



## **DISTRICT OF PORT HARDY**

# **AGENDA COUNCIL MEETING 7:00 PM, TUESDAY, MAY 10, 2016 MUNICIPAL HALL COUNCIL CHAMBERS 7360 COLUMBIA STREET**

**Mayor:** Hank Bood  
**Councillors:** Pat Corbett-Labatt, Dennis Dugas, Jessie Hemphill, Rick Marcotte,  
Fred Robertson, John Tidbury

**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, MAY 10, 2016  
Council Chambers - Municipal Hall**

---

<u>Page</u>		Time:
	<b>A. CALL TO ORDER</b>	
	<b>B. APPROVAL OF AGENDA AS PRESENTED (or amended)</b>	
	Motion required.	1.            2.
	<b>C. ADOPTION OF MINUTES</b>	
1-2	1. Minutes of the Committee of the Whole meeting held April 26, 2016.	
	Motion required	1.            2.
3-7	2. Minutes of the Regular Council meeting held April 26, 2016.	
	Motion required	1.            2.
	<b>D. DELEGATIONS AND REQUESTS TO ADDRESS COUNCIL</b>	
8	1. John Bowman, President, North Island College re: Highlights of recent activities, focus and plans for Mount Waddington region and opportunities and challenges as a rural college.	
	2. Staff Sgt. Gord Brownridge, RCMP re: Quarterly Report to Council (January-March 2016).	
	<b>E. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS</b>	
9-10	1. Council Action items. For information.	
	<b>F. CORRESPONDENCE</b>	
11-12	1. Stephanie Smith, President, BC Government and Service Employees Union (Apr 14/16) re: Concerns about the sale of wine in grocery stores. For information.	
13-14	2. Louisa Bates, Visitor Services & Marketing Manager, Port Hardy Visitor Information Centre (April 26/16) re: Use of Carrot Park, June 8, 2016 10:00 am to 3:00 pm for <i>World Oceans Day</i> .	
	Motion / direction	1.            2.
15-16	3. Linda M. Lupini, Executive Vice President, Provincial Health Services Authority and BC Emergency Health Services and Catherine Mackay, Executive Vice-President & Chief Operating Officer, Integrated Health Services, Island Health (May 3/16) re: Port Hardy as Prototype Community for Community Paramedicine Initiative. For Information.	
	<b>G. NEW BUSINESS</b>	
	None in agenda package.	
	<b>H. COUNCIL REPORTS</b>	
	1. Verbal Reports from Council members.	
	<b>1. COMMITTEE REPORTS</b>	
	1. Recommendations from the Committee of the Whole meeting held April 26, 2016:	
	The Committee of the Whole recommends to Council:	
	a. <i>THAT Council directs staff to pursue an application to the BC Rural Dividend Program for the Seagate Pier Revitalization project as a single applicant AND FURTHER THAT Council authorized a budget of up to 20% of the project costs provided by a combination of in-kind and financial contributions. The financial contribution will be withdrawn from the General Capital Reserve Fund.</i>	
	Motion / direction	1.            2.

- b. The Committee of the Whole recommends to Council:  
*THAT the Low Pressure Pump Usage agreement be approved with the following amendments; change the word rental to usage and the second line should include the word property in front of owner.*

Motion / direction 1. 2.

2. Recommendation from the Committee of the Whole meeting held May 10, 2016:

- a. The Committee of the Whole recommends to Council:  
*THAT Council approves the 2015 Draft Financial Statements as prepared by staff.*

Motion / direction 1. 2.

#### **J. STAFF REPORTS**

- 17-18 1. Accounts payable for April 2016. For Information

Motion / direction 1. 2.

- 19-25 2. Abbas Farahbakhsh, Director of Operational Services (Apr.27/16) re: Operational Services Utility Department Staffing.

Motion / direction 1. 2.

#### **K. CURRENT BYLAWS AND RESOLUTIONS**

- 26-34 1. Bylaw 1050-2016, A Bylaw to Regulate Conservation of Water. For Adoption.

Motion required 1. 2.

#### **L. PENDING BYLAWS**

No pending bylaws

#### **M. INFORMATION AND ANNOUNCEMENTS**

May 11 Heritage Society 7:00 pm Council Chambers  
May 16 Committee: Operational Services, 3:00 pm, Council Chambers  
May 18 Committee: Parks & Recreation Review 3:00 pm, Council Chambers  
May 23 Victoria Day – Municipal Hall Closed  
May 24 Regular Council Meeting 7:00 pm, Council Chambers  
May 26 Committee: Occupational Health & Safety 8:30 am, 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 APRIL 26, 2016  
COUNCIL CHAMBERS, MUNICIPAL HALL  
7360 COLUMBIA STREET**

**PRESENT:** Mayor Hank Bood and Councillors Dennis Dugas, Pat Corbett-Labatt, Jessie Hemphill, Rick Marcotte, Fred Robertson and John Tidbury

**ALSO PRESENT:** Allison McCarrick, Chief Administrative Officer; Heather Nelson-Smith, Director of Corporate Services; Abbas Farahbakhsh, Director Operational Services; Sean Mercer, Manager of Operations and Community Services

**REGRETS:** Adrian Maas, Director Financial Services

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

<p>COW 2016-011 APPROVAL OF AGENDA</p>	<p><b>A. CALL TO ORDER</b></p> <p>Mayor Bood called the meeting to order at 6:00pm</p> <p><b>B. APPROVAL OF AGENDA</b></p> <p><b>Moved/Seconded/Carried</b> THAT the agenda for the Committee of the Whole April 26, 2016 be accepted as presented.</p>
<p>COUNCILLOR HEMPHILL DECLARED CONFLICT</p>	<p><b>C. DELEGATION</b></p> <p>No delegations</p> <p><b>D. STAFF REPORTS</b></p> <p>1. A. McCarrick, CAO (April 18/16) re: BC Rural Dividend Fund Program</p> <p><b><i>Councillor Hemphill declared a conflict of interest as she is on the board of the KEDC which rents a portion of the pier in question and removed herself from the meeting at 6:23pm</i></b></p>
<p>COW 2016-012 RURAL DIVIDEND PROGRAM</p>	<p><b>Moved/Seconded/Carried</b> The Committee of the Whole recommends to Council: THAT Council directs staff to pursue an application to the BC Rural Dividend Program for the Seagate Pier Revitalization project as a single applicant AND FURTHER THAT Council authorized a budget of up to 20% of the project costs provided by a combination of in-kind and financial contributions. The financial contribution will be withdrawn from the General Capital Reserve Fund.</p> <p><b><i>Councillor Hemphill returned to the meeting at 6:27pm</i></b></p> <p>2. A. McCarrick, CAO (April 18/16) re: Storey's Beach Sewer Extension &amp; Low Pressure Sewage Pump Rental Agreement.</p>

COUNCILLOR  
ROBERTSON  
DECLARED  
CONFLICT

***Councillor Robertson declared a conflict of interest due his ownership of sewer pumps at Storey's Beach and removed himself from the meeting at 6:30pm.***

Mayor Bood provided a brief background to the sewer extension at Storey's Beach in 2008 and repeated to Council the only matter on the table for discussion is the usage agreement for repairs of the sewage pumps that will allow staff to assist the owners of the pumps and provide a spare pump while theirs is being repaired.

COW 2016-013  
LOW  
PRESSURE  
PUMP USAGE  
AGREEMENT

**Moved/Seconded/Carried**

The Committee of the Whole recommends to Council:

*THAT the Low Pressure Pump Usage agreement be approved with the following amendments; change the word rental to usage and the second line should include the word property in front of owner.*

***Councillor Robertson returned to the meeting at 6:37pm***

**E. NEW BUSINESS**

No new business

COW 2016-014  
ADJOURNMENT

**F. ADJOURNMENT**

THAT the Committee of the Whole adjourns.

Time: 6:37pm

CORRECT

APPROVED

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

\_\_\_\_\_  
MAYOR



**MINUTES OF THE DISTRICT OF PORT HARDY  
REGULAR COUNCIL MEETING  
APRIL 26, 2016  
COUNCIL CHAMBERS, MUNICIPAL HALL  
7360 COLUMBIA STREET**

**PRESENT:** Mayor Hank Bood and Councillors Councillor Pat Corbett-Labatt, Dennis Dugas, Jessie Hemphill, Rick Marcotte, Fred Robertson and John Tidbury

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

**REGRETS:** Adrian Maas, Director of Financial Services

**MEDIA:** North Island Gazette      **MEMBERS OF THE PUBLIC:** 2

**A. CALL TO ORDER**

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

**B. APPROVAL OF AGENDA**

**Moved/Seconded/Carried**

THAT the agenda for the Regular Council meeting of April 26, 2016 be accepted as presented.

2016-073  
AGENDA  
ACCEPTED AS  
PRESENTED

**C. ADOPTION OF MINUTES**

1. Minutes of the Special Council meeting held April 12, 2016.

**Moved/Seconded/Carried**

THAT the minutes of the Special Council meeting held April 12, 2016 be accepted as presented.

2016-074  
SPECIAL COUNCIL  
MINUTES APRIL  
12/16 ACCEPTED

2. Minutes of the Committee of the Whole meeting held April 12, 2016.

**Moved/Seconded/Carried**

THAT the minutes of the Committee of the Whole meeting held April 12, 2016 be accepted as presented.

2016-075  
COW MINUTES  
APRIL 12/16  
ACCEPTED

3. Minutes of the Regular Council meeting held April 12, 2016.

**Moved/Seconded/Carried**

THAT the minutes of the Regular Council Meeting held April 12,, 2016 be accepted as presented.

2016-076  
REGULAR COUNCIL  
MEETING APRIL  
12/16 ACCEPTED

**D. DELEGATIONS**

1. Fire Chief Schell Nickerson re: Port Hardy Fire Rescue Quarterly report to Council (Jan-Mar 2016)

Fire Chief Nickerson reviewed the Port Hardy Fire Rescue 1<sup>ST</sup> Quarter Report for 2016. Activities reviewed included:

- Number and type of emergency calls
- Training

- Membership
- Public Education
- Community Involvement
- Members hours
- False Alarm calls

Mayor Bood thanked Fire Chief Nickerson for his informative report and for the hard work done by all the volunteers at Port Hardy Fire Rescue.

2. Jeremy Dunn, Executive Director, BC Salmon Farmers Association, re: Sustainability Progress report, update on Marine Environmental Research Program and other Association activities.

Salmon Farming in BC Fast Facts was received as information.

Mr. Dunn thanked Council for the opportunity to present and update on BC Salmon Farmers activities, Sustainability Progress report and Marine Environmental Research. Mr. Dunn commented that the District of Port Hardy is the only local government in their current membership roster.

Mr. Dunn gave a presentation to Council that included:

- Number and location of licensed and tenured finfish aquaculture facilities in coastal regions of BC.
- Local operators include Marine Harvest Canada, Hardy Buoys Smoked Fish and Badinotti.
- Sustainability Progress report 2015.
- Environmental factors for fish farming in the Pacific Northwest.
- Sea lice management.
- Advancements in salmon feed.
- Use of antibiotics.
- Farm raised salmon highest value seafood product.
- Provides employment in rural coastal areas.
- Partnerships with First Nations.
- Certifications.
- Harvest statistics.
- Research funding dollars.
- Science Advisory Council projects.
- Benefits of eating salmon.

Council members discussed various topics with Mr. Dunn including:

- Recruitment and retention of employees in North Island communities.
- Growth of fin fish aquaculture on the North Island.
- Composition of food pellets.
- Genetically modified fish.
- Research at local campus of North Island College.
- Educational and training programs at North Island and other colleges.

Mayor Bood thanked Mr. Dunn for his informative presentation and the work the association does to promote and develop fin fish aquaculture on the North Island.

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

1. Council action items were received for information.

ACTION ITEMS

## F. CORRESPONDENCE

1. Candy Nomeland (Apr.18/16) re: Request permission to use Carrot Park June 18, 2016 for Go Fly a Kite Day from 12:00-4:00 pm and donation of pool passes.

2016-077  
APPROVED:  
CARROT PARK USE  
FOR GO FLY A KITE  
DAY & 10 POOL  
PASSES

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

THAT Council approve the request by Candy Nomeland to use Carrot Park June 18, 2016 for Go Fly a Kite Day from 12:00 – 4:00 pm AND THAT the District of Port Hardy donates 10 youth pool passes for the event.

2. Port Hardy Visitor Centre 2015 Report was received for information.

## G. NEW BUSINESS

No New Business

## H. COUNCIL REPORTS

COUNCIL REPORTS

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

Councillor Corbett-Labatt advised that the Grassroots Garden Society has invited Council to tour their operation. It was suggested Council members attend the upcoming Berry Breakfast and tour the facility.

RESIGNATION OF  
COUNCILLOR  
JESSIE HEMPHILL

Councillor Jessie Hemphill advised, that after careful thought and deliberation, she has made a decision to resign from her position as a Councillor for the District of Port Hardy, effective the end of September 2016.

Mayor Bood advised that Councillor Hemphill's work and support of the District of Port Hardy during her term of office has been exemplary and that the Council, staff and citizens of Port Hardy wish her well in all her future endeavours.

## I. COMMITTEE REPORTS

1. Draft minutes of the First Nations Relations Committee meeting held April 12, 2016. For information.

*Recommendation to Council:*

*THAT Council send a letter to UBCM First Nations Relations Committee to request they consider sending an invitation of membership to all non-Treaty First Nations.*

2016-078  
COUNCIL WRITE  
UBCM RE  
INVITATION OF  
MEMBERSHIP TO  
NON TREATY FIRST

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

THAT Council send a letter to UBCM First Nations Relations Committee to request they consider sending an invitation of membership to all non-Treaty First Nations.

2. Draft Minutes of the Operational Services Committee meeting held April 18, 2016 was received for information.
3. Draft minutes of the Parks & Recreation Review Committee meeting held April 20, 2016 was received for information.



## J. STAFF REPORTS

1. Heather Nelson-Smith, Director of Corporate Services re: Application for Development Variance Permit – Tomlinson/Lerikos, 6865 Nahwitti Road.

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

2016-079  
DVP-03-2016  
TOMILINS/LERIKOS  
6865 NAHWITTI  
APPROVED

THAT Council approves Development Variance Permit DVP-03-2016 to vary the provisions of section 6.3 of Port Hardy Zoning Bylaw No. 1010-2013, to: allow for the Reduction of the setback from 7.6 metres (24.96 Feet) to 6.4 metres (21 feet). With respect to the property legally described as Lot 7 Plan 18427, Section 36, Township 9 PID 003-750-086 AND FURTHER THAT the Director of Corporate Services be authorized to execute the permit accordingly.

2. Abbas Farahbakhsh, Director of Operational Services (April 19/16) re: Kains Lake and District's Water Supply was received for information.

Abbas Farahbakhsh, Director of Operational Services reviewed for Council the analysis, options, financial implications and current work for repairs at Kains Lake Dam.

## K. CURRENT BYLAWS AND RESOLUTIONS

1. District of Port Hardy Bylaw No 1048-2016, a Bylaw to set the 2016 Annual Tax Rates. For Adoption

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

2016-080  
BYL 1048-2016 FOR  
ANNUAL TAX RATE  
2016 ADOPTED

THAT District of Port Hardy Bylaw No 1048-2016, a Bylaw to set the 2016 Annual Tax Rates be adopted.

2. District of Port Hardy Bylaw 1050-2016, A Bylaw to Regulate Conservation of Water. For Adoption

Heather Nelson-Smith, Director of Corporate Services, addressed Council with some errors and omissions in the District of Port Hardy Bylaw 1050-2016, A Bylaw to Regulate Conservation of Water, which has received third reading. The process to rescind, amend and give third reading to the amended bylaw was reviewed.

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

2016-081  
BYL 1050-2016  
WATER  
CONSERVATION 3<sup>rd</sup>  
READING  
RESCINDED

THAT Council rescind Third Reading of District of Port Hardy Bylaw 1050-2016, A Bylaw to Regulate Conservation of Water.

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

2016-082  
BYL 1050-2016  
WATER  
CONSERVATION  
AMENDED AS  
PRESENTED

THAT District of Port Hardy Bylaw 1050-2016, A Bylaw to Regulate Conservation of Water be amended as presented.

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

2016-083  
BYL 1050-2016  
WATER  
CONSERVATION  
THIRD READING

THAT District of Port Hardy Bylaw 1050-2016, A Bylaw to Regulate Conservation of Water receive Third Reading.

## L. PENDING BYLAWS

No pending bylaws

**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 at this time.

**O. ADJOURNMENT**

2016-084  
ADJOURNMENT

**Moved**

THAT the meeting be adjourned.

Time: 8:25 pm

CORRECT

APPROVED

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

\_\_\_\_\_  
MAYOR

February 5, 2016

Mayor Hank Bood and Council  
District of Port Hardy  
7360 Columbia Street  
Box 68  
Port Hardy, BC  
V0N 2P0

Dear Mayor Bood and Council,

North Island College (NIC) finalized a new five-year strategic plan, *NIC Plan2020* in June of 2015. We are very excited and committed to the overall directions that it provides for the future.

In the coming year (2016/17), we will continue striving to address the North Island region's post-secondary education and training priorities, as well as to make substantial progress in relation to our institutional goals.

The purpose of this letter, is to request an opportunity for me to meet with Council (during the April to June 2016 time period) in order to share and discuss:

- highlights of NIC's recent progress and contributions to people, community and economic development;
- our specific focus and plans for the Mount Waddington region; and
- the distinctive opportunities and challenges we face as a rural college serving a large geographic area and widely-dispersed population.

In the fall of this year, my hope is that the Council will join with NIC and other similar regional community organizations to advocate to the provincial government for changes to policies and the college funding system that would be more equitable and supportive of providing access to educational and training programs within our region and closer to home.

Thank you for considering this request. I look forward to visiting and speaking with you.

My Executive Assistant (Sue Bate) will follow-up this letter to confirm a possible date for me to attend one of your regular meetings.

Sincerely,



John Bowman  
President

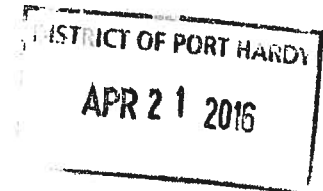
ITEM	COW ACTION COUNCIL MEETING April 26 2016	WHO	STATUS /COMMENTS
<p>1. A. McCarrick, CAO (April 18/16) re: BC Rural Dividend Fund Program The Committee of the Whole recommends to Council: <i>THAT Council directs staff to pursue an application to the BC Rural Dividend Program for the Seagate Pier Revitalization project as a single applicant AND FURTHER THAT Council authorized a budget of up to 20% of the project costs provided by a combination of in-kind and financial contributions. The financial contribution will be withdrawn from the General Capital Reserve Fund.</i></p> <p>2. A. McCarrick, CAO (April 18/16) re: Storey's Beach Sewer Extension &amp; Low Pressure Sewage Pump Rental Agreement. The Committee of the Whole recommends to Council: <i>THAT the Low Pressure Pump Usage agreement be approved with the following amendments; change the word rental to usage and the second line should include the word property in front of owner.</i></p>	<p>BC Rural Dividend Fund Program application - to be pursued by staff as directed.</p> <p>- Low Pressure Pump Usage agreement approved as amended</p>	AMc	<p>Regular Council Meeting May 10 Agenda item under Committee Reports</p> <p>Regular Council Meeting May 10 Agenda item under Committee Reports</p>
ITEM	ACTION COUNCIL MEETING April 26 2016	WHO	STATUS /COMMENTS
Candy Nomeland (Apr. 18/16) re: Request permission to use Carrot Park June 18, 2016 for Go Fly a Kite Day from 12:00-4:00 pm and donation of pool passes.	<p>Approved use of Carrot Park and 10 youth pool passes</p> <p>- Advise Ms Nomeland and arrange passes</p>	HN-S	Done
Draft minutes of the First Nations Relations Committee meeting held April 12, 2016. Recommendation to Council: THAT Council send a letter to UBCM First Nations Relations Committee to request they consider sending an invitation of membership to all non-Treaty First Nations.	<p>Recommendation approved as presented.</p> <p>- Confirm if C/Hemphill is drafting a letter as per FNRC meeting minutes Apr 12/16</p> <p>-Write letter if C/Hemphill not preparing draft</p>	LD  HN-S	Emailed C/Hemphill re drafting letter Apr 28/16
Heather Nelson-Smith, DCS re: Application for Development Variance Permit – Tomlinson /Lerikos, 6865 Nahwitti Road.	<p>Approved as presented.</p> <p>- Issue permit as directed</p>	HN-S	
District of Port Hardy Bylaw 1050-2016, Conservation of Water approved. H Nelson-Smith Staff Report re changes to BL 1050-2016	<p>Bylaw 1050-2016, A Bylaw to Regulate Conservation of Water.</p> <p>-Third Reading rescinded - Amended as presented. THAT District of Port Hardy -Third Reading given -Bring back to May 10<sup>th</sup> Agenda for Adoption</p>	LD	Agenda item. For adoption

ITEM	ACTION COUNCIL MEETING April 12 2016	WHO	STATUS /COMMENTS
2. Abbas Farahbakhsh, Director of Operational Services (Apr.6/16) re: Purchase of used van to replace existing utility cube van.	Approved, with the price range from \$10,000 to \$20,000 AND FURTHER THAT this purchase be financed through the Municipal Finance Authority - purchase a van -arrange financing through MFA	AF AM	<u>April 26/16</u> Van located arrangements proceeding
ITEM	ACTION COUNCIL MEETING MARCH 22 2016	WHO	STATUS /COMMENTS
Minutes of the First Nations Relations Committee Mar 8/16 Recommendations:  2. Write letter to local FN Bands re Council delegation	Approved: THAT Council write each local First Nations Band Council and request that a delegation from Port Hardy Council be invited to be included on an upcoming Band Council agenda to discuss the multiplex project and other initiatives of common interest. -write letter as directed	HN-S	Done
ITEM	ACTION COUNCIL MEETING FEBRUARY 23,2016	WHO	STATUS /COMMENTS
Heather Nelson-Smith, Director of Corporate Services (Feb.5/16) re: Hazardous Condition Property, 8775 Granville Street Port Hardy	Approved: as recommended -Proceed as directed.	HN-S	In progress
ITEM	ACTION COUNCIL MEETING NOVEMBER 24, 2015	WHO	STATUS /COMMENTS
The First Nations Relations Committee draft minutes of Nov 10/15 Recommendation: <i>for three days of First Nation cultural education and training workshops AND THAT the Director of Corporate Services be directed to research grant funding sources to offset the workshop costs.</i>	Approved as recommended: -arrange contract for 2016 -Funding arrangement to budget for 2016	HN-S HN-S	Contract agreed to by Kathi Calimeri. Budget approved. <u>April 12/16</u> Dates to be arranged
Operational Services Committee First Nations Relations Committee draft minutes of Nov 19/15: Recommendation: <i>"That Council proceed with the recommendations from the Broken Window report"</i>	Approved as recommended: - <b>Jan 12/16</b> Letters have been sent to property owners regarding their properties - no replies have been received back - next step staff to bring back a report for Council regarding authorizing remedial action and the cost of such action being charged back to the property owner's tax account. - Staff report to come to future Council meeting.	HN-S / Mun Insp	Will be done with new municipal inspector
ITEM	ACTION COUNCIL MEETING – NOVEMBER 24, 2015	WHO	STATUS /COMMENTS
Parks & Recreation Review Committee meeting of November 19, 2015 – Recommendation <i>"That Council directs staff to investigate updating of the of the skateboard park facility."</i>	Approved as recommended: THAT Council directs staff to investigate updating of the of the skateboard park facility.	HN-S	MIA BC will review skate park facility. <u>April 22/16</u> <i>Awaiting Report</i>
ITEM	ACTION COUNCIL MEETING JULY 14, 2015	WHO	STATUS /COMMENTS
Parks & Rec Review Committee June 16/15. Recommendation: THAT Council approves removal of cross members and lights at Beaver Harbour Park Ballfield #1, as per the Safety Authority Inspection report dated 06/10/2015	Approved as recommended:	SM	Underway, <u>April 26/16</u> awaiting Hydro truck



## B.C. Government and Service Employees' Union

A component of NUPGE (CLC)



April 14, 2016

Mayor Hank Bood  
District of Port Hardy  
Box 68  
Port Hardy, BC V0N 2P0

Dear Mayor Bood

As president of the B.C. Government and Service Employees' Union (BCGEU), I am writing to share my concerns about the sale of wine in grocery stores in your city. At a minimum, I urge you to implement a 1 kilometer distance rule bylaw for all alcohol beverage retailers as other municipalities, such as Kamloops, have done. This ensures there is no proliferation of liquor outlets. In addition, I urge you to consider implementing a six month moratorium on grocery store sales of wine. This will allow for thoughtful consideration of the following:

- Increasing the number and density of liquor retail locations could have unforeseen health and public safety consequences for our communities. The Centre for Addictions Research of BC has already identified 655 more alcohol-related hospitalizations and 31 more alcohol related deaths due to the provincial government's reform of B.C. liquor laws in 2014, which increased access to alcohol. With additional liquor access – in grocery stores – these numbers will only go up.
- Unlike private and government liquor stores, wine on grocery store shelves is not subject to the regulation requiring at least 1 km distance between alcohol retailers. This regulatory omission will lead to a proliferation of alcohol retailers in our communities, which has social implications as well as negative impacts on small businesses.
- Grocery store employees will not receive the same level of training as BC Liquor store employees. They will not be as knowledgeable on the rules and regulations around identification, nor as experienced in spotting false identification. As a result, it may be easier for minors to purchase alcohol at grocery stores than at BC Liquor stores.
- It will be easier for people to shoplift alcohol from grocery stores than from BC Liquor stores; BC Liquor stores are small, with attention paid to ensuring staff have good sightlines to all areas of the store. Grocery stores are larger with tall shelving that blocks sightlines.
- Proponents of wine in grocery stores haven't addressed the issue of staff who are minors. Allowing wine in grocery stores will mean that either minors will be stocking liquor and handling liquor sales, or, if they are restricted from handling alcohol, young people may lose access to grocery store jobs.
- Grocery store sales of alcohol will not always be limited to B.C. wine, cider and sake. The "B.C. only" model is likely to violate our international trade obligations and leave us vulnerable to a trade



challenge. The government of Ontario recently acknowledged this risk. A successful trade challenge would negatively impact our local B.C. wineries, thus impacting many important small, local businesses.

- A successful trade challenge could also lead to the sale of a full range of alcohol products on grocery store shelves, as once the limit to BC VQA wine is struck down, this could open the door to making all alcohol available in grocery stores.

The BCGEU's membership includes approximately 3,800 employees of the Liquor Distribution Branch (LDB), who work in communities throughout the province. Our members at the LDB take social responsibility very seriously – they understand the importance of keeping alcohol out of the hands of minors, and are trained to watch for appropriate I.D. and over-serving.

Our union cares about the communities in which our members live and work. We care about good family-supporting jobs for our members. We care about health, safety and keeping alcohol out of the hands of minors. We care about supporting small businesses and our B.C. wine industry. We strongly urge you to implement a six month moratorium on the expansion on grocery store sales of wine, to allow time to properly assess the potential social and economic ramifications of these sales. We also urge you to implement a 1 kilometer distance rule at the municipal level for all alcohol retailers to ensure there is no proliferation of liquor outlets in our communities.

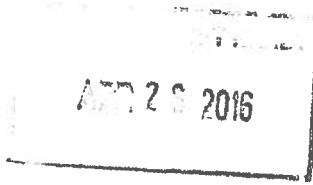
If you would like further information, or would like to discuss further, please contact Campaigns Officer Earl Moloney at (604) 291-9611 or [earl.moloney@bcgeu.ca](mailto:earl.moloney@bcgeu.ca).

Thank you very much for your time and attention to this matter,

Stephanie Smith  
President  
BCGEU

cc: Kimberlee MacGregor, Vice President Component 5

SS/EM/pc/MoveUP



Monday, April 26<sup>th</sup>, 2016

Dear Honorable Mayor & Council,

World Oceans Day is on Wednesday, June 8<sup>th</sup>, 2016. The day invites an opportunity for communities around the globe to honor the world's oceans. The Port Hardy Visitor Information Centre kindly requests the approval of the Honorable Mayor and council to host the annual World Oceans Day celebrations on Carrot Park facilities on Wednesday, June 8<sup>th</sup>, 2016. The support of the District of Port Hardy has been essential to the outstanding success of this annual community event. Carrot Park proves to be an ideal location to host the event and is easily accessible for the entire community to come out and enjoy the day's activities.

Along with schools and day care facilities, Port Hardy residents and visitors are invited to join in the World Oceans Day festivities. This year's theme is healthy oceans, healthy planet. Together with the support and participation of local businesses and organizations, the event will facilitate the education of youth and community members about importance of the oceans and the sustaining, life-giving role they play and to teach ways in which our actions and promote a healthy, productive ocean.

Similar to previous years' events, the main activities will take place within close proximity to the Visitor Information Centre and the Rotary Park. There will also be guided beach walks and a shore line clean up. Marine Harvest has kindly donated their salmon barbeque event trailer as a fundraiser for the event. Over the past 6 years, the event had phenomenal success with outreach to over 500 attendees, each exploring the touch tanks and participating in the various ocean-related activities.

#### Event Details

When: Wednesday, June 8<sup>th</sup>, 2016

Time: 10:00am to 3:00pm

Intent: This event will be the 6<sup>th</sup> World Oceans Day celebrations hosted by the Port Hardy Visitor Information Centre. It is held annually to honor the oceans, to raise awareness to the role that a healthy, productive ocean does and to engage and educate members of the community on ways we can work to keep the oceans and our community clean.



**Activities Planned**

**Shore Walks: (2) 11:00 am and 1:00 pm**

**Clean Up: 12:30 pm Shoreline clean up**

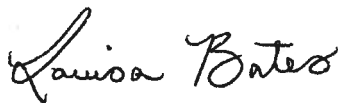
**Marine Harvest BBQ Salmon Fundraiser: 10:00 am to 2:00pm**

**Touch Tank: The touch tank will be operated near the Visitor Centre facility and will comply with a collection permit, obtained by Pacificus Biological Services. The tank will remain supervised at all times and the animals released back to their original locations at the end of the event.**

**Participants: Marine Archipelago, Fisheries and Oceans Canada, Living Oceans Society, Pacificus Biological Services, Quatse Salmon Stewardship Centre, Environment Canada, CETUS, MERS. The participant list is pending as we are still waiting to confirm participation from other groups at this time.**

**Thank you for your time and consideration. If you have any questions or would like more information about the event, please feel free to contact me directly at (250)-949-7622. I look forward to your reply.**

**Sincerely,**



**Louisa Bates**

**Visitor Services & Marketing Manager**

**Port Hardy Visitor Information Centre**

**T: 250.949.7622 | [manager@visitporthardy.com](mailto:manager@visitporthardy.com)**

**7250 Market Street. PO Box 249, Port Hardy British Columbia V0N 2P0**

May 3, 2016

CLIFF: 1025037  
File: 400-01

Mayor Hank Bood and Council  
District of Port Hardy

[hbood@porthardy.ca](mailto:hbood@porthardy.ca)

Dear Mayor Bood and Council:

Health Minister Terry Lake has announced the 73 communities selected for the provincial rollout of British Columbia's Community Paramedicine Initiative. We are pleased to advise that the prototype community of Port Hardy is among those selected.

Community paramedicine will provide British Columbians in rural and remote communities with better access to primary health care and a more stabilized paramedic presence for emergency response. BC Emergency Health Services has been working closely with the Ministry of Health, the regional Health Authorities, the Ambulance Paramedics of BC (Local 873), the First Nations Health Authority and others to implement this initiative, which is the first in Canada to be introduced as a province-wide program.

Positions will be posted in a series of cohorts across the Health Authorities, beginning in Northern Health and the prototype communities. The selection, orientation and placement process is expected to take about four months for each cohort.

It is expected that community paramedics in the prototype communities will be hired, have completed the orientation program and be ready to begin providing services in patients' homes by **October 2016**. These patients will be referred by their family physician or other local health care provider.

Additional information is available by visiting [bcehs.ca](http://bcehs.ca) and clicking on Our Services/Programs & Services/Community Paramedicine. You may also contact us at [CommunityParamedicine@bcehs.ca](mailto:CommunityParamedicine@bcehs.ca)

Sincerely,



Linda M. Lupini  
Executive Vice President  
Provincial Health Services Authority  
and BC Emergency Health Services



Catherine Mackay  
Executive Vice-President & Chief Operating Officer  
Integrated Health Services  
Island Health

cc: Allison McCarrick, Chief Administrative Officer  
Jodi Jensen, Chief Operating Officer, BCEHS  
Nancy Kotani, Executive Director, Strategic Planning and Implementation, BCEHS  
Dr. Jeff Beselt, Executive Medical Director, Integrated Health Services, Island Health  
Toni O'Keeffe, Vice President and Chief Communications and Public Relations, Island Health  
Dermot Kelly, Executive Director, Integrated Health Services, Island Health  
Alison Mitchell, Director, Strathcona and Mount Waddington, Island Health  
Dr. Prean Armogam, Medical Director, Strathcona and Mount Waddington, Island Health  
Pauline Bernard, Project Director, Community Care Initiatives, Island Health  
Dr. Shannon Waters, Medical Director, Campbell River, Comox, and Courtenay, Island Health  
Rita Jervis, Project Director, Community Paramedicine Initiative, BCEHS  
Rick Mowles, Area Director, Northern Region, BCEHS

Cheque #	Pay Date	Vendor #	Vendor Name	Paid Amount	Void
007210	13/04/2016	02514	AlSCO	178.48	
007211	13/04/2016	00829	ANA'S HARDY CLEAN	2,353.49	
007212	13/04/2016	00046	ANDREW SHERET LTD.	218.62	
007213	13/04/2016	01184	AON REED STENHOUSE INC.	7,034.00	
007214	13/04/2016	01836	ARIES SECURITY LTD.	4,059.30	
007215	13/04/2016	00047	B.C. HYDRO	50,144.79	
007216	13/04/2016	00073	BLACK PRESS GROUP LTD.	990.74	
007217	13/04/2016	01919	BRANDT TRACTOR LTD.	75.47	
007218	13/04/2016	00302	BUILDING OFFICIALS' ASSO	787.50	
007219	13/04/2016	02468	Canwest Propane	60.50	
007220	13/04/2016	02882	Catalys Lubricants Inc.	393.24	
007221	13/04/2016	00281	CHEVRON CANADA LTD.	3,104.82	
007222	13/04/2016	02188	D/T BLASTING LTD.	735.00	
007223	13/04/2016	02110	DARLING, CORTNEY	54.89	
007224	13/04/2016	01901	DENNISON, MELINDA	84.26	
007225	13/04/2016	01982	DIGITAL POSTAGE ON CALL	1,575.00	
007226	13/04/2016	01476	DOR-TEC SECURITY LTD.	138.30	
007227	13/04/2016	03206	Grier & Company	222.42	
007228	13/04/2016	02936	J.D. PETROLEUM LTD.	259.52	
007229	13/04/2016	00065	K & K ELECTRIC LTD.	677.55	
007230	13/04/2016	00147	LGMA	598.50	
007231	13/04/2016	00695	LINDE CANADA LIMITED C31	12.32	
007232	13/04/2016	03167	Maas, Adrian	118.75	
007233	13/04/2016	00069	MACANDALE'S	216.52	
007234	13/04/2016	03059	Maxxam Analytics	462.00	
007235	13/04/2016	01777	MCCARRICK,ALLISON	35.00	
007236	13/04/2016	00328	MERCER, SEAN	35.00	
007237	13/04/2016	00014	MINISTER OF FINANCE	3,296.00	
007238	13/04/2016	00447	MNP	8,820.00	
007239	13/04/2016	00033	NAPA AUTO PARTS/N.I. IND	266.53	
007240	13/04/2016	01014	NICKERSON, SCHELL	75.00	
007241	13/04/2016	01645	NORTH ISLAND COMMUNICATI	284.34	
007242	13/04/2016	00075	O.K. TIRE STORE (PORT HA	17.37	
007243	13/04/2016	00264	PORT HARDY HERITAGE SOCI	95.87	
007244	13/04/2016	01807	PORT HARDY TWINNING SOCI	5,233.00	
007245	13/04/2016	00769	Praxair Distribution	891.16	
007246	13/04/2016	00080	PUROLATOR INC.	696.37	
007247	13/04/2016	02865	Quatesi Investment&Devel	5,554.50	
007248	13/04/2016	03207	Randolph, Elliott	629.35	
007249	13/04/2016	00107	RECEIVER GENERAL FOR CAN	24,950.34	
007250	13/04/2016	00187	REGIONAL DISTRICT OF MT	7,164.65	
007251	13/04/2016	03092	Seaway Ventures Ltd.	11,642.52	
007252	13/04/2016	00843	SHARE CANADA	231.00	
007253	13/04/2016	00253	Shaw Cable	134.74	
007254	13/04/2016	03201	Solinst Canada Ltd.	1,937.10	
007255	13/04/2016	00113	STRYKER ELECTRONICS LTD.	8,117.18	
007256	13/04/2016	00160	TELUS	403.20	
007257	13/04/2016	00011	Tidbury, John	435.38	
007258	13/04/2016	02717	Tourism Association of V	520.38	
007259	13/04/2016	01773	UNIVAR CANADA LTD.	15,902.88	
007260	13/04/2016	00573	VAN ISLE WATER	39.23	
007261	13/04/2016	00164	Xerox Canada Ltd.	746.31	
007262	21/04/2016	02904	ACS - Armbrust Computer	325.00	
007263	21/04/2016	02514	AlSCO	189.46	
007264	21/04/2016	01816	BC SALMON FARMERS ASSOCI	168.00	
007265	21/04/2016	01805	BUSY B'S DISTRIBUTING	217.30	
007266	21/04/2016	02468	Canwest Propane	1,390.12	
007267	21/04/2016	02882	Catalys Lubricants Inc.	797.48	
007268	21/04/2016	00281	CHEVRON CANADA LTD.	595.81	
007269	21/04/2016	02762	Cleartech Industries Inc	1,966.10	
007270	21/04/2016	03209	CLN Machining & Fabricat	1,702.40	
007271	21/04/2016	01433	COMOX PACIFIC EXPRESS LT	354.67	
007272	21/04/2016	02730	CUPE Local 401	621.78	
007273	21/04/2016	02140	DOUG LLOYD CONTRACTING	179.55	
007274	21/04/2016	00183	DRIEMEL, LESLIE	55.00	
007275	21/04/2016	02831	Exova Canada Inc.	718.31	
007276	21/04/2016	00099	FOX'S DISPOSAL SERVICES	13,038.55	
007277	21/04/2016	00063	HOME HARDWARE BUILDING C	941.48	
007278	21/04/2016	00194	INT'L UNION OPERATING EN	926.29	
007279	21/04/2016	00065	K & K ELECTRIC LTD.	1,133.67	
007280	21/04/2016	02871	Kilpatrick Testing	472.50	

Cheque #	Pay Date	Vendor #	Vendor Name	Paid Amount	Void
007281	21/04/2016	03211	Lasota, Kenadil	60.48	
007282	21/04/2016	00069	MACANDALE'S	405.03	
007283	21/04/2016	02007	MARSHALL WELDING AND FAB	87.93	
007284	21/04/2016	02749	Orach Enterprises Ltd.	3,267.75	
007285	21/04/2016	03183	R.F. Binnie & Associates	680.40	
007286	21/04/2016	00107	RECEIVER GENERAL FOR CAN	43,644.65	
007287	21/04/2016	00193	RECREATION FACILITIES AS	761.25	
007288	21/04/2016	00187	REGIONAL DISTRICT OF MT	4,027.30	
007289	21/04/2016	03210	Renuable Resources Ltd.	1,593.37	
007290	21/04/2016	03174	Schantz, Robert	3,000.00	
007291	21/04/2016	02522	Strathcon Industries	301.50	
007292	21/04/2016	00160	TELUS	190.40	
007293	21/04/2016	00161	TELUS MOBILITY (BC)	1,048.55	
007294	21/04/2016	02486	Trapeze Communications I	204.75	
007295	21/04/2016	00573	VAN ISLE WATER	200.69	
007296	21/04/2016	00855	Vancouver Island Health	575.00	
007297	28/04/2016	00437	ACME SUPPLIES LTD.	89.40	
007298	28/04/2016	02904	ACS - Armbrust Computer	32.50	
007299	28/04/2016	01058	APLIN & MARTIN CONSULTAN	375.00	
007300	28/04/2016	02013	BRAUN, WERNER	191.35	
007301	28/04/2016	02468	Canwest Propane	1,256.91	
007302	28/04/2016	02110	DARLING, CORTNEY	500.00	
007303	28/04/2016	00054	DAVE LANDON MOTORS LTD.	121.63	
007304	28/04/2016	01476	DOR-TEC SECURITY LTD.	288.75	
007305	28/04/2016	01370	GRIFFITHS, JACK	634.76	
007306	28/04/2016	03015	Henschke, Cory	500.00	
007307	28/04/2016	01875	ISLAND ADVANTAGE DISTRIB	661.16	
007308	28/04/2016	02873	Jewell, Joe	500.00	
007309	28/04/2016	01628	KING, BOB	789.81	
007310	28/04/2016	02712	Klatt, Ron	584.02	
007311	28/04/2016	03152	Le Fort, Roland	294.72	
007312	28/04/2016	03212	McGill, Mike	675.00	
007313	28/04/2016	00014	MINISTER OF FINANCE	3,296.00	
007314	28/04/2016	02439	Mose, Richard	610.09	
007315	28/04/2016	02002	Neopost	624.41	
007316	28/04/2016	00013	PACIFIC BLUE CROSS	9,387.19	
007317	28/04/2016	02071	PACIFICUS BIOLOGICAL SER	393.75	
007318	28/04/2016	00080	PUROLATOR INC.	27.32	
007319	28/04/2016	02724	Reusch, Justin	500.00	
007320	28/04/2016	02170	SPIKETOP CEDAR LTD.	212.80	
007321	28/04/2016	02522	Strathcon Industries	303.79	
007322	28/04/2016	00160	TELUS	4,956.25	
007323	28/04/2016	01755	THARP, TIM	488.30	
007324	28/04/2016	00329	WALSH, ROD	742.78	
007325	28/04/2016	02837	Waterhouse Environmental	6,115.20	
007326	28/04/2016	02201	Comox Firefighters Assoc	1,100.00	
007327	28/04/2016	00020	E.J. KLASSEN MOTORCADE L	280.00	
007328	28/04/2016	00063	HOME HARDWARE BUILDING C	32.32	
007329	28/04/2016	00230	ISLAND OVERHEAD DOOR (19	721.88	
007330	28/04/2016	00703	JUSTICE INSTITUTE OF BC	20.00	
007331	28/04/2016	01021	NORTHERN ROPES & INDUSTR	166.70	
007332	28/04/2016	01990	ROAD RANGER FREIGHT/0702	49.73	
007333	28/04/2016	00089	THE HOBBY NOOK	254.81	
007334	28/04/2016	03148	Westport Welding & Fabri	341.60	
Total:				296,672.83	

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



# DISTRICT OF PORT HARDY

## STAFF REPORT



---

**DATE:** April 27, 2016

**TO:** Mayor and Councillors

**FROM:** Abbas Farahbakhsh, Director of Operational Services

**RE:** Operational Services Utility Department Staffing

---

### PURPOSE

The purpose of this report is to evaluate the staffing levels in the operational services utility department, to evaluate deficiencies resulting from current staff levels and to provide justifications for hiring an additional utility worker.

### ANALYSIS

Prior to 2013 the utility department consisted of seven utility workers plus a full time administrative clerk. The utility department was divided into three sections, treatment, collection/distribution and a Capital Co-ordinator.

Treatment staffing included three operators responsible for the operation and maintenance of the water and sewage treatment plants. The remaining three operators were responsible for the upkeep and maintenance of the District's water distribution and sewage collection systems. This includes water pressure reducing stations, water reservoirs, force mains and sewer lift stations.

In late 2014 one operator and the capital co-ordinator retired (this position was to become redundant December 2014 under a previous letter of understanding). Also in the fall of 2014 one utility employee moved into a management position. The office clerk resigned in March 2015 for other employment. The end result is a reduction to the utility department by 2 employees.

The department currently consists of four operators which provide six days a week operational coverage for operations and maintenance of the treatment plants, water distribution, and the sewage collection systems. A part time office clerk position is currently being advertised after being posted as a fulltime position internally with no application received.

The current staff level in the utility department limits our ability to basic operations and maintenance. This has resulted in our maintenance being more reactionary than preventative in nature. Such operational practices could result in a system break down which will have an adverse effect on the sustainability of the system as a whole.

Staff has provided a year round action plan for all areas of the departmental responsibilities (see attach); Staff also has the responsibility of providing training and mentoring to the utility workers at the local First Nation Bands; (the Circuit Rider Training Program, C.R.T.P.) as well as the Gilford Island community.

---

This commitment to the neighbouring First Nations communities puts an additional strain on our crew, however it is a worthy commitment that contributes to the strength of the District's relationship with its First Nations neighbours.

Our current utility department staffing level cannot adequately maintain the District utility infrastructure to a level that guarantees confidence in the system. Preventative maintenance and a proactive approach must be at the fore-front of our operational services ideology otherwise the integrity and sustainability of our infrastructure may be at risk.

**FINANCIAL IMPLICATIONS**

Staff anticipates no negative financial impact. The 2016 budget includes sufficient funding to accommodate for the salary and benefits of an additional fulltime employee in the utility department.

**STAFF RECOMMENDATION**

"THAT Council authorizes staff to proceed with the hiring of an additional fulltime utility operator."

Respectfully submitted,

I agree with the recommendation

*Signed*

*Signed*



---

Abbas Farahbakhsh  
Director of Operational Services

---

Allison McCarrick  
Chief Administrative Officer

TW/TP

	January	February	March	April	May	June	July	August	September	October	November	December
<b>TANKS &amp; WELLS</b>												
Flow Tanks												
Clear Influent Well												
Influent Well Transducer Check												
Perate Tank Level Transmitter Cleaned												
SBR 1 Pressure Transducer Clean												
SBR 2 Pressure Transducer Clean												
Digester 1 Level Transmitter Check												
Digester 2 Level Transmitter Check												
Disinfect Oxygen Probe Clean												
Disinfect Oxygen Probes QC'd												
Clarifier Gearbox Oil Change												
Perate Tank Pump Pulled and Oil Changed												
Digester 1 Pump Pulled and Oil Changed												
Digester 2 Pump Pulled and Oil Changed												
Digester 3 Pump Pulled and Oil Changed												
SBR 1 Pump Pulled and Oil Changed												
SBR 2 Pump Pulled and Oil Changed												
SBR 1 Aeration Header Checked and Tightened												
SBR 2 Aeration Header Checked and Tightened												
Aeration Basin Header Checked and Tightened												
Holding Tank Level Transmitter												
Holding Tank Cleaned and Header Checked												
Digester 1 Tank Clean/Aeration Header												
Digester 2 Tank Clean/Aeration Header												
Digester 3 Tank Clean/Aeration Header												
SBR Service Water Lines Drained												
Aeration Basin Service Water Drained												
Aeration Basin Overflow Flushed and Cleaned												
<b>HEADWORKS</b>												
RYCOR Gear Box Oil Change												
RYCOR Drop Chain												
RYCOR Flush Zone												
RYCOR Ipad												
RYCOR Weirhead Checked and Measured												
RYCOR Scroll Nut Tightened												
Grill Classifier Cleaned												
Grill Classifier Gear Box Oil Change												
Grill Vortex Greased												
Headworks Service Water Drained												
Grill Channel Cleaned												
<b>INFLUENT PUMPS</b>												
P10 Oil Change/Belt Check												
P11 Oil Change/Belt Check												
P10 Check Valve												
P11 Check Valve												
Influent Pumpy Flow Directional Valve												
Influent Well Cleaned												
Influent Well Transducer Check												
Influent Well High Float Checked												
Influent Well Low Float Checked												
Well Room Cleaned including sump												
<b>BLOWERS</b>												
Blowers Greased												
Blower 311 Oil Change and Filter/Belt Check												
Blower 311 Oil Change and Filter/Belt Check												
Digester 1 Oil Change and Filter/Belt Check												





WATER PLANT

	January	February	March	April	May	June	July	August	September	October	November	December
Main Plant												
Hose DAF Tanks and Scrapers												
Spliller Box Screens Cleaned												
Floc Tank Gear Box Oil Change												
DAF Scraper Gear Box Oil Change												
Eyewash / Showers Tested (All Buildings)												
Scrapers Chain Tension												
Air Compressor Oil Changed												
Air Filter Checked												
Compressor Belts Checked												
Backwash Blower Oil Change												
Backwash Blower Greased												
PVAC Belts Checked												
Backwash Water Valves												
Chemical Lines Flushed												
Chemical Flowmeters Flushed												
Eyewash Stations Fluid Change (All)												
Filter Media Depth												
Soda Ash Tank 1 Cleaned												
Soda Ash Tank 2 Cleaned												
ROPAC Tank Cleaned												
Filter Aid Tank Cleaned												
PVAC Belts Checked												
Shut Plant Heaters Off												
Lime Silo												
Air Compressor Oil Changed												
Filter Checked/Changed												
Belts Checked/Changed												
Drain Compressor												
Slurry Tank Drain Valve Exercised												
Slurry Meter Belts Checked												
Level Transmitter Cleaned												
1 <sup>st</sup> Silo Level (Turn Filter on First)												
2 <sup>nd</sup> Silo Level (Turn Filter on First)												
3 <sup>rd</sup> Silo Level (Turn Filter on First)												
4 <sup>th</sup> Silo Level (Turn Filter on First)												
5 <sup>th</sup> Silo Level (Turn Filter on First)												
6 <sup>th</sup> Silo Level (Turn Filter on First)												
7 <sup>th</sup> Silo Level (Turn Filter on First)												
8 <sup>th</sup> Silo Level (Turn Filter on First)												
9 <sup>th</sup> Silo Level (Turn Filter on First)												
10 <sup>th</sup> Silo Level (Turn Filter on First)												
11 <sup>th</sup> Silo Level (Turn Filter on First)												
12 <sup>th</sup> Silo Level (Turn Filter on First)												
13 <sup>th</sup> Silo Level (Turn Filter on First)												
14 <sup>th</sup> Silo Level (Turn Filter on First)												
15 <sup>th</sup> Silo Level (Turn Filter on First)												
16 <sup>th</sup> Silo Level (Turn Filter on First)												
17 <sup>th</sup> Silo Level (Turn Filter on First)												
18 <sup>th</sup> Silo Level (Turn Filter on First)												
19 <sup>th</sup> Silo Level (Turn Filter on First)												
20 <sup>th</sup> Silo Level (Turn Filter on First)												
21 <sup>st</sup> Silo Level (Turn Filter on First)												
22 <sup>nd</sup> Silo Level (Turn Filter on First)												
23 <sup>rd</sup> Silo Level (Turn Filter on First)												
24 <sup>th</sup> Silo Level (Turn Filter on First)												
25 <sup>th</sup> Silo Level (Turn Filter on First)												
26 <sup>th</sup> Silo Level (Turn Filter on First)												
27 <sup>th</sup> Silo Level (Turn Filter on First)												
28 <sup>th</sup> Silo Level (Turn Filter on First)												
29 <sup>th</sup> Silo Level (Turn Filter on First)												
30 <sup>th</sup> Silo Level (Turn Filter on First)												
Hydro Building												
Air Compressor Oil Changed												
Filter Checked/Changed												
Belts Checked/Changed												
Drain Compressor												
Hydro Cell Acid Cleaned												
Hydro Generator Specific Gravity												
Hydro Generator Volts/Amper Check												
Hydro Generator Filter Change												
Hydro Pump 1 Oil Change												
Hydro Pump 2 Oil Change												
Turn Heaters On												
Shut Heaters Off												
NTU / OR / PC Meters												
Raw NTU Meter Cleaned												
DAF NTU Meter Cleaned												
Filter NTU Meter Cleaned												
Resonator NTU Meter Cleaned												
DAF Particle Meter Cleaned												
Filter Particle Meter Cleaned												
pH Probe Cleaned with 0.1 M HCl												
pH Probe 2 Point Calibration												



AMSTER

	January	February	March	April	May	June	July	August	September	October	November	December
<b>TANKS &amp; WELLS</b>												
Waste Tanks												
Clean Influent Well												
Clarifier Gearbox Oil Change												
Pressure Tank Pumps Pulled and OIL Changed												
Pump 1 Pump Pulled and OIL Changed												
Pump 2 Pump Pulled and OIL Changed												
Holding Tank Level Transmitter												
Holding Tank Cleaned and Header Checked												
Aeration Basin Service Water Drained												
Aeration Basin Overflow Flushed and Cleaned												
<b>HEADWORKS</b>												
HYCOR Gear Box Oil Change												
HYCOR Drive Chain												
HYCOR Flash Zone												
HYCOR Inlet												
HYCOR Weirarms Checked and Measured												
HYCOR Scroll Nut Torqued												
Headworks Service Water Drained												
Grit Channel Cleaned												
<b>BLOWERS</b>												
Blowers Greased												
Air Filters Checked												
Blower Room Air Filters Checked												
<b>BUILDINGS</b>												
Blower Room Exhaust Fan												
Blower Room Gutters Cleaned												
Outdoor Lights Checked (All Buildings)												
<b>EMERGENCY GENERATOR</b>												
Gen Generator												
Field Checks												
Annual Load Testing												
Emergency Lights (All Buildings)												
RVAC Unit Checks												
<b>MISC</b>												
Aeration Basin Backflow Preventor												
R Backflow Preventor												
RMS Book Update												
Oil Brought to Yard												
Recycling Removed												
City/Lab Floor Swept												
Floor Swept (All Buildings)												
Garbage Out (All Buildings)												



**DISTRICT OF PORT HARDY  
BYLAW 1050-2016**

**A BYLAW TO REGULATE CONSERVATION OF WATER**

**WHEREAS** The *Community Charter* authorizes Council to regulate municipal services;

**AND WHEREAS** the Council of the District of Port Hardy deems it necessary to conserve water;

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

**1. TITLE**

This Bylaw can be cited as the "District of Port Hardy Water Conservation Bylaw -2016"

**2. DEFINITIONS**

"Appliance" means a device or mechanism, other than that owned and operated by the District, in or through which water is piped or used for a domestic, commercial or industrial purpose.

"Boat" means a vessel propelled on water by an engine, oars or sails.

"Boulevard" means that portion of any highway other than the paved, improved or main travelled roadway, driveway or sidewalk and includes any landscaped median.

"Bylaw Enforcement Officer" means a person appointed or contracted by the District of Port Hardy to enforce this bylaw.

"Council" means the Council of the District of Port Hardy.

"District Administrator" means the Chief Administrative Officer or designate.

"Exempted person" means an Owner of property identified in Schedule "A" as exempt from one or more of the regulations of this bylaw.

"Farm" means a parcel of land classified as farmland for assessment and taxation purposes.

"Fill" means to fill completely with water.

"Micro-irrigation" or "Drip-irrigation System" means a system using irrigation components which consume less than 20 gallons per hour and operate at less than 25 psi to deliver water to the root zone of the plant material being irrigated, and includes spray emitter systems (Micro-Sprays), point source emitters and linear tape systems as defined in the BC Trickle Manual prepared and published by the BC Ministry of Agriculture and Food, Resource Management Branch (issue 1999), but does not include weeper or soaker hoses.

"District" means the District of Port Hardy.

"Notice" means a Notice given under Section 6 of this bylaw.

"Nursery" means a business in which flowers, plants, trees or shrubs are grown or displayed for sale.

“Over-watering” means to water in a manner that saturates the lawn, boulevard or landscaped area being watered and results in water spreading onto areas beyond them.

“Owner” means any person who owns, is in possession of, or who has the care, control or custody of property.

“Permit” means a permit issued under Section 8(a) of this bylaw.

“Restricted Hours” means those time periods during which watering is permitted in Schedule “A” of this bylaw.

“Sprinkler” means a hose connected or other sprinkler system but excludes a Micro-irrigation or Drip-irrigation system.

“Stage” means the Stages 1, 2, 3 and 4 of Water Use Restrictions prescribed in Schedule “A” of this bylaw.

“Vehicle” means a device in, on or by which a person or thing is or may be transported or drawn on a highway.

“Water” means water supplied by the District of Port Hardy directly or indirectly to an Owner or the act of using or applying such water.

“Water Use Restrictions” means the restrictions prescribed in Schedule “A” of this bylaw.

“Watering Days” means those days during which watering is permitted in Schedule “A” of this bylaw.

### **3. DECLARATION OF CONSERVATION STAGES**

The declaration of the water restriction stages are as follows: each water restriction stage is identified in Schedule ‘A’ Attached to and forming this bylaw.

- (a) Stage 1 and the Water Use Restrictions for Stage 1 prescribed in Schedule “A” are in effect in each year from May 1<sup>st</sup> to October 31<sup>st</sup> both inclusive, except as provided under subsection (b).
- (b) The District Administrator, in consultation with the Water System Management, may
  - (i) amend the effective period of time for Stage 1, or
  - (ii) terminate or bring into effect a Stage more restrictive than Stage 1 at any time of the year for any period of time.
- (c) When a declaration is made under subsection 3(b), the water conservation stage described in the declaration comes into force in the District forty eight (48) hours after Council or the District Administrator makes a public announcement of the declaration.
- (d) When a water conservation stage comes into force under this section, any prior conservation stage that had been in force, if any, ceases to be in force.
- (e) When a stage 4 water restriction comes into force the District Administrator shall notify all property owners immediately within twenty four (24) hours.

### **4. NOTICE**

- (a) The District Administrator must give Notice or cause Notice to be given to persons within the Municipality of the applicable Stage determined under Section 3 and its effective

---

dates of commencement and termination when determined by the Council or District Administrator.

- (b) The Notice under subsection (a) must be given at least once:
- (i) before the commencement of the applicable Stage, and
  - (ii) within a reasonable time after the termination of any stage by the Council or District Administrator.

- (c) The notice under this section shall be determined by the District Administrator based on severity and may consist of any of the following means:

Changing the level on the water notice signage;

- (i) Newspaper;
- (ii) Community bulletin boards;
- (iii) Mail out;
- (iv) Radio advertising;
- (v) Door to door;
- (vi) Telephone.
- (vii) Website; or
- (viii) Social Media.

## **5. PROHIBITIONS**

- (a) The prohibitions in subsections 5(b) and 5(c) are in force at all times of the year.
- (b) No person shall damage or allow the deterioration of any Appliance so as to result in a waste of Water.
- (c) No person shall waste Water by using more Water than is required to provide a service, produce a product or complete a task, including but not limited to:
- (i) allowing a tap or hose to run Water unnecessarily, and
  - (ii) the Over-Watering of plants or lawns.
- (d) No person, being an Owner of property in the District, shall use Water or cause Water to be used contrary to the provisions of this bylaw in effect at the time of use.

## **6. INSPECTION**

The District Bylaw Enforcement Officer or a Bylaw Enforcement Officer as designated in a valid District of Port Hardy Municipal Ticket Information System Bylaw has the authority to enter at all reasonable times on any property that is subject to this bylaw to ascertain whether the requirements of this bylaw are being met or the regulations in this bylaw are being observed.

## **7. WATER USE RESTRICTIONS**

The Water Use Restrictions for each Stage are prescribed in Schedule "A" to this bylaw and must be obeyed during the period that the applicable Stage is in effect under this bylaw.

## **8. PERMITS, EXEMPTIONS AND SPECIAL CASES**

- (a) The District may issue Permits in the special cases and manner prescribed in Schedule "B".
- (b) Exemptions and special cases to the regulations in this bylaw are prescribed in Schedule "A".
- (c) Exempted Persons and Permit holders are exempted from Section 3 to the extent permitted by Schedule "A" and the conditions of the Permit where applicable.

**9. SCHEDULES**

Schedules "A" and "B" of this bylaw form part of and are enforceable in the same manner as this bylaw.

**10. SEVERABILITY CLAUSE**

If a court of competent jurisdiction declares any portion of this bylaw invalid, then the invalid portion must be severed and the remainder of the bylaw is deemed valid.

**11. PENALTY**

(a) A person who contravenes this bylaw commits an offence, is punishable in accordance with the Offence Act, and on conviction, in addition to the penalties prescribed under the Offence Act, is subject to the following minimum fines:

- (i) for an offence under section 5(b) of this bylaw, a minimum fine of \$100 plus costs for each month that deterioration of an Appliance is not rectified will constitute a new offence;
- (ii) for an offence under section 5(c) of this bylaw, a minimum fine of \$100 plus costs if the offence is committed during Stage 1, \$200 plus costs if the offence is committed during Stage 2, \$300 plus costs if the offence is committed during Stage 3, \$1000 plus costs if the offence is committed during Stage 4 and \$100 plus costs if the offence is committed when no Stage is in effect; and
- (iii) for an offence under section 5(d) of this bylaw, a minimum fine of \$50 plus costs for each offence under Stage 1, \$75 plus costs for each offence under Stage 2, \$100 plus costs for each offence under Stage 3 and \$500 plus costs for each offence under Stage 4.

**12. REPEAL**

Bylaw 06-2005 Water Conservation is hereby repealed.

Read a first time on the 12<sup>th</sup> day of April, 2016.

Read a second time on 12<sup>th</sup> day of April, 2016.

Read a third time on the 12<sup>th</sup> day of April, 2016.

Third reading rescinded on the 26<sup>th</sup> day of April, 2016.

Bylaw 1050-2016 amended on the 26<sup>th</sup> day of April, 2016.

Read a third time on the 26<sup>th</sup> day of April, 2016.

Adopted on the 10<sup>th</sup> day of May 2016.

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

\_\_\_\_\_  
MAYOR

Certified a true copy of  
Bylaw No. 1050-2016 as adopted.

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



---

**SCHEDULE "A"**

**OUTDOOR WATER USE RESTRICTION STAGES**

**1. Stage 1 – Reduced Lawn Watering**

**1.1 During Stage 1:**

(a) A person shall not water lawns (by hand, sprinkler or other means of automation), except:

- (i) at a residential premises with even-numbered civic addresses Monday, Wednesday and Saturday between the hours of 7:00am-9:00am OR 8:00pm-10:00pm.
- (ii) at a residential premises with odd-numbered civic addresses Tuesday, Thursday and Sunday between the hours of 7:00am-9:00am OR 8:00pm-10:00pm.
- (iii) at a non-residential premises with even-numbered civic addresses Monday, Wednesday and Saturday between the hours of 1:00am and 8:00am (maximum 2 hours).
- (iv) at a non-residential premises with odd-numbered civic addresses Tuesday, Thursday and Sunday between the hours 1:00am-8:00am (maximum 2 hours).

(b) a person may

- (i) water trees, shrubs, flowers and vegetables on any day with a sprinkler during the prescribed hours for Stage 1 lawn watering and on any date at any time if watering is done by hand-held container or a hose equipped with a shut-off nozzle;
- (ii) water newly planted trees, shrubs, flowers and vegetables by any method during installation and within the following 24 hours;
- (iii) use Micro-irrigation or Drip-irrigation systems to water trees, shrubs, flowers and vegetables at any time on any day to a maximum of 3 hours;
- (iv) under the authority of a Permit, water new sod on installation and during the first 21 days after installation, and water newly seeded lawns until growth is established or for 49 days after installation, whichever is less, but only during the prescribed Stage 1 lawn watering hours;
- (v) fill hot tubs, swimming pools, wading pools and fountains;
- (vi) wash sidewalks, driveways or parking lots, exterior windows or exterior building surfaces;
- (vii) water all-weather playing fields at any time if failure to do so will result in a permanent loss of plant material; and
- (viii) wash a vehicle with water using a hand-held container or hose equipped with a shut-off nozzle and at car dealerships or commercial car washes.

**1.2 As exceptions to the Stage 1 restrictions,**

(a) Owners of property who, by reason of physical or mental incapacity, are unable to water their property within the restricted days and times, may water their property any three days of the week for a maximum of 6 hours per week;

(b) Nurseries, farms, turf farms and tree farms are exempted from the restrictions; and

(c) Public Authorities may water lawns and boulevards on any day but no more than three days per week.

---

**2. Stage 2 – Reduced Lawn Watering and Limited Water Use**

**2.1 During Stage 2:**

- (a) A person shall not water lawns, except:
  - (i) at a premises with even-numbered civic addresses Wednesday and Saturday between the hours of 7:00am-9:00am OR 8:00pm-10:00pm.
  - (ii) at a premises with odd-numbered civic addresses Thursday and Sunday between the hours of 7:00am-9:00am OR 8:00pm-10:00pm.
  - (iii) at a non-residential premises with even-numbered civic addresses Wednesday and Saturday between the hours of 1:00am and 8:00am (maximum 2 hours).
  - (iv) at a non-residential premises with odd-numbered civic addresses Thursday and Sunday between the hours 1:00am-8:00am (maximum 2 hours).
  
- (b) no person shall use water to wash sidewalks, driveways or parking lots, exterior windows or exterior building surfaces, except as necessary for applying a product such as paint, preservative and stucco, preparing a surface prior to paving or repointing bricks, or if required by law to comply with health or safety regulations.
  
- (c) a person may
  - (i) water trees, shrubs, flowers and vegetables on any day with a Sprinkler during the prescribed hours for Stage 2 lawn watering and on any day at any time if watering is done by hand-held container or a hose equipped with a shut-off nozzle;
  - (ii) water newly planted trees, shrubs, flowers and vegetables by any method during installation and for the following 24 hours;
  - (iii) use Micro-irrigation or Drip-irrigation systems to water trees, shrubs, flowers and vegetables at any time on any day to a maximum of 3 hours;
  - (iv) fill hot tubs, swimming pools, wading pools and fountains;
  - (v) water all weather playing fields at any time if failure to do so will result in a permanent loss of plant material; and
  - (vi) wash a vehicle with Water using a hand-held container or hose equipped with a shut-off nozzle and at car dealerships and commercial car washes.

**2.2 As exceptions to Stage 2 restrictions,**

- (a) Owners of property who, by reason of physical or mental incapacity, are unable to water their property within the restricted days and times, may water their property any three days of the week for a maximum of 4 hours per week;
  
- (b) Nurseries, farms, turf farms and tree farms are exempted from the restrictions;
  
- (c) Public Authorities may water lawns and boulevards on any day but no more than three days per week; and
  
- (d) Commercial operations requiring the use of water to further business. All businesses must hold a valid business license in Port Hardy. Commercial users must ensure that water usage is not wasteful and where possible reuse water.

**3. Stage 3 – No Lawn Watering, Severe Water Use Restrictions**

**3.1 During Stage 3:**

- (a) no person shall
  - (i) water a lawn or Boulevard;
  - (ii) fill a swimming pool, hot tub or garden pond;
  - (iii) fill or operate a decorative fountain at any time;
  - (iv) wash a Vehicle or a Boat with Water; or
  - (v) use water to wash sidewalks, driveways or parking lots, exterior windows or exterior building surfaces, except as necessary for applying a product such as paint, preservative and stucco, preparing a surface prior to paving or repointing bricks, or if required by law to comply with health or safety regulations
  
- (b) a person may
  - (i) water trees, shrubs, flowers and vegetables on any day between the hours of 7:00am-9:00am OR 8:00pm-10:00pm if watering is done by hand-held container or a hose equipped with a shut-off nozzle;
  - (ii) water newly planted trees, shrubs, flowers and vegetables between the hours 7:00am-9:00am OR 8:00pm-10:00pm only by hand-held container or a hose equipped with a shut-off nozzle during installation and during the following 24 hours after installation is completed;
  - (iii) use Micro-irrigation or Drip-irrigation systems to water trees, shrubs, flowers and vegetables on any day anytime to a maximum of 3 hours; and
  - (iv) water all playing fields at any time, but only if failure to do so will result in a permanent loss of plant material.

**3.2 As exceptions to the Stage 3 restrictions:**

- (a) Nurseries, Farms, turf farms and tree farms are exempted from the restrictions;
  
- (b) Recreational and personal use vehicles and boats may be washed with water only at car dealerships and commercial car washes using less than 57 litres of water per Vehicle wash or 50% recirculated Water as long as the total amount of Water, excluding recirculated Water, does not exceed 57 litres per Vehicle wash;
  
- (c) Commercial operations requiring the use of water to further business. All businesses must hold a valid business license in Port Hardy. Commercial users must ensure that water usage is not wasteful and where possible reuse water.

**4. Stage 4 – Emergency Severe Water Use Restrictions**

During a stage 4 water restriction due to emergency requirements – including firefighting, below sustainable levels of adequate treated drinking water, flood, or any other emergency situation that would cause treated water to recede quickly, no person shall use treated District water except for personal use including:

- (a) Drinking
- (b) Bathing
- (c) Preparing meals
- (d) All other uses will be prohibited.

---

**SCHEDULE "B"**

**Permits**

1. During Stage 1, a person who has installed a new lawn, either newly seeded or new sod, may apply to the District for a Permit, in a form as prescribed from time to time, which will allow the new lawn to be Sprinkled with Water outside of permitted days, but within Restricted Hours. The Permit shall be conspicuously displayed at the premises for which it was issued.
2. The District shall issue a Permit to an applicant pursuant to Section 1 upon payment to the District of a fee in the amount of \$20.
3. New sod may be watered for 21 days after installation and newly seeded lawn may be watered until growth is established or for 49 days after installation, whichever is less, provided a permit pursuant to Section 1 has been issued for the premises at which the new lawn has been installed.
4. Permits will not be issued during Stage 2 or Stage 3 restrictions.
5. A permit will be invalid if Stage 2 or Stage 3 Outdoor Water Use Restrictions are imposed.

**APPLICATION FOR PERMIT  
TO WATER NEW LAWN OUTSIDE OF  
PERMITTED DAYS**

**Sample Only.  
This permit does not  
form part of the bylaw.**

**District of Port Hardy Water Conservation Bylaw No. 1050-2016**

APPLICANT \_\_\_\_\_

CIVIC ADDRESS \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

TELEPHONE Home \_\_\_\_\_ Work \_\_\_\_\_

DATE OF APPLICATION \_\_\_\_\_

TYPE OF WORK Newly seeded New Sod

INSTALLATION DATE \_\_\_\_\_

PERMIT FEE RECEIVED IN THE AMOUNT OF \$ \_\_\_\_\_

I request approval from the District of Port Hardy to water my new lawn outside of the permitted days as specified in Stage 1, Outdoor Water Use Restrictions, Schedule "A" of the District of Port Hardy Water Conservation Bylaw No. 1050-2016 I understand that:

1. restricted hours are between the hours of 7:00-9:00 a.m. and 8:00 p.m. to 10:00 p.m.; and
2. this permit will be invalid if Stage 2 or Stage 3 Outdoor Water Use Restrictions are imposed.

\_\_\_\_\_  
Signature

**PERMISSION IS HEREBY GRANTED TO WATER A NEW LAWN AT THE CIVIC ADDRESS SHOWN ABOVE. THIS PERMIT WILL BE CANCELLED, WITHOUT NOTICE, IF STAGE 2 OR STAGE 3 OUTDOOR WATER USE RESTRICTIONS ARE IMPOSED.**

\_\_\_\_\_  
Signature of Authorized Personnel

\_\_\_\_\_  
Date

**THIS PERMIT IS TO BE CONSPICUOUSLY DISPLAYED  
AT THE PREMISES FOR WHICH IT IS ISSUED.**