



## **DISTRICT OF PORT HARDY**

# **AGENDA COUNCIL MEETING 7:00 PM TUESDAY DECEMBER 11, 2018 MUNICIPAL HALL COUNCIL CHAMBERS 7360 COLUMBIA STREET**

Mayor: Dennis Dugas  
Councillors: Pat Corbett-Labatt, Janet Doward, Fred Robertson, Treena Smith  
John Tidbury, Leighton Wishart

Staff: Allison McCarrick, Chief Administrative Officer  
Heather Nelson-Smith, Director Corporate Services  
Lynda Sowerby, Director Financial Services  
Abbas Farahbakhsh, Director Operational Services  
Leslie Driemel, Recording Secretary

**DISTRICT OF PORT HARDY  
AGENDA FOR THE REGULAR COUNCIL MEETING  
7:00 PM TUESDAY DECEMBER 11, 2018 - COUNCIL CHAMBERS - MUNICIPAL HALL**

<u>PAGE</u>		Time:
	<b>A. CALL TO ORDER</b>	
	<b>B. APPROVAL OF AGENDA AS PRESENTED (or amended)</b>	
	Motion required.	1.            2.
	<b>C. ADOPTION OF MINUTES</b>	
1-2	1. Minutes of the Committee of the Whole meeting held November 27, 2018.	
	Motion required.	1.            2.
3-6	2. Minutes of the Regular Council meeting held November 27, 2018.	
	Motion required.	1.            2.
7	3. Minutes of the Special Council Meeting held December 3, 2018.	
	Motion required.	1.            2.
	<b>D. DELEGATIONS AND REQUESTS TO ADDRESS COUNCIL</b>	
	1. Brent Borg, Port Hardy Fire Rescue re: 2019 Budget.	
	<b>E. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS</b>	
8-9	1. Council Action Items. For information.	
	<b>F. NEW BUSINESS</b>	
10-12	1. Councillor Robertson re: Request for letter of support for International Association of Firefighters (IAFF) Canadian Haz-Mat & Chemical, Biological, Radiological and Nuclear and Explosives (CBRNE) Training initiative.	
	Motion / direction	1.            2.
	2. Council Appointments	
	a. Rescind Appointment of Councillor Treena Smith to Mount Waddington Table of Partners: Wellness First Committee and appoint Councillor Fred Robertson to Mount Waddington Table of Partners: Wellness First Committee.	
	Motion / direction	1.            2.
	b. Rescind appointment of Treena Smith to Poverty Pilot Program and appoint Councillor Leightan Wishart to Poverty Pilot Program.	
	Motion / direction	1.            2.
	c. Rescind Appointment of Councillor Leightan Wishart to Tourism Advisory Committee and appoint Councillor Treena Smith to Tourism Advisory Committee.	
	Motion / direction	1.            2.
	<b>G. CORRESPONDENCE</b>	
	No Correspondence.	
	<b>H. COUNCIL REPORTS</b>	
	1. Verbal Reports from Council members.	
	<b>I. COMMITTEE REPORTS</b>	
13-15	1. Draft Minutes of the Finance Committee meetings held December 5, 2018. For information.	

**DISTRICT OF PORT HARDY  
AGENDA FOR THE REGULAR COUNCIL MEETING  
7:00 PM TUESDAY DECEMBER 11, 2018 - COUNCIL CHAMBERS - MUNICIPAL HALL**

**J. STAFF REPORTS**

- 16-18 1. Accounts Payable – November 2018. For information.  
Motion / direction 1. 2.
- 19 2. Lynda Sowerby, Director of Finance (Dec 11/18) re: 2019 Capital Projects – Early Approval.  
Motion / direction 1. 2.
- 20-21 3. Heather Nelson-Smith, Director of Corporate Services (Dec 7/18) re: Application for Non-Medical Cannabis Retail Store License  
Motion / direction 1. 2.

**K. CURRENT BYLAWS AND RESOLUTIONS**

1. Bylaw 1089-2018 A Bylaw to Provide for the Borrowing of Money in Anticipation of Revenue for the year 2019
- 22 a. Lynda Sowerby, Director of Finance (Dec 11/18) re: 2019 Revenue Anticipation Borrowing Bylaw. For information.
- 23-24 b. Bylaw 1089-2018 A Bylaw to Provide for the Borrowing of Money in Anticipation of Revenue for the year 2019. For First, Second and Third Reading.  
Motion required 1. 2.
2. Bylaw 1090-2018 A Bylaw for District of Port Hardy User Rates and Fees for 2019.
- 25 a. Lynda Sowerby, Director of Finance (Dec 11/18) re: Bylaw 1090-2018 User Rates and Fees for 2019. For information.
- 26 b. District of Port Hardy 2019 User Rate Bylaw Summary of Rate Changes. For information.
- 27-55 c. Bylaw 1090-2018 A Bylaw for District of Port Hardy User Rates and Fees for 2019. For First, Second and Third Reading.  
Motion / direction 1. 2.

**L. PENDING BYLAWS**

No pending bylaws.

**M. INFORMATION AND ANNOUNCEMENTS**

December 12 Port Hardy Heritage Society, 7:00 pm Council Chambers  
December 13 Special / In Camera  
December 17 Committee: Operational Services 3:00 pm, Council Chambers  
December 19 Committee: Parks, Recreation, Arts & Culture, 3:00 pm Council Chambers  
December 20 Committee: OH&S, 8:30 am Council Chambers  
December 25-31 Municipal Hall Closed  
January 1, 2019 Municipal Hall Closed

**N. NOTICE OF IN CAMERA MEETING**

Special Meeting of Council / In Camera Meeting scheduled for 10:30 am Thursday December 13, 2018.

**O. ADJOURNMENT**

Motion required. 1. 2. Time:



**MINUTES**  
**DISTRICT OF PORT HARDY**  
**COMMITTEE OF THE WHOLE MEETING**  
**TUESDAY NOVEMBER 27, 2018**  
**COUNCIL CHAMBERS, MUNICIPAL HALL**  
**7360 COLUMBIA STREET**

AGENDA

**PRESENT:** Mayor Dennis Dugas, Councillors Pat Corbett-Labatt, Janet Dorward, Fred Robertson, Treena Smith, John Tidbury and Leightan Wishart

**ALSO PRESENT:** Allison McCarrick, Chief Administrative Officer; Abbas Farahbakhsh, Director of Operational Services; Leslie Driemel, Recording Secretary

**REGRETS:** Heather Nelson-Smith, Director of Corporate Services; Lynda Sowerby, Director of Finance;

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

**A. CALL TO ORDER**

Mayor Dugas called the meeting to order at 6:30 pm and acknowledged that the meeting is being held on the traditional territory of the Kwakiutl people.

**B. APPROVAL OF AGENDA**

**Moved/Seconded/Carried**

THAT the agenda for the Committee of the Whole meeting of November 27, 2018 be accepted as presented.

**C. DELEGATION**

1. Jane Hutton, Curator – Port Hardy Museum and Archives – Annual Update to Council.

Jane Hutton updated Council on the years activities at the Museum and discussion with Council included:

- Acquisition Committee meetings.
- Renovations and updates to museum areas and gift shop.
- Past and upcoming temporary exhibits.
- Archival work is ongoing.
- Visitor statistics 5,380 to date this year, averages are around 5,000 per year.
- Visitor donations was \$3,600.
- Gift Shop is doing well.
- Upcoming projects include photographing museum artifacts to create a data base and update reference files.
- Student summer grant program will be applied for.
- Port Hardy Secondary student as possible student worker for education credits.

Mayor and Councillors thanked Ms. Hutton for her hard work and dedication to the museum and the community.

Trip Advisor comments were received for information.

Port Hardy Heritage Society – Financial Statements for Year Ended December 31, 2017 were received for information.

**D. NEW BUSINESS**

None

COW 2018-039  
APPROVAL OF  
COW NOV 27/18  
AGENDA AS  
PRESENTED

DELEGATION  
JANE HUTTON  
CURATOR, PH  
MUSEUM

COW 2018-040  
ADJOURNMENT

**E. ADJOURNMENT**

**MOVED**

THAT the Committee of the Whole adjourn.

Time: 6:30 pm

CORRECT

APPROVED

\_\_\_\_\_  
DIRECTOR  
OF CORPORATE SERVICES

\_\_\_\_\_  
MAYOR



Council was advised that applications to host 2020 and 2021 conventions will be coming out soon and he indicated to them Port Hardy may be interested in hosting 2022. It was agreed that further Council discussion is needed.

#### F. NEW BUSINESS

No New Business.

#### G. CORRESPONDENCE

1. Hon. John Horgan, Premier, Province of British Columbia (Nov 13/18) re: Congratulations to Mayor and Council was received for information.

#### H. COUNCIL REPORTS

Mayor Dennis Dugas, Councillors Pat Corbett-Labatt, Janet Dorward, Fred Robertson, Treena Smith, 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 Finance Committee meetings held November 7 and 8, 2018 were received for information.
2. Draft minutes of the First Nations Relations Committee meeting held November 13, 2018 were received for information.

Recommendation to Council:

THAT Council request the Regional District of Mount Waddington gauge the level of interest for member communities, elected officials and interested employees for a regional cultural sensitivity training session.

#### Moved/Seconded/Carried

THAT Council request the Regional District of Mount Waddington gauge the level of interest for member communities, elected officials and interested employees for a regional cultural sensitivity training session.

3. Draft minutes of the Operational Services Committee meeting held November 19, 2018 were received for information.

Draft Terms of Reference

Recommendation to Council:

That 'except matters related to park, recreation, arts & culture' be removed, and the policy be forwarded to Council for approval.

Council discussion included:

- Intent of the removal of 'except matters related to park, recreation, arts & culture'.
- That there is often an overlap in areas of the two committee's responsibilities and operational issues.
- Removal of the phrase was intended to bring clarity to the terms of reference.

Allison McCarrick, CAO reviewed the process that brought forward the Operational Services Committee request for a Terms of Reference and advised that Council could

- Refer the Terms of Reference back to Operational Services Committee for further review.
- Accept the recommendation as presented.
- Not accept the recommendation.

#### Moved/Seconded/Defeated

THAT Council accept the Operational Services Committee Draft Terms of Reference as presented.

COUNCIL  
REPORTS

2018-226  
REQUEST TO  
RDMW RE:  
REGIONAL  
CULTURAL  
SENSITIVITY  
TRAINING

2018-227  
OP SCVS  
COMMITTEE  
TERMS OF  
REFERENCE

2018-228  
APPROVED: OP  
SCVS COMMITTEE  
TERMS OF  
REFERENCE

**Moved/Seconded/Carried**

THAT Council accept the Operational Services Committee Draft Terms of Reference with the inclusion of 'except matters related to park, recreation, arts & culture'.

Opposed: Councillor Tidbury

4. Draft minutes of the Parks, Recreation, Arts & Culture Committee meeting held November 21, 2018 were received for information.

Received for Information: Recommendation to the Finance Committee:  
That funds be allocated to buy one stand up net and marking tape for pickleball.

Councillor Robertson commented that the recommendation was more about the purpose and use of the Civic Center rather than about purchasing pickleball equipment.

2018-229  
REFER  
PICKLEBALL  
EQUIPMENT TO  
FINANCE  
COMMITTEE

**Moved/Seconded/Carried**

THAT Council refer to the Finance Committee the recommendation from Parks Recreation Arts and Culture Committee that funds be allocated to buy one stand up net and marking tape for pickleball.

**J. STAFF REPORTS**

1. Heather Nelson-Smith, Director of Corporate Services (Nov 21/18) re: 2019 Council Meeting Dates.

2018-230  
APPROVED 2019  
COUNCIL MEETING  
DATES

**Moved/Seconded/Carried**

THAT Council approve the following regular Council meeting dates for 2019:

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

**K. CURRENT BYLAWS AND RESOLUTIONS**

1. Bylaw 1088-2018 A Bylaw to Amend Zoning Bylaw 1010-2013. For 2nd Reading, 3rd Reading and Adoption.

Mayor Dugas commented that:

- The purpose of Bylaw 1088-2018, A Bylaw to Amend Zoning Bylaw 1010-2013 is to rezone 8905 Park Drive from R-2 Duplex Residential to a new Zone: CD-10
- The bylaw is for rezoning the parcel only, not approval of any development of the property.
- There was good attendance at the Public Hearing held November 7, 2018 and some of the concerns raised included increased traffic, road access from Seaview Drive, commercial space, protection of eagle and heron nests, parking
- Rezoning of property is required before application to develop property
- A development permit application is next step in process.
- The developer is aware of concerns regarding road access from Seaview Drive.



Heather Nelson-Smith, Director of Corporate Services advised that Council will have the opportunity to review design and layout specifics during the property development permit application process and that all bylaw requirements will need to be met unless a variance permit application process is undertaken.

2018-231  
BYL 1088-2018 TO  
AMEND BYL 1010-  
2013 2<sup>ND</sup> READING,  
3<sup>RD</sup> READING &  
ADOPTION

**Moved/Seconded/Carried**

THAT Bylaw 1088-2018, A Bylaw to Amend District of Port Hardy Zoning Bylaw No. 1010-2013 receive Second Reading, Third Reading AND Adoption.

**L. PENDING BYLAWS**

No pending bylaws

**M. INFORMATION AND ANNOUNCEMENTS**

Information and announcements were received for information.

**N. NOTICE OF IN CAMERA MEETING**

No In Camera meeting scheduled at this time.

**O. ADJOURNMENT**

**Moved**

THAT the meeting be adjourned.

Time: 8:00pm

CORRECT

APPROVED

\_\_\_\_\_  
DIRECTOR OF  
CORPORATE SERVICES

\_\_\_\_\_  
MAYOR

2018-232  
ADJOURNMENT



**MINUTES OF THE DISTRICT OF PORT HARDY  
SPECIAL COUNCIL MEETING  
MONDAY DECEMBER 3, 2018  
COUNCIL CHAMBERS, MUNICIPAL HALL  
7360 COLUMBIA STREET**

AGENDA

PRESENT: Mayor Dennis Dugas, Councillors Pat Corbett-Labatt, Janet Dorward, Treena Smith, Fred Robertson, John Tidbury and Leightan Wishart

ALSO PRESENT: Allison McCarrick, Chief Administrative Officer;

MEDIA: None MEMBERS OF THE PUBLIC: None

**A. CALL TO ORDER**

Mayor Dugas called the meeting to order at 9:08 am and acknowledged that the meeting is being held on the traditional territory of the Kwakiutl people.

**B. APPROVAL OF AGENDA AS PRESENTED**

**Moved/Seconded/Carried**

THAT the agenda for the Special Meeting of Council December 3, 2018 be accepted as presented.

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

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

Subject matter related to *Community Charter*:

*Section 90 1(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;*

**Moved/Seconded/Carried**

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

*Section 90 1(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.*

**D. ADJOURNMENT**

**Moved**

THAT the Special Meeting of Council adjourn. Time: 3:10 pm

CORRECT

APPROVED

\_\_\_\_\_  
DIRECTOR OF  
CORPORATE SERVICES

\_\_\_\_\_  
MAYOR

SC2018-032  
AGENDA  
DEC 3/18  
ACCEPTED  
AS  
PRESENTED

SC2018-033  
CLOSE  
MEETING TO  
PUBLIC  
COMMUNITY  
CHARTER  
SEC90 1 (k)

SC2018-034  
ADJOURNED

ITEM	ACTION REGULAR MEETING November 27, 2018	WHO	STATUS /COMMENTS
Draft minutes First Nations Relations Committee meeting held November 13, 2018. Recommendation to Council: THAT Council request the Regional District of Mount Waddington gauge the level of interest for member communities, elected officials and interested employees for a regional cultural sensitivity training session.	Approved: Recommendation as presented. - Contact RDMW with request	AMc	Done
Draft minutes of the Op Scvs Comm meeting held November 19, 2018 were received for information. Draft Terms of Reference & Recommendation to Council: That 'except matters related to park, recreation, arts & culture' be removed, and the policy be forwarded to Council for approval.	Approved: TOR <i>with</i> 'except matters related to park, recreation, arts & culture' included - Revise and circulate TOR as required	LD	Done
Draft minutes of the Parks, Rec, Arts & Culture Comm meeting held Nov 21, 2018 Received for Information: Recommendation to the Finance Committee: That funds be allocated to buy one stand up net and marking tape for pickleball.	Approved: Recommendation as presented. - Add to Finance Committee agenda	LS	Done
Heather Nelson-Smith, DCS re: 2019 Council meeting dates	Approved: as presented - Advertise / post as required	LD	Done
Bylaw 1088-2018, Amend Zoning Byl 1010-2013 for 2 <sup>nd</sup> Reading, 3 <sup>rd</sup> Reading & Adoption	Approved: 2 <sup>nd</sup> Reading, 3 <sup>rd</sup> Reading & Adoption - Sign, Seal, post to web -Advise developer	LD AMc	Done Done
ITEM	ACTION REGULAR MEETING October 9, 2018	WHO	STATUS /COMMENTS
Draft Minutes of the Tourism Advisory Committee meeting held Sept 20/18 were received for information. <i>Recommendation to Council: THAT Council amend the Ch of Commerce – Fee for Service Agreement Schedule 'C' MRDT dates to match the MRDT bylaw dates of July 1, 2017 to June 30, 2022.</i>	Approved: Recommendation as presented -Amend Ch of Commerce Fee for Service Schedule 'C' as directed	HN-S	In progress
Draft Minutes of the Operational Services Committee meeting held September 24, 2018 <i>Recommendation to Council: THAT Council offer Fire Engine #6 for sale on BC Bid AND THAT local North Island Communities be advised of the availability of the vehicle.</i>	Recommendation approved as presented	LS	Truck sold at auction
ITEM	ACTION REGULAR MEETING August 14, 2018	WHO	STATUS /COMMENTS
Draft minutes of the Operational Services Committee meeting held July 16, 2018. <i>Recommendation THAT Council direct staff to survey local businesses over the winter months to see if they are open to a ban on plastic bags.</i>	Approved: Direction to Staff to survey local businesses over the winter months to see if they are open to a ban on single use plastic products -Conduct survey in winter months as directed	HN-S	Winter project

ITEM	ACTION REGULAR MEETING July 10, 2018	WHO	STATUS /COMMENTS
<p>Hosting future AVICC Convention</p> <p>Staff to investigate the process to host AVICC convention</p>	<p>Nov 27/18 C/Tidbury advised 2020 &amp; 2021 hosting applications coming out soon. Suggested District apply to host in 2022</p> <p>Sept 25/18: Approved in principle hosting of an AVICC Convention in Port Hardy AND THAT further investigation be done in setting up an adhoc committee</p> <p>-Staff report received on Sept 25 18/Council meeting.</p>		<p>Council to discuss further</p>

## Securing a safer future with continued Government of Canada funding

### ***What is the Canadian Haz-Mat and CBRNE Training Initiative?***

The IAFF Canadian Haz-Mat and CBRNE Training Initiative is a successful partnership with the Government of Canada that provides a recognized level of hazardous materials and chemical, biological, radiological, nuclear and explosive (CBRNE) response training to first responders across Canada at no cost to municipalities, thanks to a funding contribution agreement from the Government of Canada of up to \$500,000 annually. The IAFF program is overseen on behalf of the federal government by the Department of Public Safety and Emergency Preparedness. Since 2009, more than 5,500 Canadian fire fighters, police officers, paramedics and other first responders from 550 communities large and small have received valuable Haz-Mat and CBRNE response training through this program, which means hundreds of thousands of Canadians are better protected against these specific kinds of emergencies.



**A successful partnership with the Government of Canada that has trained more than 5,500 first responders at no cost to municipalities**

The training has also been provided to federal workers such as military, search & rescue, RCMP and Parks Canada personnel. At the national level, this training also helps prepare first responders to mitigate disasters involving Canada's energy infrastructure and the natural environment. Because it is offered to a wide sector of the first responder community, the program supports interoperability between response agencies.

But there are thousands more who still need this training in order to safely and effectively protect their fellow citizens from Haz-Mat and CBRNE incidents. That's why the IAFF is asking the Government of Canada to renew its funding contribution for another five-year period. The IAFF program is Pro Board certified and follows National Fire Protection Association (NFPA) 472, *Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents*, and complements existing Government of Canada training initiatives. The IAFF program is endorsed by the Canadian Association of Fire Chiefs and the curriculum is delivered by hand-picked IAFF Master Instructors to students in a classroom setting over three days totalling 24 hours of instruction.

### ***What are the chief benefits of the IAFF program?***

The IAFF Haz-Mat & CBRNE training program delivers a recognized level of training in an extremely cost-effective manner, reflecting the efficiency of sending two instructors into a municipality to deliver the training to a typical class size of 25 first responders versus the travel costs of sending those personnel to a centralized location for training. This model allows the training to reach smaller communities that could not otherwise afford to send first responders to a centralized location for training and that could not risk sending its personnel out of the community. With industrial, agricultural and institutional facilities, small communities are not immune to the risk of Haz-Mat and CBRNE incidents and their personnel are in no less need of the appropriate response training.

Unlike most other Haz-Mat and CBRNE training programs that are available, the IAFF program is customized to reflect the specific hazards that exist in each community where training courses are delivered. Because the training is made available at no cost to municipalities, the government of Canada can demonstrate its commitment to public safety to Canadians by actively supporting initiatives that protect them from the most dangerous kinds of emergency situations.





## FACTS AND FIGURES

IAFF Canadian Haz-Mat & CBRNE Training - April 2009 to September 2018

*Classes held: 250 +*

*Communities reached: 550 +*

*First Responders trained: 5,500 +*

### Course Description

The IAFF Haz-Mat & CBRNE response training course was designed to provide emergency responders with the knowledge, skills and personal health strategies they need to respond safely and effectively to hazardous materials incidents that occur at fixed sites and during transport and mitigate hazardous situations that develop within routine

calls. This course is Pro Board certified and was designed to be compliant with current laws and standards for hazardous materials emergency response at the operations level as per NFPA 472, *Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents*.

**Course Objectives:** After completing this course, students will be able to describe and practice essential strategies to safeguard their health and safety when their work involves potential exposure to hazardous materials. Students will gain the knowledge and skills needed to detect the presence of hazardous substances, consult references for information and implement defensive control measures that minimize risks to health and safety. This in turn enables first responders to properly protect their fellow citizens from Haz-Mat and CBRNE incidents.



## CONTACT

IAFF CANADIAN HAZ-MAT & CBRNE TRAINING INITIATIVE

c/o IAFF CANADIAN OFFICE

403-350 Sparks St.  
Ottawa ON K1R 7S8  
(613) 567-8988

11  
canada@iaff.org

## Voices from the frontlines

*"A big thank you to the Quinte West Fire Department... for inviting us to attend a great course. The opportunity for fire, EMS and police to work and learn together provided for a more in-depth understanding of all our roles at any scene." - Quinte West ON EMS Chief Doug Socha*

*"...myself and three other staff from Parks Canada attended the Haz-Mat First Responder training in Ucluelet and we all found it highly valuable... we are recommending that other front line staff here at the national park also attend this course." - Arlene Armstrong, Parks Canada*

*"I only got positive feedback from all who attended. I received comments like 'wow that was an eye opener', 'Those guys sure know what they're talking about' and 'I have changed my way of thinking when responding to a call now.' - Mark Powell, Kapuskasing Professional Fire Fighters*

*"Having Instructors of this caliber for a community like Timmins is something we are very lucky to receive. I could not have afforded to train that many people to that level without the IAFF support that was provided to us. All instructors had a high degree of excellent teaching styles that our emergency personnel responded to with lots of interest. I cannot stress enough how much this training was appreciated." Timmins ON Training Officer Gerry Sabourin*

*"Having had limited prior experience in dealing with hazardous materials, I feel that this course filled a void that previously existed with regards to national standardized training and was exactly what our department needed." - Coquitlam, BC Fire/Rescue Acting Field Trainer Rod Gill*

*"On behalf of Vernon Fire Rescue Services, I would like to take this opportunity to thank you and the Conservative Government along with the International Association of Fire Fighters for sponsoring and delivering the Operations Level - Hazardous Materials NFPA 472 course. Thanks to this initiative, our department is much better positioned to respond to the many very real hazardous materials threats that face our community every day." - Vernon BC Fire Chief Keith Green*

<Date>

Hon. Ralph Goodale, P.C, M.P.  
Minister of Public Safety and Emergency Preparedness  
Office of the Minister of Public Safety and Emergency Preparedness  
269 Laurier Avenue West  
Ottawa, ON  
K1A 0P8

Dear Minister:

On behalf of the <Municipality>, I would like to thank you for providing funding to the International Association of Fire Fighters' (IAFF) Haz-Mat and CBRNE Training Initiative. This program allowed us to train <# emergency personnel>. The program was not only indispensable to the safety of the community and emergency personnel involved with the training, but was also very well received by the participants.

This program recognizes the importance of the level of training throughout Canadian emergency services and complements existing Government of Canada training initiatives, resulting in an increase in public and first responder safety.

I understand that program funding is due to sunset in March, 2019. I urge the federal government to renew its funding contribution to keep up the momentum to expand training into many more communities across Canada. With this in mind, I respectfully request your continued support for the program beyond 2019.

Sincerely,

<Name, Title>  
(Contact info)

c.c. Scott Marks, IAFF Assistant to the General President for Canadian Operations ([smarks@iaff.org](mailto:smarks@iaff.org))



**DISTRICT OF PORT HARDY  
FINANCE COMMITTEE MEETING MINUTES  
DECEMBER 5, 2018  
COUNCIL CHAMBERS, MUNICIPAL HALL  
7360 COLUMBIA STREET**

AGENDA

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**PRESENT:** Mayor Dugas, Councillors Pat Corbett-Labatt, Janet Dorward, Fred Robertson, John Tidbury and Leightan Wishart

**REGRETS:** Councillor Treena Smith

**ALSO PRESENT:** Allison McCarrick, Chief Administrative Officer; Lynda Sowerby, Director of Finance; Abbas Farahbakhsh, Director of Operational Services  
Leslie Driemel, Recording Secretary

**MEDIA:** North Island Gazette    **CITIZENS:** None    DRAFT

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**A. CALL TO ORDER**

Mayor Dugas called the meeting to order at 9:00 am and acknowledged that the meeting was being held on the traditional territory of the Kwakiutl people.

**B. APPROVAL OF AGENDA**

**Moved/Seconded/Carried**

THAT the agenda for the Finance Committee meeting of December 5, 2018 be approved as presented.

**C. ADOPTION OF MINUTES**

**Moved/Seconded/Carried**

THAT the minutes of the Finance Committee held November 8 and November 9, 2018 be approved as presented.

**D. 2019 CAPITAL PROJECTS**

Lynda Sowerby reviewed the updated Capital Projects Schedule. Discussion included:

- Decisions are still needed for Carrot Park signs and Port Hardy Fire Rescue outstanding items.
- Fire Chief Borg will present to Council at the December 11, 2018 Council meeting.
- Speed Reader - funding will be from external sources, ICBC and MIA.
- New: 2009 Ford ranger is not roadworthy and has been taken out of service.
  - Estimates for a new ½ ton pickup are \$35,000 - \$40,000.
  - Funding sources: to be determined
- Seagate Pier project: no funding readily available – ICET funding for economic activities or new infrastructure, not to revitalize current assets.
  - 2016 Pier infrastructure report advised 0-5 years for all work to be done.
  - Wharf fees/building lease will not fund work required.
  - Safety an issue and since 2016 report was written there may be other issues that have arisen.
  - Funding source – it was agreed to leave \$175,000 in general surplus and \$175,000 in grants so that some funds are budgeted if an urgent issue arises.



- Staff to continue to research possible grants.
- T-Floats – Allison McCarrick requested early budget approval for the T-float project to have project start in January / February.
  - It was agreed that the T-Floats project budget of \$60,000 be given early approval.
- PLC WTP Replacement - \$200,000 not required, parts can be sourced for equipment.
- New: Water Capital – insulate shed for Vac truck. Abbas Farahbakhsh advised of the need to keep the Vac truck in a controlled environment to properly maintain the electronics of the vehicle and avoid possible repair costs. A new shed to house the truck would be \$85,000 - \$125,000. Upgrades to existing shed estimated at \$40,000.

Lynda Sowerby advised: In summary so far on the capital outstanding items reviewed today are: a new vehicle, funding source to be determined; insulate shed from Water Surplus; Protective Services and signs at Carrot Park to be reviewed.

#### **E. DEBT SCHEDULE**

DRAFT

Lynda Sowerby reviewed debt schedule and presented for information the payments if the principal borrowed is reduced by \$50,000-\$250,000.

#### **F. FEE FOR SERVICE**

Lynda Sowerby reviewed ongoing Fee for Service items: Twinning Society \$5,000, Heritage Society \$48,146 and Chamber of Commerce \$56,100.

Allison McCarrick reviewed:

- MRDT funds dispersal with Regional Tourism and Port Hardy Tourism
- The details of the realignment of MRDT and Visitor Information Center revenue and expenditures.
- Expenses allowed by MRDT are for visitor and tourism projects, not infrastructure such as Seagate Pier.
- Uses of MRDT surplus for projects that come up during the year.
- Chamber of Commerce / Visitor Center agreement now over 3 years and aligns with MRDT dates and includes COLA per year.

#### **G. GRANTS IN AID**

Lynda Sowerby reviewed changes from previous grants in aid budget.

- New: Bantam Hockey Provincials donation of \$1,000.
- Including as annual budget item: Community Links, \$65 - Rotary Auction \$379 – Logger Sports and Lions Auction \$116.
- Youth Soccer – no application received
- Balance in budget \$1,189 for late 2019 grant in aid requests

#### **H. USER RATES & FEES**

Cemetery - Lynda Sowerby advised of deficits in the cemetery budget from 2015-2018. The spread sheet showed a comparison of cemetery rates from Port Hardy, Port McNeill, Cumberland and Courtenay and showed the average rates (excluding Port Hardy.) The user target rate is a 2% rate increase to meet average and no increase when average rate is met or exceeded. The Cemetery rates were accepted as recommended.

DRAFT

Harbour - Moorage

Harbour rates were reviewed and it was agreed that Recreational rate / day at Fishermans Wharf, Seagate Pier and T Floats should be the same rate. It was agreed that the phased rates proposed be implemented.

Harbour – Parking

It was agreed that the phased rates be implemented as presented.

**I. COUNCIL BUDGET**

- Cost to extend cell phone expense compensation to Council is \$2,520/year.
- Cell phone reimbursement to staff is a taxable benefit.
- Rising costs to attend conventions was discussed.

It was agreed to remove the Council cell phone reimbursement and increase Council travel to \$42,500 for 2019.

**J. TAX INCREASE**

Average annual property tax increase of 4.66% was reviewed.

Ways and means to possibly reduce expected high 2020 tax increase were discussed.

No change to senior utility discount.

Abbas Farahbakhsh requested early approval for Water Capital – insulate shed for Vac truck to maintain the equipment properly and obtain quotes and have work done in a timely manner.

**Moved/Seconded/Carried**

THAT Council give early budget approval of \$40,000 for the Water Capital – insulate shed for Vac truck.

**K.** Next meeting dates: *to be confirmed*

**L. ADJOURNMENT**

The meeting adjourned.

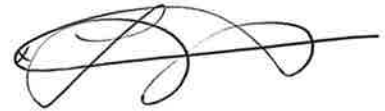
Time: 11:42am

Cheque #	Pay Date	Vendor #	Vendor Name	Paid Amount	Void
011970	01/11/2018	02514	AlSCO	1,197.55	
011971	01/11/2018	00046	ANDREW SHERET LTD	115.03	
011972	01/11/2018	01836	ARIES SECURITY LTD.	4,059.30	
011973	01/11/2018	03425	Aussie Signs, Decal & De	97.42	
011974	01/11/2018	02013	BRAUN, WERNER	115.49	
011975	01/11/2018	01805	BUSY B'S DISTRIBUTING	102.51	
011976	01/11/2018	01930	CAN-DIVE CONSTRUCTION LT	10,773.00	
011977	01/11/2018	03623	CANOPS	972.44	
011978	01/11/2018	01433	COMOX PACIFIC EXPRESS LT	152.65	
011979	01/11/2018	01476	DOR-TEC SECURITY LTD.	138.30	
011980	01/11/2018	00189	DUGAS, DENNIS	473.00	
011981	01/11/2018	00887	DUPLISKATE JONAH LTD.	193.94	
011982	01/11/2018	02831	Exova Canada Inc.	1,508.43	
011983	01/11/2018	00058	GUILLEVIN INTERNATIONAL	860.50	
011984	01/11/2018	00052	HARDY BUILDERS' SUPPLY	223.22	
011985	01/11/2018	02208	Hawkins, Bob	729.13	
011986	01/11/2018	00063	HOME HARDWARE BUILDING C	118.07	
011987	01/11/2018	01875	ISLAND ADVANTAGE DISTRIB	76.17	
011988	01/11/2018	01167	JUST RITE PRECISION SHAR	268.80	
011989	01/11/2018	00065	K & K ELECTRIC LTD.	313.54	
011990	01/11/2018	00069	MACANDALE'S	185.92	
011991	01/11/2018	03059	MAXXAM ANALYTICS	795.90	
011992	01/11/2018	00033	NAPA AUTO PARTS/N.I. IND	21,565.31	
011993	01/11/2018	02212	NICHOLSON, LISA	472.50	
011994	01/11/2018	03533	NORTH ISLAND PUMPS	2,079.78	
011995	01/11/2018	03390	O'Reilly, Kathy	504.00	
011996	01/11/2018	00013	PACIFIC BLUE CROSS	12,789.33	
011997	01/11/2018	00281	PARKLAND REFINING (B.C.)	1,152.66	
011998	01/11/2018	00203	Port Hardy & Dist. Chamb	13,750.00	
011999	01/11/2018	00406	PORT HARDY FIREFIGHTERS	1,250.00	
012000	01/11/2018	00264	PORT HARDY HERITAGE SOCI	11,800.50	
012001	01/11/2018	00769	Praxair Distribution	945.43	
012002	01/11/2018	00080	PUROLATOR INC.	597.18	
012003	01/11/2018	00107	RECEIVER GENERAL FOR CAN	22,945.65	
012004	01/11/2018	00187	REGIONAL DISTRICT OF MT	14,399.49	
012005	01/11/2018	03631	RESCUE 1 EMERGENCY TRAIN	2,898.05	
012006	01/11/2018	03034	Robertson, Fred	175.95	
012007	01/11/2018	00866	Royal Canadian Legion	275.00	
012008	01/11/2018	00865	ROYAL CANADIAN LEGION BR	100.00	
012009	01/11/2018	03174	Schantz, Robert	97.52	
012010	01/11/2018	01511	Scotiabank	760.00	
012011	01/11/2018	00089	THE HOBBY NOOK	330.40	
012012	01/11/2018	01026	VIMAR EQUIPMENT LTD.	2,233.00	
012013	01/11/2018	03558	WEST COAST PROPANE	111.59	
012014	01/11/2018	03195	ZeoTec Limited	618.45	
012015	07/11/2018	02514	AlSCO	112.51	
012016	07/11/2018	00829	ANA'S HARDY CLEAN	3,425.98	
012017	07/11/2018	00047	B.C. HYDRO (Minister of	40,498.57	
012018	07/11/2018	02693	BC One Call	134.66	
012019	07/11/2018	00073	BLACK PRESS GROUP LTD.	578.02	
012020	07/11/2018	02882	Catalys Lubricants Inc.	324.48	
012021	07/11/2018	02762	Cleartech Industries Inc	15,701.71	
012022	07/11/2018	03570	Codfather Charters Ltd.	299.25	
012023	07/11/2018	01433	COMOX PACIFIC EXPRESS LT	64.92	
012024	07/11/2018	00052	HARDY BUILDERS' SUPPLY	709.80	
012025	07/11/2018	03440	IZCO Technology Solution	1,513.83	
012026	07/11/2018	02873	Jewell, Joe	1,517.87	
012027	07/11/2018	00065	K & K ELECTRIC LTD.	1,631.96	
012028	07/11/2018	02489	MARCOTTE, RICK	8.56	
012029	07/11/2018	00014	MINISTER OF FINANCE	1,950.00	
012030	07/11/2018	00033	NAPA AUTO PARTS/N.I. IND	734.02	
012031	07/11/2018	03135	Nelson-Smith, Heather	869.71	
012032	07/11/2018	02598	Noratek Solutions Inc.	2,464.09	
012033	07/11/2018	00027	NORTH ISLAND VETERINARY	210.98	
012034	07/11/2018	03242	Patterson's Plumbing	173.25	
012035	07/11/2018	00080	PUROLATOR INC.	36.91	
012036	07/11/2018	01578	R. ROBBINS TRUCKING LTD	260.44	
012037	07/11/2018	03632	RAIN COUNTRY SERVICES IN	72.07	
012038	07/11/2018	03266	RALEIGH Fire Safety Ltd	606.52	
012039	07/11/2018	00253	Shaw Cable	140.34	
012040	07/11/2018	02522	Strathcon Industries	561.33	

Cheque #	Pay Date	Vendor #	Vendor Name	Paid Amount	Void
012041	07/11/2018	02837	Waterhouse Environmental	6,930.56	
012042	07/11/2018	03558	WEST COAST PROPANE	55.93	
012043	14/11/2018	01884	Ace Hardware	67.19	
012044	14/11/2018	01836	ARIES SECURITY LTD.	24,097.50	
012045	14/11/2018	01145	BLACK CAT REPAIRS	8,063.06	
012046	14/11/2018	02762	Cleartech Industries Inc	2,410.82	
012047	14/11/2018	00098	DUNCAN ELECTRIC MOTOR LT	1,061.31	
012048	14/11/2018	00020	E.J. KLASSEN MOTORCADE L	70.75	
012049	14/11/2018	00233	FINNING (CANADA)	1,167.04	
012050	14/11/2018	02141	FOENIX FOREST TECHNOLOGY	252.00	
012051	14/11/2018	00099	FOX'S DISPOSAL SERVICES	13,685.52	
012052	14/11/2018	00052	HARDY BUILDERS' SUPPLY	426.70	
012053	14/11/2018	03514	IWC EXCAVATION LTD.	50,121.54	
012054	14/11/2018	03440	IZCO Technology Solution	3,170.54	
012055	14/11/2018	00065	K & K ELECTRIC LTD.	561.84	
012056	14/11/2018	01032	K PEARSON CONTRACTING LT	3,701.25	
012057	14/11/2018	02883	Lekker Food Distributors	1,251.92	
012058	14/11/2018	00069	MACANDALE'S	56.00	
012059	14/11/2018	02749	Orach Enterprises Ltd.	4,230.93	
012060	14/11/2018	02071	PACIFICUS BIOLOGICAL SER	10,207.61	
012061	14/11/2018	00281	PARKLAND REFINING (B.C.)	3,289.14	
012062	14/11/2018	00769	Praxair Distribution	534.43	
012063	14/11/2018	03568	PROSPERITY FUELS INC.	238.42	
012064	14/11/2018	00107	RECEIVER GENERAL FOR CAN	19,531.07	
012065	14/11/2018	00279	REDDEN NET CO. (PORT HAR	133.06	
012066	14/11/2018	03174	Schantz, Robert	924.48	
012067	14/11/2018	03635	TERRAPURE	173.25	
012068	14/11/2018	00201	Vancouver Island Regiona	38,517.00	
012069	14/11/2018	03558	WEST COAST PROPANE	2,267.30	
012070	14/11/2018	00842	YOUNG ANDERSON BARRISTER	728.00	
012071	21/11/2018	03638	1094855 BC LTD	500.00	
012072	21/11/2018	03639	ALLEN, DARREN	200.00	
012073	21/11/2018	02882	Catalys Lubricants Inc.	130.40	
012074	21/11/2018	01724	CHYNA SEA VENTURES LTD.	210.00	
012075	21/11/2018	02762	Cleartech Industries Inc	4,029.31	
012076	21/11/2018	01433	COMOX PACIFIC EXPRESS LT	333.11	
012077	21/11/2018	02008	DEKRA-LITE INDUSTRIES IN	8,332.30	
012078	21/11/2018	01982	DIGITAL POSTAGE ON CALL	1,575.00	
012079	21/11/2018	01865	EMCON SERVICES INC.	6,720.00	
012080	21/11/2018	00052	HARDY BUILDERS' SUPPLY	254.81	
012081	21/11/2018	01875	ISLAND ADVANTAGE DISTRIB	327.36	
012082	21/11/2018	00065	K & K ELECTRIC LTD.	85.58	
012083	21/11/2018	01032	K PEARSON CONTRACTING LT	1,743.00	
012084	21/11/2018	03636	KIMBERLEY KUFAAS PHOTOGR	1,500.00	
012085	21/11/2018	02445	LogoWest Promotional Pro	160.16	
012086	21/11/2018	03456	MARC'S MAINTENANCE	212.10	
012087	21/11/2018	03556	MATSQUI AG-REPAIR	661.74	
012088	21/11/2018	00033	NAPA AUTO PARTS/N.I. IND	759.04	
012089	21/11/2018	03242	Patterson's Plumbing	988.05	
012090	21/11/2018	00363	PORT HARDY BULLDOZING LT	112.77	
012091	21/11/2018	00769	Praxair Distribution	14,888.34	
012092	21/11/2018	00080	PUROLATOR INC.	684.50	
012093	21/11/2018	00187	REGIONAL DISTRICT OF MT	4,648.60	
012094	21/11/2018	03174	Schantz, Robert	47.70	
012095	21/11/2018	03637	SILVONEN, TANYA	500.00	
012096	21/11/2018	02522	Strathcon Industries	769.26	
012097	21/11/2018	00160	TELUS	5,135.47	
012098	21/11/2018	00161	TELUS MOBILITY (BC)	863.64	
012099	21/11/2018	01026	VIMAR EQUIPMENT LTD.	384.00	
012100	21/11/2018	02837	Waterhouse Environmental	6,930.56	
012101	21/11/2018	03558	WEST COAST PROPANE	202.13	
012102	28/11/2018	00735	A.C.E. COURIER SERVICES	117.31	
012103	28/11/2018	01375	ADT SECURITY SERVICES CA	98.25	
012104	28/11/2018	02551	Associated Fire Safety E	199.32	
012105	28/11/2018	02271	BAILEY WESTERN STAR TRUC	342.56	
012106	28/11/2018	01531	BJARNASON, SUSAN	39.00	
012107	28/11/2018	02207	Blanchard Security	1,662.50	
012108	28/11/2018	03428	C.G. Mechanical Service	7,289.61	
012109	28/11/2018	03545	CANGAS PROPANE INC.	43.19	
012110	28/11/2018	02730	CUPE Local 401	953.95	
012111	28/11/2018	03642	DYNAMIC RESCUE EQUIPMENT	5,570.11	

Cheque #	Pay Date	Vendor #	Vendor Name	Paid Amount	Void
012112	28/11/2018	02675	EnviroSMART Biodegradabl	1,185.20	
012113	28/11/2018	00052	HARDY BUILDERS' SUPPLY	59.04	
012114	28/11/2018	00063	HOME HARDWARE BUILDING C	120.64	
012115	28/11/2018	03643	HOPKINS, JULIA	780.00	
012116	28/11/2018	03517	INDUSTRIAL SCIENTIFIC CA	176.15	
012117	28/11/2018	00194	INT'L UNION OPERATING EN	1,215.81	
012118	28/11/2018	01875	ISLAND ADVANTAGE DISTRIB	221.98	
012119	28/11/2018	00065	K & K ELECTRIC LTD.	693.24	
012120	28/11/2018	00069	MACANDALE'S	172.25	
012121	28/11/2018	01645	NORTH ISLAND COMMUNICATI	400.47	
012122	28/11/2018	03390	O'Reilly, Kathy	178.50	
012123	28/11/2018	00217	ORKIN CANADA CORPORATION	108.68	
012124	28/11/2018	00013	PACIFIC BLUE CROSS	12,280.46	
012125	28/11/2018	00281	PARKLAND REFINING (B.C.)	1,654.30	
012126	28/11/2018	00107	RECEIVER GENERAL FOR CAN	18,148.53	
012127	28/11/2018	03407	Retire West Communities	200.00	
012128	28/11/2018	01990	ROAD RANGER FREIGHT/0702	40.66	
012129	28/11/2018	03174	Schantz, Robert	143.10	
012130	28/11/2018	03313	Tex Electric Ltd.	663.74	
012131	28/11/2018	03297	The Sociable Scientists	1,050.00	
012132	28/11/2018	00011	Tidbury, John	750.00	
012133	28/11/2018	00957	TOURISM VANCOUVER ISLAND	2,073.75	
012134	28/11/2018	02837	Waterhouse Environmental	26,085.02	
012135	28/11/2018	03558	WEST COAST PROPANE	511.62	
Total:				556,967.91	

\*\*\* End of Report \*\*\*



x 



# DISTRICT OF PORT HARDY

## STAFF REPORT



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**DATE:** December 11, 2018  
**TO:** Mayor and Council  
**FROM:** Lynda Sowerby, Director of Finance  
**RE:** 2019 Capital Projects – Early Approval

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AGENDA

### PURPOSE

To request that Council grant early approval of three Capital Projects for 2019.

### BACKGROUND

The District's Five Year Financial Plan authorizes the current year expenditures, and the funding sources for the expenditures including tax revenues, fees, charges and grants. Staff have requested that three of the capital projects be granted early approval to accommodate operational requirements and contractor availability.

### ANALYSIS

The Finance Committee has made recommendation to grant early approval for three capital projects.

- 1) Skid-Steer Equipment purchase, \$85,000; funded from general surplus (Nov. 9, 2018)
- 2) T-Floats Project, \$60,000; funded from Community Forest (Dec. 5, 2018).
- 3) Enclosure/heating of Equipment Shed, \$40,000; funded from water fund surplus (Dec 5, 2018).

### FINANCIAL IMPLICATIONS

The three Capital projects and funding sources will be included in the 2019-2023 Five Year Financial Plan Bylaw to be finalized and approved by Council prior to May 15, 2019.

### STAFF RECOMMENDATION

*"THAT Council grant early approval of three 2019 Capital Projects as recommended by the Finance Committee"*

Respectfully submitted,

I support the recommendation.

Signed

Signed

  
Lynda Sowerby  
Director of Finance

  
Allison McCarrick  
Chief Administrative Officer



## DISTRICT OF PORT HARDY STAFF REPORT

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**TO:** Allison McCarrick, CAO  
**FROM:** Heather Nelson-Smith, Director of Corporate Services  
**SUBJECT:** Application for Non-Medical Cannabis Retail Store Licence  
**DATE:** December 7, 2018

---

### **BACKGROUND**

The District of Port Hardy has received a referral from the Liquor and Cannabis Regulation Branch (LCRB) from applicant 1178459 B.C. LTD. The Applicant is seeking approval to open Pacificanna, a Non-Medical Cannabis Retail Store at #2-7035 Market Street.

### **AUTHORITY**

The District of Port Hardy has included provisions for Cannabis Retail in the Zoning Regulation bylaw No.1013- 2013 as well as amended the Liquor and Cannabis Licence Policy CP 9.2 to allow for Council to review and authorize Non-Medical Cannabis Retail within the District of Port Hardy. In addition, the District has approved a new Liquor and Cannabis application fee structure to allow the staff to accept and charge for applications.

### **ZONING**

#2-7035 Market Street is located in the C-3 – Town Centre Commercial, which permits Cannabis Retail as a principle use.

### **BUFFERS**

The applicant's store is more than the 100 metres from the nearest library (actual 109 metres).

### **RCMP**

As part of policy CP 9.2 the RCMP must be contacted to gather their views on any liquor and cannabis applications. The RCMP had no outward concerns with this application at this time.

### **LIQUOR AND CANNABIS LICENSING REQUIREMENTS**

The local government's role in non-medical cannabis retail stores is to consider applications and provide comment and recommendations as to the location of the proposed retail store. It must gather the views of the residents of the area if the location of the proposed store may affect nearby residents.

The location is in the downtown core and as a result of residential tenancies in the area a notice was posted on the window indicating the application and the comment period which ran from November 21, 2018 to December 7, 2018 (16 days). one written anonymous comment was received, it is unknown if this comment was from a resident as defined by the LCRB and therefore can not be considered by the LCRB. In addition, a petition with multiple signatures and supporting letters was provided to staff at noon on December 7, 2018. Staff will review the petition and letters and determine if they meet the residency criteria to make comment as per the LCRB regulation and report to Council at the regular Council meeting of December 11, 2018.

**Recommendation**

THAT the Port Hardy Council support the application made by 1178459 B.C. LTD to allow for the Non- Medical Cannabis Retail Store known as Pacificanna to be located at #2- 7035 Market Street in Port Hardy.

Respectfully Submitted,



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Heather Nelson-Smith,  
Director of Corporate Services

I support this recommendation,



---

Allison McCarrick,  
CAO





# DISTRICT OF PORT HARDY

## STAFF REPORT




---

**DATE:** December 11, 2018  
**TO:** Mayor and Council  
**FROM:** Lynda Sowerby, Director of Finance  
**RE:** **Bylaw 1089-2018, Revenue Anticipation Bylaw 2019**

AGENDA

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### PURPOSE

To rescind Bylaw 1071-2017, Revenue Anticipation Bylaw for 2018 and replace with Bylaw 1089-2018, Revenue Anticipation Bylaw for 2019.

### BACKGROUND

The District's Five Year Financial Plan authorizes the current year expenditures, and the funding sources for the expenditures including tax revenues, fees, charges and grants. Expenditures will occur commencing January 1, but the taxes are not due until the first business day in July. This has the potential of putting the District in a position whereby they cannot meet the cash flow requirements.

Under the *Community Charter* – Revenue Anticipation borrowing

- 177. (1) A council may, by bylaw, provide for the borrowing of money that may be necessary to
  - a) meet current lawful expenditures, and
  - b) pay amounts required to meet the municipality's taxing obligations in relation to another local government or other public body.

### ANALYSIS

If it were necessary to proceed with borrowing under the Revenue Anticipation Bylaw, the District would make repayment of the funds as the taxes were collected. This Bylaw allows for the District to borrow 75% of all property taxes imposed for all purposes in the preceding year.

### FINANCIAL IMPLICATIONS

Funds would be borrowed from the Municipal Finance Authority and would incur interest charges at the posted short term borrowing rate, currently set at 2.662% until paid in full. Partial payments would be made as tax revenues are collected.

### STAFF RECOMMENDATION

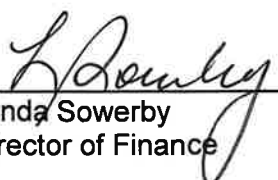
*"THAT Council approve Bylaw 1089-2018, Revenue Anticipation Bylaw for 2019, AND THAT Bylaw 1089-2018 receive First, Second and Third reading.*

Respectfully submitted,

I support the recommendation.

Signed

Signed

  
 Lynda Sowerby  
 Director of Finance

  
 Allison McCarrick  
 Chief Administrative Officer



**DISTRICT OF PORT HARDY  
BYLAW 1089-2018  
REVENUE ANTICIPATION BORROWING BYLAW**

A Bylaw to provide for the borrowing of money  
in anticipation of revenue for the year 2019

WHEREAS the District of Port Hardy may not have sufficient money on hand to meet the current lawful expenditures of the Municipality:

AND WHEREAS it is provided by Section 177 of the *Community Charter* that Council may, by bylaw, without the assent of the electors or the approval of the Inspector of Municipalities, borrow, provide for the borrowing of such sums of money as may be necessary to meet the current lawful expenditures of the Municipality provided that the total of the outstanding liabilities does not exceed the sum of:

- a) The whole amount remaining unpaid of the taxes for all purposes levied during the current year, provided that prior to the adoption of the annual property tax bylaw in any year the amount of taxes during the current year for this purpose shall be deemed to be seventy-five per cent of the taxes levied for all purposes in the immediately preceding year; and
- b) the whole amount of any sums of money remaining due from other governments,

AND WHEREAS the total amount of liability that Council may incur is Three Million Eight Hundred Thirty-Seven Thousand Dollars (\$3,837,000) being 75% of the whole amount of the taxes levied for all purposes in 2018.

AND WHEREAS there are no liabilities outstanding under Section 177;

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

1. This bylaw may be cited for all purposes as "Bylaw 1089-2018 Revenue Anticipation Borrowing Bylaw for 2019".
2. The Council shall be and is hereby empowered and authorized to borrow upon the credit of the municipality, from the Municipal Finance Authority of British Columbia, an amount or amounts not exceeding the sum of Three Million Eight Hundred Thirty- Seven Thousand Dollars (\$3,837,000).
3. The form of obligation to be given as acknowledgment of the liability shall be a promissory note or notes bearing the corporate seal and signed by one of the Mayor or Council and one of the Director of Financial Services or the Chief Administrative Officer.
4. All unpaid taxes and the taxes of the current year when levied or so much thereof as may be necessary shall, when collected, be used to repay the money so borrowed.
5. Bylaw 1071-2017 – Revenue Anticipation Borrowing Bylaw for 2018 is hereby rescinded.

Read a first time on the \_\_\_ day of December 2018.

Read a second time on the \_\_\_ day of December 2018.

Read a third time on the \_\_\_ day of December 2018.

Adopted on the \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
DIRECTOR  
OF CORPORATE SERVICES

\_\_\_\_\_  
MAYOR

Certified to be a true copy of  
District of Port Hardy Bylaw 1089-2018  
Revenue Anticipation Borrowing Bylaw for 2019.

\_\_\_\_\_  
Director of Corporate Services



# DISTRICT OF PORT HARDY



## STAFF REPORT

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**DATE:** December 11, 2018  
**TO:** Mayor and Council  
**FROM:** Lynda Sowerby, Director of Finance  
**RE:** **Bylaw 1090-2018, User Rates and Fees for 2019**

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AGENDA

### PURPOSE

To rescind Bylaw 1073-2017, User Rates and Fees for 2018 and replace with Bylaw 1090-2018 User Rates and Fees for 2019.

### BACKGROUND

The District's Five Year Financial Plan authorizes the current year expenditures, and the funding sources for the expenditures including tax revenues, fees, charges and grants. Council reviews and updates fees annually to establish a rate that is sufficient to cover all, or a portion of the service provided.

Under the *Community Charter* – Municipal fees

194. (1) A council may, by bylaw, impose a fee payable in respect of
- a) all or part of a service of the municipality,
  - b) the use of municipal property, or
  - c) the exercise of authority to regulate, prohibit or impose requirements.

### ANALYSIS

A summary of recommended changes to the 2019 User Fees and Charges is shown on the attached document. The increase in rates is based on analysis of the cost to provide the specific service. Any shortfall of fees for service is funded by property taxes and operational grants.

### FINANCIAL IMPLICATIONS

Bylaw 1090-2018, User Rates and Fees for 2019 will be used in forecasting the revenues generated from user fees in the Five Year Financial Plan for 2019-2023.

### STAFF RECOMMENDATION

*"THAT Council approve Bylaw 1090-2018, User Rates and Fees for 2019,  
AND THAT Bylaw 1090-2018 receive First, Second and Third reading.*

Respectfully submitted,

I support the recommendation.

Signed

  
Lynda Sowerby  
Director of Finance

Signed

  
Allison McCarrick  
Chief Administrative Officer

**District of Port Hardy**  
**2019 User Rate Bylaw Summary of Rate Changes**

AGENDA

<b>Service</b>	<b>User Rates Bylaw</b>	<b>Page</b>	<b>Changes</b>
<b>Schedule A - Water rates</b>		3 - 5	2.00%
<b>Schedule B - Sewer rates</b>		6 - 7	4.00%
<b>Schedule C - Storm Sewer Rates</b>	No change	8	0.00%
<b>Schedule D - Garbage rates</b>		9	2.50%
Seniors Discount	no change	9	0.00%
<b>Schedule E - Statutory Rates</b>	Minor change addition	10 - 11	0.00%
	7 (a) Cost to reissue a Lost cheque		Stop payment fee plus \$10
<b>Schedule F - Business Licences</b>	No change	12	0.00%
<b>Schedule G - Harbour rates</b>		13 - 14	various 2%+
	Change rate per unit from metre to foot		
	Multiple changes, add rates for grid & winch		
<b>Schedule H - Recreation</b>		15-18	2% +/-
	change eligibility for senior rate from age 55+ to age 60+		
<b>Schedule I - Building Permits</b>	Minor change additon	19 - 20	0.00%
	3 a) iv) No refund shall be issued if a section 57 - Notice on Title is required		
<b>Schedule J - Cemetery</b>		21	various 2% +
<b>Schedule K - Freedom of Info.</b>	No change	22	
<b>Schedule L - Burning Permits</b>	No change	23	
<b>Schedule M - Animal Control</b>	Minor Change	24	
	Drop off fee - per adult animal (non-resident)		Change from \$50 to \$100
	Drop off fee - adult female with litter (non-resident)		Change from \$50 to \$100
<b>Schedule N - Liquor Control</b>	No change	25	
<b>Schedule O - Zoning</b>	Minor change	26	0.00%
	Section 1B Public Hearing advertizing of rezonings OCP amendments raised from \$650 to \$950 due to cost escalations.		
<b>Schedule P - Subdivision</b>	No change	27	0.00%
<b>Schedule Q - Vacant properties</b>	No Change	28	0.00%



**DISTRICT OF PORT HARDY  
BYLAW 1090-2018  
A BYLAW FOR DISTRICT OF PORT HARDY  
USER RATES AND FEES FOR 2019**

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 2019 User Rates and Fees Bylaw No. 1090-2018".
2. ENACTMENT
  - (a) This bylaw is in effect January 1, 2019.
  - (b) District of Port Hardy Rates Bylaw 1073-2017 and all amendments are hereby repealed effective January 1, 2019.
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 11<sup>th</sup> day of December, 2018.

Read a second time on the 11<sup>th</sup> day of December, 2018.

Read a third time on the 11<sup>th</sup> day of December, 2018.

Adopted on the \_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Director of Corporate Services

\_\_\_\_\_  
Mayor

Certified a true copy of  
Bylaw No. 1090-2018 as adopted.

\_\_\_\_\_  
Director of Corporate Services



**SCHEDULE A - WATER RATES**

1. Inspection, Connection, Turn Water On/Off Fees		
a) Any property owner who requires a turn on or off of service shall notify the District office 48 hours in advance except in the case of an emergency. There will be no charge for a turn on or off during regular working hours of 8:30 a.m. – 4:30 p.m.		
b) Any property owner who requires a turn on or off of service in the case of an emergency or outside of the regular working hours shall at the same time pay the fee for each turning on or off		\$ 75.00
c) Where installation of a water connection exists the fee for inspection of a standard 18 mm (3/4") connection will be:		\$ 75.00
d) Application for any water service will be subject to:		
i. Initial application analysis fee (may be combined with sewer, storm sewer application analysis fee).		\$ 475.00
ii. Estimate fees shall be charged on the basis of the actual cost of the work necessary including but not limited to all pavement, sidewalk, cut/replacement, and boulevard work.		At cost
The estimate, provided by the District of Port Hardy, of the work to be completed must be paid prior to the start of the job. Any excess charges incurred will be billed or surplus fees paid will be refunded upon completion of the job and account reconciliation.		
2. Seniors Discount Property owners who are Seniors shall receive a discount on all or any portion of a current billing if paid by the quarterly due date. This applies only to the principal place of residence. Senior means a person who is 65 years of age or older and who meets the grant eligibility requirements as defined by the <i>Home Owner Grant Act</i> . 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	\$ 109.65
2	For each <b><i>metered</i></b> multi-family residence in excess of two (2) units the <b><i>greater</i></b> of: <b>Level 1:</b> (Multi-unit housing generally with individual unit entry - townhouse or similar) <b>Level 2:</b> (Multi-unit housing generally with one common building entrance - apartment or similar)	\$ 0.9800 per cubic meter <b><i>OR</i></b> \$86.47 per unit \$82.23 per unit
3	For each office, shop or store	\$ 117.12
4	For each supermarket	\$ 254.45
5	For each bakery	\$ 117.12
6	For each restaurant	\$ 371.76
7	For each lunch room or delicatessen	\$ 159.55
8	For each soda fountain or hot dog stand	\$ 117.12
9	For each hotel/motel - per unit	\$ 20.54
10	For each lounge	\$ 309.66
11	For each beer parlour	\$ 381.17
12	For each Laundromat - per washer	\$ 35.58



<b>SCHEDULE A - WATER RATES</b> (continued)		
13	For each non-profit organization and hall	\$ 117.12
14	For each athletic club	\$ 371.76
15	For each theatre	\$ 117.12
16	For each school - per classroom	\$ 109.81
17	Light Industrial	
	5 employees or less	\$ 117.12
	6 - 15 employees	\$ 265.38
	16 - 30 employees	\$ 423.61
	Large water users	\$ 663.21
18	For each service station/garage	\$ 117.12
19	For each car wash	
	For 1st stall	\$ 242.47
	Each additional stall	\$ 72.42
20	For each non-residential metered user, a consumption charge of:( per cubic meter)	\$ 0.82/m3
21	For each non-residential metered connection, a flat fee based on meter size: (per quarter)	
	5/8" and 3/4"	\$ 83.59
	1"	\$ 111.45
	1.5"	\$ 167.17
	2"	\$ 222.89
	4" and greater	\$ 445.79
22	For each marina	\$ 329.82
23	For each campground - per stall	\$ 9.02
24	Other users	\$ 118.01
25	Hydrant use - flat fee (Damage deposit 250.00 additional)	\$ 149.28
	Hydrant use - water consumption charge per cubic meter	\$ 1.1145/m3
26	For each airport hangar	\$ 267.48
27	Underground sprinkling services over one acre for months of June, July & August - per sprinkler head	\$ 7.88
28	For each airport terminal building	\$ 523.40
29	Each wharf providing water to vessels	\$ 118.14
30	For each sawmill	\$ 267.48
31	For each drycleaner	\$ 267.48
32	Each car dealership with a non-commercial car wash stall	\$ 72.97
33	Seagate Pier large vessel meter	\$ 0.9991/ m3
34	Pool	\$ 356.43
35	Arena	\$ 248.85
36	Hospital - per bed	\$ 25.40
37	Fish Hatchery	\$ 99.40
38	Sani-station	\$ 99.40
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 \$1.2942/m3

**SCHEDULE A - WATER RATES**  
 (continued)

5. Backflow Preventers

a)	Hose connection vacuum breaker	\$ 27.87
b)	Double check valve assembly (3/4 inch)	\$ 167.17
c)	Reduced pressure type assembly (3/4 inch)	\$ 222.89
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>		
a)	Where installation of a sewer connection exists, for standard 100 mm (4") connection an inspection/connection fee of:	\$ 75.00
b)	Application for any sewer service will be subject to:	\$475.00
	i. Initial application analysis fee (may be combined with water, 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.	At cost
<p>The estimate, provided by the District of Port Hardy, of the work to be completed must be paid prior to the start of the job. Any excess charges incurred will be billed or surplus fees paid will be refunded upon completion of the job and account reconciliation.</p>		
<p>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	\$ 113.39
2	For each office, shop or store	\$ 125.01
3	For each supermarket	\$ 271.12
4	For each bakery	\$ 125.01
5	For each restaurant	\$ 397.29
6	For each lunch room or delicatessen	\$ 170.07
7	For each soda fountain or hot dog stand	\$ 125.01
8	For each hotel/motel - per unit	\$ 22.68
9	For each lounge	\$ 331.56
10	For each beer parlor	\$ 408.21
11	For each Laundromat - per washer	\$ 38.17
12	For each non-profit organization and hall	\$ 125.13
13	For each civic swimming pool	\$ 1128.87
14	For each arena	\$ 793.34
15	For each athletic club	\$ 397.29
16	For each theatre	\$ 125.01
17	For each hospital - per bed	\$ 79.79
18	For each school - per classroom	\$ 113.05
19	Light Industrial	
	5 employees or less	\$ 125.01
	6 - 15 employees	\$ 284.23
	16 - 30 employees	\$ 453.63
	Large water users	\$ 748.64

**SCHEDULE B - SEWER RATES**  
 (continued)

		Rate per quarter
20	For each service station/garage	\$ 125.01
21	For each car wash	
	For 1st stall	\$ 206.86
	Each additional stall	\$ 64.77
22	For each cannery	\$ 760.60
23	For each marina	\$ 123.03
24	For each campground - per stall	\$ 9.71
25	Metered sewage per cubic meter	\$ 1.53
26	Other users	\$ 125.01
27	For each airport hangar	\$ 284.23
28	For each airport terminal building	\$ 704.65
29	Fish Hatchery	\$ 131.06
30	Sani Station	\$ 121.44
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.	\$ 0.1894

**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

<b>1. Garbage Rates</b>	
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.	
	<b>Rate Per Quarter</b>
Residential dwelling unit	\$ 27.27
<b>2. Recycling Rates</b>	
Residential dwelling unit	\$ 13.45
<b>3. Transfer Station - residential waste</b>	
The following fees apply to the Transfer Station: (Rates per item)	(a) \$ 1.16 per garbage container or bag (b) \$ 23.30 per level pickup truck (c) \$ 5.83 per tire
<b>4. Tag A Bag sticker</b>	
The fee for tag-a-bag sticker will be (each)	\$ 2.20

**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 <b>per page</b>	\$ 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
	<b>Special Occasion Use - Permit</b>	<b>Free</b>
	<b>Clean Up / Damage Deposit</b>	<b>\$ 250.00 per event</b>
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	\$ 55.00
	Employing up to 8 persons	\$ 95.00
	Employing over 8 persons	\$ 165.00
Category II - Rental units/spaces Any building containing dwelling units in any zone	Up to 25 units	\$ 55.00
	26 – 50 units	\$ 95.00
	Over 50 units	\$ 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
<b>Moorage - Commercial Fishing Vessel</b>	
Daily/per foot	\$ 0.16
Monthly/per foot (prepaid)	\$ 2.38
Yearly/month/per foot (prepaid)	\$ 18.26
<b>All other Moorage</b>	
Daily/per foot	\$ .86
Monthly/per foot (week- prepaid)	\$ 5.14
Monthly/per foot (prepaid)	\$ 7.54
Yearly/month/per foot (prepaid)	\$ 54.09
<b>Power</b>	
Prepaid 15 amp service/day	\$ 4.05
Prepaid 30 amp service/day	\$ 5.89
Prepaid 50 amp service/day	\$ 11.78
Prepaid 15 amp service/month	\$ 61.02
Prepaid 30 amp service/month	\$ 94.17
Prepaid 50 amp service/month	\$ 195.88
<b>Other Rates</b>	
Sign space rental per calendar year	\$ 33.81
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	\$ 62.52
Pump out - actual labour/hour - subsequent occurrence	\$ 125.04
Sewer pump out, Vessels less than 12 meters in length	\$ 10.53
Sewer pump out, Vessels less 12 meters in length and longer	\$ 28.51
Net Storage Fee - minimum charge applied every 12 hours after first 12 hours unless advance arrangements made through Harbour Office	\$ 104.95
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	\$ 10.40
Grid (per tide)	\$ 50.00
Winch per hour	\$ 18.00

<b>Bear Cove Recreation Site</b>	<b>Rates</b>
<b>Moorage</b>	
Daily/per foot	\$ .86
Weekly/ per foot	\$ 5.14
Power - Prepaid 20amp/day	\$ 4.25

**SCHEDULE G - HARBOUR RATES**

(continued)

Rates do not include applicable taxes

**SEAGATE PIER**

	Rates
<b>Moorage - Commercial Fishing Vessel</b>	
Moorage/per foot (after first 15 minutes, per 24-hour period)	\$ .86
<b>Off-Loading Commercial Fishing Vessel</b>	
On or off-loading - the greater of:	
Minimum billing	\$ 60.33
Per hour	\$ 44.63
<b>Clean-up Fee</b>	
Per hour as required	\$ 58.60
<b>Moorage - All vessels other than CFV</b>	
Moorage/per foot per 24-hour period * Or part thereof	\$ .86
* 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	\$ 103.94
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	\$ 10.40

**HARBOUR IMPROVEMENT**

Applies to all Harbour Parking Areas

Rates **include** applicable taxes

	Rate
<b>Launch Fees</b>	
Non-commercial vessel*, per day	\$ 5.50
Non-commercial vessel*, Local Resident Annual Pass (includes launch, vehicle & trailer parking).	\$ 110.00
Commercial fishing vessel, per launch or removal	\$ 11.00
Commercial fishing vessel, (includes vehicle & trailer parking) Annual Commercial Pass	\$ 147.90
* 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.	
<b>Vehicle <u>or</u> trailer parking pass</b>	
Daily	\$ 5.50
Weekly	\$ 20.60
Monthly	\$ 64.72
Annual - Local Resident only	\$ 94.00
<b>Vehicle <u>and</u> trailer parking pass</b>	
Daily	\$ 11.00
Weekly	\$ 32.40
Monthly	\$ 108.90
Annual - Local Resident Only	\$ 110.00

**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, 2018	Rates Effective Aug. 1, 2019
<b>Rentals, per event</b>			
Tables, each	\$20.00	\$ 5.19	\$ 5.28
Chairs, each	\$20.00	\$ 0.57	\$ 0.57
Pavilion, Beaver Harbour Park	\$20.00	\$ 10.90	\$ 11.17
*Registration Fee Collection - non-municipal service	Cash Only	\$ 2.00	\$ 2.05
*Tumble and Play (dry floor child only)		\$ 3.20	\$ 3.25
Fitness Classes (per class)		\$ 4.95	\$ 5.05
Fitness Classes (punch card 11 classes)		\$ 49.52	\$ 50.51
Special Event		\$ 4.95	\$ 5.05
<b>Arena Rentals (Ice-in) - Arena rental per hour</b>			
Youth groups (must consist of at least 80% youth)		\$ 67.76	\$ 69.06
Early Ice - June 1 to Labour Day (must consist of at least 80% youth)		\$ 84.61	\$ 86.30
Adult groups		\$ 111.13	\$ 113.33
Non Prime Time (Ice in) Arena Rental per hour Rental starting after 10 p.m. and ending before 6 a.m.		\$ 82.76	\$ 84.43
<b>Arena Admission - Single Admission</b>			
Twoonie Skate		\$ 1.90	\$ 1.90
Child 0-12 months		Free	Free
Child 13 months-12 years		\$ 3.10	\$ 3.14
Senior 60 + years		\$ 3.10	\$ 3.14
Youth 13 -18 years		\$ 3.76	\$ 3.86
Adult 19 - 59 years.		\$ 4.95	\$ 5.05
Family-Immediate family to maximum of 2 parents and 4 children under the age of 18		\$ 10.71	\$ 10.95
<b>Punch Cards (11 admission passes)</b>			
Child 13 months -12 years		\$ 31.00	\$ 31.62
Senior 60 + years		\$ 31.00	\$ 31.62
Youth 13-18 years		\$ 37.62	\$ 38.38
Adult 19 -59 years		\$ 49.52	\$ 50.48
Family-Immediate family to maximum of 2 parents and 4 children under the age of 18		\$ 107.30	\$ 109.52
<b>Miscellaneous Skate Fees</b>			
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, 2018	Rates Effective Aug. 1, 2019
Youth groups (must consist of at least 80% youth) - Arena surface only		\$ 44.00	\$ 44.76
Adult groups - Arena surface only		\$ 57.90	\$ 59.05
Commercial facility rental			
8:00 a.m. to 5:00 p.m.		\$ 780.00	\$ 795.60
8:00 a.m. to 12:00 midnight		\$1063.20	\$1084.46
5:00 p.m. to 2:00 a.m.		\$ 780.00	\$ 795.60
Each additional hour		\$ 88.55	\$ 90.32
Non-profit group facility rental			
8:00 a.m. to 5:00 p.m.		\$ 625.98	\$ 638.50
8:00 a.m. to 12:00 midnight		\$ 939.28	\$ 958.07
5:00 p.m. to 2:00 a.m.		\$ 625.98	\$ 638.50
Each additional hour		\$ 71.21	\$ 72.63
Pickle Ball - Per Person Per Hour		\$ 2.00	\$ 2.00

**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, 2018	Rates Effective Aug. 1, 2019
Pool Rentals - per hour		
0-49 people	\$ 81.19	\$ 82.86
50 + people	\$ 135.33	\$ 138.09
Deck Time (45 minutes)	\$ 35.24	\$ 36.00
Single lane	\$ 19.38	\$ 19.76
Special Needs Pool rental	\$ 37.52	\$ 38.33
One-half pool, shared rental per hour	\$ 40.86	\$ 41.72
Pool Admission - Single Admission		
Infant 0 - 12 months	Free	Free
Child 13 months -12 years	\$ 3.10	\$ 3.14
Senior 60 + years	\$ 3.10	\$ 3.14
Youth 13-18 years	\$ 3.81	\$ 3.86
Adult 19-59 years	\$ 4.95	\$ 5.05
Family- Immediate family to maximum of 2 parents and 4 children under the age of 18	\$ 10.71	\$ 10.95
Twoonie Swim	\$ 1.90	\$ 1.90
Special Event	\$ 4.76	\$ 4.76
Punch Cards (11 admission passes)		
Child 13 months - 12 years	\$ 31.00	\$ 31.62
Senior 60 + years	\$ 31.00	\$ 31.62
Youth 13-18 years	\$ 38.10	\$ 38.38
Adult 19-59 years	\$ 49.52	\$ 50.48
Family-Immediate family to maximum of 2 parents and 4 children under the age of 18	\$ 107.30	\$ 109.52
Monthly Pool Pass Good for 30 Days		
Child	\$ 47.38	\$ 48.33
Senior 60 + years	\$ 47.38	\$ 48.33
Youth	\$ 56.76	\$ 57.90
Adult	\$ 73.86	\$ 75.33
Family (Immediate family to maximum of 2 parents and 4 children under the age of 18)	\$ 173.67	\$ 177.14
Pool Lessons & Programs		
Red Cross Swimming Lessons		
* Parent & Tot levels 1-3 (includes one parent and one child)	\$ 54.80	\$ 55.93
* Preschool Levels 4-8	\$ 49.85	\$ 50.87
* Swim Kids Levels 1- 5 (10 ½ hr lessons)	\$ 37.65	\$ 38.40
* Swim Kids Levels 6-9 (10/45 minute lessons)	\$ 62.00	\$ 63.22
* Swim Kids Level 10 (medallion & certificate)	\$ 68.10	\$ 69.47
Aqua Adults Levels 1-3 (10 ½ hr lessons)	\$ 50.90	\$ 51.95
Badges & Stickers – each	\$ 2.33	\$ 2.38
* Special Needs (not School District) 10 - ½ hour lessons (one on one instruction)	\$ 62.00	\$ 63.22
* Special Needs Group Lesson (10 - ½ hour lessons)	\$ 37.75	\$ 38.40

\* 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, 2018	Rates Effective Aug. 1, 2019
Private Lessons -per half-hour		
* Children and youth – Individual	\$ 12.75	\$ 13.00
* Additional person	\$ 7.95	\$ 8.10
Adult – Individual	\$ 14.57	\$ 14.86
Additional person, each	\$ 11.05	\$ 11.29
School District classes - per hour		
* Up to 3 instructors	\$ 99.40	\$ 101.40
* Additional instructors, each	\$ 26.20	\$ 26.70
Swim Team – Monthly per person	\$ 32.90	\$ 33.57
*Tumble, Play, and Swim (Adult and Child) 10 sessions	\$ 84.70	\$ 86.40
*Tumble, Play, and Swim (Additional Child) 10 sessions	\$ 32.60	\$ 33.25
*Tumble, Play, and Swim drop in (Adult and Child)	\$ 8.45	\$ 8.60
*Tumble, Play, and Swim drop in (Additional Child)	\$ 3.25	\$ 3.25
Fitness Classes (per class)	\$ 4.95	\$ 5.05
Fitness Classes (punch card 11 classes)	\$ 49.52	\$ 50.48
AquaFit Classes Senior 60 + years	\$ 3.10	\$ 3.14
AquaFit Classes Senior 60+ years (punch card 11 classes)	\$ 31.00	\$ 31.62
Advanced Aquatic Courses		
Junior Lifeguard Club	\$ 100.57	\$ 102.57
Scuba Rangers	\$ 136.29	\$ 139.05
Bronze Cross	\$ 206.67	\$ 210.81
Bronze Cross Recertification.	\$ 88.71	\$ 90.48
Bronze Medallion/Senior Resuscitation	\$ 189.33	\$ 193.15
Bronze Medallion/Senior Resuscitation Recertification	\$ 59.10	\$ 60.29
National Lifeguard Standards Award	\$ 426.81	\$ 435.38
National Lifeguard Standards Award Recertification	\$ 118.19	\$ 120.57
Life Saving Camp (Bronze Medallion/Bronze Cross/Sr. Resuscitation)	\$ 301.10	\$ 307.15
Royal Lifesaving Instructor Award	\$ 324.29	\$ 330.81
Assistant Water Safety Instructor	\$ 294.81	\$ 300.71
Water Safety Instructor Recertification	\$ 98.52	\$ 100.48
Water Safety Instructor Award	\$ 354.52	\$ 361.62
B.O.A.T Certification - Manual	\$ 14.38	\$ 14.67
B.O.A.T. Certification - Exam	\$ 40.95	\$ 41.76
First Aid Programs		
CPR	\$ 66.38	\$ 67.71
CPR Recertification	\$ 54.48	\$ 55.57
Child Safe	\$ 72.38	\$ 73.81
Child Safe Recertification	\$ 60.19	\$ 61.38
Standard First Aid	\$ 147.81	\$ 150.76
Standard First Aid Recertification	\$ 60.19	\$ 61.38
Emergency First Aid	\$ 80.57	\$ 82.19
*Babysitter's Course – 8 hours 11-15 year old	\$ 63.10	\$ 64.35

\*GST Exempt

**SCHEDULE I - BUILDING BYLAW FEES AND DEPOSITS**

<b>1. Building Fees</b>	
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
<b>2. Plumbing Permits</b>	
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
<b>3. Refund of Fees</b>	
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
<b>4. Re-inspection Charge</b>	
a) A re-inspection fee where more than two inspections are necessary.	\$ 75.00



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

<b>5. Application or Permit Transfer Fee</b>															
a) A transfer fee of 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														
<b>6. Permit Extension Fee</b>															
An additional non-refundable permit extension fee applies when an extension is requested in writing by the owner.	\$ 50.00														
<b>7. Letter Advising of Status of Property and Improvements</b>	\$ 50.00 per hour														
<b>8. Building File Review</b>	\$ 50.00 per hour														
<b>9. Fire Protection Equipment - Resubmission of plans</b>	\$ 100.00 each submission														
<b>10. Damage Deposits</b>															
a) Demolition Permit i) Residential demolition ii) Commercial/industrial demolition	\$1,000.00 \$4,000.00														
b) Building or Moving Permit	<table border="0"> <tr> <td colspan="2">Construction</td> </tr> <tr> <td><u>Value (\$)</u></td> <td><u>Deposit(\$)</u></td> </tr> <tr> <td>0 – 30,000</td> <td>200.00</td> </tr> <tr> <td>30,0001 – 80,000</td> <td>500.00</td> </tr> <tr> <td>80,001 – 200,000</td> <td>700.00</td> </tr> <tr> <td>200,001 – 2,000,000</td> <td>2,000.00</td> </tr> <tr> <td>2,000,001 and over</td> <td>4,000.00</td> </tr> </table>	Construction		<u>Value (\$)</u>	<u>Deposit(\$)</u>	0 – 30,000	200.00	30,0001 – 80,000	500.00	80,001 – 200,000	700.00	200,001 – 2,000,000	2,000.00	2,000,001 and over	4,000.00
Construction															
<u>Value (\$)</u>	<u>Deposit(\$)</u>														
0 – 30,000	200.00														
30,0001 – 80,000	500.00														
80,001 – 200,000	700.00														
200,001 – 2,000,000	2,000.00														
2,000,001 and over	4,000.00														
c) Refund of Damage Deposit – Where a damage deposit has been paid to the District with respect to a Building, Demolition or Moving Permit, the balance of said deposit shall be refunded after: i) An occupancy permit has been issued by the District with respect to the works that the Building or Moving Permit was issued; and, ii) The District has inspected adjacent highways, public utilities and District property which are found to be in a satisfactory condition.															

**SCHEDULE J - CEMETERY RATES**  
 Rates do not include applicable taxes

	Care Fund (included)	Total Fee
Grave Space	\$ 112.50	\$ 450.00
Cremated Remains Size	\$ 33.00	\$ 132.00
<b>Services - Opening and Closing grave for burials</b>		
Monday - Friday 8:00 a.m. - 2:00 p.m.		\$ 650.00
Monday - Friday after 2:00 p.m.		\$ 875.00
Saturday, Sunday		\$ 1175.00
Statutory Holidays		\$ 1,500.00
<b>Services - Opening and Closing grave for Cremated Remains</b>		
Monday - Friday 8:00 a.m. - 2:00 p.m.		\$ 170.00
Monday - Friday after 2:00 p.m.		\$ 370.00
Saturday, Sunday		\$ 470.00
Statutory Holidays		\$ 600.00
<b>Services - Opening and Closing grave for Exhumation</b>		
Monday - Friday 8:00 a.m. - 2:00 p.m.		\$ 658.00
Transfer of License		\$ 25.00
Installation of Memorials	\$ 32.00	\$ 128.00
<b>Goods</b>		
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
<b>Impoundment - Dogs &amp; Cats</b>	
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
<b>Impoundment - UNLICENCED Dogs &amp; Cats</b>	
<b>First impoundment (Plus Annual Dog Licence Fee if applicable)</b>	<b>\$ 100.00</b>
<b>Second impoundment</b>	<b>\$ 150.00</b>
<b>Third and subsequent impoundment</b>	<b>\$ 300.00</b>
<b>Impoundment of Dangerous or Restricted</b>	<b>\$ 400.00</b>
<b>Impoundment - Livestock - Large</b>	
First impoundment	\$ 100.00
Second impoundment	\$ 125.00
Third impoundment	\$ 150.00
Fourth and subsequent impoundment	\$ 200.00
<b>Miscellaneous</b>	
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
<b>Drop off Fee</b>	
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
<b>Adoption Fees - per animal</b>	
<b>Dogs (neutered by District)</b>	
Under 22 pounds	\$ 260.00
22-44 pounds	\$ 276.00
Over 44 pounds	\$ 297.00
<b>Dogs (spayed by District)</b>	
Under 22 pounds	\$ 303.00
22-44 pounds	\$ 323.00
44-88 pounds	\$ 366.00
Over 88 pounds	\$ 414.00
<b>Dogs over 1 year (spayed by District)</b>	
Under 22 pounds	\$ 376.00
22-44 pounds	\$ 383.00
44-88 pounds	\$ 456.00
Over 88 pounds	\$ 530.00
<b>Cats (spayed/neutered by District)</b>	
Neuter	\$ 164.00
Spay	\$ 255.00
Pregnant spay	\$ 361.00
<b>Cats/Dogs (spayed/neutered prior to impound)</b>	<b>\$ 53.00</b>
<b>Veterinary expenses</b>	<b>At cost</b>
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
<b>Quarantine</b>	<b>\$ 153.00</b>

**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**

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

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 December, 2018.

Read a second time on the \_\_\_ day of December, 2018.

Read a third time on the \_\_\_ day of December, 2018.

Adopted on the \_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Director of Corporate Services

\_\_\_\_\_  
Mayor

Certified a true copy of  
Bylaw No. 1090-2018 as adopted.

\_\_\_\_\_  
Director of Corporate Services