



DISTRICT OF PORT HARDY

AGENDA COUNCIL MEETING 7:00 PM, TUESDAY, MAY 9, 2017 MUNICIPAL HALL COUNCIL CHAMBERS 7360 COLUMBIA STREET

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

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, MAY 9, 2017
 Council Chambers - Municipal Hall**

<u>Page</u>		Time:
	A. CALL TO ORDER	
	B. APPROVAL OF AGENDA AS PRESENTED (or amended)	
	Motion required.	1. 2.
	C. ADOPTION OF MINUTES	
1	1. Minutes of the Committee of the Whole Meeting held April 25, 2017.	
	Motion required.	1. 2.
2-4	3. Minutes of the Regular Council meeting held April 25, 2017.	
	Motion required.	1. 2.
	D. DELEGATIONS AND REQUESTS TO ADDRESS COUNCIL	
	No delegations.	
	E. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS	
5	1. Council Action items. For information.	
	F. CORRESPONDENCE	
6	1. Louisa Bates, Manager, Visitor Information (Apr.27/17) re: Request for \$250 funding support for Port Hardy & Vancouver Island North Familiarization Tour.	
	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	
	No Committee Reports.	
	J. STAFF REPORTS	
7-8	1. Accounts Payable – April 2017. For information.	
9-14	2. Municipal and Regional District Tax Program – Appendix 2.1 Financial Report. For information.	

**DISTRICT OF PORT HARDY
AGENDA FOR THE REGULAR COUNCIL MEETING
7:00 PM TUESDAY, MAY 9, 2017
Council Chambers - Municipal Hall**

K. CURRENT BYLAWS AND RESOLUTIONS

15-17 1. Bylaw 1062 -2017, A Bylaw to Set the 2017 Annual Tax Rate. For Adoption
Motion required. 1. 2.

18 2. Bylaw 1064-2017 A Bylaw to Amend Fire Department Establishment and
Procedures Bylaw No. 16-2011, for Adoption.
Motion required. 1. 2.

L. PENDING BYLAWS

1. Bylaw 1064-2017, To Amend District of Port Hardy Cemetery Bylaw 11-2009.
2. Bylaw 1066-2017, Administration of the *Freedom of Information and Protection of Privacy Act*.

M. INFORMATION AND ANNOUNCEMENTS

May10 Heritage Society 7:00 pm, Council Chambers
May 15 Committee: Operational Services 3:00 pm, Council Chambers
Port Hardy Twinning Society 7:00 pm, Council Chambers
May 17 Committee: Parks & Recreation Review 3:00 pm – *Mayor/Council Office*
May 22 Victoria Day *Municipal Hall Closed*
May 23 Regular Council Meeting 7:00 pm, Council Chambers
May 29 Committee: Emergency Planning Noon, 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 APRIL 25, 2017
COUNCIL CHAMBERS, MUNICIPAL HALL
7360 COLUMBIA STREET**

Agenda

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

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

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

A. CALL TO ORDER

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

B. APPROVAL OF AGENDA

Moved/Seconded/Carried

THAT the agenda for the Committee of the Whole meeting of April 25, 2017 be accepted as presented.

C. DELEGATION

1. Janna Olynyk, CPA, CA from MNP LLP (Auditors) re: MNP, LLP - Presentation of 2016 Draft Financial Statements.

Janna Olynyk reviewed with Council with the 2016 Financial Statements, Statement of Financial Information and the Auditor's Report. Ms Olynyk advised Council that Appendix C, Summary of Significant Differences was an equity difference of \$66,797 and not a cash flow concern. Adrian Maas, Director of Finance advised that the difference is due to the way assets are recorded, that it is a credit and that it may not show again in future audits.

Ms Olynyk reported that they did not find any inconsistencies during the course of their audit and thanked Council and staff for their help and support during the audit.

Moved/Seconded/Carried

THAT the Committee of the Whole recommend that Council approve the 2016 Financial Statements, Statement of Financial Information as prepared by staff and accept the Auditor's Report as presented.

D. NEW BUSINESS

None

E. ADJOURNMENT

MOVED

THAT the Committee of the Whole adjourn.

Time: 6:44 pm

CORRECT

APPROVED

COW 2017-008
APPROVAL OF
AGENDA AS
PRESENTED

COW 2017-008
RECOMMENDATI
ON TO COUNCIL
RE: 2016
FINANCIAL
REPORTS

COW 2017-009
ADJOURNMENT

DIRECTOR
OF CORPORATE SERVICES

MAYOR



**MINUTES OF THE DISTRICT OF PORT HARDY
REGULAR COUNCIL MEETING
APRIL 25, 2017
COUNCIL CHAMBERS, MUNICIPAL HALL
7360 COLUMBIA STREET**

Agenda

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

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

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

A. CALL TO ORDER

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

B. APPROVAL OF AGENDA

Moved/Seconded/Carried

THAT the agenda for the Regular Council meeting of April 25, 2017 be accepted as presented.

2017-056
AGENDA APR 25/17
ACCEPTED AS
PRESENTED

C. ADOPTION OF MINUTES

1. Minutes of the Special Council meeting held April 11, 2017.

Moved/Seconded/Carried

THAT the Minutes of the Special Council meeting held April 11, 2017 be accepted.

2017-057
SPECIAL COUNCIL
MEETING APR 11/17
ACCEPTED

2. Minutes of the Committee of the Whole Council meeting held April 11, 2017.

Moved/Seconded/Carried

THAT the Minutes of the Committee of the Whole Council meeting held April 11, 2017 be accepted.

2017-058
COW COUNCIL
MEETING MINUTES
APR 11/17
ACCEPTED

3. Minutes of the Regular Council meeting held April 11, 2017.

Moved/Seconded/Carried

THAT the Minutes of the Regular Council meeting held April 11, 2017 be accepted.

2017-059
REGULAR COUNCIL
MEETING MINUTES
APR 11/17
ACCEPTED

D. DELEGATIONS

No delegations

E. ACTION ITEMS

1. Council action items were received for information.

Councillor Marcotte asked if any progress has been made on the December 2016 Council request to staff to research and report back on the probability or likelihood of a tsunami event in the Port Hardy area and investigate siren purchase costs. Allison McCarrick, CAO advised staff will check into progress on the request.

ACTION ITEMS

Councillor Marcotte asked if any progress has been made on the November 2015 Council request to proceed with the recommendations in the Broken Window Report. Heather Nelson-Smith, Director of Corporate Services advised that action has been taken and there are more properties to review. This issue is ongoing and more follow up will be done.

F. CORRESPONDENCE

1. Louisa Bates, Visitor Services and Marketing Manager, Port Hardy Visitor Centre (Apr.19/17) re: Request to use Carrot Park for World Oceans Day, Thursday June 8, 2017.

2017-060
USE OF CARROT
PARK ON JUNE 8TH
FOR OCEANS DAY
APPROVED

Moved/Seconded/Carried

THAT Council approve the request by Louisa Bates, Visitor Services & Marketing Manager, Port Hardy and District Chamber of Commerce and Visitor Centre for the use of Carrot Park on June 8, 2017 from 10:00 am to 3:00 pm for World Oceans Day.

G. NEW BUSINESS

No New Business

H. COUNCIL REPORTS

COUNCIL REPORTS

Councillors Pat Corbett-Labatt, Dennis Dugas, Rick Marcotte, Fred Robertson, John Tidbury and Leighton Wishart reported on their recent meetings and other activities they attended and/or undertook on behalf of the District.

Mayor Bood and Heather Nelson-Smith played a short video that featured Lone Brown discussing the North Island Community Forest. The link to another video featuring Mayor Bood will be presented at the next Council meeting.

I. COMMITTEE REPORTS

1. Recommendation from the the Committee of the Whole meeting April 25, 2017.
THAT Council approve the 2016 Financial Statements and Statement of Financial Information as prepared by staff and accept the Auditor's Report as presented.

2017-061
APPROVAL OF
DISTRICT OF PORT
HARDY 2016
FINANCIAL
STATEMENTS

Moved/Seconded/Carried

THAT Council approve the 2016 Financial Statements, Statement of Financial Information as prepared by staff and accept the Auditor's Report as presented.

2. Draft minutes of the First Nations Relations Committee meeting held April 11, 2017 were received for information. Note: Recommendations to Council in the minutes were brought forward to the April 11, 2017 Council meeting.
3. Draft minutes of the Operational Services Committee meeting held April 18, 2017 were received for information.
4. Draft minutes of the Parks & Recreation Review Committee meeting held April 19, 2017 were received for information.

J. STAFF REPORTS

No Staff Reports.

K. CURRENT BYLAWS AND RESOLUTIONS

1. Bylaw 1062 -2017, A Bylaw to Set the 2017 Annual Tax Rate. Rescind Third Reading.

Adrian Maas, Director of Finance advised the amendment was necessary due to a change in Regional District of Mount Waddington and Provincial Hospital tax rate levies.

2017-062
BYL 1062-2017
RESCIND 3RD
READING (MOTION
2017-054)

Moved/Seconded/Carried

THAT the Third Reading of Bylaw 1062 -2017, A Bylaw to Set the 2017 Annual Tax Rate be rescinded.

2017-063
BYL 1062-2017 3RD
READING AS
AMENDED

Moved/Seconded/Carried

THAT Bylaw 1062 -2017, A Bylaw to Set the 2017 Annual Tax Rate receive Third Reading as amended.

- 2. Heather Nelson-Smith, Director of Corporate Services re: Bylaw 1064-2017, A Bylaw to Amend Fire Department Establishment and Procedures Bylaw No. 16-2011.

Heather Nelson-Smith reviewed the differences between interior and exterior service levels and requirements of the British Columbia Fire Service Minimum Training Standards Playbook. The minimum service levels do not prevent the Fire Department from training to a higher standard or provide increased service. The proposed change sets a minimum service standard to reduce liabilities on the District if the minimum standard cannot be maintained. District Staff recommend that Council amend District of Port Hardy Bylaw 16-2011 Fire Department Establishment and Procedures section 5.2 to change the service delivery level from Interior Operations to Exterior Operations.

Bylaw 1064-2017 A Bylaw to Amend Fire Department Establishment and Procedures Bylaw No. 16-2011 for First, Second, and Third Readings.

2017-064
BYL 1064-2017, TO
AMEND BYL 16-2011
1ST 2ND AND 3RD
READING

Moved/Seconded/Carried

THAT Bylaw 1064-2017 A Bylaw to Amend Fire Department Establishment and Procedures Bylaw No. 16-2011 receive First, Second, and Third Readings.

L. PENDING BYLAWS

No pending bylaws.

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

2017-065
ADJOURNMENT

Moved

THAT the meeting be adjourned.

Time: 7:28pm

CORRECT

APPROVED

DIRECTOR
OF CORPORATE SERVICES

MAYOR

Agenda

ITEM	ACTION REGULAR MEETING APRIL 25, 2017	WHO	STATUS /COMMENTS
Community Forest Video with Mayor Bood	Staff to show at next Council meeting	HN-S	Has been emailed out to Council members
Louisa Bates Port Hardy Visitor Centre (Apr.19/17) re: Request to use Carrot Park for World Oceans Day, Thursday June 8, 2017.	Approved. Advise of approval	HN-S	
2016 Financial Statements, Statement of Financial Position as prepared by staff and Auditor's Report	Approved as presented. Post – circulate as required.	AM	Done
ITEM	ACTION REGULAR MEETING JANUARY 24, 2017	WHO	STATUS /COMMENTS
Island Health (Jan 12/17) re: Recommendations- Local Gov't Smoke –Free Bylaws.	Council requested staff to review the recommendations with the District's current bylaw and revise the bylaw for review by Council.	HN-S	In progress
ITEM	ACTION REGULAR MEETING DEC 13, 2016	WHO	STATUS /COMMENTS
Emergency Planning Committee Nov.28/16 Recommendation to Council: Purchase and installation of tsunami warning sirens	<u>April 25/17</u> Update requested. Council directed staff to research and report back into the probability or likelihood of a tsunami event in the Port Hardy area and investigate siren purchase costs.	SM	Staff to provide update
ITEM	ACTION REGULAR MEETING NOV 8 2016	WHO	STATUS /COMMENTS
Hydro outage – can power can be rerouted from the windfarm to supply power to Port Hardy during outages.	Invite Hydro rep to meeting	AMc	<u>April 26/17</u> Ted Olynyk looking at May/June dates
ITEM	ACTION COUNCIL MEETING May 10 2016	WHO	STATUS /COMMENTS
First Nations Relations Committee May 10/16 Recommendation: THAT Council provide in kind services to install two signs donated by M. Child for Stink Creek Park and Harbour Trail near Seaplane Base THAT Council investigate supplying a plaque that identifies the artist THAT it be in two languages.	Approved: - Arrange for signs / installation/plaque -Investigate interpretive signs	AF/ SM AF AMc	A. McCarrick, CAO Request to remove from Action Item list and refer back to FNRC for discussion This is not moving along.
ITEM	ACTION COUNCIL MEETING NOVEMBER 24, 2015	WHO	STATUS /COMMENTS
Operational Services Committee Nov 19/15: Recommendation: <i>proceed with recommendations from the Broken Window report</i>	Approved: as recommended: Jan 12/16 Letters 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	A. McCarrick, CAO Request to remove from Action Item list. Remedial action on properties and will be ongoing April 25/17 Heather Nelson-Smith, Director of Corporate Services advised that action has been taken and there are more properties. This is ongoing and more follow up will be done



April 27th, 2017



Dear Honourable Mayor Hank Bood & Council,

The Port Hardy Visitor Centre is excited to announce that the organization is a successful recipient of **Destination British Columbia's 2017 Visitor Services Innovation Fund grant!** With this news, the Port Hardy Visitor Centre will be commencing with the planning and coordination of a **Port Hardy & Vancouver Island North Familiarization Tour.**

The Port Hardy & Vancouver Island North Familiarization Tour is aimed to provide local and regional visitor centre teams with an opportunity to experience a variety of the tourism products and services available in Port Hardy and across the North Island region to improve the level and quality of visitor service delivery. The 3 ½ day tour, starting June 15th, focuses on incorporating a wide-range of activity types that Port Hardy visitors commonly inquire about, as well as highlighting local features and unique attributes that shape the Port Hardy & North Island visitor experience. The tentative itinerary includes a sampling of Port Hardy and North Island tourism opportunities including wildlife viewing, an aboriginal cultural tour, visits to museums and interpretive centres, a flightseeing tour, and a trip to local beaches and trails. In addition, to provide a well-rounded experience, the tour also encompasses opportunities to explore a range of Port Hardy's accommodations and food and beverage services.

It is the objective of the Port Hardy & Vancouver Island North Familiarization Tour to increase the reach and accessibility of Port Hardy visitor information and services. The tour will provide front-line representatives of neighbouring communities with an opportunity to gain greater knowledge of Port Hardy and the North Island. This will provide visitor counsellors an enhanced ability to share and deliver reliable, accurate, and representative information about our beautiful community, Port Hardy tourism operators and service providers and of those across the North Island region.

The Port Hardy Visitor Centre would like to invite the District of Port Hardy to support this exciting initiative with a sponsorship of \$250.00. The local tourism community has welcomed the project well, with different businesses and organizations offering support to the efforts. All sponsors and supporters of the initiative will be acknowledge at the welcoming event as well as on any resources and materials that are developed on behalf of the tour.

Thank you Mayor Bood and Council for tour consideration of support towards the Port Hardy & Vancouver Island North Familiarization Tour.

Sincerely,

A handwritten signature in blue ink that reads "Louisa Bates".

Louisa Bates

(250)-949-7622
manager@visitporthardy.com

Port Hardy, BC
7250 Market Street

Cheque #	Pay Date	Vendor #	Vendor Name	Paid Amount	Void
008974	06/04/2017	00044	ACKLANDS - GRAINGER INC.	176.15	
008975	06/04/2017	02514	AlSCO	93.88	
008976	06/04/2017	00829	ANA'S HARDY CLEAN	2,303.99	
008977	06/04/2017	01184	AON REED STENHOUSE INC.	7,034.00	
008978	06/04/2017	01836	ARIES SECURITY LTD.	4,059.30	
008979	06/04/2017	00047	B.C. HYDRO (Minister of	62,020.33	
008980	06/04/2017	01816	BC SALMON FARMERS ASSOCI	483.00	
008981	06/04/2017	00018	CANADIAN RED CROSS SOCIET	625.24	
008982	06/04/2017	02468	Canwest Propane	41.96	
008983	06/04/2017	00281	CHEVRON CANADA LTD.	1,586.04	
008984	06/04/2017	01433	COMOX PACIFIC EXPRESS LT	44.47	
008985	06/04/2017	01901	DENNISON, MELINDA	35.00	
008986	06/04/2017	03385	Frontier Power Products	35.11	
008987	06/04/2017	02860	Grove-Crossman Equipment	319.20	
008988	06/04/2017	00058	GUILLEVIN INTERNATIONAL	357.00	
008989	06/04/2017	00052	HARDY BUILDERS' SUPPLY	47.39	
008990	06/04/2017	00063	HOME HARDWARE BUILDING C	281.50	
008991	06/04/2017	01875	ISLAND ADVANTAGE DISTRIB	197.12	
008992	06/04/2017	00065	K & K ELECTRIC LTD.	576.86	
008993	06/04/2017	03387	Martineau, Bethany	1,000.00	
008994	06/04/2017	03059	Maxxam Analytics	603.75	
008995	06/04/2017	01777	MCCARRICK, ALLISON	35.00	
008996	06/04/2017	02150	MCMILLAN, CRYSTAL	1,318.12	
008997	06/04/2017	00328	MERCER, SEAN	35.00	
008998	06/04/2017	01014	NICKERSON, SCHELL	75.00	
008999	06/04/2017	01645	NORTH ISLAND COMMUNICATI	327.39	
009000	06/04/2017	00769	Praxair Distribution	917.89	
009001	06/04/2017	00080	PUROLATOR INC.	871.22	
009002	06/04/2017	00107	RECEIVER GENERAL FOR CAN	26,507.90	
009003	06/04/2017	00187	REGIONAL DISTRICT OF MT	5,000.00	
009004	06/04/2017	00187	REGIONAL DISTRICT OF MT	5,727.31	
009005	06/04/2017	03092	Seaway Ventures Ltd.	11,658.18	
009006	06/04/2017	00253	Shaw Cable	134.74	
009007	06/04/2017	01773	UNIVAR CANADA LTD.	11,905.50	
009008	06/04/2017	00644	VAN KAM FREIGHTWAYS LTD.	98.92	
009009	06/04/2017	01429	WINDSOR PLYWOOD	992.30	
009010	06/04/2017	00164	Xerox Canada Ltd.	8.78	
009011	13/04/2017	02514	AlSCO	93.88	
009012	13/04/2017	02551	Associated Fire Safety E	15,757.48	
009013	13/04/2017	01145	BLACK CAT REPAIRS	111.21	
009014	13/04/2017	00073	BLACK PRESS GROUP LTD.	834.05	
009015	13/04/2017	02013	BRAUN, WERNER	500.70	
009016	13/04/2017	02468	Canwest Propane	468.69	
009017	13/04/2017	02221	CERTIFIED ENSEMBLE SERVI	426.95	
009018	13/04/2017	00281	CHEVRON CANADA LTD.	2,492.81	
009019	13/04/2017	01112	CITY OF NANAIMO	4,100.25	
009020	13/04/2017	02218	DELPRO AUTOMATION INC.	4,893.60	
009021	13/04/2017	01982	DIGITAL POSTAGE ON CALL	2,100.00	
009022	13/04/2017	00099	FOX'S DISPOSAL SERVICES	13,047.94	
009023	13/04/2017	00058	GUILLEVIN INTERNATIONAL	1,702.93	
009024	13/04/2017	00052	HARDY BUILDERS' SUPPLY	25.15	
009025	13/04/2017	00063	HOME HARDWARE BUILDING C	285.32	
009026	13/04/2017	01324	ICOMPASS TECHNOLOGIES IN	126.00	
009027	13/04/2017	02878	Irwin Air Ltd	281.21	
009028	13/04/2017	02606	Island Communications Lt	1,366.40	
009029	13/04/2017	02807	Johnson Security Solutio	945.76	
009030	13/04/2017	00065	K & K ELECTRIC LTD.	843.55	
009031	13/04/2017	02883	Lekker Food Distributors	865.80	
009032	13/04/2017	00147	Local Government Managem	2,730.00	
009033	13/04/2017	00069	MACANDALE'S	1,383.54	
009034	13/04/2017	02007	MARSHALL WELDING AND FAB	86.81	
009035	13/04/2017	00447	MNP	9,095.62	
009036	13/04/2017	02439	Mose, Richard	180.00	
009037	13/04/2017	00033	NAPA AUTO PARTS/N.I. IND	349.52	
009038	13/04/2017	01014	NICKERSON, SCHELL	776.08	
009039	13/04/2017	00027	NORTH ISLAND VETERINARY	14.27	
009040	13/04/2017	03390	O'Reilly, Kathy	588.00	
009041	13/04/2017	00526	OPERATING ENGINEERS' BEN	154.88	
009042	13/04/2017	02749	Orach Enterprises Ltd.	1,217.16	
009043	13/04/2017	00272	ROLLINS MACHINERY LIMITE	17,360.00	
009044	13/04/2017	00843	SHARE CANADA	1,470.00	

Cheque #	Pay Date	Vendor #	Vendor Name	Paid Amount	Void
009045	13/04/2017	00113	STRYKER ELECTRONICS LTD.	25.76	
009046	13/04/2017	00088	Swiftsure Petroleum Dist	35.00	
009047	13/04/2017	03313	Tex Electric Ltd.	97.02	
009048	13/04/2017	00089	THE HOBBY NOOK	161.28	
009049	13/04/2017	00855	Vancouver Island Health	325.00	
009050	13/04/2017	02837	Waterhouse Environmental	6,115.20	
009051	13/04/2017	03274	West Coast Wear Products	367.50	
009052	13/04/2017	01983	WM. S. JACKSON AND ASSOC	3,832.50	
009053	13/04/2017	00164	Xerox Canada Ltd.	484.32	
009054	20/04/2017	02514	AlSCO	93.88	
009055	20/04/2017	03392	BEST Shredding	568.05	
009056	20/04/2017	02989	Bleaney, Cassandra	117.58	
009057	20/04/2017	02882	Catalys Lubricants Inc.	433.87	
009058	20/04/2017	01433	COMOX PACIFIC EXPRESS LT	265.25	
009059	20/04/2017	02730	CUPE Local 401	660.76	
009060	20/04/2017	01438	GEISLER CONSTRUCTION	346.34	
009061	20/04/2017	00058	GUILLEVIN INTERNATIONAL	1,072.47	
009062	20/04/2017	00063	HOME HARDWARE BUILDING C	174.60	
009063	20/04/2017	00194	INT'L UNION OPERATING EN	1,115.80	
009064	20/04/2017	02072	MARINE HARVEST CANADA IN	700.00	
009065	20/04/2017	03390	O'Reilly, Kathy	80.40	
009066	20/04/2017	02071	PACIFICUS BIOLOGICAL SER	2,421.56	
009067	20/04/2017	00107	RECEIVER GENERAL FOR CAN	24,428.55	
009068	20/04/2017	00187	REGIONAL DISTRICT OF MT	5,008.22	
009069	20/04/2017	00161	TELUS MOBILITY (BC)	760.54	
009070	20/04/2017	00485	TRAN SIGN (1999) LTD.	4,460.87	
009071	20/04/2017	03264	Unitech Construction Man	1,747.95	
009072	20/04/2017	00855	Vancouver Island Health	250.00	
009073	27/04/2017	00735	A.C.E. COURIER SERVICES	216.12	
009074	27/04/2017	02514	AlSCO	93.88	
009075	27/04/2017	00046	ANDREW SHERET LTD	2,994.21	
009076	27/04/2017	02551	Associated Fire Safety E	5,993.59	
009077	27/04/2017	01805	BUSY B'S DISTRIBUTING	12.46	
009078	27/04/2017	02468	Canwest Propane	2,844.36	
009079	27/04/2017	01112	CITY OF NANAIMO	852.23	
009080	27/04/2017	03209	CLN Machining & Fabricat	1,256.58	
009081	27/04/2017	02181	DELLO, KERRY	116.43	
009082	27/04/2017	02140	DOUG LLOYD CONTRACTING	135.45	
009083	27/04/2017	00183	DRIEMEL, LESLIE	64.00	
009084	27/04/2017	03394	Edley imagineering Inc	1,632.41	
009085	27/04/2017	02831	Exova Canada Inc.	748.13	
009086	27/04/2017	03395	Fireworks Factory	12,500.00	
009087	27/04/2017	01860	GREYHOUND COURIER EXPRES	31.31	
009088	27/04/2017	00058	GUILLEVIN INTERNATIONAL	469.82	
009089	27/04/2017	00052	HARDY BUILDERS' SUPPLY	48.13	
009090	27/04/2017	00063	HOME HARDWARE BUILDING C	195.15	
009091	27/04/2017	02606	Island Communications Lt	632.80	
009092	27/04/2017	00065	K & K ELECTRIC LTD.	2,276.01	
009093	27/04/2017	00069	MACANDALE'S	480.80	
009094	27/04/2017	01187	MCELHANNEY CONSULTING SE	5,507.25	
009095	27/04/2017	03393	Mikes Saw Shop	120.84	
009096	27/04/2017	00014	MINISTER OF FINANCE	3,525.00	
009097	27/04/2017	00447	MNP	9,095.62	
009098	27/04/2017	00304	MONK OFFICE	128.02	
009099	27/04/2017	01021	NORTHERN ROPES & INDUSTR	119.07	
009100	27/04/2017	00217	ORKIN CANADA CORPORATION	76.65	
009101	27/04/2017	00013	PACIFIC BLUE CROSS	12,322.35	
009102	27/04/2017	02152	QUINSAM COMMUNICATIONS G	74.82	
009103	27/04/2017	02965	Ramtech Environmental Pr	616.67	
009104	27/04/2017	00113	STRYKER ELECTRONICS LTD.	1,956.19	
009105	27/04/2017	00088	Swiftsure Petroleum Dist	35.00	
009106	27/04/2017	00522	THUNDERBIRD MALL	525.00	
009107	27/04/2017	00957	TOURISM VANCOUVER ISLAND	387.83	
009108	27/04/2017	02837	Waterhouse Environmental	24,037.44	
Total:				382,481.99	

*** End of Report ***



Appendix 2.1 Financial Report

Under the *Provincial Sales Tax Act*, all designated recipients, including designated recipients not subject to the renewal application requirement, must report back to the Province annually in the form of a Financial Report by April 30th of each year.

The Financial Report must show how all of the money received from the tax was spent and certify that all of the money received from the tax was used solely for approved purposes. The Financial Report must show that spending of money received from the tax was consistent with the Five-Year Strategic Business Plan. The Financial Report must also show the amounts, sources, and uses of all other tourism revenues.

Designated Recipient: District of Port Hardy
Designated Accommodation Area: District of Port Hardy
Date Prepared: April 19, 2017
MRDT Repeal Date (if applicable):
Total MRDT Funds Received: \$84,628.84 - 80% to VINTA - 20 % Managed By Port Hardy
Year Ending: December 31,2016

Section 1: Actual Spending by Market

Add more rows as needed.

Geographic Market	MRDT \$ by Market	Other \$ by Market	Total (gross) \$ by Market	% of Total \$by Market
BC	86,984.43	53,543.00	140,527.43	100%
Alberta				
Ontario				
Other Canada				
Washington				
California				
Other USA				
China				
UK				
Germany				
Australia				
Japan				
Other International(<i>Please specify</i>)				
Total	86,984.43	53,543.00	140,527.43	100%

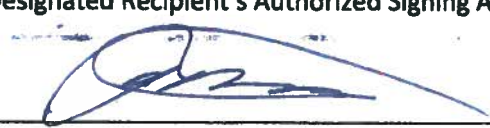
Section 1: MRDT Budget Variance Report
Designated recipients must complete the table as provided below.

Revenues		Current Year		
		Budget \$	Actual \$	Variance
Carry forward from previous calendar year			1,541.00	
MRDT		72,500.00	84,628.84	12,128.84
Local government contribution		53,543.00	53,543.00	0
Stakeholder contributions				
Co-op funds received (e.g. CTO; DMO-led projects)				
Other local stakeholder contributions				
Grants - Federal				
Grants - Provincial				
Grants/Fee for Service - Municipal				
Retail Sales				
Interest				
Other				
	Total Revenues	126,043.00	139,712.84	12,128.84
Expenses		Budget \$	Actual \$	Variance
Marketing				
	Marketing staff – wage and benefits			
	Media advertising and production			
	Website - hosting, development, maintenance	11,000.00	9,031.43	1,968.57
	Social media			
	Consumer shows and events			
	Collateral production and distribution			
	Travel media relations			
	Travel trade			
	Other - Advertising	3,500.00	5,029.94	(1,529.94)
	<i>Subtotal</i>	14,500.00	14,061.37	438.63
Destination & Product Experience Management				
	Destination and product experience management staff – wage and benefits			
	Industry development and training			
	Product experience enhancement and training			
	Research and evaluation			
	Other			
	<i>Subtotal</i>			
Visitor Services				
	Visitor Services activities - visitor information center - see their financial statements - page 8 of their report.	53,543.00	53,543.00	0
	Other (please describe)- contribution to Regional District - VINTA (80% portion) Note: Due to Year end timing Differences \$2,487 is	58,000.00	67,703.06	(9,703.06)

reported here and had not been received by the VINT Project as of December 31,2016			
<i>Subtotal</i>	111,543.00	121,246.06	(9,703.06)
Meetings and Conventions			
Expenses	Budget \$	Actual \$	Variance
Meetings, conventions, conferences, sales, events etc.			
<i>Subtotal</i>			
Administration			
Management and staff unrelated to program implementation - wages and benefits preparation of renewal MRDT 3% application		4,470.00	(4,470.00)
Finance staff – wages and benefits			
Human Resources staff – wages and benefits			
Board of Directors costs			
Information technology costs – workstation related costs (i.e. computers, telephone, support, networks)			
Office lease/rent			
General office expenses			
<i>Subtotal</i>		4,470.00	(4,470.00)
Other			
All other wages and benefits not included above			
Other activities not included above (please describe) Contracted visitor profile for MRDT renewal application at 3%		750.00	(750.00)
<i>Subtotal</i>		750.00	(750.00)
Total Expenses	126,043.00	140,527.43	(14,484.43)
Balance or Carry Forward (Deficit)		(814.59)	

By signing this form, you certify that the above information is an accurate representation of the actual tourism related expenditures for the jurisdiction defined under the terms of the Municipal and Regional District Tax.

This report reflects expenditures managed by the District of Port Hardy - as a significant portion of the funds raised (80%) are allocated to the Regional District and re-allocated to the Vancouver Island North Regional Tourism Partnership and intermingled with funds raised from other jurisdictions readers are directed to the attached letter of introductory note and financial submission prepared by Vancouver Island North Tourism Association.

Adrian Maas CPA, CGA	Director of Finance
Designated Recipient's Authorized Signing Authority Name	Designated Recipient's Authorized Signing Authority Title
April 19,2016	
Date	Designated Recipient's Authorized Signing Authority Signature



Vancouver Island North Regional Tourism Partner Introductory Note

In August 2006 a wide group of tourism stakeholders from North Vancouver Island came together to begin the process of developing a regional tourism plan through Tourism BC's *Community Tourism Foundations* program. With the resulting *Regional Tourism Plan for North Vancouver Island*, released in June 2008 as the guiding document, the Vancouver Island North regional tourism program began. A critical component to this project was the extension of the 2% Municipal Regional District Tax (MRDT) to all municipalities and rural areas throughout the Vancouver Island North region.

After a successful application and support of the accommodation sector, the MRDT was implemented in the Town of Port McNeill, the Village of Alert Bay, the Village of Port Alice and Electoral Areas A, B, C & D within the Regional District of Mount Waddington on January 1, 2010. This was complimentary to the MRDT collection already underway in the District of Port Hardy.

Unique to the Vancouver Island North region, designated recipient retains 20% of the MRDT revenue collected within their boundaries and contributes 80% of the MRDT revenue collected to the Vancouver Island North regional tourism project. The 80% contributed to regional tourism promotion is allocated through the recommendations of the Vancouver Island North Tourism Advisory Committee towards promotion of the entire North Island region as a travel destination. The MRDT reporting reflects initiatives from both the designated recipients (20%) and the regional tourism project (80%).

The communities have benefited individually, as well as collectively as a region. All projects conducted through Vancouver Island North Tourism provide benefit to all designated recipients that are participating as a partner in the project:

- The District of Port Hardy
- The Town of Port McNeill
- The Village of Alert Bay
- The Regional District of Mount Waddington Electoral Areas A, B, C, D, and the Village of Port Alice

DATA SUPPLIED BY VANCOUVER ISLAND NORTH TOURISM - VINTA
Related to 80% share transmitted via Mount Waddington Regional District

Section 1: Actual Spending by Market (Add more rows as needed)

Geographic Market	MRDT \$ by Market	Other \$ by Market	Total (gross) \$ by Market	% of Total \$ by Market
BC	\$ 3,954	\$ 56,384	\$ 60,338	76%
Alberta	\$ 564	\$ 8,037	\$ 8,601	11%
Ontario	\$ 7	\$ 103	\$ 110	0%
Other Canada	\$ 157	\$ 2,241	\$ 2,398	3%
Washington	\$ 281	\$ 4,001	\$ 4,282	5%
California	\$ 4	\$ 52	\$ 55	0%
Other USA	\$ 32	\$ 463	\$ 495	1%
China				
UK	\$ 12	\$ 167	\$ 178	0%
Germany	\$ 8	\$ 108	\$ 116	0%
Australia	\$ 4	\$ 52	\$ 55	0%
Japan	\$ -			
Other International (Please specify)	\$ 192	\$ 2,740	\$ 2,932	4%
Total	\$ 5,214	\$ 74,348	\$ 79,561	100%

Revenues - VINT Project [80% of regional MRDT]	Current Year		
	Budget \$	Actual \$	Variance
Carry forward from previous calendar year		\$ 24,394	
MRDT		\$ 65,216	
Local government contribution		\$ 5,542	
Stakeholder contributions		\$ 29,571	
Co-op funds received (e.g. CTO; DMO-led projects)		\$ 32,018	
Other local stakeholder contributions			
Grants - Federal			
Grants - Provincial			
Grants/Fee for Service - Municipal			
Retail Sales			
Interest			
Other: Island Coastal Economic Trust		\$ 2,422	
Total Revenues		\$ 159,162	
Expenses - VINT Project [80% of regional MRDT]	Budget \$	Actual \$	Variance
Marketing			
Marketing staff – wage and benefits		\$ 32,405	
Media advertising and production		\$ 16,163	
Website - hosting, development, maintenance		\$ 9,106	
Social media		\$ 380	
Consumer shows and events			
Collateral production and distribution		\$ 41,174	
Travel media relations		\$ -	
Travel trade		\$ 317	
Other		\$ 7,258	
Subtotal		\$ 106,803	

DATA SUPPLIED BY VANCOUVER ISLAND NORTH TOURISM - VINTA
 Related to 80% share transmitted via Mount Waddington Regional District

Destination & Product Experience Management			
Destination and product experience management staff – wage and benefits		\$	4,249
Industry development and training			
Product experience enhancement and training			
Research and evaluation		\$	4,756
Other			
<i>Subtotal</i>		\$	9,005
Visitor Services			
Visitor Services activities			
Other (please describe) Visitor Experience Survey		\$	-
<i>Subtotal</i>		\$	-
Meetings and Conventions			
Meetings, conventions, conferences, sales, events etc.		\$	2,526
<i>Subtotal</i>		\$	2,526
Administration			
Management and staff unrelated to program implementation -		\$	10,341
Finance staff – wages and benefits			
Human Resources staff – wages and benefits			
Board of Directors costs			
Information technology costs – workstation related costs (i.e.		\$	641
Office lease/rent		\$	2,803
General office expenses		\$	891
<i>Subtotal</i>		\$	14,676
Other			
All other wages and benefits not included above			
Other activities not included above (Corporate Review)			
<i>Subtotal</i>		\$	-
Total Expenses		\$	133,010
Balance or Carry Forward		\$	26,152



DISTRICT OF PORT HARDY

Agenda

BYLAW NO. 1062- 2017

A Bylaw to Set the 2017 Annual Tax Rates

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

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

1. Title

This Bylaw may be cited as the "District of Port Hardy Annual Tax Rates Bylaw No. 1062-2017".

2. Definition

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

3. Tax Rates for General and Debt - Municipal Purposes

Tax rates for all lawful general and debt purposes, as shown in column 'A' of Schedule 'A' attached hereto and forming a part of this Bylaw, are hereby imposed and levied on taxable land and improvements according to their assessed value as shown on the Real Property Tax Roll for general municipal purposes for the District of Port Hardy for 2017.

4. Tax Rates for the Vancouver Island Regional Library

Tax rates for the payment of the Vancouver Island Regional Library requisition, as shown in column 'B' of Schedule 'A' attached hereto and forming part of this Bylaw, are hereby imposed and levied on taxable land and improvements according to their assessed value on the Real Property Tax Roll for general municipal purposes for the District of Port Hardy for 2017.

5. Tax Rates for the Regional District of Mount Waddington

Tax rates for the payment of the Regional District of Mount Waddington requisition, as shown in column 'C' of Schedule 'A' attached hereto and forming part of this Bylaw, are hereby imposed and levied on taxable land and improvements according to their assessed value on the basis provided under Section 26 of the *Hospital District Act* and as shown upon the Real Property Tax Roll for the District of Port Hardy for 2017.

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

Tax rates for the payment of the Mount Waddington Regional Hospital District requisition, as shown in column 'D' of Schedule 'A' attached hereto and forming part of this Bylaw are hereby imposed and levied on taxable land and improvements according to their assessed value on the basis provided by Section 26 of the *Hospital District Act* and according to their assessed value as shown upon the Real Property Tax Roll for the District of Port Hardy for 2017.

7. Rates and Taxes Payable

The rates and taxes named under this Bylaw shall be levied, raised and collected for the purposes stated, and shall be payable by 4:30 p.m., July 4, 2017 to the Collector at the Municipal Hall, Port Hardy, BC.

8. Penalties

Upon the 5th day of July, 2017, or as soon thereafter as is practicable, the Collector shall add to the unpaid balance of the current year's taxes, in respect of each parcel of land and improvement as shown upon the Real Property Tax Roll of the District for 2017:

Ten (10) percent of the amount unpaid as of the 4th day of July, 2017.

9. Supplementary Tax Rolls

- (a) Upon receipt of a Supplementary Tax Roll from B.C. Assessment, the Collector shall levy taxes in accordance with the rates specified in Schedule 'A' of this Bylaw according to the taxable values as shown on the Supplementary Tax Rolls.
- (b) Where Supplementary Tax Notices are sent before the 1st day of June 2017, penalties shall be added as set out in Section 8 of this Bylaw.
- (c) Where Supplementary Tax Notices are sent after the 1st day of June, 2017, ten (10) percent shall be added on any amount unpaid after thirty (30) days.

Read a First time on the 11th day of April, 2017.

Read a Second time on 11th day of April, 2017.

Read a Third time on the 11th day of April, 2017.

Third Reading Rescinded on the 25TH day of April 2017.

Third Reading Adopted as Amended on the 25TH day of April 2017.

Adopted by the Municipal Council on the ___th day of _____, 2017.

Director of Corporate Services

Mayor

Certified to be a true copy of
District of Port Hardy Bylaw No.1062-2017
Annual Tax Rate Bylaw for the Year 2017

Director of Corporate Services

District of Port Hardy
 Schedule "A" of
 Bylaw No. 1062-2017

		A	B	C	D
Class	Property	General Municipal and Debt	Vancouver Island Regional Library	Regional District	Regional Hospital District
1	Residential	5.804705	0.316324	0.902123	0.327446
2	Utilities	47.330403	2.579243	3.157431	1.146061
5	Light Industrial	28.443054	1.549988	3.067218	1.113316
6	Business	18.932046	1.031691	2.210201	0.802243
7	Managed Forest	42.722629	2.328145	2.706369	0.982338
8	Recreation/Non-Profit	<u>5.804705</u>	<u>0.316324</u>	<u>0.902123</u>	<u>0.327446</u>
		149.037542	8.121715	12.945465	4.698850



DISTRICT OF PORT HARDY

BYLAW NO. 1064-2017

Agenda

A Bylaw to Amend Fire Department Establishment and Procedures Bylaw No. 16-2011

WHEREAS the Council of the District of Port Hardy deems it expedient to amend Bylaw No. 16-2011;

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

PART 1 CITATION

1.1 This bylaw may be cited for all purposes as the "District of Port Hardy Fire Department Establishment and Procedures Bylaw Amendment Bylaw No. 1064-2017".

PART 2 AMENDMENTS

2.1 District of Port Hardy Fire Department Establishment and Procedures Bylaw No. 16-2011 is hereby amended as follows:

a) Section 5.2 is hereby amended as follows:

In accordance with the standards prescribed in the Structure Firefighters Competency and Training Playbook by the Office of the Fire Commissioner of the Province of British, the firefighting service level for the District is hereby established as Exterior Operations.

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 25th day of April, 2017.

Read a second time the 25th day of April, 2017.

Read a third time the 25th day of April, 2017.

Adopted on the ____ day of _____, 2017.

Director of Corporate &
Development Services

Mayor

Certified to be a true copy of
District of Port Hardy Bylaw No.1064-2017
Fire Department Establishment
and Procedures Bylaw Amendment Bylaw

Director of Corporate Services