



DISTRICT OF PORT HARDY

AGENDA COUNCIL MEETING 7:00 PM, TUESDAY, DECEMBER 12, 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, DECEMBER 12, 2017 - COUNCIL CHAMBERS - MUNICIPAL HALL**

PAGE	A. CALL TO ORDER	Time:
	B. APPROVAL OF AGENDA AS PRESENTED (or amended)	
	Motion required.	1. 2.
	C. ADOPTION OF MINUTES	
1	1. Minutes of the Special Council meeting held November 28, 2017.	
	Motion required.	1. 2.
2-3	2. Minutes of the Committee of the Whole meeting held November 28 2017.	
	Motion required.	1. 2.
4-7	3. Minutes of the Regular Council meeting held November 28, 2017.	
	Motion required.	1. 2.
	D. DELEGATIONS AND REQUESTS TO ADDRESS COUNCIL	
	1. Mayor Bood re: Presentation of Certificate of Appreciation to Marg Wilson for volunteer service at the Port Hardy Hospital Auxiliary Society Thrift Store.	
	E. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS	
8-9	1. Council Action Items.	
	F. CORRESPONDENCE	
10	1. Wendy Booth, UBCM President (Nov.21/17) re: Gas Tax Agreement Community Works Fund Payment of \$111,962.91. For information.	
11-13	2. Jacqueline Zweng, Director, Wounded Warrior Run BC (Nov 28/17) re: re: Request for donation of \$1,000 and invitation to attend Wounded Warrior Run, 6:30 am Monday February 19, 2018 at Carrot Park.	
	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	
14-27	1. Minutes of the Finance Committee meetings held October 10, 2017; November 9, 2017; November 28, 2017 and Draft minutes of the December 1, 2017 meeting. For information.	
	J. STAFF REPORTS	
28-30	1. Accounts payable for November 2017. For information.	
31-33	2. Heather Nelson-Smith, Director of Corporate Services (Nov.27/17) re: 2018 Council Remuneration Review.	
	Motion / direction	1. 2.

**DISTRICT OF PORT HARDY
AGENDA FOR THE REGULAR COUNCIL MEETING
7:00 PM TUESDAY, DECEMBER 12, 2017 - COUNCIL CHAMBERS - MUNICIPAL HALL**

- 34** 3. Heather Nelson-Smith, Director of Corporate Services (Dec.5/17) re:
a. 2018 Council Appointments to Regional District of Mount Waddington and Vancouver Island Regional Library.

Motion required 1. 2.

- 35-36** b. Council Committee Appointments.

Motion required 1. 2.

- 37-38** 4. Heather Nelson-Smith, Director of Corporate Services (Nov.17/17) re: Council Communications.

Motion / direction 1. 2.

K. CURRENT BYLAWS AND RESOLUTIONS

- 39-41** 1. Bylaw 1068-2016 A Bylaw to Regulate Smoking in the District of Port Hardy. For Adoption

Motion required. 1. 2.

2. A. Maas, Director of Corporate Services (Nov 21/17) re: Annual Financial Plan Amendment Bylaw.

- 42-44** Bylaw 1072-2017 A Bylaw to Amend the Annual Five-Year Financial Plan for the Period 2017-2021. For Adoption

Motion required. 1. 2.

- 45-72** 3. Bylaw 1073-2017 A Bylaw For District of Port Hardy User Rates and Fees for 2018. For First, Second and Third Readings.

Motion required. 1. 2.

L. PENDING BYLAWS

No pending bylaws.

M. INFORMATION AND ANNOUNCEMENTS

December 18 Committee: Operational Services 3:00 pm, Council Chambers
December 20 Committee: Parks & Recreation Review 3:00 pm, Council Chambers
December 21 Committee: OH&S 8:30 am, Council chambers
December 25-29 MERRY CHRISTMAS! Municipal Hall Closed
January 1 HAPPY NEW YEAR! Municipal Hall Closed
January 9 Committee: First Nations Relations 3:00 pm, Council Chambers
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 OF THE DISTRICT OF PORT HARDY
SPECIAL COUNCIL MEETING
TUESDAY NOVEMBER 28, 2017
COUNCIL CHAMBERS, MUNICIPAL HALL
7360 COLUMBIA STREET**

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

ALSO PRESENT: Allison McCarrick, Chief Administrative Officer and Heather Nelson-Smith, Director of Corporate Services;

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

A. CALL TO ORDER

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

AGENDA

B. APPROVAL OF AGENDA AS PRESENTED

Moved/Seconded/Carried

THAT the agenda for the Special Meeting of Council November 28, 2017 be accepted as presented.

SC2017-060
AGENDA
ACCEPTED AS
PRESENTED

C. MOTION TO CLOSE MEETING TO THE PUBLIC (IN CAMERA)

Motion required as per section 92 of the *Community Charter* that the meeting be closed to the public for the purposes of discussing:

Subject matter related to *Community Charter*.

Section 90 1(c) labour relations or other employee relations;

Moved/Seconded/Carried

THAT in accordance with section 92 of the *Community Charter*, that the meeting be closed to the public as per *Community Charter*.

Subject matter related to *Community Charter*.

Section 90 1(c) labour relations or other employee relations;

SC2017-061
CLOSE
MEETING TO
PUBLIC
COMMUNITY
CHARTER
SEC90 1 (c)

D. ADJOURNMENT

Moved

THAT the Special Meeting of Council adjourn.

Time: 6:30 pm

CORRECT

APPROVED

SC2017-062
ADJOURNMENT

DIRECTOR OF
CORPORATE SERVICES

MAYOR



**MINUTES
DISTRICT OF PORT HARDY
COMMITTEE OF THE WHOLE MEETING
TUESDAY NOVEMBER 28, 2017
COUNCIL CHAMBERS, MUNICIPAL HALL
7360 COLUMBIA STREET**

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

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

MEDIA: None

MEMBERS OF THE PUBLIC: 4

A. CALL TO ORDER

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

AGENDA

B. APPROVAL OF AGENDA

Moved/Seconded/Carried

THAT the agenda for the Committee of the Whole meeting of November 28, 2017 be accepted as presented.

C. DELEGATION

1. Chris Callanan, Employer Services, North Island Employment (NIEFS) and Jim Brennan, Executive Director from the Immigrant Welcome Centre.

Mr. Jim Brennan thanked Council for the opportunity to meet and discuss the work done by the Immigrant Welcome Centre. Mr. Brennan gave a PowerPoint presentation to Council that outlined:

- The Immigrant Welcome Centre Mission and Vision Statements.
- Helping communities, not just immigrants for 25 years.
- Review of client services.
- Review of settlement services offered in 2016-2017.
- Review of client programs.
- Success stories and client quotes.
- Challenges for immigrants for their first 3 years in Canada.
- Review of federal, provincial and other funding sources.
- Ability to work with federal and provincial governments through established contacts.
- What to do to make Port Hardy more welcoming and inclusive.

Mr. Callanan thanked Council for the opportunity to meet and review the services at the North Island Employment Center. Mr. Callanan gave a PowerPoint presentation that outlined:

- What NIEFS does to assist the unemployed and employers.
- Review of the NIEFS structure.
- Function as a local Work BC Employment Service Centre.
- Review of employment services offered.
- Work with Immigrant Welcome Centre.

COW 2017-027
APPROVAL OF
AGENDA AS
PRESENTED

Mayor Bood thanked Mr. Callanan of NIEFS and Mr. Brennan of the Immigrant Welcome Centre for coming and giving an informative presentation to Council.

D. NEW BUSINESS

No new business

E. ADJOURNMENT

MOVED

THAT the Committee of the Whole adjourn.

Time: 6:48 pm

CORRECT

APPROVED

DIRECTOR
OF CORPORATE SERVICES

MAYOR

COW 2017-028
ADJOURNMENT



**MINUTES OF THE DISTRICT OF PORT HARDY
REGULAR COUNCIL MEETING
NOVEMBER 28, 2017
COUNCIL CHAMBERS, MUNICIPAL HALL
7360 COLUMBIA STREET**

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

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

MEDIA: N. I. Gazette **MEMBERS OF THE PUBLIC:** 2

A. CALL TO ORDER

Mayor Bood called the meeting to order at 7:03 pm.

AGENDA

B. APPROVAL OF AGENDA

Moved/Seconded/Carried

THAT the agenda for the Regular Council meeting of November 28, 2017 be accepted as presented.

C. ADOPTION OF MINUTES

1. Minutes of the Committee of the Whole meeting held November 9, 2017.

Moved/Seconded/Carried

THAT the minutes of the Committee of the Whole meeting held November 9, 2017 be accepted as presented.

2. Minutes of the Special Council meeting held November 14, 2017.

Moved/Seconded/Carried

THAT the Minutes of the Special Council meeting held November 14, 2017 be accepted as presented.

3. Minutes of the Committee of the Whole meeting held November 14, 2017.

Moved/Seconded/Carried

THAT the Minutes of the Committee of the Whole meeting held November 14, 2017 be accepted as presented.

4. Minutes of the Regular Council meeting held November 14, 2017.

Moved/Seconded/Carried

THAT the Minutes of the Regular Council meeting held November 14, 2017 be accepted as presented.

D. DELEGATIONS

Brent Borg re: Council Appointment as Fire Chief.

Mayor Bood advised those present that Brent Borg has been appointed as Fire Chief for the District of Port Hardy and commented that Council and staff look forward to working with him in this new capacity.

2017-189
AGENDA NOV 28/17
ACCEPTED

2017-190
COW MEETING
MINUTES NOV 9/17
ACCEPTED

2017-191
SPECIAL COUNCIL
MEETING MINUTES
NOV 14/17
ACCEPTED

2017-192
COMM OF WHOLE
MEETING MINUTES
NOV 14/17
ACCEPTED

2017-193
REGULAR COUNCIL
MEETING MINUTES
NOV 14/17
ACCEPTED

Chief Borg updated Council on:

- The Fire Department roster now at 35 members due to the successful recruitment campaign.
- Full training of new recruits will take up to two years.
- Officer appointments: Gavin Texmo, Deputy Fire Chief; Justin Reusch and Kerry Walsh, Captains; Adam Harding, Brad Tolmie, and Kurtis Holm, Lieutenants
- The successful training exercise recently held in Port Hardy and some of the favourable comments received by participants.

E. ACTION ITEMS

ACTION ITEMS

1. Council action items were received for information.

F. CORRESPONDENCE

1. Liz Cookson, Executive Coordinator, AVICC (Nov.17/17) re: 2018 AVICC Convention Resolutions and Executive Committee Nominations, were received for information.
2. Treina Topfer, Secretary Port Hardy Lions (Nov.14/17) re: Request for Permission for Timmy's Road Blocks and use of District barriers.

2017-194
PH LIONS TIMMY'S
ROAD BLOCKS

Moved/Seconded/Carried

THAT Council approve the request from Port Hardy Lions to hold the Annual Timmy's Road Blocks December 2, 2017 from 10:00 am until 2:00 pm (in front of Esso gas station, by the Chamber of Commerce building and by Robert Scott School) and the request to use of District road barriers.

G. NEW BUSINESS

No New Business.

H. COUNCIL REPORTS

Councillors Pat Corbett-Labatt, Dennis Dugas, Rick Marcotte, Fred Robertson, John Tidbury and Leightan Wishart 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 First Nations Relations Committee meeting held November 14, 2017 were received for information.
2. Draft minutes of the Parks & Recreation Review Committee meeting held November 15, 2017 were received for information.
3. Draft minutes of the Operational Services Committee meeting held November 16, 2017 were received for information.
Recommendation: THAT Council approve placing the Lost at Sea Monument close to the kayak launch area in Tsulquate Park.

Abbas Farahbakhsh, Director of Operational Services reviewed the estimated costs to refurbish and install the monument.

2017-195
LOST AT SEA
MONUMENT SITE

Moved/Seconded/Carried

THAT Council approve placing the Lost at Sea Monument close to the kayak launch area in Tsulquate Park.

J. STAFF REPORTS

1. Heather Nelson-Smith, Director of Corporate Services re: 2018 Council Meeting dates.

2017-196
2018 COUNCIL
MEETING DATES

Moved/Seconded/Carried

THAT Council approves the following regular Council meeting dates for 2018:

<i>January 9</i>	<i>January 23</i>
<i>February 13</i>	<i>February 27</i>
<i>March 13</i>	<i>March 27</i>
<i>April 10</i>	<i>April 24</i>
<i>May 8</i>	<i>May 22</i>
<i>June 12</i>	<i>June 26</i>
<i>July 10</i>	<i>July 24- cancelled for summer break</i>
<i>August 14</i>	<i>August 28 - cancelled for summer break</i>
<i>September 11 - cancelled for UBCM Convention</i>	<i>September 25</i>
<i>October 9</i>	<i>October 23</i>
<i>November 13</i>	<i>November 27</i>
<i>December 11</i>	<i>December 25 - cancelled for Christmas break</i>

2. Heather Nelson-Smith, Director of Corporate Services re: In Camera Release of Information, October 31, 2017.

IN CAMERA
RELEASE OF
INFORMATION
REPORT OCT.
31/17

Heather Nelson-Smith, Director of Corporate Services circulated an updated District of Port Hardy In Camera Release of Information Report (Oct. 31/17) that Council received as information.

K. CURRENT BYLAWS AND RESOLUTIONS

1. Bylaw 1068-2016 A Bylaw to Regulate Smoking in the District of Port Hardy. For Third Reading.

Heather Nelson-Smith discussed with Council:

- Public vs private spaces.
- WorksafeBC regulations.
- Required doorway signage.
- Bylaw enforcement to be complaint driven.
- No further comments from public received since last update to Council.

2017-197
BYL 1068-2016
3RD READING

Moved/Seconded/Carried

THAT Bylaw 1068-2016 A Bylaw to Regulate Smoking in the District of Port Hardy. receive Third Reading.

2. A. Maas, Director of Corporate Services (Nov 21/17) re: Annual Financial Plan Amendment Bylaw was received for information.

Bylaw 1072-2017 A Bylaw to Amend the Annual Five-Year Financial Plan for the Period 2017-2021. For First, Second and Third Reading.

2017-198
BYL 1072-2017
AMEND BYL 1061-
2017 ANNUAL
FINANCIAL PLAN

Moved/Seconded/Carried

THAT Bylaw 1072-2017 A Bylaw to Amend the Annual Five-Year Financial Plan for the Period 2017-2021 receive First, Second and Third Reading.

L. PENDING BYLAWS

A Bylaw to Provide Regulations for the Control of Burning and Smoke.

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.

O. ADJOURNMENT

Moved

THAT the meeting be adjourned.

Time: 7:35pm

CORRECT

APPROVED

DIRECTOR OF
CORPORATE SERVICES

MAYOR

2017-199
ADJOURNMENT

ITEM	ACTION REGULAR MEETING NOVEMBER 28, 2017	WHO	STATUS /COMMENTS
PH Lions Timmy's Roadblocks	Approved as requested -advise PH Lions -arrange barriers	HN-S SM	Done Done
AVICC 2018 Convention Resolutions and Executive Committee Nominations	Received as information		
Draft minutes of Op Scvs Committee meeting held Nov 16/17 <i>Recommendation: THAT Council approve placing the Lost at Sea Monument close to the kayak launch area in Tsulquate Park.</i>	Site approved as recommended. - proceed with installation	SM	
2018 Council meeting dates	Approved as recommended -Advertise as required -Post as required	HN-S LD	Done Done
In Camera Release of Information, October 31, 2017	Approved -Post released information	HN-S	
ITEM	ACTION REGULAR MEETING NOVEMBER 14, 2017	WHO	STATUS /COMMENTS
James Hayward Memorial	-Staff to refurbish bench. Family to provide plaque information and payment. -District to order plaque	SM	
Cannabis Advisory Committee - Recommendation to Council Cannabis survey: Recommendation to Council: <i>THAT Council review and distribute the Cannabis Survey for public comments with a return deadline of January 31, 2018.</i>	Distribute Cannabis Survey	HN -S	After Fire Department Survey closes November 30 th
Municipal Regional District Tax	2018 MRDT Tactical Plan and Budget approved. -Submit as required	AM	Done
UBCM Community Emergency Preparedness Fund	Application for funding approved as requested. -Submit as required	HN-S	Application submitted
Finance Committee Recommendations to Council re: Investment Accounts <i>Process THAT Council authorize staff to enter into an account agreement with CIBC Wood Gundy as per the Director of Finance report October 19, 2017. AND THAT Council amend policy 2.22 Investment Policy section 2.1(v) to include Investment Accounts.</i>	Approved -Invest with CIBC Wood Gundy as directed -Amend Council policy 2.22 (2.1(v))	AM AM	In progress Done
ITEM	ACTION REGULAR MEETING OCTOBER 24, 2017	WHO	STATUS /COMMENTS
Proclaim January 29 – February 8, 2018 as BC Aware Days.	Approved. -Issue proclamation – post in January -post to website - post in January -post to social media	LD LD HN-S	Diarized for Jan /18 Diarized for Jan /18 Diarized for Jan /18
ITEM	ACTION REGULAR MEETING OCTOBER 10, 2017	WHO	STATUS /COMMENTS
Operational Services Committee meeting Sept. 19/17 <u>Recommendation to Council</u> : THAT Council direct staff to prepare a new bylaw to provide regulations for the control of burning and smoke within the District of Port Hardy	Recommendation approved as presented. -prepare new bylaw	HN-S	In progress

ITEM	ACTION REGULAR MEETING SEPTEMBER 12, 2017	WHO	STATUS /COMMENTS
Bob Schantz, Municipal Inspector re: Note Against Title, 9085 Copper Drive	Approved as recommended: -to put a note against land title on Lot 48, Sec 36, Twp 9, Rupert District, Plan 24505,	HN-S	In progress
ITEM	ACTION REGULAR MEETING AUGUST 8, 2017	WHO	STATUS /COMMENTS
Canada Day 2018	Staff to request public support for planning Canada Day activities		Expression of Interest ad Jan 2018
Curling Club and Dog Pound Roof Replacements	Approved as presented. -Amend 2017-2021 Financial Plan	AM	Roof Work done Bylaw Adoption Agenda Item
Smoking Regulation Bylaw 1068-2017.	Advertise 3 rd Reading and Adoption	HNS	Bylaw Adoption: Agenda item

November 21, 2017

AGENDA

Mayor Hank Bood
District of Port Hardy
Box 68
Port Hardy , BC V0N 2P0



Dear Mayor Hank Bood:

RE: GAS TAX AGREEMENT COMMUNITY WORKS FUND PAYMENT

I am pleased to advise that UBCM is in the process of distributing the second of two Community Works Fund (CWF) payments for fiscal 2017/2018. An electronic transfer of \$111,962.91 is expected to occur within the next 30 days. These payments are made in accordance with the payment schedule set out in your CWF Agreement with UBCM (see section 4 of your Agreement).

CWF is made available to eligible local governments by the Government of Canada pursuant to the Administrative Agreement on the Federal Gas Tax Fund in British Columbia. Funding under the program may be directed to local priorities that fall within one of the eligible project categories.

Also included with the 2017/18 funding payment is a one-time federal legacy infrastructure funding payment, which was committed by the Government of Canada in *Budget 2016*.

Further details regarding use of CWF and project eligibility are outlined in your CWF Agreement and details on the Renewed Gas Tax Agreement can be found on our website at www.ubcm.ca.

For further information, please contact Gas Tax Program Services by e-mail at gastax@ubcm.ca or by phone at 250-356-5134.

Kind regards,

Wendy Booth
UBCM President

Pc: Adrian Maas, Director of Financial Services

Leslie Driemel

Subject: FW: Wounded Warrior Run BC - February 19-25, 2018
Attachments: WWRunBC - Port Hardy.pdf

From: Hank Bood [<mailto:hankbood@gmail.com>]
Sent: Tuesday, November 28, 2017 3:18 PM
To: Allison McCarrick
Subject: Fwd: Wounded Warrior Run BC - February 19-25, 2018

AGENDA

----- Forwarded message -----

From: "Jacqueline Zweng" <jczweng@gmail.com>
Date: Nov 28, 2017 3:00 PM
Subject: Wounded Warrior Run BC - February 19-25, 2018
To: <hbood@porthardy.ca>
Cc: "Bob Gebbie" <gebbie@shaw.ca>

Dear Mayor Bood and Council,

Please see attached letter detailing the 2018 Wounded Warrior Run BC. Our team is very fortunate to have the support of Port Hardy to begin our incredible journey. Thank you for the support and we are looking forward to connecting with you in February.

Kind regards,

Jacqueline Zweng
Director
Wounded Warrior Run BC
[250-661-4333](tel:250-661-4333)

Wounded Warrior Run BC
15 – 1500 Glentana Rd
Victoria, BC V9A 7A1



28 November 2017

District of Port Hardy
7360 Columbia St
Port Hardy, BC V0N 2P0

RE: Wounded Warrior Run BC – February 19th – 25th, 2018

Dear Mayor Bood & Council,

Wounded Warriors Canada is on a mission to honour Canada's ill and injured Canadian Armed Forces, Veterans, First Responders and their families. To accomplish this mission, Wounded Warriors Canada provides innovative, life changing programs that enable the organization to carry out the guiding ethos: Honour the Fallen, Help the Living.

Wounded Warriors Canada was born in 2006 after a suicide bomber travelling on a bicycle near Kandahar City killed four Canadians and injured a number of others. The wounded soldiers were transported to Germany for outstanding medical care, however it became very apparent in the months following this incident that our troops needed a little more of Canada to assist in their recovery. The original intent of the charity was to help members wounded on operations improve their general morale and welfare. As the charity has evolved, the scope of the mission has increased and become our nation's leading, wholly independent, Veteran's and First Responder's charity focussing on mental health.

Our innovative and wide-ranging programming is changing the lives of ill and injured Veterans, First Responders and their families. Right here in BC and specifically on Vancouver Island, Wounded Warriors Canada offers the COPE Program (Couples Overcoming PTSD Everyday) at Bear Mountain, the Trauma Resiliency Program in Sooke and the PTSD Service Dog Program via Vancouver Island Compassion Dogs in Qualicum Beach.

In 2014, sadly there was a rash of suicides in Canada by Veterans suffering from PTSD and Operational Stress Injuries. This sparked two of our serving members to take action. They decided to gather a small group of athletes and run the length of Vancouver Island from Port Hardy to Victoria in only seven days to raise awareness and money to give to Wounded Warriors Canada. In 2018, we will be embarking on the 5th annual Wounded Warrior Run BC. This event has become the largest fund raiser for Wounded Warriors Canada on Vancouver Island and we are expanding our goal to \$100,000 this year. We need your help in reaching this goal. Please consider a minimum \$1,000 donation.

Our team will be starting on February 19th, 2018 in Port Hardy and running almost 600kms until we reach the final destination at the Legislature on February 25th, 2018. As we make our way down the island we stop at various Legions and community halls to raise awareness to the support Wounded

Warriors Canada offers. We provide a source of hope as we reach out and talk about the wounds that are not visible. Our final destination to end the run is the Legislative grounds. We are very truly honoured to be able to begin our journey in Port Hardy at Carrot Bay Rotary Park. This year we will be gathering at the visitor center at 6:30 am on Monday, February 19th, 2018 and then holding an opening ceremony at 7:00 am at Carrot Bay Park with the Elders of Gwa'sala-'Nakwaxda'xw. We will then begin running at 7:30 am. We would like to invite Mayor Bood & Council to join us for the morning and to see the runners off.

Thank you for the support your communities have already shown to the Wounded Warrior Run BC and for considering a donation this year. Please direct any question to the undersigned.

Sincerely,



Jacqueline Zweng

Director

Wounded Warrior Run BC

250-661-4333

jczweng@gmail.com



**DISTRICT OF PORT HARDY
FINANCE COMMITTEE MEETING MINUTES
USER RATES AND FEES 2018
OCTOBER 10, 2017 2:00 PM
COUNCIL CHAMBERS, MUNICIPAL HALL
7360 COLUMBIA STREET**

AGENDA

PRESENT: Councillors Pat Corbett-Labatt, Dennis Dugas, Rick Marcotte, Fred Robertson, John Tidbury

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

REGRETS: Mayor Hank Bood, Councillor Leightan Wishart

A. CALL TO ORDER

Councillor Robertson called the meeting to order at 2:00 p.m.

B. REVIEW OF SURPLUS LEVELS

Individual and combined surplus levels were reviewed, for consideration of revenue change.

C. REVIEW OF WATER AND SEWER RATES

There was a general consensus that a 4% increase in user rates is reasonable, but it was decided that the final decision should be deferred until the capital requests have been presented to Council.

D. CORRESPONDENCE ITEM

A letter from a local apartment building owner was received and reviewed by Council. The building owner is requesting that sewer rates should be dependent on the size of the various rental units in a building (bachelor, 1 bedroom, etc.).

Moved/Seconded/Carried

THAT the sewer rate structure remain the same.

E. REVIEW OF GARBAGE RATES

There was discussion regarding whether a 3% or 4% garbage rate increase should be implemented. The final decision was deferred to a later date.

F. REVIEW OF BUSINESS LICENCE RATES

There was discussion regarding the possibility of a short-term business licence option for home-based urban agricultural businesses (seasonal). Council recommended to staff that a 4 month licence for \$30 for this seasonal category should be added to the rates and fees.

G. REVIEW OF STATUTORY RATES

Several changes were reviewed and approved by Council:

- zoning map, per page and at a rate of \$50
- plotter printing (various sizes, rate by size)
- parade permit fee and damage deposit

Regarding the item "Recreational group use permit and clean up/damage deposit", Council directed staff to look at different wording for "Recreational group".

H. REVIEW OF HARBOUR RATES

The following changes were approved by Council:

- 4% Hydro increase.
- Alternative price structure at Bear Cove
- Hydro charges at Bear Cove

There was consensus that launch fees at Bear Cove should be deferred until 2019.

H. REVIEW OF RECREATION RATES

A 2% increase (with a few items staying the same due to flat rate pricing) was agreed to by Council. Pickleball rental per person per hour was approved to be added. There was discussion regarding the senior rates for recreation. Staff was directed to review and propose an increase; perhaps not a 17% increase, as was indicated when comparing to other communities, but some sort of increase over the current rate levels.

H. REVIEW OF BUILDING RATES

There are no changes to building rates for 2018.

I. REVIEW OF CEMETERY RATES

Some items will increase by 2% to bring rates closer to average rates in nearby communities. The proposed changes were agreed to by Council.

J. REVIEW OF ANIMAL CONTROL RATES

Adding rates for unlicensed animal impoundments was discussed and agreed to by Council. A notification should be included in a utility newsletter to notify the public.

K. REVIEW OF LIQUOR CONTROL RATES

There are no changes to building rates for 2018.

L. REVIEW OF ZONING RATES

The rate for Statutory public hearing advertising will increase from \$500 to \$800, due to actual costs. Council agreed to this change.

H. ADJOURNMENT

MOVED

THAT the Finance Committee adjourn.

Time: 3:00 p.m.



**MINUTES OF THE DISTRICT OF PORT HARDY
FINANCE COMMITTEE MEETING
NOVEMBER 9, 2017 2:00 PM
COUNCIL CHAMBERS, MUNICIPAL HALL
7360 COLUMBIA STREET**

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

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

A. CALL TO ORDER

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

B. ADOPTION OF MINUTES

Moved/Seconded/Carried

THAT the Minutes of the Finance Committee held October 10, 2017 be approved as presented.

C. STAFF REPORTS

1. Abbas Farabakhsh, Director of Operations, re: Watermain Replacement, Fort Rupert Reservoir, and Water Treatment Reservoir Site Development Project.

Moved/Seconded/Carried

THAT Council awards the Watermain Replacement, Fort Rupert Reservoir and Water Treatment Reservoir Site Development Project (Contract 1) to Island West Coast Excavation Ltd. for the tender amount of \$3,624,078.13 plus GST.

AND THAT Council awards the New Fort Rupert Reservoir and Replacement of Water Treatment Reservoir Project (Contract 2) to H2FLOW Tanks & Systems Inc. for the tender amount of \$1,236,539.00 plus GST.

AND THAT Council authorizes staff to carry a \$300,000 Contingency fund equal to 6% of the total Project budget to cover additional costs of Hydro and Telus connections to the Fort Rupert site, system programming, quality assurance, archaeological services, and unforeseen additional works and engineering services.

2. Adrian Maas, Director of Finance, re: Investment Account Process

Moved/Seconded/Carried

THAT the Finance committee recommends to Council to authorize staff to enter into an account agreement with CIBC Wood Gundy as per the Director of Finance report October 19.

AND THAT Council amend policy 2.22 Investment Policy section 2.1 (v) to include Investment Accounts.

D. FINANCIAL PLAN DRAFT 1

Review / Overview presented of:

- General Fund Revenues and Expenses
- Current Debt Load
- Consolidated with Water and Sewer
- Debt Detail
- Preliminary Reserve Funds Balances estimated 2017
- Firefighting Remuneration
- Recreation Manager
- Reserves
- Water and Sewer Fund Source and Application of Capital

Review outstanding decisions re: Rates and Bylaw

- Water / Sewer increase
- Garbage / Recycling Increase
- Recreation - Seniors rates
- Animal Control rate - Unlicensed Dog Impound Fee

E. GRANTS IN AID

1. Late grant in aids (includes Community Spirit Award \$1,000) - staff recommends \$8,000.

Moved/Seconded/Carried

THAT \$8,000 be included in the 2018 Financial Plan for late grant in aids.

2. Hardy Bay Seniors Society - request \$8,000.

Pat Corbett-Labatt left the meeting at 3:02 p.m, declaring a conflict of interest as a board member of the Hardy Bay Seniors Society.

Moved/Seconded/Carried

THAT \$8,000 be included in the 2018 Financial Plan for the Hardy Bay Seniors Society.

Pat Corbett-Labatt re-joined the meeting at 3:05 p.m.

3. Filomi Days Committee - request \$10,000.

Dennis Dugas, Leighton Wishart, and John Tidbury left the meeting at 3:05 p.m., declaring conflicts of interest as board members of the Filomi Days Society.

Moved/Seconded/Carried

THAT \$10,000 be included in the 2018 Financial Plan for the Filomi Days Committee, contingent on the provision that they submit Financial Statements to the Finance Committee.

Dennis Dugas, Leighton Wishart, and John Tidbury re-joined the meeting at 3:11 p.m.

4. Halloween Fireworks - request \$1,000.

Moved/Seconded/Carried

THAT the Halloween Fireworks request be denied and not be included in the 2018 Financial Plan.

5. Port Hardy Twinning Society - in 2017 request \$5,000 annual funding for 5 years.

Moved/Seconded/Carried

THAT \$5,000 be maintained in the 2018 Financial Plan for Port Hardy Twinning Society and that funds be provided in January.

6. Port Hardy Youth Soccer - request \$5,000 annual funding for 5 years.

Moved/Seconded/Carried

THAT \$3,000 be added to the 2018 Financial Plan for Port Hardy Youth Soccer for the maintenance of the soccer field, contingent on the provision that they submit Financial Statements to the Finance Committee.

7. Port Hardy Heritage Society - request same funding as 2017 \$46,276.

Fred Robertson left the meeting at 3:26 p.m., declaring a conflict of interest as a board member of the Port Hardy Heritage Society.

Moved/Seconded/Carried

THAT \$46,276 be included in the 2018 Financial Plan for the Port Hardy Heritage Society and that the funds be provided annually for 5 years with a 2% increase each year.

Fred Robertson re-joined the meeting at 3:31 p.m.

8. Visitor Centre/Chamber - request \$55,000.

The Finance Committee deferred its decision regarding the Visitor Centre / Chamber pending the scheduled presentation by the Chamber Manager at the regular meeting of Council on November 14.

9. Port Hardy Volunteer Firefighters Association - no submission but Staff put forth the same amount as 2017, \$17,670 plus CPI based on historical amounts granted.

Discussion - the Fire Department Compensation Honorarium report was reviewed.

The Finance Committee deferred its decision regarding the Port Hardy Volunteer Firefighters Association.

F. AUDIT SERVICE PLAN - FOR RECEIPT

Moved/Seconded/Carried

THAT the Audit Service Plan be received by the Finance Committee.

G. NEXT MEETING DATES

Tues. Nov. 28th 9:30 a.m. to 3:30 p.m.
Weds. Nov. 29th 9:30 a.m. to 3:30 p.m.
Weds. Dec. 13th (if needed) 9:30 a.m. to 3:30 p.m.

H. ADJOURNMENT

The meeting was adjourned at 4:00 p.m.



**MINUTES OF THE DISTRICT OF PORT HARDY
FINANCE COMMITTEE MEETING
NOVEMBER 28, 2017 9:30 A.M.
COUNCIL CHAMBERS, MUNICIPAL HALL
7360 COLUMBIA STREET**

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

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

A. CALL TO ORDER

Mayor Bood called the meeting to order at 9:30 a.m.

B. ADOPTION OF MINUTES

Moved/Seconded/Carried

THAT the Minutes of the Finance Committee held November 9, 2017 be approved as presented.

C. VISITOR'S CENTRE / CHAMBER OF COMMERCE

1. Allison McCarrick presented a review of the Chamber of Commerce lease agreement, the Visitors Centre Fee for Service, and the Hotel tax MRDT and also a review of proposals/options for consideration.

Committee Direction to Staff:

- Discuss the lease agreement with the Chamber of Commerce re: clarity of expectations of the phrase "provides a tourism information service".
- Discuss the \$55,000 2018 Fee for Service expectations with the Chamber of Commerce re: that the funding, if granted, would include organizing/coordinating several community events including: Van Isle 360 (every two years), Pumpkin Walk, Ocean's Day, Canada Day, a Farmer's market (new for 2017), and one other event (TBD).
- MRDT to be managed by the Chamber of Commerce for 2018.

D. GRANT IN AID REVIEW

Review presented of Grants in Aid previously decided upon for 2018.

E. FIREFIGHTERS REMUNERATION - REFERRAL FROM COMMITTEE OF THE WHOLE

1. Review of survey results. The survey showed 75% in favour of firefighter remuneration.
2. Review of various remuneration scenarios. The committee approved the option that totals 79,188 (Note: this includes 5,000 Fee for Service for the P.H. Firefighters Association, 2,000 in general budget, and Fire Chief and Deputy Chief remuneration 23,000).

F. RECREATION MANAGER - REFERRAL FROM COUNCIL

Committee Direction to Staff:

- Since the proposed position is contingent on the approval of the Multiplex, defer this item until grant funding status is known.

G. CAPITAL SUMMARY

Protective services

Lighting FH#1	11,500	Include in budget
Paint truck bay mtg room	15,000	Include 5,000 in budget
Windows exit door FH#1	10,000	Include in budget
Key fob security system	20,000	Delete from budget
Emergency generator	84,000	Include in budget

Recreation

Arena engineer bldg assessment	45,000	Include in budget
Arena major repairs	250,000	Include in budget
Marquee	64,000	Defer to 2019; Look at possible sponsorships
Exterior doors x 3	9,000	Include in budget
Gas detection equipment	5,000	Include in budget
Pool (carry over)	12,000,000	Include in budget (grant dependent)
Pool Health&Safety		
Man/woman lift	60,000	Defer to 2019

Transportation services

Roads	130,000	Include in budget
Sidewalks	35,000	Include in budget
Crack sealing	25,000	Include in budget
Downtown revite	50,000	Include in budget
Works yard safety security fence	40,000	Defer to 2019
Fleet replace Ford Escape	35,000	Include in budget

Unit#10		
Zero turn mower	20,000	Include in budget
Olympia replacement	180,000	*Committee requested more information from staff
Ford Cube Van Unit#11	50,000	Include in budget

Engineered structures

Catch basin repair	7,500	Include in budget
Little Tsulquate culvert	30,000	Include in budget

Parks/Other General

Seawall lights phase 5	30,000	Include in budget
Public bathroom Rotary park	120,000	*Committee requested more information from staff
Storey's Beach Ballfield #3 fencing	95,000	Include in budget
Land Development Planning	40,000	Defer to 2019
Christmas decorations	7,500	Include in budget
Lost at Sea Marker	10,000	Include in budget
Museum office renovation	5,000	Include in budget
Replace carrot in Carrot Park	10,000	Include in budget
Replace welcome sign in Carrot Park	25,000	Include in budget
Wildfire Interface	30,000	Delete from budget
Connectivity trails	6,000	Include in budget
Wind mill blade project	?	Delete from budget
Cemetery monument	7,500	*Committee requested more information from staff
Bear proof bins	13 at 2,400 each	Include 3 x 2,400 in 2018 budget; 3 bins defer to 2019, 3 bins defer to 2020
Cemetery mapping	5,000	Include in budget
Office 365 conversion	7,500	Include in budget

Harbour

Seagate pier onsite report	100,000	Include in budget
Seagate wharf T float pilings	30,000	Include in budget (can possibly be funded via Rural Dividend Grant)
Summer T-floats upgrades	7,000	Include in budget
Fish deck upgrades	7,000	Include in budget
Boat launch upgrades	7,175	*Committee requested more information from staff
Bear Cove electrical	16,000	Include in budget
Removal of derelict vessel(s)	9,000	Include in budget

Water

PLC WTP replacements (carry over)	70,000	Include in budget
Fort Rupert Reservoir & PRV Station (carry over)	5,300,000	Include in budget
Holmgren flats PRV (carry over)	60,000	Include in budget
Outer Ring Road PRV (carry over)	35,000	Include in budget
Kains Lake Dam (carry over)	29,000	Include in budget
Water Design & Distribution Upgrades (carry over)	60,000	Include in budget
WTP pressure control valve rebuild	8,000	Include in budget
WTP rebuild raw water pumps	13,000	Include in budget
WTP turbidimeters	53,000	Include in budget
Utility mapping water	15,000	Include in budget
Water main right of way clearing	15,000	Include in budget
WTP computer upgrades	15,000	Include in budget

Sewer

Holmgren flats lift station upgrade (carry over)	50,000	Include in budget
Lift station upgrades (carry over)	42,000	Include in budget
Pioneer Inn lift station upgrade (carry over)	20,000	Include in budget
Polymer feed system upgrade (carry over)	25,000	Include in budget
Polymer feed system upgrade (additional)	10,000	Include in budget
Collection system rehab program	60,000	Include in budget
Ft Rup LS Upgrade	600,000	Include in budget (dependent on grant funding)
Sani Dump Upgrade	10,000	Include in budget
Utility mapping wastewater	15,000	Include in budget
AWWTP replace emerg generator switch	12,000	Include in budget
TWWTP influent pump rebuild	8,000	Include in budget
Peel St LS pump rebuild	15,000	Include in budget
New push camera	15,000	Include in budget

H. 2018 USER RATES BYLAW - DISCUSSION

1. Review of water fund source and application of capital.
2. Review of sewer fund source and application of capital.

Committee direction to staff:

- 4% increase in water rates
- 4% increase in sewer rates
- 2% increase in garbage rates

I. SENIORS DISCOUNT ON UTILITIES - REVIEW AND DISCUSSION

1. Comparison to other municipalities seniors discounts and review of demographics of Port Hardy.

Committee direction to staff:

- No change in the seniors discount.

J. SENIOR RATE - RECREATION - REVIEW AND DISCUSSION

Committee direction to staff:

- Senior rate to stay the same as the child rate.

K. NEXT MEETING DATE

Friday December 1st 10:00 a.m.

H. ADJOURNMENT

The meeting was adjourned at 2:30 p.m.



**MINUTES OF THE DISTRICT OF PORT HARDY
FINANCE COMMITTEE MEETING
DECEMBER 1, 2017 10:00 A.M.
COUNCIL CHAMBERS, MUNICIPAL HALL
7360 COLUMBIA STREET**

PRESENT: Mayor Hank Bood, Councillors Pat Corbett-Labatt, Dennis Dugas, Rick Marcotte, John Tidbury, Leighton Wishart

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

REGRETS: Councillor Fred Robertson; Abbas Farabakhsh, Director of Operations

A. CALL TO ORDER

Mayor Bood called the meeting to order at 10:00 a.m.

DRAFT

B. APPROVAL OF AGENDA

Moved/Seconded/Carried

THAT the agenda for the Finance Committee meeting of December 1, 2017 be approved as presented.

C. ADOPTION OF MINUTES

Moved/Seconded/Carried

THAT the minutes of the Finance Committee held November 28, 2017 be approved as presented.

D. OLYMPIA ICE RESURFACER AND ROTARY PARK WASHROOM

1. Brad Strasser, District mechanic, presented re: the condition of the Olympia ice resurfacer and the work that has been done on it to date and upcoming work (replace engine at a cost of \$5,000 - \$6,000) that could be completed in the off-season. He mentioned that other parts for the machine are not readily available due to it being a discontinued model and that there can be up to a six week wait time for parts to arrive.

Direction to Staff:

DRAFT

- delete capital item Olympia Replacement 180,000 - investigate and budget for rebuild/repair

2. Sean Mercer, Manager of Operations & Community Services, presented some options for pre-cast washroom buildings that could be installed at the Rotary Park. There is also a custom in-house designed option, the construction of which could be contracted out.

E. GENERAL OPERATING FUND 2018 - 2022 REVIEW

F. REVIEW OF CAPITAL EXPENDITURES & SOURCES OF FUNDS - 2018

1. The committee reviewed total capital expenditures from 2011 to 2017, individually and averages.

2. Direction to staff - review the general capital budget and reduce it to meet the following criteria:

- Total general capital budget to be \$700,000 or less.
- Items that are essential for safety are to be prioritized.
- Items that are likely to be completed in 2018 are to be prioritized.

G. ADJOURNMENT

DRAFT

The meeting was adjourned at 10:30 a.m.

Cheque #	Pay Date	Vendor #	Vendor Name	Paid Amount	Void
010066	01/11/2017	00829	ANA'S HARDY CLEAN	2,303.99	
010067	01/11/2017	00046	ANDREW SHERET LTD	5,023.95	
010068	01/11/2017	01836	ARIES SECURITY LTD.	4,147.50	
010069	01/11/2017	00047	B.C. HYDRO (Minister of	40,591.64	
010070	01/11/2017	02693	BC One Call	49.61	
010071	01/11/2017	02207	Blanchard Security	535.50	
010072	01/11/2017	02135	BORG, BRENT	35.00	
010073	01/11/2017	02468	Canwest Propane	65.35	
010074	01/11/2017	03480	CHASE N DIRT CARPETCARE	945.00	
010075	01/11/2017	02822	Corix Water Products LP	1,032.09	
010076	01/11/2017	01901	DENNISON, MELINDA	35.00	
010077	01/11/2017	03483	ERICKSON ROOFING	202,961.75	
010078	01/11/2017	03156	First Nations Drum	315.00	
010079	01/11/2017	00058	GUILLEVIN INTERNATIONAL	214.86	
010080	01/11/2017	02208	Hawkins, Bob	714.12	
010081	01/11/2017	01980	HETHERINGTON INDUSTRIES	173.25	
010082	01/11/2017	00273	JM'S MOBILE WELDING INC	255.74	
010083	01/11/2017	00065	K & K ELECTRIC LTD.	683.06	
010084	01/11/2017	00069	MACANDALE'S	359.27	
010085	01/11/2017	02489	Marcotte, Rick	338.00	
010086	01/11/2017	03059	Maxxam Analytics	867.30	
010087	01/11/2017	01777	MCCARRICK, ALLISON	35.00	
010088	01/11/2017	00328	MERCER, SEAN	35.00	
010089	01/11/2017	00014	MINISTER OF FINANCE	3,450.00	
010090	01/11/2017	00075	O.K. TIRE STORE (PORT HA	166.30	
010091	01/11/2017	00013	PACIFIC BLUE CROSS	12,455.33	
010092	01/11/2017	00281	PARKLAND REFINING (B.C.)	1,825.77	
010093	01/11/2017	00203	Port Hardy & Dist. Chamb	13,750.00	
010094	01/11/2017	00406	PORT HARDY FIREFIGHTERS	4,417.50	
010095	01/11/2017	00264	PORT HARDY HERITAGE SOCI	11,569.00	
010096	01/11/2017	00769	Praxair Distribution	917.89	
010097	01/11/2017	00107	RECEIVER GENERAL FOR CAN	20,957.84	
010098	01/11/2017	00187	REGIONAL DISTRICT OF MT	16,190.16	
010099	01/11/2017	00187	REGIONAL DISTRICT OF MT	4,327.12	
010100	01/11/2017	00865	ROYAL CANADIAN LEGION BR	100.00	
010101	01/11/2017	00113	STRYKER ELECTRONICS LTD.	10,659.93	
010102	01/11/2017	00160	TELUS	72.42	
010103	01/11/2017	03313	Tex Electric Ltd.	254.94	
010104	01/11/2017	03481	Tobin, Amanda	340.00	
010105	01/11/2017	01026	VIMAR EQUIPMENT LTD.	370.63	
010106	08/11/2017	03286	0997329 B.C. Ltd.	2,400.00	
010107	08/11/2017	00044	ACKLANDS - GRAINGER INC.	176.15	
010108	08/11/2017	00437	ACME SUPPLIES LTD.	789.94	
010109	08/11/2017	02514	AlSCO	209.32	
010110	08/11/2017	00046	ANDREW SHERET LTD	454.71	
010111	08/11/2017	01531	BJARNASON, SUSAN	113.00	
010112	08/11/2017	02135	BORG, BRENT	260.15	
010113	08/11/2017	01805	BUSY B'S DISTRIBUTING	90.31	
010114	08/11/2017	02468	Canwest Propane	2,699.26	
010115	08/11/2017	01066	COMMANDER WAREHOUSE EQUI	523.68	
010116	08/11/2017	01433	COMOX PACIFIC EXPRESS LT	532.11	
010117	08/11/2017	01982	DIGITAL POSTAGE ON CALL	1,050.00	
010118	08/11/2017	01476	DOR-TEC SECURITY LTD.	395.45	
010119	08/11/2017	01826	DRIEMEL, CHERYL	2,105.00	
010120	08/11/2017	00189	DUGAS, DENNIS	372.60	
010121	08/11/2017	00098	DUNCAN ELECTRIC MOTOR LT	1,348.48	
010122	08/11/2017	00020	E.J. KLASSEN MOTORCADE L	102.62	
010123	08/11/2017	03483	ERICKSON ROOFING	19,509.00	
010124	08/11/2017	00099	FOX'S DISPOSAL SERVICES	29,553.88	
010125	08/11/2017	02417	Frontline Fire Departmen	1,522.50	
010126	08/11/2017	00052	HARDY BUILDERS' SUPPLY	1,066.16	
010127	08/11/2017	00063	HOME HARDWARE BUILDING C	319.50	
010128	08/11/2017	00230	ISLAND OVERHEAD DOOR (19	636.30	
010129	08/11/2017	03440	IZCO Technology Solution	462.00	
010130	08/11/2017	00273	JM'S MOBILE WELDING INC	42.56	
010131	08/11/2017	00065	K & K ELECTRIC LTD.	600.35	
010132	08/11/2017	00271	LIFESAVING SOCIETY	279.07	
010133	08/11/2017	03167	Maas, Adrian	484.39	
010134	08/11/2017	00069	MACANDALE'S	139.55	
010135	08/11/2017	03456	MARC'S MAINTENANCE	1,281.00	
010136	08/11/2017	02489	Marcotte, Rick	41.00	

AGENDA

Cheque #	Pay Date	Vendor #	Vendor Name	Paid Amount	Void
010137	08/11/2017	00447	MNP	18,191.25	
010138	08/11/2017	00304	MONK OFFICE	1,185.43	
010139	08/11/2017	00033	NAPA AUTO PARTS/N.I. IND	426.79	
010140	08/11/2017	03135	Nelson-Smith, Heather	167.30	
010141	08/11/2017	00526	OPERATING ENGINEERS' BEN	332.17	
010142	08/11/2017	02749	Orach Enterprises Ltd.	4,880.67	
010143	08/11/2017	00281	PARKLAND REFINING (B.C.)	1,091.61	
010144	08/11/2017	00505	PARR'S CONSTRUCTION LTD	24,150.00	
010145	08/11/2017	00769	Praxair Distribution	15,131.12	
010146	08/11/2017	00080	PUROLATOR INC.	961.18	
010147	08/11/2017	00187	REGIONAL DISTRICT OF MT	214,781.89	
010148	08/11/2017	00866	Royal Canadian Legion	50.00	
010149	08/11/2017	03488	SACRED WOLF FRIENDSHIP C	20,000.00	
010150	08/11/2017	00253	Shaw Cable	134.74	
010151	08/11/2017	02522	Strathcon Industries	186.14	
010152	08/11/2017	00011	Tidbury, John	41.00	
010153	08/11/2017	03144	Tolmie, Brad	303.00	
010154	08/11/2017	01026	VIMAR EQUIPMENT LTD.	2,266.47	
010155	08/11/2017	03482	WORK TRUCK WEST	110,600.00	
010156	08/11/2017	00164	Xerox Canada Ltd.	1,454.25	
010157	15/11/2017	00073	BLACK PRESS GROUP LTD.	1,455.06	
010158	15/11/2017	02113	CAFE GUIDO	143.57	
010159	15/11/2017	03033	Corbett-Labatt, Pat	123.00	
010160	15/11/2017	03492	DAWSON, DANIELLE	405.00	
010161	15/11/2017	02836	Domtar	189.32	
010162	15/11/2017	00099	FOX'S DISPOSAL SERVICES	463.93	
010163	15/11/2017	00063	HOME HARDWARE BUILDING C	16.76	
010164	15/11/2017	01747	INGENIOUS SOFTWARE	918.40	
010165	15/11/2017	02936	J.D. PETROLEUM LTD.	183.75	
010166	15/11/2017	02873	Jewell, Joe	92.69	
010167	15/11/2017	00065	K & K ELECTRIC LTD.	2,309.39	
010168	15/11/2017	00428	LAND TITLE AND SURVEY AU	12.88	
010169	15/11/2017	01777	MCCARRICK, ALLISON	438.30	Yes
010170	15/11/2017	01777	MCCARRICK, ALLISON	312.65	
010171	15/11/2017	00304	MONK OFFICE	60.86	
010172	15/11/2017	02598	Noratek Solutions Inc.	2,464.09	
010173	15/11/2017	00027	NORTH ISLAND VETERINARY	334.53	
010174	15/11/2017	00203	Port Hardy & Dist. Chamb	312.33	
010175	15/11/2017	00080	PUROLATOR INC.	281.73	
010176	15/11/2017	00107	RECEIVER GENERAL FOR CAN	18,877.65	
010177	15/11/2017	02203	Stantec Consulting Ltd.	4,341.56	
010178	15/11/2017	02522	Strathcon Industries	287.63	
010179	15/11/2017	00201	Vancouver Island Regiona	37,125.00	
010180	15/11/2017	02837	Waterhouse Environmental	6,115.20	
010181	15/11/2017	03490	WATERMAN CONTRACTING	201.60	
010182	15/11/2017	03274	West Coast Wear Products	603.23	
010183	15/11/2017	01864	WISHBONE INDUSTRIES LTD.	1,816.36	
010184	22/11/2017	00044	ACKLANDS - GRAINGER INC.	352.30	
010185	22/11/2017	02856	Allied Hose & Fittings	5,930.40	
010186	22/11/2017	00046	ANDREW SHERET LTD	1,391.99	
010187	22/11/2017	01836	ARIES SECURITY LTD.	11,930.10	
010188	22/11/2017	02468	Canwest Propane	67.15	
010189	22/11/2017	02882	Catalys Lubricants Inc.	775.59	
010190	22/11/2017	01724	CHYNA SEA VENTURES LTD.	210.00	
010191	22/11/2017	01433	COMOX PACIFIC EXPRESS LT	723.37	
010192	22/11/2017	00887	DUPLISKATE JONAH LTD.	125.16	
010193	22/11/2017	00065	K & K ELECTRIC LTD.	1,777.72	
010194	22/11/2017	00271	LIFESAVING SOCIETY	121.52	
010195	22/11/2017	03494	MAHLUM, C GERDY	500.00	
010196	22/11/2017	03218	Mearls Machine Works Ltd	1,088.64	
010197	22/11/2017	03135	Nelson-Smith, Heather	205.30	
010198	22/11/2017	01645	NORTH ISLAND COMMUNICATI	345.03	
010199	22/11/2017	03390	O'Reilly, Kathy	294.00	
010200	22/11/2017	00281	PARKLAND REFINING (B.C.)	2,942.79	
010201	22/11/2017	00363	PORT HARDY BULLDOZING LT	1,485.75	
010202	22/11/2017	00412	PORT HARDY LIONS CLUB	110.00	
010203	22/11/2017	00187	REGIONAL DISTRICT OF MT	4,907.59	
010204	22/11/2017	03174	Schantz, Robert	401.65	
010205	22/11/2017	03493	STEELHEAD ENTERPRISES LT	8,820.00	
010206	22/11/2017	00160	TELUS	5,006.89	
010207	22/11/2017	00161	TELUS MOBILITY (BC)	779.66	

Cheque #	Pay Date	Vendor #	Vendor Name	Paid Amount	Void
010208	22/11/2017	03313	Tex Electric Ltd.	315.00	
010209	29/11/2017	00735	A.C.E. COURIER SERVICES	130.62	
010210	29/11/2017	01375	ADT SECURITY SERVICES CA	93.74	
010211	29/11/2017	02514	AlSCO	209.32	
010212	29/11/2017	02271	BAILEY WESTERN STAR TRUC	205.48	
010213	29/11/2017	00184	BC Assessment	323.19	
010214	29/11/2017	02468	Canwest Propane	50.65	
010215	29/11/2017	02762	Cleartech Industries Inc	275.10	
010216	29/11/2017	01433	COMOX PACIFIC EXPRESS LT	645.87	
010217	29/11/2017	02828	Corix Control Solutions	3,979.36	
010218	29/11/2017	02730	CUPE Local 401	1,025.57	
010219	29/11/2017	03483	ERICKSON ROOFING	22,551.30	
010220	29/11/2017	02373	Gooding, Marlene	166.43	
010221	29/11/2017	00058	GUILLEVIN INTERNATIONAL	92.74	
010222	29/11/2017	00052	HARDY BUILDERS' SUPPLY	285.05	
010223	29/11/2017	00194	INT'L UNION OPERATING EN	1,046.39	
010224	29/11/2017	03440	IZCO Technology Solution	5,978.11	
010225	29/11/2017	00104	JOHNSON, STEVE	1,250.00	
010226	29/11/2017	00065	K & K ELECTRIC LTD.	152.55	
010227	29/11/2017	00185	MUNICIPAL FINANCE AUTHOR	1.17	
010228	29/11/2017	00217	ORKIN CANADA CORPORATION	76.65	
010229	29/11/2017	00013	PACIFIC BLUE CROSS	12,455.33	
010230	29/11/2017	03242	Patterson's Plumbing	485.10	
010231	29/11/2017	00107	RECEIVER GENERAL FOR CAN	18,098.80	
010232	29/11/2017	00187	REGIONAL DISTRICT OF MT	8,482.18	
010233	29/11/2017	00187	REGIONAL DISTRICT OF MT	10,117.07	
010234	29/11/2017	00187	REGIONAL DISTRICT OF MT	1,889.70	
010235	29/11/2017	01990	ROAD RANGER FREIGHT/0702	211.08	
010236	29/11/2017	00030	SAVE-ON-FOODS #2261	1,440.00	
010237	29/11/2017	02522	Strathcon Industries	249.29	
010238	29/11/2017	02971	Summit Valve and Control	19,214.72	
010239	29/11/2017	01661	Urban Systems Ltd	163.01	
Total:				1,090,838.20	



*** End of Report ***





DISTRICT OF PORT HARDY
STAFF REPORT



DATE: Nov 27, 2017 **FILE:** Bylaw No. 17-2011 / 0360-20 Council Remuneration Committee
TO: Council
FROM: Heather Nelson Smith, Director of Corporate & Development Services **AGENDA**
RE: 2018 COUNCIL REMUNERATION REVIEW

PURPOSE

To initiate the Council Remuneration Review process as per Bylaw No. 17-2011.

REGULATORY AUTHORITY

Bylaw No. 17-2011 requires that in May of each municipal election year, an independent committee be formed to review and provide recommendations regarding Council remuneration.

BACKGROUND

Historically, Council remuneration is reviewed in each year in which a general election is conducted as per the District's present and past Council remuneration bylaws. In this regard, District of Port Hardy Council Remuneration Bylaw No. 17-2011 (see attached) includes provisions for conducting this review. Section 2.4 states:

"In May of each municipal election year, an independent committee will be formed to review Council remuneration. The committee will be comprised of three (3) District residents and any recommended increase in remuneration will become effective January 1st of the following year."

Traditionally, three residents have been invited to participate on the Council Remuneration Committee and once the participants have been confirmed, staff forwards to them, the statistical information as to remuneration and expenses paid to mayors and councilors in other municipal jurisdictions in British Columbia, that can be used by the Committee in conducting its review.

FINANCIAL IMPLICATIONS

Any approved changes to Council remuneration would take effect in January of 2019 and would have to be reflected in the 2019 budget.

STAFF RECOMMENDATION

THAT Council directs staff to proceed with formation of the Council Remuneration Committee for the purposes of conducting the 2018 Council Remuneration Review, AND FURTHER THAT once the Committee has been confirmed, that staff provide it with the necessary background / research information to assist the Committee in conducting its review.

Respectfully submitted,


 Heather Nelson Smith
 Director of Corporate Services

I agree with the recommendation.


 Allison McCarrick
 Chief Administrative Officer

District of Port Hardy
Council Remuneration Bylaw No. 17-2011 – Consolidated August 2017

**DISTRICT OF PORT HARDY
BYLAW 17-2011**

A Bylaw to Provide for the Payment of Council Members Remuneration and Expenses

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

1. TITLE

1.1 This bylaw may be cited as the "District of Port Hardy Council Remuneration Bylaw No. 17-2011".

2. REMUNERATION TO COUNCIL MEMBERS

2.1 As of January 1, 2012 the Mayor of the District of Port Hardy shall be paid an annual indemnity of TWENTY-FOUR THOUSAND DOLLARS (\$24,000.00).

2.2 Beginning January 1, 2013 and each year thereafter, the Mayor's remuneration will increase by the percentage equal to the British Columbia Consumer Price Index of the previous year.

2.3 Beginning January 1, 2012 and each year thereafter, each Councillor shall be paid an annual indemnity equal to fifty (50%) percent of that paid to the Mayor.

2.4 In May of each municipal election year, an independent committee will be formed to review Council remuneration. The committee will be comprised of three (3) District residents and any recommended increase in remuneration will become effective January 1st of the following year.

2.5 One-third of the remuneration for the Mayor and each Councillor as set out above is an allowance for expenses incidental to the discharge of the duties of office, other than actual expenses incurred by the member of Council.

2.6 Payment of one-twelfth of the foregoing may be made monthly, each and every year, on the first pay date of each month.

BYL 1031-2014 Section 3. EXPENSES INCURRED, is hereby deleted in its entirety and the remaining sections are renumbered accordingly.

BYL 1031-2014
Sept. 2014

3. ELIGIBLE EXPENSES

3.1 Members of Council shall be reimbursed for expenses they incur for being present at Council approved functions conducted outside of the District as per section 4. herein.

3.2 Eligible expenses include:

- a) accommodation;
- b) transportation (airfare, car rental, ferry, mileage, parking, taxi, etc.);
- c) registration or related fees; and,
- d) per diem allowance (see section 3.4).

BYL 1031-2014
Sept. 2014

BYL 1031-2014
Sept. 2014

3.3 Where Council members use their own vehicles to conduct District business, they must provide business use as part of their vehicular insurance and the District will reimburse 100% of the business use portion of said insurance.

District of Port Hardy
Council Remuneration Bylaw No. 17-2011 – Consolidated August 2017

3.4 ~~The per diem allowance is intended to cover meals, gratuities and incidental expenses and it will be calculated at the rate in effect at the time of booking in accordance with the rates established by the Treasury Board of Canada from time to time. Meals that are provided at a function will be deducted from the per diem paid. On the date of departure, travel must commence before 7:00 a.m. to claim breakfast, before 12:00 noon to claim lunch; and on the date of return, travel status must end after 6:00 p.m. to claim dinner.~~

BYL1031-2014
Sept. 2014

3.4 The per diem allowance is intended to cover meals, gratuities and incidental expenses and it will be calculated at the rate in effect at the time of booking in accordance with the rates established by the Treasury Board of Canada from time to time. Meals that are provided at an additional cost to the registration will be deducted from the per diem paid. On the date of departure, travel must commence before 7:00 a.m. to claim breakfast, before 12:00 noon to claim lunch; and on the date of return, travel status must end after 6:00 p.m. to claim dinner

BYL1067-2017
Aug. 2017

3.5 Mileage paid shall be equal to the mileage rates set by the Treasury Board of Canada from time to time and will be calculated at the rates in effect at the time of booking.

BYL1031-2014
Sept. 2014

BYL1031-2014 Sept. 2014 Section 4, LEVELS OF PAYMENT is hereby deleted in its entirety and the remaining sections are renumbered accordingly.

4. **COUNCIL APPROVED FUNCTIONS**
Council approved functions shall include:

- a) The annual convention of the Union of British Columbia Municipalities (U.B.C.M.);
- b) The annual convention of the Association of Vancouver Island Coastal Communities (A.V.I.C.C.);
- c) Meetings associated with the Regional District of Mount Waddington (RDMW) Board of Directors and Hospital Board attended by a Council member who has been appointed as Director or Alternate Director, and the RDMW does not provide reimbursement of expenses for attending those meetings;
- d) Committee meetings outside the boundaries of the District to which Council members have been duly appointed by Council; and,
- e) Any other functions including meetings, courses or conventions approved by resolution of Council.

BYL1031-2014
Sept. 2014

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

6. **EFFECTIVE DATE**
This bylaw shall become effective January 1, 2012.

7. **REPEAL**
Bylaw No. 14-2008 will be repealed on the effective date of this bylaw.

Read a first time on the 25th day of October, 2011.

Read a second time on the 25th day of October, 2011.

Read a third time on the 25th day of October, 2011.

Adopted on the 8th day of November, 2011.

Original signed by:

DIRECTOR
OF CORPORATE SERVICES

MAYOR



DISTRICT OF PORT HARDY
STAFF REPORT



DATE: December 5, 2017 **FILE:** 0360, 0510 & 0540
TO: Allison McCarrick, Chief Administrative Officer **AGENDA**
FROM: Heather Nelson-Smith, Director of Corporate & Development Services
RE: 2018 COUNCIL APPOINTMENTS

PURPOSE

Each year, Council considers appointments to various internal and external committees and agencies for the coming year and endorses the appointments by resolution.

RECOMMENDATION

THAT Council endorses the following external appointments for 2018:

Director - Regional District of Mount Waddington Board of Directors (4 votes):
Mayor Bood

Director - Regional District of Mount Waddington Board of Directors (3 votes):
Councillor Tidbury

Director Regional District of Mount Waddington Hospital Board (4 votes):
Mayor Bood

Director – Regional District of Mount Waddington Hospital Board (3 votes):
Councillor Tidbury

Alternates:

Councillor Robertson and Wishart

Where both alternates are required, the votes will be determined by Mayor Bood.

Trustee - Vancouver Island Regional Library Board of Trustees:

Councillor Robertson – Alternate, Councillor Wishart.

Respectfully submitted,

I agree with the recommendation.

Heather Nelson-Smith
Director of Corporate &
Development Services

Allison McCarrick
Chief Administrative Officer

**DISTRICT OF PORT HARDY - 2018 COUNCIL COMMITTEES AND APPOINTMENTS
JANUARY 2018**

STANDING COMMITTEES OF COUNCIL

AGENDA

EXECUTIVE COMMITTEE: Mayor Bood, (Chair) Councillors: Pat Corbett-Labatt, Dennis Dugas, Rick Marcotte, Fred Robertson, John Tidbury, Leightan Wishart **Staff:** Chief Administrative Officer
Meeting dates: To be announced

FINANCE COMMITTEE – Budget, Financial Planning

Mayor Bood, (Chair); Councillors: Pat Corbett-Labatt, Dennis Dugas, Rick Marcotte, Fred Robertson, John Tidbury, Leightan Wishart **Staff:** Director of Finance, Chief Administrative Officer
Meetings: Quarterly or as required

OPERATIONAL SERVICES COMMITTEE – Parks, Public Works, Utilities

Councillors: Dennis Dugas (**CHAIR**), Rick Marcotte, Leightan Wishart **Staff:** Chief Administrative Officer, Director of Operations and/or designate
Meetings: Third Monday of the Month

FIRST NATIONS RELATIONS COMMITTEE – Revitalizing Relationships

Councillors: Pat Corbett-Labatt (Chair), Leightan Wishart **Staff:** Chief Administrative Officer and/or designate
Meetings: Second Tuesday of the Month

PARKS & RECREATION REVIEW COMMITTEE

Councillors: Fred Robertson (Chair) John Tidbury, **Pat Corbett-Labatt** **Staff:** Chief Administrative Officer, Director of Operations and/or designate
Meetings: Third Wednesday of the Month

SELECT COMMITTEES OF COUNCIL

Community Consultative Committee: Councillors Dennis Dugas, Rick Marcotte (Chair)

Staff: Director of Corporate & Development Services

Meetings: As required

Emergency Planning Committee: Councillors Rick Marcotte, John Tidbury, **Leightan Wishart (Chair)**

Emergency Coordinator

Staff Liaison: Director of Corporate Services

Meetings: Quarterly or as required

Tourism Advisory Committee: Councillor Dennis Dugas, Councillor Rick Marcotte (chair selected by committee) **Staff:** Allison McCarrick, CAO; Adrian Maas, Director of Financial Services,

Meetings: As required.

Marijuana Advisory Planning Commission – July 2017 (Motion 2017-113)

Councillor Leightan Wishart

DEPUTY MAYOR SCHEDULE (Deputy Mayor also serves as representative to the Port Hardy & District Chamber of Commerce)	
TERM	DEPUTY MAYOR
August 1, 2017 – March 31, 2018	Councillor Fred Robertson
April 1, 2018 – November 4, 2018	Councillor Leightan Wishart

**DISTRICT OF PORT HARDY - 2018 COUNCIL COMMITTEES AND APPOINTMENTS
JANUARY 2018**

EXTERNAL ORGANIZATIONS

AGENDA

Director: Regional District of Mount Waddington Board of Directors (4 votes): Mayor Bood
Alternates: **Councillor Wishart and Councillor Robertson**
Where both alternates are required, the votes will be determined by Mayor Bood.

Director: Regional District of Mount Waddington Board of Directors (3 votes): **Councillor John Tidbury**
Alternates: **Councillor Wishart and Councillor Robertson**
Where both alternates are required, the votes will be determined by Mayor Bood.

Director: Regional District of Mount Waddington Hospital Board (4 votes): Mayor Bood
Alternates: **Councillor Wishart and Councillor Robertson**
Where both alternates are required, the votes will be determined by Mayor Bood.

Director: Regional District of Mount Waddington Hospital Board (3 votes): **Councillor John Tidbury,**
Alternates: **Councillor Wishart and Councillor Robertson.**
Where both alternates are required, the votes will be determined by Mayor Bood.

Vancouver Island Regional Library Board of Trustees	Councillor Robertson Alternate: Councillor Wishart
MaPP - Marine Plan Partnership (Oct 30/17)	Councillor Leightan Wishart Alternate: Councillor Robertson
Mount Waddington Regional Transportation Committee	Councillor John Tidbury
Mount Waddington Table of Partners (Health)	Councillors Pat Corbett-Labatt Councillor Fred Robertson
Mount Waddington Table of Partners: Wellness First	Councillor Fred Robertson, Corbett-Labatt
North Island Regional Emergency Planning Committee	Councillor John Tidbury
BC Ferries Northern Advisory	Councillor Fred Robertson
Island Coastal Economic Trust	Mayor Hank Bood
Job Fair Committee	Councillor Fred Robertson
Municipal Insurance Association	Mayor Hank Bood – Voting Delegate Alternates: John Tidbury, Rick Marcotte
Port Hardy Fire Rescue	Councillor Leightan Wishart
Port Hardy Heritage Society (Museum)	Councillor Fred Robertson
Port Hardy Twinning Society	Councillor Corbett-Labatt
Poverty Pilot Program	Councillor Fred Robertson
Collaborative Health Care Working Group	Councillor Leightan Wishart
Scott Islands Advisory	Councillor Rick Marcotte
Hardy Bay Seniors Citizens Society	Councillor Pat Corbett-Labatt
Vancouver Island North Tourism (VINTAC)	Councillor Dennis Dugas
Vancouver Island North Woodlands Advisory Group (VINWAG)	Councillor John Tidbury

Alternates: If an appointed councillor is not able to attend a committee meeting, it is her/his responsibility to find an alternate Council member to attend.



DISTRICT OF PORT HARDY STAFF REPORT

TO: Allison McCarrick, CAO
FROM: Heather Nelson-Smith, Director of Corporate Services
SUBJECT: Council Communications
DATE: November 17, 2017

AGENDA

BACKGROUND

When Council returned from the UBCM this past fall there was discussion that the District should advertise Councils achievements, committee discussions, and general successes on a regular basis. It was suggested to issue press releases, but upon further discussion there are other ways to achieve improved communications with the public.

Council also prepares for a round table every two weeks, which, with no public in attendance is only heard by other Councillors and staff. Council works very hard at ensuring that the District of Port Hardy is represented and engaged in those important meetings without the ability to showcase to the public.

PROPOSAL

There are a couple of possible considerations for Council to review:

1. Do nothing.
2. Consider a 'Council Corner' 'Monthly Recap' 'The Month in Review' (or any other catchy title) that would allow Councillors to submit a monthly report of their activities which would be posted on our website and available in print at the front counter.

Where Councillors do not make submission, staff can recap what occurred at a committee they chair or create a blurb based on their Council reports.

Example on reverse.

Respectfully submitted,

Heather Nelson-Smith, DCS



OUR COUNCIL STAFF FINANCIAL SERVICES DEPARTMENTS COMMITTEES

OUR COUNCIL

- Current Council Members / Bios
- Council Meeting Schedule
- Municipal Hall – Motto & Elections
- Meeting Agendas & Minutes

Home / Municipal Hall / Our Council / Council Corner

Council Corner



Councillor Pat Corbett-Labatt
 "Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum."



Councillor Fred Robertson
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Councillor Dennis Dugas
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Councillor John Tidbury
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Councillor Rick Marcotte
 "Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum."



Councillor Leighton Wishart
 "Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum."



DISTRICT OF PORT HARDY

AGENDA

BYLAW NO. 1068-2017

Being a Bylaw to Regulate Smoking in the District of Port Hardy

WHEREAS it has been determined that Environmental Smoke whether from tobacco, marijuana, heated vapour or the burning of other substances can contain Class A carcinogens similar to benzene and asbestos, contain fine particles that can be inhaled deep into the lungs causing harm both locally and in other parts of the body, and is a health hazard to the inhabitants of the District of Port Hardy;

AND WHEREAS it is generally recognized by scientific and medical communities that there is no safe level of smoke exposure and that whether the smoking occurs indoors or outdoors exposure to significant levels of Environmental Smoke can occur;

AND WHEREAS it is desirable for the purposes of maintaining, promoting and preserving the public health of the inhabitants of the District of Port Hardy to prohibit, regulate and impose requirements in relation to smoking in the District of Port Hardy

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

PART 1 CITATION

1. This Bylaw shall be cited as "District of Port Hardy Smoking Regulation Bylaw No. 1068-2017".

PART 2 DEFINITIONS

"burn" or "burning" means to produce smoke, vapour or other substances that can be inhaled;

"bus stop" means a place on a bus route marked by a sign at which buses stop to pick up and drop off passengers and includes a transit shelter;

"customer service area" means a partially enclosed or unenclosed area, including a balcony, patio, yard or side walk, that is part of or connected to or associated with a business or use in a building or premises that includes the service of food or alcoholic drinks to customers or other persons for consumption on site;

"designated public space" includes but is not limited to public playing fields, public playgrounds, public squares, and outdoor public places where individuals are required to queue for the receipt of any service;

"outdoor workplace" means any outdoor place used in conjunction with the workplace, including but not limited to construction and marine sites as well as sites with flag persons;

"park" means any property owned and dedicated as a park by the District of Port Hardy and including but not limited to public playgrounds, playing fields, beaches, or public trails;

“smoke” or “smoking” means to inhale, exhale, burn, or carry a lighted cigarette, cigar, pipe, hookah pipe, or other lighted smoking device or electronic smoking device that burns tobacco, weed, or other substance.

PART 3 HEALTH REGULATIONS

Prohibition of smoking

- 3.1 No person shall smoke in, at, on or within 6 metres of any of the following:
- i. any part of a park within the District of Port Hardy;
 - ii. a bus stop;
 - iii. a customer service area;
 - iv. any designated public space;
 - v. any outdoor workplace.
- 3.2 No person shall smoke in any place where prohibited by the *Tobacco and Vapour Products Control Act* and Regulation.
- 3.3 Section 3.1 does not apply to a ceremonial use of tobacco in relation to a traditional aboriginal cultural activity.

PART 4 VIOLATIONS AND PENALTIES

Offences under Bylaw

- 4.1 A person who:
- i. violates or who causes, permits or allows any of the provisions of this Bylaw to be violated;
 - ii. neglects to do or refrains from doing anything required to be done by any provision of this Bylaw; or
 - iii. fails to comply or allows another person to fail to comply, with an order or direction given under any provision of this Bylaw;

is guilty of an offence against this Bylaw, and liable to the penalties imposed under this Section 4.

Fine for offence

- 4.2 Every person who commits an offence against this Bylaw is punishable on conviction by a fine of not less than (\$250) and not more than (\$2,000) for each offence. Each day that an offence against this Bylaw continues or exists shall be deemed to be a separate offence.

PART 5 ADMINISTRATION AND ENFORCEMENT

- 5.1 The Bylaw Enforcement Officers of the District of Port Hardy shall be responsible for administration of this Bylaw.

- 5.2 The intent of this Bylaw is to set standards of general public interest, and not to impose a duty on the District of Port Hardy or its employees to enforce its provisions and;
- i. a failure to administer or enforce its provisions or the incomplete or inadequate administration or enforcement of its provisions is not to give rise to a cause of action in favour of any person; and
 - ii. the grant of any approval or permission or issuance of any permit is not a representation, warranty or statement of compliance with the Bylaw and the issuance thereof in error is not to give rise to a cause of action.

PART 6 SEVERABILITY

- 6.1 If any 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.

PART 7 EFFECTIVE DATE

- 7.1 This Bylaw is in effect January 1, 2018.

Read a first time on the 11th day of July, 2017.

Read a second time on the 8th day of August, 2017

Read a third time on the 28th day of November, 2017

Adopted this ____ day of ____, 2017

DIRECTOR
OF CORPORATE SERVICES

MAYOR

Certified a true copy of
Bylaw No. 1068-2017 as adopted.

Director of Corporate Services



**DISTRICT OF PORT HARDY
BYLAW 1072- 2017**

**A BYLAW TO AMEND THE ANNUAL FIVE-YEAR FINANCIAL PLAN
FOR THE PERIOD 2017 - 2021**

WHEREAS the Council of the District of Port Hardy deems it expedient to amend the Five-Year Financial Plan for the year 2017;

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

AGENDA

1. Title

This Bylaw may be cited for all purposes as "District of Port Hardy Financial Plan 2017 – 2021 Amendment Bylaw No. 1072- 2017".

2. Tables and Schedules

1. Table 1 of Schedule "A" in Bylaw 1061-2017 is hereby deleted and replaced with Table 1 attached hereto and
2. Schedule "B" of bylaw 1061 -2017 is hereby deleted and replaced with Schedule "B" attached hereto.

Read a first time on the 28th day of November, 2017.

Read a second time on the 28th day of November, 2017.

Read a third time on the 28th day of November, 2017.

Adopted on the ___ day of _____ 2017.

DIRECTOR
OF CORPORATE SERVICES

MAYOR

Certified to be a true copy of:
District of Port Hardy Financial Plan 2017 – 2021
Bylaw No. 1072-2017

Director of Corporate Services

SCHEDULE A - BYLAW 1061-2017

Funding Sources

Table 1: Sources of Revenue

Revenue Source	% of Total Revenue	Dollar Value
Property Taxes	10.79%	\$3,076,181
Sale of Services	3.09%	880,082
Sewer Rates	4.30%	1,225,871
Water Rates	5.09%	1,451,312
Revenue from own sources	1.05%	299,501
Unconditional Gov't Grants	2.12%	606,000
Capital Grants	45.25%	12,902,000
Reserves and Surplus	9.18%	4,417,020
Debt	19.13%	5,455,000
Total	100%	\$28,512,967

Table 1 shows the proportion of total revenue proposed to be raised from each funding source in 2017. The total revenue has been adjusted for non-cash entries in the financial plan. The amount for amortization in 2017 is \$1,800,000; this is not taxed for and is therefore not included in Table 1.

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

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

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

Schedule B - Bylaw 1061-2017

	2017	2018	2019	2020	2021
Revenue					
Municipal property taxes	2,904,662	3,081,161	3,119,199	3,175,607	3,245,023
Payments in lieu of taxes	171,519	173,304	175,061	176,894	178,746
Sale of services	880,082	897,680	915,631	933,941	952,617
Sewer user rates	1,225,871	1,271,897	1,319,705	1,369,362	1,420,945
Water user rates	1,451,312	1,480,338	1,509,945	1,540,143	1,570,945
Revenue from own sources	299,501	305,262	309,174	315,244	320,866
Unconditional transfers other governments	606,000	621,160	623,203	625,287	627,413
Conditional transfers other governments	12,902,000	2,675,000	2,100,000	1,850,000	1,600,000
Contributions from developers	-	-	-	-	-
Transfers from reserves & other funds	4,417,020	2,624,500	2,282,000	2,246,900	2,258,838
Debenture debt	5,455,000	1,000,000	-	1,000,000	-
	<u>30,312,967</u>	<u>14,130,302</u>	<u>12,353,918</u>	<u>13,233,378</u>	<u>12,175,393</u>
Expenditures					
General government services	996,064	1,027,675	1,041,345	1,062,164	1,083,402
Protective services	419,700	428,406	437,252	446,372	455,695
Transportation services	1,349,752	1,379,147	1,408,390	1,439,969	1,472,316
Environmental & public health services	275,250	280,752	286,368	292,095	297,938
Economic & development services	185,364	203,411	207,377	211,425	215,552
Parks, recreation & cultural services	1,343,069	1,371,915	1,400,707	1,431,353	1,462,724
Wastewater services	941,418	970,452	989,857	1,009,654	1,029,843
Water services	1,126,460	1,148,989	1,171,961	1,195,397	1,219,307
Debt charges	184,410	152,156	151,686	151,256	151,226
Debt principal repayments	316,950	207,086	204,106	185,986	178,086
Transfers to reserves & other funds	564,410	730,813	767,869	807,707	849,304
Amortization	1,800,000	1,800,000	1,800,000	1,800,000	1,800,000
Capital expenditures	20,810,120	4,429,500	2,487,000	3,200,000	1,960,000
	<u>30,312,967</u>	<u>14,130,302</u>	<u>12,353,918</u>	<u>13,233,378</u>	<u>12,175,393</u>



**DISTRICT OF PORT HARDY
 BYLAW 1073-2017
 A BYLAW FOR DISTRICT OF PORT HARDY
 USER RATES AND FEES FOR 2018**

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 2018 User Rates and Fees Bylaw No. 1073-2017".
2. **ENACTMENT**
 - (a) This bylaw is in effect January 1, 2018.
 - (b) District of Port Hardy Rates Bylaw 1057-2016 and all amendments are hereby repealed effective January 1, 2018.
3. **SCHEDULES**
 - (a) Schedules A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, and Q attached to and forming part of this bylaw are hereby adopted and are the rates charged for the District of Port Hardy user rates.

4. **TABLE OF CONTENTS**

Schedule A	Water Rates	3
Schedule B	Sewer Rates	6
Schedule C	Storm Sewer Rates	8
Schedule D	Garbage Collection Rates.....	9
Schedule E	Statutory Rates	10
Schedule F	Business Licence Fees.....	12
Schedule G	Harbour Rates.....	13
Schedule H	Recreation Rates.....	15
Schedule I	Building Bylaw Fees and Deposits	19
Schedule J	Cemetery Rates	21
Schedule K	Freedom of Information and Privacy Rates.....	22

Schedule L	Burning Permit Rates	23
Schedule M	Animal Control Rates.....	24
Schedule N	Liquor Control and Licensing Branch Rates For Applications of Capacity Increase Rates	25
Schedule O	Zoning and Official Community Plan Bylaw Amendment Rates & Variance Application Rates	26
Schedule P	Subdivision Application Rates	27
Schedule Q	Vacant Properties Rates.....	28

Read a first time on the ____ day of _____ , 2017.

Read a second time on the ____ day of _____ , 2017

Read a third time on the ____ day of _____ , 2017

Adopted on the ____ day of _____ , 2018.

DIRECTOR
OF CORPORATE SERVICES

MAYOR

Certified a true copy of
Bylaw No. 1073-2017 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). 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. 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.	\$ 475.00 At cost
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> . On application, with proof of age, discounts shall be permitted retroactively for the previous billing period and if applicable for the previous calendar year only if previously paid by the due date.		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	\$ 107.50
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)	\$ 0.9600 per cubic meter <i>OR</i> \$84.77 per unit \$80.62per unit
3	For each office, shop or store	\$ 114.82
4	For each supermarket	\$ 249.46
5	For each bakery	\$ 114.82
6	For each restaurant	\$ 364.47
7	For each lunch room or delicatessen	\$ 156.42
8	For each soda fountain or hot dog stand	\$ 114.82
9	For each hotel/motel - per unit	\$ 20.14
10	For each lounge	\$ 303.59
11	For each beer parlour	\$ 373.70
12	For each Laundromat - per washer	\$ 34.88

SCHEDULE A - WATER RATES (continued)		
13	For each non-profit organization and hall	\$ 114.82
14	For each athletic club	\$ 364.47
15	For each theatre	\$ 114.82
16	For each school - per classroom	\$ 107.66
17	Light Industrial	
	5 employees or less	\$ 114.82
	6 - 15 employees	\$ 260.18
	16 - 30 employees	\$ 415.30
	Large water users	\$ 650.21
18	For each service station/garage	\$ 114.82
19	For each car wash	
	For 1st stall	\$ 237.72
	Each additional stall	\$ 71.00
20	For each non-residential metered user, a consumption charge of:(per cubic meter)	\$ 0.8034/m3
21	For each non-residential metered connection, a flat fee based on meter size: (per quarter)	
	5/8" and 3/4"	\$ 81.95
	1"	\$ 109.26
	1.5"	\$ 163.89
	2"	\$ 218.52
	4" and greater	\$ 437.05
22	For each marina	\$ 323.35
23	For each campground - per stall	\$ 8.84
24	Other users	\$ 115.70
25	Hydrant use - flat fee (Damage deposit 250.00 additional)	\$ 146.35
	Hydrant use - water consumption charge per cubic meter	\$ 1.09.26/m3
26	For each airport hangar	\$ 262.24
27	Underground sprinkling services over one acre for months of June, July & August - per sprinkler head	\$ 7.73
28	For each airport terminal building	\$ 513.14
29	Each wharf providing water to vessels	\$ 115.82
30	For each sawmill	\$ 262.24
31	For each drycleaner	\$ 262.24
32	Each car dealership with a non-commercial car wash stall	\$ 71.54
33	Seagate Pier large vessel meter	\$ 0.97/ m3
34	Pool	\$ 349.94
35	Arena	\$ 243.97
36	Hospital - per bed	\$ 24.90
37	Fish Hatchery	\$ 97.45
38	Sani-station	\$ 97.45
39	For each Metered Service outside District of Port Hardy boundaries a charge which is the greater of the flat unit fee based on unit type OR \$rate per Cubic Meter (M3)	Greater of \$ Flat rate OR \$1.2688/m3

SCHEDULE A - WATER RATES
(continued)

5. Backflow Preventers

a)	Hose connection vacuum breaker	\$ 27.32
b)	Double check valve assembly (3/4 inch)	\$ 163.89
c)	Reduced pressure type assembly (3/4 inch)	\$ 218.52
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>		\$475.00 At cost
<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>. On application, with proof of age, discounts shall be permitted retroactively for the previous billing period and if applicable for the previous calendar year only if previously paid by the due date.</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	\$ 109.03
2	For each office, shop or store	\$ 120.20
3	For each supermarket	\$ 260.69
4	For each bakery	\$ 120.20
5	For each restaurant	\$ 382.01
6	For each lunch room or delicatessen	\$ 163.53
7	For each soda fountain or hot dog stand	\$ 120.20
8	For each hotel/motel - per unit	\$ 21.81
9	For each lounge	\$ 318.81
10	For each beer parlor	\$ 392.51
11	For each Laundromat - per washer	\$ 36.70
12	For each non-profit organization and hall	\$ 120.20
13	For each civic swimming pool	\$ 1085.45
14	For each arena	\$ 762.83
15	For each athletic club	\$ 382.01
16	For each theatre	\$ 120.20
17	For each hospital - per bed	\$ 76.72
18	For each school - per classroom	\$ 108.70
19	Light Industrial	
	5 employees or less	\$ 120.20
	6 - 15 employees	\$ 273.70
	16 - 30 employees	\$ 436.18
	Large water users	\$ 719.85

SCHEDULE B - SEWER RATES
 (continued)

		Rate per quarter
20	For each service station/garage	\$ 120.20
21	For each car wash	
	For 1st stall	\$ 198.90
	Each additional stall	\$ 62.28
22	For each cannery	\$ 731.35
23	For each marina	\$ 118.30
24	For each campground - per stall	\$ 9.34
25	Metered sewage per cubic meter	\$ 1.47
26	Other users	\$ 120.20
27	For each airport hangar	\$ 273.30
28	For each airport terminal building	\$ 677.55
29	Fish Hatchery	\$ 126.02
30	Sani Station	\$ 116.77
31	Tipping Fee for Trucked Waste \$ Rate per gallon. If an Operator is not currently at the plant a call out fee based on Operations labour and equipment rates will apply.	\$ 0.1821

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	\$ 26.60
2. Recycling Rates	
Residential dwelling unit	\$ 13.12
3. Transfer Station - residential waste	
The following fees apply to the Transfer Station: (Rates per item)	(a) \$ 1.13 per garbage container or bag (b) \$ 22.73 per level pickup truck (c) \$ 5.69 per tire
4. Tag A Bag sticker	
The fee for tag-a-bag sticker will be (each)	\$ 2.15

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*.

On application, with proof of age, discounts shall be permitted retroactively for the previous billing period and if applicable for the previous calendar year only if previously paid by the due date.

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 per page	\$ 50.00
	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 / Damage deposit	\$ 50.00
	Special Occasion Use - Permit	Free
	Clean Up / Damage Deposit	\$ 250.00 per event
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
	(v) Plotter printing	
	18" x 24"	\$ 12.00 per sheet
	24" x 36"	\$ 25.00 per sheet
	36" x 48"	\$ 50.00 per sheet
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
22.	Parade Permit Fee (\$300 damage deposit required)	\$ 50.00

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
Category VII - Seasonal Home Based Urban Agricultural	Per Home - 4 month period no 1/2 year discount	\$ 30.00
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 \$60.70 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	\$ 0.46
Monthly/metre	\$ 5.66
Yearly/month/metre	\$ 4.86
All other Moorage	
Daily/metre	\$ 2.39
Monthly/metre	\$ 17.99
Yearly/month/metre	\$ 14.40
Power	
Prepaid 15 amp service/day	\$ 3.90
Prepaid 30 amp service/day	\$ 5.67
Prepaid 50 amp service/day	\$ 11.33
Prepaid 15 amp service/month	\$ 58.68
Prepaid 30 amp service/month	\$ 90.55
Prepaid 50 amp service/month	\$ 188.35
Other Rates	
Sign space rental per calendar year	\$ 33.14
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 minimum one hour	\$ 60.70
Pump out - actual labour/hour - subsequent occurrence	\$ 121.40
Pump out - minimum	\$ 60.70
Sewer pump out, Vessels less than 12 meters in length	\$ 10.20
Sewer pump out, Vessels less 12 meters in length and longer	\$ 27.68
Net Storage Fee - minimum charge applied every 12 hours after first 12 hours unless advance arrangements made through Harbour Office	\$ 101.90
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	\$ 10.19

Bear Cove Recreation Site	Rates
Moorage - Charter Boat Operator	
Monthly/metre	\$ 42.86
All other moorage	
Daily/metre	\$ 2.39
Weekly/ metre	\$ 14.29
Launch Fees - To be charged at same rates as Schedule G under Harbour Improvement (next page) beginning in 2019	
Power - to be charged at same rates as Schedule G Harbour Rates above	

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)	\$ 1.48
Off-Loading Commercial Fishing Vessel	
On or off-loading - the greater of:	
Minimum billing	\$ 59.14
Per hour	\$ 43.75
Per pound (applicable to seafood products)	\$ 0.03
Clean-up Fee	
Per hour as required	\$ 57.41
Moorage - All vessels other than CFV	
Moorage/metre per 24-hour period * Or part thereof	\$ 2.38
* 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	\$ 101.90
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	\$ 10.19

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).	\$ 88.00
Commercial fishing vessel, per launch or removal	\$ 11.00
Commercial fishing vessel, (includes vehicle & trailer parking) Annual Commercial Pass	\$ 138.10
* 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 or trailer parking pass	
Daily	\$ 5.50
Weekly	\$ 16.20
Monthly	\$ 54.45
Annual	\$ 88.00
Vehicle and trailer parking pass	
Daily	\$ 11.00
Weekly	\$ 32.40
Monthly	\$ 108.90
Annual	\$ 176.00

SCHEDULE H - 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, 2017	Rates Effective Aug. 1, 2018
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)		\$ 3.20	\$ 3.20
Fitness Classes (per class)		\$ 4.86	\$ 4.95
Fitness Classes (punch card 11 classes)		\$ 48.57	\$ 49.52
Special Event		\$ 4.86	\$ 4.95
Arena Rentals (Ice-in) - Arena rental per hour			
Youth groups (must consist of at least 80% youth)		\$ 66.43	\$ 67.76
Early Ice - June 1 to Labour Day (must consist of at least 80% youth)		\$ 82.95	\$ 84.61
Adult groups		\$ 108.95	\$ 111.13
Non Prime Time (Ice in) Arena Rental per hour Rental starting after 10 p.m. and ending before 6 a.m.		\$ 81.14	\$ 82.76
Arena Admission - Single Admission			
Twoonie Skate		\$ 1.90	\$ 1.90
Child 0-12 months		Free	Free
Child 13 months-12 years		\$ 3.05	\$ 3.10
Senior 55 + years		\$ 3.05	\$ 3.10
Youth 13 -18 years		\$ 3.71	\$ 3.76
Adult 19 - 54 years.		\$ 4.86	\$ 4.95
Family-Immediate family to maximum of 2 parents and 4 children under the age of 18		\$ 10.52	\$ 10.71
Punch Cards (11 admission passes)			
Child 13 months -12 years		\$ 30.48	\$ 31.00
Senior 55 + years		\$ 30.48	\$ 31.00
Youth 13-18 years		\$ 37.14	\$ 37.62
Adult 19 -54 years		\$ 48.57	\$ 49.52
Family-Immediate family to maximum of 2 parents and 4 children under the age of 18		\$ 105.20	\$ 107.30
Miscellaneous Skate Fees			
Skate Rental		\$ 1.90	\$ 1.90
Skate aid		\$ Free	\$ Free
Skate sharpening		\$ 4.76	\$ 4.76

*GST Exempt

SCHEDULE H - 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, 2017	Rates Effective Aug. 1, 2018
Youth groups (must consist of at least 80% youth) - Arena surface only		\$ 43.15	\$ 44.00
Adult groups - Arena surface only		\$ 56.76	\$ 57.90
Commercial facility rental			
8:00 a.m. to 5:00 p.m.		\$ 764.71	\$ 780.00
8:00 a.m. to 12:00 midnight		\$1,042.34	\$1,063.20
5:00 p.m. to 2:00 a.m.		\$ 764.71	\$ 780.00
Each additional hour		\$ 86.81	\$ 88.55
Non-profit group facility rental			
8:00 a.m. to 5:00 p.m.		\$ 613.71	\$ 625.98
8:00 a.m. to 12:00 midnight		\$ 920.86	\$ 939.28
5:00 p.m. to 2:00 a.m.		\$ 613.71	\$ 625.98
Each additional hour		\$ 69.81	\$ 71.21

SCHEDULE H - RECREATION RATES

(continued)

Rates do not include applicable taxes

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

	Rates Effective Aug. 1, 2017	Rates Effective Aug. 1, 2018
Pool Rentals - per hour		
0-49 people	\$ 79.62	\$ 81.19
50 + people	\$ 132.67	\$ 135.33
Deck Time (45 minutes)	\$ 34.53	\$ 35.24
Single lane	\$ 19.00	\$ 19.38
Special Needs Pool rental	\$ 36.76	\$ 37.52
One-half pool, shared rental per hour	\$ 40.05	\$ 40.86
Pool Admission - Single Admission		
Infant 0 - 12 months	Free	Free
Child 13 months -12 years	\$ 3.05	\$ 3.10
Senior 55 + years	\$ 3.05	\$ 3.10
Youth 13 -18 years	\$ 3.71	\$ 3.81
Adult 19 - 54 years	\$ 4.86	\$ 4.95
Family- Immediate family to maximum of 2 parents and 4 children under the age of 18	\$ 10.52	\$ 10.71
Twoonie Swim	\$ 1.90	\$ 1.90
Special Event	\$ 4.76	\$ 4.76
Punch Cards (11 admission passes)		
Child 13 months - 12 years	\$ 30.48	\$ 31.00
Senior 55 + years	\$ 30.48	\$ 31.00
Youth 13-18 years	\$ 37.14	\$ 38.10
Adult 19-54 years	\$ 48.57	\$ 49.52
Family-Immediate family to maximum of 2 parents and 4 children under the age of 18	\$ 105.20	\$ 107.30
Monthly Pool Pass Good for 30 Days		
Child	\$ 46.47	\$ 47.38
Senior	\$ 46.47	\$ 47.38
Youth	\$ 55.66	\$ 56.76
Adult	\$ 72.43	\$ 73.86
Family (Immediate family to maximum of 2 parents and 4 children under the age of 18)	\$ 170.28	\$ 173.67
Pool Lessons & Programs		
Red Cross Swimming Lessons		
* Parent & Tot levels 1-3 (includes one parent and one child)	\$ 53.70	\$ 54.80
* Preschool Levels 4-8	\$ 48.85	\$ 49.85
* Swim Kids Levels 1- 5 (10 ½ hr lessons)	\$ 36.90	\$ 37.65
* Swim Kids Levels 6-9 (10 / 45 minute lessons)	\$ 60.80	\$ 62.00
* Swim Kids Level 10 (medallion & certificate)	\$ 66.75	\$ 68.10
Aqua Adults Levels 1-3 (10 ½ hr lessons)	\$ 49.91	\$ 50.90
Badges & Stickers – each	\$ 2.29	\$ 2.33
* Special Needs (not School District) 10 - ½ hour lessons (one on one instruction)	\$ 60.80	\$ 62.00
* Special Needs Group Lesson (10 - ½ hour lessons)	\$ 37.00	\$ 37.75

* GST Exempt

SCHEDULE H - RECREATION RATES

(continued)

Rates do not include applicable taxes

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

	Rates Effective Aug. 1, 2017	Rates Effective Aug. 1, 2018
Private Lessons -per half-hour		
* Children and youth – Individual	\$ 12.50	\$ 12.75
* Additional person	\$ 7.80	\$ 7.95
Adult – Individual	\$ 14.28	\$ 14.57
Additional person, each	\$ 10.81	\$ 11.05
School District classes - per hour		
* Up to 3 instructors	\$ 97.45	\$ 99.40
* Additional instructors, each	\$ 25.70	\$ 26.20
Swim Team – Monthly per person	\$ 32.24	\$ 32.90
*Tumble, Play, and Swim (Adult and Child) 10 sessions	\$ 83.05	\$ 84.70
*Tumble, Play, and Swim (Additional Child) 10 sessions	\$ 31.95	\$ 32.60
*Tumble, Play, and Swim drop in (Adult and Child)	\$ 8.30	\$ 8.45
*Tumble, Play, and Swim drop in (Additional Child)	\$ 3.20	\$ 3.25
Fitness Classes (per class)	\$ 4.86	\$ 4.95
Fitness Classes (punch card 11 classes)	\$ 48.57	\$ 49.52
Pickle Ball - Per Person Per Hour		\$ 2.00
Aquafit Classes Senior 55 + years	\$ 3.05	\$ 3.10
Aquafit Classes Senior 55+ years (punch card 11 classes)	\$ 30.48	\$ 31.00
Advanced Aquatic Courses		
Junior Lifeguard Club	\$ 98.62	\$ 100.57
Scuba Rangers	\$ 133.62	\$ 136.29
Bronze Cross	\$ 202.62	\$ 206.67
Bronze Cross Recertification.	\$ 86.96	\$ 88.71
Bronze Medallion/Senior Resuscitation	\$ 185.62	\$ 189.33
Bronze Medallion/Senior Resuscitation Recertification	\$ 57.91	\$ 59.10
National Lifeguard Standards Award	\$ 418.43	\$ 426.81
National Lifeguard Standards Award Recertification	\$ 115.85	\$ 118.19
Life Saving Camp (Bronze Medallion/Bronze Cross/Sr. Resuscitation)	\$ 295.19	\$ 301.10
Royal Lifesaving Instructor Award	\$ 317.90	\$ 324.29
Assistant Water Safety Instructor	\$ 289.00	\$ 294.81
Water Safety Instructor Recertification	\$ 96.57	\$ 98.52
Water Safety Instructor Award	\$ 347.58	\$ 354.52
B.O.A.T Certification - Manual	\$ 14.10	\$ 14.38
B.O.A.T. Certification - Exam	\$ 40.14	\$ 40.95
First Aid Programs		
CPR	\$ 65.05	\$ 66.38
CPR Recertification	\$ 53.38	\$ 54.48
Child Safe	\$ 70.96	\$ 72.38
Child Safe Recertification	\$ 59.00	\$ 60.19
Standard First Aid	\$ 144.91	\$ 147.81
Standard First Aid Recertification	\$ 59.00	\$ 60.19
Emergency First Aid	\$ 79.00	\$ 80.57
*Babysitter's Course – 8 hours 11-15 year old	\$ 61.85	\$ 63.10

*GST Exempt

SCHEDULE I - 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 I - BUILDING BYLAW FEES AND DEPOSITS (continued)

5. Application or Permit Transfer Fee													
a) A transfer fee of <ul style="list-style-type: none"> i) Applies when a permit is outstanding with respect to a parcel of land and the registered ownership of the land is transferred. The new owner may apply for a revised building permit issued in the name of that owner upon payment of the transfer fee. ii) A revised building permit issued under Subsection a) i) shall be deemed to have been issued on the date of the original issuance of the permit and to take effect from that date. iii) Subsection a) i) does not apply when the building plans or the conditions of issuance for a building permit are proposed to be changed. A new building permit application and permit fee must be submitted to the Building Inspector and a new building permit obtained. 	\$ 50.00												
6. Permit Extension Fee													
An additional non-refundable permit extension fee applies when an extension is requested in writing by the owner.	\$ 50.00												
7. Letter Advising of Status of Property and Improvements	\$ 50.00 per hour												
8. Building File Review	\$ 50.00 per hour												
9. Fire Protection Equipment - Resubmission of plans	\$ 100.00 each submission												
10. Damage Deposits													
a) Demolition Permit <ul style="list-style-type: none"> i) Residential demolition ii) Commercial/industrial demolition 	\$1,000.00 \$4,000.00												
b) Building or Moving Permit	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Construction Value (\$)</u></th> <th style="text-align: right;"><u>Deposit(\$)</u></th> </tr> </thead> <tbody> <tr> <td>0 – 30,000</td> <td style="text-align: right;">200.00</td> </tr> <tr> <td>30,0001 – 80,000</td> <td style="text-align: right;">500.00</td> </tr> <tr> <td>80,001 – 200,000</td> <td style="text-align: right;">700.00</td> </tr> <tr> <td>200,001 – 2,000,000</td> <td style="text-align: right;">2,000.00</td> </tr> <tr> <td>2,000,001 and over</td> <td style="text-align: right;">4,000.00</td> </tr> </tbody> </table>	<u>Construction 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
<u>Construction 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: <ul style="list-style-type: none"> i) An occupancy permit has been issued by the District with respect to the works that the Building or Moving Permit was issued; and, ii) The District has inspected adjacent highways, public utilities and District property which are found to be in a satisfactory condition. 													

SCHEDULE J - CEMETERY RATES
 Rates do not include applicable taxes

	Care Fund (included)	Total Fee
Grave Space	\$ 104.00	\$ 416.00
Cremated Remains Size	\$ 30.00	\$ 120.00
Services - Opening and Closing grave for burials		
Monday- Friday 8:00 a.m. - 2:00 p.m.		\$ 587.83
Monday- Friday after 2:00 p.m.		\$ 801.11
Saturday, Sunday 8:00 a.m. – 2:00 p.m.		\$ 1,123.63
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.		\$ 161.26
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.		\$ 645.05
Transfer of License		\$ 25.00
Installation of Memorials	\$ 31.21	\$ 124.84
Goods		
Grave Liners		\$ 325.00
Oversize Grave Liners		\$ 475.00
Cremation Vaults		\$ 130.00

SCHEDULE K - 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 L - BURNING PERMIT RATES

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

SCHEDULE M – 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	\$ 8.00
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 - UNLICENCED Dogs & Cats	
First impoundment (Plus Annual Dog Licence Fee if applicable)	\$ 100.00
Second impoundment	\$ 150.00
Third and subsequent impoundment	\$ 300.00
Impoundment of Dangerous or Restricted	\$ 400.00
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	\$ 260.00
22-44 pounds	\$ 276.00
Over 44 pounds	\$ 297.00
Dogs (spayed by District)	
Under 22 pounds	\$ 303.00
22-44 pounds	\$ 323.00
44-88 pounds	\$ 366.00
Over 88 pounds	\$ 414.00
Dogs over 1 year (spayed by District)	
Under 22 pounds	\$ 376.00
22-44 pounds	\$ 383.00
44-88 pounds	\$ 456.00
Over 88 pounds	\$ 530.00
Cats (spayed/neutered by District)	
Neuter	\$ 164.00
Spay	\$ 255.00
Pregnant spay	\$ 361.00
Cats/Dogs (spayed/neutered prior to impound)	\$ 53.00
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.	\$ 220.00
Quarantine	\$ 153.00

**SCHEDULE N - 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 O - 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	\$ 800.00*
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 P - 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 Q – VACANT / UNSIGHTLY 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