



## **DISTRICT OF PORT HARDY**

# **AGENDA COUNCIL MEETING 7:00 PM TUESDAY JANUARY 9, 2018 MUNICIPAL HALL COUNCIL CHAMBERS 7360 COLUMBIA STREET**

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

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

**DISTRICT OF PORT HARDY  
 AGENDA FOR THE REGULAR COUNCIL MEETING  
 7:00 PM TUESDAY JANUARY 9, 2018 - COUNCIL CHAMBERS - MUNICIPAL HALL**

<b>PAGE</b>	<b>A. CALL TO ORDER</b>	Time:
	<b>B. APPROVAL OF AGENDA AS PRESENTED (or amended)</b>	
	Motion required.	1.            2.
	<b>C. ADOPTION OF MINUTES</b>	
<b>1-2</b>	1. Minutes of the Committee of the Whole meeting held December 12, 2017.	
	Motion required.	1.            2.
<b>3-8</b>	2. Minutes of the Regular Council meeting held December 12, 2017.	
	Motion required.	1.            2.
	<b>D. DELEGATIONS AND REQUESTS TO ADDRESS COUNCIL</b>	
	No delegations.	
	<b>E. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS</b>	
<b>9-10</b>	1. Council Action Items. For information.	
	<b>F. CORRESPONDENCE</b>	
<b>11</b>	1. Doug Findlater, Mayor, District of West Kelowna (Dec.13/17) re: Cannabis sales tax revenue sharing - 50% of provincial share of cannabis tax sharing formula to local governments.	
	Motion / direction	1.            2.
<b>12-13</b>	2. Email to Councillor Fred Robertson from Captain Peter Wilcox, Founding Director Inside Passage Decarbonization Project (Dec.18/17) re: Request to use District of Port Hardy offices for 1 <sup>st</sup> Annual Solutions Summit - March 3 <sup>rd</sup> or 10th, 2018.	
	Motion / direction	1.            2.
<b>14</b>	3. Copy of letter to Fort Rupert Curling Club from Executive Director Ministry of Community, Sport and Cultural Development (Dec.20/17) re: Unsuccessful grant application. For information.	
	<b>G. NEW BUSINESS</b>	
	No New Business in agenda package.	
	<b>H. COUNCIL REPORTS</b>	
	1. Verbal Reports from Council members.	
	<b>I. COMMITTEE REPORTS</b>	
<b>15-17</b>	1. Draft minutes of the Finance Committee meeting held December 12, 2017 meeting. For information.	
<b>18-20</b>	2. Draft minutes of the Operational Services Committee meeting held December 18, 2017. For information.	
	<b>J. STAFF REPORTS</b>	
<b>21-22</b>	1. Accounts payable for December 2017. For information.	

**DISTRICT OF PORT HARDY  
AGENDA FOR THE REGULAR COUNCIL MEETING  
7:00 PM TUESDAY JANUARY 9, 2018 - COUNCIL CHAMBERS - MUNICIPAL HALL**

**23-60** 2. Adrian Maas, Director of Finance (Dec.14/17) re: Waterworks Asset Management Plan.  
Motion / direction 1. 2.

**61-62** 3. Heather Nelson-Smith, Director of Corporate Services (Jan.3/18) re: Proclamations 2018.  
Motion / direction 1. 2.

**63** 4. Heather Nelson-Smith, Director of Corporate Services (Jan.4/18) re: 2018 General Election Appointments.  
Motion / direction 1. 2.

**K. CURRENT BYLAWS AND RESOLUTIONS**

**64-91** 1. Bylaw 1073-2017 A Bylaw For District of Port Hardy User Rates and Fees for 2018. For Adoption.  
Motion required. 1. 2.

**L. PENDING BYLAWS**

No pending bylaws.

**M. INFORMATION AND ANNOUNCEMENTS**

January 11 Farmers Market Meeting 4:00 pm, Council Chambers  
January 15 Committee: Operational Services 3:00pm, Council Chambers  
January 17 Committee: Parks & Recreation Review 3:00 pm, Council Chambers  
January 23 Council: Zoning information meeting 1:00 pm, Council Chambers  
Council: Committee of the Whole 6:00 pm, Council Chambers  
Council: Public Meeting: 2018 – 2022 Financial Plan Presentation  
Council: Regular Meeting 7:00 pm, Council Chambers  
January 25 Staff: OH&S Committee 8:30 am, Council Chambers  
January 29 Committee: Emergency Planning Noon, Council Chambers

**N. NOTICE OF IN CAMERA MEETING**

No In Camera meeting scheduled at this time.

**O. ADJOURNMENT** Motion required 1. 2. Time:



**MINUTES  
DISTRICT OF PORT HARDY  
COMMITTEE OF THE WHOLE MEETING  
TUESDAY DECEMBER 12, 2017  
COUNCIL CHAMBERS, MUNICIPAL HALL  
7360 COLUMBIA STREET**

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

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

**MEDIA:** None

**MEMBERS OF THE PUBLIC:** 1

**A. CALL TO ORDER**

Mayor Hank Bood called the meeting to order at 6:00 pm.

**B. APPROVAL OF AGENDA**

**Moved/Seconded/Carried**

THAT the agenda for the Committee of the Whole meeting of December 12, 2017 be accepted as presented.

**C. DELEGATION**

1. Jeremy Dunn, Executive Director, BC Salmon Farmers Association (BCSFA)  
re: Sustainability Progress Report.

Jeremy provided Council with a visual presentation titled 'Investment. Innovation. Certification. Salmon Aquaculture in BC'.

The presentation included:

- Aquaculture is expanding to meet world fish demand.
- BCSFA represents 52 organizations throughout the full value-chain of finfish aquaculture in BC.
- BCSFA represents seven companies operating ocean farms (112 sites).
- On average, 70 sites are operational at any one time. The others are fallow.
- Two lake-based farms.
- 20 land based sites.
- Salmon farms occupy less than .05% of BC's coast.

***Councillor Robertson arrived at 6:15pm***

- Jobs paying about 30% more than medium income in BC.
- 6,600 jobs generated in BC.
- 20 economic and social partnerships with coastal First Nations.
- 78% of B.C.'s annual production of farm-raised salmon is harvested from areas covered by agreements with First Nations.
- 100% BCSFA member Chinook salmon farms are Certified Organic Chinook Salmon.
- 100% BCSFA member Atlantic salmon are GAA-BAP certified.
- 40% of active Atlantic salmon farms are certified to the Aquaculture Stewardship Council (ASC) salmon standard. Goal of 100% by 2020.
- Monterey Bay Aquarium Seafood Watch ranks B.C. Atlantics as "Good Alternative".

COW 2017-029  
APPROVAL OF  
AGENDA AS  
PRESENTED

- More that 200 million in industry investment over last three years.
- \$1.5 million to fund competitive research programs between 2015 and 2020 that address questions regarding the influence of farmed salmon on wild salmon.
- Local benefit through donations to over 350 organizations and charities, \$600,000 in cash donations and 23,000 pounds of salmon.

**D. NEW BUSINESS**

No new business

**E. ADJOURNMENT**

**MOVED**

THAT the Committee of the Whole adjourn.

Time: 6:31 pm

CORRECT

APPROVED

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

\_\_\_\_\_  
MAYOR

COW 2017-030  
ADJOURNMENT



**MINUTES OF THE DISTRICT OF PORT HARDY  
REGULAR COUNCIL MEETING  
DECEMBER 12, 2017  
COUNCIL CHAMBERS, MUNICIPAL HALL  
7360 COLUMBIA STREET**

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

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

**MEDIA:** N. I. Gazette      **MEMBERS OF THE PUBLIC:** 6

**A. CALL TO ORDER**

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

**B. APPROVAL OF AGENDA**

Mayor Bood advised of an addendum to the agenda under:

**F. CORRESPONDENCE**

3. Letter from IWC Excavation Ltd. (Dec.11/17) re: Request for exemption from Noise Bylaw No 949, for Project 1220-20-518-2017 Watermain Replacement Fort Rupert Reservoir and Water Treatment Reservoir Site Development.

Bylaw No. 949 A Bylaw to Regulate or Prohibit the Making or Causing of Noise or Sound Within the District of Port Hardy.

**Moved/Seconded/Carried**

THAT the agenda for the Regular Council meeting of December 12, 2017 be accepted as amended.

**C. ADOPTION OF MINUTES**

1. Minutes of the Special Council meeting held November 28, 2017.

**Moved/Seconded/Carried**

THAT the Minutes of the Special Council meeting held November 28, 2017 be accepted as presented.

2. Minutes of the Committee of the Whole meeting held November 28, 2017.

**Moved/Seconded/Carried**

THAT the Minutes of the Committee of the Whole meeting held November 28, 2017 be accepted as presented.

3. Minutes of the Regular Council meeting held November 28, 2017.

**Moved/Seconded/Carried**

THAT the Minutes of the Regular Council meeting held November 28, 2017 be accepted as presented.

2017-200  
AGENDA  
DEC 12/17  
ACCEPTED AS  
AMENDED

2017-201  
SPECIAL MEETING  
MINUTES NOV.  
28/17 ACCEPTED

2017-202  
COW MEETING  
MINUTES NOV.  
28/17 ACCEPTED

2017-203  
REGULAR  
COUNCIL  
MEETING  
MINUTES NOV.  
28/17 ACCEPTED

**D. DELEGATIONS**

MARG WILSON  
CERTIFICATE OF  
APPRECIATION

1. Mayor Bood re: Presentation of District of Port Hardy Certificate of Appreciation to Marg Wilson for volunteer service at the Port Hardy Hospital Auxiliary Society Thrift Store.

Mayor Bood advised that it is an honour to recognize Marg Wilson as a citizen who has given outstanding volunteer service to our community. Mayor Bood further commented that those nominating Marg for this award, Catherine Henderson and Heather Evans, advised that Marg Wilson has been a dedicated volunteer who works up to 88 hours per week as well as on statutory holidays. Her ongoing commitment and hard work helps ensure the Port Hardy Auxiliary Thrift Shop can continue to make donations to local organizations which include the Port Hardy Fire Department, BC Ambulance and the Port Hardy Hospital.

Mayor Bood called upon Marg Wilson to come up and receive a District of Port Hardy Certificate of Appreciation.

ACTION ITEMS

**E. ACTION ITEMS**

1. Council action items were received for information.

**F. CORRESPONDENCE**

1. Wendy Booth, UBCM President (Nov. 21/17) re: Gas Tax Agreement Community Works Fund Payment of \$111,962.91 was received for information.
2. Jacqueline Zweng, Director, Wounded Warrior Run BC (Nov. 28/17) re: Request for donation of \$1,000 and invitation to attend Wounded Warrior Run, 6:30 am Monday February 19, 2018 at Carrot Park.

Mayor Bood reviewed past Council in kind support and participation in the Wounded Warrior Run. Council members advised they would volunteer their time and support the event in February 2018.

2017-204  
WOUNDED  
WARRIOR  
DONATION  
REQUEST

**Moved/Seconded/DEFEATED**

THAT Council approve a donation of \$1,000 to the Wounded Warrior Run.

**ADDENDUM**

3. Letter from IWC Excavation Ltd. (Dec.11/17) re: Request for exemption from Noise Bylaw No 949, for Project 1220-20-518-2017 Watermain Replacement Fort Rupert Reservoir and Water Treatment Reservoir Site Development.

Bylaw No. 949 A Bylaw to Regulate or Prohibit the Making or Causing of Noise or Sound Within the District of Port Hardy was received for information.

Council discussed the request by IWC Excavation Ltd. for an exemption from Noise Bylaw No. 949 to allow work at 7:00am on Sundays commencing January 2, 2018. Discussion included:

- Bylaw No. 949 "Quiet Zone" designations including residential areas, schools and places of worship.
- Contractor scheduling work for a 10 and 4 shift – could result in very few Sundays being affected.
- Church services and school classes could be affected by construction noise.
- Asking the contractor to schedule work in school areas during spring break.
- Starting work at 7:30am or 8:00am on Sundays.
- Actual noise timeline from start of shift to start up of equipment estimated at one-half hour.
- Project timeline constraints – one grant extension has been approved.
- Project excavation sites across roadway from churches and schools will help mitigate noise.
- The number of residences in the area that would be affected.

2017-205  
IWC EXCAV LTD  
EXEMPTION FROM  
NOISE BYL NO.949

**Moved/Seconded/Carried**

THAT Council approve the request by IWC Excavation Ltd. for exemption from Noise Bylaw No. 949 to allow work to start at 7:00am on Sundays commencing January 2, 2018.

Council requested staff advise IWC Excavation Ltd. to be considerate of noise levels in residential, church and school areas when planning their work schedule.

**G. NEW BUSINESS**

No New Business.

**H. COUNCIL REPORTS**

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

**I. COMMITTEE REPORTS**

1. Minutes of the Finance Committee meetings held October 10, 2017; November 9, 2017; November 28, 2017 and Draft minutes of the December 1, 2017 meeting were received for information.

**J. STAFF REPORTS**

1. Accounts payable for November 2017 was received for information.
2. Heather Nelson-Smith, Director of Corporate Services (Nov.27/17) re: 2018 Council Remuneration Review.

Mayor Bood and Heather Nelson-Smith reviewed the purpose and history of the Council Remuneration Review Committee.

**Moved/Seconded/Carried**

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

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

**Moved/Seconded/Carried**

THAT Council endorses the following external appointments for 2018:

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

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

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

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

Alternates: Councillor Robertson and Wishart

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

Trustee - Vancouver Island Regional Library Board of Trustees:

2017-206  
COUNCIL  
REMUNERATION  
REVIEW  
COMMITTEE

2017-207  
COUNCIL 2018  
APPTS TO RDMW  
& VIRL



2017-208  
2018 COUNCIL  
COMMITTEE  
APPOINTMENTS

Councillor Robertson – Alternate, Councillor Wishart.  
b. Council Committee Appointments.

**Moved/Seconded/Carried**

THAT Council endorses the following committee structure and Council appointments for 2018:

STANDING COMMITTEES OF COUNCIL

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

FINANCE COMMITTEE – Budget, Financial Planning  
Mayor Bood, (Chair); Councillors: Pat Corbett-Labatt, Dennis Dugas, Rick Marcotte, Fred Robertson, John Tidbury, Leighton Wishart Staff: Director of Finance, Chief Administrative Officer. Meetings: Quarterly or as required.

OPERATIONAL SERVICES COMMITTEE – Parks, Public Works, Utilities  
Councillors: Dennis Dugas (CHAIR), Rick Marcotte, Leighton Wishart Staff: Chief Administrative Officer, Director of Operations and/or designate. Meetings: Third Monday of the Month.

FIRST NATIONS RELATIONS COMMITTEE – Revitalizing Relationships  
Councillors: Pat Corbett-Labatt (Chair), Leighton Wishart Staff: Chief Administrative Officer and/or designate. Meetings: Second Tuesday of the Month.

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

SELECT COMMITTEES OF COUNCIL

Community Consultative Committee: Councillors Dennis Dugas, Rick Marcotte (Chair) Staff: Director of Corporate & Development Services. Meetings: As required.

Emergency Planning Committee: Councillors Rick Marcotte, John Tidbury, Leighton Wishart (Chair) Emergency Coordinator. Staff Liaison: Director of Corporate Services. Meetings: Quarterly or as required.

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

Cannabis Advisory Planning Committee: Councillor Leighton Wishart. Staff: Heather Nelson-Smith, Director of Corporate Services. Meetings: As required

DEPUTY MAYOR

August 1, 2017 – March 31, 2018 Councillor Fred Robertson  
April 1, 2018 – November 4, 2018 Councillor Leighton Wishart

EXTERNAL ORGANIZATIONS

MaPP - Marine Plan Partnership (Oct 30/17)	Councillor Leighton Wishart Alternate: Councillor Fred Robertsor
Mount Waddington Regional Transportation Committee	Councillor John Tidbury
Mount Waddington Table of Partners (Health)	Councillor Pat Corbett-Labatt and Councillor Fred Robertson
Mount Waddington Table of Partners: Wellness First	Councillor Fred Robertson,

North Island Regional Emergency Planning Committee	and Councillor Pat Corbett-Labatt Councillor John Tidbury
BC Ferries Northern Advisory	Councillor Fred Robertson
Island Coastal Economic Trust	Mayor Hank Bood
Job Fair Committee	Councillor Fred Robertson
Municipal Insurance Association	Mayor Hank Bood – Voting Delegate Alternates: Councillor John Tidbury and Councillor Rick Marcotte
Port Hardy Fire Rescue	Councillor Leightan Wishart
Port Hardy Heritage Society (Museum)	Councillor Fred Robertson
Port Hardy Twinning Society	Councillor Corbett-Labatt
Poverty Pilot Program	Councillor Fred Robertson
Collaborative Health Care Working Group	Councillor Leightan Wishart
Scott Islands Advisory	Councillor Rick Marcotte
Hardy Bay Seniors Citizens Society	Councillor Pat Corbett-Labatt
Vancouver Island North Tourism (VINTAC)	Councillor Dennis Dugas
Vancouver Island North Woodlands Advisory Group	Councillor John Tidbury

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

Heather Nelson-Smith advised the suggestion to create a Council Communications plan came from comments brought back from the September UBCM Convention regarding advertising Council achievements, committee discussions and general successes on a regular basis.

Council members discussed:

- Council and staff time involved in preparing reports.
- Council minutes and committee minutes already posted online for public review.
- Council members currently report on recent activities at each Council meeting.

Council agreed by consensus that no action would be taken at this time regarding a Council Communication Plan.

### K. CURRENT BYLAWS AND RESOLUTIONS

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

**Moved/Seconded/Carried**

THAT Bylaw 1068-2016 A Bylaw to Regulate Smoking in the District of Port Hardy be adopted.

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

**Moved/Seconded/Carried**

THAT Bylaw 1072-2017 A Bylaw to Amend the Annual Five-Year Financial Plan for the Period 2017-2021 be adopted.

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

NO ACTION  
COUNCIL  
COMMUNICATION  
PLAN

2017-209  
BYL 1068-2016  
ADOPTED

2017-210  
BYL 1072-2017  
TO AMEND BYL  
1061-2017 ANNUAL  
FINANCIAL PLAN  
ADOPTED

2017-211  
BYL 1073-2017  
2018 USER RATES  
& FEES 1<sup>ST</sup> 2<sup>ND</sup> 3<sup>RD</sup>  
READINGS.

**Moved/Seconded/Carried**

THAT Bylaw 1073-2017 A Bylaw For District of Port Hardy User Rates and Fees for 2018. receive First, Second and Third Readings

**L. PENDING BYLAWS**

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

**M. INFORMATION AND ANNOUNCEMENTS**

Information and announcements in the agenda package were received for information.

**N. NOTICE OF IN CAMERA MEETING**

No In Camera meeting scheduled.

**O. ADJOURNMENT**

**Moved**

THAT the meeting be adjourned.

Time: 7:40pm

CORRECT

APPROVED

2017-212  
ADJOURNMENT

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

\_\_\_\_\_  
MAYOR

ITEM	ACTION REGULAR MEETING DECEMBER 12, 2017	WHO	STATUS /COMMENTS
Wounded Warrior Run request for funding and invitation to participate	Funding not approved. Councillors to participate as able - Advise re funding	HN-S	Done
IWC Excavation Ltd. re: Request for exemption from Noise Bylaw No 949, for Watermain Replacement/ Reservoir Project	Approved: Exemption from Noise Bylaw 949 to allow work to start at 7:00 am on Sundays commencing January 2, 2018. - advise IWC Excavation	AF	Done
<u>Council Appointments</u> a. 2018 Council Appointments to RDMW and VIRL b. 2018 Council appointments to Standing Committees, Select Committees, Deputy Mayor and External Organizations	a. Approved as presented -advise RDMW & VIRL b. Approved as presented - update & distribute list	HN-S LD	Done
Council Remuneration Committee	Approved: Proceed with formation of the Council Remuneration Committee	HN-S	In progress
ITEM	ACTION REGULAR MEETING NOVEMBER 28, 2017	WHO	STATUS /COMMENTS
Draft minutes of Op Scvs Committee meeting held Nov 16/17 <i>Recommendation: THAT Council approve placing the Lost at Sea Monument close to the kayak launch area in Tsulquate Park.</i>	Site approved as recommended. - proceed with installation	SM	
In Camera Release of Information, October 31, 2017	Approved -Post released information	HN-S	Done
ITEM	ACTION REGULAR MEETING NOVEMBER 14, 2017	WHO	STATUS /COMMENTS
James Hayward Memorial	-Staff to refurbish bench. Family to provide plaque information and payment. -District to order plaque	SM	
Cannabis Advisory Committee Cannabis survey: Recommendation to Council: <i>THAT Council review and distribute the Cannabis Survey for public comments-deadline of Jan 31/18</i>	Distribute Cannabis Survey	HN -S	Survey posted Dec 7/17, open to Jan 31/18
UBCM Community Emergency Preparedness Fund	Application for funding approved as requested. -Submit as required	HN-S	Application submitted
Finance Committee Recommendations to Council re: Investment Accounts <i>THAT Council authorize staff to enter into an account agreement with CIBC Wood Gundy</i>	Approved -Invest with CIBC Wood Gundy as directed	AM	Done
ITEM	ACTION REGULAR MEETING OCTOBER 24, 2017	WHO	STATUS /COMMENTS
Proclaim January 29 – February 8, 2018 as BC Aware Days.	Approved. -Issue proclamation: post to website -post to social media	LD HN-S	Done – Jan 15 Done - Jan 15
ITEM	ACTION REGULAR MEETING OCTOBER 10, 2017	WHO	STATUS /COMMENTS
Operational Services Committee meeting Sept. 19/17 <u>Recommendation to Council</u> : THAT Council direct staff to prepare a new bylaw re regulations for the control of burning and smoke within the District of Port Hardy	Recommendation approved as presented. - New application created January 2018	HN-S	Done

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



**Office of the Mayor**  
2760 Cameron Road, West Kelowna, British Columbia V1Z 2T6  
Tel (778) 797.2210 Fax (778) 797.1001

December 13, 2017

Dear Local Governments of British Columbia,

With cannabis sales becoming legal in 2018, there must be a formal agreement that will divide the tax revenue on cannabis sales in a fair and equitable manner. Current discussions regarding revenue sharing involve the Federal and Provincial governments with no inclusion of local governments. Ultimately, the legalization will entail additional costs for local governments both in social and policing costs. A Federation of Canadian Municipalities (FCM) paper is stating that the impact may affect policing, fire services, building codes, city planning, municipal licensing and standards, public health, social services, communications, law, etc.

City of West Kelowna Mayor and Council is requesting your support, by writing to the Province to lobby them to agree to 50% of the provincial share of the cannabis tax sharing formula be provided to local governments. This is an adequate and equitable share to help support costs and services incurred by local governments.

Thank you for your consideration.

Sincerely, on behalf of Council,

A handwritten signature in cursive script that reads "Doug Findlater".

Doug Findlater  
Mayor

## Heather Nelson-Smith

---

**From:** R Peter Wilcox <peterwilcox48@gmail.com>  
**Sent:** December-18-17 12:37 PM  
**To:** frobertson@porthardy.ca  
**Cc:** Heather Nelson-Smith; Bridge  
**Subject:** IPDP and 1st annual Solutions Summit in Port Hardy  
**Attachments:** 0416\_COVER.pdf; Untitled attachment 00479.htm

Good morning, Councilor Robertson,

I am the founding director of the [Inside Passage Decarbonization Project](#). The website at the link explains the purpose, partners, strategies, etc. of this solutions-oriented project, which is designed to develop and support local decarbonizing leadership and job creation in ports, resorts and villages along the Inside Passage marine waterway. In this regard, it was encouraging to read in the Nanaimo Bulletin last week about the island's [recent economic development conference](#), which we will not miss next year, and where the article's headline ("Vision and leadership needed to advance clean technology on the Island") is right in line with what the [IPDP](#) is doing! Incidentally, I will be talking about this at the U of Q at the Heriot Bay Inn on Quadra Island on January 31st.

When my wife and I were in Port Hardy last August on our 10-year-old petroleum-free vessel, Ama Natura, I met with Heather Nelson-Smith to appraise her of the IPDP's 20 year vision to decarbonize the IP's marine fueling and shore power systems, along with encouraging the development of clean, waste-based biofuels and biolubricants in appropriate locations and scales in WA, BC and AK, such as what Canfor is doing with Renewable diesel and aviation fuel from cellulosic waste near Prince George.

We want to hold our 1st annual Solutions Summit in Port Hardy on an early spring Saturday, either March 3rd or 10th, with attendance by port and resort managers, First Nation leadership, Coast Guard officers, and others estimated at under 30 people. We are looking into the Chamber of Commerce's rooms, but our first choice would be at the District Offices. Ms. Nelson-Smith let me know that would require Council permission and a councilor in attendance. I understand that you have a deep interest in renewable energy and was wondering if you might be interested and willing to attend the event and thereby make it possible for the event it to take place in the district offices.

Please set me know your questions.

Thank you,

Peter

Capt. Peter Wilcox  
Founding Director, IPDP  
Canadian Coastal Champion  
Cascadia Fellow  
01.503.490.5407

**HOW TO:** CREATE A FLEXIBLE ONBOARD POWER GRID  
REDUCE YOUR SHOREPOWER DEPENDENCY WITH SOLAR

# PassageMaker<sup>®</sup>

THE POWER CRUISING AUTHORITY

## *GREEN MACHINE*

ONE CRUISER SWITCHES TO BIODIESEL—AND NEVER LOOKS BACK



SLOW-CRUIISING ON  
THE HISTORIC **ERIE CANAL**

TESTING THE EFFICIENCY OF  
**THE MJM 50Z**

CUSTOM-BUILT, BIODIESEL-  
POWERED *AMA NATURA*

April 2016

\$5.99US \$7.99CAN

04 >

Display until May 3, 2016





*Know your limit, play within it.*

20-Dec-2017

Application Type: Capital Project Grant  
Application No: 1102540

L+G File No: 100097

Officer(s) Responsible: Doug Mccorqudale  
ADAM IRETON

Fort Rupert Curling Club  
PO Box 672  
Port Hardy BC  
V0N 2P0

Dear DEBBIE PERKOVICH,

Thank you for your application for a Capital Project Grant. Your efforts to create a legacy that will benefit British Columbia's communities are greatly appreciated.

The volume of applications for funding was very high. I regret to inform you that your request for funding was unsuccessful and your organization has not been awarded a Capital Project Grant this year. However, unsuccessful applicants may re-apply for the same project in future funding intakes.

More detailed feedback regarding opportunities to improve future applications for capital funding will be provided to you in January 2018.

I would like to take this opportunity to thank you, your staff and volunteers for the work that you do to support your community.

Executive Director  
Community Gaming Grants Branch  
Ministry of Community, Sport and Cultural Development



**DISTRICT OF PORT HARDY  
FINANCE COMMITTEE MEETING MINUTES  
DECEMBER 12, 2017  
COUNCIL CHAMBERS, MUNICIPAL HALL  
7360 COLUMBIA STREET**

---

**PRESENT:** Mayor Bood, Councillors Pat Corbett-Labatt (via telephphone), Dennis Dugas, Rick Marcotte, Fred Robertson, John Tidbury and Leighton Wishart

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

---

**A. CALL TO ORDER**

**DRAFT**

Mayor Bood called the meeting to order at 6:31 pm

**B. APPROVAL OF AGENDA**

**Moved/Seconded/Carried**

THAT the agenda for the Finance Committee meeting of December 12, 2017 be approved as presented.

**C. ADOPTION OF MINUTES**

**Moved/Seconded/Carried**

THAT the minutes of the Finance Committee held December 1, 2017 be approved as presented.

**D. FINANCIAL PLAN 2018-2022**

Director of Finance, Adrian Maas reviewed with Council the impact on taxation after reducing the capital expenditure as directed from the previous meeting Reduced Capital Expenditures were reviewed and are made up of the following:

Description	<700K	Funding Source
Lighting Hall # 1	11,500	Building reserve
Paint truck bay & meeting rooms	-	Defer to 2019
Windows Exit Door Hall #1	10,000	General capital reserve
Emergency Generator - Civic Centre	-	Debt - approved
Engineer building assessment	-	Defer
Arena Major Repairs	59,000	Community Forest (Beams & dress rooms)
Exterior Doors x3	9,000	Gas Tax
Gas Detection Equipment	7,000	Gas Tax
Asphalt program	130,000	General capital reserve

Description	<700K	Funding Source
Asphalt program	130,000	General capital reserve
Sidewalk Extensions	-	Defer
Crack sealing	25,000	General capital reserve
Downtown revite as per plan	25,000	Community Forest
Ford Escape	-	Debt - approved
Zero Turn Mower	20,000	Mobile equipment reserve
Olympia Replacement	30,000	Rec reserve
Ford Cube Van	50,000	Mobile equipment reserve
Seagate Pier - Onsite report	100,000	General surplus
Summer T float Pilings	30,000	General capital reserve - possible Grant funding
Summer T float Upgrades	3,000	General capital reserve
Fishermens Decking Upgrades	3,000	General capital reserve
Boat Launch Upgrades	-	Defer
Bear Cove Electrical	16,000	General capital reserve
Catch Basin Repair	7,500	General capital reserve
Little Tsulquate Culverts	-	Defer
Seawall lights phase 5	30,000	Community Forest
Public Bathroom Rotary Park	-	Defer
Storey's Beach ball fields fencing	-	Defer
Christmas decorations	7,500	General capital reserve
Lost at Sea Marker	10,000	General capital reserve
Museum Office Renovation	5,000	Building reserve
Replace Carrot in Park	-	Defer
Replace welcome sign Carrot park	-	Defer
Connectivity Trails	-	Remove fence
Cemetery Monument	-	Demolish
Bear proof bins (3)	7,200	One bin to Fisherman's
<b>Totals</b>	<b>595,700</b>	
<b>Add back Capital from Debt</b>	<b>119,000</b>	ER Generator & Ford escape replacement
<b>Sub Total</b>	<b>714,700</b>	
<b>Add back Capital from Grants</b>	<b>12,165,000</b>	<b>Multiplex, Pool Safety, Arena Safety</b>
<b>Total on Financial Plan</b>	<b>12,879,700</b>	Reduction since November 28th = \$757,675

The effect was a 5.93% tax increase.

**DRAFT**

Discussion included:

- The 5.93% tax increase less the 1.25% tax increase for the Fire Department Compensation equates to a 4.68% tax increase to the general operational budget.
- 5.93% is not an acceptable tax increase to Council.

Council and staff reviewed the overall budget and made the following reductions:

- Reduce seniors grant in Aid \$ 5,000
- Reduce Late Grant in Aid \$ 2,000

- Reduce increase to Harbour Derelict vessels	\$ 7,000
- Reduce increase arena maintenance	\$10,000
<b>Total</b>	<b>\$24,000</b>

The effect of reducing \$24,000 will set the tax increase at 4.025%  
Council agreed that 4.025% is to be included in the 2018 financial plan and that the Fire Department operations should be represented by a separate line on tax notices.

Early approvals approved:

Zero Turn Mower	\$ 20,000
Ford Cube Van replacement	\$ 50,000
Seagate Pier- Onsite Report	\$ 100,000
Lost at Sea marker	\$ 10,000
Museum office Renovation	\$ 5,000
PLC WTP Replacement (w)	\$ 70,000
Holmgren Flats PRV (w)	\$ 60,000
Outer Ring Road PRV (w)	\$ 35,000
Kains Lake Dam (w)	\$ 29,000
Water design distribution system upgrades (w)	\$ 60,000
Holmgren Flats lift station upgrades (s)	\$ 50,000
Lift station upgrades (s)	\$ 42,000
Pioneer Inn lift station upgrade (s)	\$ 20,000
Polymer feed station system upgrade (s)	\$ 25,000
Swap Loader (s)	\$ 220,000
<b>Total early approvals</b>	<b>\$ 796,000</b>

**DRAFT**

## H. ADJOURNMENT

### MOVED

THAT the Finance Committee adjourn.

Time: 6:50 pm



**MINUTES OF THE DISTRICT OF PORT HARDY  
OPERATIONAL SERVICES COMMITTEE MEETING  
HELD MONDAY DECEMBER 18, 2017  
COUNCIL CHAMBERS, MUNICIPAL HALL  
7360 COLUMBIA STREET**

**Committee**

**Members:** Councillors Dennis Dugas, John Tidbury (Chair) DRAFT

**Also Present:** Councillors Leightan Wishart, Pat Corbett-Labatt

**Member of the Public:** 3

**Staff:** Allison McCarrick, CAO; Abbas Farahbakhsh, Director of Operational Services; Sean Mercer, Manager of Operations & Community Services; Heather Nelson-Smith, Director of Corporate Services; Joe Jewell, Utilities Supervisor; Leslie Driemel, Recording Secretary

**Regrets:** Councillor Rick Marcotte

**A. CALL TO ORDER**

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

**B. APPROVAL OF AGENDA**

Councillor Tidbury advised of an addition to the agenda:  
D. DELEGATION: Rick Milligan, Bill Milligan, John Milligan and Dale Dorward re: Windmill blade project.

**Moved/Seconded/Carried**

THAT the agenda for the Operational Services Committee meeting of December 18 2017 be accepted as amended.

**C. MINUTES**

1. Minutes of the Operational Services Committee meeting held November 16, 2017.

**Moved/Seconded/Carried**

THAT the minutes of the Operational Services Committee meeting held November 16, 2017 be accepted.

**D. DELEGATIONS**

DRAFT

**ADDENDUM**

Delegation: Rick Milligan, Bill Milligan, John Milligan and Dale Dorward re: Windmill blade project.

Rick Milligan advised the blade has been brought to Port Hardy, the transportation provided by Vestas. The 50 meter long blade was damaged at the site, never installed and is now undergoing minor repairs. Mr. Milligan advised:

- The cost estimate to install the blade between \$15,000 - \$25,000 depending on the site chosen – would include concrete work and crane rental if needed.
- The Port Hardy Rotary Club has shown an interest in the project and may help with funding.
- Local heavy duty equipment companies will help with installation.

OP SCVS  
2017-040  
AGENDA DEC  
18/17 AS  
AMENDED

OP SCVS  
2017-041  
MINUTES NOV  
16/17  
ACCEPTED

DELEGATION  
RE: WINDFARM  
BLADE  
PROJECT

- A municipal site is preferred as private property can be sold and the blade may no longer be wanted on site.
- For windfarm use life expectancy of the blade is 25 years and it could last much longer in a better environment.
- Vestas may provide mount designs.
- Upon completion the site would become District responsibility. Maintenance costs discussed include cleaning and graffiti removal.

Rick Milligan distributed photos with 'to scale' placement of the blade at the locations listed below and discussed issues and concerns at each site:

- Dog park area at Trustee Road – difficulty in transporting around corner and up the Trustee Road hill from Douglas Street.
- Dirom property – placement on the the hill (overlooking Douglas St) - difficulty in transporting around corner and up the Trustee Road hill from Douglas Street. Site is private property – if sold the blade may have to be removed.
- Bear Cove Hwy / Hwy 19 intersection (visitor info area) – would require 110 ton crane to be brought in to lift into place, cost estimated at \$10,000+.
- Banner pole area (south of Klassen/ old Petrocan site) - power lines in area an issue and site is in an area with future development possibilities.
- Douglas Street grassy area (across from North Shore Inn) – preferred site due to easy access for installation and public viewing.

Blade display ideas discussed included:

DRAFT

- Windfarm information at the display site.
- Decal on blade: Windfarm information and/or photos
- Paint a Port Hardy timeline on the blade.
- Temporary painting on blade as a Filomi Day activity.

Rick Milligan concluded by commenting that the blade is at a good location for now and the decision to proceed with the project and the site selection lies with the District.

ACTION ITEMS

**E. BUSINESS ARISING / UNFINISHED BUSINESS**

1. Review and Update of Action Items.

Wrapping Utility Boxes

- Photos of the wrapped hydro boxes in Port McNeill were received for information.

Abbas Farahbakhsh advised that he has received an estimate from a decal company of \$11,600 - \$12,000 to wrap six District lift station boxes. Allison McCarrick, CAO recommended and the Committee agreed that the lift station wrap project go to 2019 budget consideration.

Windfarm Blade

- Email from Carol Dirom was received for information.

2. Capital Items List / Operations update.

Abbas Farahbakhsh advised that there has been no change in the Capital Items list since November. The Committee discussed the construction timeline for the Fort Rupert Reservoir Waterman project.

**F. CORRESPONDENCE**

DRAFT

No correspondence.

**G. NEW BUSINESS**

1. Water Operations Report, November 2017 was received for information.

**H. STAFF REPORTS**

1. Abbas Farahbakhsh, Dir. of Operational Services gave a PowerPoint presentation summarizing the Port Hardy Water Modelling - Final Report by McElhanney Consulting dated April 2017.

The information presented included: background and water system summary, data sources, design criteria, residential, commercial/industrial water demands, required fire flows, flow analysis scenarios, hydrant testing, existing system deficiencies, flow velocity analysis, proposed system upgrades and priorities. Total system upgrade cost estimate is \$12.6 million in 2015 and 2016 dollars.

Abbas Farahbakhsh recommended the first priority be the areas of: Port Hardy Hospital, Port Hardy Secondary School and the apartments near the high school.

The Committee asked if there are health issues around asbestos concrete pipe fibers getting into the water source and was advised that filters in place prevent that from happening and that the health concerns are primarily from airborne fibers affecting construction workers during pipe replacements. A full abatement procedure would be followed for removing any asbestos concrete pipes.

The Committee requested staff email out the presentation to Council members.

**I. COMMITTEE MEMBER REPORTS**

No reports.

DRAFT

**J. NOTICE OF MEETING:** Next scheduled meeting: January 15 2018.

Upcoming meeting dates: Currently scheduled for the third Monday of each month: , February 19, March 19, April 16, May 21, June 18, July 16, August 20, September 17, October 15, November 19, December 17.

**K. ADJOURNMENT**

**Moved**  
THAT the meeting be adjourned.

Time: 4:33 pm

OP SCVS  
2017-042  
ADJOURNMENT

Cheque #	Pay Date	Vendor #	Vendor Name	Paid Amount	Void
010240	07/12/2017	00437	ACME SUPPLIES LTD.	244.16	
010241	07/12/2017	02514	Alsco	209.33	
010242	07/12/2017	00829	ANA'S HARDY CLEAN	2,303.99	
010243	07/12/2017	01836	ARIES SECURITY LTD.	4,415.25	
010244	07/12/2017	00047	B.C. HYDRO (Minister of	51,972.97	
010245	07/12/2017	02135	BORG, BRENT	35.00	
010246	07/12/2017	01805	BUSY B'S DISTRIBUTING	119.92	
010247	07/12/2017	02468	Canwest Propane	48.67	
010248	07/12/2017	03495	DALTON, BRAM	417.59	
010249	07/12/2017	00054	DAVE LANDON MOTORS LTD.	1,190.37	
010250	07/12/2017	01901	DENNISON, MELINDA	35.00	
010251	07/12/2017	01982	DIGITAL POSTAGE ON CALL	1,575.00	
010252	07/12/2017	03190	Fluent Information Manag	735.00	
010253	07/12/2017	00058	GUILLEVIN INTERNATIONAL	491.28	
010254	07/12/2017	00063	HOME HARDWARE BUILDING C	168.19	
010255	07/12/2017	03440	IZCO Technology Solution	268.80	
010256	07/12/2017	02807	Johnson Security Solutio	221.76	
010257	07/12/2017	00065	K & K ELECTRIC LTD.	84.24	
010258	07/12/2017	00069	MACANDALE'S	784.80	
010259	07/12/2017	03059	Maxxam Analytics	703.50	
010260	07/12/2017	01777	MCCARRICK, ALLISON	35.00	
010261	07/12/2017	00328	MERCER, SEAN	35.00	
010262	07/12/2017	00014	MINISTER OF FINANCE	3,450.00	
010263	07/12/2017	00304	MONK OFFICE	248.06	
010264	07/12/2017	00033	NAPA AUTO PARTS/N.I. IND	29.35	
010265	07/12/2017	00075	O.K. TIRE STORE (PORT HA	314.79	
010266	07/12/2017	02749	Orach Enterprises Ltd.	1,675.73	
010267	07/12/2017	00281	PARKLAND REFINING (B.C.)	1,277.03	
010268	07/12/2017	00769	Praxair Distribution	917.89	
010269	07/12/2017	00080	PUROLATOR INC.	635.85	
010270	07/12/2017	03266	RALEIGH Fire Safety Ltd	406.58	
010271	07/12/2017	03174	Schantz, Robert	108.00	
010272	07/12/2017	00843	SHARE CANADA	84.00	
010273	07/12/2017	00253	Shaw Cable	134.74	
010274	07/12/2017	02203	Stantec Consulting Ltd.	1,836.46	
010275	07/12/2017	02105	Stokes International	920.22	
010276	07/12/2017	02522	Strathcon Industries	385.86	
010277	07/12/2017	02971	Summit Valve and Control	982.24	
010278	07/12/2017	00053	TEMPLE CONSULTING GROUP	9,011.52	
010279	07/12/2017	02018	Westkey Graphics	620.57	
010280	07/12/2017	03482	WORK TRUCK WEST	548.32	
010281	07/12/2017	00164	Xerox Canada Ltd.	870.04	
010282	13/12/2017	00046	ANDREW SHERET LTD	2,873.18	
010283	13/12/2017	01836	ARIES SECURITY LTD.	11,812.50	
010284	13/12/2017	00073	BLACK PRESS GROUP LTD.	278.64	
010285	13/12/2017	01615	BOOD, HANK	210.00	
010286	13/12/2017	00018	CANADIAN RED CROSS	90.00	
010287	13/12/2017	02468	Canwest Propane	50.96	
010288	13/12/2017	02882	Catalys Lubricants Inc.	235.61	
010289	13/12/2017	03497	CULLEN DIESEL POWER	7,532.71	
010290	13/12/2017	00054	DAVE LANDON MOTORS LTD.	349.92	
010291	13/12/2017	00052	HARDY BUILDERS' SUPPLY	857.51	
010292	13/12/2017	00063	HOME HARDWARE BUILDING C	8.18	
010293	13/12/2017	01875	ISLAND ADVANTAGE DISTRIB	218.24	
010294	13/12/2017	00065	K & K ELECTRIC LTD.	309.36	
010295	13/12/2017	02445	LogoWest Promotional Pro	325.02	
010296	13/12/2017	00069	MACANDALE'S	94.08	
010297	13/12/2017	00626	MAINROAD MAINTENANCE PRO	8,451.92	
010298	13/12/2017	00249	MICRON MACHINE WORKS LTD	4,598.19	
010299	13/12/2017	00304	MONK OFFICE	103.82	
010300	13/12/2017	00033	NAPA AUTO PARTS/N.I. IND	306.57	
010301	13/12/2017	02212	NICHOLSON, LISA	472.50	
010302	13/12/2017	00342	NORTH ISLAND COLLEGE	2,000.00	
010303	13/12/2017	01645	NORTH ISLAND COMMUNICATI	322.35	
010304	13/12/2017	03390	O'Reilly, Kathy	194.25	
010305	13/12/2017	00075	O.K. TIRE STORE (PORT HA	144.43	
010306	13/12/2017	02792	OPTA Information Intelli	8,762.25	
010307	13/12/2017	02749	Orach Enterprises Ltd.	2,601.19	
010308	13/12/2017	00281	PARKLAND REFINING (B.C.)	2,394.06	
010309	13/12/2017	00080	PUROLATOR INC.	149.33	
010310	13/12/2017	00107	RECEIVER GENERAL FOR CAN	19,237.33	



Cheque #	Pay Date	Vendor #	Vendor Name	Paid Amount	Void
010311	13/12/2017	02174	RECYCLING COUNCIL OF BC	175.00	
010312	13/12/2017	03174	Schantz, Robert	108.00	
010313	13/12/2017	02203	Stantec Consulting Ltd.	9,377.43	
010314	13/12/2017	03145	Strategic Natural Resour	273.00	
010315	13/12/2017	00113	STRYKER ELECTRONICS LTD.	4,281.61	
010316	13/12/2017	00053	TEMPLE CONSULTING GROUP	2,178.40	
010317	13/12/2017	02973	Texmo, Gavin	35.00	
010318	13/12/2017	00485	TRAN SIGN (1999) LTD.	1,509.54	
010319	13/12/2017	00164	Xerox Canada Ltd.	14.60	
010320	13/12/2017	03195	Zeo Tec Limited	168.00	
010321	20/12/2017	03286	0997329 Tourism Services	1,932.00	
010322	20/12/2017	00735	A.C.E. COURIER SERVICES	141.88	
010323	20/12/2017	00044	ACKLANDS - GRAINGER INC.	152.02	
010324	20/12/2017	00437	ACME SUPPLIES LTD.	35.06	
010325	20/12/2017	02514	Alsco	209.32	
010326	20/12/2017	00046	ANDREW SHERET LTD	596.49	
010327	20/12/2017	02468	Canwest Propane	4,418.16	
010328	20/12/2017	03426	CIBC	760.00	
010329	20/12/2017	02762	Cleartech Industries Inc	7,787.13	
010330	20/12/2017	01433	COMOX PACIFIC EXPRESS LT	172.02	
010331	20/12/2017	01476	DOR-TEC SECURITY LTD.	138.30	
010332	20/12/2017	02661	Dugas, Rosanna	760.00	
010333	20/12/2017	01680	Fisher, Patricia	45.00	
010334	20/12/2017	01980	HETHERINGTON INDUSTRIES	515.20	
010335	20/12/2017	00063	HOME HARDWARE BUILDING C	10.07	
010336	20/12/2017	00273	JM'S MOBILE WELDING INC	2,660.00	
010337	20/12/2017	00065	K & K ELECTRIC LTD.	1,872.96	
010338	20/12/2017	00069	MACANDALE'S	406.56	
010339	20/12/2017	01187	MCELHANNEY CONSULTING SE	2,535.75	
010340	20/12/2017	00014	MINISTER OF FINANCE	1,725.00	
010341	20/12/2017	02487	Minister of Finance	576.13	
010342	20/12/2017	02397	Nelson Roofing & Sheet M	315.00	
010343	20/12/2017	00075	O.K. TIRE STORE (PORT HA	526.49	
010344	20/12/2017	02409	Onsite Engineering Ltd.	2,349.38	
010345	20/12/2017	00281	PARKLAND REFINING (B.C.)	1,111.74	
010346	20/12/2017	02975	Paul's Plumbing & Gas	527.61	
010347	20/12/2017	00203	Port Hardy & Dist. Chamb	7,950.00	
010348	20/12/2017	00363	PORT HARDY BULLDOZING LT	380.80	
010349	20/12/2017	02051	PORT MCNEILL ENTERPRISES	1,058.40	
010350	20/12/2017	00080	PUROLATOR INC.	60.09	
010351	20/12/2017	01990	ROAD RANGER FREIGHT/0702	20.33	
010352	20/12/2017	01511	Scotiabank	760.00	
010353	20/12/2017	00160	TELUS	4,994.87	
010354	20/12/2017	00161	TELUS MOBILITY (BC)	864.20	
010355	20/12/2017	03313	Tex Electric Ltd.	75.60	
010356	20/12/2017	02973	Texmo, Gavin	29.08	
010357	20/12/2017	00957	TOURISM VANCOUVER ISLAND	981.75	
010358	20/12/2017	03500	Voth, Kirsten	760.00	
010359	20/12/2017	00958	WISHART, LEIGHTAN	16.41	
010360	20/12/2017	02658	Yoo, Choon Y	760.00	
010361	20/12/2017	03041	Zone West Enterprises Lt	2,545.55	
Total:				237,193.10	

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






# DISTRICT OF PORT HARDY

## STAFF REPORT



---

**DATE:** December 14, 2017  
**TO:** Mayor and Councillors  
**FROM:** Adrian Maas, Director of Finance  
**RE:** Waterworks Asset Management Plan

---

### PURPOSE

To inform Council and to seek approval of the Asset Management Plan prepared by Atana Management Inc.

### ANALYSIS

Asset management plans are an integral part of asset management, from purchase to disposal, for the lifetime of various asset classes. They are becoming mandated by senior levels of government and most if not all future grant applications will require appropriate Asset Management Plans in support of applications.

The current reservoir project and pool replacement project are two prime examples. A facilities management plan was prepared to support the pools grant application process and in the case of the reservoir project submission of a management plan for the waterworks category is a requirement of the grant funding. To that end staff contracted with Atana Management to write an asset management plan with grant funding from UBCM in the summer of 2017. The attached report is the final product of their review and analysis of our records, processes, and interviews with staff.

Key points are found in the executive summary and like the facilities plan the report highlights the long term need for greater funding to ensure assets do not degrade, are maintained, and funded over time.

### FINANCIAL IMPLICATIONS

Long term finances will need to improve and plans will need to be developed for other asset classes. New accounting standards coming soon will also spell out the need to make provision in the accounts for decommissioning of significant assets.

### STAFF RECOMMENDATION

*"THAT Council receive and approve the Waterworks Asset Management plan as attached to the Director of Finance report of December 14, 2017."*

Respectfully submitted,

I agree with the recommendation.

Signed

Adrian Maas  
Director of Finance

Signed

Allison McCarrick  
Chief Administrative Officer

## District of Port Hardy





# Waterworks Asset Management Plan



Scenario 1/2 Version 3

December 2017

<b>Document Control</b>		<b>Asset Management Plan</b>  			
Document ID : NAMSPLUS Concise Asset Management Plan Template_V2_170508					
Rev No	Date	Revision Details	Author	Reviewer	Approver
1	December 13, 2017	First Draft Asset Management Plan	DB		

**NAMS.PLUS Asset Management Plan Templates**

NAMS.Plus offers two Asset Management Plan templates – ‘Concise’ and ‘Comprehensive’.

The Concise template is appropriate for those entities who wish to present their data and information clearly and in as few words as possible whilst complying with the ISO 55000 Standards approach and guidance contained in the International Infrastructure Management Manual.

The Comprehensive template is appropriate for those entities who wish to present their asset management plan and information in a more detailed manner.

**The entity can choose either template to write/update their plan regardless of their level of asset management maturity and in some cases may even choose to use only the Executive Summary.**

**The concise Asset Management Plan may be used as a supporting document to inform an overarching Strategic Asset Management Plan.**

This is the **Concise** Asset Management Plan template.

© Copyright 2017 – All rights reserved.  
 The Institute of Public Works Engineering Australasia.  
[www.ipwea.org/namsplus](http://www.ipwea.org/namsplus)

**TABLE OF CONTENTS**

1	EXECUTIVE SUMMARY .....	1
	1.1 The Purpose of the Plan.....	1
	1.2 Asset Description .....	1
	1.3 Levels of Service.....	1
	1.4 Future Demand .....	1
	1.5 Lifecycle Management Plan .....	1
	1.6 Financial Summary.....	1
	1.7 Asset Management Practices.....	2
	1.8 Monitoring and Improvement Program .....	2
2.	INTRODUCTION.....	3
	2.1 Background.....	3
	2.2 Goals and Objectives of Asset Ownership .....	3
	2.3 Core and Advanced Asset Management .....	4
3.	LEVELS OF SERVICE .....	4
	3.1 Customer Research and Expectations .....	4
	3.2 Strategic and Corporate Goals .....	4
	3.3 Legislative Requirements .....	5
	3.4 Customer Levels of Service.....	5
	3.5 Technical Levels of Service .....	7
4.	FUTURE DEMAND .....	9
	4.1 Demand Drivers.....	9
	4.2 Demand Forecasts.....	9
	4.3 Demand Impact on Assets.....	9
	4.4 Demand Management Plan.....	9
	4.5 Asset Programs to meet Demand.....	11
5.	LIFECYCLE MANAGEMENT PLAN.....	12
	5.1 Background Data .....	12
	5.2 Operations and Maintenance Plan.....	14
	5.3 Renewal/Replacement Plan .....	15
	5.4 Creation/Acquisition/Upgrade Plan .....	17
	5.5 Disposal Plan .....	19
6.	RISK MANAGEMENT PLAN .....	20
	6.1 Critical Assets .....	20
	6.2 Risk Assessment .....	20
	6.3 Infrastructure Resilience Approach.....	23
	6.4 Service and Risk Trade-Offs.....	23
7.	FINANCIAL SUMMARY .....	24
	7.1 Financial Statements and Projections .....	24
	7.2 Funding Strategy.....	25
	7.3 Valuation Forecasts .....	25
	7.4 Key Assumptions Made in Financial Forecasts.....	25
	7.5 Forecast Reliability and Confidence .....	26
8.	PLAN IMPROVEMENT AND MONITORING .....	27
	8.1 Status of Asset Management Practices .....	27
	8.2 Improvement Plan .....	27
	8.3 Monitoring and Review Procedures .....	27
	8.4 Performance Measures .....	27
9.	REFERENCES.....	28
10.	APPENDICES .....	28
	Appendix A Projected 10-year Capital Renewal and Replacement Works Program .....	29
	Appendix B Projected Upgrade/Exp/New 10-year Capital Works Program .....	31
	Appendix C Budgeted Expenditures Accommodated in LTFP.....	33

This page is intentionally left blank

# 1 EXECUTIVE SUMMARY

## 1.1 The Purpose of the Plan

Asset management planning is a comprehensive process to ensure delivery of services from infrastructure is provided in a financially sustainable manner.

This asset management plan details information about infrastructure assets including actions required to provide an agreed level of service in the most cost effective manner while outlining associated risks. The plan defines the services to be provided, how the services are provided and what funds are required to provide the services over a 20-year planning period.

This plan covers the infrastructure assets that provide safe and reliable water services to the community.

## 1.2 Asset Description

The Waterworks network comprises:

- Water Network
  - (Mains, hydrants, PRV stations, etc.)
- Machinery & Equipment
- Buildings: Brick, Mortar & Steel
- Dams & Water Structures

These infrastructure assets have significant value estimated at \$31,459,000.

## 1.3 Levels of Service

Our present funding levels are insufficient to continue to provide existing services at current levels in the medium term.

## 1.4 Future Demand

The main demands for new services are created by:

- Population growth
- Changing demographics
- Tourism

These will be managed through a combination of managing existing assets, upgrading of existing assets and providing new assets to meet demand and demand management. Demand management practices include non-asset solutions, insuring against risks and managing failures.

- Promote water demand education, management and conservation as a component of a sustainable community.

- Implement water conservation measures in the summer in order to ensure adequate and safe water supply.
- Use our Water Model to understand high priority assets in our network and address them as required with changing population and water demands.

## 1.5 Lifecycle Management Plan

### What does it Cost?

The projected outlays necessary to provide the services covered by this Asset Management Plan (AM Plan) includes operations, maintenance, renewal and upgrade of existing assets over the 10-year planning period is \$21,769,000 or \$2,177,000 on average per year.

## 1.6 Financial Summary

### What we will do

Estimated available funding for this period is \$15,320,000 or \$1,532,000 on average per year as per the long term financial plan or budget forecast. This is 70% of the cost to sustain the current level of service at the lowest lifecycle cost.

The infrastructure reality is that only what is funded in the long term financial plan (once developed) can be provided. The emphasis of the AM Plan is to communicate the consequences that this will have on the service provided and risks, so that decision making is "informed".

The allocated funding leaves a shortfall of \$645,000 on average per year of the projected expenditure required to provide services in the AM Plan. This is shown in the figure below.

Port Hardy District - Projected Operating and Capital Expenditure (Water\_S2\_V3)

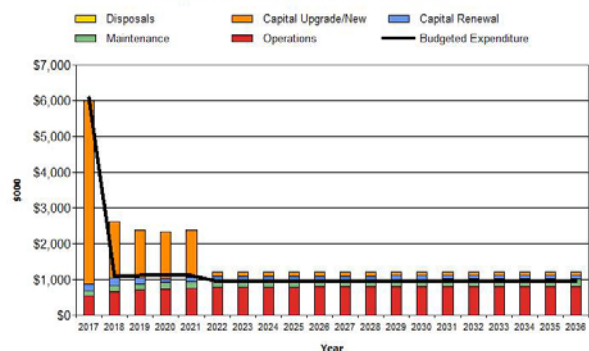


Figure Values are in current (real) dollars.



We plan to provide water services for the following:

- Operation, maintenance, renewal and upgrade of water network assets to meet service levels set in annual budgets.
- Several renewals and upgrades within the 10-year planning period:
  - Fort Rupert Reservoir and PRV Station
  - WTP Renewals (meters, PLC)
  - WTP Upgrades (security, lighting, computers, pump)
  - Various Water Line Renewals/Upgrades
  - Holmgren Flats PRV Renewal
  - Kains Lake Dam Renewals
  - Various other renewals

### What we cannot do

We currently do **not** allocate enough funding to sustain these services at the desired standard or to provide all new services being sought. Works and services that cannot be provided under present funding levels are:

- Reservoir Expansion (Storey's Beach) is currently not budgeted for and is dependent on external funding (will apply for grant).
- Upgrades to accommodate all desirable flow levels for fire protection services. Future development may impose demands on the system creating additional fire flow deficiencies. At the time of writing, water modeling has not been finalized and so the extent of fire flow deficiencies is not fully known.

### Managing the Risks

Our present funding levels are insufficient to continue to manage risks in the medium term.

The main risk consequences are:

- Heavy rains and/or heavy road traffic causing source water quality issues causing Water Treatment Plant shutdown.
- Fire causing damage or required shut down.
- Lower source river level causing water use restrictions.

We will endeavour to manage these risks within available funding by:

- Installing additional reservoirs for increased supply capacity in case of required plant shutdown.
- Install sprinkler system in ceiling of WTP.
- Increasing water restriction program and educational program for the public.

## 1.7 Asset Management Practices

Our systems to manage assets include:

- MAIS Accounting software to collect data and Excel to record asset acquisitions, amortization and disposals.
- Water Model.

Assets requiring renewal/replacement are identified from one of three methods provided in the 'Expenditure Template'.

- Method 1 uses Asset Register data to project the renewal costs using acquisition year and useful life to determine the renewal year, or
- Method 2 uses capital renewal expenditure projections from external condition modelling systems (such as Pavement Management Systems), or
- Method 3 uses a combination of average network renewals plus defect repairs in the Renewal Plan and Defect Repair Plan worksheets on the 'Expenditure template'.

Method 2 was used for this asset management plan.

## 1.8 Monitoring and Improvement Program

The next steps resulting from this asset management plan to improve asset management practices are:

- Establish and begin to use the Water Model to develop priorities for renewals and upgrades and develop a formalized capital strategy.
- Further develop risks and formalize a risk management plan.
- Further develop customer and technical levels of service.
- Review and revise asset useful lives and current replacement costs.



## 2. INTRODUCTION

### 2.1 Background

This asset management plan communicates the actions required for the responsive management of assets (and services provided from assets), compliance with regulatory requirements, and funding needed to provide the required levels of service over a 20-year planning period.

The asset management plan is to be read with the District of Port Hardy planning documents. This should include the Asset Management Policy and Asset Management Strategy where these have been developed along with other key planning documents:

- The District of Port Hardy Official Community Plan
- The District of Port Hardy Financial Plan 2017 – 2021

The infrastructure assets covered by this asset management plan are shown in Table 2.1. These assets are used to provide safe and reliable water services to the community.

**Table 2.1: Assets covered by this Plan**

Asset Category	Dimension	Replacement Value
Water Networks:		
-Asbestos Cement Water Mains	36.6 km	\$7,961,096
-PVC Water Mains	23.6 km	\$6,451,703
-Other Water listings	79 Other Water listings	\$2,685,003
Machinery & Equipment	57 Machinery & Equipment listings	\$1,876,304
Buildings, Brick, Mortar & Steel	29 Building Component listings	\$12,165,610
Dams & Water Structures	4 Dam & Water Structure listings	\$319,060
<b>TOTAL</b>		<b>\$31,458,777</b>

### 2.2 Goals and Objectives of Asset Ownership

Our goal in managing infrastructure assets is to meet the defined level of service (as amended from time to time) in the most cost effective manner for present and future consumers. The key elements of infrastructure asset management are:

- Providing a defined level of service and monitoring performance,
- Managing the impact of growth through demand management and infrastructure investment,
- Taking a lifecycle approach to developing cost-effective management strategies for the long-term that meet the defined level of service,
- Identifying, assessing and appropriately controlling risks, and
- Linking to a long-term financial plan which identifies required, affordable expenditure and how it will be allocated.

Other references to the benefits, fundamentals principles and objectives of asset management are:

- International Infrastructure Management Manual 2015 <sup>1</sup>
- ISO 55000<sup>2</sup>

<sup>1</sup> Based on IPWEA 2015 IIMM, Sec 2.1.3, p 2 | 13

<sup>2</sup> ISO 55000 Overview, principles and terminology

## 2.3 Core and Advanced Asset Management

This asset management plan is prepared as a ‘core’ asset management plan over a 20 year planning period in accordance with the International Infrastructure Management Manual<sup>3</sup>. Core asset management is a ‘top down’ approach where analysis is applied at the system or network level. An ‘advanced’ asset management approach uses a ‘bottom up’ approach for gathering detailed asset information for individual assets.

## 3. LEVELS OF SERVICE

### 3.1 Customer Research and Expectations

We currently have no research on customer expectations. This will be investigated for future updates of the asset management plan.

### 3.2 Strategic and Corporate Goals

This asset management plan is prepared under the direction of the District of Port Hardy mission, goals and objectives.

Our mission is:

**To provide a safe and serene community offering unique cultural, recreational, educational and social experiences supported by diverse economic opportunities; the service centre for Northern Vancouver Island and the Central Coast and a year-round tourist destination.**

Relevant goals and objectives and how these are addressed in this asset management plan are:

**Table 3.2: Goals and how these are addressed in this Plan**

Goal	Objective	How Goal and Objectives are addressed in AM Plan
Safe, high quality watershed.	To protect and enhance the quality of Port Hardy harbours, intertidal areas, rivers, streams and ground water sources in order to provide an integrity level that supports the ecological services of the Tsulquate River Watersheds.	Not specifically addressed in this plan.
Safe, sustainable water supply.	To supply Port Hardy residents with a high quality of potable water, in a sustainable manner based on the watershed’s carrying capacity. a) Protection of water at the source, by means of restrictive land-uses; b) Develop an integrated water management plan; and c) Encourage public tours and education to explain where their water comes from and the importance of water conservation and protection. (DPH_OCP pg.12 bullet 6 & pg.42 4.2.2 a,b,c)	Developing a management plan for water assets. Defining level of service, and life cycle costs in this document allows for prudent financial planning regarding the upcoming costs and timing of infrastructure operating and maintenance, renewal and upgrade activities.
Continual improvement in water services.	To continually work towards achieving water efficiencies and implementation of appropriate technologies.	Understanding the current state of our water assets allows us to make projections of upcoming future work and costs required to maintain desirable service levels. This knowledge of existing infrastructure costs supports the consideration of new technological alternatives for methods of providing and improving services.

<sup>3</sup> IPWEA, 2015, IIMM.

The District will exercise its duty of care to ensure public safety in accordance with the infrastructure risk management plan prepared in conjunction with this AM Plan. Management of infrastructure risks is covered in Section 6.

### 3.3 Legislative Requirements

There are many legislative requirements relating to the management of assets. These include but are not limited to the following:

**Table 3.3: Legislative Requirements**

Legislation	Requirement
Drinking Water Protection Act	Outlines requirements for water suppliers in terms of ensuring that the water supplied to their users is potable — and meets any additional requirements established by the Drinking Water Protection Regulation or by the water supply system's operating permit, as set by the local drinking water officer.
B.C. Drinking Water Protection Regulations	Sets out certain requirements for drinking water operators to ensure the provision of safe drinking water to their customers.
Local Government Act	Sets out role, purpose, responsibilities and powers of local governments including the preparation of a long term financial plan supported by asset management plans for sustainable service delivery.
Community Charter	Sets out the legal framework for the powers, duties and functions of municipal Corporations. Provides municipal Corporations with the authority to address existing and future community needs.
PSAB 3150 Accounting Standards	Tangible Capital Asset accounting standards for the public sector, including Municipalities.
Workers Compensation Act	Sets out the requirements for employers to maintain a safe workplace.
District Bylaws	Provides regulations for the implementation of District Policies.

### 3.4 Customer Levels of Service

Service levels are defined service levels in two terms, customer levels of service and technical levels of service. These are supplemented by organizational measures.

**Customer Levels of Service** measure how the customer receives the service and whether value is provided.

Customer levels of service measures used in the asset management plan are:

**Quality** How good is the service ... *what is the condition or quality of the service?*

**Function** Is it suitable for its intended purpose ... *is it the right service?*

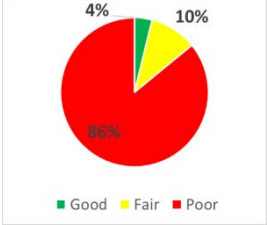
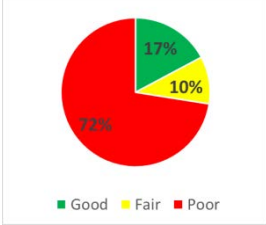
**Capacity/Use** Is the service over or under used ... *do we need more or less of these assets?*

The current and expected customer service levels are detailed in Tables 3.4 and 3.5. Table 3.4 shows the expected levels of service based on resource levels in the current long-term financial plan.

**Organizational measures** are measures of fact related to the service delivery outcome e.g. number of occasions when service is not available, condition percentages of Very Poor, Poor/Average/Good, Very Good.

These Organizational measures provide a balance in comparison to the customer perception that may be more subjective.

**Table 3.4: Customer Level of Service**

	Expectation	Performance Measure Used	Current Performance	Expected Position in 10 Years based on the current budget.
<b>Service Objective:</b> Provide reliable and safe potable water to the community.				
<b>Quality</b>	Water tastes and looks good.	Number of calls per year related to water look and taste.	20 - 30 calls/year. (Typically calls are related to increased turbidity after water break and subsequent line flushing.)	No significant change expected.
	Organizational measure*	Pipe condition based on age. (See Section 5.3.1 for explanation of condition rating. Good = condition 1,2; Fair = condition 3; Poor = condition 4,5.)		
	<b>Confidence levels</b>		Medium	Medium
<b>Function</b>	Service is provided with minimal interruptions.	Number of calls per year related to interruptions.	Negligible. (Some calls regarding water breaks. District is proactive with online notices to public.)	No significant change expected.
	Organizational measure	Number of line breaks per year.	A few breaks per year. (~3 breaks in 2017.)	No significant change expected.
	<b>Confidence levels</b>		Medium	Medium
<b>Capacity and Use</b>	Network has sufficient capacity and meets standards.	Number of calls per year related to water pressure.	Negligible.	No significant change expected.
	Organizational measure	Water advisories.	Negligible.	No significant change expected.
		Meeting fire protection standards.	Not meeting all fire protection standards.	Working to address these using the Water Model.
	<b>Confidence levels</b>		Medium	Medium

Note: \* Pipe condition rating currently based on asset remaining useful life. While remaining life may not be at sufficient maturity for forecasting purposes, the charts used for organizational measure illustrate the effects of the capital renewals/upgrades planned over the next 10 years (assuming pipe segments renewed/upgraded are nearing the end of their policy useful lives).

### 3.5 Technical Levels of Service

**Technical Levels of Service** - Supporting the customer service levels are operational or technical measures of performance. These technical measures relate to the allocation of resources to service activities to best achieve the desired customer outcomes and demonstrate effective performance.

Technical service measures are linked to the activities and annual budgets covering:

- Operations – the regular activities to provide services (e.g. opening hours, cleansing, mowing grass, energy, inspections, etc).
- Maintenance – the activities necessary to retain an asset as near as practicable to an appropriate service condition. Maintenance activities enable an asset to provide service for its planned life (e.g. road patching, unsealed road grading, building and structure repairs),
- Renewal – the activities that return the service capability of an asset up to that which it had originally (e.g. road resurfacing and pavement reconstruction, pipeline replacement and building component replacement),
- Upgrade/New – the activities to provide a higher level of service (e.g. widening a road, sealing an unsealed road, replacing a pipeline with a larger size) or a new service that did not exist previously (e.g. a new library).

Service and asset managers plan, implement and control technical service levels to influence the customer service levels.<sup>4</sup>

Table 3.5 shows the technical levels of service expected to be provided under this AM Plan. The 'Desired' position in the table documents the position being recommended in this AM Plan. The current performance budget is based on 2017 budget levels without grant funding included. The desired for optimum lifecycle cost budget levels are based on average budget levels projected for long term sustainability based on planned work over the next 10 years.

It is important to monitor the service levels provided regularly as these will change. The current performance is influenced by work efficiencies and technology, and customer priorities will change over time. Review and establishment of the agreed position which achieves the best balance between service, risk and cost is essential.

---

<sup>4</sup> IPWEA, 2015, IIMM, p 2 | 28.

**Table 3.5: Technical Levels of Service**

Service Attribute	Service Activity Objective	Activity Measure Process	Current Performance *	Desired for Optimum Lifecycle Cost **
<b>TECHNICAL LEVELS OF SERVICE</b>				
<b>Operations</b>				
	Includes activities that allow the service to operate.	Testing	Meets standards.	Adequate.
		Treatment (chemicals)	Meets standards.	Adequate.
		Meter reading	Quarterly commercial readings. No program for residential readings (flat rate).	Adequate. Install auto-reading system on residential.
		Utilities (power, gas)	As Required.	Adequate.
		Wages	As Required.	Adequate.
		System flushing & exercise valves	Flush half of system each year.	Adequate.
		Reservoir cleaning	1 / 2 years.	Adequate.
		Locate utilities	Respond to BC One Call as required.	Adequate.
		Water supply monitoring	Weekly in person inspection of water source (more often in summer).	Adequate.
		<b>Budget</b>	<b>\$559,000</b>	<b>\$810,000***</b>
<b>Maintenance</b>				
	Includes activities that allow assets to reach expected useful lives.	Water Line Repairs	As required.	Adequate.
		WTP Component Repairs	As required.	Adequate.
		Water Meter Repairs	As required.	Adequate.
		Pump Repairs	As required.	Adequate.
		Valve Repairs	As required.	Annual program.
		Hydrant Repairs	Annual program (Level A/B)	Adequate.
		<b>Budget</b>	<b>\$142,000</b>	<b>\$205,000***</b>
<b>Renewal</b>				
	Includes activities associated with replacing the asset at an equivalent standard.	Renew Network components	As required. Supported by the Water Model.	As required. Supported by the Water Model.
		<b>Budget</b>	<b>\$100,000</b>	<b>\$100,000</b>
<b>Upgrade/New</b>				
	Includes additional services or higher service standard.	Upgrade / New Network components	As required. Supported by the Water Model.	As required. Supported by the Water Model.
		<b>Budget</b>	<b>\$280,000</b>	<b>\$100,000</b>

Note: \* Current activities and costs (currently funded).

\*\*Desired activities and costs to sustain current service levels and achieve minimum life cycle costs (not currently funded)

\*\*\*O&M budget increases primarily due to increase in new services in the short term and the assumption that O&M costs will increase for new assets. Actual budget increases will be refined in the next few years.

## 4. FUTURE DEMAND

### 4.1 Demand Drivers

Drivers affecting demand include things such as population change, regulations, changes in demographics, seasonal factors, vehicle ownership rates, consumer preferences and expectations, technological changes, economic factors, agricultural practices, environmental awareness, etc.

### 4.2 Demand Forecasts

The present position and projections for demand drivers that may impact future service delivery and use of assets were identified and are documented in Table 4.3.

### 4.3 Demand Impact on Assets

The impact of demand drivers that may affect future service delivery and use of assets are shown in Table 4.3.

**Table 4.3: Demand Drivers, Projections and Impact on Services**

Demand drivers	Present position	Projection	Impact on services
Population	4,132 (2016 Census)	Likely low to moderate growth in coming years.	Minor increase in demand. New residential developments require servicing.
Demographics	Low senior population relative to B.C.	Likely growth in senior portion of population.	Slight reduction of demand for water services.  An increasing senior population may increase demand for apartment style residences. This may impact fire service requirements.
Tourism	Summer months attract tourists staying in the area.	No change.	Increased demand for water services during summer.
First Nations Developments	Working relationships with neighbouring First Nations.	Potential new First Nation developments.	Growth in First Nations' developments may increase water services required for the District.

### 4.4 Demand Management Plan

Demand for new services will be managed through a combination of managing existing assets, upgrading of existing assets and providing new assets to meet demand and demand management. Demand management practices can include non-asset solutions, insuring against risks and managing failures.

Opportunities identified to date for demand management are shown in Table 4.4. Further opportunities will be developed in future revisions of this asset management plan.

**Table 4.4: Demand Management Plan Summary**

Demand Driver	Impact on Services	Demand Management Plan
Population	Minor increase in demand. New residential developments require servicing.	a) Investigate a universal water metering program for both commercial and residential users; b) Develop demand-side water management practices in order to lower consumption rates; c) Encourage all new developments to incorporate on-site rainwater storage capabilities; d) Promote the use of grey-water systems; e) Promote water demand education, management and conservation as a component of a sustainable community; and f) Encourage requirements and incentives for low water use fixtures (e.g. low flow shower heads and toilets).
Demographics	This may impact fire service requirements. Slight reduction of demand for water services.  An increasing senior population may increase demand for apartment style residences. This may impact fire service requirements.	Use the Water Model along with projected population and demographic trends to anticipate and accommodate any changing requirements for water demand and for fire protection services.
Tourism	Increased demand for water services during summer.	During the summer months, the District may implement water conservation measures in order to ensure an adequate and safe water supply.
First Nations Developments	Growth in First Nations' developments may increase water services required for the District.	Maintain relationships with First Nations to be aware of potential growth or changes that may impact the District's required water services.



### 4.5 Asset Programs to meet Demand

The new assets required to meet demand can be acquired, donated or constructed. Additional assets are discussed in Section 5.5. The summary of the cumulative value of additional asset is shown in Figure 1.

Figure 1: Upgrade and New Assets to meet Demand – (Cumulative)

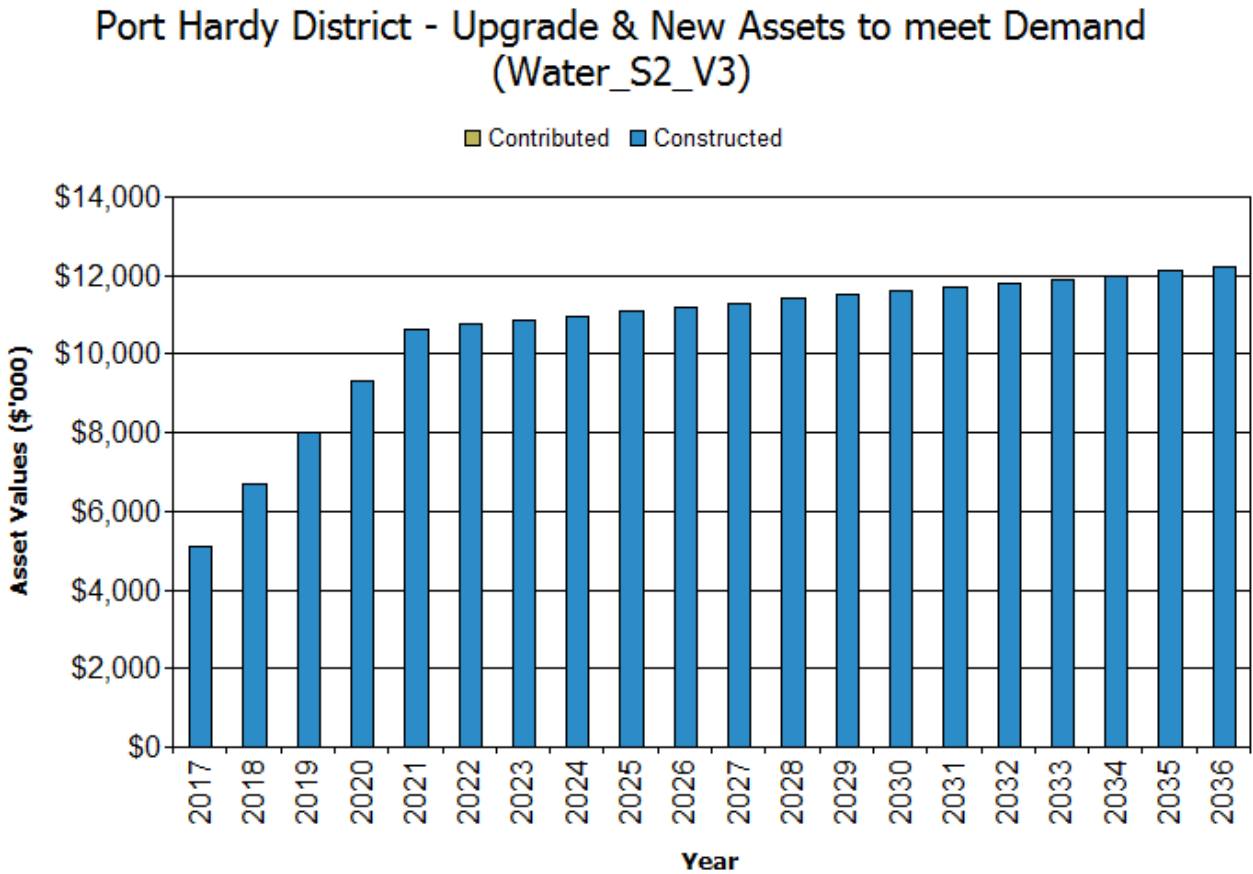


Figure Values are in current (real) dollars.

Over the next 20 years, planned new and upgraded assets will increase the District’s water assets by approximately \$12 million (some planned projects are conditional on grants). This increase represents an approximately 38% increase in water assets in terms of current replacement cost.

Acquiring these new assets will commit ongoing operations, maintenance and renewal costs for the period that the service provided from the assets is required. These future costs are identified and considered in developing forecasts of future operations, maintenance and renewal costs for inclusion in the long term financial plan further in Section 5.

## 5. LIFECYCLE MANAGEMENT PLAN

The lifecycle management plan details how the District of Port Hardy plans to manage and operate the assets at the agreed levels of service (defined in Section 3) while managing life cycle costs.

### 5.1 Background Data

#### 5.1.1 Physical parameters

The assets covered by this asset management plan are shown in Table 2.1.

The assets included in this plan include components of the following sub asset classes:

- Water Networks (~37km Asbestos Cement lines, ~24km PVC lines, hydrants, PRV stations, valves),
- Machinery & Equipment (Pumps, vehicles, various equipment),
- Buildings, Brick, Mortar & Steel (Water treatment plant and components, various treatment systems),
- Dams & Water Structures (Kains Lake Dam and components).

The age profile of the assets included in this AM Plan are shown in Figure 2.

Figure 2: Asset Age Profile

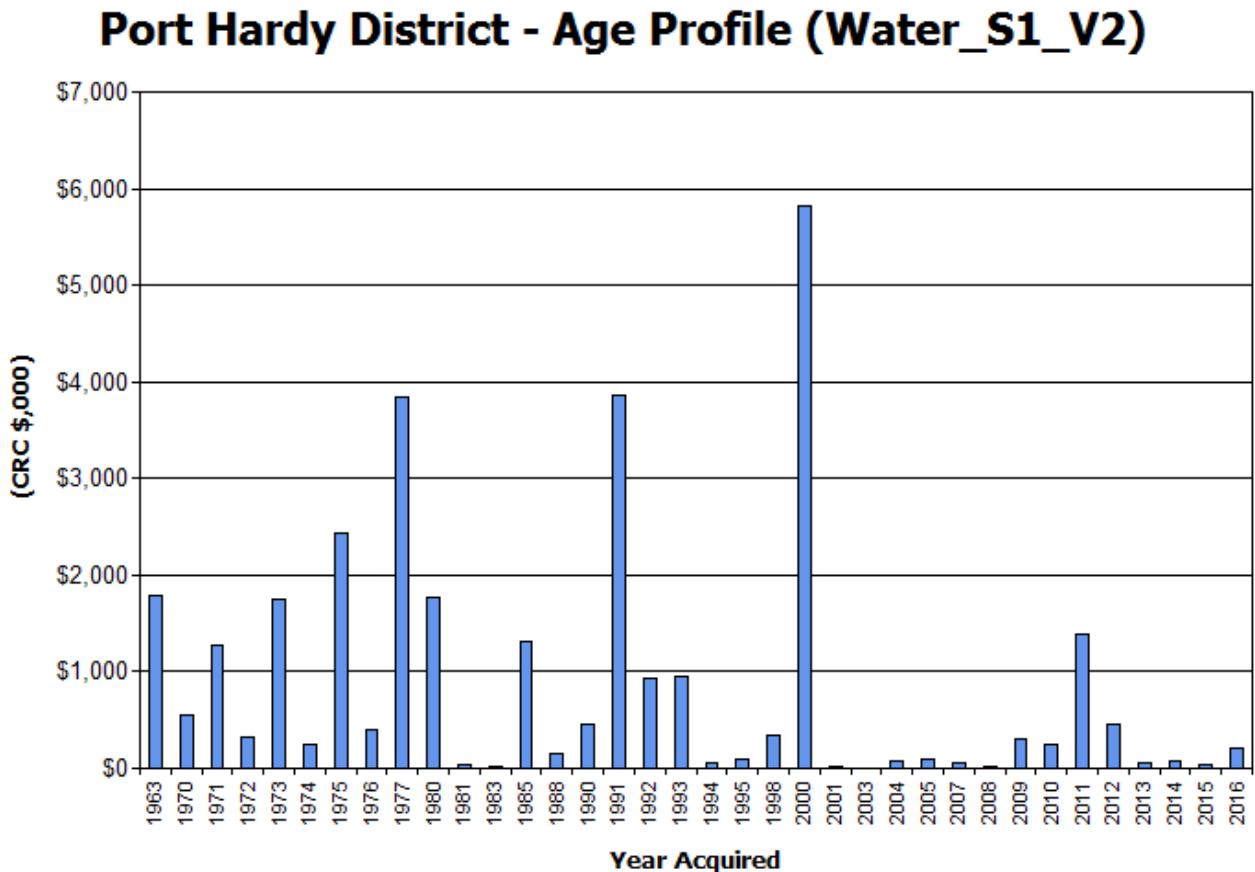


Figure Values are in current (real) dollars. The general clustering of assets towards the left side of Figure 2 indicates a generally aging network of assets. The District is cognizant that the aging infrastructure may result in groupings of renewals required for various asset types in the future.

### 5.1.2 Asset capacity and performance

Assets are generally provided to meet design standards where these are available.

Locations where deficiencies in service performance are known are detailed in Table 5.1.2.

**Table 5.1.2: Known Service Performance Deficiencies**

Location	Service Deficiency
Several deficiencies.	Several deficiencies based on the Water Model related to fire protection.

The above service deficiencies were identified from the Water Model.

### 5.1.3 Asset condition

Condition is not currently monitored in a formal way. The percentage of remaining useful life for assets is used as a simple metric for assessing condition of water lines (Fig. 3). The condition rating does not directly reflect the physical condition of assets, it is only used as a metric.

The criteria for approximating condition rating using a 1 – 5 grading system is detailed in Table 5.1.3.

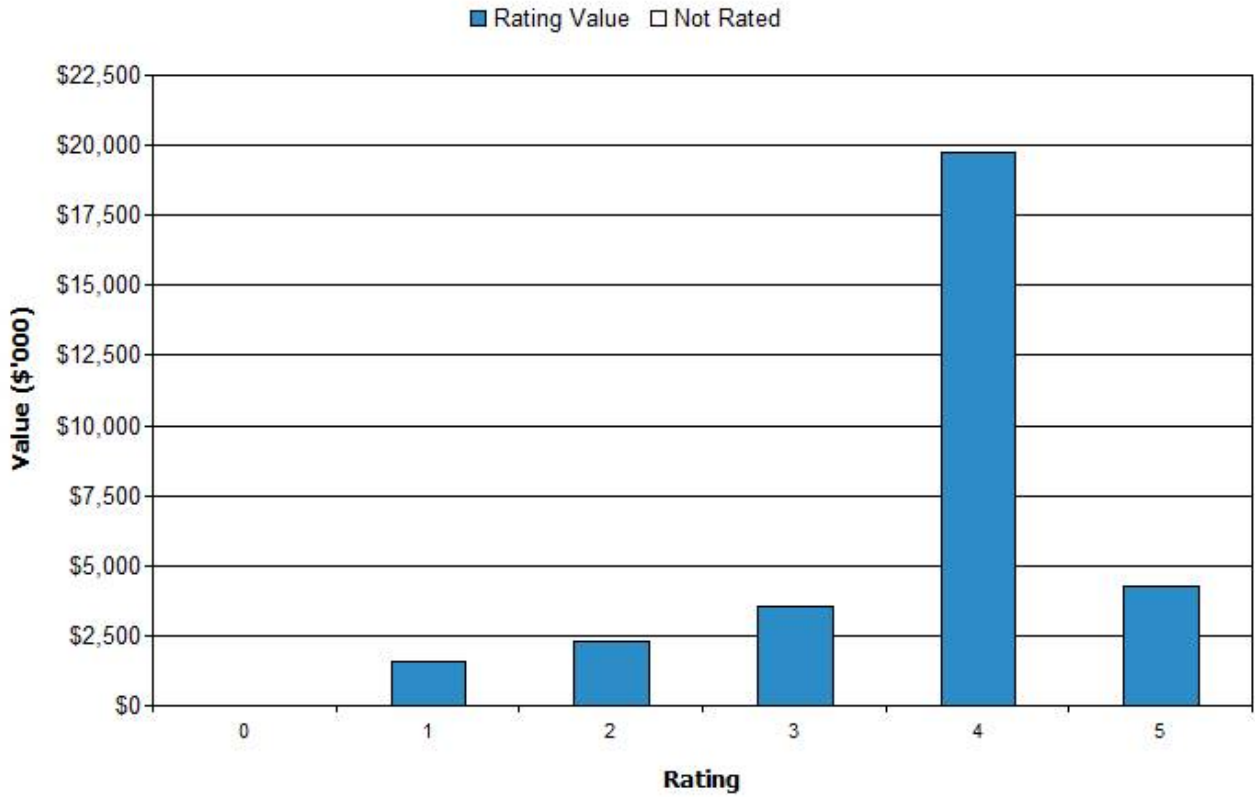
**Table 5.1.3: Simple Condition Grading Model**

Condition Grading	Percent of Remaining Asset Useful Life
0	Not Rated
1	80-100%
2	60-79%
3	40-59%
4	20-39%
5	<20%

A draft approximation of asset condition was developed based on remaining asset useful life as shown in Figure 3. Care must be taken in interpreting Figure 3. As discussed in Section 5.3.2, remaining life data is not currently at sufficient maturity to be used in forecasting upcoming work. While Figure 3 does suggest an aging network, it should be understood that several assets have already (or will in the future) outlived their policy useful lives. And while Figure 3 suggests a large portion of the network is in 'Condition Grading 4', it is believed that several assets that are near the end of their useful lives are likely in relatively good physical condition. And so Figure 3 further supports the potential benefits for updating the remaining useful lives of assets going forward to allow for a more representative condition rating profile.

Fig 3: Asset Condition Profile

## Port Hardy District - Condition Profile (Water\_S1\_V2)



### 5.2 Operations and Maintenance Plan

Operations include regular activities to provide services such as public health, safety and amenity, e.g. Reservoir cleaning, system flushing, utilities etc.

Routine maintenance is the regular on-going work that is necessary to keep assets operating, including instances where portions of the asset fail and need immediate repair to make the asset operational again, e.g. Water line repairs.

Maintenance includes all actions necessary for retaining an asset as near as practicable to an appropriate service condition including regular ongoing day-to-day work necessary to keep assets operating.

Maintenance expenditure is shown in Table 5.2.1.

Table 5.2.1: Maintenance Expenditure Trends

Year	Maintenance Budget \$
2016	\$138,980
2017	\$142,000 (estimate)

Maintenance expenditure levels are considered to be adequate to meet projected service levels, which may be less than or equal to current service levels. Where maintenance expenditure levels are such that they will result in a lesser level of service, the service consequences and service risks have been identified and highlighted in this AM Plan and service risks considered in the Infrastructure Risk Management Plan.

**Summary of future operations and maintenance expenditures**

Future operations and maintenance expenditure is forecast to trend in line with the value of the asset stock as shown in Figure 4. Note that all costs are shown in current 2017 dollar values (i.e. real values).

*Figure 4: Projected Operations and Maintenance Expenditure*

**Port Hardy District - Projected Operations & Maintenance Expenditure (Water\_S2\_V3)**

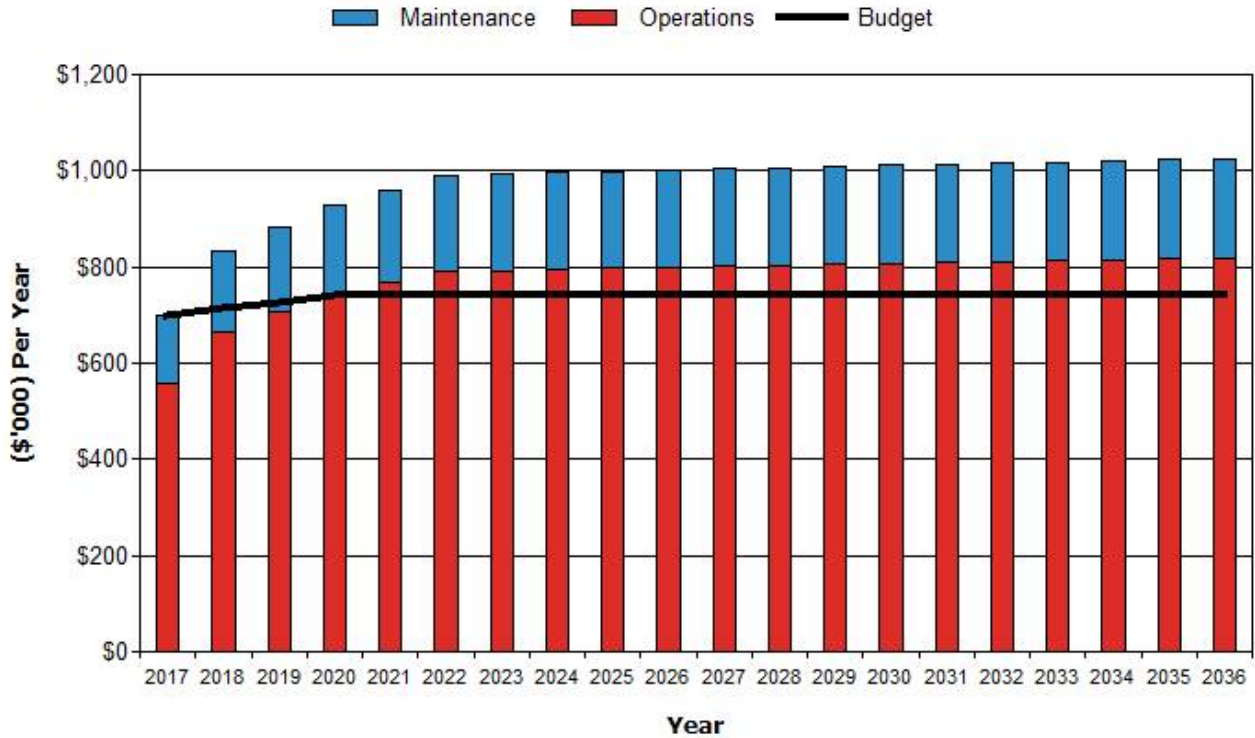


Figure Values are in current (real) dollars. As outlined in Figure 1, the District plans to increase the value of assets in the network by approximately \$12 million within the 20 year planning horizon. Based on the current ratios of operating and maintenance costs to asset value, it is projected that operating and maintenance costs will increase as new assets are developed, as shown in Figure 4. This increase in operating and maintenance is based on the assumption that funding will be available for the new/upgraded assets planned in Figure 1. Figure 4 indicates a shortfall in operating and maintenance costs for new/upgraded assets. This shortfall will be further investigated and addressed once new assets are developed in the short term and better information is available for required operating and maintenance efforts.

Deferred maintenance, i.e. works that are identified for maintenance and unable to be funded are to be included in the risk assessment and analysis in the infrastructure risk management plan.

Maintenance is funded from the operating budget where available. This is further discussed in Section 7.

**5.3 Renewal/Replacement Plan**

Renewal and replacement expenditure is major work which does not increase the asset’s design capacity but restores, rehabilitates, replaces or renews an existing asset to its original service potential. Work over and above restoring an asset to original service potential is considered to be an upgrade/expansion or new work expenditure resulting in additional future operations and maintenance costs.

Assets requiring renewal/replacement are identified from one of three methods provided in the ‘Expenditure Template’.

- Method 1 uses Asset Register data to project the renewal costs using acquisition year and useful life to determine the renewal year, or
- Method 2 uses capital renewal expenditure projections from external condition modelling systems (such as Pavement Management Systems), or
- Method 3 uses a combination of average network renewals plus defect repairs in the Renewal Plan and Defect Repair Plan worksheets on the 'Expenditure template'.

Method 2 was used for this asset management plan.

**5.3.1 Renewal ranking criteria**

Asset renewal and replacement is typically undertaken to either:

- Ensure the reliability of the existing infrastructure to deliver the service it was constructed to facilitate (e.g. replacing a bridge that has a 5 t load limit), or
- To ensure the infrastructure is of sufficient quality to meet the service requirements (e.g. roughness of a road).<sup>5</sup>

It is possible to get some indication of capital renewal and replacement priorities by identifying assets or asset groups that:

- Have a high consequence of failure,
- Have high use and subsequent impact on users would be greatest,
- Have a total value representing the greatest net value,
- Have the highest average age relative to their expected lives,
- Are identified in the AM Plan as key cost factors,
- Have high operational or maintenance costs, and
- Have replacement with a modern equivalent asset that would provide the equivalent service at a savings.<sup>6</sup>

The ranking criteria used to determine priority of identified renewal and replacement proposals is detailed in Table 5.3.1. The Water Model is used to identify priorities in the network.

**Table 5.3.1: Renewal and Replacement Priority Ranking Criteria**

Criteria	Weighting
Capacity	To be determined. (Currently top priority)
Age / Condition	To be determined.
Material Type	To be determined.
Classification	To be determined.
Total	100%

**5.3.2 Summary of future renewal and replacement expenditure**

Projected future renewal and replacement expenditures are forecast to increase over time when the asset stock increases. The expenditure required is shown in Fig 5. Note that all amounts are shown in current (real) dollars.

Renewals were estimated using two methods. Method 1 calculates the renewals forecast using the year of construction combined with useful life from the asset register. These renewals were reviewed by District staff and deemed to not be representative of the realistic renewals required. Due to the lack of confidence in estimating future renewals based on current age, a second method was used. Fig 5 is based on more realistic estimates of renewals to be completed in the short to medium term and allows for incorporation of outputs from the Water Model.

<sup>5</sup> IPWEA, 2015, IIMM, Sec 3.4.4, p 3|91.

<sup>6</sup> Based on IPWEA, 2015, IIMM, Sec 3.4.5, p 3|97.

The projected capital renewal and replacement program is shown in Appendix B.

**Fig 5: Projected Capital Renewal and Replacement Expenditure (Method 2)**

## Port Hardy District - Projected Capital Renewal Expenditure (Water\_S2\_V3)

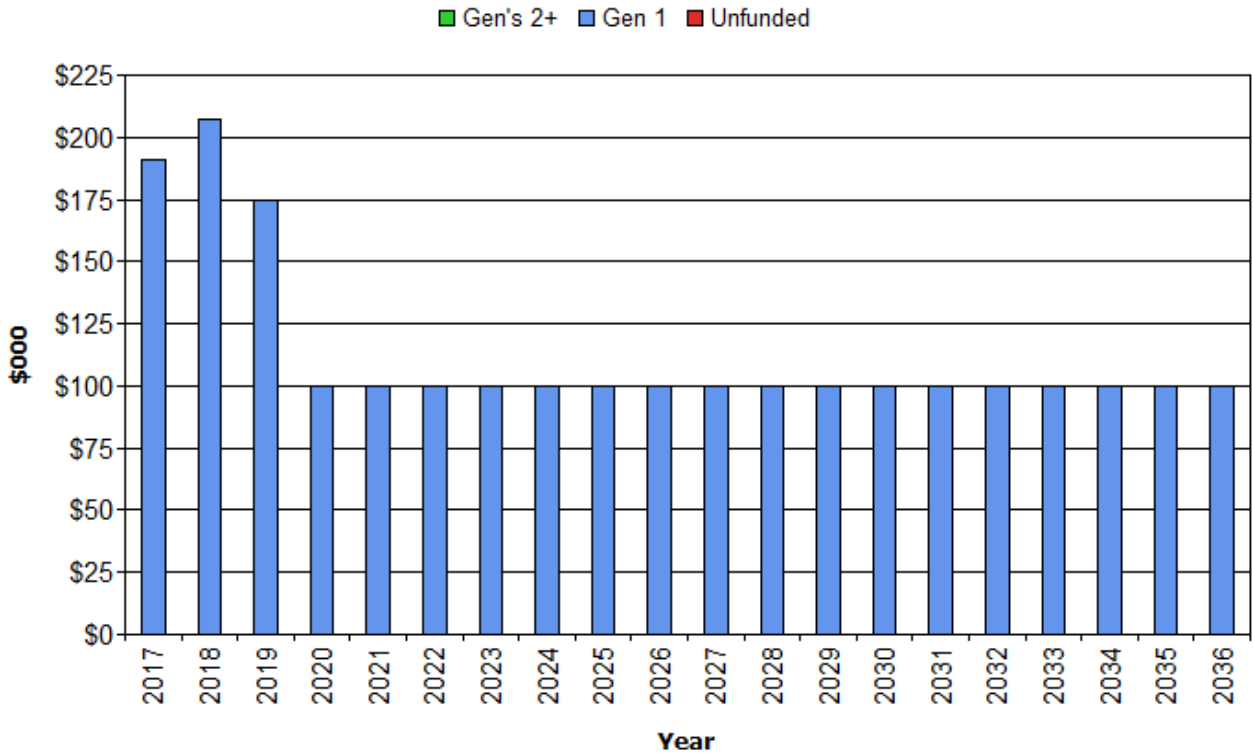


Figure Values are in current (real) dollars. The Water Model is used to support the selection of assets for renewal. The Water Model has recently been implemented and will likely be used to select renewals in 2018-2019. At this point, it is anticipated that approximately \$100,000 will be budgeted each year for renewals with specific components to be determined by the Water Model. At the time of writing, it is believed that the work outlined in Figure 5 will be sufficient to sustain current service levels. The sustainability of service levels based on work based on the Water Model should be reviewed as the model is used in coming years.

Deferred renewal and replacement, i.e. those assets identified for renewal and/or replacement and not scheduled in capital works programs are to be included in the risk analysis process in the risk management plan.

Renewals and replacement expenditure in the capital works program will be accommodated in the long term financial plan. This is further discussed in Section 7.

### 5.4 Creation/Acquisition/Upgrade Plan

New works are those that create a new asset that did not previously exist, or works which will upgrade or improve an existing asset beyond its existing capacity. They may result from growth, social or environmental needs. Assets may also be acquired at no cost. These additional assets are considered in Section 4.4.

#### 5.4.1 Selection criteria

New assets and upgrade/expansion of existing assets are identified from various sources such as community requests, proposals identified by strategic plans or partnerships with others. Candidate proposals are inspected to verify need and to develop a preliminary renewal estimate. Verified proposals are ranked by priority and available funds and scheduled in future works programmes. The Water Model is used to identify priorities in the network. The priority ranking criteria is detailed below.

**Table 5.4.1: New Assets Priority Ranking Criteria**

Criteria	Weighting
Capacity	To be determined. (Currently top priority)
Age / Condition	To be determined.
Affordability	To be determined.
Material Type	To be determined.
Classification	To be determined.
Total	100%

**5.4.2 Summary of future upgrade/new assets expenditure**

Projected upgrade/new asset expenditures are summarized in Fig 6. The projected upgrade/new capital works program is shown in Appendix C. All amounts are shown in real values.

**Fig 6: Projected Capital Upgrade/New Asset Expenditure**

**Port Hardy District - Projected Capital Upgrade/New Expenditure (Water\_S2\_V3)**

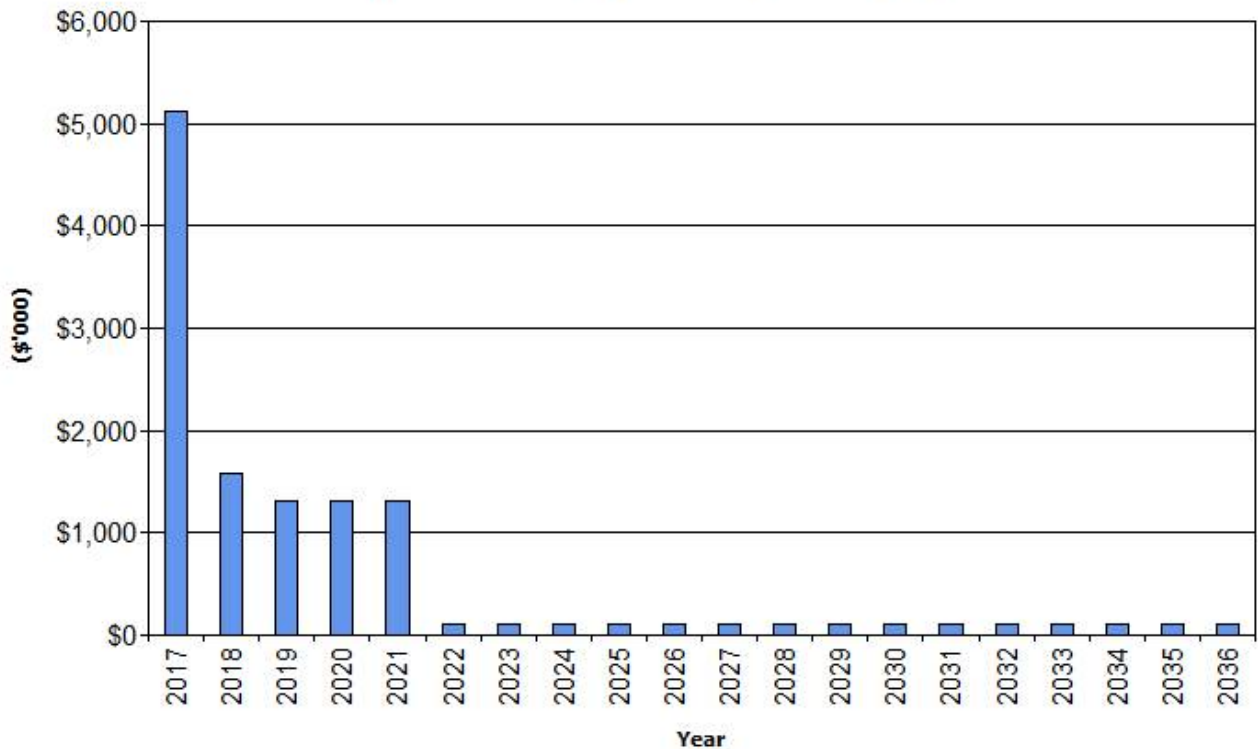


Figure Values are in current (real) dollars. The significant project in 2017 is the Fort Rupert Reservoir and PRV Station and is covered by a grant. The upgrades in 2018-2021 are subsequent phases of the 2017 reservoir project and are grant dependent. The Water Model will be used to support the selection of assets for upgrade. The Water Model has recently been implemented and will likely be used to select upgrades in 2018-2019. At this point, it is anticipated that approximately \$100,000 will be budgeted each year for upgrades with specific components to be determined by the Water Model.

Expenditure on new assets and services in the capital works program will be accommodated in the long term financial plan but only to the extent of the available funds



**5.4.3 Summary of asset expenditure requirements**

The financial projections from this asset plan are shown in Fig 7 for projected operating (operations and maintenance) and capital expenditure (renewal and upgrade/expansion/new assets). Note that all costs are shown in real values.

The bars in the graphs represent the anticipated budget needs required to achieve lowest lifecycle costs, the budget line indicates what is currently available. The gap between these informs the discussion on achieving the balance between services, costs and risk to achieve the best value outcome.

*Fig 7: Projected Operating and Capital Expenditure*

**Port Hardy District - Projected Operating and Capital Expenditure (Water\_S2\_V3)**

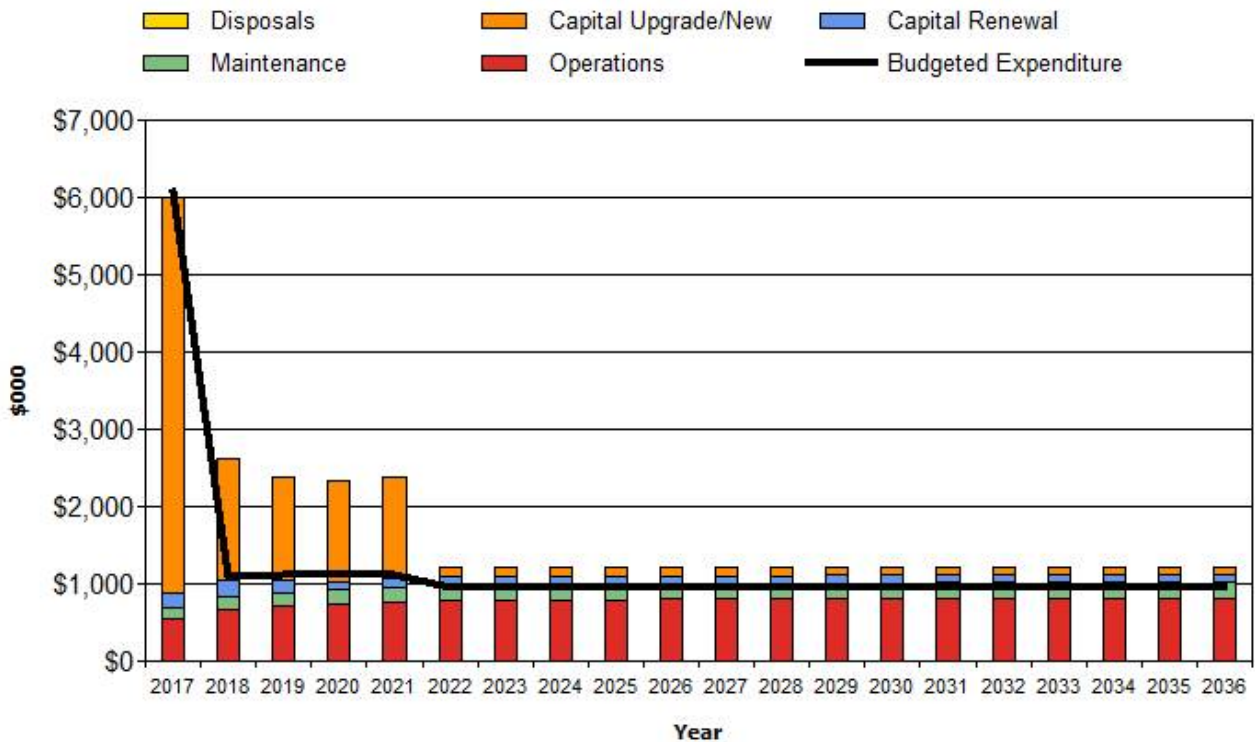


Figure Values are in current (real) dollars. As shown in Figure 7, the upgrades planned for 2018-2021 are not currently funded. The District will apply for grant funding to accommodate those projects. If these upgrades go ahead, the District will be committed to increasing operating and maintenance efforts for new assets that may require increased annual budget levels.

**5.5 Disposal Plan**

Disposal includes any activity associated with the disposal of a decommissioned asset including sale, demolition or relocation. Assets identified for possible decommissioning and disposal are shown in Table 5.5, with estimated annual savings from not having to fund operations and maintenance of the assets. These assets will be further investigated to determine the required levels of service and see what options are available for alternate service delivery, if any. Any costs or revenue gained from asset disposals is accommodated in the long term financial plan.

*Table 5.5: Assets Identified for Disposal*

Asset	Reason for Disposal	Timing	Disposal Expenditure	Operations & Maintenance Annual Savings
No disposals planned.				

## 6. DRAFT RISK MANAGEMENT PLAN

The purpose of infrastructure risk management is to document the results and recommendations resulting from the periodic identification, assessment and treatment of risks associated with providing services from infrastructure, using the fundamentals of International Standard ISO 31000:2009 Risk management – Principles and guidelines.

Risk Management is defined in ISO 31000:2009 as: ‘coordinated activities to direct and control with regard to risk’<sup>7</sup>.

An assessment of risks associated with service delivery from infrastructure assets identifies critical risks that will result in loss or reduction in service from infrastructure assets or a ‘financial shock’. The risk assessment process identifies credible risks, the likelihood of the risk event occurring, the consequences should the event occur, develops a risk rating, evaluates the risk and develops a risk treatment plan for non-acceptable risks.

### 6.1 Critical Assets

Critical assets are defined as those which have a high consequence of failure causing significant loss or reduction of service. Similarly, critical failure modes are those which have the highest consequences.

Critical assets have been identified and their typical failure mode and the impact on service delivery are as follows:

*Table 6.1 Critical Assets*

Critical Asset(s)	Failure Mode	Impact
Water Treatment Plant	Pump failure, reservoir failure	Service disruptions and potential water quality issues
Supply mains and large diameter distribution mains	Line breaks	Service disruptions to large portions of the network

By identifying critical assets and failure modes investigative activities, condition inspection programs, maintenance and capital expenditure plans can be targeted at the critical areas.

### 6.2 Risk Assessment

The risk management process used in this project is shown in Figure 6.2 below.

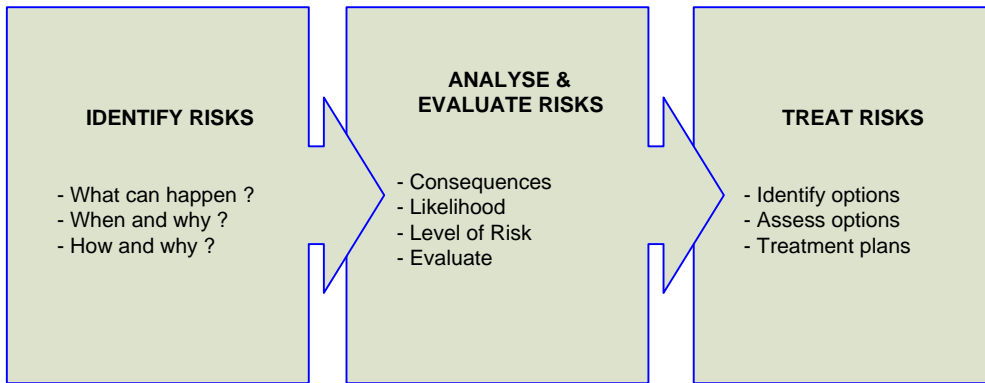
It is an analysis and problem solving technique designed to provide a logical process for the selection of treatment plans and management actions to protect the community against unacceptable risks.

The process is based on the fundamentals of the ISO risk assessment standard ISO 31000:2009.

---

<sup>7</sup> ISO 31000:2009, p 2

**Fig 6.2 Risk Management Process – Abridged**



The risk assessment process identifies credible risks, the likelihood of the risk event occurring, the consequences should the event occur, develops a risk rating, evaluates the risk and develops a risk treatment plan for non-acceptable risks.

An assessment of risks associated with service delivery from infrastructure assets has identified the critical risks that will result in significant loss, 'financial shock' or a reduction in service.

Critical risks are those assessed with 'Very High' (requiring immediate corrective action) and 'High' (requiring corrective action) risk ratings identified in the Infrastructure Risk Management Plan. The residual risk and treatment cost after the selected treatment plan is implemented is shown in Table 6.2. These risks and costs are reported to management and Council.

**Table 6.2: Critical Risks and Treatment Plans**

Service or Asset at Risk	What can Happen	Risk Rating (VH, H)	Risk Treatment Plan	Residual Risk *	Treatment Costs
Water Treatment Plant	Heavy rains and high river color events can upset the plant and require plant shutdown.	H	Installing additional reservoirs for increased supply capacity in case of required shutdown.	M	Part of \$5M grant project currently underway
Water Treatment Plant	Higher demand for chemicals due to the heavy road traffic through the watershed area. A combination of heavy precipitation and road run off depositing silt and sedimentation caused high turbidity in the source water. Could require shutdown.	M	Installing additional reservoirs for increased supply capacity in case of required shutdown.  Talking with Ministry of Transportation about adding another crossing to reduce the water runoff concentration at one point. Splitting runoff can help dilute water.	L	Part of \$5M grant project currently underway
Water Treatment Plant	Power outage requiring use of backup diesel generator.	M	Ensure generator is maintained. Currently only one feed to main outage (no alternative for other power source). Discuss with BC Hydro about potential power redundancies.	L	Staff and Operational Resources
Water Treatment Plant	Fire causing damage or required shut down.	M	Educate public in fire safety. Staff monitoring potential fire risks particularly in Summer. Install sprinkler system in ceiling of WTP.	L	Staff and Operational Resources & cost of sprinkler system
System water use	Low river levels can trigger water use restrictions (as in Port Hardy Water Conservation Bylaw No. 06-2005)	H	Increasing water restriction program and educational program for the public. Increasing maintenance efforts of the system to capture water leaks.	M	Staff and Operational Resources
Pressure Reducing Valves (PRV)	PRV failure.	M	Proactive maintenance.	L	Staff and Operational Resources
Main Supply Line	The District has only one water source a significant distance from users. A break in the main supply line could mean significant water shortages.	H	Installing additional reservoirs for increased supply capacity in case of disruption in water source water.	M	Part of \$5M grant project currently underway

Note \* The residual risk is the risk remaining after the selected risk treatment plan is operational.

### 6.3 Infrastructure Resilience Approach

The resilience of our critical infrastructure is vital to our customers and the services we provide. To adapt to changing conditions and grow over time we need to understand our capacity to respond to possible disruptions and be positioned to absorb disturbance and act effectively in a crisis to ensure continuity of service.

Resilience is built on aspects such as response and recovery planning, financial capacity and crisis leadership.

Our current measure of resilience is shown in Table 6.4 which includes the type of threats and hazards, resilience assessment and identified improvements and/or interventions.

**Table 6.4: Resilience**

Threat / Hazard	Resilience LMH	Improvements / Interventions
Source water contamination (only one water source)	Medium	Project underway for installing additional reservoirs for increased supply capacity in case of required plant shutdown.
Fire	Medium	Install sprinkler system in ceiling of WTP.
Power outage (only one line)	Medium	Discuss with BC Hydro about potential power redundancies.

### 6.4 Service and Risk Trade-Offs

The decisions made in adopting this AM Plan are based on the objective to achieve the optimum benefits from the available resources.

#### 6.4.1 What we cannot do

There are some operations and maintenance activities and capital projects that are unable to be undertaken within the next 10 years. These include:

- Capital upgrades to address all fire protection flow deficiencies as outlined in the Water Model.

#### 6.4.2 Service trade-off

Operations and maintenance activities and capital projects that cannot be undertaken will maintain or create service consequences for users. These include:

- Potential limitations to new development in areas where fire flows are insufficient. We will attempt to mitigate the service and risk implications by implementing policy measures (e.g., modifying development bylaws, or creating development permit areas requiring installation of sprinklers and other fire protection measures that could reduce fire flow requirements, etc.).

#### 6.4.3 Risk trade-off

The operations and maintenance activities and capital projects that cannot be undertaken may maintain or create risk consequences. These include:

- Limiting flow for fire protection services.
- If fire protection services use water such that the pressure drops and pipe becomes dry, the resulting negative pressure could cause pipe collapse. (Fire protection has pressure gauges to watch for this.)

These actions and expenditures are considered in the projected expenditures.

## 7. FINANCIAL SUMMARY

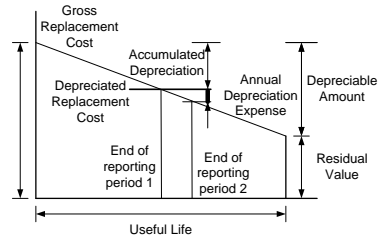
This section contains the financial requirements resulting from all the information presented in the previous sections of this asset management plan. The financial projections will be improved as further information becomes available on desired levels of service and current and projected future asset performance.

### 7.1 Financial Statements and Projections

#### 7.1.1 Asset valuations

The best available estimate of the value of assets included in this Asset Management Plan are shown below. Assets are valued at replacement costs based on cost indexed historic costs.

Gross Replacement Cost	\$31,458,000
Depreciable Amount	\$31,458,000
Depreciated Replacement Cost <sup>8</sup>	\$10,526,000
Annual Average Asset Consumption	\$813,000



The depreciated replacement cost is based in part on the useful lives of assets. As discussed in Section 5, the useful lives of assets were found to not be sufficiently mature to be used for forecasting purposes. The same caveat is applicable here when interpreting the value of depreciated replacement cost. Review and refinement of useful lives is recommended in the improvement plan for this document.

#### 7.1.1 Sustainability of service delivery

Two key indicators for service delivery sustainability that have been considered in the analysis of the services provided by this asset category, these being the:

- asset renewal funding ratio, and
- medium term budgeted expenditures/projected expenditure (over 10 years of the planning period).

#### Asset Renewal Funding Ratio

Asset Renewal Funding Ratio<sup>9</sup> 76%

The Asset Renewal Funding Ratio is the most important indicator and indicates that over the next 10 years of the forecasting that we expect to have 76% of the funds required for the optimal renewal and replacement of assets.

#### Medium term – 10 year financial planning period

This asset management plan identifies the projected operations, maintenance and capital renewal expenditures required to provide an agreed level of service to the community over a 10 year period. This provides input into 10 year financial and funding plans aimed at providing the required services in a sustainable manner.

These projected expenditures may be compared to budgeted expenditures in the 10 year period to identify any funding shortfall. In a core asset management plan, a gap is generally due to increasing asset renewals for ageing assets.

<sup>8</sup> Also reported as Written Down Value, Carrying or Net Book Value.

<sup>9</sup> AIFMM, 2015, Version 1.0, Financial Sustainability Indicator 3, Sec 2.6, p 9.

The projected operations, maintenance and capital renewal expenditure required over the 10 year planning period is \$1,056,000 on average per year.

Estimated (budget) operations, maintenance and capital renewal funding is \$835,000 on average per year giving a 10 year funding shortfall of \$222,000 per year. This indicates 79% of the projected expenditures needed to provide the services documented in the asset management plan. This excludes upgrade/new assets.

Providing services from infrastructure in a sustainable manner requires the matching and managing of service levels, risks, projected expenditures and financing to achieve a financial indicator of approximately 1.0 for the first years of the asset management plan and ideally over the 10-year life of the Long Term Financial Plan.

**7.1.2 Projected expenditures for long term financial plan**

Table 7.1.2 shows the projected expenditures for the 10 year long term financial plan. Expenditure projections are in 2017 real values.

*Table 7.1.2: Projected Expenditures for Long Term Financial Plan (\$000)*

Year	Operations (\$000)	Maintenance (\$000)	Projected Capital Renewal (\$000)	Capital Upgrade/ New (\$000)	Disposals (\$000)
2017	\$559	\$142	\$191	\$5,112	\$0
2018	\$665	\$169	\$207	\$1,575	\$0
2019	\$705	\$178	\$175	\$1,315	\$0
2020	\$742	\$188	\$100	\$1,315	\$0
2021	\$766	\$194	\$100	\$1,315	\$0
2022	\$791	\$200	\$100	\$115	\$0
2023	\$793	\$201	\$100	\$115	\$0
2024	\$795	\$201	\$100	\$115	\$0
2025	\$797	\$202	\$100	\$115	\$0
2026	\$799	\$202	\$100	\$115	\$0

**7.2 Funding Strategy**

Funding for assets is provided from the budget and long term financial plan.

The financial strategy of the District determines how funding will be provided, whereas the asset management plan communicates how and when this will be spent, along with the service and risk consequences of differing options.

**7.3 Valuation Forecasts**

Asset values are forecast to increase as additional assets are added.

Additional assets will generally add to the operations and maintenance needs in the longer term, as well as the need for future renewal. Additional assets will also add to future depreciation forecasts.

**7.4 Key Assumptions Made in Financial Forecasts**

This section details the key assumptions made in presenting the information contained in this asset management plan. It is presented to enable readers to gain an understanding of the levels of confidence in the data behind the financial forecasts.

Key assumptions made in this asset management plan are:

**Table 7.4: Key Assumptions made in AM Plan and Risks of Change**

Key Assumptions	Risks of Change to Assumptions
Replacement costs are based on indexed historic costs.	Actual replacement costs may be higher than forecast.
Legislative compliance will remain constant.	Changes in legislation & regulation may increase operating and maintenance expenditures or require additional capital investment.
Asset registry is accurate and comprehensive.	Missing asset information may cause an underestimation of future operating, maintenance or capital costs.
Using scenario 1, asset replacement timing is based on asset age and the theoretical asset useful life.	Useful life estimates that are not sufficiently mature may overstate/understate the forecasted renewals as well as depreciated replacement cost.

## 7.5 Forecast Reliability and Confidence

The expenditure and valuations projections in this AM Plan are based on best available data. Currency and accuracy of data is critical to effective asset and financial management. Data confidence is classified on a 5 level scale<sup>10</sup> in accordance with Table 7.5.

**Table 7.5: Data Confidence Grading System**

Confidence Grade	Description
A Highly reliable	Data based on sound records, procedures, investigations and analysis, documented properly and agreed as the best method of assessment. Dataset is complete and estimated to be accurate $\pm$ 2%
B Reliable	Data based on sound records, procedures, investigations and analysis, documented properly but has minor shortcomings, for example some of the data is old, some documentation is missing and/or reliance is placed on unconfirmed reports or some extrapolation. Dataset is complete and estimated to be accurate $\pm$ 10%
C Uncertain	Data based on sound records, procedures, investigations and analysis which is incomplete or unsupported, or extrapolated from a limited sample for which grade A or B data are available. Dataset is substantially complete but up to 50% is extrapolated data and accuracy estimated $\pm$ 25%
D Very Uncertain	Data is based on unconfirmed verbal reports and/or cursory inspections and analysis. Dataset may not be fully complete and most data is estimated or extrapolated. Accuracy $\pm$ 40%
E Unknown	None or very little data held.

The estimated confidence level for and reliability of data used in this AM Plan is considered to be medium.

<sup>10</sup> IPWEA, 2015, IIMM, Table 2.4.6, p 2|71.



## 8. PLAN IMPROVEMENT AND MONITORING

### 8.1 Status of Asset Management Practices<sup>11</sup>

#### 8.1.1 Accounting and financial data sources

MAIS Accounting software to collect data and Excel to record asset acquisitions, amortization and disposals.

#### 8.1.2 Asset management data sources

The asset register is maintained in Excel spreadsheets. Going forward, the Water Model will be used to support the selection of projects for renewals and upgrades, as well as considering maintenance related to the number of water breaks, and the impacts of large scale developments that may increase water demand.

### 8.2 Improvement Plan

The asset management improvement plan generated from this asset management plan is shown in Table 8.1.

*Table 8.1: Improvement Plan*

Task No	Task	Responsibility	Resources Required	Timeline
1	Establish and begin to use the Water Model to develop priorities for renewals and upgrades and develop a formalized capital strategy	PW		2018
2	Further develop risks and formalize a risk management plan	TBD		TBD
3	Further develop customer and technical levels of service	TBD		TBD
4	Review and revise asset useful lives and current replacement costs	TBD		TBD

### 8.3 Monitoring and Review Procedures

This asset management plan will be reviewed during annual budget planning processes and amended to show any material changes in service levels and/or resources available to provide those services as a result of budget decisions.

The AM Plan will be updated annually to ensure it represents the current service level, asset values, projected operations, maintenance, capital renewal and replacement, capital upgrade/new and asset disposal expenditures and projected expenditure values incorporated into the long term financial plan.

The AM Plan has a life of 5 years and is due for complete revision and updating every 5 years.

### 8.4 Performance Measures

The effectiveness of the asset management plan can be measured in the following ways:

- The degree to which the required projected expenditures identified in this asset management plan are incorporated into the long term financial plan,
- The degree to which 1-5 year detailed works programs, budgets, business plans and corporate structures take into account the 'global' works program trends provided by the asset management plan,
- The degree to which the existing and projected service levels and service consequences (what we cannot do), risks and residual risks are incorporated into the Strategic Plan and associated plans,
- The Asset Renewal Funding Ratio achieving the target of 1.0.

<sup>11</sup> ISO 55000 Refers to this the Asset Management System

## 9. REFERENCES

- IPWEA, 2006, 'International Infrastructure Management Manual', Institute of Public Works Engineering Australasia, Sydney, [www.ipwea.org/IIMM](http://www.ipwea.org/IIMM).
- IPWEA, 2008, 'NAMS.PLUS Asset Management', Institute of Public Works Engineering Australasia, Sydney, [www.ipwea.org/namsplus](http://www.ipwea.org/namsplus).
- IPWEA, 2015, 2nd edn., 'Australian Infrastructure Financial Management Manual', Institute of Public Works Engineering Australasia, Sydney, [www.ipwea.org/AIFMM](http://www.ipwea.org/AIFMM).
- IPWEA, 2015, 3rd edn., 'International Infrastructure Management Manual', Institute of Public Works Engineering Australasia, Sydney, [www.ipwea.org/IIMM](http://www.ipwea.org/IIMM).
- IPWEA, 2012 LTFP Practice Note 6 PN Long Term Financial Plan, Institute of Public Works Engineering Australasia, Sydney.
- The District of Port Hardy Official Community Plan Bylaw No. 15-2011 (Consolidation: May 27, 2014).

## 10. APPENDICES

Appendix A      Projected 10 year Capital Renewal and Replacement Works Program

Appendix B      Projected 10 year Capital Upgrade/New Works Program

Appendix C      LTFP Budgeted Expenditures Accommodated in AM Plan

**Appendix A Projected 10-year Capital Renewal and Replacement Works Program**  
**Projected Capital Renewal Works Program - Water\_S2\_V2**

(\$000)

Year	Item	Description	Estimate
2017		<b>Network Renewals</b>	
	1	WTP Treated Water Flow Meter Replacement	\$6
	2	Holmgren Flats PRV	\$60
	3	WTP Fire protection	\$6
	4	PLC WTP Replacements	\$70
	5	WTP Streaming Current Meter Replacement	\$9
	6	Kains Lake damn valves	\$25
	7	Utility Mapping	\$15
<b>2017</b>		<b>Total</b>	<b>\$191</b>

2018		<b>Network Renewals</b>	
	1	Kains Lake Dam	\$30
	2	Inv implement alternatives Kains Lake	\$52
	3	PLC WTP Replacements	\$75
	4	Kains Lake damn valves	\$50
<b>2018</b>		<b>Total</b>	<b>\$207</b>

(\$000)

Year	Item	Description	Estimate
2019		<b>Network Renewals</b>	
	1	Water Distribution System Renewals (Based on Water Model)	\$100
	2	PLC WTP Replacements	\$75
<b>2019</b>		<b>Total</b>	<b>\$175</b>

2020		<b>Network Renewals</b>	Estimate
	1	Water Distribution System Renewals (Based on Water Model)	\$100
	2		
<b>2020</b>		<b>Total</b>	<b>\$100</b>

(\$000)

Year	Item	Description	Estimate
2021		<b>Network Renewals</b>	
	1	Water Distribution System Renewals (Based on Water Model)	\$100
	2		
<b>2021</b>		<b>Total</b>	<b>\$100</b>

2022		<b>Network Renewals</b>	
	1	Water Distribution System Renewals (Based on Water Model)	\$100
	2		
<b>2022</b>		<b>Total</b>	<b>\$100</b>

(\$000)

Year	Item	Description	Estimate
2023		<b>Network Renewals</b>	
	1	Water Distribution System Renewals (Based on Water Model)	\$100
	2		
2023		<b>Total</b>	<b>\$100</b>

2024		<b>Network Renewals</b>	
	1	Water Distribution System Renewals (Based on Water Model)	\$100
	2		
2024		<b>Total</b>	<b>\$100</b>

(\$000)

Year	Item	Description	Estimate
2025		<b>Network Renewals</b>	
	1	Water Distribution System Renewals (Based on Water Model)	\$100
	2		
2025		<b>Total</b>	<b>\$100</b>

2026		<b>Network Renewals</b>	
	1	Water Distribution System Renewals (Based on Water Model)	\$100
	2		
2026		<b>Total</b>	<b>\$100</b>

**Appendix B Projected Upgrade/Exp/New 10-year Capital Works Program**

**Port Hardy District  
Projected Capital Upgrade/New Works Program - Water\_S2\_V2**

(\$000)

Year	Item	Description	Estimate
2017	1	Fort Rupert Reservoir and PRV Station	\$5,000
	2	WTP Security Upgrade	\$10
	3	WTP Interior Lighting Upgrade	\$2
	4	Water distribution System Upgrades	\$35
	5	Water Treatment Plant Computer Upgrades	\$15
	6	Outer Ring Road PRV	\$35
	7	WTP DAF waste pump upgrade	\$15
<b>2017</b>		<b>Total</b>	<b>\$5,112</b>

(\$000)

Year	Item	Description	Estimate
2018	1	Water Treatment Plant Computer Upgrades	\$15
	2	Reservoir expansion (2015 Study Storey's beach)	\$1,500
	3	Distribution System Design work, priority list from Water Model	\$60
<b>2018</b>		<b>Total</b>	<b>\$1,575</b>

(\$000)

Year	Item	Description	Estimate
2019	1	Water Distribution System Upgrades (Based on Water Model)	\$100
	2	Water Treatment Plant Computer Upgrades	\$15
	3	Reservoir expansion (2015 Study Storey's beach)	\$1,200
<b>2019</b>		<b>Total</b>	<b>\$1,315</b>

(\$000)

Year	Item	Description	Estimate
2020	1	Water Distribution System Upgrades (Based on Water Model)	\$100
	2	Water Treatment Plant Computer Upgrades	\$15
	3	Reservoir expansion (2015 Study Storey's beach)	\$1,200
<b>2020</b>		<b>Total</b>	<b>\$1,315</b>

(\$000)

Year	Item	Description	Estimate
2021	1	Water Distribution System Upgrades (Based on Water Model)	\$100
	2	Water Treatment Plant Computer Upgrades	\$15
	3	Reservoir expansion (2015 Study Storey's beach)	\$1,200
<b>2021</b>		<b>Total</b>	<b>\$1,315</b>

(\$000)

Year	Item	Description	Estimate
------	------	-------------	----------

2022	1	Water Distribution System Upgrades (Based on Water Model)	\$100
	2	Water Treatment Plant Computer Upgrades	\$15
<b>2022</b>		<b>Total</b>	<b>\$115</b>

(\$000)

Year	Item	Description	Estimate
2023	1	Water Distribution System Upgrades (Based on Water Model)	\$100
	2	Water Treatment Plant Computer Upgrades	\$15
<b>2023</b>		<b>Total</b>	<b>\$115</b>

(\$000)

Year	Item	Description	Estimate
2024	1	Water Distribution System Upgrades (Based on Water Model)	\$100
	2	Water Treatment Plant Computer Upgrades	\$15
<b>2024</b>		<b>Total</b>	<b>\$115</b>

(\$000)

Year	Item	Description	Estimate
2025	1	Water Distribution System Upgrades (Based on Water Model)	\$100
	2	Water Treatment Plant Computer Upgrades	\$15
<b>2025</b>		<b>Total</b>	<b>\$115</b>

(\$000)

Year	Item	Description	Estimate
2026	1	Water Distribution System Upgrades (Based on Water Model)	\$100
	2	Water Treatment Plant Computer Upgrades	\$15
<b>2026</b>		<b>Total</b>	<b>\$115</b>

## Appendix C Budgeted Expenditures Accommodated in LTFP

### NAMS.PLUS3 Asset Management Port Hardy District

© Copyright. All rights reserved. The Institute of Public Works Engineering Australasia



#### Water\_S2\_V2

#### Asset Management Plan

Water	First year of expenditure projections	2017	(financial yr ending)	
<b>Asset values at start of planning period</b>				
Current replacement cost		\$31,458	(000)	Calc CRC from Asset Register
Depreciable amount		\$31,458	(000)	\$0 (000)
Depreciated replacement cost		\$10,526	(000)	This is a check for you.
Annual depreciation expense		\$813	(000)	

<b>Operations and Maintenance Costs for New Assets</b>		
	% of asset value	
Additional operations costs		1.86%
Additional maintenance		0.47%
Additional depreciation		2.58%

#### Planned Expenditures from LTFP

Planned renewal budget (information only)  
You may use these values calculated from your data or overwrite the links.

20 Year Expenditure Projections Note: Enter all values in current 2017 values

Financial year ending	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000

#### Expenditure Outlays included in Long Term Financial Plan (in current \$ values)

	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
<b>Operations</b>										
Operations budget	\$559	\$570	\$581	\$593	\$593	\$593	\$593	\$593	\$593	\$593
Management budget	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
AM systems budget	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total operations</b>	\$559	\$570	\$581	\$593	\$593	\$593	\$593	\$593	\$593	\$593
<b>Maintenance</b>										
Reactive maintenance budget	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Planned maintenance budget	\$142	\$145	\$147	\$150	\$150	\$150	\$150	\$150	\$150	\$150
Specific maintenance items budget	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total maintenance</b>	\$142	\$145	\$147	\$150	\$150	\$150	\$150	\$150	\$150	\$150
<b>Capital</b>										
Planned renewal budget	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100
Planned upgrade/new budget	\$5,280	\$280	\$280	\$280	\$280	\$115	\$115	\$115	\$115	\$115
<b>Non-growth contributed asset value</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Asset Disposals</b>										
Est Cost to dispose of assets	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Carrying value (DRC) of disposed assets	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

#### Additional Expenditure Outlays Requirements (e.g from Infrastructure Risk Management Plan)

	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
Additional Expenditure Outlays required and not included above	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000
Operations	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Renewal	to be incorporated into Forms 2 & 2.1 (where Method 1 is used) OR Form 2B Defect Repairs (where Method 2 or 3 is used)									
Capital Upgrade	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
User Comments #2										

#### Forecasts for Capital Renewal using Methods 2 & 3 (Form 2A & 2B) & Capital Upgrade (Form 2C)

	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
Forecast Capital Renewal from Forms 2A & 2B	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000
Forecast Capital Upgrade from Form 2C	\$191	\$207	\$175	\$100	\$100	\$100	\$100	\$100	\$100	\$100



## DISTRICT OF PORT HARDY STAFF REPORT

**TO:** Allison McCarrick, CAO  
**FROM:** Heather Nelson-Smith, Director of Corporate Services  
**SUBJECT:** Proclamations 2018  
**DATE:** January 3, 2018

**BACKGROUND:**

As per policy 1.2 Proclamations:

4. *Staff will prepare a report for Council of ongoing proclamations endorsed in previous years for approval at the beginning of each calendar year. Council may choose to endorse or remove proclamations no longer supported or relevant.*

**2018 PROCLAMATIONS:**

PROCLAMATION	When	2018 Date
BC AWARE DAYS 2018: Be Secure, Be Aware	January	Jan 29-Feb 9
April 28 Day of Mourning	April	28-Apr-18
National Public Works Week	May	May 20-26
Access Awareness Day	May	17-May-18
Garden Day (Friday before Father's Day)	June	15-Jun-18
Intergenerational Day Canada	June	01-Jun-18
National Health and Fitness Day	June	02-Jun-18
Aquaculture Awareness Week	September	TBA
Prostate Cancer Awareness Month	September	September
Literacy Month	September	September
Foster Family Month	October	October
United Nations "International Day of Older Persons" October 1,	October 1	01-Oct-18
Community Living Month	October	October
Waste Reduction Week	October	October 15-21



PROCLAMATION	When	2018 Date
Community Social Services Workers Appreciation Day	November	TBA
Adoption Awareness Month	November	November

**RECOMMENDATION:**

*THAT Council endorse the above Proclamations for the 2018 year.*

Respectfully Submitted,



Heather Nelson-Smith

I agree with the recommendation.



Allison McCarick, CAO



# DISTRICT OF PORT HARDY

## STAFF REPORT



---

**DATE:** January 4, 2018 **FILE:** 4200-01 Elections  
**TO:** Allison McCarrick, Chief Administrative Officer  
**FROM:** Heather Nelson-Smith, Director of Corporate & Development Services  
**RE:** **2018 GENERAL ELECTION APPOINTMENTS**

---

### PURPOSE

Pursuant to Local Government Act Section 58(1) the Local Government must appoint a Chief Election Officer and Deputy Chief Election Officer for the 2018 Local General Election.

### BACKGROUND / ANALYSIS

Staff has reviewed the various legislative requirements in relation to the need to conduct the 2018 General Election and the timing for the numerous steps that must be undertaken. The following is a summary of the key steps and dates / timeframes:

<b>January 9:</b>	Council appoints Chief Election Officer and Deputy CEO.
<b>July 9:</b>	Last Day for Council to adopt /amend election bylaws.
<b>July 27:</b>	Nomination Packages ready for distribution.
<b>September 4:</b>	Nomination period opens at 9:00am.
<b>September 14:</b>	Nomination period ends at 4:00pm
<b>September 21:</b>	Last day for withdrawal from election by candidates (4:00 pm).
<b>September 24:</b>	Declaration of Election or acclamation.
<b>October 5:</b>	Advance voting opportunity 8:00 am – 8:00 pm.
<b>October 18 &amp; 19:</b>	Advance voting opportunity 9:00 am -4:00 pm.
<b>October 20:</b>	Voting day 8:00 am – 8:00 pm.
<b>October 20:</b>	Announcement of preliminary results.
<b>October 24:</b>	Date by which CEO must declare official election results.

### FINANCIAL IMPLICATIONS

The general election will cost between \$5,000 and \$7,000, this amount has been included in the financial plan for 2018.

### STAFF RECOMMENDATION

*"THAT pursuant to the Local Government Act, Heather Nelson-Smith is hereby appointed Chief Election Officer for conducting the 2018 General Election with the power to appoint other election officials as required for the administration of the 2018 General Election;*

*AND FURTHER THAT Susan Bjarnason is hereby appointed Deputy Chief Election Officer for the 2018 General Election".*

Respectfully submitted,

Heather Nelson-Smith  
Director of Corporate &  
Development Services

I agree with the recommendation.

Allison McCarrick  
Chief Administrative Officer



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

WHEREAS the Council considers it desirable to charge fees for services provided by the Municipality;

The Council of the District of Port Hardy enacts as follows:

1. **TITLE**

(a) This bylaw may be cited for all purposes as the "District of Port Hardy 2018 User Rates and Fees Bylaw No. 1073-2017".

2. **ENACTMENT**

(a) This bylaw is in effect January 1, 2018.

(b) District of Port Hardy Rates Bylaw 1057-2016 and all amendments are hereby repealed effective January 1, 2018.

3. **SCHEDULES**

(a) Schedules A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, and Q attached to and forming part of this bylaw are hereby adopted and are the rates charged for the District of Port Hardy user rates.

4. **TABLE OF CONTENTS**

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

---

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

Read a first time on the 12<sup>th</sup> day of December, 2017.

Read a second time on the 12<sup>th</sup> day of December, 2017.

Read a third time on the 12<sup>th</sup> day of December, 2017.

Adopted on the \_\_\_\_ day of \_\_\_\_\_, 2018.

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

\_\_\_\_\_  
MAYOR

Certified a true copy of  
Bylaw No. 1073-2017 as adopted.

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

**SCHEDULE A - WATER RATES**

1. Inspection, Connection, Turn Water On/Off Fees		
a)	Any property owner who requires a turn on or off of service shall notify the District office 48 hours in advance except in the case of an emergency. There will be no charge for a turn on or off during regular working hours of 8:30 a.m. – 4:30 p.m.	
b)	Any property owner who requires a turn on or off of service in the case of an emergency or outside of the regular working hours shall at the same time pay the fee for each turning on or off	\$ 75.00
c)	Where installation of a water connection exists the fee for inspection of a standard 18 mm (3/4") connection will be:	\$ 75.00
d)	Application for any water service will be subject to: i. Initial application analysis fee (may be combined with sewer, storm sewer application analysis fee).  ii. Estimate fees shall be charged on the basis of the actual cost of the work necessary including but not limited to all pavement, sidewalk, cut/replacement, and boulevard work.  The estimate, provided by the District of Port Hardy, of the work to be completed must be paid prior to the start of the job. Any excess charges incurred will be billed or surplus fees paid will be refunded upon completion of the job and account reconciliation.	\$ 475.00  At cost
2. Seniors Discount Property owners who are Seniors shall receive a discount on all or any portion of a current billing if paid by the quarterly due date. This applies only to the principal place of residence. Senior means a person who is 65 years of age or older and who meets the grant eligibility requirements as defined by the <i>Home Owner Grant Act</i> . On application, with proof of age, discounts shall be permitted retroactively for the previous billing period and if applicable for the previous calendar year only if previously paid by the due date.		25%
3. Re-Inspection Fee An inspection fee shall be paid to the District for each additional inspection required after the first inspection because of defective materials or workmanship.		\$ 75.00
4. Quarterly Rates The rates reflected in this schedule are based on a flat rate billing system, unless indicated.		Rate per Quarter
1	For each single residential dwelling unit	\$ 107.50
2	For each <b><i>metered</i></b> multi-family residence in excess of two (2) units the <b><i>greater</i></b> of: <b>Level 1:</b> (Multi-unit housing generally with individual unit entry - townhouse or similar) <b>Level 2:</b> (Multi-unit housing generally with one common building entrance - apartment or similar)	\$ 0.9600 per cubic meter <b><i>OR</i></b> \$84.77 per unit \$80.62per unit
3	For each office, shop or store	\$ 114.82
4	For each supermarket	\$ 249.46
5	For each bakery	\$ 114.82
6	For each restaurant	\$ 364.47
7	For each lunch room or delicatessen	\$ 156.42
8	For each soda fountain or hot dog stand	\$ 114.82
9	For each hotel/motel - per unit	\$ 20.14
10	For each lounge	\$ 303.59
11	For each beer parlour	\$ 373.70
12	For each Laundromat - per washer	\$ 34.88

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

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

5. Backflow Preventers

a)	Hose connection vacuum breaker	\$ 27.32
b)	Double check valve assembly (3/4 inch)	\$ 163.89
c)	Reduced pressure type assembly (3/4 inch)	\$ 218.52
d)	All other sizes at cost	at cost

6. Multi-Meter Rider - Where tiered water metered rates apply.

- a) Applicable: This Rider is available to those customers who have more than one water meter and water service supplying their water demand.
- b) Price: This will consist of a discount generated by totaling all water meters annual consumption and treating the consumption as one, for purposes of calculating the metered water charge.
- c) Regulations: To be eligible, customers must submit a request in writing. The District of Port Hardy reserves the right to accept or deny any request. The amount and duration of this Rider will be at the District's discretion. Only one Rider will be applied to any one customer at any time.
  - (i) All water meters must supply the same or adjoining building or non-adjoining buildings located on the same property (same legal description).
  - (ii) All water meters must be in account to the same customer.
  - (iii) Water meter bank installations associated with one water service will not be considered.
  - (iv) All water meters must be associated with a separate water service.

**SCHEDULE B - SEWER RATES**

<p>1. Rates - Inspection and Connection Fees          Before any owner's sewer is connected to a sewer connection or public sewer, the owner of the lands requiring such connection or agent shall make application to the office of the District, upon such form as provided from time to time, for a permit to connect the owner's sewer to the sewer connection or public sewer, and shall pay to the District a sewer inspection/connection fee as follows:</p>		
<p>a) Where installation of a sewer connection exists, for standard 100 mm (4") connection an inspection/connection fee of:</p>		\$ 75.00
<p>b) Application for any sewer service will be subject to:</p> <p style="padding-left: 20px;">i. Initial application analysis fee (may be combined with water, storm sewer application analysis fee).</p> <p style="padding-left: 20px;">ii. Estimate fees shall be charged on the basis of the actual cost of the work necessary including but not limited to all pavement, sidewalk, cut/replacement, and boulevard work.</p> <p>The estimate, provided by the District of Port Hardy, of the work to be completed must be paid prior to the start of the job. Any excess charges incurred will be billed or surplus fees paid will be refunded upon completion of the job and account reconciliation.</p>		\$475.00  At cost
<p>2. Seniors Discount          Property owners who are Seniors shall receive a discount on all or any portion of a current billing if paid by the quarterly due date. This applies only to the principal place of residence. Senior means a person who is 65 years of age or older and who meets the grant eligibility requirements as defined by the <i>Home Owner Grant Act</i>. On application, with proof of age, discounts shall be permitted retroactively for the previous billing period and if applicable for the previous calendar year only if previously paid by the due date.</p>		25%
<p>3. Re-Inspection Fee          An inspection fee shall be paid to the District for each additional inspection required after the first inspection because of defective materials or workmanship.</p>		\$ 75.00
<p>4. Quarterly Rates - The rates reflected in this schedule are based on a flat rate billing system, unless indicated.</p>		Rate per quarter
1	For each residential dwelling unit	\$ 109.03
2	For each office, shop or store	\$ 120.20
3	For each supermarket	\$ 260.69
4	For each bakery	\$ 120.20
5	For each restaurant	\$ 382.01
6	For each lunch room or delicatessen	\$ 163.53
7	For each soda fountain or hot dog stand	\$ 120.20
8	For each hotel/motel - per unit	\$ 21.81
9	For each lounge	\$ 318.81
10	For each beer parlor	\$ 392.51
11	For each Laundromat - per washer	\$ 36.70
12	For each non-profit organization and hall	\$ 120.20
13	For each civic swimming pool	\$ 1085.45
14	For each arena	\$ 762.83
15	For each athletic club	\$ 382.01
16	For each theatre	\$ 120.20
17	For each hospital - per bed	\$ 76.72
18	For each school - per classroom	\$ 108.70
19	Light Industrial	
	5 employees or less	\$ 120.20
	6 - 15 employees	\$ 273.70
	16 - 30 employees	\$ 436.18
	Large water users	\$ 719.85



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

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

**SCHEDULE C - STORM SEWER RATES**

- 1) That at such time as the application is executed the applicant shall pay a connection fee in accordance with the fees listed below:

a) Inspection of connection:	\$ 75.00
b) Re-inspection of connection and each subsequent connection	\$ 75.00
c) Application for any storm sewer service will be subject to:	
i. Initial application analysis fee (may be combined with water, sewer application analysis fee).	\$ 475.00
ii. Estimate fees shall be charged on the basis of the actual cost of the work necessary including but not limited to all pavement, sidewalk, cut/replacement, and boulevard work.	At cost
The estimate, provided by the District of Port Hardy, of the work to be completed must be paid prior to the start of the job. Any excess charges incurred will be billed or surplus fees paid will be refunded upon completion of the job and account reconciliation.	

**SCHEDULE D - GARBAGE COLLECTION RATES**

Rates do not include applicable taxes

1. Garbage Rates	
The rates reflected in this schedule are based on a flat rate billing system, unless indicated. Residential dwelling unit - based on a maximum of two regulation garbage cans per pickup every two weeks and recycling pickup on the alternate week.	
	Rate Per Quarter
Residential dwelling unit	\$ 26.60
2. Recycling Rates	
Residential dwelling unit	\$ 13.12
3. Transfer Station - residential waste	
The following fees apply to the Transfer Station: (Rates per item)	(a) \$ 1.13 per garbage container or bag (b) \$ 22.73 per level pickup truck (c) \$ 5.69 per tire
4. Tag A Bag sticker	
The fee for tag-a-bag sticker will be (each)	\$ 2.15

**Seniors Discount**

Property owners who are Seniors shall receive a discount of twenty-five percent (25%) on all or any portion of a current billing if paid by the quarterly due date. This applies only to the principal place of residence. Senior means a person who is 65 years of age or older and who meets the grant eligibility requirements as defined by the *Home Owner Grant Act*.

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

**SCHEDULE E - STATUTORY RATES**

Rates do not include applicable taxes.

1.	List of Electors The fee per copy of a List of Electors shall be as noted, except where a candidate at an election is entitled to one free copy.	\$ 10.00
2.	Minutes of Council Proceedings As provided under Section 194(2) of the Community Charter the fee for copies of Minutes of Council proceedings shall be hereby established.	\$ 0.25 per page
3.	Copies of Bylaws Pursuant to Section 194 of the <i>Community Charter</i> the following charges shall apply for:	
	a) Zoning Bylaw (Text and Map 11" x 17")	\$ 35.00
	b) Zoning Bylaw (Text only)	\$ 15.00
	c) Official Community Plan Bylaw (Text & Maps 11"x17")	\$ 35.00
	d) Official Community Plan Bylaw (Text only)	\$ 15.00
	e) Copies of all other bylaws shall be provided for a fee of	\$ 0.25 per page
	f) Subdivision Bylaw	\$ 20.00
4.	Tax Certificate The collector shall provide tax certificates as provided under Section 249 of the <i>Community Charter</i> for the fee established.	\$ 25.00
5.	Request for Prior Years Taxes Levied	\$ 15.00
6.	Mortgage Company Listings	\$ 5.00 / folio
7.	Cost to issue a refund cheque	\$ 10.00
8.	Reports	
	a) Business License Print-out	
	On paper	\$ 30.00
	On electronic media	\$ 15.00
	b) Photocopies	
	8-1/2" x 11"	\$ 0.25 per page
	8-1/2" x 14"	\$ 0.25 per page
	11" x 17"	\$ 0.30 per page
	c) Maps (paper copies - standard wall size)	
	Zoning Map <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/metre	\$ 0.46
Monthly/metre	\$ 5.66
Yearly/month/metre	\$ 4.86
<b>All other Moorage</b>	
Daily/metre	\$ 2.39
Monthly/metre	\$ 17.99
Yearly/month/metre	\$ 14.40
<b>Power</b>	
Prepaid 15 amp service/day	\$ 3.90
Prepaid 30 amp service/day	\$ 5.67
Prepaid 50 amp service/day	\$ 11.33
Prepaid 15 amp service/month	\$ 58.68
Prepaid 30 amp service/month	\$ 90.55
Prepaid 50 amp service/month	\$ 188.35
<b>Other Rates</b>	
Sign space rental per calendar year	\$ 33.14
Overdue account interest charge per month in accordance with interest rates established under Section 11(3) of the Taxation (Rural Area) Act	
NSF Cheque	\$ 25.00
Pump out - actual labour/hour - first occurrence minimum one hour	\$ 60.70
Pump out - actual labour/hour - subsequent occurrence	\$ 121.40
Pump out - minimum	\$ 60.70
Sewer pump out, Vessels less than 12 meters in length	\$ 10.20
Sewer pump out, Vessels less 12 meters in length and longer	\$ 27.68
Net Storage Fee - minimum charge applied every 12 hours after first 12 hours unless advance arrangements made through Harbour Office	\$ 101.90
Vessel left in posted loading zone beyond 4 hour maximum subject to hourly charge - Prolonged stay arrangement to facilitate repairs are to be arranged with Harbour Office	\$ 10.19

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

**SCHEDULE G - HARBOUR RATES**

(continued)

Rates do not include applicable taxes

**SEAGATE PIER**

	Rates
Moorage - Commercial Fishing Vessel	
Moorage/metre (after first 15 minutes, per 24-hour period)	\$ 1.48
Off-Loading Commercial Fishing Vessel	
On or off-loading - the greater of:	
Minimum billing	\$ 59.14
Per hour	\$ 43.75
Per pound (applicable to seafood products)	\$ 0.03
Clean-up Fee	
Per hour as required	\$ 57.41
Moorage - All vessels other than CFV	
Moorage/metre per 24-hour period * Or part thereof	\$ 2.38
* Equivalent of Pleasure Craft daily rate at Small Craft Harbour floats	
Net Storage Fee - minimum charge applied every 12 hours after first 12 hours unless advance arrangements made through Harbour Office	\$ 101.90
Vessel left in posted loading zone beyond 4 hour maximum subject to hourly charge - Prolonged stay arrangement to facilitate repairs are to be arranged with Harbour Office	\$ 10.19

**HARBOUR IMPROVEMENT**

Applies to all Harbour Parking Areas

Rates **include** applicable taxes

	Rate
Launch Fees	
Non-commercial vessel*, per day	\$ 5.50
Non-commercial vessel*, Local Resident Annual Pass (includes launch, vehicle & trailer parking).	\$ 88.00
Commercial fishing vessel, per launch or removal	\$ 11.00
Commercial fishing vessel, (includes vehicle & trailer parking) Annual Commercial Pass	\$ 138.10
* Commercial Vessel is defined as: A Commercial Fishing Vessel displaying a valid licence, or a Licenced Local Business actively engaged in marine related services not being used for pleasure purposes.	
Vehicle <b>or</b> trailer parking pass	
Daily	\$ 5.50
Weekly	\$ 16.20
Monthly	\$ 54.45
Annual	\$ 88.00
Vehicle <b>and</b> trailer parking pass	
Daily	\$ 11.00
Weekly	\$ 32.40
Monthly	\$ 108.90
Annual	\$ 176.00



**SCHEDULE H - RECREATION RATES**

Rates do not include applicable taxes

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

General Recreation	Refundable Deposit	Rates Effective Aug. 1, 2017	Rates Effective Aug. 1, 2018
Rentals, per event			
Tables, each	\$20.00	\$ 5.19	\$ 5.19
Chairs, each	\$20.00	\$ 0.57	\$ 0.57
Pavilion, Beaver Harbour Park	\$20.00	\$ 10.90	\$ 10.90
*Registration Fee Collection - non-municipal service	Cash Only	\$ 2.00	\$ 2.00
*Tumble and Play (dry floor child only)		\$ 3.20	\$ 3.20
Fitness Classes (per class)		\$ 4.86	\$ 4.95
Fitness Classes (punch card 11 classes)		\$ 48.57	\$ 49.52
Special Event		\$ 4.86	\$ 4.95
Arena Rentals (Ice-in) - Arena rental per hour			
Youth groups (must consist of at least 80% youth)		\$ 66.43	\$ 67.76
Early Ice - June 1 to Labour Day (must consist of at least 80% youth)		\$ 82.95	\$ 84.61
Adult groups		\$ 108.95	\$ 111.13
Non Prime Time (Ice in) Arena Rental per hour Rental starting after 10 p.m. and ending before 6 a.m.		\$ 81.14	\$ 82.76
Arena Admission - Single Admission			
Twoonie Skate		\$ 1.90	\$ 1.90
Child 0-12 months		Free	Free
Child 13 months-12 years		\$ 3.05	\$ 3.10
Senior 55 + years		\$ 3.05	\$ 3.10
Youth 13 -18 years		\$ 3.71	\$ 3.76
Adult 19 - 54 years.		\$ 4.86	\$ 4.95
Family-Immediate family to maximum of 2 parents and 4 children under the age of 18		\$ 10.52	\$ 10.71
Punch Cards (11 admission passes)			
Child 13 months -12 years		\$ 30.48	\$ 31.00
Senior 55 + years		\$ 30.48	\$ 31.00
Youth 13-18 years		\$ 37.14	\$ 37.62
Adult 19 -54 years		\$ 48.57	\$ 49.52
Family-Immediate family to maximum of 2 parents and 4 children under the age of 18		\$ 105.20	\$ 107.30
Miscellaneous Skate Fees			
Skate Rental		\$ 1.90	\$ 1.90
Skate aid		\$ Free	\$ Free
Skate sharpening		\$ 4.76	\$ 4.76

\*GST Exempt

**SCHEDULE H - RECREATION RATES**

(continued)

Rates do not include applicable taxes

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

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

**SCHEDULE H - RECREATION RATES**

(continued)

Rates do not include applicable taxes

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

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

\* GST Exempt

**SCHEDULE H - RECREATION RATES**

(continued)

Rates do not include applicable taxes

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

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

\*GST Exempt

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

<b>1. Building Fees</b>	
a) Value of construction up to \$1,000.00	\$ 75.00
b) For each additional \$1,000.00 of value of construction, or fraction thereof, over \$1,000.00 but not exceeding \$100,000.00.	\$ 8.00
c) For each additional \$1,000.00 of value of construction, or fraction thereof, over \$100,000.00 but not exceeding \$500,000.00.	\$ 5.50
d) For each additional \$1,000.00 of value of construction, or fraction thereof, exceeding \$500,000.00	\$ 4.00
e) For renewal of a permit where the value of the proposed construction is less than \$100,000	\$ 50.00
f) For renewal of a permit where the value of the construction is \$100,000 or more	\$ 50.00 plus \$1.00 per \$1,000, or fraction thereof, for construction value in excess of \$100,000
g) The fee for a permit to demolish or remove a building	\$ 100.00
h) The fee for a permit to authorize the moving of a building to a new site	50% fee for new construction
i) Solid fuel burning appliance, maximum 2 inspections	\$ 100.00
(1) Review of installation plans	\$ 50.00
j) The fee for permission to locate a mobile home, factory built building, or similar structure in a location, plus the fee based on the value of the work required to be done on the site, as set out in construction fees above	\$ 100.00 single wide \$ 150.00 double wide
k) The fee for inspection of a Bed & Breakfast operation	\$ 75.00
l) The fee for inspection following request of property owner to close a secondary suite	\$ 75.00
m) The fee for inspection of a Daycare operation	\$ 75.00
<b>2. Plumbing Permits</b>	
a) The charge for permits under this bylaw for plumbing fixtures shall be calculated as follows:	
i) minimum fee for any plumbing permit	\$ 75.00
ii) fee for installation of fixtures:	
a) first fixture	\$ 10.00
b) each additional fixture, per fixture	\$ 7.50
<b>3. Refund of Fees</b>	
a) An applicant for a Building, Building Moving, Demolition or Plumbing permit may obtain a refund of the Permit Fee when a permit is surrendered and cancelled on the following basis:	
i) Refund before any construction begins:	75% of permit fees
ii) Where construction or work has begun or an inspection has been made.	No refund
iii) No refund shall be made for less than	\$ 100.00
<b>4. Re-inspection Charge</b>	
a) A re-inspection fee where more than two inspections are necessary.	\$ 75.00

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

<b>5. Application or Permit Transfer Fee</b>															
a) A transfer fee of <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 border="0"> <tr> <td colspan="2">Construction</td> </tr> <tr> <td style="text-align: left;"><u>Value (\$)</u></td> <td style="text-align: right;"><u>Deposit(\$)</u></td> </tr> <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> </table>	Construction		<u>Value (\$)</u>	<u>Deposit(\$)</u>	0 – 30,000	200.00	30,0001 – 80,000	500.00	80,001 – 200,000	700.00	200,001 – 2,000,000	2,000.00	2,000,001 and over	4,000.00
Construction															
<u>Value (\$)</u>	<u>Deposit(\$)</u>														
0 – 30,000	200.00														
30,0001 – 80,000	500.00														
80,001 – 200,000	700.00														
200,001 – 2,000,000	2,000.00														
2,000,001 and over	4,000.00														
c) Refund of Damage Deposit – Where a damage deposit has been paid to the District with respect to a Building, Demolition or Moving Permit, the balance of said deposit shall be refunded after: <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	\$ 104.00	\$ 416.00
Cremated Remains Size	\$ 30.00	\$ 120.00
Services - Opening and Closing grave for burials		
Monday- Friday 8:00 a.m. - 2:00 p.m.		\$ 587.83
Monday- Friday after 2:00 p.m.		\$ 801.11
Saturday, Sunday 8:00 a.m. – 2:00 p.m.		\$ 1,123.63
Statutory Holidays 8:00 a.m. – 2:00 p.m.		\$ 1,500.00
Services - Opening and Closing grave for Cremated Remains		
Monday- Friday 8:00 a.m. – 2:00 p.m.		\$ 161.26
Monday- Friday after 2:00 p.m.		\$ 360.00
Saturday, Sunday 8:00 a.m. – 2:00 p.m.		\$ 460.50
Statutory Holidays 8:00 a.m. – 2:00 p.m.		\$ 600.00
Services - Opening and Closing grave for Exhumation		
Monday - Friday 8:00 a.m. - 2:00 p.m.		\$ 645.05
Transfer of License		\$ 25.00
Installation of Memorials	\$ 31.21	\$ 124.84
Goods		
Grave Liners		\$ 325.00
Oversize Grave Liners		\$ 475.00
Cremation Vaults		\$ 130.00

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

Rates do not include applicable taxes

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



**SCHEDULE L - BURNING PERMIT RATES**

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

**SCHEDULE M – ANIMAL CONTROL RATES**

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

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

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

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

1. Any application for an amendment to the Official Community Plan and/or Zoning Bylaw shall, at the time of application, be accompanied with payment of the following fees:	
a) Amendment to the Zoning Bylaw or Official Community Plan	
Processing and inspection of application	\$ 750.00
For statutory public hearing advertising	<b>\$ 800.00*</b>
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