pm.



**MINUTES OF THE DISTRICT OF PORT HARDY
FINANCE COMMITTEE MEETING
2:00 PM, WEDNESDAY SEPTEMBER 7, 2016
COUNCIL CHAMBERS, MUNICIPAL HALL
7360 COLUMBIA STREET**

Present: Mayor Hank Bood, Councilors Dennis Dugas, Pat Corbett-Labatt, Rick Marcotte, John Tidbury, and Fred Robertson

Also Present: Allison McCarrick, Chief Administrative Officer, Adrian Maas, Director of Financial Services.

A. CALL TO ORDER - Mayor Bood called the meeting to order at 2:00 pm

B. APPROVAL OF AGENDA

Moved/Seconded/Carried

THAT the agenda be approved as presented.

DRAFT

C. ADOPTION OF MINUTES OF THE MEETING HELD AUGUST 9, 2016

Moved/Seconded/Carried

That the Minutes of the Finance Committee meeting held August 9th, 2016 be accepted as presented.

D. STAFF REPORTS

1. User Rates - The Director of Finance presented the information on user rates and after discussion consensus was that the User Rate Bylaw for 2017 be prepared for Council's consideration, with changes as noted in the presentation and specifically that rates be adjusted for Water and Sewer at the 3% level and Garbage rates at the 2% level.

There was also general discussion surrounding impact of general taxation, differing scenarios which may shift burden between funds, Harbour rates, Recreation rates, Cemetery rates, Storm Sewer rates, and Animal Control rates.

There was mention and discussion of Seaplane Base and costs of operations.

The Director of Finance presented the information on Permissive Tax Exemptions and explained there were no new applications. The Permissive Tax Exemption for TriPort Speedway was discussed and direction to staff was to proceed with annual permissive exemptions to encourage gradual repayment of the outstanding amounts. There was also discussion of the most recent correspondence regarding a grant in aid request. Staff were directed to ensure adequate information was provided to council at the Grant in Aid Meetings.

E. NEW BUSINESS

1. Referral from Tourism Advisory Committee re: Funding for Port Hardy Visitor Profile

Moved/Seconded/Carried

THAT the Finance Committee recommend to Council that Funding for a Tourism Profile in the amount of \$800 (plus GST) be approved with funds coming from the Hotel Tax Deferred revenue account.

2. Referral from Tourism Advisory Committee – re: Funding for MRDT application and process

Moved/Seconded/Carried

THAT the Finance Committee recommend to Council that funding for Administrative requirements form part of the MRDT funds budget annually.

New Business - Late Item

3. Replacement for Ford F350

Moved/Seconded/Carried

THAT the Finance Committee recommend to Council that a replacement for Unit 41, 2005 Ford F350, be funded from the equipment replacement reserve at a cost not to exceed \$30,000 plus tax.

ROUNDTABLE DISCUSSION

No Roundtable discussion was held.

NEXT MEETING DATE - to be determined

DRAFT

ADJOURNMENT

Moved/Seconded/Carried

THAT the meeting adjourn.

Time: 3:55pm



**MINUTES
DISTRICT OF PORT HARDY
PARKS & RECREATION REVIEW COMMITTEE MEETING
WEDNESDAY AUGUST 17, 2016
COUNCIL CHAMBERS, MUNICIPAL HALL
7360 COLUMBIA STREET**

PRESENT: Councillors Dennis Dugas and Fred Robertson (Chair)

ALSO PRESENT: Allison McCarrick, CAO; Abbas Farahbakhsh, Director of Operations; Sean Mercer, Operations Manager; Heather Nelson-Smith, Director of Corporate Services;

REGRETS: None

PUBLIC: None

DRAFT

PRCC
2016-024
ADOPTION OF
AGENDA AS
AMENDED

A. CALL TO ORDER

Councillor Fred Robertson called the meeting to order at 3:00 pm.

B. APPROVAL OF AGENDA

Councillor Robertson requested an addition to the agenda:

New Business: TriPort Speedway

Moved/Seconded/Carried

THAT the agenda for the August 17, 2016 Parks & Recreation Review Committee meeting be accepted as amended.

C. ADOPTION OF MINUTES

Minutes of the Parks & Recreation Review Committee meeting held July 20, 2016.

Moved/Seconded/Carried

THAT the minutes of the Parks and Recreation Review Committee meeting held July 20, 2016 be accepted.

PRCC
2016-025 MINUTES
JULY 20, 2016
ACCEPTED

D. DELEGATIONS

No delegations.

E. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

1. Review of Action Items

ACTION ITEMS

Skateboard Park- Has been deferred by council to the 2017 budget.

Off Leash Dog Parks- Has been referred to staff for a future report coming to the committee.

Picnic Tables- Sean Mercer to prepare a report for the committee on budget and type of table to be considered for future replacement.

ACTION ITEMS

Ball Field Report- Abbas Farahbakhsh reported that he has reviewed the report and has returned comments. There were two options presented and the budgetary numbers are being finalized.

Outfields- Abbas Farahbakhsh is looking to use, borrow/rent equipment from the school to do the outfields.

School Soccer Fields- There was discussion about the irrigation system at the soccer field. Councillor Dugas reported that he has been talking with Darby Gildersleeve and he has said that they have hired someone to look at the fields and provide an assessment. Abbas Farahbakhsh requested that Councillor Dugas let Darby Gildersleeve know he would also be interested in speaking to the consultant about the Districts Fields.

Lighting At The Beaver Harbor Ball Fields- The lights have been removed, staff is waiting to find out how to decommission the electrical.

F. CORRESPONDENCE

None in agenda package.

G. NEW BUSINESS

1. TriPort Speedway

Councillor Robertson reported that the society is a registered nonprofit and that they qualify for an exemption from taxation. The Society has approached Councillor Robertson about their debt to the municipality and Councillor Robertson wanted to discuss how relief could be achieved in this case. Councillor Robertson will discuss with them to see if they qualify for a grant in aid, and have them apply by the deadline.

TRIPORT
SPEEDWAY

H. ROUNDTABLE DISCUSSION

Abbas Farahbakhsh reported on the following:

- That the infield at the ring road ball park will be done in the next couple of weeks.
- Washroom options for beaver harbor park and the visitor center park, will provide a report with options.

ROUND TABLE

Heather Nelson-Smith reported on the following:

- Referendum question has been advertised and that a web site and publication will be launched in the next week or so. The group reviewed the publication and had questions about the financials and requested the wording to be clearer.

I. NEXT MEETING DATE: 3:00 pm Wednesday September 21, 2016

Upcoming 2016 meeting dates are September 21, October 19, November 16, December 21

J. ADJOURNMENT

Moved

THAT the meeting be adjourned.

Time: 4:20 pm

PRCC
2016-026
ADJOURNMENT



Cheque #	Pay Date	Vendor #	Vendor Name	Paid Amount	Void
007758	04/08/2016	00044	ACKLANDS - GRAINGER INC.	924.15	
007759	04/08/2016	00829	ANA'S HARDY CLEAN	2,540.24	
007760	04/08/2016	03269	Array Web Creative	7,612.00	
007761	04/08/2016	02551	Associated Fire Safety E	882.63	
007762	04/08/2016	00047	B.C. HYDRO	32,338.01	
007763	04/08/2016	02399	CaseWare International I	635.25	
007764	04/08/2016	00281	CHEVRON CANADA LTD.	2,925.05	
007765	04/08/2016	01112	CITY OF NANAIMO	96.55	
007766	04/08/2016	03267	Coastal Gutters	892.50	
007767	04/08/2016	01433	COMOX PACIFIC EXPRESS LT	308.18	
007768	04/08/2016	02730	CUPE Local 401	247.09	
007769	04/08/2016	02954	D.K.I. Services Ltd.	15,750.00	
007770	04/08/2016	01901	DENNISON, MELINDA	35.00	
007771	04/08/2016	01476	DOR-TEC SECURITY LTD.	138.30	
007772	04/08/2016	00099	FOX'S DISPOSAL SERVICES	13,111.88	
007773	04/08/2016	01438	GEISLER CONSTRUCTION	13,762.88	
007774	04/08/2016	02987	Gravelle, Gregory	760.00	
007775	04/08/2016	03258	Harbour City Plumbing &	2,097.90	
007776	04/08/2016	00052	HARDY BUILDERS' SUPPLY	670.79	
007777	04/08/2016	00194	INT'L UNION OPERATING EN	1,027.27	
007778	04/08/2016	02813	Iridia Medical	105.00	
007779	04/08/2016	02878	Irwin Air Ltd	7,255.34	
007780	04/08/2016	00273	JM'S MOBILE WELDING INC	100.80	
007781	04/08/2016	00703	JUSTICE INSTITUTE OF BC	110.00	
007782	04/08/2016	00695	LINDE CANADA LIMITED 156	1,036.45	
007783	04/08/2016	03194	Locksrus Solutions Inc	1,897.51	
007784	04/08/2016	00069	MACANDALE'S	47.04	
007785	04/08/2016	03059	Maxxam Analytics	580.13	
007786	04/08/2016	01777	MCCARRICK,ALLISON	35.00	
007787	04/08/2016	00328	MERCER, SEAN	35.00	
007788	04/08/2016	00014	MINISTER OF FINANCE	3,282.00	
007789	04/08/2016	01014	NICKERSON, SCHELL	75.00	
007790	04/08/2016	02749	Orach Enterprises Ltd.	3,237.58	
007791	04/08/2016	03242	Patterson's Plumbing	976.62	
007792	04/08/2016	03266	RALEIGH Fire Safety Ltd	1,146.42	
007793	04/08/2016	00187	REGIONAL DISTRICT OF MT	1,857.53	
007794	04/08/2016	01990	ROAD RANGER FREIGHT/0702	80.87	
007795	04/08/2016	02100	ROCKY MOUNTAIN PHOENIX	1,883.84	
007796	04/08/2016	01511	Scotiabank	760.00	
007797	04/08/2016	00253	Shaw Cable	134.74	
007798	04/08/2016	02535	Time Business Machines L	3,050.18	
007799	04/08/2016	00644	VAN KAM FREIGHTWAYS LTD.	218.95	
007800	04/08/2016	02850	VWR International Co.	2,026.13	
007801	04/08/2016	03052	Western Canada Turfgrass	514.50	
007802	04/08/2016	01429	WINDSOR PLYWOOD	842.15	
007803	04/08/2016	03041	Zone West Enterprises Lt	147.00	
007804	11/08/2016	03275	Al-Ke Enterprises Ltd.	5,700.05	
007805	11/08/2016	02514	AlSCO	267.72	
007806	11/08/2016	01836	ARIES SECURITY LTD.	4,306.05	
007807	11/08/2016	02551	Associated Fire Safety E	4,468.90	
007808	11/08/2016	00073	BLACK PRESS GROUP LTD.	1,257.20	
007809	11/08/2016	02468	Canwest Propane	237.65	
007810	11/08/2016	00281	CHEVRON CANADA LTD.	484.60	
007811	11/08/2016	03272	Christie C Dreger	570.25	
007812	11/08/2016	01724	CHYNA SEA VENTURES LTD.	210.00	
007813	11/08/2016	02188	D/T BLASTING LTD.	630.00	
007814	11/08/2016	00054	DAVE LANDON MOTORS LTD.	78.33	
007815	11/08/2016	00020	E.J. KLASSEN MOTORCADE L	293.80	
007816	11/08/2016	02851	Eagle Harbour Holdings L	325.50	
007817	11/08/2016	01730	GLEN LYON INN	5,545.73	
007818	11/08/2016	00052	HARDY BUILDERS' SUPPLY	180.11	
007819	11/08/2016	03273	Hellberg, Russ	302.40	
007820	11/08/2016	01980	HETHERINGTON INDUSTRIES	583.40	
007821	11/08/2016	00063	HOME HARDWARE BUILDING C	529.76	
007822	11/08/2016	02230	Janke Services and Mini	1,777.13	
007823	11/08/2016	01927	JET ICE LTD	1,974.07	
007824	11/08/2016	02807	Johnson Security Solutio	1,614.14	
007825	11/08/2016	00065	K & K ELECTRIC LTD.	1,169.41	
007826	11/08/2016	00069	MACANDALE'S	503.71	
007827	11/08/2016	02007	MARSHALL WELDING AND FAB	3,899.73	
007828	11/08/2016	02754	Minister of Finance	211.05	

Cheque #	Pay Date	Vendor #	Vendor Name	Paid Amount	Void
007829	11/08/2016	02002	Neopost	624.41	
007830	11/08/2016	02212	NICHOLSON, LISA	733.58	
007831	11/08/2016	01014	NICKERSON, SCHELL	601.10	
007832	11/08/2016	00027	NORTH ISLAND VETERINARY	440.60	
007833	11/08/2016	00075	O.K. TIRE STORE (PORT HA	188.00	
007834	11/08/2016	02749	Orach Enterprises Ltd.	638.35	
007835	11/08/2016	00505	PARR'S CONSTRUCTION LTD	500.00	
007836	11/08/2016	00264	PORT HARDY HERITAGE SOCI	180.59	
007837	11/08/2016	00769	Praxair Distribution	891.16	
007838	11/08/2016	00107	RECEIVER GENERAL FOR CAN	23,054.52	
007839	11/08/2016	02724	Reusch, Justin	428.85	
007840	11/08/2016	03092	Seaway Ventures Ltd.	11,658.18	
007841	11/08/2016	02522	Strathcon Industries	202.68	
007842	11/08/2016	00088	Swiftsure Petroleum Dist	25.00	
007843	11/08/2016	00089	THE HOBBY NOOK	252.00	
007844	11/08/2016	03144	Tolmie, Brad	1,047.40	
007845	11/08/2016	01773	UNIVAR CANADA LTD.	12,029.59	
007846	11/08/2016	00201	Vancouver Island Regiona	36,537.00	
007847	11/08/2016	02850	VWR International Co.	2,400.15	
007848	11/08/2016	00164	Xerox Canada Ltd.	572.62	
007849	18/08/2016	00044	ACKLANDS - GRAINGER INC.	208.95	
007850	18/08/2016	00046	ANDREW SHERET LTD	206.89	
007851	18/08/2016	01145	BLACK CAT REPAIRS	1,054.78	
007852	18/08/2016	02207	Blanchard Security	6,594.58	
007853	18/08/2016	02989	Bleaney, Cassandra	44.80	
007854	18/08/2016	03000	Canamix Processing Syste	330.98	
007855	18/08/2016	00281	CHEVRON CANADA LTD.	1,474.68	
007856	18/08/2016	01433	COMOX PACIFIC EXPRESS LT	35.43	
007857	18/08/2016	00218	DB PERKS AND ASSOCIATES	147.14	
007858	18/08/2016	01982	DIGITAL POSTAGE ON CALL	1,575.00	
007859	18/08/2016	00887	DUPLISKATE JONAH LTD.	125.16	
007860	18/08/2016	03231	E. Lees & Associates Con	2,520.00	
007861	18/08/2016	01778	FRANCES ANDREW SITE FURN	1,456.70	
007862	18/08/2016	01860	GREYHOUND COURIER EXPRES	118.13	
007863	18/08/2016	00052	HARDY BUILDERS' SUPPLY	31.68	
007864	18/08/2016	02208	Hawkins, Bob	701.50	
007865	18/08/2016	00063	HOME HARDWARE BUILDING C	103.96	
007866	18/08/2016	03276	Kaitila, Michael	261.16	
007867	18/08/2016	02883	Lekker Food Distributors	405.65	
007868	18/08/2016	00271	LIFESAVING SOCIETY	80.00	
007869	18/08/2016	03277	Lynch, Kevin	282.61	
007870	18/08/2016	03218	Mearls Machine Works Ltd	180.81	
007871	18/08/2016	02439	Mose, Richard	2,926.41	
007872	18/08/2016	00033	NAPA AUTO PARTS/N.I. IND	172.38	
007873	18/08/2016	01645	NORTH ISLAND COMMUNICATI	256.62	
007874	18/08/2016	00072	NORTH SHORE HOSPITALITY	8,575.87	
007875	18/08/2016	02749	Orach Enterprises Ltd.	2,078.22	
007876	18/08/2016	00203	Port Hardy & Dist. Chamb	13,385.00	
007877	18/08/2016	00406	PORT HARDY FIREFIGHTERS	4,343.50	
007878	18/08/2016	00264	PORT HARDY HERITAGE SOCI	11,569.00	
007879	18/08/2016	00187	REGIONAL DISTRICT OF MT	3,867.06	
007880	18/08/2016	00843	SHARE CANADA	188.98	
007881	18/08/2016	03073	Smith Cameron Process So	306.88	
007882	18/08/2016	03145	Strategic Natural Resour	7,140.00	
007883	18/08/2016	02522	Strathcon Industries	124.67	
007884	18/08/2016	00161	TELUS MOBILITY (BC)	642.35	
007885	18/08/2016	03271	Tournament Sports Market	8,373.66	
007886	18/08/2016	01773	UNIVAR CANADA LTD.	3,723.45	
007887	18/08/2016	02850	VWR International Co.	311.73	
007888	18/08/2016	02837	Waterhouse Environmental	6,115.20	
007889	25/08/2016	01884	Ace Hardware	5.37	
007890	25/08/2016	02514	Alsco	178.48	
007891	25/08/2016	02168	Bear Smart BC Consulting	1,023.75	
007892	25/08/2016	00281	CHEVRON CANADA LTD.	938.41	
007893	25/08/2016	03284	Child, Mervyn	3,000.00	
007894	25/08/2016	02762	Cleartech Industries Inc	1,333.24	
007895	25/08/2016	02730	CUPE Local 401	392.89	
007896	25/08/2016	03281	De Trey Jade	725.00	
007897	25/08/2016	02140	DOUG LLOYD CONTRACTING	341.25	
007898	25/08/2016	00099	FOX'S DISPOSAL SERVICES	13,038.55	
007899	25/08/2016	01860	GREYHOUND COURIER EXPRES	160.13	

Cheque #	Pay Date	Vendor #	Vendor Name	Paid Amount	Void
007900	25/08/2016	00052	HARDY BUILDERS' SUPPLY	145.81	
007901	25/08/2016	00063	HOME HARDWARE BUILDING C	38.61	
007902	25/08/2016	00194	INT'L UNION OPERATING EN	1,217.08	
007903	25/08/2016	00065	K & K ELECTRIC LTD.	87.49	
007904	25/08/2016	02007	MARSHALL WELDING AND FAB	868.00	
007905	25/08/2016	00033	NAPA AUTO PARTS/N.I. IND	28.84	
007906	25/08/2016	00487	O.K. Paving Company	6,063.75	
007907	25/08/2016	00013	PACIFIC BLUE CROSS	11,081.22	
007908	25/08/2016	00363	PORT HARDY BULLDOZING LT	54,976.75	
007909	25/08/2016	00769	Praxair Distribution	123.70	
007910	25/08/2016	03183	R.F. Binnie & Associates	5,949.83	
007911	25/08/2016	00107	RECEIVER GENERAL FOR CAN	20,562.07	
007912	25/08/2016	01808	SCIENCE VENTURE SUMMER C	448.00	
007913	25/08/2016	00160	TELUS	5,005.92	
007914	25/08/2016	03264	Unitech Construction Man	16,310.71	
007915	25/08/2016	03285	Wamiss, Stan	3,000.00	
007916	25/08/2016	02837	Waterhouse Environmental	879.25	
007917	25/08/2016	03274	West Coast Wear Products	367.50	
Total:				498,651.09	

*** End of Report ***





DISTRICT OF PORT HARDY

STAFF REPORT



DATE: August 31, 2016
TO: Mayor and Councillors
FROM: Adrian Maas, Director of Finance
RE: **Certification of Alternative Approval Process Results. Fire Truck Debt Authorization.**

PURPOSE

To update Council on progress and seek resolution to authorize borrowing.

ANALYSIS

An Alternative Approval process was authorized by Council for the purchase/financing of a fire truck at a cost not exceeding \$1,100,000 with an amortization period of 12 years. Advertisements were placed as required in the July 20th and July 27th, 2016 editions of the North Island Gazette. Information was also posted on the District website and the notice board in Municipal Hall.

The time for elector response (August 29, 2016) has now expired with no elector response forms (objections) being received.

I therefore certify that no objections or elector response forms have been received within the time permitted. Council is within their authority to borrow funds as contemplated following an appropriate resolution and provided a Fire Truck can be sourced within budget.

FINANCIAL IMPLICATIONS

The required debt repayments are provided in the annual financial plan.

STAFF RECOMMENDATION

"That the report from the Director of Finance, dated August 31, 2016 regarding Certification of Alternative Approval Process Results. Fire Truck Debt Authorization be received. Further, that a liability under Section 175 of the Community Charter be authorized to purchase a Fire Truck in an amount not exceeding One Million One Hundred Thousand Dollars (\$1,100,000.00) with provisions for renewal with proof of accepted alternative public approval."

Respectfully submitted,


I agree with the recommendation.

Signed



Adrian Maas
Director of Finance

Signed



Allison McCarrick
Chief Administrative Officer

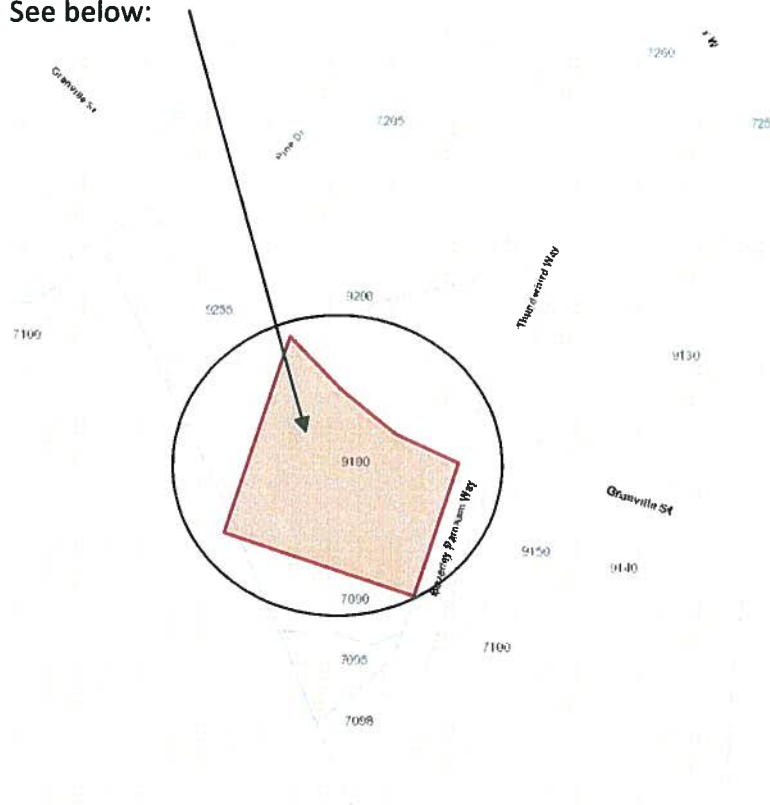


DISTRICT OF PORT HARDY STAFF REPORT

TO: Allison McCarrick
FROM: Heather Nelson-Smith
SUBJECT: Rezone Application (9190 Granville Street)
DATE: September 2, 2016

An application has been received for a rezone request for the St. Columba Anglican United Church legally described as Lot 3, Plan 25082, Section 36, Township 9, Rupert land District, PID 002-877-295, known by civic address as 9190 Granville Street to allow Funeral Homes.

See below:



Currently the Districts regulations only allow Funeral Homes in the following zones: C-2, I-1, I-2, and CD-6.

The intent of the applicant is to use approximately 10% of the current building for the purposes of Boyd's Funeral Services for office and cold storage use. There is no intention on the part of the congregation to entertain any other commercial activities on the site and therefore rezoning this property to another zone that allows both assembly and funeral homes would also invite the ability for commercial uses.

The proposed change to include funeral homes under the principal use would allow for the ability to keep all institutional services together including the other principal uses:

- (1) Activities Directed at Protecting and / or Enhancing the Natural Environment
- (2) Assembly
- (3) Civic Use
- (4) Community Care Facility
- (5) Day Care Facility
- (6) Hospital
- (7) Recreational Facilities and Sports Fields
- (8) Education Services
- (9) Exhibition Grounds
- (10) Family Resource Centre
- (11) Professional Service Establishments - see section 10.2(c)(2)

Addition

(12) Funeral Homes

Attached is the letter from the Anglican Church detailing the reasons for their request.

Recommendation:

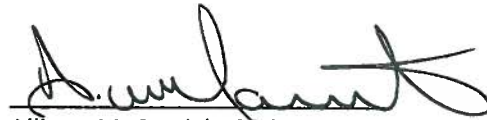
THAT Council proceed with a first reading on bylaw 1052-2016 and proceed with adding Funeral Homes to the principal uses of P-2 Institutional.

Respectfully submitted,



Heather Nelson-Smith, DCS

I agree with this recommendation,



Allison McCarrick, CAO

Application for Zoning amendment:

St Columba Anglican United Church

9190 Granville St., Port Hardy BC

Requested amendment from P-2 to C-2

Rationale

The purpose of this application is to allow the use of approximately 10% of our current building to be leased to Boyd's Funeral Services for office and cold storage use. There is no intention on the part of the congregation to entertain any other commercial activities on our site.

For several years there has not been a local funeral services provider in Port Hardy or the North Island. This has resulted in additional stress for families trying to make funeral arrangements for their loved ones. Boyd's has been providing services as it is able from its location in Campbell River but would be able to improve its services in Port Hardy with a permanent location. Boyd's intends to have a part-time licenced funeral director located in Port Hardy

A church is a logical location since funeral services often take place in the sanctuary. In addition, the revenue from this lease will allow the congregation to hire a minister. The minister will provide leadership to the congregation but also, as a helping professional, provide spiritual and social support to the wider community.

The Official Community Plan does not specifically mention funeral homes as a use for this area (Midtown) but does permit the general category of "Supportive Services". Both funeral homes and churches (assembly) are specifically noted in the C-2 zone.

The benefits to the neighbourhood and the wider community will be improved access to funeral services. In addition, Boyd's is already contracted to the BC Coroner's service which currently uses the Port Hardy Hospital morgue for body storage but Boyd's expansion in storage facilities will relieve pressure on the limited space available at the Port Hardy Hospital.

This change will not negatively impact the surrounding neighbourhood as it does not change the use of the church. The funeral home will use the space to meet with family members and storage of bodies, but both of these uses are already normal activities in the church, where bodies are occasional present at funerals.



DISTRICT OF PORT HARDY

BYLAW NO. 1052-2016

A Bylaw to Amend Zoning Bylaw No. 1010-2013

WHEREAS the Council of the District of Port Hardy deems it expedient to amend Zoning Bylaw No. 1010-2013;

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

PART 1 CITATION

1.1 This bylaw may be cited for all purposes as the "District of Port Hardy Zoning Bylaw Amendment Bylaw No. 1052-2016".

PART 2 AMENDMENTS

2.1 District of Port Hardy Zoning Bylaw No. 1010-2013 is hereby amended as follows:

PART 10: PARKS AND INSTITUTIONAL ZONES

10.2 P-2: Institutional

(a) The following principal uses are permitted:

(12) Funeral Homes

PART 3 SEVERABILITY

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

Read a first time the 13th day of September, 2016
Public Hearing held the ___ day of ___, 2016.
Read a second time the ___ day of ___, 2016.
Read a third time the ___ day of ___, 2016.
Adopted on the ___ day of ___, 2016.

DIRECTOR
OF CORPORATE SERVICES

MAYOR

Certified a true copy of
Bylaw No. 1052-2016 as adopted.

Director of Corporate Services



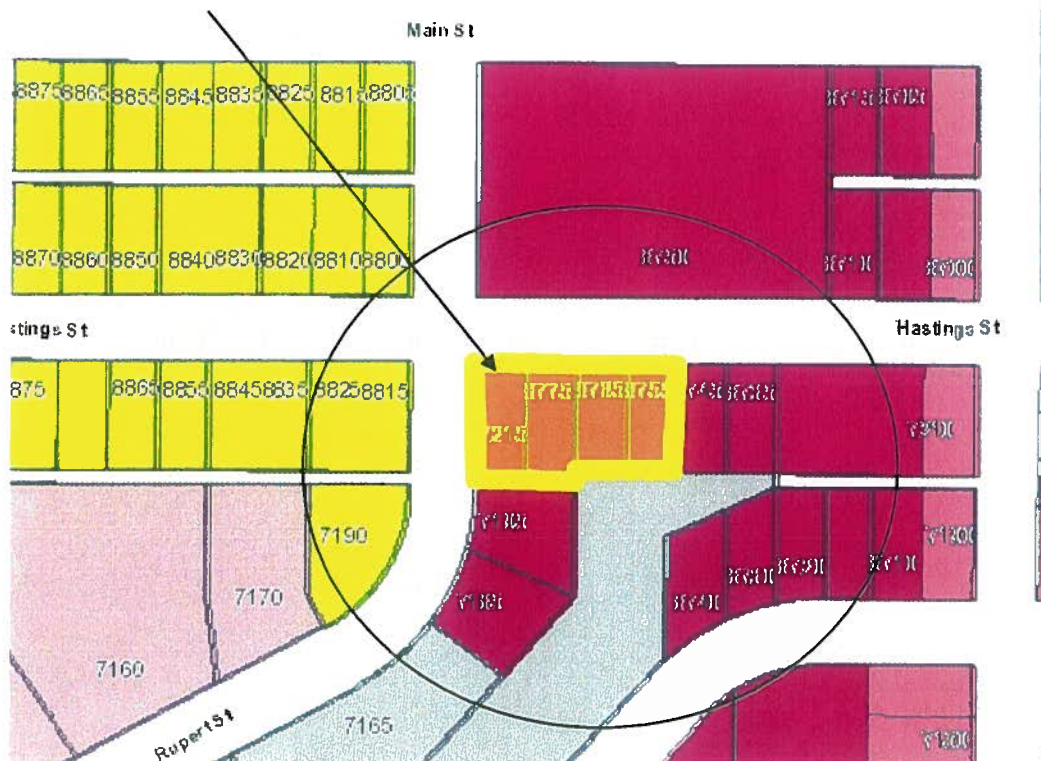
DISTRICT OF PORT HARDY STAFF REPORT

TO: Allison McCarrick
FROM: Heather Nelson-Smith
SUBJECT: Rezone Application (Hastings Street)
DATE: September 2, 2016

Applications have been received for the following properties to be rezoned from Commercial Service to Residential Duplex R-2:

- Lot 7, Block B, Plan 2178, Section 36 known by civic address as 8755 Hastings Street;
- Lot 8, Block B, Plan 2178, Section 36 known by civic address as 8765 Hastings Street;
- Lot 18, Plan 27270, Section 36 known by civic address 8775 Hastings Street; and
- Lot 17, Plan 27270, Section 36 known by civic address as 7215 Hastings Street

Pictured below:



Adjacent properties in the adjoining block are zoned R-2 this would be consistent with the area. Notices will be sent to all of those neighbouring properties for submission of positive and negative feedback being brought forth to a Public Hearing in early October.

Lot 7 is currently a house with a Bed and Breakfast. This use is not required to be zoned Commercial and is currently legal non-conforming, meaning that should the building suffer 75% damage it would not be permitted to be rebuilt as it is currently used.

The owner of the vacant lots intends to build a residence on the properties which is not currently permitted with the current zoning.

Recommendation:

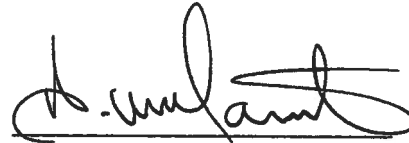
THAT Council proceed with a first reading on bylaws 1053-2016 and 1054-2016 and proceed with a Public Hearing in early October, 2016.

Respectfully submitted,



Heather Nelson-Smith, DCS

I agree with this recommendation,



Allison McCarrick, CAO



DISTRICT OF PORT HARDY

BYLAW NO. 1053-2016

A Bylaw to Amend Zoning Bylaw No. 1010-2013

WHEREAS the Council of the District of Port Hardy deems it expedient to amend Zoning Bylaw No. 1010-2013;

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

PART 1 CITATION

1.1 This bylaw may be cited for all purposes as the "District of Port Hardy Zoning Bylaw Amendment Bylaw No. 1053-2016".

PART 2 AMENDMENTS

2.1 District of Port Hardy Zoning Bylaw No. 1010-2013 is hereby amended as follows:

- a) Rezone Lot 8, Block B, Plan 2178, Section 36 PID 006-420-273 known by civic address as 8755 Hastings Street, from C-2 Service Commercial to R-2 Duplex Residential as shown on Schedule "A" attached to and forming part of this bylaw.
- b) Schedule C: Zoning Map – West is amended by changing the applicable zone of the property legally described as Lot 8, Block B, Plan 2178, Section 36 PID 006-420-273 known by civic address as 8755 Hastings Street to R-2 Residential Duplex.

PART 3 SEVERABILITY

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

Read a first time the 13th day of September, 2016

Public Hearing held the ___ day of ___, 2016.

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

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

Adopted on the ___ day of ___, 2016.

DIRECTOR
OF CORPORATE SERVICES

MAYOR

Certified a true copy of
Bylaw No. 1053-2016 as adopted.

Director of Corporate Services

SCHEDULE "A" TO BYLAW NO. 1053-2016





DISTRICT OF PORT HARDY

BYLAW NO. 1054-2016

A Bylaw to Amend Zoning Bylaw No. 1010-2013

WHEREAS the Council of the District of Port Hardy deems it expedient to amend Zoning Bylaw No. 1010-2013;

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

PART 1 CITATION

1.1 This bylaw may be cited for all purposes as the "District of Port Hardy Zoning Bylaw Amendment Bylaw No. 1054-2016".

PART 2 AMENDMENTS

2.1 District of Port Hardy Zoning Bylaw No. 1010-2013 is hereby amended as follows:

- a) Rezone
Lot 8, Block B, Plan 2178, Section 36 PID 006-420-273 known by civic address as 8765 Hastings Street; Lot 18, Plan 27270, Section 36 PID 002-600-595 known by civic address 8775 Hastings Street; Lot 17, Plan 27270, Section 36 PID 002-600-579 known by civic address as 7215 Hastings Street, from C-2 Service Commercial to R-2 Duplex Residential as shown on Schedule "A" attached to and forming part of this bylaw.
- b) Schedule C: Zoning Map – West is amended by changing the applicable zone of the properties legally described as Lot 8, Block B, Plan 2178, Section 36 PID 006-420-273 known by civic address as 8765 Hastings Street; Lot 18, Plan 27270, Section 36 PID 002-600-595 known by civic address 8775 Hastings Street; Lot 17, Plan 27270, Section 36 PID 002-600-579 known by civic address as 7215 Hastings Street to R-2 Residential Duplex.

PART 3 SEVERABILITY

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

Read a first time the 13th day of September, 2016

Public Hearing held the ___ day of ___, 2016.

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

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

Adopted on the ___ day of ___, 2016.

DIRECTOR
OF CORPORATE SERVICES

MAYOR

Certified a true copy of
Bylaw No. 1054-2016 as adopted.

Director of Corporate Services

SCHEDULE "A" TO BYLAW NO. 1054-2016





DISTRICT OF PORT HARDY STAFF REPORT

TO: Allison McCarrick
FROM: Heather Nelson-Smith
SUBJECT: Rezone Application (8740 Main Street)
DATE: September 2, 2016

An application has been received for a rezone request to rezone the lot legally described as Lot 16, Block 4, Section 36, Township 9, Rupert District, Plan 2178 PID 005-993-695, 8740 Main Street to allow for the addition of a recycle depot to the C-2 zoning.

See below:



Currently the District does not have a provision for recycling services in any zone but a comprehensive development zone.

Comprehensive development zones can be created by Council to allow specific uses for a specific property. In this case all of the provisions of the C-2 Service Commercial have been maintained and have added the provision of a recycle depot under section (12).

Recommendation:

THAT Council proceed with a first reading on bylaw 1055-2016 to allow adding Comprehensive Development zone 7 to the Zoning Bylaw and proceed with a Public Hearing in early October.

Respectfully submitted,

Heather Nelson-Smith, DCS

I agree with this recommendation,

Allison McCarrick, CAO



DISTRICT OF PORT HARDY

BYLAW NO. 1055-2016

A Bylaw to Amend Zoning Bylaw No. 1010-2013

WHEREAS the Council of the District of Port Hardy deems it expedient to amend Zoning Bylaw No. 1010-2013;

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

PART 1 CITATION

1.1 This bylaw may be cited for all purposes as the "District of Port Hardy Zoning Bylaw Amendment Bylaw No. 1055-2016".

PART 2 AMENDMENTS

2.1 District of Port Hardy Zoning Bylaw No. 1010-2013 is hereby amended as follows:

a) Table 5.1 in section 5.1 of Part 5 is amended by adding a new zone listing at the very end of the Table as follows:

CD-7: Comprehensive Development 7	CD-7
-----------------------------------	------

b) Part 12: Comprehensive Development Zones is amended by adding a new section 12.5 CD-7: Comprehensive Development 7 as shown on Schedule "A" to this Bylaw.

c) The list of zones included in the legends titled "Zoning Descriptions" on each of Schedules A, B, C and D are amended by including "CD-7: Comprehensive Development 7".

d) Schedule C: Zoning Map – West is amended by changing the applicable zone of the property legally described as Lot 16, Block 4, Section 36, Township 9, Rupert District, Plan 2178 PID 005-993-695, 8740 Main Street to the CD-7: Comprehensive Development Zone 7.

PART 3 SEVERABILITY

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

Read a first time the 13th day of September, 2016

Public Hearing held the ___ day of ___, 2016.

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

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

Adopted on the ___ day of ___, 2016.

DIRECTOR
OF CORPORATE SERVICES

MAYOR

Certified a true copy of
Bylaw No. 1055-2016 as adopted.

Director of Corporate Services

SCHEDULE “A” TO BYLAW NO. 1055-2016

12.5 CD-7: COMPREHENSIVE DEVELOPMENT ZONE 7

The purpose of this zone is to allow the range of uses permitted in the C-2: Service Commercial zone which is common to properties on Main Street, along with the added principal use of a Recycle Depot, on that property which is civically addressed as 8740 Main Street and is legally described as Lot 16, Block 4, Section 36, Township 9, Rupert District, Plan 2178 PID 005-993-695.

(a) The following principal uses are permitted:

- | | |
|---|---|
| (1) Assembly | (9) Motor Vehicle Rentals, Repair and Sales |
| (2) Car / Truck Wash | (10) Parking Lot |
| (3) Cold Storage Facility | (11) Personal Service Establishment |
| (4) Combined Commercial and Residential Use | (12) Professional Service Establishment |
| (5) Construction Services | (13) Restaurant |
| (6) Funeral Home | (14) Retail Sales |
| (7) Hotel | (15) Service Station |
| (8) Licenced Premises | (16) Shopping Centre |
| (9) Mini-Storage | (17) Recycle Depot |

(b) The following accessory uses are permitted:

- (1) Accessory Buildings and Structures (see section 3.9)

(c) The following siting, size and dimension requirements apply:

Setbacks		
Yard Setback	Principal Use	Accessory Use
Front Yard	Minimum of 4.5 metres (14.76 feet)	Minimum of 4.5 metres (14.76 feet)
Rear Yard	Minimum of 3.0 metres (9.84 feet)	Minimum of 1.5 metres (4.92 feet)
Interior Side Yard	Minimum of 0.0 metres (0.0 feet)	Minimum of 1.5 metres (4.92 feet)
Interior Side Yard or Rear Yard Abutting a Residential Zone	Minimum of 3.0 metres (9.84 feet)	Minimum of 3.0 metres (9.84 feet)
Exterior Side Yard	Minimum of 4.5 metres (14.76 feet)	Minimum of 4.5 metres (14.76 feet)
Size of Buildings and Structures		
Maximum Height (Principal and Accessory Buildings and Structures)	11.0 metres (36.08 feet)	
Maximum Parcel Coverage	75%	
Parcel Area and Dimensions		
Minimum Parcel Area	450.0 square metres (4,843.76 square feet)	
Minimum Parcel Width	15.0 metres (49.2 feet)	
Minimum Parcel Depth	30.0 metres (98.43 feet)	



DISTRICT OF PORT HARDY

BYLAW NO. 1056-2016

A Bylaw to Exempt Certain Properties from Taxation for the Years 2017, 2018 and 2019

WHEREAS section 224 of the *Community Charter* provides the authority to exempt land or improvements, or both from taxation for a specified term;

AND WHEREAS the District of Port Hardy has established objectives for Permissive Tax Exemptions as part of its Financial Plan as described in District of Port Hardy Financial Plan 2016 – 2020 Bylaw No. 1047-2016;

AND WHEREAS current permissive tax exemptions authorized by Council will expire on December 31, 2016 and the District has received Permissive Tax Exemption Applications from non-profit societies for its consideration;

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

PART 1 CITATION

1.1 This Bylaw shall be cited as "District of Port Hardy Permissive Tax Exemptions 2017, 2018 and 2019 Bylaw No. 1056-2016".

PART 2 APPLICATION

2.1 The following properties and improvements thereon are exempt from taxation imposed by section 197(1)(a)[municipal property taxes] of the *Community Charter* for the years 2017:

- a) Lot 1, Sections 16 and 21, Township 6, Rupert District, Plan VIP52750
Parcel Identifier: 017-432-561
Roll No.: 33427508.506
Civic Address: 5935 Bronze Road
Ownership: Her Majesty the Queen in Right of the Province of British Columbia
Leased by: Tri-Port Speedway Association

2.2 The following properties and improvements thereon are exempt from taxation imposed by section 197(1)(a)[municipal property taxes] of the *Community Charter* for the years 2017, 2018 and 2019:

- a) Lot 1, Sections 21, 22 and 28, Township 6, Rupert District, Plan 22815
Parcel Identifier: 003-182-363
Roll No.: 33404607.001
Civic Address: 5455 Beaver Harbour Road
Ownership: District of Port Hardy
Leased by: Fort Rupert Curling Club

-
- b) Lot 1, Section 1, Township 8, Rupert District, Plan 33088
Parcel Identifier: 000-226-513
Roll No.: 33408016.000
Civic Address: 7580 Park Drive
Ownership: District of Port Hardy
Leased by: Grassroots Garden Society, Soc. No. S-0056282
 - c) Lot A, Section 36, Township 9, Rupert District, Plan VIP54136
Parcel Identifier: 017-756-545
Roll No.: 33412090.000
Civic Address: 7480 Rupert Street
Ownership: Provincial Rental Housing Corporation, Inc. No. 52129
Leased by: Port Hardy Seniors Housing Society, Soc. No. S-27193
 - d) Lot B, Section 36, Township 9, Rupert District, Plan VIP64961
Parcel Identifier: 023-697-466
Roll No.: 33412090.372
Civic Address: 7250 Market Street
Ownership: District of Port Hardy
Leased by: Port Hardy and District of Chamber of Commerce
 - e) Lot 30, Section 36, Township 9, Rupert District, Plan 3128
Parcel Identifier: 006-311-300
Roll No.: 33412026.058
Civic Address: 7110 Market Street
Ownership: District of Port Hardy
Leased by: Port Hardy Heritage Society
 - f) Lot 1, Section 22, Township 6, Rupert District, Plan 15258
Parcel Identifier: 000-008-699
Roll No.: 33404705.000
Civic Address: 4965 Beaver Harbour Road
Ownership: Royal Canadian Legion Branch 237, Fort Rupert Branch
 - g) Lot B, Section 36, Township 9, Rupert District, Plan VIP72594
Parcel Identifier: 025-098-161
Roll No.: 33412054.016
Civic Address: 8870 Central Street
Ownership: District of Port Hardy
Leased by: Rainbow Country Daycare Society
 - h) Lots 17 and 18, Section 36, Township 9, Rupert District, Plan VIP72594
Parcel Identifiers: 006-414-150 and 006-414-176
Roll No.: 33412018.032
Civic Address: 8720 Main Street
Ownership: Port Hardy Hospital Auxiliary Society, Inc. No. S35168
 - i) Lot 3, Section 36, Township 9, Rupert District, Plan 28227
Parcel Identifier: 002-025-094
Roll No.: 33412053.004
Civic Address: 7095 Beverly Parnham Way
Ownership: North Island Crisis and Counselling Centre Society, Inc. No. S-16881

- j) Lot 5, Block 8, Section 36, Township 9, Rupert District, Plan 2178
Parcel Identifier: 004-856-490
Roll No.: 33412022.008
Civic Address: 8735 Hastings Street
Ownership: North Island Crisis and Counselling Centre Society, Inc. No. S-16881

PART 3 SEVERABILITY

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

Read a first time the __th day of September, 2016.

Read a second time the __th day of September, 2016.

Read a third time the __th day of September, 2016.

Adopted on the ___nd day of October, 2016.

DIRECTOR
OF CORPORATE SERVICES

MAYOR

Certified a true copy of
Bylaw No. 1056-2016 as adopted.

Director of Corporate Services



**DISTRICT OF PORT HARDY
BYLAW 1057-2016
A BYLAW FOR DISTRICT OF PORT HARDY
USER RATES AND FEES FOR 2017**

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

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

1. TITLE

- (a) This bylaw may be cited for all purposes as the "District of Port Hardy 2017 User Rates and Fees Bylaw No. 1057-2017".

2. ENACTMENT

- (a) This bylaw is in effect January 1, 2017.
(b) District of Port Hardy Rates Bylaw 1044-2015 and all amendments are hereby repealed effective January 1, 2017.

3. SCHEDULES

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

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Read a first time on the __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 on the __th day of _____, 2016.

Director of Corporate Services

Mayor

Certified a true copy of
Bylaw No. 1057-2016 as adopted.

Director of Corporate Services

SCHEDULE A - WATER RATES

1. Inspection, Connection, Turn Water On/Off Fees		
a) Any property owner who requires a turn on or off of service shall notify the District office 48 hours in advance except in the case of an emergency. There will be no charge for a turn on or off during regular working hours of 8:30 a.m. – 4:30 p.m.		
b) Any property owner who requires a turn on or off of service in the case of an emergency or outside of the regular working hours shall at the same time pay the fee for each turning on or off		\$ 75.00
c) Where installation of a water connection exists the fee for inspection of a standard 18 mm (3/4") connection will be:		\$ 75.00
d) Application for any water service will be subject to:		
i. Initial application analysis fee (may be combined with sewer, storm sewer application analysis fee).		\$ 475.00
ii. Estimate fees shall be charged on the basis of the actual cost of the work necessary including but not limited to all pavement, sidewalk, cut/replacement, and boulevard work.		At cost
The estimate, provided by the District of Port Hardy, of the work to be completed must be paid prior to the start of the job. Any excess charges incurred will be billed or surplus fees paid will be refunded upon completion of the job and account reconciliation.		
2. Seniors Discount Property owners who are Seniors shall receive a discount on all or any portion of a current billing if paid by the quarterly due date. This applies only to the principal place of residence. Senior means a person who is 65 years of age or older and who meets the grant eligibility requirements as defined by the <i>Home Owner Grant Act</i> .		25%
3. Re-Inspection Fee An inspection fee shall be paid to the District for each additional inspection required after the first inspection because of defective materials or workmanship.		\$ 75.00
4. Quarterly Rates The rates reflected in this schedule are based on a flat rate billing system, unless indicated.		Rate per Quarter
1	For each single residential dwelling unit	\$ 103.37
2	For each <i>metered</i> multi-family residence in excess of two (2) units the <i>greater</i> of: Level 1: (Multi-unit housing generally with individual unit entry - townhouse or similar) Level 2: (Multi-unit housing generally with one common building entrance - apartment or similar)	\$ 0.9245 per cubic meter OR \$81.51 per unit \$77.52 per unit
3	For each office, shop or store	\$ 110.40
4	For each supermarket	\$ 239.87
5	For each bakery	\$ 110.40
6	For each restaurant	\$ 350.45
7	For each lunch room or delicatessen	\$ 150.40
8	For each soda fountain or hot dog stand	\$ 110.40
9	For each hotel/motel - per unit	\$ 19.37
10	For each lounge	\$ 291.91
11	For each beer parlour	\$ 359.33
12	For each Laundromat - per washer	\$ 33.54
13	For each non-profit organization and hall	\$ 110.40
14	For each athletic club	\$ 350.45
15	For each theatre	\$ 110.40

SCHEDULE A - WATER RATES (continued)		
16	For each school - per classroom	\$ 103.52
17	Light Industrial	
	5 employees or less	\$ 110.40
	6 - 15 employees	\$ 250.17
	16 - 30 employees	\$ 399.33
	Large water users	\$ 625.20
18	For each service station/garage	\$ 110.40
19	For each car wash	
	For 1st stall	\$ 228.58
	Each additional stall	\$ 68.27
20	For each non-residential metered user, a consumption charge of:(per cubic meter)	\$ 0.7725/m3
21	For each non-residential metered connection, a flat fee based on meter size: (per quarter)	
	5/8" and 3/4"	\$ 78.80
	1"	\$ 105.06
	1.5"	\$ 157.59
	2"	\$ 210.12
	4" and greater	\$ 420.24
22	For each marina	\$ 310.91
23	For each campground - per stall	\$ 8.50
24	Other users	\$ 111.25
25	Hydrant use - flat fee (Damage deposit 250.00 additional)	\$ 140.72
	Hydrant use - water consumption charge per cubic meter	\$ 1.0506/m3
26	For each airport hangar	\$ 252.15
27	Underground sprinkling services over one acre for months of June, July & August - per sprinkler head	\$ 7.43
28	For each airport terminal building	\$ 493.40
29	Each wharf providing water to vessels	\$ 111.37
30	For each sawmill	\$ 252.15
31	For each drycleaner	\$ 252.15
32	Each car dealership with a non-commercial car wash stall	\$ 68.79
33	Seagate Pier large vessel meter	\$ 0.93/ m3
34	Pool	\$ 336.00
35	Arena	\$ 234.59
36	Hospital - per bed	\$ 23.94
37	Fish Hatchery	\$ 93.70
38	Sani-station	\$ 93.70

5. Backflow Preventers

a)	Hose connection vacuum breaker	\$ 26.27
b)	Double check valve assembly (3/4 inch)	\$ 157.59
c)	Reduced pressure type assembly (3/4 inch)	\$ 210.12
d)	All other sizes at cost	at cost

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

SCHEDULE B - SEWER RATES

<p>1. Rates - Inspection and Connection Fees Before any owner's sewer is connected to a sewer connection or public sewer, the owner of the lands requiring such connection or agent shall make application to the office of the District, upon such form as provided from time to time, for a permit to connect the owner's sewer to the sewer connection or public sewer, and shall pay to the District a sewer inspection/connection fee as follows:</p>		
<p>a) Where installation of a sewer connection exists, for standard 100 mm (4") connection an inspection/connection fee of:</p>	\$ 75.00	
<p>b) Application for any sewer service will be subject to:</p> <p style="padding-left: 20px;">i. Initial application analysis fee (may be combined with water, storm sewer application analysis fee).</p> <p style="padding-left: 20px;">ii. Estimate fees shall be charged on the basis of the actual cost of the work necessary including but not limited to all pavement, sidewalk, cut/replacement, and boulevard work.</p> <p>The estimate, provided by the District of Port Hardy, of the work to be completed must be paid prior to the start of the job. Any excess charges incurred will be billed or surplus fees paid will be refunded upon completion of the job and account reconciliation.</p>	<p>\$475.00</p> <p>At cost</p>	
<p>2. Seniors Discount Property owners who are Seniors shall receive a discount on all or any portion of a current billing if paid by the quarterly due date. This applies only to the principal place of residence. Senior means a person who is 65 years of age or older and who meets the grant eligibility requirements as defined by the <i>Home Owner Grant Act</i>.</p>		25%
<p>3. Re-Inspection Fee An inspection fee shall be paid to the District for each additional inspection required after the first inspection because of defective materials or workmanship.</p>		\$ 75.00
<p>4. Quarterly Rates - The rates reflected in this schedule are based on a flat rate billing system, unless indicated.</p>		Rate per quarter
1	For each residential dwelling unit	\$ 104.84
2	For each office, shop or store	\$ 115.58
3	For each supermarket	\$ 250.66
4	For each bakery	\$ 115.58
5	For each restaurant	\$ 367.32
6	For each lunch room or delicatessen	\$ 157.24
7	For each soda fountain or hot dog stand	\$ 115.58
8	For each hotel/motel - per unit	\$ 20.97
9	For each lounge	\$ 306.55
10	For each beer parlor	\$ 377.41
11	For each Laundromat - per washer	\$ 35.29
12	For each non-profit organization and hall	\$ 115.69
13	For each civic swimming pool	\$ 1043.70
14	For each arena	\$ 733.49
15	For each athletic club	\$ 367.32
16	For each theatre	\$ 115.58
17	For each hospital - per bed	\$ 73.77
18	For each school - per classroom	\$ 104.52
19	Light Industrial	
	5 employees or less	\$ 115.58
	6 - 15 employees	\$ 262.79
	16 - 30 employees	\$ 419.40
	Large water users	\$ 692.16

SCHEDULE B - SEWER RATES
(continued)

		Rate per quarter
20	For each service station/garage	\$ 115.58
21	For each car wash	
	For 1st stall	\$ 191.25
	Each additional stall	\$ 59.88
22	For each cannery	\$ 703.22
23	For each marina	\$ 113.75
24	For each campground - per stall	\$ 8.98
25	Metered sewage per cubic meter	\$ 1.41
26	Other users	\$ 115.58
27	For each airport hangar	\$ 262.79
28	For each airport terminal building	\$ 651.49
29	Fish Hatchery	\$ 121.17
30	Sani Station	\$ 112.28
31	Tipping Fee for Trucked Waste \$ 0.1751 per gallon. If an Operator is not currently at the plant a call out fee based on Operations labour and equipment rates will apply.	-----

SCHEDULE C - STORM SEWER RATES

- 1) That at such time as the application is executed the applicant shall pay a connection fee in accordance with the fees listed below:

a) Inspection of connection:	\$ 75.00
b) Re-inspection of connection and each subsequent connection	\$ 75.00
c) Application for any storm sewer service will be subject to:	
i. Initial application analysis fee (may be combined with water, sewer application analysis fee).	\$ 475.00
ii. Estimate fees shall be charged on the basis of the actual cost of the work necessary including but not limited to all pavement, sidewalk, cut/replacement, and boulevard work.	At cost
The estimate, provided by the District of Port Hardy, of the work to be completed must be paid prior to the start of the job. Any excess charges incurred will be billed or surplus fees paid will be refunded upon completion of the job and account reconciliation.	

SCHEDULE D - GARBAGE COLLECTION RATES

Rates do not include applicable taxes

1. Garbage Rates	
The rates reflected in this schedule are based on a flat rate billing system, unless indicated. Residential dwelling unit - based on a maximum of two regulation garbage cans per pickup every two weeks and recycling pickup on the alternate week.	
	Rate Per Quarter
Residential dwelling unit	\$ 26.08
2. Recycling Rates	
Residential dwelling unit	\$ 12.86
3. Transfer Station - residential waste	
The following fees apply to the Transfer Station: (Rates per item)	(a) \$ 1.11 per garbage container or bag (b) \$ 22.28 per level pickup truck (c) \$ 5.58 per tire
4. Tag A Bag sticker	
The fee for tag-a-bag sticker will be (each)	\$ 2.10

Seniors Discount

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

SCHEDULE E - STATUTORY RATES

Rates do not include applicable taxes.

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

SCHEDULE E - STATUTORY RATES

(continued)

Rates do not include applicable taxes

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

SCHEDULE F - BUSINESS LICENCE FEES

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

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

SCHEDULE G - HARBOUR RATES

Rates do not include applicable taxes

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

2. Rates

	Rate
Moorage - Commercial Fishing Vessel	
Daily/metre	\$ 0.45
Monthly/metre	\$ 5.55
Yearly/month/metre	\$ 4.77
All other Moorage	
Daily/metre	\$ 2.34
Monthly/metre	\$ 17.63
Yearly/month/metre	\$ 14.12
Power	
Prepaid 15 amp service/day	\$ 3.75
Prepaid 30 amp service/day	\$ 5.45
Prepaid 50 amp service/day	\$ 10.89
Prepaid 15 amp service/month	\$ 56.42
Prepaid 30 amp service/month	\$ 87.07
Prepaid 50 amp service/month	\$ 181.11
Other Rates	
Sign space rental per calendar year	\$ 32.48
Overdue account interest charge per month in accordance with interest rates established under Section 11(3) of the Taxation (Rural Area) Act	
NSF Cheque	\$ 25.00
Pump out - actual labour/hour - first occurrence	\$ 59.52
Pump out - actual labour/hour - subsequent occurrence	\$ 119.04
Pump out - minimum	\$ 59.52
Sewer pump out, Vessels less than 12 meters in length	\$ 10.00
Sewer pump out, Vessels less 12 meters in length and longer	\$ 27.14
Net Storage Fee - minimum charge applied every 12 hours after first 12 hours unless advance arrangements made through Harbour Office	\$ 100.00
Vessel left in posted loading zone beyond 4 hour maximum subject to hourly charge - Prolonged stay arrangement to facilitate repairs are to be arranged with Harbour Office	\$ 10.00

Bear Cove Recreation Site	Rates
Moorage - Charter Boat Operator	
Monthly/metre	\$ 17.62
All other moorage	
Daily/metre	\$ 2.34

SCHEDULE G - HARBOUR RATES

(continued)

Rates do not include applicable taxes

SEAGATE PIER

	Rates
Moorage - Commercial Fishing Vessel	
Moorage/metre (after first 15 minutes, per 24-hour period)	\$ 1.46
Off-Loading Commercial Fishing Vessel	
On or off-loading - the greater of:	
Minimum billing	\$ 57.96
Per hour	\$ 42.90
Per pound (applicable to seafood products)	\$ 0.03
Clean-up Fee	
Per hour as required	\$ 56.29
Moorage - All vessels other than CFV	
Moorage/metre per 24-hour period * Or part thereof	\$ 2.34
* Equivalent of Pleasure Craft daily rate at Small Craft Harbour floats	
Net Storage Fee - minimum charge applied every 12 hours after first 12 hours unless advance arrangements made through Harbour Office	\$ 100.00
Vessel left in posted loading zone beyond 4 hour maximum subject to hourly charge - Prolonged stay arrangement to facilitate repairs are to be arranged with Harbour Office	\$ 10.00

HARBOUR IMPROVEMENT

Applies to all Harbour Parking Areas

Rates include applicable taxes

	Rate
Launch Fees	
Non-commercial vessel*, per day	\$ 5.50
Non-commercial vessel*, Local Resident Annual Pass (includes launch, vehicle & trailer parking).	\$ 86.65
Commercial fishing vessel, per launch or removal	\$ 10.80
Commercial fishing vessel, (includes vehicle & trailer parking) Annual Commercial Pass	\$ 133.35
* Commercial Vessel is defined as: A Commercial Fishing Vessel displaying a valid licence, or a Licenced Local Business actively engaged in marine related services not being used for pleasure purposes.	
Vehicle <u>or</u> trailer parking pass	
Daily	\$ 5.30
Weekly	\$ 15.91
Monthly	\$ 53.04
Annual	\$ 86.65
Vehicle <u>and</u> trailer parking pass	
Daily	\$ 10.61
Weekly	\$ 31.82
Monthly	\$ 106.13
Annual	\$ 173.30

SCHEDULE H - SEAPLANE BASE RATES

Rates do not include applicable taxes.

Fuel	
Av Gas.	Prevailing Market Rate
Jet A	Prevailing Market Rate
Docking	
Docking - aircraft under 9 metres.	\$ 11.08 (free with fuel purchase)
Docking - aircraft over 9 metres.	\$ 17.73
Overnight	\$ 17.73
Monthly	\$ 498.79
Passenger Tax	\$ 1.10
Terminal Tenant	As per individual lease
Vessel Moorage Rates	
Annual/metre	\$ 212.01
June 15 to September 15 /per metre	\$ 62.29
Off season/per metre.	\$ 30.70
Daily- per metre/day	\$ 3.14

SCHEDULE I - RECREATION RATES

Rates do not include applicable taxes

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

General Recreation	Refundable Deposit	Rates Effective Aug. 1, 2016	Rates Effective Aug. 1, 2017
Rentals, per event			
Tables, each	\$20.00	\$ 5.19	\$ 5.19
Chairs, each	\$20.00	\$ 0.57	\$ 0.57
Pavilion, Beaver Harbour Park	\$20.00	\$ 10.90	\$ 10.90
*Registration Fee Collection - non-municipal service	Cash Only	\$ 2.00	\$ 2.00
*Tumble and Play (dry floor child only)		\$ 3.15	\$ 3.20
Fitness Classes (per class)		\$ 4.76	\$ 4.86
Fitness Classes (punch card 11 classes)		\$ 47.62	\$ 48.57
Special Event		\$ 4.76	\$ 4.86
Arena Rentals (Ice-in) - Arena rental per hour			
Youth groups (must consist of at least 80% youth)		\$ 65.10	\$ 66.43
Early Ice - June 1 to Labour Day (must consist of at least 80% youth)		\$ 81.33	\$ 82.95
Adult groups		\$ 106.81	\$ 108.95
Non Prime Time (Ice in) Arena Rental per hour Rental starting after 10 p.m. and ending before 6 a.m.		\$ 79.57	\$ 81.14
Arena Admission - Single Admission			
Twoonie Skate		\$ 1.90	\$ 1.90
Child 0-12 months		Free	Free
Child 13 months-12 years		\$ 3.00	\$ 3.05
Senior 55 + years		\$ 3.00	\$ 3.05
Youth 13 -18 years		\$ 3.62	\$ 3.71
Adult 19 - 54 years.		\$ 4.76	\$ 4.86
Family-Immediate family to maximum of 2 parents and 4 children under the age of 18		\$ 10.33	\$ 10.52
Punch Cards (11 admission passes)			
Child 13 months -12 years		\$ 30.00	\$ 30.48
Senior 55 + years		\$ 30.00	\$ 30.48
Youth 13-18 years		\$ 36.19	\$ 37.14
Adult 19 -54 years		\$ 47.62	\$ 48.57
Family-Immediate family to maximum of 2 parents and 4 children under the age of 18		\$ 103.30	\$ 105.20
Miscellaneous Skate Fees			
Skate Rental		\$ 1.90	\$ 1.90
Skate aid		\$ Free	\$ Free
Skate sharpening		\$ 4.76	\$ 4.76

*GST Exempt

SCHEDULE I - RECREATION RATES

(continued)

Rates do not include applicable taxes

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

Arena Dry Floor Rentals (Ice-out) - Arena rental per hour		Rates Effective Aug. 1, 2016	Rates Effective Aug. 1, 2017
Youth groups (must consist of at least 80% youth) - Arena surface only		\$ 42.29	\$ 43.15
Adult groups - Arena surface only		\$ 55.67	\$ 56.76
Commercial facility rental			
8:00 a.m. to 5:00 p.m.		\$ 749.71	\$ 764.71
8:00 a.m. to 12:00 midnight		\$1,021.91	\$1,042.34
5:00 p.m. to 2:00 a.m.		\$ 749.71	\$ 764.71
Each additional hour		\$ 85.10	\$ 86.81
Non-profit group facility rental			
8:00 a.m. to 5:00 p.m.		\$ 601.67	\$ 613.71
8:00 a.m. to 12:00 midnight		\$ 902.81	\$ 920.86
5:00 p.m. to 2:00 a.m.		\$ 601.67	\$ 613.71
Each additional hour		\$ 68.43	\$ 69.81

SCHEDULE I - RECREATION RATES

(continued)

Rates do not include applicable taxes

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

* GST Exempt

	Rates Effective Aug. 1, 2015	Rates Effective Aug. 1, 2016
Pool Rentals - per hour		
0-49 people	\$ 78.05	\$ 79.62
50 + people	\$ 130.05	\$ 132.67
Deck Time (45 minutes)	\$ 33.86	\$ 34.53
Single lane	\$ 18.62	\$ 19.00
Special Needs Pool rental	\$ 36.05	\$ 36.76
One-half pool, shared rental per hour	\$ 39.29	\$ 40.05
Pool Admission - Single Admission		
Infant 0 - 12 months	Free	Free
Child 13 months -12 years	\$ 3.00	\$ 3.05
Senior 55 + years	\$ 3.00	\$ 3.05
Youth 13 -18 years	\$ 3.62	\$ 3.71
Adult 19 - 54 years	\$ 4.76	\$ 4.86
Family- Immediate family to maximum of 2 parents and 4 children under the age of 18	\$ 10.33	\$ 10.52
Twoonie Swim	\$ 1.90	\$ 1.90
Special Event	\$ 4.76	\$ 4.76
Punch Cards (11 admission passes)		
Child 13 months - 12 years	\$ 30.00	\$ 30.48
Senior 55 + years	\$ 30.00	\$ 30.48
Youth 13-18 years	\$ 36.19	\$ 37.14
Adult 19-54 years	\$ 47.62	\$ 48.57
Family-Immediate family to maximum of 2 parents and 4 children under the age of 18	\$ 103.30	\$ 105.20
Monthly Pool Pass Good for 30 Days		
Child/Senior	\$ 45.57	\$ 46.47
Youth	\$ 54.57	\$ 55.66
Adult	\$ 71.00	\$ 72.43
Family (Immediate family to maximum of 2 parents and 4 children under the age of 18)	\$ 166.95	\$ 170.28
Pool Lessons & Programs		
Red Cross Swimming Lessons		
* Parent & Tot levels 1-3 (includes one parent and one child)	\$ 52.65	\$ 53.70
* Preschool Levels 4-8	\$ 47.90	\$ 48.85
* Swim Kids Levels 1- 5 (10 ½ hr lessons)	\$ 36.20	\$ 36.90
* Swim Kids Levels 6-9 (10 / 45 minute lessons)	\$ 59.60	\$ 60.80
* Swim Kids Level 10 (medallion & certificate)	\$ 65.45	\$ 66.75
Aqua Adults Levels 1-3 (10 ½ hr lessons)	\$ 48.95	\$ 49.91
Badges & Stickers – each	\$ 2.24	\$ 2.29
* Special Needs (not School District) 10 - ½ hour lessons (one on one instruction)	\$ 59.60	\$ 60.80
* Special Needs Group Lesson (10 - ½ hour lessons)	\$ 36.25	\$ 37.00

SCHEDULE I - RECREATION RATES

(continued)

Rates do not include applicable taxes

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

	Rates Effective Aug. 1, 2016	Rates Effective Aug. 1, 2017
Private Lessons -per half-hour		
* Children and youth – Individual	\$ 12.25	\$ 12.50
* Additional person	\$ 7.65	\$ 7.80
Adult – Individual	\$ 14.00	\$ 14.28
Additional person, each	\$ 10.62	\$ 10.81
School District classes - per hour		
* Up to 3 instructors	\$ 95.55	\$ 97.45
* Additional instructors, each	\$ 25.20	\$ 25.70
Swim Team – Monthly per person	\$ 31.62	\$ 32.24
*Tumble, Play, and Swim (Adult and Child) 10 sessions	\$ 81.50	\$ 83.05
*Tumble, Play, and Swim (Additional Child) 10 sessions	\$ 31.50	\$ 31.95
*Tumble, Play, and Swim drop in (Adult and Child)	\$ 8.15	\$ 8.30
*Tumble, Play, and Swim drop in (Additional Child)	\$ 3.15	\$ 3.20
Fitness Classes (per class)	\$ 4.76	\$ 4.86
Fitness Classes (punch card 11 classes)	\$ 47.62	\$ 48.57
Aquafit Classes Senior 55 + years	\$ 3.00	\$ 3.05
Aquafit Classes Senior 55+ years (punch card 11 classes)	\$ 30.00	\$ 30.48
Advanced Aquatic Courses		
Junior Lifeguard Club	\$ 96.67	\$ 98.62
Scuba Rangers	\$ 131.00	\$ 133.62
Bronze Cross	\$ 198.67	\$ 202.62
Bronze Cross Recertification.	\$ 85.24	\$ 86.96
Bronze Medallion/Senior Resuscitation	\$ 182.00	\$ 185.62
Bronze Medallion/Senior Resuscitation Recertification	\$ 56.76	\$ 57.91
National Lifeguard Standards Award	\$ 410.24	\$ 418.43
National Lifeguard Standards Award Recertification	\$ 113.57	\$ 115.85
Life Saving Camp (Bronze Medallion/Bronze Cross/Sr. Resuscitation)	\$ 289.43	\$ 295.19
Royal Lifesaving Instructor Award	\$ 311.67	\$ 317.90
Assistant Water Safety Instructor	\$ 283.34	\$ 289.00
Water Safety Instructor Recertification	\$ 94.67	\$ 96.57
Water Safety Instructor Award	\$ 340.57	\$ 347.58
B.O.A.T Certification - Manual	\$ 13.81	\$ 14.10
B.O.A.T. Certification - Exam	\$ 39.34	\$ 40.14
First Aid Programs		
CPR	\$ 63.76	\$ 65.05
CPR Recertification	\$ 52.34	\$ 53.38
Child Safe	\$ 69.57	\$ 70.96
Child Safe Recertification	\$ 57.81	\$ 59.00
Standard First Aid	\$ 142.04	\$ 144.91
Standard First Aid Recertification	\$ 57.81	\$ 59.00
Emergency First Aid	\$ 77.43	\$ 79.00
*Babysitter’s Course – 8 hours 11-15 year old	\$ 60.65	\$ 61.85

*GST Exempt

SCHEDULE J - BUILDING BYLAW FEES AND DEPOSITS

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

SCHEDULE J - BUILDING BYLAW FEES AND DEPOSITS (continued)

5. Application or Permit Transfer Fee	
a) A transfer fee of	\$ 50.00
i) Applies when a permit is outstanding with respect to a parcel of land and the registered ownership of the land is transferred. The new owner may apply for a revised building permit issued in the name of that owner upon payment of the transfer fee.	
ii) A revised building permit issued under Subsection a) i) shall be deemed to have been issued on the date of the original issuance of the permit and to take effect from that date.	
iii) Subsection a) i) does not apply when the building plans or the conditions of issuance for a building permit are proposed to be changed. A new building permit application and permit fee must be submitted to the Building Inspector and a new building permit obtained.	
6. Permit Extension Fee	
An additional non-refundable permit extension fee applies when an extension is requested in writing by the owner.	\$ 50.00
7. Letter Advising of Status of Property and Improvements	\$ 50.00 per hour
8. Building File Review	\$ 50.00 per hour
9. Fire Protection Equipment - Resubmission of plans	\$ 100.00 each submission
10. Damage Deposits	
a) Demolition Permit	
i) Residential demolition	\$1,000.00
ii) Commercial/industrial demolition	\$4,000.00
b) Building or Moving Permit	Construction
	<u>Value (\$)</u> <u>Deposit(\$)</u>
	0 – 30,000 200.00
	30,0001 – 80,000 500.00
	80,001 – 200,000 700.00
	200,001 – 2,000,000 2,000.00
	2,000,001 and over 4,000.00
c) Refund of Damage Deposit – Where a damage deposit has been paid to the District with respect to a Building, Demolition or Moving Permit, the balance of said deposit shall be refunded after:	
i) An occupancy permit has been issued by the District with respect to the works that the Building or Moving Permit was issued; and,	
ii) The District has inspected adjacent highways, public utilities and District property which are found to be in a satisfactory condition.	

SCHEDULE K - CEMETERY RATES
Rates do not include applicable taxes

	Care Fund (included)	Total Fee
Grave Space	\$ 102.00	\$ 408.00
Cremated Remains Size	\$ 30.00	\$ 120.00
Services - Opening and Closing grave for burials		
Monday- Friday 8:00 a.m. - 2:00 p.m.		\$ 576.30
Monday- Friday after 2:00 p.m.		\$ 785.40
Saturday, Sunday 8:00 a.m. - 2:00 p.m.		\$ 1,101.60
Statutory Holidays 8:00 a.m. - 2:00 p.m.		\$ 1,500.00
Services - Opening and Closing grave for Cremated Remains		
Monday- Friday 8:00 a.m. - 2:00 p.m.		\$ 158.10
Monday- Friday after 2:00 p.m.		\$ 360.00
Saturday, Sunday 8:00 a.m. - 2:00 p.m.		\$ 460.50
Statutory Holidays 8:00 a.m. - 2:00 p.m.		\$ 600.00
Services - Opening and Closing grave for Exhumation		
Monday - Friday 8:00 a.m. - 2:00 p.m.		\$ 632.40
Transfer of License		\$ 25.00
Installation of Memorials	\$ 30.60	\$ 122.40
Goods		
Grave Liners		\$ 325.00
Oversize Grave Liners		\$ 475.00
Cremation Vaults		\$ 130.00

SCHEDULE L - FREEDOM OF INFORMATION AND PRIVACY RATES

Rates do not include applicable taxes

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

SCHEDULE M - BURNING PERMIT RATES

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

SCHEDULE N – ANIMAL CONTROL RATES

Annual license fee for spayed/neutered dog over eight (8) months old	\$ 15.00
Annual license fee for not spayed/neutered dog over eight (8) months old	\$ 50.00
Annual license fee for dangerous dog	\$ 75.00
Replacement tags	\$ 7.50
Impoundment - Dogs & Cats	
First impoundment (Plus Annual Dog Licence Fee if applicable)	\$ 50.00
Second impoundment	\$ 75.00
Third impoundment	\$ 100.00
Fourth impoundment and subsequent impoundment	\$ 125.00
Impoundment - Livestock - Large	
First impoundment	\$ 100.00
Second impoundment	\$ 125.00
Third impoundment	\$ 150.00
Fourth and subsequent impoundment	\$ 200.00
Miscellaneous	
Care and feeding fee per day for animals other than large livestock	\$ 25.00
Care and feeding fee per day for livestock	Cost plus 10% admin fee
Breeders Licence	\$ 100.00
Drop off Fee	
Drop off fee - per adult animal (non-resident)	\$ 50.00
Drop off fee - adult female with litter (non-resident)	\$ 50.00
Drop off fee (residents)	No charge
Adoption Fees - per animal	
Dogs (neutered by District)	
Under 22 pounds	\$ 255.00
22-44 pounds	\$ 271.00
Over 44 pounds	\$ 291.00
Dogs (spayed by District)	
Under 22 pounds	\$ 297.00
22-44 pounds	\$ 317.00
44-88 pounds	\$ 359.00
Over 88 pounds	\$ 406.00
Dogs over 1 year (spayed by District)	
Under 22 pounds	\$ 369.00
22-44 pounds	\$ 375.00
44-88 pounds	\$ 447.00
Over 88 pounds	\$ 520.00
Cats (spayed/neutered by District)	
Neuter	\$ 161.00
Spay	\$ 250.00
Pregnant spay	\$ 354.00
Cats/Dogs (spayed/neutered prior to impound)	\$ 52.00
Veterinary expenses	At cost
Drop off dog that has bitten within 14 days ; includes minimum 10 days care and feeding, administration costs to deal with Communicable Disease Nurse and euthanasia at end of term.	\$ 200.00
Quarantine	\$ 150.00

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

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

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

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

SCHEDULE Q - SUBDIVISION APPLICATION RATES

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

SCHEDULE R – VACANT PROPERTIES RATES

Initial investigation and inspection of property, including attendance by Inspector	Actual costs incurred for related labour, materials or equipment plus 20% administration costs
Inspection Contractor/Professional, including attendance by Inspector	Actual costs incurred plus 20% administration costs
Subsequent inspections	\$100 plus hourly departmental charge out rate
District work if owner defaults	Actual costs incurred for related labour, materials or equipment plus 20% administration costs
Where owner does not comply with District requirement to maintain property, or bringing up to standards. Fee applies to either vacant or occupied parcels.	Actual costs incurred for related labour, materials or equipment plus 20% administration costs