



## **DISTRICT OF PORT HARDY**

# **AGENDA COUNCIL MEETING 7:00 PM TUESDAY JANUARY 8, 2019 MUNICIPAL HALL COUNCIL CHAMBERS 7360 COLUMBIA STREET**

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

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

**DISTRICT OF PORT HARDY  
AGENDA FOR THE REGULAR COUNCIL MEETING  
7:00 PM TUESDAY JANUARY 8, 2019 - COUNCIL CHAMBERS - MUNICIPAL HALL**

<u>PAGE</u>		Time:
	<b>A. CALL TO ORDER</b>	
	<b>B. APPROVAL OF AGENDA AS PRESENTED</b> (or amended)	
	Motion required.	1.            2.
	<b>C. ADOPTION OF MINUTES</b>	
1-4	1. Minutes of the Regular Council Meeting December 11, 2018	
	Motion required.	1.            2.
5	2. Minutes of the Special Council Meeting December 13, 2018	
	Motion required.	1.            2.
	<b>D. DELEGATIONS AND REQUESTS TO ADDRESS COUNCIL</b>	
	None.	
	<b>E. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS</b>	
6-7	1. Council Action Items. For information.	
	<b>F. NEW BUSINESS</b>	
	None in Package.	
	<b>G. CORRESPONDENCE</b>	
8-11	1. AVICC re: 2019 AGM and Convention Resolutions Notice Request for Submissions. <i>Staff report to follow in the agenda.</i>	
12-14	2. AVICC re: 2019 AGM and Convention Call for Nominations. For information	
15	3. UBCM re: Gas Tax Agreement Community Works Fund Payment. For information.	
16-17	4. Alex Winter re: Request for Support Cell Phone Service Highway 19.	
	Motion required.	1.            2.
	<b>H. COUNCIL REPORTS</b>	
	1. Verbal Reports from Council members.	
	<b>I. COMMITTEE REPORTS</b>	
18-19	1. Minutes of the Community Consultative Committee held September 24, 2018. See staff reports.	
20-21	2. Draft Minutes of the Community Consultative Committee held November 5, 2018. See staff reports.	
22-23	3. Draft Minutes of the Parks, Recreation, Arts and Culture Committee held December 19, 2018. For information.	
24-25	4. Draft Minutes of the Operational Services Committee held December 17, 2018. For information.	
	<b>J. STAFF REPORTS</b>	
26-27	1. Accounts Payable – December 2018. For information.	

28-29 2. Heather Nelson-Smith, Director of Corporate Services (Dec 27/18) re: Community Consultative Committee Recommendation Short Term Vacation Rentals.

Motion / direction 1. 2.

30-31 3. Heather Nelson-Smith, Director of Corporate Services (Dec 17/18) re: Local Government Management Association 100 Anniversary Commemorative Tree Planting.

Motion / direction 1. 2.

32 4. Heather Nelson-Smith, Director of Corporate Services (Dec 27/18) re: AVICC Resolution 2019.

Motion / direction 1. 2.

33-40 5. Heather Nelson-Smith, Director of Corporate Services (Jan 2/19) re: Development Permit 01-2019 8700 Park Drive.

Motion / direction 1. 2.

41-46 6. Heather Nelson-Smith, Director of Corporate Services (Jan 4/19) re: Development Permit 02-2019 8905 Park Drive.

Motion / direction 1. 2.

**K. CURRENT BYLAWS AND RESOLUTIONS**

47-48 1. Bylaw 1089-2018 A Bylaw to Provide for the Borrowing of Money in Anticipation of Revenue for the year 2019. For final adoption.

Motion required 1. 2.

49-76 2. Bylaw 1090-2018 A Bylaw for District of Port Hardy User Rates and Fees for 2019.

77-78 a. Lynda Sowerby, Director of Finance (Jan 8/18) re: User Rates and Fees Administrative Amendments.

Motion / direction 1. 2.

**L. PENDING BYLAWS**

No pending bylaws.

**M. INFORMATION AND ANNOUNCEMENTS**

January 16, 2019 Committee Parks, Recreation, Arts & Culture 3:00 pm Council Chambers  
January 21, 2019 Special Meeting of Council 9:00 am Council Chambers  
January 21, 2019 Twinning Society Meeting 7:00 pm Council Chambers

**N. NOTICE OF IN CAMERA MEETING**

Special Meeting of Council / In Camera Meeting scheduled for 9:00 am Monday January 21, 2019

**O. ADJOURNMENT**

Motion required. 1. 2. Time:



**MINUTES OF THE DISTRICT OF PORT HARDY  
REGULAR COUNCIL MEETING  
DECEMBER 11, 2018  
COUNCIL CHAMBERS, MUNICIPAL HALL  
7360 COLUMBIA STREET**

**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; Heather Nelson-Smith, Director of Corporate Services; Abbas Farahbakhsh, Director of Operational Services; Lynda Sowerby, Director of Finance; Leslie Driemel, Recording Secretary

**MEDIA:** North Island Gazette

**MEMBERS OF THE PUBLIC:** 4

**A. CALL TO ORDER**

Mayor Dennis Dugas called the meeting to order at 7:00pm 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 Regular Council meeting of December 11, 2018 be accepted.

**C. ADOPTION OF MINUTES**

1. Minutes of the Committee of the Whole meeting held November 27, 2018.

**Moved/Seconded/Carried**

THAT the minutes of the Committee of the Whole meeting held November 27, 2018 be accepted.

2. Minutes of the Regular Council meeting held November 27, 2018.

**Moved/Seconded/Carried**

THAT the minutes of the Regular Council meeting held November 27, 2018 be accepted.

3. Minutes of the Special Council meeting held December 3, 2018.

**Moved/Seconded/Carried**

THAT the minutes of the Special Council meeting held December 3, 2018 be accepted.

**D. DELEGATIONS**

1. Brent Borg, Fire Chief and Gavin Texmo, Deputy Chief, Port Hardy Fire Rescue re: 2019 Capital Project Presentation.

Chief Borg thanked Council for the opportunity to discuss the 2019 capital budget requests and advised Deputy Chief Gavin Texmo has worked hard on an informative presentation for Council review. Discussion with Council included:

- Air Compressor/Fill Station / Storage Cylinders
  - Current compressor is second hand, aging and replacement is needed to upgrade for psi requirements for any new SCBA gear.
  - If the compressor fails, then the department cannot fill tanks.
  - Quotes and specifications were reviewed.

2018-233  
AGENDA REGULAR  
COUNCIL MEETING  
DEC 11/18  
ACCEPTED

2018-234  
COW MEETING  
MINUTES NOV  
27/18 ACCEPTED

2018-235  
REGULAR COUNCIL  
MEETING MINUTES  
NOV 27/18  
ACCEPTED

2018-236  
SPECIAL COUNCIL  
MEETING MINUTES  
DEC 3/18  
ACCEPTED

DELEGATION  
FIRE CHIEF BRENT  
BORG RE: 2019  
CAPITAL  
REQUIREMENTS

- SCBA Replacement
  - Justification sheets for 22 units new units were reviewed.
  - SCBA packs are lifesaving equipment and critical to the department.
  - Current equipment is very old and are only good to 2013 standards and cannot be updated any further.
  - New SCBA will be much lighter and with greater capacity will allow more on-site air time.
  - Resale on current SCBA is possible.
  - Different pricing is available depending on model and options.
  - The department would prefer MSA packs over Scott packs as MSA provides more value, 15-year warranty and more technology in the packs is offered.
  - Port McNeill has MSA equipment and they are pleased with their performance.
  - Having same type of equipment as Port McNeill could result in savings by coordinating supplier maintenance visits.

#### **E. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS**

##### 1. Action Items

Council action items were received for information.

#### **F. NEW BUSINESS**

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.

##### **Moved/Seconded/Carried**

THAT Council write a letter of support for the continuation of the International Association of Firefighters (IAFF) Canadian Haz-Mat & Chemical, Biological, Radiological and Nuclear and Explosives (CBRNE) Training initiative.

##### 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.

##### **Moved/Seconded/Carried**

THAT Council rescind the 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.

- b. Rescind appointment of Treena Smith to Poverty Pilot Program and appoint Councillor Leightan Wishart to Poverty Pilot Program.

##### **Moved/Seconded/Carried**

THAT Council rescind the appointment of Councillor Treena Smith to Poverty Pilot Program and appoint Councillor Leightan Wishart to Poverty Pilot Program.

- c. Rescind Appointment of Councillor Leightan Wishart to Tourism Advisory Committee and appoint Councillor Treena Smith to Tourism Advisory Committee.

##### **Moved/Seconded/Carried**

THAT Council rescind the appointment of Councillor Leightan Wishart to Tourism Advisory Committee and appoint Councillor Treena Smith to Tourism Advisory Committee.

#### **G. CORRESPONDENCE**

No correspondence.

ACTION ITEMS

2018-237  
COUNCIL SUPPORT  
FOR IAAF AND  
CBRNE TRAINING  
INITIATIVE

2018-238  
C/ROBERTSON TO  
MT. WADDINGTON  
TABLE OF  
PARTNERS  
WELLNESS FIRST  
COMMITTEE

2018-239  
C/WISHART TO  
POVERTY PILOT  
PROGRAM

2018-240  
C/SMITH TO  
TOURISM  
ADVISORY  
COMMITTEE

## 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.

Councillor Tidbury requested Council invite Mike McCulley to an upcoming Council meeting to give a presentation on the 2018 Wildfire Season.

## I. COMMITTEE REPORTS

1. Draft Minutes of the Finance Committee meetings held December 5, 2018 were received for information.

## J. STAFF REPORTS

1. Accounts Payable – November 2018 were received for information.

### Moved/Seconded/Carried

THAT the Accounts Payable for November 2018 be received for information.

2. Lynda Sowerby, Director of Finance (Dec 11/18) re: 2019 Capital Projects – Early Approval.

Abbas Farahbakhsh, Director of Operational Services and Allison McCarrick, CAO reviewed the requests for early approval on the three 2019 Capital projects out lined in Lynda Sowerby's report.

### MOVED/SECONDED/CARRIED

THAT Council grant early approval of three 2019 Capital Projects as recommended by the Finance Committee: Skid-Steer Equipment purchase, \$85,000; funded from general surplus (Minutes of Nov. 9, 2018); T-Floats Project, \$60,000; funded from Community Forest (Minutes of Dec. 5, 2018) Enclosure/heating of Equipment Shed, \$40,000; funded from water fund surplus (Minutes of Dec 5, 2018).

3. Heather Nelson-Smith, Director of Corporate Services (Dec 7/18) re: Application for Non-Medical Cannabis Retail Store License

Heather Nelson-Smith, Director of Corporate Services reviewed the process and application by Pacifcanna for a Non-Medical Cannabis Retail Store License in the downtown area. Discussion with Council included:

- Council requirements to review and make a recommendation to the Liquor & Cannabis Regulation Branch
- Review of process and consultations leading to the amendment to the District Zoning Bylaw
- Review of 'resident' consultation requirements, not commercial enterprises
- Review of written comments and petition received
- Bylaw regulations do not allow on-onsite consumption
- District and Provincial Regulations stipulate non-smoking distances from entrances and service areas

### MOVED/SECONDED/CARRIED

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

## 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.
  - a. Lynda Sowerby, Director of Finance, (Dec 11/18) re: 2019 Revenue Anticipation Borrowing Bylaw was received for information.

2018-241  
ACCTS PAYABLE  
NOV 2018  
RECEIVED

2018-242  
2019 EARLY  
BUDGET  
APPROVAL: SKID  
STEER; T-FLOATS;  
EQUIPMENT SHED

2018-243  
APPROVED:  
SUPPORT  
APPLICATION FOR  
PACIFICANNA  
NON-MEDICAL  
CANNABIS RETAIL  
STORE

2018-244  
BYL 1089-2018  
REVENUE  
ANTICIPATION 2019  
1<sup>ST</sup>, 2<sup>ND</sup>, 3<sup>RD</sup>  
READING

- 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.

**Moved/Seconded/Carried**

THAT Bylaw 1089-2018 A Bylaw to Provide for the Borrowing of Money in Anticipation of Revenue for the year 2019 receive First, Second and Third Reading.

- 2. Bylaw 1090-2018 A Bylaw for District of Port Hardy User Rates and Fees for 2019.
  - a. Lynda Sowerby, Director of Finance (Dec 11/18) re: Bylaw 1090-2018 User Rates and Fees for 2019 was received as information.
  - b. District of Port Hardy 2019 User Rate Bylaw Summary of Rate Changes was received for information.
  - c. Bylaw 1090-2018 A Bylaw for District of Port Hardy User Rates and Fees for 2019. For First, Second and Third Reading.

2018-245  
BYL 1090-2018  
USER RATES &  
FEES FOR 2019  
1<sup>ST</sup>, 2<sup>ND</sup>, 3<sup>RD</sup>  
READING

**Moved/Seconded/Carried**

THAT Bylaw 1090-2018 A Bylaw for District of Port Hardy User Rates and Fees for 2019 receive First, Second and Third Reading.

**L. PENDING BYLAWS**

No pending bylaws

**M. INFORMATION AND ANNOUNCEMENTS**

Information and announcements were received for information.

**N. NOTICE OF IN CAMERA MEETING**

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

**O. ADJOURNMENT**

**Moved**

THAT the meeting be adjourned.

Time: 8:05pm

CORRECT

APPROVED

2018-246  
ADJOURNMENT

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

\_\_\_\_\_  
MAYOR



**MINUTES OF THE DISTRICT OF PORT HARDY  
SPECIAL COUNCIL MEETING  
THURSDAY DECEMBER 13, 2018  
COUNCIL CHAMBERS, MUNICIPAL HALL  
7360 COLUMBIA STREET**

**PRESENT:** Mayor Dennis Dugas, Councillors Pat Corbett-Labatt, Janet Dorward, Treena Smith, Fred Robertson, John Tidbury and Leighton Wishart  
**ALSO PRESENT:** Allison McCarrick, CAO; Heather Nelson-Smith, Director of Corporate Services; Lynda Sowerby, Director of Financial Services; Abbas Farahbakhsh, Director of Operations.

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

**A. CALL TO ORDER**

Mayor Dugas called the meeting to order at 10:32 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 13, 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: 11:58 am

CORRECT

APPROVED

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

\_\_\_\_\_  
MAYOR

SC2018-038  
AGENDA DEC  
13/18  
ACCEPTED  
AS  
PRESENTED

SC2018-039  
CLOSE  
MEETING TO  
PUBLIC  
COMMUNITY  
CHARTER  
SEC90 1 (k)

SC2018-040  
ADJOURNED



ITEM	ACTION REGULAR MEETING December 11, 2018	WHO	STATUS /COMMENTS
C/Robertson re: Request for letter of support for International Association of Firefighters (IAFF) Canadian Haz-Mat & Chemical, Biological, Radiological and and Nuclear and Explosives (CBRNE) Training initiative.	Approved: Letter of support	AMc	Done
Council Committee appointments a. Rescind Appointment of C /Smith to Mount Waddington Table of Partners Wellness First Committee and appoint C/Robertson to Mount Waddington Table of Partners: Wellness First Committee. b. Rescind appointment of C/Smith Poverty Pilot Program and appoint C/ Wishart to Poverty Pilot Program. c. Rescind Appointment of C/ Wishart to Tourism Advisory Committee and appoint C /Smith to Tourism Advisory Committee.	Approved: Committee appointments a, b, c as presented. -Circulate Committee list	HN-S	Done
C/Tidbury requested Council invite Mike McCulley to an upcoming Council meeting re: Presentation on the 2018 Wildfire Season.	Issue invitation to Mike McCulley	AMc	Done
Early approval of three 2019 Capital Projects as recommended by the Finance Committee: Skid-Steer, \$85,000; funded from general surplus; T-Floats Project, \$60,000; funded from Community Forest; Equipment Shed, \$40,000; funded from water fund surplus	Approved: as recommended by Finance Committee - Proceed as directed	AF AMc	In Progress
Application from Pacificanna for Non-Medical Cannabis Retail Store License	Approved: 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. - Advise proponent - Advise Liquor & Cannabis Regulation branch	HN-S HN-S	Letter sent to LCRB
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
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>



# 2019 AGM & CONVENTION

## RESOLUTIONS NOTICE

### REQUEST FOR SUBMISSIONS

#### DEADLINE FOR RESOLUTIONS

All resolutions must be received in the AVICC office by: **FEBRUARY 7, 2019**

#### IMPORTANT SUBMISSION REQUIREMENTS

To submit a resolution to the AVICC for consideration please send:

1. One copy submitted as a **word document** by email to [avicc@ubcm.ca](mailto:avicc@ubcm.ca); AND
2. One copy of the resolution by regular mail to:  
AVICC, 525 Government Street, Victoria, BC V8V 0A8

Guidelines for preparing a resolution follow, but the basic requirements are:

- Resolutions are only accepted from AVICC member local governments, and must have been endorsed by the board or council.
- Members are responsible for submitting accurate resolutions.
- Separate **background information explaining the resolution must** accompany each resolution submitted. This information will be shared on the AVICC website.
- Sponsors should be prepared to introduce their resolutions on the Convention floor.
- The resolution should not contain more than two "whereas" clauses.
- Each whereas clause must only have **one sentence**.
- Local government staff should check the accuracy of legislative references, and be able to answer questions from AVICC/UBCM about each resolution. Contact AVICC/UBCM for assistance in drafting the resolution.

#### LATE RESOLUTIONS

- a. A resolution submitted after the regular deadline is treated as a "Late Resolution". Late Resolutions need to be received by AVICC by noon on **Wednesday, April 10<sup>th</sup>**.
- b. Late resolutions are not included in the resolutions package sent out to members before the Convention. They are included in the Report on Late Resolutions that is distributed on-site.
- c. The Resolutions Committee only recommends late resolutions for debate if the topic was not known prior to the regular deadline date or if it is emergency in nature. Late Resolutions require a special motion to admit for debate.
- d. Late resolutions are considered after all resolutions printed in the Resolutions Book have been debated. The time is set out in the program, and is normally on Sunday morning.

## **UBCM RESOLUTION PROCEDURES**

UBCM urges members to submit resolutions to Area Associations for consideration. Resolutions endorsed at Area Association annual meetings are submitted automatically to UBCM for consideration and do not need to be re-submitted to UBCM by the sponsor.

UBCM and its member local governments have observed that submitting resolutions first to Area Associations results in better quality resolutions overall. If absolutely necessary, however, local governments may submit council or board endorsed resolutions directly to UBCM prior to June 30. Should this be necessary, detailed instructions are available on the UBCM website.

## **UBCM RESOLUTIONS PROCESS**

1. Members submit resolutions to their Area Association for debate.
2. The Area Association submits resolutions endorsed at its Convention to UBCM.
3. The UBCM Resolutions Committee reviews the resolutions for submission to its Convention.
4. Resolutions endorsed at the UBCM Convention are submitted to the appropriate level of government for response.
5. UBCM will forward the response to the resolution sponsor for review.

## **UBCM RESOLUTIONS GUIDELINES**

### **The Construction of a Resolution:**

All resolutions contain a preamble and an enactment clause. The preamble describes *the issue* and the enactment clause outlines *the action being* requested. A resolution should answer the following three questions:

- a) What is the problem?
- b) What is causing the problem?
- c) What is the best way to solve the problem?

### **Preamble:**

The preamble begins with "WHEREAS", and is a concise paragraph about the nature of the problem or the reason for the request. It answers questions (a) and (b) above, stating the problem and its cause, and should explain, clearly and briefly, the reasons for the resolution.

The preamble should contain no more than two "WHEREAS" clauses. Supporting background documents can describe the problem more fully if necessary. Do not add extra clauses.

Only one sentence per WHEREAS clause.

### **Enactment Clause:**

The enactment clause begins with the phrase "THEREFORE BE IT RESOLVED", and is a concise sentence that answers question (c) above, suggesting the best way to solve the problem. The enactment should propose a specific action by AVICC and/or UBCM.

Keep the enactment clause as short as possible, and clearly describe the action being requested. The wording should leave no doubt about the proposed action.

## **How to Draft a Resolution:**

### **1. Address one specific subject in the text of the resolution.**

Since your community seeks to influence attitudes and inspire action, limit the scope of a resolution to one specific subject or issue. Delegates will not support a resolution if it is unclear or too complex for them to understand quickly. If there are multiple topics in a resolution, the resolution may be sent back to the sponsor to rework and resubmit, and may end up as a Late Resolution not admitted for debate.

### **2. Use simple, action-oriented language and avoid ambiguous terms.**

Explain the background briefly and state the desired action clearly. Delegates can then debate the resolution without having to try to interpret complicated text or vague concepts.

### **3. Check legislative references for accuracy.**

Research the legislation on the subject so the resolution is accurate. Where necessary, identify:

- the correct jurisdictional responsibility (responsible ministry or department, and whether provincial or federal government); and
- the correct legislation, including the title of the act or regulation.

### **4. Provide factual background information.**

Even a carefully written resolution may not be able to convey the full scope of the problem or the action being requested. Provide factual background information to ensure that the resolution is understood fully. Submit background information in one of the following formats:

i Supplementary Memo:

A brief, one-page memo from the author, that outlines the background that led to the presentation and adoption of the resolution by the local government.

ii Council/Board Report:

A report on the subject matter, presented to the council or board along with the resolution. If it is not possible to send the entire report, then extract the essential background information and submit it with the resolution.

Resolutions submitted without background information **will not be considered** until the sponsor has provided adequate background information. This could result in the resolution being returned and having to be resubmitted as a late resolution.

### **5. Construct a brief, descriptive title.**

A title identifies the intent of the resolution and helps eliminate the possibility of misinterpretation. It is usually drawn from the "enactment clause" of the resolution. For ease of printing in the Annual Report and Resolutions Book and for clarity, a title should be no more than three or four words.

### **6. For resolutions to be debated at UBCM, focus on issues that are province-wide.**

The issue identified in the resolution should be relevant to other local governments across the province. This will support productive debate and assist UBCM to represent your concern effectively to the provincial or federal government on behalf of all BC municipalities and regional districts.



## Sample Resolution

**CURTAIL JUMPING OVER DOGS**  
[SHORT TITLE]

**City of Green Forest**  
[Sponsor]

WHEREAS the quick brown fox jumped over the lazy dog;

**Semicolon** precedes  
"WHEREAS" clause.

AND WHEREAS the lazy dog does not enjoy games of leapfrog:

**Colon** precedes  
"THEREFORE" clause.

THEREFORE BE IT RESOLVED that the quick brown fox will refrain from jumping over the lazy dog.

[A second enactment clause, if absolutely required:]

AND BE IT FURTHER RESOLVED that in the future the quick brown fox will invite a different partner to participate in games of leapfrog.

*Your resolution should follow the structure of this sample resolution.  
Draft your resolution to be as readable as possible within these guidelines.*



# 2019 AGM & CONVENTION

## CALL FOR NOMINATIONS FOR AVICC EXECUTIVE

AVICC members elect directors to the Executive Committee at the Convention. The Executive Committee ensures that the policies set by the general membership are carried forward, and provides direction for the Association between Conventions. This circular is notice of the AVICC Executive Committee positions open for nomination, and the procedures for nomination.

### 1. POSITIONS OPEN TO NOMINATIONS

The following positions are open for nomination:

- President
- First Vice-President
- Second Vice-President
- Director at Large (3 positions)
- Electoral Area Representative

### 2. NOMINATION PROCESS AND QUALIFICATIONS FOR OFFICE

Candidates must be an elected official of an AVICC local government member and must be nominated by two elected officials of an AVICC local government member. Background information on the key responsibilities and commitments of an AVICC Executive member is provided following the nomination form. The Chair of the 2019 Nominating Committee is Past President Mary Marcotte.

### 3. NEXT STEPS

The Nominating Committee will review the credentials of each candidate for eligibility. A Report on Nominations including a photo and 300-word biography will be prepared under the direction of the Nominating Committee and distributed prior to the Convention.

**To be included in the Report on Nominations,  
Nominations Must Be Received By FEBRUARY 7, 2019**

### 4. AT CONVENTION

Candidates may also be nominated at the Convention from the floor. Candidates and their two nominators must be elected officials of an AVICC local government member.

### 5. FURTHER INFORMATION

All enquiries should be directed to:

**Past President Mary Marcotte, Chair, 2019 Nominating Committee**  
c/o AVICC  
525 Government Street  
Victoria, BC V8V 0A8  
Phone: (250) 356-5122  
email: [avicc@ubcm.ca](mailto:avicc@ubcm.ca)

# NOMINATIONS FOR THE 2019-20 AVICC EXECUTIVE

We are qualified under the AVICC Constitution to nominate<sup>1</sup> a candidate and we nominate:

Candidate Name: \_\_\_\_\_

Current Local Gov't Position (Mayor/Councillor/Director): \_\_\_\_\_

Local Government Represented: \_\_\_\_\_

**AVICC Executive Office** Nominated For: \_\_\_\_\_

## MEMBERS NOMINATING THE CANDIDATE:

Printed Name: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Position: \_\_\_\_\_ Position: \_\_\_\_\_

Muni/RD: \_\_\_\_\_ Muni/RD: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

## CONSENT FORM

I consent to this nomination and attest that I am qualified to be a candidate for the office I have been nominated for pursuant to the AVICC Bylaws and Constitution<sup>2</sup>. I also agree to provide the following information to [avicc@ubcm.ca](mailto:avicc@ubcm.ca) by **Thursday, February 7, 2019**.

- Photo in digital format
- Biographical information of approximately 300 words

Printed Name: \_\_\_\_\_

Current Position: \_\_\_\_\_

Muni/RD: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

<sup>1</sup> Nominations require two elected officials of local governments that are members of the Association.

<sup>2</sup> All nominees must be an elected official of an AVICC local government member. Nominees for the position of Electoral Area Representative must be an Electoral Area Director.

**Return To: Past President Mary Marcotte, Chair, Nominating Committee,  
c/o AVICC, 525 Government Street, Victoria, BC V8V 0A8  
or scan and email to [avicc@ubcm.ca](mailto:avicc@ubcm.ca)**





# BACKGROUND INFORMATION FOR CANDIDATES TO THE AVICC EXECUTIVE

## 1. RESPONSIBILITY OF AVICC EXECUTIVE

Under the AVICC Bylaws:

*“The Executive shall manage or supervise the management of the Society”*

See <http://avicc.ca/about-the-avicc/constitution-bylaws/> for a complete copy of the AVICC Constitution and Bylaws.

## 2. AVICC EXECUTIVE STRUCTURE

- President
- First Vice-President
- Second Vice-President
- Director at Large (three positions)
- Electoral Area Representative
- Past President

### COMMITTEES

The President may appoint Executive members to AVICC committees and to external committees and working groups as required. The Nominating Committee is a standing committee and is comprised of the Past President and the Secretary-Treasurer. All members of the Executive serve on the Resolutions Committee.

### CONTRACTED EMPLOYEE

The Association contracts with UBCM for the provision of key services that support the Association. A staff person based in Victoria’s Local Government House provides the key functions. The President is responsible for overseeing the regular activities of the Association and for providing direction to staff.

## 3. EXECUTIVE MEETINGS

The full Executive meets in person five times a year, following this general pattern:

- During the last day of the annual Convention (less than 15 minutes)
- Mid June
- End of October
- Mid January
- Thursday before the Annual Convention

Executive meetings (other than those in conjunction with the Convention) are generally held on a Friday or Saturday from 10:00 am to 3:00 pm and are typically held in Nanaimo. Meetings by teleconference occur 2-3 times per year on an as needed basis (60-90 minutes).

Travel expenses and a per diem are provided for Executive Meetings. For the meeting held on the Thursday before the Convention, reimbursement is only for the added expenses that would not normally be incurred for attending the annual Convention.



December 10, 2018

Mayor Dennis Dugas  
District of Port Hardy  
Box 68  
Port Hardy, BC V0N 2P0

Dear Mayor Dennis Dugas:

**RE: GAS TAX AGREEMENT COMMUNITY WORKS FUND PAYMENT**

I am pleased to advise that UBCM is in the process of distributing the second of two Community Works Fund (CWF) payments for fiscal 2018/2019. An electronic transfer of \$116,110.99 is expected to occur within the next 30 days. These payments are made in accordance with the payment schedule set out in your CWF Agreement with UBCM (see section 4 of your Agreement).

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

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

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

Very best,

A handwritten signature in black ink, appearing to read "Arjun Singh".

Arjun Singh  
UBCM President

Pc: Lynda Sowerby, Director of Financial Services

Mayor and councilors  
Port Hardy, B.C.

1727 Sayward Road  
Sayward, B.C.  
VOP 1R0  
December 11, 2018

Dear Mayor and Councilors:

On September 20 I wrote to your council regarding the campaign for improved cellular phone service on Highway 19. At that time I asked you to write to the CRTC in support of that campaign. The CRTC has responded to the request for regulatory intervention with an assertion that that Commission has jurisdiction over land line service in regulated areas, but does not have jurisdiction over mobile services.

As you are aware there are four competing mobile service providers in your area, Telus, Rogers, Bell and Virgin. Unfortunately, their range is very limited and there remains long stretches of Highway 19 that have no mobile service.

In a competitive environment, there is presently no business case for these companies to provide coverage on the highway where there are no potential residential customers.

There are two government funds available that are intended to assist in the provision of broad band and mobile services in remote and rural areas, including major travel routes. The service providers appear to be unwilling or unable to utilize this funding to provide the needed service.

I am requesting that you take action to assist this campaign by taking the following initiatives:

***Contact the Minister of Innovation, Science, and Economic Development, the Hon. Navdeep Bains requesting his personal intervention on this matter.***

**Navdeep.Bains@parl.gc.ca**

***Contact your local service providers requesting that they provide service on Highway 19 between Campbell River and your area.***

I will not here take time to reiterate the the need for this service as I believe that you are aware that there is an increasing public awareness of this need for safety and business reasons.

Thank you for you help in this matter.



**MINUTES  
DISTRICT OF PORT HARDY  
COMMUNITY CONSULTATIVE COMMITTEE  
MEETING OF SEPTEMBER 24, 2018  
MUNICIPAL HALL, 7360 COLUMBIA STREET**

**PRESENT:** Councillor Rick Marcotte (Chair), Councillor Dennis Dugas, Donna Gault, Don Kattler, Gordon Patterson

**REGRETS:** Eddie Lagrosse and Angela Smith

**ALSO PRESENT:** Heather Nelson-Smith, Director of Corporate & Development Services

**A. CALL TO ORDER**

Chair Rick Marcotte called the meeting to order. Time: 6:00 pm

**B. APPROVAL OF AGENDA**

Addendum New Business

4. Email from Committee member Angela Smith RE: STVR

CCC-2018-005  
APPROVAL OF AGENDA

**Moved/Seconded/Carried**

THAT the agenda of September 24, 2018 be approved as amended

**C. ADOPTION OF MINUTES**

1. Minutes August 28, 2018

CCC-2018-006  
APPROVAL MINUTES  
AUG 27/18

**Moved/seconded/Carried**

THAT the minutes of August 28, 2018 be accepted as presented.

**D. DELEGATIONS**

None

**E. CORRESPONDENCE**

1. MRDT and PST Requirements October 1, 2018

Discussion:

- Bed and Breakfasts will now have to collect MRDT (Hotel Tax) if the community has implemented MRDT tax.

2. Vacation Rentals Presentation Tofino

Discussion:

- Business license fees.
- Quantity of licenses.
- Did all of the business license fees change in Tofino's case?
- Hiring of additional staff for compliance.
- Insurance requirements.
- Fire inspections.
- Finding those that are not registered.

- What are the impacts regarding vacancy rates.

3. Vacation Rentals Presentation Penticton  
See number 2.

4. Addendum: Email from Committee member Angela Smith RE: STVR  
Discussion included:

- Fee structure that compliments the need for STVR.
- Short tourism season.
- How many are in Port Hardy now?
- Empty house short term rentals should be charged differently than a B&B.
- Application for relaxation similar to Nelson where the location is principle residence.
- Do we really want to attract outside investors to take our housing stock for STVR's?
- Port Hardy first priority.
- Limit the amount per business owner will address the issue of multiple properties.
- Local residents investing in the community with additional properties.
- No appetite for absentee owners.
- They are happening now whether we want them or not.
- Concerns with limiting quantity.
- Port Hardy has more tourism potential than 90 days per year.
- Vacant commercial core.

**Moved/Seconded/Carried**

Recommendation that Council consider regulating Short-Term Vacation within the District of Port Hardy.

With the above recommendation the Committee will meet again to make recommendation on the regulations that Council could consider.

**F. BUSINESS ARISING / UNFINISHED BUSINESS**

1. Occupancy Rates Hotels Port Hardy
2. Nelson Short Term Vacation Rentals
3. Powell River Hotels Port Hardy
4. Victoria Bylaw Short Term Vacation Rental

**G. STAFF REPORTS**

**H. NEW BUSINESS**

**I. NEXT MEETING DATE**

A poll will be sent via email for next meeting date.

**J. ADJOURNMENT**

Moved  
THAT that meeting be adjourned.

Time: 7:17 pm

CCC-2018-007  
RECOMMEND  
REGULATE STVR IN  
PORT HARDY

CCC-2018-008  
ADJOURNMENT



**MINUTES  
DISTRICT OF PORT HARDY  
COMMUNITY CONSULTATIVE COMMITTEE  
MEETING OF NOVEMBER 5, 2018  
MUNICIPAL HALL, 7360 COLUMBIA STREET**

**PRESENT:** Councillor Rick Marcotte (Chair), Councillor Dennis Dugas, Donna Gault, Don Kattler, Gordon Patterson

**REGRETS:** Eddie Lagrosse and Angela Smith

**ALSO PRESENT:** Heather Nelson-Smith, Director of Corporate & Development Services

**A. CALL TO ORDER**

Chair Rick Marcotte called the meeting to order. Time: 6:00 pm

**B. APPROVAL OF AGENDA**

**Moved/Seconded/Carried**

THAT the agenda of November 5, 2018 be approved as amended

**C. ADOPTION OF MINUTES**

1. Minutes September 24, 2018

**Moved/seconded/Carried**

THAT the minutes of September 24, 2018 be accepted as presented.

**D. DELEGATIONS**

None

**E. CORRESPONDENCE**

None

**F. BUSINESS ARISING / UNFINISHED BUSINESS**

1. Set Regulations for Short Term Vacation Rentals

Discussion included:

- Keeping the regulations simple.
- Stand alone v. principle residence.
- Limits on quantity.
- Fee structures.
- Benefits to first time home buyers.
- Investment properties.
- Absentee owners.
- Bed and Breakfast provisions.
- Airbnb principles and how started as an opportunity for home owners to vacation elsewhere and rent their home while away.

CCC-2018-009  
APPROVAL OF  
AGENDA

CCC-2018-010  
APPROVAL  
MINUTES SEPT  
24/18

- Nelson BC Regulations are very desirable.

CCC-2018-011  
RECOMMEND  
REGULATIONS  
AND SURVEY

**Moved/Seconded/Carried**

THAT the committee recommends to Council that Short-Term Vacation Rentals be permitted with the following requirements:

- May only be located in the principle residence as define by Home Owner Grant Regulations.
- May be contained in a secondary suite, basement suite and/or carriage home.
- Owners who are away from their home up to 4 months may rent their home as a vacation rental.
- B&B regulations as required by Port Hardy including exits, fire extinguishers and smoke detectors to be in place.
- Require Strata letter of support upon application.
- Apartment Buildings and Manufactured Home Parks will not be permitted to have Short Term Vacation Rentals.
- Bed and Breakfast or Short-Term Vacation Rental, but not both.
- Set different rates for those that only rent while away compared to those who rent a secondary suite or carriage home on their principal property year round.
- Must follow a good neighbor policy, complaints and/or violations will result in licenses being revoked.
- Must meet all parking requirements.
- Maximum guest limit based on square footage.
- Licenses are non-transferable.
- Must register for Municipal and Regional District Tax (MRDT).

AND that the Council consider a public survey to gather input on the above recommendations AND THAT the committee review the feedback and prepare a report of findings to Council.

**G. STAFF REPORTS**

None

**H. NEW BUSINESS**

None

**I. NEXT MEETING DATE**

Following the recommendation to Council the next meeting date will be determined.

**J. ADJOURNMENT**

**Moved**

THAT that meeting be adjourned.

Time: 7:07 pm

CCC-2018-012  
ADJOURNMENT





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**MINUTES**  
**DISTRICT OF PORT HARDY**  
**PARKS, RECREATION, ARTS & CULTURE COMMITTEE MEETING**  
**HELD WEDNESDAY DECEMBER 19, 2018**  
**COUNCIL CHAMBERS, MUNICIPAL HALL**  
**7360 COLUMBIA STREET**

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**Committee**

**Members:** Councillors: Fred Robertson (Chair), Pat Corbett-Labatt, Janet Dorward

**Staff:** Allison McCarrick, CAO; Abbas Farahbakhsh, Director of Operational Services; Heather Nelson-Smith, Director of Corporate Services

**Also Present:** Mayor Dennis Dugas

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**A. CALL TO ORDER**

Councillor Robertson called the meeting to order at 3:01 pm.

**B. APPROVAL OF AGENDA**

**Moved/Seconded/Carried**

THAT Parks, Recreation, Arts & Culture Committee agenda for December 19, 2018 be accepted as amended.

**C. ADOPTION OF MINUTES**

1. Minutes of the Parks, Recreation, Arts & Culture Committee meeting held November 21, 2018.

**Moved/Seconded/Carried**

THAT the minutes of the Parks, Recreation, Arts & Culture Committee meeting held November 21, 2018 be accepted.

**D. DELEGATIONS**

None

**E. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS**

1. Review of Action Items.

Civic Centre Use

Civic Centre use should be discussed later either at a Committee of the Whole or Council meeting.

Frisbee Golf

Staff updated the committee on the use of Beaver Harbour Park to be used for frisbee golf and the area is wide open and available. The nets should be installed and be able to be removed. The management of the nets could be done by the group and an agreement can be established. Perhaps shared storage at the park could be arranged. Discuss further with David McGowan.

2. Capital Review List.

**F. CORRESPONDENCE**

No correspondence.

**G. NEW BUSINESS**

None new business

PRA&CC  
2018-043  
DEC 19/18  
AGENDA  
APPROVED AS  
PRESENTED

PRA&CC  
2018-044  
MINUTES  
NOV 21/18  
ACCEPTED

ACTION ITEMS

CAPITAL LIST  
REVIEW

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**H. COUNCIL / COMMITTEE REPORTS**

No reports.

**I. NOTICE OF MEETING:** Next meeting 3:00 pm January 16, 2019

Upcoming 2019 Meeting Dates: (The third Wednesday of each month)  
February 20, March 20, April 17, May 15, June 19, July 17, August 21,  
September 18, October 16, November 20, December 18

**J. ADJOURNMENT**

**Moved**  
THAT the meeting be adjourned.

Time: 3:19 pm

PRA&CC  
2018-045  
ADJOURNMENT



**MINUTES OF THE DISTRICT OF PORT HARDY  
OPERATIONAL SERVICES COMMITTEE MEETING  
HELD MONDAY DECEMBER 17, 2018  
COUNCIL CHAMBERS, MUNICIPAL HALL  
7360 COLUMBIA STREET**

**Committee**

**Members:** Councillors John Tidbury (Chair), Janet Dorward and Leightan Wishart

**Staff:** Allison McCarrick, CAO; Heather Nelson-Smith, Director of Corporate Services; Abbas Farahbakhsh, Director Operational Services

**Also Present:** Mayor Dennis Dugas

**A. CALL TO ORDER**

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

**B. APPROVAL OF AGENDA**

**Moved/Seconded/Carried**

THAT the agenda of December 17, 2018 be adopted as presented.

**C. ADOPTION OF MINUTES**

Minutes of the Operational Services Committee meeting held November 17, 2018.

**Moved/Seconded/Carried**

THAT the minutes of November 17, 2018 be accepted.

**D. DELEGATIONS**

No delegations

**E. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS**

1. Action Items Review and Update.

Polar Bear Dive

The Lions will continue offering the Polar Bear Swim at the Seagate Pier on January 1, 2019. As part of the use, insurance will be required, the divers must check the area prior to diving to ensure the area is safe and only one person at a time will be permitted to jump from the pier.

Lost at Sea Memorial Unveiling

Consensus that the unveiling take place on Oceans Day 2019. Preferably at lunch. Keep this item on the action agenda.

2. Capital Items List / Operations update.

Staff updated the committee on the capital items.

**F. CORRESPONDENCE**

None in package.

**G. NEW BUSINESS**

1. 2019 Meeting dates

Changes are required to accommodate Statutory Holidays in 2019- new dates:

- Cancel January 21
- February 4
- May 23

OP SCVS  
2018-044  
AGENDA DEC  
17/18  
ACCEPTED AS  
PRESENTED

OP SCVS  
2018-045  
MINUTES NOV  
17/18  
ACCEPTED

ACTION ITEMS

CAPITAL LIST

**H. STAFF REPORTS**

1. Water Report November 2018.  
The staff report was reviewed.

**I. COMMITTEE MEMBER REPORTS**

Abbas reported that the lights at the F-Float at Fisherman's Wharf are being updated as part of the upgrade being done by Small Craft Harbours.

**J. NEXT MEETING DATE:** February 4, 2019

2019 Meeting Dates: 3<sup>rd</sup> Monday of the month March 18, April 15, May 23, June 17, July 15, August 19, September 16, October 21, November 18, December 16

**K. ADJOURNMENT**

**Moved**  
THAT the meeting adjourn at 3:26 pm.

OP SCVS  
2018-046  
ADJOURNMENT

Cheque #	Pay Date	Vendor #	Vendor Name	Paid Amount	Void
012136	05/12/2018	00044	ACKLANDS - GRAINGER INC.	194.92	
012137	05/12/2018	00437	ACME SUPPLIES LTD.	174.03	
012138	05/12/2018	02514	Alsco	206.91	
012139	05/12/2018	00829	ANA'S HARDY CLEAN	3,301.48	
012140	05/12/2018	01836	ARIES SECURITY LTD.	189.00	
012141	05/12/2018	01805	BUSY B'S DISTRIBUTING	8.75	
012142	05/12/2018	00812	CIMCO REFRIGERATION	31,113.60	
012143	05/12/2018	01433	COMOX PACIFIC EXPRESS LT	457.10	
012144	05/12/2018	00099	FOX'S DISPOSAL SERVICES	4,865.42	
012145	05/12/2018	01335	HARBOUR AUTHORITY ASSOCI	575.00	
012146	05/12/2018	00052	HARDY BUILDERS' SUPPLY	388.29	
012147	05/12/2018	00063	HOME HARDWARE BUILDING C	320.85	
012148	05/12/2018	00273	JM'S MOBILE WELDING INC	837.76	
012149	05/12/2018	00065	K & K ELECTRIC LTD.	85.58	
012150	05/12/2018	03059	MAXXAM ANALYTICS	1,399.65	
012151	05/12/2018	00014	MINISTER OF FINANCE	1,725.00	
012152	05/12/2018	00304	MONK OFFICE	16.79	
012153	05/12/2018	00075	O.K. TIRE STORE (PORT HA	736.53	
012154	05/12/2018	00217	ORKIN CANADA CORPORATION	76.65	
012155	05/12/2018	00281	PARKLAND REFINING (B.C.)	1,442.14	
012156	05/12/2018	00406	PORT HARDY FIREFIGHTERS	8,137.50	
012157	05/12/2018	00769	Praxair Distribution	945.43	
012158	05/12/2018	00080	PUROLATOR INC.	483.99	
012159	05/12/2018	00279	REDDEN NET CO. (PORT HAR	154.09	
012160	05/12/2018	00187	REGIONAL DISTRICT OF MT	9,755.95	
012161	05/12/2018	00253	Shaw Cable	140.34	
012162	05/12/2018	02408	SPORTY BAR AND GRILL	1,860.00	
012163	05/12/2018	00113	STRYKER ELECTRONICS LTD.	128.80	
012164	05/12/2018	03645	SYBERTECH WASTE REDUCTIO	899.01	
012165	05/12/2018	02535	Time Business Machines L	4,032.00	
012166	05/12/2018	03264	Unitech Construction Man	83,090.92	
012167	05/12/2018	01026	VIMAR EQUIPMENT LTD.	615.78	
012168	05/12/2018	03558	WEST COAST PROPANE	79.23	
012169	05/12/2018	02018	Westkey Graphics	612.87	
012170	10/12/2018	01755	THARP, TIM	357.40	
012171	13/12/2018	03649	1072638 BC LTD	200.00	
012172	13/12/2018	03647	A MAIS TECHNOLOGIES INC.	11,189.92	
012173	13/12/2018	00735	A.C.E. COURIER SERVICES	52.13	
012174	13/12/2018	02514	Alsco	12.64	
012175	13/12/2018	00046	ANDREW SHERET LTD	876.31	
012176	13/12/2018	01836	ARIES SECURITY LTD.	12,048.75	
012177	13/12/2018	00047	B.C. HYDRO (Minister of	52,704.69	
012178	13/12/2018	00073	BLACK PRESS GROUP LTD.	815.00	
012179	13/12/2018	01805	BUSY B'S DISTRIBUTING	17.50	
012180	13/12/2018	00018	CANADIAN RED CROSS	40.00	
012181	13/12/2018	01767	CIVICINFO BC	446.25	
012182	13/12/2018	02762	Cleartech Industries Inc	947.52	
012183	13/12/2018	03644	COAST WATER SYSTEMS	40,228.16	
012184	13/12/2018	02822	Corix Water Products LP	2,124.86	
012185	13/12/2018	01901	DENNISON, MELINDA	61.00	
012186	13/12/2018	01982	DIGITAL POSTAGE ON CALL	1,575.00	
012187	13/12/2018	01476	DOR-TEC SECURITY LTD.	639.63	
012188	13/12/2018	03648	EMCO CORPORATION	49.43	
012189	13/12/2018	03190	Fluent Information Manag	735.00	
012190	13/12/2018	00099	FOX'S DISPOSAL SERVICES	73.33	
012191	13/12/2018	00052	HARDY BUILDERS' SUPPLY	569.15	
012192	13/12/2018	00063	HOME HARDWARE BUILDING C	714.90	
012193	13/12/2018	03516	Innov8 Digital Solutions	1,511.14	
012194	13/12/2018	01875	ISLAND ADVANTAGE DISTRIB	221.98	
012195	13/12/2018	03440	IZCO Technology Solution	2,021.45	
012196	13/12/2018	00065	K & K ELECTRIC LTD.	3,274.66	
012197	13/12/2018	00271	LIFESAVING SOCIETY	199.34	
012198	13/12/2018	03646	MUIR ENGINEERING	4,200.00	
012199	13/12/2018	00033	NAPA AUTO PARTS/N.I. IND	100.42	
012200	13/12/2018	01645	NORTH ISLAND COMMUNICATI	1,279.53	
012201	13/12/2018	02978	North Island Crisis & Co	200.00	
012202	13/12/2018	00027	NORTH ISLAND VETERINARY	334.91	
012203	13/12/2018	03390	O'Reilly, Kathy	521.59	
012204	13/12/2018	00075	O.K. TIRE STORE (PORT HA	316.60	
012205	13/12/2018	02749	Orach Enterprises Ltd.	3,751.16	
012206	13/12/2018	00203	Port Hardy & Dist. Chamb	4,870.78	

Cheque #	Pay Date	Vendor #	Vendor Name	Paid Amount	Void
012207	13/12/2018	01183	PORT HARDY YOUTH SOCCER	3,000.00	
012208	13/12/2018	00080	PUROLATOR INC.	183.52	
012209	13/12/2018	00107	RECEIVER GENERAL FOR CAN	20,250.31	
012210	13/12/2018	02174	RECYCLING COUNCIL OF BC	175.00	
012211	13/12/2018	03407	Retire West Communities	200.00	
012212	13/12/2018	02100	ROCKY MOUNTAIN PHOENIX	703.50	
012213	13/12/2018	03174	Schantz, Robert	47.70	
012214	13/12/2018	02522	Strathcon Industries	370.72	
012215	13/12/2018	00113	STRYKER ELECTRONICS LTD.	95.20	
012216	13/12/2018	03635	TERRAPURE	173.25	
012217	13/12/2018	03264	Unitech Construction Man	175,460.60	
012218	13/12/2018	01773	UNIVAR CANADA LTD.	13,014.79	
012219	13/12/2018	02837	Waterhouse Environmental	6,930.56	
012220	19/12/2018	00046	ANDREW SHERET LTD	3,052.20	
012221	19/12/2018	00184	BC Assessment	36.11	
012222	19/12/2018	01531	BJARNASON, SUSAN	111.67	
012223	19/12/2018	01805	BUSY B'S DISTRIBUTING	223.32	
012224	19/12/2018	02882	Catalys Lubricants Inc.	335.77	
012225	19/12/2018	00812	CIMCO REFRIGERATION	7,778.40	
012226	19/12/2018	01433	COMOX PACIFIC EXPRESS LT	103.89	
012227	19/12/2018	02822	Corix Water Products LP	996.59	
012228	19/12/2018	02410	Doyle, Tracy	16.59	
012229	19/12/2018	00183	DRIEMEL, LESLIE	124.24	
012230	19/12/2018	00099	FOX'S DISPOSAL SERVICES	13,685.52	
012231	19/12/2018	00058	GUILLEVIN INTERNATIONAL	8,401.28	
012232	19/12/2018	00063	HOME HARDWARE BUILDING C	103.85	
012233	19/12/2018	03337	LOCKZ2FIT	139.66	
012234	19/12/2018	00069	MACANDALE'S	1,460.48	
012235	19/12/2018	02176	MOUNT WADDINGTON REGIONA	2,585.06	
012236	19/12/2018	00827	Municipal World Inc.	66.10	
012237	19/12/2018	00281	PARKLAND REFINING (B.C.)	2,764.02	
012238	19/12/2018	00269	PETTY CASH (OFFICE)	119.10	
012239	19/12/2018	00363	PORT HARDY BULLDOZING LT	5,339.78	
012240	19/12/2018	00406	PORT HARDY FIREFIGHTERS	16,709.00	
012241	19/12/2018	00412	PORT HARDY LIONS CLUB	222.27	
012242	19/12/2018	00187	REGIONAL DISTRICT OF MT	8,924.96	
012243	19/12/2018	02100	ROCKY MOUNTAIN PHOENIX	2,961.00	
012244	19/12/2018	03174	Schantz, Robert	47.70	
012245	19/12/2018	03073	Smith Cameron Process So	1,158.08	
012246	19/12/2018	02203	Stantec Consulting Ltd.	4,120.20	
012247	19/12/2018	02971	SUMMIT VALVE AND CONTROL	8,160.32	
012248	19/12/2018	00160	TELUS	5,177.58	
012249	19/12/2018	00161	TELUS MOBILITY (BC)	609.58	
012250	19/12/2018	00011	Tidbury, John	43.46	
012251	19/12/2018	00643	TOWN OF PORT MCNEILL	152.00	
012252	19/12/2018	03558	WEST COAST PROPANE	4,153.98	
012253	19/12/2018	03195	ZeoTec Limited	168.00	
Total:				628,990.40	

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



## DISTRICT OF PORT HARDY REPORT TO COUNCIL

---

**TO:** Mayor and Council  
**FROM:** Heather Nelson-Smith, Director of Corporate Services  
**SUBJECT:** Community Consultative Committee Recommendation STVR  
**DATE:** December 27, 2018

---

### BACKGROUND

The Council referred Short Term Vacation Rentals to the Community Consultative Committee (CCC). The CCC met in August, September and November to provide Council a recommendation on the future of Short-Term Vacation Rentals (STVR) in Port Hardy. Please see attached report April 4, 2018 regarding the current STVR situation.

### RECOMMENDATION FROM COMMITTEE

Recommendation that Council consider regulating Short-Term Vacation Rentals within the District of Port Hardy.

Further to the above recommendation the CCC met to discuss options for permitting STVR's in Port Hardy, with emphasis on the City of Nelson model which only permits STVR's to be in the principle dwelling of the owner. The principle residence is as defined by the Home Owner Grant Administration:

#### *Your Principal Residence*

*For the purpose of claiming the home owner grant, you can have only one principal residence.*

*If you own more than one home, you can't designate which one is your principal residence.*

*Your principal residence is the usual place that you make your home. It's where you live and conduct your daily affairs, like paying bills and receiving mail, and it's generally the residence used in your government records for things like your income tax, medical services plan, driver's licence and vehicle registration.*

Airbnb was set up with the intention to allow homeowners the opportunity to rent out their own home or a room and in keeping with that tradition the CCC felt this was the best first step in regulating and monitoring rental availability without limiting the possibilities for homeowners to earn extra income similar to a Bed and Breakfast or a small home based business as defined in our zoning regulation.

In addition, the CCC wanted to inform the public through a public survey, therefore the recommendation includes a survey and opportunity to review the feedback.

THAT the committee recommends to Council that Short-Term Vacation Rentals be permitted with the following requirements:

- May only be located in the principle residence as define by Home Owner Grant Regulations.
- May be contained in a secondary suite, basement suite and/or carriage home.
- Owners who are away from their home up to 4 months may rent their home as a vacation rental.
- B&B regulations as required by Port Hardy including exits, fire extinguishers and smoke detectors to be in place.
- Require Strata letter of support upon application.
- Apartment Buildings and Manufactured Home Parks will not be permitted to have Short Term Vacation Rentals.
- Bed and Breakfast or Short-Term Vacation Rental, but not both.

*Short Term Vacation Rentals*

---

- Set different rates for those that only rent while away compared to those who rent a secondary suite or carriage home on their principal property year round.
- Must follow a good neighbor policy, complaints and/or violations will result in licenses being revoked.
- Must meet all parking requirements.
- Maximum guest limit based on square footage.
- Licenses are non-transferable.
- Must register for Municipal and Regional District Tax (MRDT).

AND that the Council consider a public survey to gather input on the above recommendations AND THAT the committee review the feedback and prepare a report of findings to Council.

Respectfully submitted,

I support the staff report,



Heather Nelson-Smith  
Director of Corporate &  
Development Services



Allison McCarrick  
Chief Administrative Officer





## DISTRICT OF PORT HARDY STAFF REPORT

---

**TO:** Allison McCarrick, CAO  
**FROM:** Heather Nelson-Smith, Director of Corporate Services  
**SUBJECT:** LGMA 100 Anniversary Commemorative Tree Planting  
**DATE:** December 17, 2018

---

### **BACKGROUND**

The purpose of this letter is to seek Council's approval to join other local governments across BC and plant a commemorative tree in recognition of local government professionals and their ongoing commitment to serve their communities.

At the 1919 Union of BC Municipalities Conference, a resolution was adopted establishing the Local Government Management Association of BC (then called the "Municipal Officers Association of BC"). For the past 100 years, the LGMA has worked to support the learning, leadership, and growth of local government professionals across the province.

To mark its 100th anniversary, the LGMA is encouraging all local governments in BC to plant a tree in celebration of a century of dedication, hard work, and innovation by local government professionals during Local Government Awareness Week, May 19-25, 2019.

The LGMA has partnered with BC Hydro's Community Regreening Program and will offer every local government in BC up to \$50 to purchase a tree of their choice in their climate zone. Local governments can choose one of two options:

1. Purchase a tree from existing suppliers and have the LGMA provide a reimbursement of up to \$50.
2. Select their preferred tree and place an order through LGMA for a cost of up to \$50. LGMA will arrange shipment of the tree to their community.

Selected trees will need to meet BC Hydro's requirements for planting near powerlines. As well, a small, metal, weather-resistant commemorative plaque will be provided by the LGMA to be mounted near the tree. Plaques are made of a substrate coated in an aluminum composite and will be able to live outside in a variety of weather conditions.

### **TREE SELECTION**

- *Cercidiphyllum japonicum*, (katsura tree)
  - An excellent shade tree with leaves that turn from reddish purple to blue green, and finally, to yellow in the fall.
- *Cornus 'Eddie's White Wonder'* (Eddie's dogwood)
  - Very resistant to the dogwood leaf-blotch blight which affects the native "nuttallii". The choice for coastal planting of dogwood.
- *Syringa vulgaris*, (lilac)
  - Beautiful and aromatic lilac is a favorite the world over. Choose a variety adapted to your planting area.
- *Koelreuteria paniculate* 'Goldenrain tree'
  - The tree grows 30 to 40 feet tall with an equal spread, in a broad, somewhat irregular globe-shape.
  - Some trees appear vase-shaped. Flowers are yellow.

**RECOMMENDATION**

That Council authorize staff to proceed with selecting a tree to plant in a location recommended by staff and hold a commemorative tree planting ceremony in recognition of the local government profession and ongoing commitment to the community.

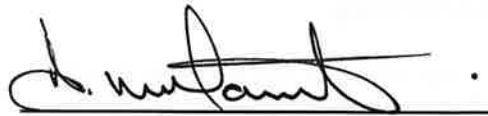
Respectfully Submitted,



---

Heather Nelson-Smith,  
Director of Corporate Services

I support this recommendation,



---

Allison McCarrick,  
CAO



# DISTRICT OF PORT HARDY

## STAFF REPORT



---

**DATE:** December 27, 2018 **FILE:** 0550-05 Resolutions  
**TO:** Allison McCarrick, Chief Administrative Officer  
**FROM:** Heather Nelson-Smith, Director of Corporate & Development Services  
**RE:** **AVICC RESOLUTION 2019**

---

### BACKGROUND

Council at its strategic planning meeting in early December 2018 discussed the options for obtaining funding towards recreation projects in addition to revenues generated from the Community Forest.

Council discussed opportunities including the ability to access funds that are collected from the provincial government from the extraction of resources including trees, minerals, aggregate and aquaculture. As a result of the discussion a search of the UBCM resolution database produced a resolution put forth by the Town of Port McNeill in 1997 which was not endorsed. (see below)

*WHEREAS there is a need to augment the income of communities that have a low tax base; AND WHEREAS many of these communities provide residential, social and recreational services to the workers in the surrounding areas (such as loggers, miners, aquaculturists): THEREFORE BE IT RESOLVED that the Union of British Columbia Municipalities petition the provincial government to apportion a share of the property taxes, royalties and stumpage payments that are paid by the resource industries in those unorganized areas, to the adjoining municipalities.*

### RESOLUTION

*WHEREAS small rural communities in British Columbia are surrounded by lands within Regional Districts governed by the Provincial Government that collect revenue from industry for resource extraction from the lands;*

*AND WHEREAS The communities adjoining these lands provide services including parks, recreation and roads, for the companies and employees and gain no apportionment of the revenue collected for providing these services;*

*THEREFORE, BE IT RESOLVED that the Association of Vancouver Island and Coastal Communities lobby the Province of British Columbia to consider revenue sharing of royalties and taxes with municipalities that provide services to those industries benefitting from the services of the adjoining municipalities.*

### OPTIONS

1. Do nothing.
2. Make changes to the resolution.
3. Council forward the resolution to the AVICC.

Respectfully submitted,

  
Heather Nelson-Smith  
Director of Corporate Services

I support this report,

  
Allison McCarrick  
Chief Administrative Officer



# DISTRICT OF PORT HARDY

## STAFF REPORT



---

**DATE:** January 2, 2019 **FILE:** Development Permit 01-2019  
**TO:** Allison McCarrick, Chief Administrative Officer  
**FROM:** Heather Nelson-Smith, Director of Corporate & Development Services  
**RE:** **DEVELOPMENT PERMIT 01-2019 8700 PARK DRIVE**

---

### BACKGROUND

Owners 1139401 BC LTD, through their authorized agent Pathfinder Development Corporation have made an application for a development permit for 8700 Park Drive.

In May of 2018 Council passed bylaw 1078-2018 to amend the property legally described as Lot 1, Section 1, Township 8, Rupert District, Plan 45379 PID 008-079-188 Civic Address 8700 Park Drive to Comprehensive Development Zone 9 which provides for a mixed-use Strata development to allow the range of uses permitted in the RM-1: Multiple Unit Residential with the additional provision of Duplex Dwellings.

Since May staff have been working with the developers to ensure that the development is consistent with the Official Community Plan Development Permit Area 'Downtown' which includes protecting the natural environment, ensuring adequate pedestrian access and connectivity to the downtown and keeping the form and character of the buildings in a maritime west coast theme.

### DESIGN ELEMENTS

The design of the new 66-unit Strata townhouse complex which shows front rear and side elevations of the buildings to be constructed on the property is attached (DP A001, DP A201 and DP A202).

The masterplan drawings which show building placement as well as topography and corridors between the buildings is attached (RZ-102.1 and RZ-102.3).

The following considerations were made when preparing the site plan.

- The eagle tree that was verified by Pacificus Biological LTD. has shown a one and a half tree buffer as required by provincial regulation.
- The buildings have been placed on the slope in order to achieve ample views of Hardy Bay.
- An additional emergency access protected by a bollard will be required.
- Pedestrian access along Rupert Street will be improved with a sidewalk and lighting.
- Greenspace preservation is intended for this property which allows for a small buffer from the neighbouring residential area.

### DEVELOPMENT PERMIT REQUIREMENTS

As part of the development permit, here is a summary of the requirements prior to applying for a strata subdivision plan with the Approving Officer, Allison McCarrick and a building permit with the District of Port Hardy. All plans will be reviewed by staff to ensure consistency with the District's bylaws including the Subdivision and Control Bylaw which sets the standards for all works and services.

**Landscape** - A Landscape Plan for cut and fill slope restoration / disturbed areas, prepared together with the boulevard treatment landscape requirements, is required. This is to be prepared by a Qualified Environmental Professional / Landscape Architect.

Servicing drawings detailing the species, size and proposed location of street trees must be prepared by a Landscape Architect or Landscape Designer and be submitted with the servicing drawings to the District

**Archaeological Sites**- Are to be reviewed and monitored as per the *Heritage Conservation Act*.

**Development Engineering Requirements**- Pursuant to Section 509 of the Local Government Act and the District of Port Hardy's Subdivision, Development & Control Bylaw all highway, drainage, water and sewer works must be provided in accordance with the District of Port Hardy bylaws and standards at the Developer's cost and shall be designed and certified accordingly by a qualified Professional Engineer.

The Developer is required to enter into a Servicing Agreement with the District for all off-site services prior to final building permit approval complete with security deposit.

**Geotechnical Report**- A qualified professional is required to complete all necessary surface and subsurface investigations to support the design recommendations .

**Water, Storm and Sanitary Sewer**- Provide water, sewer and storm services in accordance with the District of Port Hardy's Subdivision, Development & Control Bylaw. Prior to starting any construction on site.

**Roadworks and Boulevard Design**- Design and construct roads as per the requirements of the District of Port Hardy's Subdivision, Development & Control Bylaw. A Traffic Impact Assessment will be required.

**Private Utilities**- Must be located underground.

**Lot Drainage**- A lot drainage plan summary is required and must correspond to geotechnical / hydrogeological requirements.

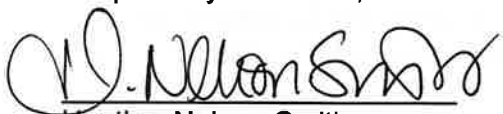
**Performance Bond and Security Deposit for Works and Services**- The Developer is required to enter into a Servicing Agreement with the District for all off-site services prior to final building permit approval complete with a security deposit/bond in the amount of 125% of the estimate provided by the Qualified Professional.

**Term**- The Development Permit shall be valid for one year.

#### RECOMMENDATION

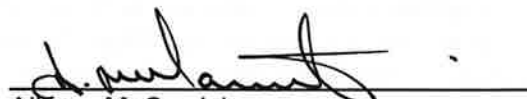
THAT staff be authorized to issue Development Permit 01-2019 to 1139401 BC LTD to develop a 66-unit townhouse complex on the property legally described as Lot 1, Section 1, Township 8, Rupert District, Plan 45379 PID 008-079-188 Civic Address 8700 Park Drive.

Respectfully submitted,



Heather Nelson-Smith  
Director of Corporate Services

I support this report,



Allison McCarrick  
Chief Administrative Officer

**DRAWING LIST - DP**

Sheet Number	Sheet Name	Sheet Issue Date
DP A001	COVER	2018-11-23
DP A100.3	AREA PLANS	2018-11-23
DP A100.4	HEIGHT CONTROL	2018-11-23
DP A100.5	UNIT AREAS	2018-11-23
DP A100.6	UNIT AREAS	2018-11-23
DP A101	FLOOR PLANS	2018-11-23
DP A102	FLOOR PLANS	2018-11-23
DP A103	FLOOR PLANS	2018-11-23
DP A104	FLOOR PLANS	2018-11-23
DP A105	FLR PLAN PERSPECTIVES	2018-11-23
DP A201	ELEVATIONS - FRONT + SIDES	2018-11-23
DP A202	ELEVATIONS - REAR	2018-11-23
DP A301	SITE SECTIONS	2018-11-23
DP A402	PERSPECTIVE RENDERS	2018-11-23



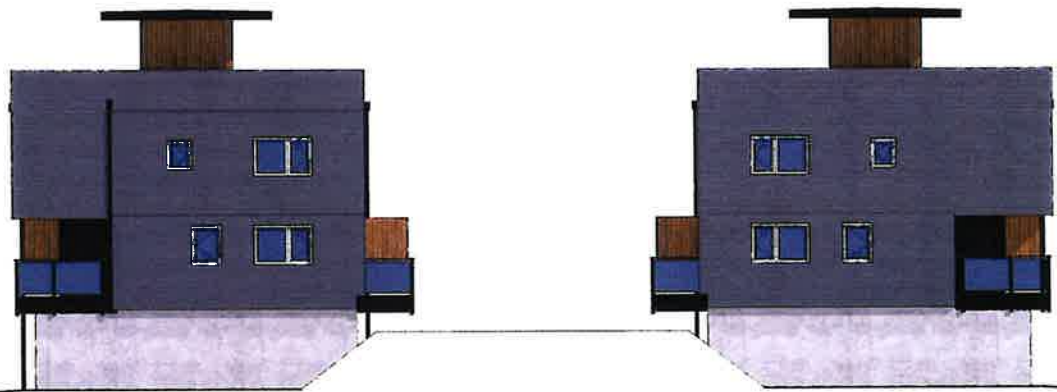
**TYPICAL UNIT BLOCK OF 6**  
1 : 500

**1 3D View 3**

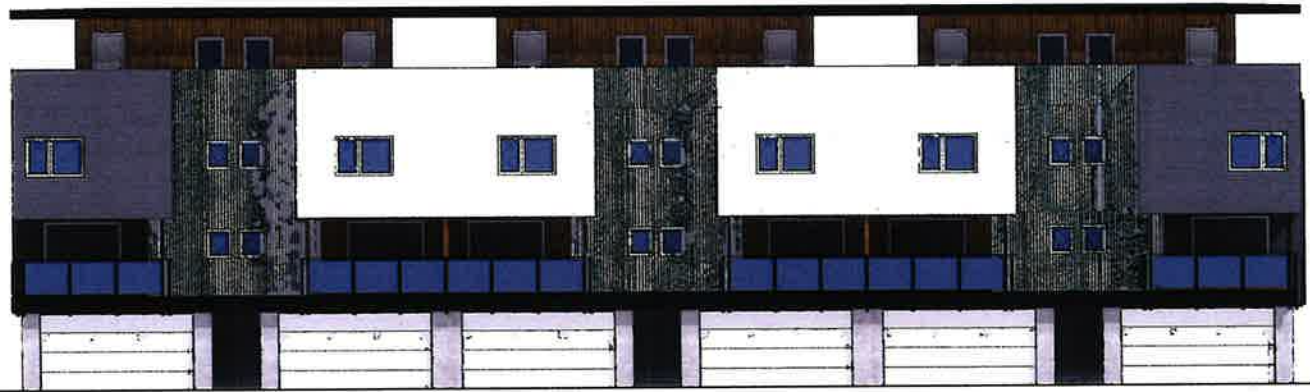




SIDE VIEW



FRONT VIEW



DVAD Inc.  
 DEREK VENTER ARCHITECTURAL DESIGN  
 P: +27 21 521 2771 F: +27 21 521 2772  
 113 COLLEGE STREET, PORT HURST, PORT HURST



DEVELOPMENT PERMIT

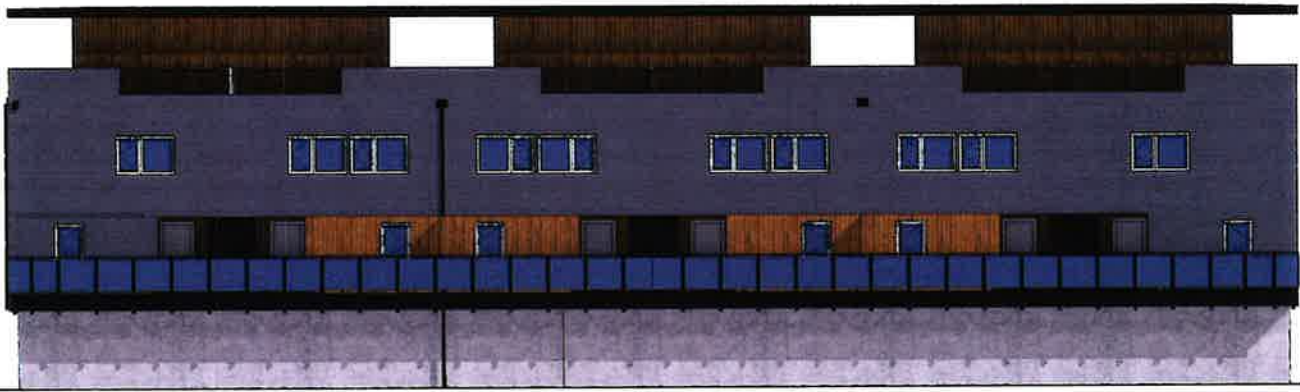
2018-11-23

TOWNHOUSE DEVELOPMENT - TYPE A  
 8700 PARK DRIVE, PORT HARDY

ELEVATIONS - FRONT + SIDES  
 Scale: 1 : 150

DP A201





REAR VIEW

DVAD  
 DEANE WINTER ARCHITECTURAL DESIGN  
 1000 10th Street, Port Hardy, BC  
 P.O. Box 1000, Port Hardy, BC V9Y 1S9



DEVELOPMENT PERMIT

2018-11-23



TOWNHOUSE DEVELOPMENT - TYPE A  
 8700 PARK DRIVE, PORT HARDY

ELEVATIONS - REAR  
 Scale: 1 : 150

DP A202







# DISTRICT OF PORT HARDY

## STAFF REPORT



---

**DATE:** January 2, 2019 **FILE:** Development Permit 02-2019  
**TO:** Allison McCarrick, Chief Administrative Officer  
**FROM:** Heather Nelson-Smith, Director of Corporate & Development Services  
**RE:** **DEVELOPMENT PERMIT 02-2019 8905 PARK DRIVE**

---

### BACKGROUND

Owners 1139401 BC LTD, through their authorized agent Pathfinder Development Corporation have made an application for a development permit for 8905 Park Drive.

In November 2018 Council passed bylaw 1088-2018 to amend the property legally described as Lot C, Plan 24438, Section 1, Township 8, Rupert District, PID 003-029-093, Civic Address 8905 Park Drive to Comprehensive Development Zone 10 (CD-10). CD-10 provides for a mixed-use residential development allowing the range of uses permitted in the RM-1: Multiple Unit Residential, an additional provision of Duplex Dwellings and Single-Family Dwellings plus the inclusion of small-scale commercial opportunities on the property.

Since early summer staff have been working with the developers to ensure that the development is consistent with the Official Community Plan Development Permit Area 'Thunderbird' which includes protecting the natural environment, ensuring adequate pedestrian access trail creation to create connectivity to residential and waterfront, encouraging small scale commercial opportunities, and the use of durable building materials that withstand the local climate.

Please note that the application for a development permit is only for the residential portion of the property. Any placement of the commercial is for future development and will not be addressed in this development permit.

### DESIGN ELEMENTS

The design for a 12 building 96 unit rental residential complex which shows front rear and side elevations of the buildings to be constructed on the property is attached (RZ-103.1 and RZ-103.2).

The masterplan drawings which show building placement as well as side elevation are attached (RZ-001.1 and RZ-001.2).

The following considerations were made when preparing the site plan.

- Heron perching trees were identified by Pacificus Biological LTD. a buffer required by provincial regulation has been established.
- The majority of the lot is surrounded by natural streams which also show a 15m buffer as required by riparian regulation.
- Greenspace preservation is intended for this property which allows for a buffer from the neighbouring residential area.
- The buildings have been placed on the property to avoid the naturally sensitive areas.
- Seaview Drive access is proposed as emergency access and will be protected by a bollard.
- Pedestrian access along Rupert Street will be improved with a sidewalk and lighting.
- Access to the property will be from Rupert Street.

**RECOMMENDATION**

THAT staff be authorized to issue Development Permit 02-2019 to 1139401 BC LTD to develop a 12 building 96 unit rental residential complex on the property legally described as Lot C, Plan 24438, Section 1, Township 8, Rupert District, PID 003-029-093. Civic Address 8905 Park Drive.

Respectfully submitted,



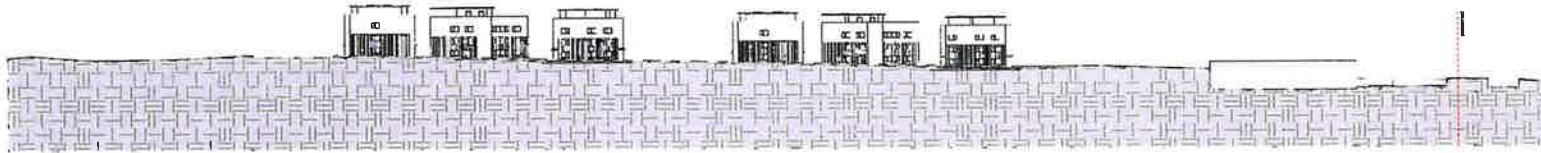
Heather Nelson-Smith  
Director of Corporate Services

I support this report,

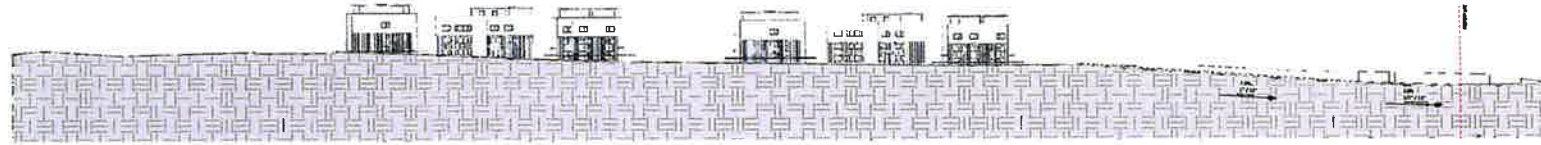


Allison McCarrick  
Chief Administrative Officer

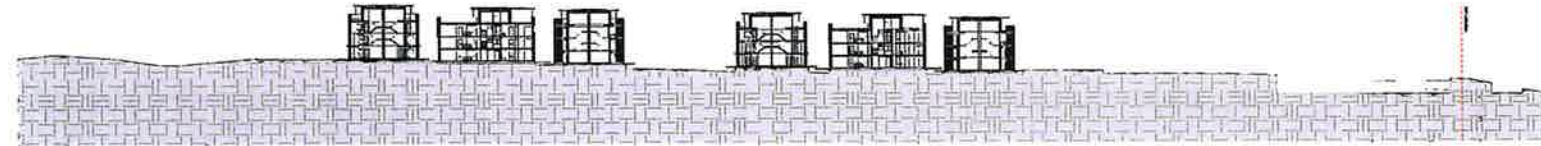




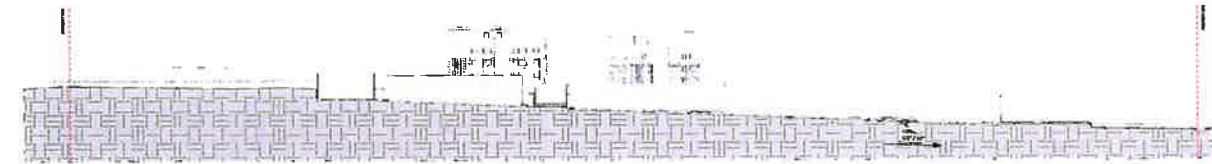
1 LONG SECTION 1  
1:500



2 LONG SECTION 2  
1:500



3 LONG SECTION 3  
1:500



4 CROSS SECTION - COMMERCIAL  
1:500

NO.	DATE	ISSUE KEY	BY

NO.	DATE	ISSUE KEY	BY

IF BY THE APPROVAL OF THE OWNER, CIVIL ENGINEER SHALL  
 CONFIRM AND BE RESPONSIBLE FOR THE EXISTING AND PROPOSED  
 FOUNDATION AND STRUCTURE DESIGN. THE FOUNDATION  
 DESIGN SHALL BE REFERRED TO THE ARCHITECT FOR TO  
 COMMERCIAL USE.

DO NOT SCALE DRAWING

APPROVED BY: [Signature] DATE: [Date]

THE OFFICE OF THE ENGINEER HAS REVIEWED THE  
 PROJECT FOR THE CITY OF PORT HARDY.



DEVIC VENTR ARCHITECTURAL DESIGN

30' 11" 1/2" Wx  
 7' 11" 1/2" H  
 1:500  
 11/11/15

PROJECT  
**PORT HARDY  
 RENTAL +  
 COMMERCIAL**

8905 PARK DRIVE, PORT HARDY

PROJECT PHASE  
**DESIGN DEVELOPMENT**

CLIENT

SHEET  
**8905 SECTIONS**

DRAWN BY: MD CHECKED BY: DV  
 SHEET ISSUE DATE: 2018/11/15 SCALE: 1:500

SHEET NO.  
**RZ-103.2**

ADVISOR/DATE: 2018-11-19 5:55:55 PM

\\\server\p2\p2\p2\18 PROJECT 8905\8905\103.2 - 8905 Park Dr - Port Hardy Development\7 - Drawing\Arch\103.2 - 8905 Park Drive.dwg (sheet) - 11/19/2018 5:55:55 PM

DESIGN SIMPLICITY THAT HELPS CREATE THE OPPORTUNITY FOR  
PEOPLE TO HAVE A HOME. A COMPACT AND EFFICIENT DESIGN.

A PASSIVE HOUSE.



1 COVER 3D - PERSPECTIVE COVER





1 COVER 3D - PERSPECTIVE 1



2 COVER 3D - PERSPECTIVE 2

THE INTENDED FINISH MATERIALS ARE SIMPLE, SUPER DURABLE, SUITABLE AND APPROPRIATE FOR THE LOCATION, ENVIRONMENT AND THE PEOPLE WHO WILL CALL THIS THEIR HOME.

METAL SIDING THAT IS GALVANIZED - NOT EVER REQUIRING PAINT.  
 WOOD SIDING - CEDAR THAT WILL AGE IN PACE - ROT AND MOLD PROOF.  
 FINISH WOOD AROUND THE EXTERNAL DOORS - TO CREATE A SOFT WELCOMING TOUCH TO THE USERS.



3 COVER 3D





**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 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 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  
 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

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Schedule C	Storm Sewer Rates .....	8
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Schedule G	Harbour Rates.....	13
Schedule H	Recreation Rates.....	15
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Applications of Capacity Increase Rates .....25

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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 \_\_\_\_\_.

*Original signed by:*

\_\_\_\_\_  
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).  ii. Estimate fees shall be charged on the basis of the actual cost of the work necessary including but not limited to all pavement, sidewalk, cut/replacement, and boulevard work.  The estimate, provided by the District of Port Hardy, of the work to be completed must be paid prior to the start of the job. Any excess charges incurred will be billed or surplus fees paid will be refunded upon completion of the job and account reconciliation.	\$ 475.00  At cost
2. Seniors Discount Property owners who are Seniors shall receive a discount on all or any portion of a current billing if paid by the quarterly due date. This applies only to the principal place of residence. Senior means a person who is 65 years of age or older and who meets the grant eligibility requirements as defined by the <i>Home Owner Grant Act</i> . On application, with proof of age, discounts shall be permitted retroactively for the previous billing period and if applicable for the previous calendar year only if previously paid by the due date.		25%
3. Re-Inspection Fee An inspection fee shall be paid to the District for each additional inspection required after the first inspection because of defective materials or workmanship.		\$ 75.00
4. Quarterly Rates The rates reflected in this schedule are based on a flat rate billing system, unless indicated.		Rate per Quarter
1	For each single residential dwelling unit	\$ 109.65
2	For each <i>metered</i> multi-family residence in excess of two (2) units the <b>greater</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>OR</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>		
<p>a) Where installation of a sewer connection exists, for standard 100 mm (4") connection an inspection/connection fee of:</p>		\$ 75.00
<p>b) Application for any sewer service will be subject to:</p> <p style="padding-left: 20px;">i. Initial application analysis fee (may be combined with water, storm sewer application analysis fee).</p> <p style="padding-left: 20px;">ii. Estimate fees shall be charged on the basis of the actual cost of the work necessary including but not limited to all pavement, sidewalk, cut/replacement, and boulevard work.</p> <p>The estimate, provided by the District of Port Hardy, of the work to be completed must be paid prior to the start of the job. Any excess charges incurred will be billed or surplus fees paid will be refunded upon completion of the job and account reconciliation.</p>		<p>\$475.00</p> <p>At cost</p>
<p>2. Seniors Discount          Property owners who are Seniors shall receive a discount on all or any portion of a current billing if paid by the quarterly due date. This applies only to the principal place of residence. Senior means a person who is 65 years of age or older and who meets the grant eligibility requirements as defined by the <i>Home Owner Grant Act</i>. 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>		
<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>		
	<b>Rate per quarter</b>	
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

1. Garbage Rates	
The rates reflected in this schedule are based on a flat rate billing system, unless indicated. Residential dwelling unit - based on a maximum of two regulation garbage cans per pickup every two weeks and recycling pickup on the alternate week.	
	Rate Per Quarter
Residential dwelling unit	\$ 27.27
2. Recycling Rates	
Residential dwelling unit	\$ 13.45
3. Transfer Station - residential waste	
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
4. Tag A Bag sticker	
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
	Cost to reissue a lost cheque	Stop payment fee, plus \$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>	\$ <b>50.00</b>
	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
	<b>(v) Plotter printing</b>	
	18" x 24"	<b>\$ 12.00 per sheet</b>
	24" x 36"	<b>\$ 25.00 per sheet</b>
	36" x 48"	<b>\$ 50.00 per sheet</b>
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.	<b>Parade Permit Fee (\$300 damage deposit required)</b>	<b>\$ 50.00</b>

**SCHEDULE F - BUSINESS LICENCE FEES**

DEFINITION	BASIS OF FEE	FEE (per annum unless otherwise stated)
Category I - Commercial/Industrial Any business permitted in the zones designated in the Zoning Bylaw	Employing up to 3 persons Employing up to 8 persons Employing over 8 persons	\$ 55.00 \$ 95.00 \$ 165.00
Category II - Rental units/spaces Any building containing dwelling units in any zone	Up to 25 units 26 – 50 units Over 50 units	\$ 55.00 \$ 95.00 \$ 165.00
Category III - Home Occupation Any business permitted in residential areas under the Zoning Bylaw	Per business	\$ 110.00
Category IV - Mobile Vending Any business permitted and regulated by Council	Per business	\$ 310.00
Category V - Miscellaneous Business Any business not based in a permanent building within the District of Port Hardy (other than Mobile Vending)	Per business	\$ 110.00
Any shopping mall for a blanket yearly licence for craft sales, trade shows, etc. held in the hallway of the mall, in lieu of individual business licences		\$ 110.00
Category VI – Marine Any vessel-based business operating from a Port Hardy marina, excluding commercial fishing boats.	Per business	\$ 110.00
<b>Category VII - Seasonal Home Based Urban Agricultural</b>	<b>Per Home - 4 month period no 1/2 year discount</b>	<b>\$ 30.00</b>
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
Weekly/per foot (week- prepaid)	\$ 5.14
Monthly/per foot (prepaid)	\$ 7.54
Yearly/month/per foot (prepaid)	\$ 54.09
<b>Power</b>	
Prepaid 20 amp service/day	\$ 4.05
Prepaid 30 amp service/day	\$ 5.89
Prepaid 60 amp service/day	\$ 11.78
Prepaid 20 amp service/month	\$ 61.02
Prepaid 30 amp service/month	\$ 94.17
Prepaid 60 amp service/month	\$ 195.88
<b>Other Rates</b>	
Sign space rental per calendar year (16”X16”); minimum charge	\$ 35.56
Sign space rental per calendar year greater than 16”X16”, maximum 500 square inch	\$ 70.00
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
<b>Other Rates (not included in the moorage rate)</b>	
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. (minimum one hour charge)	\$ 10.00
<b>Off-Loading – Commercial Fishing Vessel</b>	
Minimum one hour charge	60.33
Each additional hour	44.63

<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
Launch	\$ 4.76



**SCHEDULE G - HARBOUR RATES**

(continued)

Rates do not include applicable taxes

**SEAGATE PIER and T-Floats**

	Rates
Off-Loading Commercial Fishing Vessel	
On or off-loading - the greater of:	
First hour, Minimum billing	\$ 60.33
Each additional hour	\$ 44.63
Clean-up Fee	
Per hour as required	\$ 58.60
Moorage - All vessels	
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 Fishermans Wharf and Seine Docks Parking Areas

Rates **include** applicable taxes

	Rate
Launch Fees	
Non-commercial vessel, per day	\$ 5.50
Commercial fishing vessel*, per launch or removal	\$ 11.00
Local Resident Annual Pass (non commercial vessel*), includes launch, vehicle & trailer parking).	\$ 110.00
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.	
Vehicle <b>or</b> trailer (single stall) parking pass	
Daily	\$ 5.50
Weekly	\$ 20.50
Monthly	\$ 64.75
Annual -	\$ 94.00
Vehicle <b>and</b> trailer (double stall) parking pass	
Daily	\$ 11.00
Weekly	\$ 41.00
Monthly	\$ 129.50
Annual -	\$ 188.00
Replacement Pass	\$ 5.50

**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
Rentals, per event			
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
Arena Rentals (Ice-in) - Arena rental per hour			
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
Arena Admission - Single Admission			
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
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		\$ 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
Miscellaneous Skate Fees			
Skate Rental		\$ 1.90	\$ 1.90
Skate aid		\$ Free	\$ Free
Skate sharpening		\$ 4.76	\$ 4.76

\*GST Exempt

**SCHEDULE H - RECREATION RATES**

(continued)

Rates do not include applicable taxes

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

Arena Dry Floor Rentals (Ice-out) - Arena rental per hour		Rates Effective Aug. 1, 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
iv) No refund shall be issued if a section 57 – Notice on title is required.	
<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 <ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>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.</li> </ul>	\$ 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 <ul style="list-style-type: none"> <li>i) Residential demolition</li> <li>ii) Commercial/industrial demolition</li> </ul>	\$1,000.00 \$4,000.00												
b) Building or Moving Permit	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Construction Value (\$)</u></th> <th style="text-align: right;"><u>Deposit(\$)</u></th> </tr> </thead> <tbody> <tr> <td>0 – 30,000</td> <td style="text-align: right;">200.00</td> </tr> <tr> <td>30,0001 – 80,000</td> <td style="text-align: right;">500.00</td> </tr> <tr> <td>80,001 – 200,000</td> <td style="text-align: right;">700.00</td> </tr> <tr> <td>200,001 – 2,000,000</td> <td style="text-align: right;">2,000.00</td> </tr> <tr> <td>2,000,001 and over</td> <td style="text-align: right;">4,000.00</td> </tr> </tbody> </table>	<u>Construction Value (\$)</u>	<u>Deposit(\$)</u>	0 – 30,000	200.00	30,0001 – 80,000	500.00	80,001 – 200,000	700.00	200,001 – 2,000,000	2,000.00	2,000,001 and over	4,000.00
<u>Construction Value (\$)</u>	<u>Deposit(\$)</u>												
0 – 30,000	200.00												
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80,001 – 200,000	700.00												
200,001 – 2,000,000	2,000.00												
2,000,001 and over	4,000.00												
c) Refund of Damage Deposit – Where a damage deposit has been paid to the District with respect to a Building, Demolition or Moving Permit, the balance of said deposit shall be refunded after: <ul style="list-style-type: none"> <li>i) An occupancy permit has been issued by the District with respect to the works that the Building or Moving Permit was issued; and,</li> <li>ii) The District has inspected adjacent highways, public utilities and District property which are found to be in a satisfactory condition.</li> </ul>													

**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
Services - Opening and Closing grave for burials		
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
Services - Opening and Closing grave for Cremated Remains		
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
Services - Opening and Closing grave for Exhumation		
Monday - Friday 8:00 a.m. - 2:00 p.m.		\$ 658.00
Transfer of License		\$ 25.00
Installation of Memorials	\$ 32.00	\$ 128.00
Goods		
Grave Liners		\$ 325.00
Oversize Grave Liners		\$ 475.00
Cremation Vaults		\$ 130.00



**SCHEDULE K - FREEDOM OF INFORMATION AND PRIVACY RATES**

Rates do not include applicable taxes

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

**SCHEDULE L - BURNING PERMIT RATES**

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

**SCHEDULE M – ANIMAL CONTROL RATES**

Annual license fee for spayed/neutered dog over eight (8) months old	\$ 15.00
Annual license fee for not spayed/neutered dog over eight (8) months old	\$ 50.00
Annual license fee for dangerous dog	\$ 75.00
Replacement tags	\$ 8.00
Impoundment - Dogs & Cats	
First impoundment (Plus Annual Dog Licence Fee if applicable)	\$ 50.00
Second impoundment	\$ 75.00
Third impoundment	\$ 100.00
Fourth impoundment and subsequent impoundment	\$ 125.00
Impoundment - <b>UNLICENCED</b> Dogs & Cats	
<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>
Impoundment - Livestock - Large	
First impoundment	\$ 100.00
Second impoundment	\$ 125.00
Third impoundment	\$ 150.00
Fourth and subsequent impoundment	\$ 200.00
Miscellaneous	
Care and feeding fee per day for animals other than large livestock	\$ 25.00
Care and feeding fee per day for livestock	Cost plus 10% admin fee
Breeders Licence	\$ 100.00
Drop off Fee	
Drop off fee - per adult animal (non-resident)	\$ 100.00
Drop off fee - adult female with litter (non-resident)	\$ 100.00
Drop off fee (residents)	No charge
Adoption Fees - per animal	
Dogs (neutered by District)	
Under 22 pounds	\$ 260.00
22-44 pounds	\$ 276.00
Over 44 pounds	\$ 297.00
Dogs (spayed by District)	
Under 22 pounds	\$ 303.00
22-44 pounds	\$ 323.00
44-88 pounds	\$ 366.00
Over 88 pounds	\$ 414.00
Dogs over 1 year (spayed by District)	
Under 22 pounds	\$ 376.00
22-44 pounds	\$ 383.00
44-88 pounds	\$ 456.00
Over 88 pounds	\$ 530.00
Cats (spayed/neutered by District)	
Neuter	\$ 164.00
Spay	\$ 255.00
Pregnant spay	\$ 361.00
Cats/Dogs (spayed/neutered prior to impound)	\$ 53.00
Veterinary expenses	At cost
Drop off dog that has bitten within 14 days ; includes minimum 10 days care and feeding, administration costs to deal with Communicable Disease Nurse and euthanasia at end of term.	\$ 220.00
Quarantine	\$ 153.00

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

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

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

1. Any application for an amendment to the Official Community Plan and/or Zoning Bylaw shall, at the time of application, be accompanied with payment of the following fees:	
a) Amendment to the Zoning Bylaw or Official Community Plan	
Processing and inspection of application	\$ 750.00
For statutory public hearing advertising	\$ 800.00*
Mapping the amendment on Zoning or Official Community Plan Maps	\$ 200.00**
<i>*If the proposed bylaw amendment is not advertised, 100% of the advertising fee will be reimbursed.</i>	
<i>** If the rezoning is refused after public hearing, the mapping fee will be reimbursed</i>	
b) Amendment to the Zoning Bylaw and Official Community Plan	
Processing and inspection of application	\$ 750.00
For statutory public hearing advertising	\$ 650.00*
Mapping the amendment on Zoning or Official Community Plan Maps	\$ 400.00**
<i>*If the proposed bylaw amendment is not advertised, 100% of the advertising fee will be reimbursed.</i>	
<i>** If the rezoning is refused after public hearing, the mapping fee will be reimbursed</i>	
2. Any application for a Development Permit or a Development Variance Permit pursuant to this bylaw shall, at the time of application, be accompanied with payment of the following fees:	
Processing and inspection of application costs associated with the notice and the mailing or delivery of the notice	\$ 250.00 First and \$100.00 each
plus Land Title and Survey Authority Fees	Additional
plus electronic filing costs	At cost
3. Any Board of Variance Application	\$ 250.00
4. Sign application, processing and inspection	\$ 75.00
5. Temporary Land Use Permit	\$ 1,000.00

**SCHEDULE P - SUBDIVISION APPLICATION RATES**

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

**SCHEDULE Q – VACANT / UNSIGHTLY PROPERTIES RATES**

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



# DISTRICT OF PORT HARDY

## STAFF REPORT



**DATE:** January 8, 2019  
**TO:** Mayor and Council  
**FROM:** Lynda Sowerby, Director of Finance  
**RE:** **Bylaw 1090-2018, User Rates and Fees for 2019, administrative amendments**

### PURPOSE

To request Council rescind the third reading of Bylaw 1090-2018, User Rates and Fees for 2019 and accept minor administrative amendments to the Bylaw.

### BACKGROUND

At the December 11, 2018 Council meeting, staff presented Bylaw 1090-2018 User Rates and Fees for 2019 for first three readings. The Bylaw includes the many changes that were agreed upon by Council at the Finance Committee meetings relating to Budget from October to December 2018. A final review of the document has noted that a few of the agreed changes were omitted from the new Bylaw, or the rate was incorrectly updated.

### ANALYSIS

A summary of the minor administrative omissions and corrections identified, and required amendment is as follows:

<b>SCH E – Statutory Rates</b>	
Cost to reissue a lost cheque	Stop payment fee, plus \$10
<b>SCH G – Harbour Rates</b>	
Sign Space rental per calendar year to max 256 square inch	\$ 35.56
Sign Space rental >256sq inch to max 500 square inch	\$ 70.00
<b>SCH G – Bear Cove Recreation – Launch (with GST = \$5.00)</b>	<b>\$ 4.76</b>
<b>SCH G – Vehicle and trailer (double stall) parking pass</b>	
Daily	\$ 11.00
Weekly	\$ 41.00
Monthly	\$129.50
Annual	\$188.00
Replacement Pass	\$ 5.50
<b>SCH I – Building Bylaw Fees and Deposits</b>	
3 a) iv) No refund shall be issued if a section 57 – Notice on title is required	
<b>SCH M – Animal Control</b>	
Drop off fee - per adult animal (non-resident)	\$100.00
Drop off fee - adult female with litter (non-resident)	\$100.00
<b>SCH O – 1(b) Amendment to the Zoning Bylaw and OCP</b>	
For statutory public hearing advertising	\$950.00

### 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.



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**STAFF RECOMMENDATION**

**First Motion:**

*“THAT Council rescind third reading of Bylaw 1090-2018, User Rates and Fees for 2019 from December 11, 2018”.*

**Second Motion:**

*“THAT Council approve the administrative amendments to Bylaw 1090-2018, User Rates and Fees for 2019 as presented,  
AND THAT Bylaw 1090-2018 receive third reading”.*

Respectfully submitted,

I support the recommendation.

Signed

Signed

  
Lynda Sowerby  
Director of Finance

  
Allison McCarrick  
Chief Administrative Officer