



DISTRICT OF STEWART

ANNUAL REPORT 2015



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MUNICIPAL COUNCIL 2014 - 2018

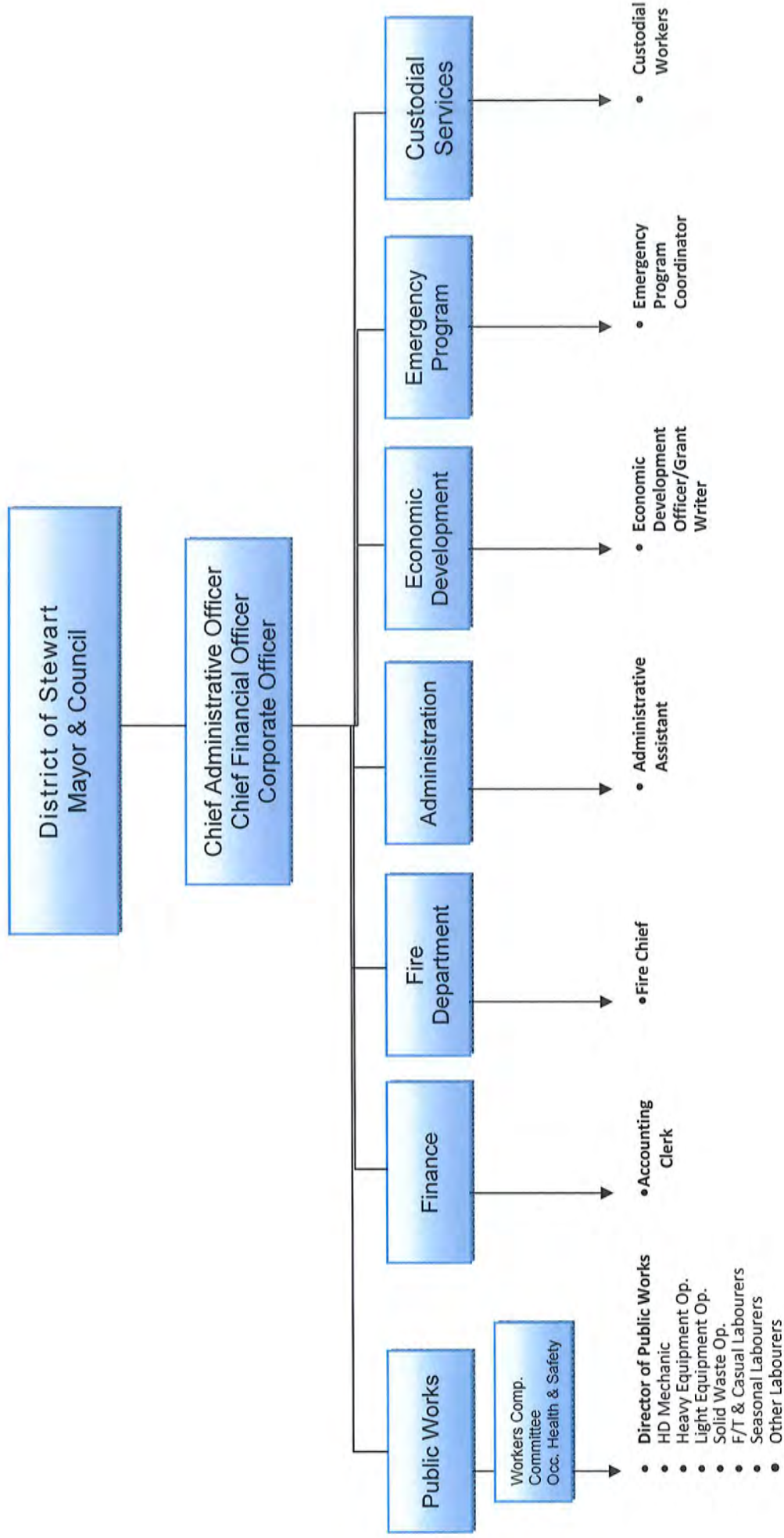
Mayor: Galina Durant
Councillors: Bernie Elliott
Sylvia Goulet
Patty Lynn
Gina McKay
Eike Riemann
Neal Rowe

- Council conducts its Regular Meetings on the second and fourth Monday of every month at 7 p.m. in Council Chambers located at the Municipal Hall, 705 Brightwell Street.
- Public delegations and input are always welcome at Council Meetings – please contact the District office at (250) 636-2251 to schedule a delegation time in advance.
- For more information on local government and the District of Stewart, visit the municipal website:

www.districtofstewart.com

DISTRICT OF STEWART

Organizational Chart –2015



REPORT ON MUNICIPAL SERVICES & OPERATIONS 2015

1. Fire Department:

- a) Recruiting of new members ongoing.

2. Transportation:

- a) Carried out further improvements to Roads; grading and addition of top dressing to gravel roads, and patching of paved roads

3. Recreation & Culture:

- a) Arena Entrance Roof replacement
- b) Wheelchair accessible ramps installed at the Arena and Picnic site washrooms
- c) New Compressor installed at Arena

4. Administration

- a) Exterior of Municipal Building painted
- b) Bullying & Harassment Course put on for all employees

5. Public Works

- a) Blower purchased
- b) Brushing project started
- c) Purchased a Kubota Mini Excavator
- d) Dike Management & Inspection Training Course completed

6. Waste Management

- a) Purchase of new Lift Station #2
- b) Ongoing cleaning and organizing at the landfill

PROGRESS REPORT 2015

Objective	Measure	Outcome
Economic Development	1. Marketing Gravel	<ul style="list-style-type: none"> • Investigating
Community Safety	<ol style="list-style-type: none"> 1. Upgrade Evacuation Plan, flood protection and avalanche plan & implementation 2. Gravel Extraction (prevention) 3. Fire Department Training 	<ul style="list-style-type: none"> • Pending • Pending • Pending
Tourism	<ol style="list-style-type: none"> 1. Sound Marketing Program (Stewart as a destination town, tourism forum & First Nation) 2. Tourism Investment Profile 	<ul style="list-style-type: none"> • Advertising (Milepost, etc.) • Pending
Town Beautification	<ol style="list-style-type: none"> 1. Unsightly Premises 2. Town Entrance 3. Arena Façade or Town Banners 	<ul style="list-style-type: none"> • Scheduled for 2016 • Scheduled for 2016 • Investigating
Infrastructure	<ol style="list-style-type: none"> 1. Paving Roads 2. Fixing Sidewalks 3. Booming Ground Repairs 4. Lagoon Blower 	<ul style="list-style-type: none"> • Pending • Scheduled for 2016 • Pending • Purchased and operational
Heritage	1. Fix Old Firehall	<ul style="list-style-type: none"> • Grant application for funding
Policy & Bylaws	<ol style="list-style-type: none"> 1. Bylaw/Animal Control Officer 2. Noise Bylaw 3. Traffic Bylaw 4. Fire Dept. Bylaw 5. Council Procedure 6. Animal Bylaw 7. Zoning Bylaw 8. Downtown / Heritage Buildings Bylaw 9. Signage Policy 	<ul style="list-style-type: none"> • Advertised but no applicants • Pending • Pending • Pending • Council Procedure Bylaw updated • Pending • Zoning Bylaw amended • Pending • Pending
Environmental	1. Pool ⇨ Recycling Centre	<ul style="list-style-type: none"> • Recycling operations ongoing at the pool
Recreation	<ol style="list-style-type: none"> 1. Nature Trail – “Revitalize” 2. Campground Shower 3. Sled/Bike Park 4. Sell Equipment From Pool 	<ul style="list-style-type: none"> • Scheduled for 2016 • To be reconsidered • Received grant • In progress
Social	<ol style="list-style-type: none"> 1. Volunteer Recognition Program 2. Community Spirit Program 3. Storage For Event Materials 	<ul style="list-style-type: none"> • Policy #COU-004 passed by Council • Pending • Pending
Healthy Community	1. Community Pride Movement	<ul style="list-style-type: none"> • Pending
Operational	<ol style="list-style-type: none"> 1. 3 Honda Generators 2. Ice Plant Electrical 3. Paint Office; Repair/Replace Steps 	<ul style="list-style-type: none"> • Purchased • Repaired and operational • Exterior of office painted; concrete work scheduled for 2016
Capital	<ol style="list-style-type: none"> 1. Lift Station #2 Pump Replacement 2. Mini Excavator 3. Pickup Truck 	<ul style="list-style-type: none"> • Complete • Purchased • Purchased
Shovel Ready Projects	<ol style="list-style-type: none"> 1. Composting Facility 2. Old Fire Hall 3. Dirt Bike Park / Skating Park 4. Gravel Extraction Project 	<ul style="list-style-type: none"> • Compost bin purchased • Working on grant for funding • Ongoing • Pending

MUNICIPAL OBJECTIVES 2016

Objective	Measurement
OPERATIONAL	
Look at/maintain town assets	Implement Asset Management Plan
Paint Front of Arena	Improve look of Arena
Boardwalk repairs	Improve safety of boardwalk
Ice Plant Electrical	Improve operation of Ice plant
New Roof on Recycle Building	Apply for grant
Expansion of community garden	Make additional area available for community garden use
ENVIRONMENTAL	
Clean up District Property	Implement a plan to clean up district property
Trucks going through town	Amended truck route policy addressing use of District roads
Trucks need to be washed & slow down	Prepare policy on requirement to wash vehicles before entering Town Core.
Promote Environment On our webpage	Include information regarding the environment in our Newsletter
Leaking fuels, oils, concentrate, etc. on main street	Prepare policy on identifying and cleaning main road
Dedicate/event to environmental issue	Dedicate special events on a regular basis that highlight environmental issues
POLICY & BYLAWS	
Bylaw Officer	Advertise and hire part time Bylaw Enforcement Officer
Street washing/dust control	Prepare policy on street washing, dust control and sweeping
Business Licence Enforcement	Write letters to all businesses that do not have a license. Follow up on enforcement.
Road/traffic bylaw	Draft policy on road/traffic bylaw for Council's review
Road paving policy	Draft report on paving roads for Council's consideration
Election by-law	Draft report on election bylaw for Council's consideration
Animal Bylaw	Draft report on Animal Control Bylaw for Council's consideration
Review policies (gravel, etc.)	Council appoint a special committee to review all existing policies of the District
Building inspector	See if this position can be included with the Bylaw Officer position
Internet & web (social media) page policy	Investigate web page and internet usage policies
HERITAGE/RECREATION/SOCIAL	
Fix Old Firehall	Statement of Significance should be investigated and funding sources identified
Sell pool equipment	List equipment and prepare Ad to sell
Volunteer Recognition Program	Establish dates and events to recognize volunteers in the Community
Elementary school	Council to decide if they are interested in investigating/purchasing old elementary school
Bike park	Determine the location of bike park and finalize an operating and maintenance agreement
Landscape design	
Child care	Investigate the need for child care facilities
Storage for event materials	Investigate a site for storage of event materials
ADMINISTRATION	
Staff Training	Discuss training needs with staff and put in budget for Council's consideration
CAO	Contact headhunter to recruit new CAO in 2016
Northland dock (ask lawyer to create clause)	Contact lawyer to finalize the ad for the sale of the Northland Dock
Represent DOS on Different Events	Council to establish a policy on representation by DOS at events
Mayor/CAO Communication	Mayor and CAO to respect the political position and administrative position as established by the Community Charter.
Priorities Monthly Review	To provide monthly updates on the status of the priorities set by Council
Document Management	Implement a document management program
Boat Launch-fix/move	Prepare applications for the boat launch to move adjacent to Small Craft Harbour
LNG	Start a marketing program to let businesses know Stewart is "Open for Business"
Relationship with Potential Asian Investors	Set up meeting to "Twin" with potential cities in Asia that may wish to use our Ports. Set up marketing strategy that targets Asian markets
Forestry (pellet plant, wood chips, green energy)	Start a marketing program to let businesses know Stewart is "Open for Business"
Marketing Program	Work with Regional District and Grant Writer to establish a Marketing program
Advertising for Tourism (visual)	Work with Regional District and Grant Writer to establish a Tourism strategy
Business Retention Program	Discuss with business community to determine their needs and concerns. Establish funding for the Chamber of Commerce
COMMUNITY SAFETY	
Fire department Recruiting and Training	Establish policies on recruitment and training of the Fire Department. Provide adequate funding in the budget
Cross Walk High School	Establish the best locations for cross walks and paint
Dike Repairs/Dike Road	Investigate costs and available grants. Contact Minister's to discuss the immediate need to remedy the repairs of the Dike
Gravel Extraction	Implement the findings of the Flood and High Groundwater Mitigation report.

	Investigate possible private business who are interested in gravel extraction
Paramedics/ Ambulance service	Lobby the Provincial Government to ensure adequate Ambulance service is provided to remote communities in BC
Evacuation Plan Update	Review current Emergency Plans and budget for updates if required
TOWN BEAUTIFICATION/HEALTHY COMMUNITY	
Unightly Premises	Prepare a list of unsightly premises and send letters to the owners to clean up. Discuss with owners of uninhabited buildings to see if they can be demolished. Prepare a policy on accepting buildings for fire department use and fire practice
Town Entrance	Request Council to approve a new design for the sign at the entrance to town and prepare policy on other signs in the area
Downtown Revitalization	CAO to investigate funding for Downtown Revitalization and discuss with business owners
Paint Arena Façade	Improve appearance of Arena
Christmas Lights	Purchase new lights for winter
Continue Façade Painting Program	CAO to investigate funding from NDI for Façade Painting. Advertise and encourage businesses to take advantage of this program
Town Banners	CAO to investigate cost of designing and installing Town Banners
Signage Policy	CAO to investigate and prepare a policy on signage for the District
INFRASTRUCTURE	
Paving Roads	DPW to prepare a report on paving and maintaining roads
Fix/Pave Roads	DPW to implement a program to maintain roads
Ditching	DPW to identify areas of concern and prepare a report for Council's consideration on where ditching should occur
Booming Ground Repairs	CAO to investigate possible grants for booming ground improvements. DPW to implement minor repairs in 2016 as per budget
Fix Sidewalks	DPW to establish a policy on inspection of sidewalks and repair as needed. Unsafe sidewalks should be marked for identification purposes.
Landfill/transfer station	CAO to discuss landfill closure and transfer station with the Regional District
Look At/Inspect Well #1	DPW to investigate condition of Well #1 and report to Council with options and funding sources
Pool (change roof, fill floor, build ramp), Consider green house on the roof	DPW to fill pool and prepare report on future uses and improvements

PERMISSIVE TAX EXEMPTIONS 2015

The following land, being an area surrounding a building set apart and in use for public worship, is exempt from taxation for the year 2015 under section 224(2)(f) of the *Community Charter*:

1. Lands and improvements registered under the name of North American Baptist Conference – Association of BC Churches, as follows:
Lot 8-9, Block 18, D.L. 466, Plan 1191
PID: 012-979-457
012-979-465
2. Lands and improvements registered under the name of North American Baptist Conference – Association of BC Churches, as follows:
Lot 6-7, Block 18, D.L. 466, Plan 1191
PID: 012-981-303
012-981-281
3. Lands and improvements registered under the name of Roman Catholic Episcopal Corp of Prince Rupert as follows:
Lot 21, Block 19, D.L. 466, Plan 1191
PID: 012-966-665
4. Lands and improvements registered under the name of Anglican Synod Diocese of Caledonia as follows:
Parcel B, Block 25, D.L. 469, Plan 958
PID: 014-236-575

Organization	Property	Foregone Tax Revenue <small>(not including frontage fees)</small>
North American Baptist Conference	615-6 th Ave.	\$ 352.88
North American Baptist Conference	613-6 th Ave.	\$ 2,920.13
Roman Catholic Episcopal Corp of Prince Rupert	418-8 th Ave.	\$ 1,309.00
Anglican Synod Diocese of Caledonia	403-9 th Ave.	\$ 1,032.42

AUDITED FINANCIAL STATEMENTS 2015

**(As per attached)
Prepared by McAlpine & Co**