



AGENDA
DISTRICT OF PORT HARDY
FINANCE COMMITTEE MEETINGS
9:00 am WEDNESDAY NOVEMBER 8
& 9:00 am THURSDAY NOVEMBER 9, 2018
COUNCIL CHAMBERS, MUNICIPAL HALL 7360 COLUMBIA STREET

Committee Members: Mayor Dugas, Chair

Councillors: Pat Corbett-Labatt, Janet Dorward, Leighton Wishart, Fred Robertson, Treena Smith, John Tidbury

Staff: L. Sowerby, Director of Finance, Allison McCarrick, Chief Administrative Officer, Abbas Farahbakhsh, Director of Operational Services, Heather Nelson-Smith, Director of Corporate Services

<u>Page</u>		Time:
	A. CALL TO ORDER	
	B. APPROVAL OF AGENDA (as presented/amended)	
	Motion to Approve	1. 2.
	B. MINUTES	
1-2	1. Minutes of October 3, 2018 Finance Committee Meeting.	
	Motion to Approve	1. 2.
3-11	C. Staff Report – Allison McCarrick, CAO re: Rural and Northern Communities Grant Options	
	Motion / direction	1. 2.
12-14	D. Schedule A – General Operating Fund	
15-16	E. Schedule B – Water Fund	
17-18	F. Schedule C - Sewer Fund	
19-20	G. 2019 Capital Projects and possible funding sources	
21-23	H. Debt Schedule	
	I. Finalize Fees and Charges – review October 3, 2018 meeting information	
	J. Finalize Grants-In-Aid - review October 3, 2018 meeting information	
	K. Schedule Next Finance Committee Meeting	
	L. Adjournment	Time:



**DISTRICT OF PORT HARDY
FINANCE COMMITTEE MEETING MINUTES
OCTOBER 3, 2018
COUNCIL CHAMBERS, MUNICIPAL HALL
7360 COLUMBIA STREET**

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

ALSO PRESENT: Allison McCarrick, Chief Administrative Officer; Lynda Sowerby, Director of Finance; Susan Bjarnason, Recording Secretary

A. CALL TO ORDER

Mayor Bood called the meeting to order at 9:00 am

B. APPROVAL OF AGENDA

Moved/Seconded/Carried

THAT the agenda for the Finance Committee meeting of October 3, 2018 be approved as presented.

C. ADOPTION OF MINUTES

Moved/Seconded/Carried

THAT the minutes of the Finance Committee held December 12, 2017 be approved as presented.

D. 2018 YTD Budget Variance

Director of Finance, Lynda Sowerby reviewed with Council the budget variance for 2018. As expected there is a \$400,000 surplus in the General Fund. The water surplus will go into reserve and there will be a small Sewer Fund surplus that will remain where it is.

E. 2018 Capital Project Update

The Director of Finance updated Council on the Capital Projects showing many projects are complete with some carry forwards for 2019.

F. Tax Sale Update

The 2018 Tax Sale results were discussed with the Director of Finance explaining there were two properties that were not bid on and the District is deemed owner if they are not redeemed within one year. There was a brief discussion on the property that the District acquired from the 2017 Tax Sale.

G. Investment Earnings

The Director of Finance explained that the earnings from investments are a little higher this year due to new investment opportunities that were implemented under the previous Director of Finance.

H. Reserve & Surplus Status

The Director of Finance discussed the Reserve & Surplus Status with Council showing a similar rate from 2017 to 2018.

I. 2019 Grant in Aid Application – Summary

Grants in Aid were discussed with Council using the data as information to be decided at a later meeting.

J. BC Assessment Authority Update

2017 and 2018 BC Assessments were compared with the expected 2019 Assessments.

K. 2019 Fees & Charges

The 2019 User Fees and Charges were discussed. Council directed staff to provide an analysis for the Pool and Arena between expected user rates and the percentage of taxes used to fund the operations. Council discussed raising the age of senior for Recreation to 65 from 55.

The Director of Finance provided projections with 2% 4% increase in water and 4% in sewer, explaining that the sewer reserves are low and, should something happen, a debt would be incurred to fix the problem.

The Director of Finance recommended a 2.5% increase in Garbage explaining that there is a new contract coming forward in 2019 with increased costs associated with it. Council received it as information.

Harbour rates were discussed with the possibility of parking meters being installed at Bear Cove. Staff explained that a cost would be incurred by our current Harbour managers as they would need increased staff to look after it.

Staff was directed to provide an analysis on the launch and parking at Bear Cove.

The rest of the user rates were discussed, and the Director of Finance showed Council there were two new line items for the Grid and Winch which have not been charged for use. Council received it as information.

Cemetery Rates were discussed with the Director of Finance explaining the need for an increase as the current rates are not covering costs.

Council decided to review all the new information at the next Finance meeting to be held November 8, 2018.

L. Adjournment

MOVED

THAT the Finance Committee adjourn.

Time: 10:43am



DISTRICT OF PORT HARDY

STAFF REPORT



DATE: November 9, 2018

TO: Mayor and Council – Finance Committee Meeting

FROM: Allison McCarrick, Chief Administrative Officer

RE: Rural and Northern Communities Grant – Project Options / Chiller Replacement

PURPOSE

To provide Mayor and Council with updated information on the Rural and Northern Communities Grant (RNC) proposed Recreation Revitalization project and chiller replacement.

BACKGROUND

Proposed Recreation Revitalization Project

Council has been introduced to a proposed recreation revitalization project which includes a covered skateboard park surrounded by a walking track with exercise stations. Also included in the project is an arena refrigeration system upgrade, roof replacement, steel beam restoration, recreation lobby handicap access redesign and an electronic marquee.

Chiller Replacement

If successful, the RNC grant funds would not be awarded until after the scheduled chiller replacement. Due to safety regulations the chiller portion of the refrigeration system upgrade can not be deferred. Current price quotes for a shell and tube chiller versus a plate and frame chiller are within \$30,000. District staff have spoken with Provincial RNC grant staff regarding if the chiller replacement would be considered a start to the revitalization project therefore denying the entire project and have been informed that if the chiller is not included in the project scope the replacement would not jeopardize the grant application.

ANALYSIS

Proposed Recreation Revitalization Project

District staff discussions with Provincial RNC grant staff have prompted a request for Council to reconsider the proposed project scope. Provincial staff have commented the current proposed project is not a cohesive project but two independent projects. The project value may be considered a deterrent for an award; the \$95 million-dollar funding opportunity is offered to a large applicant group which includes Local Governments under 5,000 population, Not-for Profit groups, Indigenous recipients on and off reserve, and the For-Profit/private sector.

Council may consider another funding opportunity under the Community, Culture, and Recreation (CCR) stream, however this stream is 26.7% applicant funded and applying in both streams may not provide Council with the optimal outcome.

The project must demonstrate it meets the purpose of the grant funding which is as follows:

RNC - The Program is focused on improving the quality of life in rural communities through investment in infrastructure. The Program will encourage long-term economic growth to create sustainable communities and will support the implementation of climate-action strategies that promote a low carbon,

green economy, as well as work towards reconciliation with Indigenous communities, both on and off-reserve.

CCR - Community, Culture and Recreation Stream will help communities address their infrastructure needs, while improving access to and/or increased quality of Community, Culture and Recreation infrastructure for Canadians, including Indigenous people and vulnerable populations.

Chiller Replacement

The difference in cost between the two chiller types is approximately \$30,000. The plate and frame chiller will provide the first component of a low charge refrigeration system upgrade. The shell and tube chiller would not provide a low charge system and therefore would require replacement if the desired result was a low charge refrigeration plant.

FINANCIAL IMPLICATIONS

RNC – funding contribution levels: Federal 60%, Provincial 40% Local Government 0%

CCR – funding contribution levels: Federal 40%, Provincial 33.33% Local Government 26.67%

If the following lowest valued proposal was applied for under the CCR stream the District contribution would be \$ 452,390.00.

Recreation Revitalization (draft proposed full scope)

Considers build spring 2020					
Site prep	700,000	Skatepark site prep			
Landscaping	50,000	basic			
Skatepark	625,000	6,500 sq.ft. hard surface			
Park lighting	100,000	responsive lighting			
FitPark	50,000	2 x 5 post system			
Walking path	100,000	Rubberized			
Skatepark roof	-	Remove shelter roof due to arena beam restoration cost add \$\$ to beams			
Refrigeration	550,000	Ammonia low charge - condenser, glycol loop, fluid cooler, piping			
Heat Exchange	225,000	Intergration to pool and other areas (Thermenex, etc.)			
Arena roof	350,000	Snap metal galvalume (CHILLER - DPH 2019 spring not in scope)			
Arena beams	475,000	Re-surfaced and painted			
2 Compressors	200,000	Current are 1980			
Lobby	500,000	Chair/scooter access (Lobby of rec. centre cement ramp)			
Marquee	50,000	Digital			
Soft costs	596,250	15%	Project mgmt., engineers, architects, etc.		
Contingency	1,142,813	25%			
Grant sub total	5,714,063				
GST	285,703				
Total	5,999,766				
	Hard costs	Soft costs	Contingency	Total	% of project
New	1,625,000	243,750	467,188	2,335,938	40.88%
Renovate	2,350,000	352,500	675,625	3,378,125	59.12%
Totals	3,975,000	596,250	1,142,813	5,714,063	

Federal	3,428,438
Provincial	2,285,625

Recreation Revitalization (draft proposed reduced scope)

Considers build spring 2020		
Site prep	700,000	Skatepark site prep
Landscaping	-	basic
Skatepark	400,000	Reduce to smaller park approx.4,000 sq.ft
Park lighting	80,000	Basic lighting
FitPark	-	Remove
Walking path	-	Remove
Skatepark roof	-	Remove shelter roof due to arena beam restoration cost add \$\$ to beams
Refrigeration	550,000	Ammonia low charge - condenser, glycol loop, fluid cooler, piping
Heat Exchange	-	Remove heat exchange integration to pool and building
Arena roof	350,000	Snap metal galvalume (CHILLER - DPH 2019 spring not in scope)
Arena beams	475,000	Re-surfaced and painted
2 Compressors	200,000	Current are 1980
Lobby	-	Remove
Marquee	-	Remove
Soft costs	413,250	15% Project mgmt., engineers, architects,etc.
Contingency	792,063	25%
Grant sub total	3,960,313	
GST	198,016	
Total	4,158,328	

	Hard costs	Soft costs	Contingency	Total	% of project
New	1,180,000	177,000	339,250	1,696,250	42.83%
Renovate	1,575,000	236,250	452,813	2,264,063	57.17%
Totals	2,755,000	413,250	792,063	3,960,313	

Federal 2,376,188
 Provincial 1,584,125

Recreation Revitalization (draft proposed full scope separate)

Considers build spring 2020					
Refrigeration	550,000	Ammonia low charge - condenser, glycol loop, fluid cooler, piping			
Heat Exchange	225,000	Intergration to pool and other areas (Thermenex, etc.)			
Arena roof	350,000	Snap metal galvalume			
Arena beams	475,000	Re-surfaced and painted			
2 Compressors	200,000	Current are 1980 (CHILLER - DPH 2019 spring not in scope)			
Lobby	500,000	Chair/scooter access (Lobby of rec. centre cement ramp)			
Marquee	50,000	Digital			
Soft costs	352,500	15%	Project mgmt., engineers, architects, etc.		
Contingency	675,625	25%			
Grant sub total	3,378,125				
GST	168,906				
Total	3,547,031				
	Hard costs	Soft costs	Contingency	Total	% of project
Renovate	2,350,000	352,500	675,625	3,378,125	100.00%

Apply First Round?

Federal	2,026,875
Provincial	1,351,250

Recreation Revitalization (draft proposed full scope separate)

Considers build spring 2020					
Site prep	700,000	Skatepark site prep			
Landscaping	50,000	basic			
Skatepark	625,000	6,500 sq.ft. hard surface			
Park lighting	100,000	responsive lighting			
FitPark	50,000	2 x 5 post system			
Walking path	100,000	Rubberized			
Skatepark roof	-	Remove shelter roof			
Soft costs	243,750	15%	Project mgmt., engineers, architects, etc.		
Contingency	467,188	25%			
Grant sub total	2,335,938				
GST	116,797				
Total	2,452,734				
	Hard costs	Soft costs	Contingency	Total	% of project
New	1,625,000	243,750	467,188	2,335,938	100.00%

Apply Second Round?

Federal	1,401,563
Provincial	934,375

Recreation Revitalization (draft proposed separate & reduced)

Considers build spring 2020					
Refrigeration	550,000	Ammonia low charge - condenser, glycol loop, fluid cooler, piping			
Heat Exchange	-	Remove			
Arena roof	350,000	Snap metal galvalume			
Arena beams	475,000	Re-surfaced and painted			
2 Compressors	200,000	Current are 1980 (CHILLER - DPH 2019 spring not in scope)			
Lobby	-	remove (Lobby of rec. centre cement ramp)			
Marquee	-	Remove			
Soft costs	236,250	15%	Project mgmt., engineers, architects,etc.		
Contingency	452,813	25%			
Grant sub total	2,264,063				
GST	113,203				
Total	2,377,266				
	Hard costs	Soft costs	Contingency	Total	% of project
Renovate	1,575,000	236,250	452,813	2,264,063	100.00%

Apply First Round?

Federal	1,358,438
Provincial	905,625

Recreation Revitalization (draft proposed separate & reduced)

Considers build spring 2020					
Site prep	700,000	Skatepark site prep			
Landscaping	-	Remove			
Skatepark	400,000	4,000 sq.ft. hard surface			
Park lighting	80,000	responsive lighting			
FitPark	-	Remove			
Walking path	-	Remove			
Skatepark roof	-	Remove shelter roof			
Soft costs	177,000	15%	Project mgmt., engineers, architects,etc.		
Contingency	339,250	25%			
Grant sub total	1,696,250				
GST	84,813				
Total	1,781,063				
	Hard costs	Soft costs	Contingency	Total	% of project
New	1,180,000	177,000	339,250	1,696,250	100.00%

Apply Second Round?

Federal	1,017,750
Provincial	678,500

Recreation Revitalization (draft proposed separate reduce to 3M)

1a

Considers build spring 2020					
Refrigeration	550,000	Ammonia low charge - condenser, glycol loop, fluid cooler, piping			
Heat Exchange	225,000	Intergration to pool and other areas (Thermenex, etc.)			
Arena roof	350,000	Snap metal galvalume			
Arena beams	475,000	Re-surfaced and painted			
2 Compressors	200,000	Current are 1980 (CHILLER - DPH 2019 spring not in scope)			
Lobby	-	Remove (Lobby of rec. centre cement ramp)			
Marquee	50,000	Digital			
Soft costs	277,500	15%	Project mgmt., engineers, architects, etc.		
Contingency	531,875	25%			
Grant sub total	2,659,375				
GST	132,969				
Total	2,792,344				
	Hard costs	Soft costs	Contingency	Total	% of project
Renovate	1,850,000	277,500	531,875	2,659,375	100.00%

Apply First Round?

Federal	1,595,625
Provincial	1,063,750

Recreation Revitalization (draft proposed separate reduce to 3M)

2a

Considers build spring 2020					
Site prep	700,000	Skatepark site prep			
Landscaping	50,000	basic			
Skatepark	625,000	6,500 sq.ft. hard surface			
Park lighting	100,000	responsive lighting			
FitPark	50,000	2 x 5 post system			
Walking path	100,000	Rubberized			
Skatepark roof	-	Remove shelter roof			
Soft costs	243,750	15%	Project mgmt., engineers, architects, etc.		
Contingency	467,188	25%			
Grant sub total	2,335,938				
GST	116,797				
Total	2,452,734				
	Hard costs	Soft costs	Contingency	Total	% of project
New	1,625,000	243,750	467,188	2,335,938	100.00%

Apply Second Round?

Federal	1,401,563
Provincial	934,375

Recreation Revitalization (draft proposed separate reduce to 3M)

1b

Considers build spring 2020					
Refrigeration	550,000	Ammonia low charge - condenser, glycol loop, fluid cooler, piping			
Heat Exchange	-	Eliminate until other funding sourced			
Arena roof	350,000	Snap metal galvalume			
Arena beams	475,000	Re-surfaced and painted			
2 Compressors	200,000	Current are 1980 (CHILLER - DPH 2019 spring not in scope)			
Lobby	500,000	Chair/scooter access (Lobby of rec. centre cement ramp)			
Marquee	-	Add to skate park project			
Soft costs	311,250	15%	Project mgmt., engineers, architects,etc.		
Contingency	596,563	25%			
Grant sub total	2,982,813				
GST	149,141				
Total	3,131,953				
	Hard costs	Soft costs	Contingency	Total	% of project
Renovate	2,075,000	311,250	596,563	2,982,813	100.00%

Apply First Round?

Federal 1,789,688
Provincial 1,193,125

Recreation Revitalization (draft proposed separate reduce to 3M)

2b

Considers build spring 2020					
Site prep	700,000	Skatepark site prep			
Landscaping	50,000	basic			
Skatepark	625,000	6,500 sq.ft. hard surface			
Park lighting	100,000	responsive lighting			
FitPark	50,000	2 x 5 post system			
Walking path	100,000	Rubberized			
Marquee	50,000	Added from Arena project			
Soft costs	251,250	15%	Project mgmt., engineers, architects,etc.		
Contingency	481,563	25%			
Grant sub total	2,407,813	(Sheltered roof 350K could be added to this project)			
GST	120,391				
Total	2,528,203				
	Hard costs	Soft costs	Contingency	Total	% of project
New	1,675,000	251,250	481,563	2,407,813	100.00%

Apply Second Round?

Federal 1,444,688
Provincial 963,125

OPTIONS

Proposed Recreation Revitalization Project

- a. Proceed with the RNC grant application as originally proposed less the chiller unit and Skate park roof/shelter.
- b. Proceed with the RNC grant application alternate proposal as chosen by Council.
- c. Apply under both the RNC and CCR grant funding streams with either one or a combination of the proposed options.

Chiller Replacement

- a) Replace current chiller with a plate and frame chiller, spring 2019 and budget accordingly in the 2019-2023 District Financial Plan.
- b) Replace current chiller with a shell and tube chiller, spring 2019, budget accordingly in the 2019-2023 District Financial Plan and add the cost of a plate and frame chiller to the chosen grant funding application.

STAFF RECOMMENDATION

Proposed Recreation Revitalization Project

Council approve option a or b and change project name if applicable.

Chiller Replacement

Council approve option a.

Respectfully submitted,



Allison McCarrick
Chief Administrative Officer

District of Port Hardy
General Operating Fund
2019 - 2023

	2018	2019	2020	2021	2022	2023
	Budget	Budget	Budget	Budget	Budget	Budget
Revenue						
Property taxation	3,064,658	3,238,243	3,597,067	3,744,943	3,846,276	3,910,701
Payments in lieu of taxes	179,128	174,404	176,375	178,295	180,173	182,052
Business licences	32,252	32,897	35,200	36,925	38,125	39,173
Zoning	156	1,283	1,373	1,441	1,487	1,529
Fire protection	28,091	28,653	29,226	29,810	30,406	31,014
Building inspection/permits	19,768	20,163	20,566	20,977	21,397	21,825
Building inspection charge outs	5,202	5,306	5,412	5,520	5,630	5,743
Animal control licences & fees	11,236	11,461	11,690	11,923	12,161	12,404
PW Charge-outs	9,218	9,402	9,589	9,782	9,978	10,177
Fisherman's wharf	323,619	330,091	336,693	343,426	350,293	357,298
Seagate wharf	31,211	31,835	32,472	33,122	33,784	34,460
Seagate wharf lease	10,612	10,824	11,040	11,261	11,486	11,716
Garbage collection	200,380	204,387	208,475	212,644	216,897	221,234
Recycling	73,863	75,340	76,847	78,384	79,952	81,551
Cemetery	11,184	11,408	11,636	11,869	12,106	12,348
Recreation programs	2,883	6,233	6,358	6,484	6,614	6,747
Arena	92,959	94,816	96,711	98,645	100,618	102,631
Pool	119,646	122,040	124,480	126,968	129,507	132,097
Leases and rentals	48,593	49,156	49,728	49,728	49,728	49,728
Sundry revenue	15,479	15,834	16,855	17,620	18,152	18,617
Interest & penalties	118,544	131,639	137,576	137,760	141,608	146,189
Small Comm Protect grant & hotel tax	632,425	673,831	676,483	679,188	681,947	684,761
Conditional grants	-	-	-	-	-	-
Trsf. from approp.surplus tax rate stability	85,450	-	-	-	-	-
	5,116,557	5,279,246	5,671,851	5,846,716	5,978,326	6,073,994

District of Port Hardy
General Operating Fund
2019 - 2023

Expenditures	2018		2019		2020		2021		2022		2023	
	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget
Legislative	162,141	172,285	175,726	179,240	182,828	186,484						
Administration	902,745	918,784	937,159	955,899	982,444	994,518						
Police Services	3,121	3,183	3,247	3,312	3,378	3,446						
Emergency Services	14,579	7,220	7,366	7,513	7,664	7,818						
Fire protection	266,370	271,639	277,501	283,503	289,640	295,920						
Building inspection/permits	143,951	147,618	150,614	153,672	156,794	159,980						
Animal control	56,551	58,088	59,291	60,521	61,776	63,060						
Common services	432,503	431,945	446,123	460,783	475,935	491,604						
Transportation	572,920	589,297	606,462	624,166	642,432	661,275						
Seagate wharf	81,401	83,032	84,696	86,393	88,123	89,889						
Fisherman's Wharf	269,879	276,219	282,412	288,754	295,249	301,902						
Garbage services	217,522	221,879	226,325	230,861	235,486	240,205						
Recycling	43,066	43,970	44,915	45,881	46,867	47,876						
Cemetery	23,771	19,259	19,817	20,392	20,986	21,599						
Economic & community development	188,847	219,935	224,233	228,617	233,090	237,650						
Development & zoning services	13,529	13,799	14,076	14,357	14,643	14,936						
Recreation programs	89,154	94,066	96,012	97,998	100,029	102,104						
Arena	297,015	313,414	320,614	327,995	335,563	343,322						
Pool	407,782	453,742	576,218	641,012	655,130	669,578						
Civic centre	22,224	23,109	23,885	24,687	25,519	26,381						
Curling rink	1,773	1,810	1,850	1,890	1,931	1,973						
Parks	345,624	354,443	364,539	374,942	385,674	396,737						
Library/Museum	218,483	223,097	227,735	232,472	237,312	242,257						
Debtenture debt interest	75,500	142,299	239,946	237,667	232,051	227,084						
Debtenture principal repayments	157,300	195,114	261,089	264,188	267,781	246,397						
Transfer to Tax Rate Stability fund	108,806	-	-	-	-	-						
Surplus (Deficit) Operations	5,116,557	5,279,246	5,671,851	5,846,715	5,978,325	6,073,995						

District of Port Hardy
 General Operating Fund
 2019 - 2023

Schedule A

Percentage change on General and Debt Levy	2019	2020	2021	2022	2023
Operational Revenues & Expenses CPI factor	-0.89%				
Increase in Wages and Salaries per contracts	1.550%				
Net change in benefit costs impounded in "Burden" rate	0.310%				
Total Impact of Labour changes - contractual and benefit	1.86%				
Increase in Council Salaries	8,960				
Regular Current Operations	0.31%				
Multiplex - New Recreation Manager	30,000	91,800			
Multiplex - additional staff (2 P/T)		32,500			
Multiplex - additional operation costs		18,500			
Improvement to Recreation / Pool Service Levels	1.03%	4.63%			
Increase in Debt	104,613	163,622	821	-2,023	-26,351
Change in Debt Levy	3.60%	5.31%	0.02%	-0.06%	-0.72%
2018 -2019 Increase in total general and debt tax levy	171,531				
Change in Total tax Levy	171,531	11.54%	4.21%	2.74%	1.66%

District of Port Hardy Financial Plan 2019 - 2023 Water Operations Budget							Schedule B		
	2018	2019	2020	2021	2022	2023			
Revenue									
Total Revenues	1,501,702	1,531,951	1,562,589	1,593,841	1,625,718	1,658,233			
Expenses									
Total Expenditures Operations	1,121,480	1,178,118	1,217,489	1,248,639	1,280,412	1,312,821			
Surplus / (Deficit) from Operations	380,222	353,833	345,100	345,202	345,306	345,412			
Transfers to Capital Fund									
Transfer to current year Water Capital Fund	234,118	23,833	15,000	15,000	15,000	15,000			15,000
Transfers to Reserves									
Transfers to Water Capital Works Reserve	145,000	250,000	250,000	250,000	250,000	250,000			250,000
Transfer to Water Equipment Reserve		75,000	75,000	75,000	75,000	75,000			75,000
Transfer ROI interest earnings to reserves	1,104	5,000	5,100	5,202	5,306	5,412			5,412
Total transfer to own funds	380,222	353,833	345,100	345,202	345,306	345,412			345,412
Surplus/Deficit Operations	0	0	0	0	0	0			0

WATER CAPITAL FUND		2018	2019	2020	2021	2022
Funding						
Water conditional grants		4,150,000	189,427	167,500	167,500	167,500
Transfers from water capital works reserve		94,050		82,500	82,500	82,500
Transfer from future expenditure (PY carry forward)			169,304			
Debt Proceeds						
Transfer from current year operations		226,953	23,833	15,000	15,000	15,000
Transfers from accumulated surplus		1,201,997	217,000			
Total Funding		5,673,000	599,564	265,000	265,000	265,000
Debt Payments						
Debtenture principal repayments						
Capital Lease Payments						
Debt Principal payments		-	-	-	-	-
WTP Pressure Control Valve Rebuild		8,000				
WTP rebuild Raw Water Pumps		13,000				
WTP Tubidimeters		53,000				
Holmgren Flats PRV		60,000				
Kains Lake Dam		29,000				
Outer Ring Road PRV		35,000				
Carry Forward Projects						
PLC WTP Replacements		70,000	64,796			
Utility Mapping Water		15,000	5,710			
Water Design & Distribution System Upgrades		60,000	60,000			
Fort Rupert Reservoir and PRV Station		5,300,000	228,225			
New Projects & Future Projects						
Utility Mapping Water		15,000	7,500			
Right-of-Way Clearing			5,000			
WTP Air Compressor rebuild			3,000			
Chemical Feed Pump			20,000			
WTP Clear well crane			10,000			
Reservoir valve & stilling pipe			23,000			
Particle Counter			10,000			
Kains Lake Low Supply System			24,000			
PLC WTP Replacements			130,000			
Asset Management Software			8,333			
Water Treatment Plant Computer Upgrades		15,000	-	15,000	15,000	15,000
Water Design & Distribution System Upgrades			-	250,000	250,000	250,000
Reservoir #2 Replacement						
Total New Projects		5,673,000	240,833	265,000	265,000	265,000
Total Carry Forward			358,731			
Total 2019 Capital Projects		0	599,564	0	0	0
Surplus/Deficit Capital		0	0	0	0	0

		Schedule C					
District of Port Hardy Financial Plan 2019 - 2023 Wastewater Operations Budget		2018	2019	2020	2021	2022	2023
Revenues							
Total Revenue		1,285,821	1,336,911	1,363,749	1,391,127	1,419,057	1,447,549
Expenditures							
Total Expenditures Operations		1,003,531	1,019,717	1,040,186	1,067,064	1,094,475	1,123,394
Surplus / (Deficit) from Sewer Operations		282,290	317,194	323,563	324,063	324,582	324,155
Transfers to Capital Fund							
Transfer for Current Year Capital Expenditure		272,000	45,833	50,000	50,000	50,000	50,000
Transfer for Debt Principal Payment			20,147	20,563	21,004	21,461	20,971
Transfers to / From Reserves							
Transfer to Sewer Capital Works Reserve		(14,110)	200,000	200,000	200,000	200,000	200,000
Transfer to Equipment Reserve			50,000	50,000	50,000	50,000	50,000
Transfer from Debt Repayment reserve		1,190	1,214	3,000	3,060	3,121	3,183
Transfer ROI interest earnings to reserves		259,080	317,194	323,563	324,064	324,582	324,154
Total Transfers to / From Reserves							
Surplus (Deficit) Sewer Operations		23,210	0	0	0	0	0

SEWER CAPITAL FUND						
Funding	2018	2019	2020	2021	2022	2023
Capital funding from grants	400,000	400,000				
Transfers from sewer capital works reserve						
Transfer from future expenditure (PY carry forward)		138,551				
Transfer from Community Works Funds						
Debt Proceeds	420,000					
Transfer from current year operations fund	272,000	65,980	70,563	71,004	71,461	70,971
Transfer from Accumulated surplus		200,000				
Total Funding	1,092,000	804,531	70,563	71,004	71,461	70,971
Expenditures & Acquisitions						
Debt Principal Repayments						
Short Term Debt	0	20,147	20,563	21,004	21,461	20,971
Carry Forward Projects						
Utility Mapping Waste Water	15,000	5,710				
Hardy Bay Lift Station Upgrade	42,000	37,841				
Collection System Rehabilitation Program.	60,000	60,000	50,000	50,000	50,000	50,000
Tsulquate WWTP Polymer Make-up unit	25,000	25,000				
Storey's Beach Extension	10,000	10,000				
New Projects & Future Projects						
Utility Mapping Wastewater		7,500				
Fort Rupert School Lift Station Upgrade	600,000	600,000				
Asset Management Software		8,333				
Tsulquate Smart Tub		30,000				
Total Carry Forward Projects		138,551				
Total New Projects		645,833				
Total Expenditures	1,092,000	804,531	70,563	71,004	71,461	70,971
Surplus/(Deficit) Capital	0	0	0	0	0	0

SOURCES OF FUNDS															
	Capital	Equipment	Parkland Reserve	Carbon Neutral	CWF (Gas Tax)	Community Forest	General Surplus	Current Year TAXES & FEES	Debt Proceeds	Grants and Donations	Water Surplus	Current Year TAXES & FEES	Water Capital	Sewer Surplus	Sewer Capital
2019 Estimated reserves opening balance	332,387	28,664	39,534	20,656	520,444	1,312,264	1,377,604				923,367	363,080	6,354	592,814	5,336
2019 Estimated interest earnings	5,817	502	692	361	6,000	22,965									93
2019 Estimated/scheduled contributions	200,000	50,000			5,000	250,000							325,000		250,000
Estimated/scheduled repayments	9,200					(9,200)									-
Estimated available balance	547,404	79,166	40,226	26,017	752,444	1,576,029	1,377,604	-	-	-	923,367	694,434	592,814	255,429	
General fund	7,500	10,000	25,000	4,040	7,500	25,000	5,960	7,200	1,000	7,000					
Public Works Yard Fuel Compound															
Carrot Park "Carrot" Sign															
Carrot Park "Welcome" Sign															
Official Community Plan															
Bear Proof Bins															
Rainbow Crosswalk															
Rainbow Banners / Flags															
Trail Bridge															
Speed Readers															
BC Hydro Kiosk															
Paperless Agenda															
Asset Management Software (1/3rd)															
General Government	7,500	10,000	25,000	4,040	7,500	25,000	5,960	7,200	1,000	7,000					
Protective Services	236,250	70,000													
SCBA Packs															
Air Compressor & Fill Station															
Recreation	12,600,000	80,000	250,000	225,000		80,000	118,312	6,000,000	6,375,000						
Aquatic Center															
Health & Safety Requirements															
Arena Chiller															
Transportation Services	125,000	40,000	25,000	35,000	85,000	32,000									
Roads															
Sidewalks															
Crack Sealing															
Seawalk BOLLARD Sleeves															
Skid Steer															
Raptor Brush Cutter															
Rideon Lawnmower															
Harbour	350,000	60,000	3,000	3,000	3,000	15,000	15,000	2,500	4,500	5,000	15,000	3,000	3,000	3,000	
Seagate Pier Project															
T-Floats															
Harbour Building Gutters															
Fishermans Wharf Rip-Rap															
Fishermans Wharf Security Camera															
Seine Dock Security Camera															
Seine Float Parking lot lights															
Bear Cove Ramps															
Bear Cove Ramp Surface															
Bear Cove															
General fund	14,226,283	131,688	13,000	13,000	13,000	125,000	125,000	25,000	40,000	50,000	125,000	3,000	3,000	3,000	
Reserves estimated ending balance	415,716	79,166	40,226	13,017	752,444	681,848	914,140	-	-	-	923,367	694,434	592,814	255,429	

		SOURCES OF FUNDS														
		Capital Works	Equipment	Parkland Reserve	Carbon Neutral	CWF (Gax Tax)	Community Forest	General Surplus	Current Year TAXES & FEES	Debt Proceeds	Grants and Donations	Water Surplus	Current Year TAXES & FEES	Water Capital	Sewer Surplus	Sewer Capital
2019 Estimated reserves opening balance		332,387	28,664	39,534	20,656	520,444	1,312,264	1,377,604				923,367		363,080	592,814	5,336
2019 Estimated interest earnings		5,817	502	692	361	6,000	22,965							6,354		93
2019 Estimated/scheduled contributions		200,000	50,000		5,000	226,000	250,000							325,000		250,000
Estimated/scheduled repayments		9,200					(9,200)									-
Estimated available balance		547,404	79,166	40,226	26,017	752,444	1,576,029	1,377,604	-	-	-	923,367		694,434	592,814	255,429
Water																
PLC WTP Replacements	130,000											130,000				
Utility Mapping Water	7,500												7,500			
Water main Right of Way Clearing	5,000												5,000			
WTP air compressor rebuilt	3,000												3,000			
Chemical Feed Pump	20,000											20,000				
WTP Clear well crane	10,000											10,000				
Reservoir valve & stilling pipe	23,000											23,000				
Particle Counter	10,000											10,000				
Kains Lake Low Supply System	24,000											24,000				
Asset Management Software (1/3rd)	8,333												8,333			
Reserves estimated ending balance	240,833	-	-	-	-	-	-	-	-	-	-	217,000	23,833	-	-	-
Sewer																
Asset Management Software (1/3rd)	8,333														8,333	
Tsulquate Smart Tub	20,000														20,000	
Mapping	7,500														7,500	
Reserves estimated ending balance	35,833	-	-	-	-	-	-	-	-	-	-	-	-	-	35,833	-
Total Acquisitions		14,502,949														
Gen-Water-Sewer Reserve Estimated End Balance		415,716	79,166	40,226	13,017	752,444	681,848	914,140				706,367		694,434	556,981	255,429

District of Port Hardy Debt Schedule

Asset	Total Principal	2017	2018	2019	2020	2021	2022	2023 Residual
2017 Fire Ladder Truck	1,100,000	39,971	77,616	79,097	80,753	82,552	85,005	87,000
Interest		10,604	21,727	31,928	31,616	30,846	27,750	24,563
2018 Dodge Dump Truck	105,825	50,575	99,343	111,025	112,369	113,398	112,755	111,563
Principal		1,679	20,147	20,563	21,004	21,461	20,971	
Interest		314	2,012	2,730	2,220	1,591	786	0
2018 Nissan Rogue Unit #58	26,776	1,993	22,159	23,293	23,224	23,052	21,758	0
Principal		2,977	2,977	5,193	5,304	5,420	5,537	2,344
Interest		347	347	773	651	499	296	88
2019 Swap Loader Unit#57	233,153	0	3,323	5,967	5,956	5,919	5,833	2,432
Principal		29,644	29,644	45,301	46,271	47,280	48,302	16,354
Interest		3,164	3,164	6,614	5,537	4,198	2,425	613
Multiplex	6,000,000	0	32,808	51,915	51,808	51,478	50,727	16,968
Principal				63,058	126,116	126,116	126,116	126,116
Interest				99,300	198,600	198,600	198,600	198,600
SCBA Packs & Fill Station	306,250	0	0	162,358	324,716	324,716	324,716	324,716
Principal				27,203	27,912	28,639	30,151	30,937
Interest				7,567	6,858	6,131	4,619	3,833
Total Annual Payment		0	0	34,770	34,770	34,770	34,770	34,770
Principal		41,650	130,383	240,415	307,360	311,469	316,083	262,751
Interest		10,917	27,250	148,913	245,483	241,865	234,476	227,697
		52,568	157,633	389,328	552,843	553,333	550,559	490,448

District of Port Hardy Debt Terms							Schedule - Principal payments		
Asset	Term	Expires	Initial rate	Current rate	Opening Principal	Jan-19 Opening Balance	addition	payments	Dec-19 Closing balance
2017 Fire Ladder Truck	12 Years	6/30/2029	1.340%	2.575%	1,100,000	982,413	0	(79,097)	903,316
2018 Dodge Dump Truck	5 Years	11/30/2022	1.810%	2.575%	105,825	83,999	0	(20,563)	63,436
2018 Nissan Rogue Unit #58	5 Years	5/31/2023	2.140%	2.575%	26,776	23,799	0	(5,193)	18,606
2019 Swap Loader Unit#57	5 Years	4/30/2023	2.138%	2.575%	233,153	203,509	0	(45,301)	158,208
Multiplex	30 Years	1/4/2039		3.310%	6,000,000	0	6,000,000	(63,058)	5,936,942
SCBA Packs & Fill Station	10 Years	12/31/2028		2.575%	306,250	0	306,250	(27,203)	279,047
						<u>1,293,720</u>	<u>6,306,250</u>	<u>(240,415)</u>	<u>7,359,555</u>

District of Port Hardy					
Multiplex					
Projected Debenture Debt Schedule					
30 Year Term					
					3% Capitalization Rate
					S/F Factor:
Princi pal:	6,000,000.00	Interest Rate:	3.31%	0.021019259	
	Principal Pymnt	Interest Pymnt	Total Pymnt	Actuarial	Reducing Balance
					6,000,000.00
Yr 1 Semi Annual		99,300.00	99,300.00		6,000,000.00
Yr 1 Annual	126,115.56	99,300.00	225,415.56		5,873,884.44
Yr 2 Semi Annual		99,300.00	99,300.00		5,873,884.44
Yr 2 Annual	126,115.56	99,300.00	225,415.56	3,783.47	5,743,985.42
Yr 3 Semi Annual		99,300.00	99,300.00		5,743,985.42
Yr 3 Annual	126,115.56	99,300.00	225,415.56	7,680.44	5,610,189.43
Yr 4 Semi Annual		99,300.00	99,300.00		5,610,189.43
Yr 4 Annual	126,115.56	99,300.00	225,415.56	11,694.32	5,472,379.56
Yr 5 Semi Annual		99,300.00	99,300.00		5,472,379.56
Yr 5 Annual	126,115.56	99,300.00	225,415.56	15,828.61	5,330,435.39
Yr 6 Semi Annual		99,300.00	99,300.00		5,330,435.39
Yr 6 Annual	126,115.56	99,300.00	225,415.56	20,086.94	5,184,232.89
Yr 7 Semi Annual		99,300.00	99,300.00		5,184,232.89
Yr 7 Annual	126,115.56	99,300.00	225,415.56	24,473.01	5,033,644.32
Y8 - 29	2,774,542.23	4,362,000.00	7,143,742.23	1,961,902.52	297,199.57
Yr 30 Semi Annual		99,300.00	99,300.00		297,199.57
Yr 30 Annual	126,115.56	99,300.00	225,415.56	171,084.01	-0.00
TOTALS:	3,783,466.68	5,958,000.00	9,741,466.68	2,216,533.32	
Principal Reduction	3,783,466.68			2,216,533.32	6,000,000.00
	Change in rate	Interest Rate	Annual Payment	Increase	
\$6 million at 3.31%		3.31%	324716		
\$6 million at 3.41%	0.10%	3.41%	330715	5999	
\$6 million at 3.56%	0.25%	3.56%	339716	9001	
\$4 million at 3.31%			216477		
\$4 million at 3.31%			184077		
Total principal repaid plus total actuarial earnings equal amount originally borrowed					
NOTE: This schedule of payments is calculated on an estimate of rates based on today's rate, November 6, 2018, as posted by the Municipal Finance Authority of BC (MFABC).					