



**DISTRICT OF PORT HARDY
AGENDA FOR THE
REGULAR COUNCIL MEETING
7:00 PM TUESDAY JUNE 25, 2019
COUNCIL CHAMBERS - MUNICIPAL HALL**

*We respectfully acknowledge that this meeting is being held on the
traditional territory of the Kwakiutl People, Gilakas'la*

PAGE

A. CALL TO ORDER

B. APPROVAL OF AGENDA AS PRESENTED (OR AMENDED)

Recommendation: THAT the agenda of the Regular Council meeting held June 25, 2019 be approved as presented.

Motion.

1.

2.

C. ADOPTION OF MINUTES

4 - 5

1. Minutes of the Committee of the Whole meeting held June 11, 2019.

Recommendation: THAT the minutes of the Committee of the Whole meeting held June 11, 2019 be adopted as presented.

Motion.

1.

2.

[Committee of the Whole Meeting Minutes June 11, 2019](#)

6 - 9

2. Minutes of the Regular Council meeting held June 11, 2019.

Recommendation: THAT the minutes of the Regular Council meeting held June 11, 2019 be adopted as presented.

Motion.

1.

2.

[Regular Council Meeting Minutes June 11, 2019](#)

D. DELEGATIONS AND REQUESTS TO ADDRESS COUNCIL

1. David Grainger, Port Hardy Volunteer Fire Department re: Recognition for Life Saving Efforts.

E. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

10 - 21

1. Action Items.
[Council Action Report for June 11, 2019](#)

F. NEW BUSINESS

22 - 129

1. District of Port Hardy Annual Report 2018.
[District of Port Hardy Annual Report 2018](#)

Motion.

1.

2.

G. CORRESPONDENCE

- 130** 1. Hon. Claire Trevena, MLA re: Two-tier hydro rates. For information.
[Hon. Claire Trevena, MLA re Two-tier hydro rate system Correspondence](#)
- 131 - 132** 2. Rachel Blaney, MP re: Chinook salmon response from Minister Wilkinson. For information.
[MP R. Blaney Chinook Salmon response from Minister Wilkinson](#)
- 133** 3. Port Hardy Chamber of Commerce re: Canada Day Letter to Council.

Recommendation: THAT Council approve the requests by Elizabeth Aman-Hume, Port Hardy Chamber of Commerce Executive Director as described in the Canada Day Letter to Council.

Motion.

1.

2.

[Canada Day Letter to Council](#)

H. COUNCIL REPORTS

Verbal Reports from Council.

I. COMMITTEE REPORTS

- 134 - 136** 1. Minutes from the First Nations Relations Committee meeting held June 11, 2019. For information.
[June 11, 2019 First Nations Relations Committee Minutes](#)
- 137 - 139** 2. Minutes from the Operational Services Committee meeting held June 17, 2019. For information.
[June 17, 2019 Operational Services Committee Meeting Minutes](#)

J. STAFF REPORTS

- 140 - 141** 1. Allison McCarrick, Chief Administrative Officer re: Rural Dividend Fund Intake 2019/2020.

Motion.

1.

2.

[Staff Report Allison McCarrick, Chief Administrative Officer re Rural Dividend Fund Intake 2019 2020](#)

K. CURRENT BYLAWS AND RESOLUTIONS

- 142 - 147** 1. Bylaw 1097-2019 bylaw to amend Sign Regulation Bylaw 08-2009 for adoption.

Recommendation: THAT Bylaw 1097-2019 bylaw to amend Sign Regulation Bylaw 08-2009 be adopted.

Motion.

1.

2.

1097-2019 Sign Bylaw Amendment

L. PENDING BYLAWS

None in agenda package.

M. INFORMATION AND ANNOUNCEMENTS

June 26, 2019	3:00 pm Parks, Recreation, Arts, and Culture Committee Meeting.
June 27, 2019	12:00 pm Port Hardy Bear Smart Committee Meeting.
June 27, 2019	2:00 pm Port Hardy Tourism Advisory Committee Meeting.
July 9, 2019	3:30 pm First Nations Relations Committee Meeting.
July 9, 2019	6:30 pm Committee of the Whole meeting.
July 9, 2019	7:00 pm Regular Council meeting.

N. NOTICE OF IN CAMERA MEETING

None in agenda package.

O. ADJOURNMENT

Motion. 1. 2.

Questions pertaining to the Agenda will follow after the meeting



**MINUTES
DISTRICT OF PORT HARDY
COMMITTEE OF THE WHOLE MEETING
HELD 6:30 PM – TUESDAY, JUNE 11, 2019
COUNCIL CHAMBERS**

We respectfully acknowledge that this meeting is being held on the traditional territory of the Kwakiutl People, Gilakas'la

PRESENT: Mayor Dennis Dugas, Councillor Pat Corbett-Labatt, Councillor Janet Dorward, Councillor Fred Robertson, Councillor Treena Smith, Councillor John Tidbury, and Councillor Leighton Wishart

ALSO PRESENT: Allison McCarrick, Chief Administrative Officer; Lynda Sowerby, Director of Finance; Abbas Farahbakhsh, Director of Operational Services; Louisa Bates, Confidential Secretary

REGRETS: Heather Nelson-Smith, Director of Corporate and Development Services

A CALL TO ORDER

B APPROVAL OF AGENDA AS PRESENTED (OR AMENDED)

COW 2019 -028

Councillor Tidbury made a motion THAT Council approve the June 11, 2019 Committee of the Whole agenda as presented. Councillor Wishart seconded the motion. Carried.

C BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

1. Open Burning and Smoke Control.

Discussion included:

- Alternative heat sources include oil and electric.
- Generally good air quality on the North Island.
- Preference to continue to allow the use of wood source heating, though noted lower quality air in cooler seasons.
- General support for the use of high efficiency, low emissions wood burning stoves.
- The municipality would have to apply to participate in a wood stove exchange program in order for residents of the community to partake in the Provincial wood stove exchange program.
- Stove specifications are not uniform, some units burn cleaner than others.
- Do we have the ability to regulate the particulate measure of woodstoves in the community or is it more of a provincial issue.
- List of eligible stoves for exchange.

- Consideration of whether the District should implement a regulatory wood stove emissions bylaw.
- Unlikely that inefficient, high emission older woodstoves are being installed as replacement stoves.
- Need to consider variable rebate amounts in relation to efficiency and emissions specifications.
- Comox Valley Regional District set different rebate levels dependant on type of upgrade.
- Ecotrust promotion of heat pumps may tie into an energy efficiency program.
- There is no grant funding available at this time, could be brought forward to UBCM 2019 for follow up discussions with the Minister of the Environment.
- Refer to the RDMW, to determine if there is interest in offering a tiered, rebate system based on the different methods of heating.
- Provincial rebate available through BC Hydro for home heat pump installation, rebate may not be available on the North Island.

COW 2019 -029

Councillor Tidbury made a motion THAT the Committee of the Whole Recommend to Council that a package be sent to the Regional District of Mount Waddington for consideration of implementing a Woodstove Exchange Program similar to the Comox Valley Regional District with a tiered level of energy efficient, low emissions heating systems with rebates for discussion at the next meeting of the Regional District. Councillor Wishart seconded the motion. Carried.

D ADJOURNMENT

COW 2019 -030

Councillor Tidbury made a motion THAT the meeting be adjourned at 6:53 PM.

CORRECT

APPROVED

DIRECTOR OF
CORPORATE SERVICES

MAYOR

Committee of the Whole
June 11, 2019



**MINUTES
DISTRICT OF PORT HARDY
REGULAR COUNCIL MEETING
HELD 7:00 PM – TUESDAY JUNE 11, 2019
COUNCIL CHAMBERS - MUNICIPAL HALL**

We respectfully acknowledge that this meeting is being held on the traditional territory of the Kwakiutl People, Gilakas'la

PRESENT: Mayor Dennis Dugas and Councillors Pat Corbett-Labatt, Janet Dorward, Fred Robertson, Treena Smith, John Tidbury, and Leighton Wishart

ALSO PRESENT: Allison McCarrick, Chief Administrative Officer; Lynda Sowerby, Director of Finance; Abbas Farahbakhsh, Director of Operational Services; Louisa Bates, Confidential Secretary

REGRETS: Heather Nelson-Smith, Director of Corporate and Development Services

A CALL TO ORDER

Mayor Dugas called the meeting to order at 7:00pm and acknowledged that the meeting is held on the traditional territory of the Kwakiutl people.

B APPROVAL OF AGENDA AS PRESENTED (OR AMENDED)

2019-133

Councillor Wishart made a motion THAT the agenda of the Regular Council meeting held June 11, 2019 be approved as presented. Councillor Tidbury seconded the motion. Carried.

C ADOPTION OF MINUTES

1. Minutes of the Committee of the Whole meeting held May 28, 2019.

2019-134

Councillor Wishart made a motion THAT the minutes of the Committee of the Whole meeting held May 28, 2019 be adopted as presented. Councillor Dorward seconded the motion. Carried.

2. Minutes of the Regular Council Meeting held May 28, 2019.

2019-135

Councillor Corbett-Labatt made a motion THAT the minutes of the Regular Council meeting held on May 28, 2019 be adopted as amended. Councillor Smith seconded the motion. Carried.

D DELEGATIONS AND REQUESTS TO ADDRESS COUNCIL

No delegations.

E BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

1. Action items were received.

F NEW BUSINESS

No new business.

G CORRESPONDENCE

1. Royal Canadian Legion Re: Candlelight Tribute for the 75th Anniversary of the Liberation of Holland & Europe.

2019-136

Councillor Dorward made a motion THAT Council approve the request by the Royal Canadian Legion for support and participation in the 75th Anniversary of the Liberation of Holland and Europe tribute to be held May 2, 2020 at the Carrot Park Cenotaph. Councillor Smith seconded the motion. Carried.

2. Sacred Wolf Friendship Centre Re: Letter of Support for Urban Communities Partnering for Reconciliation Grant Application.

2019-137

Councillor Dorward made a motion THAT Council supports the request by the Sacred Wolf Friendship Centre to participate in the showing of videos as part of the reconciliation process. Councillor Wishart seconded the motion. Carried.

Council requested that showings not be scheduled on Tuesdays to ensure Council participation.

3. World Elder Abuse Awareness Day, June 15, 2019.

2019-138

Councillor Tidbury made a motion THAT Council observe World Elder Abuse Awareness Day, June 15, 2019, wear purple. Councillor Wishart seconded the motion. Carried.

4. North Island Seniors Housing Foundation re: Request for Memorandum of Understanding.

2019-139

Councillor Tidbury made a motion THAT staff prepare a Memorandum of Understanding between the North Island Seniors Housing Foundation and the District of Port Hardy for the long term use of a portion of land legally described as Lot 1, Section 36, Township 9, Rupert District, Plan 354456, PID 000-348-082, 9300 Trustee Road for the purpose of constructing a Seniors Housing Complex. Councillor Dorward seconded the motion. Carried.

H COUNCIL REPORTS

Mayor Dugas, Councillors Corbet-Labatt, Dorward, Robertson, Smith, Tidbury, and Wishart reported on their recent meetings and other activities they attended and/or undertook on behalf of the District.

1. Council acknowledged and appreciated the return of the VanIsle360 race being brought to the community, it was very well received by Council and members of the community.

2019-140

Councillor Dorward made a motion THAT staff write a letter to the organizers of the VanIsle360 event thanking the organization and teams for their engagement within the community and inviting the organizers to consider Port Hardy for future events. Councillor Robertson seconded the motion. Carried.

I COMMITTEE REPORTS

1. Minutes from the Emergency Planning Committee meeting held May 27, 2019 were received for information.
2. Minutes from the Operational Services Committee meeting held May 27, 2019 were received for information.
3. Minutes from the Port Hardy Bear Smart Committee meeting held May 28, 2019 were received for information.

J STAFF REPORTS

1. Cheque Listings Report was received for information.
2. Lynda Sowerby, Director of Finance re: Climate Action Carbon Neutral Fund.

2019-141

Councillor Tidbury made a motion THAT Council amend Policy #CP2.19 to ensure a minimum contribution of \$5,000 annually to the CACNF AND THAT \$5,000 be transferred to the Climate Action Carbon Neutral Fund as the 2018 contribution. Councillor Dorward seconded the motion. Carried.

K CURRENT BYLAWS AND RESOLUTIONS

1. Bylaw 1097-2019 bylaw to amend Sign Regulation Bylaw 08-2009.

2019-142

Councillor Tidbury made a motion THAT Bylaw 1097-2019 a bylaw to amend Sign Regulation Bylaw 08-2009 receive first, second and third readings. Councillor Corbett-Labatt seconded the motion. Carried, (Opposed: Councillor Wishart).

L PENDING BYLAWS

No pending bylaws.

M INFORMATION AND ANNOUNCEMENTS

Information and announcements were received for information.

N NOTICE OF IN CAMERA MEETING

June 25, 2019 at 6:00pm *Community Charter* Section 90-1(g) litigation or potential litigation affecting the municipality.

O ADJOURNMENT

2019-143

Councillor Corbett-Labatt made a motion THAT the meeting adjourn at 8:24pm.

CORRECT

APPROVED

DIRECTOR OF
CORPORATE SERVICES

MAYOR

Meeting Date	Meeting Item Description	Resolution Text	Description	Staff Responsible	Follow-Up Status	Comments
28 May 2019	Elizabeth Aman-Hume, Port Hardy Chamber of Commerce re: June 2019 Events, VanIsle 360 Welcome Reception & Dinner and Oceans Day Celebrations.	THAT the Port Hardy Chamber of Commerce be permitted to use Carrot Park for Oceans Day June 7 and Vanisle 360 welcome and reception dinner June 6 AND THAT barricade equipment be made available to close the Visitor Centre parking lot.	Provide barricades and park clean up	Abbas Farahbakhsh	Complete	
28 May 2019	Minutes of the Committee of the Whole Meeting held May 14, 2019.	THAT the minutes of the Committee of the Whole meeting held May 14, 2019 be accepted as presented.	Signed, posted online and sealed in vault.	Louisa Bates	Complete	
28 May 2019	Minutes of the Regular Meeting of Council held May 14, 2019.	THAT the minutes of the Regular Meeting of Council held May 14, 2019 be accepted as presented.	Signed, posted online and sealed in vault.	Louisa Bates	Complete	
28 May 2019	Minutes of the Special Meeting of Council held May 14, 2019.	THAT the minutes of the Special meeting of Council held May 14, 2019 be accepted as presented.	Signed, posted online and sealed in vault.	Louisa Bates	Complete	

Meeting Date	Meeting Item Description	Resolution Text	Description	Staff Responsible	Follow-Up Status	Comments
28 May 2019	Minutes of the Parks, Recreation, Arts, and Culture meeting held May 15, 2019. THAT a proposal be made to Western Forest Products requesting them to perform upgrades to the Beaver Harbour Park ballfields as per the report provided by Lees and Associates.	THAT a proposal be made to Western Forest Products requesting them to perform upgrades to the Beaver Harbour Park ballfields as per the report provided by Lees and Associates.	Request to be sent	Allison McCarrick	Complete	Allison McCarrick 03 Jun 2019 12:15:32 PM Request sent to Western Forest Products
28 May 2019	Minutes of the Parks, Recreation, Arts, and Culture meeting held May 15, 2019. THAT Council withdraw the National Health and Fitness Day June 1 st proclamation and replace it with the British Columbia Recreation and Parks Association June is Recreation and Parks Month AND THAT a budget of three hundred dollars for events be set.	THAT Council withdraw the National Health and Fitness Day June 1 st proclamation and replace it with the British Columbia Recreation and Parks Association June is Recreation and Parks Month AND THAT a budget of three hundred dollars for events be set.	Proclamation to be posted	Heather Nelson-Smith	Complete	Heather Nelson-Smith 06 Jun 2019 02:38:03 PM Events Page https://porthardy.ca/community/recreation/savenger-hunt/

Meeting Date	Meeting Item Description	Resolution Text	Description	Staff Responsible	Follow-Up Status	Comments
28 May 2019	Recognition to Port Hardy volunteer fire fighter.	THAT a letter or recognition for Fire Fighter Dave Grainger be prepared and presented by the Mayor at a Council meeting for his outstanding efforts to save an individuals life at the Robert's Lake AND THAT staff investigate if there is a provincial award opportunity for his name to be put forward to.	Prepare letter and invite to Council meeting	Heather Nelson Smith	In Progress	Heather Nelson-Smith 06 Jun 2019 02:37:01 PM Awaiting confirmation of suitable date.
11 Jun 2019	Pride Day Proclamation.	THAT the Pride Proclamation be tabled to the next meeting awaiting confirmation of a new date.	Put forward to next agenda	Louisa Bates	Assigned	
28 May 2019	Pride Day Proclamation.	THAT the Pride Proclamation be tabled to the next meeting awaiting confirmation of a new date.	Confirm date and update proclamation	Heather Nelson Smith	In Progress	Heather Nelson-Smith 06 Jun 2019 10:35:02 AM Waiting on confirmation from the Pride Committee to set date in proclamation.

Meeting Date	Meeting Item Description	Resolution Text	Description	Staff Responsible	Follow-Up Status	Comments
28 May 2019	Elizabeth Aman-Hume, Port Hardy Chamber of Commerce re: June 2019 Events, VanIsle 360 Welcome Reception & Dinner and Oceans Day Celebrations.	THAT the Port Hardy Chamber of Commerce be permitted to use Carrot Park for Oceans Day June 7 and VanIsle 360 welcome and reception dinner June 6 AND THAT barricade equipment be made available to close the Visitor Centre parking lot.	Prepare letter of authorization to the Chamber for their request and notify that the district will not supply garbage bins.	Louisa Bates	Complete	
28 May 2019	Lynda Sowerby, Director of Finance re: Climate Action Revenue Incentive Program 2018 Report.	THAT Council receive the 2018 Climate Action Revenue Incentive Program Report.	bring forward the fund balance to determine how funds will be allocated	Lynda Sowerby	In Progress	Lynda Sowerby 05 Jun 2019 01:05:16 PM Report ready for inclusion at COW June 25
28 May 2019	Lynda Sowerby, Director of Finance re: Climate Action Revenue Incentive Program 2018 Report.	THAT Council receive the 2018 Climate Action Revenue Incentive Program Report.	Submit report	Lynda Sowerby	Complete	
28 May 2019	Heather Nelson-Smith, Director of Corporate Services re: Cannabis Retailer Request for Amendment to Zoning Regulation 1010-2013.	THAT Council not make any changes to the Cannabis Regulations contained in Zoning Bylaw 1010, 2013.	Prepare a letter to the requester that no changes to the educational services would be considered at this time.	Heather Nelson-Smith	Complete	Heather Nelson-Smith 03 Jun 2019 03:55:00 PM Letter sent to requester.

Meeting Date	Meeting Item Description	Resolution Text	Description	Staff Responsible	Follow-Up Status	Comments
28 May 2019	Bylaw 1096-2019 A bylaw to amend User Rates and Fees for 2019, Bylaw 1090-2018. For adoption.	THAT Bylaw 1096-2019 A bylaw to amend User Rates and Fees for 2019, Bylaw 1090-2018 be adopted.	prepare for signature and filing affix seal add to consolidated bylaw	Louisa Bates	Complete	
28 May 2019	George Ewald, Port Hardy Christian Fellowship/Providence Place re: Tax Status.		Schedule a follow up meeting with Council to discuss the request	Allison McCarrick		Allison McCarrick 03 Jun 2019 12:12:33 PM COW meeting set for 6:30pm on June 25, 2019
28 May 2019	Minutes of the Parks, Recreation, Arts, and Culture meeting held May 15, 2019. Recommendations from the Parks, Recreation and Culture meeting:	THAT Council withdraw the National Health and Fitness Day June 1 st proclamation and replace it with the British Columbia Recreation and Parks Association June is Recreation and Parks Month AND THAT a budget of three hundred dollars for events be set.	Events to be run	Heather Nelson-Smith	In Progress	Heather Nelson-Smith 03 Jun 2019 03:54:05 PM Scavenger hunt is being run through Recreation- Social media and web site posts being created daily during month of June.

Meeting Date	Meeting Item Description	Resolution Text	Description	Staff Responsible	Follow-Up Status	Comments
28 May 2019	Allison McCarrick, Chief Administration Officer re: Housing Needs Report Project.	<p>THAT the District of Port Hardy Council supports having the Regional district of Mount Waddington (RDMW) act in the capacity of capacity of coordinator of the Housing Needs Report Project on behalf of itself and its four municipal partners, namely, the District of Port Hardy, Town of Port McNeill, Village of Alert Bay and Village of port Alice, in order to satisfy the Province's requirements for preparing said Report as per Bill 18 and related regulations.</p> <p>AND FURTHER THAT the District of Port Hardy Council hereby directs staff to communicate this approach with the RDMW's four municipal partners with a view to obtaining their support for doing so, with the understanding that the</p>	Letter of support to the RDMW	Allison McCarrick	Complete	<p>Allison McCarrick 03 Jun 2019 12:18:02 PM Support letter sent.</p>

Meeting Date	Meeting Item Description	Resolution Text	Description	Staff Responsible	Follow-Up Status	Comments
28 May 2019	Allison McCarrick, Chief Administration Officer re: Housing Needs Report Project.	THAT the District of Port Hardy Council supports the Regional District of Mount Waddington working with the Mount Waddington Health Network and its consultant, BC Healthy Communities, to submit a 2019 Housing needs Reports Program Application to the Union of British Columbia Municipalities prior to the May 31, 2019 deadline for the purpose of obtaining financial assistance to undertake a Housing Needs Report in accordance with Provincial requirements, on behalf itself and its participating partner municipalities, namely the District of Port Hardy, Town of Port McNeill, Village of Alert Bay and Village of Port Alice.	Letter of Support to the RDMW	Allison McCarrick	Complete	Allison McCarrick 03 Jun 2019 12:19:22 PM Support letter sent.

Meeting Date	Meeting Item Description	Resolution Text	Description	Staff Responsible	Follow-Up Status	Comments
14 May 2019	Sandwich boards	THAT sandwich boards be permitted on the property of residential home based businesses and be limited in size as determined in bylaw 80-2009 and further that residences may only have one permitted sign per property	Bylaw 08-2009 to be updates	Heather Nelson-Smith	In Progress	Heather Nelson-Smith 06 Jun 2019 10:34:02 AM Draft amendment completed
23 Apr 2019	Charmaine Enns, Medical Health Officer, Island Health re: Air quality related health concerns due to domestic wood burning and back yard burning.	THAT the correspondence from Charmaine Enns, Medical Health Officer, Island Health regarding Air quality related health concerns due to domestic wood burning and back yard burning be tabled to a future Committee of the Whole for further discussion.	COW June 11, 2019	Heather Nelson-Smith	In Progress	Heather Nelson-Smith 03 Jun 2019 03:53:17 PM Staff report for inclusion on COW June 11 has been completed.

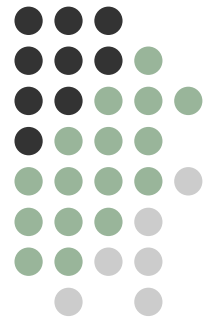
Meeting Date	Meeting Item Description	Resolution Text	Description	Staff Responsible	Follow-Up Status	Comments
09 Apr 2019	North island Seniors Housing request for land	THAT staff review a long-term lease agreement with the North Island Seniors Housing Foundation option with legal counsel	Long term lease to be considered	Heather Nelson-Smith	In Progress	<p>Heather Nelson-Smith 06 Jun 2019 02:40:14 PM Further follow up NISHF is looking for a Memorandum of Understanding where it comes to the project and the commitment of land from the District.</p> <p>Heather Nelson-Smith 03 Jun 2019 03:52:39 PM Letter has been sent to NISHF seeking further clarification to address legal questions regarding lease.</p>
14 May 2019	Overhead Heaters Hall #2	THAT Council authorize the replacement of two overhead heaters located in the parking bay area of Fire Hall #1 for an amount not to exceed \$11,000 funded from general surplus.	That the process for the purchase of two overhead heaters for Firehall #1 proceed.	Lynda Sowerby	In Progress	

Meeting Date	Meeting Item Description	Resolution Text	Description	Staff Responsible	Follow-Up Status	Comments
09 Apr 2019	Shuffleboard	THAT floor shuffle board equipment be added to the 2020 budget AND in the meantime allow staff to initiate a conversation with service groups to see if there is an appetite to fund the equipment in 2019.	Shuffleboard equipment be added to the 2020 budget and that DPH staff approach service groups to seek out interest in funding the equipment	Lynda Sowerby	Assigned	
26 Mar 2019	Fire Department SCBA	THAT the Council of the District of Port Hardy authorizes up to \$215, 000 to be borrowed, under Section 175 of the Community Charter, from the Municipal Finance Authority, for the purpose of purchasing an air compressor and 22 SCBA packs; AND FURTHER THAT the loan be repaid within 10 years, with no rights of renewal.	THAT the Council of the District of Port Hardy authorizes up to \$215, 000 to be borrowed, under Section 175 of the Community Charter, from the Municipal Finance Authority, for the purpose of purchasing an air compressor and 22 SCBA packs; AND FURTHER THAT the loan be repaid within 10 years, with no rights of renewal.	Lynda Sowerby	In Progress	Heather Nelson-Smith 03 Jun 2019 03:51:49 PM SCBA RFP has been issued- closing date June 7, 2019.

Meeting Date	Meeting Item Description	Resolution Text	Description	Staff Responsible	Follow-Up Status	Comments
14 Aug 2018	Short term Vacation Rental Survey	THAT staff prepare a public survey to gather input on the recommendations from the Community Consultative Committee. AND THAT the committee review the feedback and prepare a report of findings to Council.	Prepare and submit Short term Vacation Rental Survey	Heather Nelson-Smith	In Progress	Heather Nelson-Smith 03 Jun 2019 03:51:18 PM Survey active until end of June.
14 Aug 2018	Plastics Survey	Draft minutes of the Operational Services Committee meeting held July 16, 2018. Recommendation THAT Council direct staff to survey local businesses over the winter months to see if they are open to a ban on plastic bags.	Prepare Survey	Heather Nelson-Smith	In Progress	Heather Nelson-Smith 03 Jun 2019 03:50:46 PM Survey has been completed. Survey summary will be placed on upcoming Operational Services Committee Agenda for further review

Meeting Date	Meeting Item Description	Resolution Text	Description	Staff Responsible	Follow-Up Status	Comments
10 Jul 2018	Hosting future AVICC Convention		Nov 27/18 C/Tidbury advised 2020 & 2021 hosting applications coming out soon. Suggested District apply to host in 2022 Sept 25/18: Approved in principle hosting of an AVICC Convention in Port Hardy AND THAT further investigation be done in setting up an adhoc committee -Staff report received on Sept 25 18/Council meeting.			Heather Nelson-Smith 02 Jun 2019 09:26:33 PM Council Direction

District of Port Hardy Annual Report 2018



**Live
the
Adventure**



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Mayor Dennis Dugas



Message from Mayor & Council



Mayor and Council are pleased to present the 2018 District of Port Hardy Annual Report. This Annual Report will give you an accurate picture of our accomplishments over the past year.

We are pleased to report that the District of Port Hardy continues to have increased population growth, investments in property purchases and property development.

The completion of the Telus Pure Fibre Network in the Spring of this year was exciting for the last 300 homes that were waiting patiently for high speed internet. Also, it has added to our goal for attraction and retention for our business community, home base businesses and younger residents who enjoy the high speed for education and recreation opportunities.

A major accomplishment was the completion of the new Storey's Beach Water Main and Reservoir project which also included a new Reservoir at the water treatment plant site. The Federal / Provincial Grants contributed to 83% of a 5-million-dollar project. Because we were shelf ready for the grant, it was a win-win for the District of Port Hardy.

Unfortunately, we had some bad news on our tender results for the Multiplex project just before the end of the year. The tender price came in 43% over budget, so we had to apply for new grant opportunities and we will have to wait until the Fall of 2019 for the results.

Also, on the tourism side the new BC Ferries ship the Northern Sea Wolf which would have reinstated the run to Bella Coola did not arrive, which was a disappointment to both Port Hardy and the Bella Coola region. BC Ferries is positive that the Northern Sea Wolf will be ready for the 2019 season.

In October there was a Municipal Election and there were a few changes, I, Dennis Dugas became Mayor with new councillors Janet Dorward and Treena Smith added to the team, with the returning councillors Pat Corbett-Labatt, Fred Robertson, John Tidbury and Leighton Wishart. We would like to thank Hank Bood and Rick Marcotte for all their hard work and dedication to the District over their four-year term. We wish them all the best in their future endeavours and enjoying life to the fullest.

Our Municipal Office, Public Works, Recreation, Water / Wastewater staff and employees continue to provide Port Hardy with excellent service and we thank them for the excellent job that they do.

Mayor and Council look forward to 2019 and we thank you for your continued support as we endeavour to represent the desires and needs of our community. We are here to Listen to you, Learn from you and Lead for you.

Thank you on behalf of the District of Port Hardy Council,
Dennis Dugas, Mayor

Appointments



Executive Committee, Finance Committee, Regional District of Mt. Waddington Board, Regional Hospital Board, Island Coastal Economic Trust, Municipal Insurance Association.

ddugas@porthardy.ca

Mayor & Council



Left to right: Councillor Fred Robertson, Councillor Janet Dorward, Councillor Pat Corbett-Labatt, Mayor Dennis Dugas, Councillor John Tidbury, Councillor Treena Smith, Councillor Leighton Wishart.

The Mayor and Council for the District of Port Hardy were elected for a four-year term in October of 2018. Each member of Council represents the District at large and is appointed to both Port Hardy and Regional committees. Council is committed to ensuring that policies and decisions implemented are in the best interests of Port Hardy citizens.



Council



Councillor Pat Corbett-Labatt

Appointments

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Executive Committee, Finance Committee, First Nations Relations Committee, Parks, Recreation, Arts & Culture Committee, Regional District Mt. Waddington Board (alternate), Regional Hospital Board (alternate), Mt. Waddington Table of Partners (Health), Mount Waddington Wellness First, Hardy Bay Senior Citizens Society, Port Hardy Twinning Society.

pcorbett-labatt@porthardy.ca



Councillor Janet Dorward

Appointments

Executive Committee, Finance Committee, Operational Services Committee, Parks, Recreation, Arts & Culture Committee, Tourism Advisory Committee, Regional District Mt. Waddington Board, Regional Hospital Board, Job Fair Committee, Municipal Insurance Association (alternate).

jdorward@porthardy.ca



Councillor Fred Robertson

Appointments

Executive Committee, Finance Committee, First Nations Relations Committee, Parks, Recreation, Arts & Culture Committee, Vancouver Island Regional Library Board of Trustees, Marine Plan Partnership (alternate), Mt. Waddington Table of Partners (Health), Mt. Waddington Wellness First, BC Ferries Northern Advisory Committee.

frobertson@porthardy.ca



Council



Councillor Treena Smith

Appointments

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Executive Committee, Finance Committee, Community Consultative Committee, Tourism Advisory Committee, Bear Smart Port Hardy Committee, Chamber of Commerce, Port Hardy Heritage Society (Museum), Vancouver Island North Tourism (VINTAC).

tsmith@porthardy.ca



Councillor John Tidbury

Appointments

Executive Committee, Finance Committee, Operational Services Committee, Emergency Planning Committee, Regional District Mt. Waddington Board (alternate), Regional Hospital Board (alternate), Mt. Waddington Regional Transportation Committee, North Island Regional Emergency Planning Committee, Vancouver Island North Woodlands Advisory Group (VINWAG).

jtidbury@porthardy.ca



Councillor Leighton Wishart

Appointments

Executive Committee, Finance Committee, Operational Services Committee, Emergency Planning Committee, Vancouver Island Regional Library Board of Trustees (alternate), Marine Plan Partnership, Municipal Insurance Association (alternate), Port Hardy Fire Rescue, Poverty Pilot Program, Scott Islands Advisory.

lwishart@porthardy.ca



Message from the Chief Administrative Officer



Welcome and thank you for your interest in the District of Port Hardy 2018 Annual Report. Throughout this report we try to inform the public about District services and projects occurring in 2018. The District recognizes these services are provided on the Traditional Territory of the Kwakiutl First Nation.

The District said “Happy Retirement” to two employees in 2018; Leslie Driemel our Confidential Secretary with 25 years of dedicated service and Adrian Maas our Director of Financial Services for the past two years.

In 2018 we welcomed Lynda Sowerby, who undertook the Director of Financial Services position. There were a few more departures and arrivals of employees within our service departments and we wish those who moved on much success in their futures and to all our new employees a sincere welcome.

Filomi Days 2018 was a huge success and is always a community & visitor favourite! We thank the Filomi Days volunteers who put in tireless hours in making this event a stand out celebration year after year!!

A surprise donation of a Cape Scott Windmill blade was made possible by the Port Hardy Rotary Club who worked with the District to find it a home and make it a landmark at Highway 19 and the Bear Cove Highway. Thank you Rotarians!

Port Hardy Lions Club members continue to work quietly behind the scenes keeping our Civic Centre full of nightly and weekend activities. The District thanks them for providing this service to the District!

We thank all of our many volunteer groups, our ever growing seniors society and community members who make Port Hardy a wonderful place to live and work. Thank you. 😊

Some of the Capital projects completed or in progress in 2018:

- ◆ Fort Rupert Reservoir.
- ◆ SwapLoader vehicle.
- ◆ Seagate Wharf structural improvements.
- ◆ Lost at Sea Monument completion.
- ◆ Arena safety improvements.
- ◆ Pool mechanical improvements.
- ◆ Fire Hall 1 lighting improvements.
- ◆ Bear Cove Recreational Site electrical improvements.



Image i-28374 courtesy of the Royal BC Museum and Archives



The Leadership Team

Allison McCarrick

Chief Administrative Officer

Heather Nelson-Smith

Director of Corporate Services

Lynda Sowerby

Director of Finance

Abbas Farahbakhsh

Director of Operations

Bob Schantz

Municipal Inspector

Melinda Dennison

Aquatic Coordinator

Vern Braun

Recreation Facility Foreman

Anika Kelly - Aries Security

Harbour Managers

Brent Borg

Fire Chief

Gavin Texmo

Deputy Fire Chief

Wes Olsen

RCMP Staff Sergeant



Community Partners

The District of Port Hardy recognizes and values its community partners.

The District relies on its community partners for the important day-to-day tasks involved in keeping the community safe and vibrant.

These partners include: Port Hardy Fire Rescue, Royal Canadian Mounted Police, BC Ambulance Service, Local Service Agencies, Vancouver Island Regional Library, Port Hardy & District Chamber of Commerce, and Port Hardy Museum.

Volunteers and Community groups are all valued as an important part of making our community a welcoming place to live.



Community Engagement

• • • • • • • • • •



FOLLOW US

District Website: www.porthardy.ca

- Facebook pages: District of Port Hardy.
- Port Hardy Emergency.
- Port Hardy Recreation.
- Port-Hardy Animal Shelter.
- Port Hardy Fire Rescue.
- Twitter: @DPortHardy.
- Instagram @DPortHardy.
- Quarterly Newsletter: distributed with utility bills.
- Regular Council Meetings.
- Open Houses.
- Local Media: The District regularly advertises items of interest to the general public through the North Island Gazette, North Island Eagle (local print media), and CFNI-Coast AM 1240 radio.
- Community Events: The District supports several key community events, including Canada Day, FILOMI Days, Ocean's Day, and many other community led events.
- Partnerships: The District co-produces materials with a variety of community partners, including Tourism Port Hardy, The Port Hardy & District Chamber of Commerce (Visitor's Centre), Vancouver Island North Tourism Association and Emergency Preparedness .
- Email and Phone: General inquiries: email - general@porthardy.ca phone 250-949-6665, Monday through Friday, 8:30 a.m.- 4:30 p.m.



2018 Strategic Focus

• • • • •

Mayor and Council represent the people of Port Hardy by reviewing and assessing community needs each year. Council goes through a strategic planning process to implement a strategy of how to achieve goals that support retention and growth of our community and the North Island. This process identifies measurable goals to be achieved over the next 12 months and sometimes longer.

2018 goals included:

Recreation

Action: Multiplex initiative ~ primarily new pool complex ~ Ball Fields.

Beautification

Action: Gardens ~ Parks ~ Buildings ~ Trails.

Seniors

Action: Involvement ~ Listening ~ Caring.

Green Energy

Action: Recycle ~ Reduce emissions ~ Investigate energy efficient options on projects.

Empty Buildings

Action: Stronger bylaws ~ Act on bylaws ~ Engage with property owners.

Health and Care Services

Action: Serve on Health Committees ~ Lobby for improvement and growth of North Island health services.

Economic Development

Action: Promote Port Hardy ~ Engage with business owners ~ Develop retention strategies.



Port Hardy Council with Minister Robinson UBCM 2018



Community Services

Corporate Services

Operational Services

Recreation Services

Protective Services

Harbour Management

Twinning

Financial Services

celebrating
FILOMI DAYS
-2018-
JULY 20-21-22


- Port Hardy BC

Friday JULY 20 Park Hours- 5PM-10PM Lion's Club Beer Gardens 7PM-9PM	Saturday JULY 21 Park Hours- 10am-10PM Lion's Club Beer Gardens 1PM-9PM	Sunday JULY 22 Park Hours 10am-11PM Lion's Club Beer Gardens 1PM-8PM
<ul style="list-style-type: none"> • Dawn-5PM - FISHING DERBY • 6PM - KIDS events • 7PM - PURPLE PIRATE - PROVIDENCE PLACE • 7-10PM - music in the Park • 8:30PM-12am - DEADLIEST CATCH TEEN DANCE • 10PM - movie in the Park -free admission- <p> -KIDS events-</p> <ul style="list-style-type: none"> • magical face painting lady • fun time inflatables • triport speedway soapbox derby • mason's kids fishing • purple pirate • literary bus with mother goose • scruffles the clown <p></p>	<ul style="list-style-type: none"> • Dawn-5PM - FISHING DERBY • 8-10am - Pancake Breakfast • 11am - Parade Marshall @ Thunderbird Mall • 12PM - Parade to Carrot Park • 1-2PM - Opening Ceremony • 2-10PM - Live music in the Park • 1-3PM - Triport Speedway Soapbox Derby • 1-7PM - KIDS events • 1-10PM - Park Festivities • 3:15PM - Purple Pirate in Park • 8:30PM-1:30am - DEADLIEST CATCH ADULT DANCE 	<ul style="list-style-type: none"> • Dawn-2PM - FISHING DERBY • 8am-noon - Masons Kids Fishing • 10am-noon - Inter-Church Service • 11am - rotary duck race Tsulquate river • 11:30am DUNLOP'S BOAT BUILDING CONTEST • 10am-11PM - Park Festivities • 10am-4PM - KIDS events • 1PM - PURPLE PIRATE in Park • 1-11PM Live music in the Park • 4PM - FISHING DERBY/DUCK RACE awards ceremony • 10:30PM - FIREWORKS!
<p></p> <p>music in the Park</p> <ul style="list-style-type: none"> • 7-10PM - centerpiece • DJ Jamie Keamo • 2-4PM - Sugar Maples • 4-6 - LARRY HO SHOW • 6-8PM - ray BENNETT BLUES BAND • 8-10PM - SHOTGUN KELLY • 1-3PM - CHARITY & THE FOUNDATIONS • 3-5PM - Dave & Annie • 5-7PM - MULLIGANS • 7-9PM - THE IMPALAS • DJ Jamie Keamo 		



Corporate Services

Voter Turnout

BC 36%

Port Hardy 37.2%

Election 2018

Upon close of the nomination period on September 14, 2018, nominations for two candidates for the office of Mayor and eight nominations for the office of Councillor had been received by the Chief Election Officer. In addition, three nominations were received for the three positions of School Trustee for Electoral Area 1 with the Board of Education of School District No. 85. As a result, on Monday, September 24, 2018, a declaration of election by voting was made with respect to the offices of Mayor and Councillor with District of Port Hardy Council, and declaration of acclamation was made with respect to the three positions for office of School Trustee.

Three advanced voting opportunities were undertaken on October 10th, 18th and 19th at the Municipal Hall, a special voting opportunity was conducted at the Port Hardy Hospital / Eagle Ridge Manor on October 17th and mail ballots were accepted during the period of October 1st to general voting day. A total of 480 electors voted during these four opportunities. With respect to general voting day on October 20th a total of 667 electors voted bringing the grand total to 1147 which is 37.2% of an estimated 3,083 eligible voters.



DISTRICT OF PORT HARDY

DETERMINATION OF OFFICIAL ELECTION RESULTS GENERAL LOCAL ELECTION – 2018

	BOOD	DUGAS	KATTLER	DORWARD	WISHART	SMITH	CORBETT-LABATT	TIDBURY	MARCOTTE	ROBERTSON
Advance Voting Opportunity: October 10, 2018 Municipal Hall	34	119	62	100	94	78	120	94	74	92
Advance Voting Opportunity: October 18, 2018 Municipal Hall	35	97	50	95	70	74	103	86	71	80
Advance Voting Opportunity: October 19, 2018 Municipal Hall	47	102	66	93	79	85	118	98	74	99
Special Voting Opportunity: Port Hardy Hospital/Eagle Ridge Manor October 17, 2018	0	5	0	0	2	0	0	0	1	0
Special Voting Opportunity: Mail Ballots	13	13	16	15	15	22	27	16	15	19
General Voting: October 20, 2018 Municipal Hall	191	470	281	440	360	394	507	406	358	413
TOTAL NUMBER OF VOTES	320	806	475	743	620	653	875	700	593	703



Mayor Elect



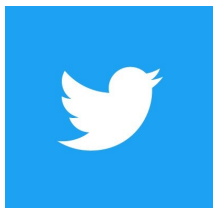
Councillor Elect



Corporate Services

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Social Media



244 followers



742 followers



165 followers

Telmatik Emergency Notification System

In 2018 we launched the Telmatik Emergency Notification System. This is an alerting system that allows the District to notify residents via cell phone SMS text message or voice, land line and email of emergencies affecting the District.



Bylaws

The following bylaws were amended in 2018:

- User Rates and Fees Bylaw.
- Zoning.
- Official Community Plan.
- Garbage and Recycling.
- Council Remuneration.

Bylaws are available online at www.porthardy.ca

Administration

Managed and administered matters associated with contracts (including agreements and leases) between the District and other parties for a variety of purposes including such things as the lease of equipment, the provision of services by the District to others, services provided by others to the District, the lease of District land and buildings to others, the lease of Crown lands to accommodate the District's infrastructure, etc.

Carried out administration associated with business licensing, dog licensing, open burning permitting, sign permitting and special occasion liquor licensing programs.



Corporate Services



Building Inspection, Fire Inspection and Bylaw Enforcement Services

With the assistance of OPTA, a software information intelligence program, the District completed 65 fire inspections on public buildings in Port Hardy.

The District opened 83 bylaw enforcement files issued by complaint. They breakdown as follows:

17 Animal control.	4 Boulevard maintenance.	6 Building enforcement.
2 False alarms.	5 Garbage.	3 Noise.
16 Traffic.	2 Tree.	16 Unsightly property.
3 Vacant property.	1 Water regulation.	8 Zoning/Land.

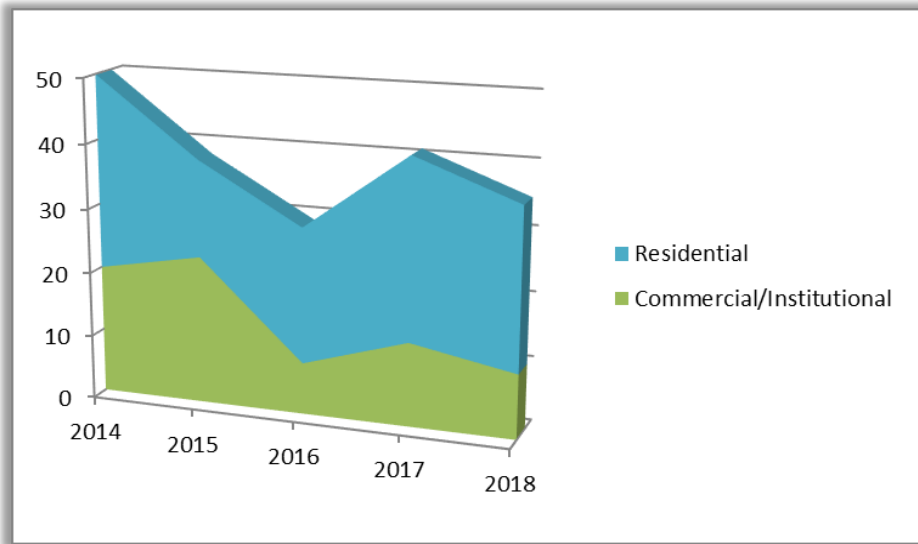
2018 BUILDING AND DEMOLITION PERMITS		
Nature of Permit	Number of Permits	Construction Value
Residential		
New dwelling units	1	153,600
Mobile home installations	3	6,000
Additions / renovations	12	228,500
New Accessory	7	247,800
Relocates	1	8700
Commercial / Industrial		
New buildings	2	7,077,000
Additions / renovations	8	413,973
Demolitions		
All types	1	
TOTAL	35	\$8,135,573



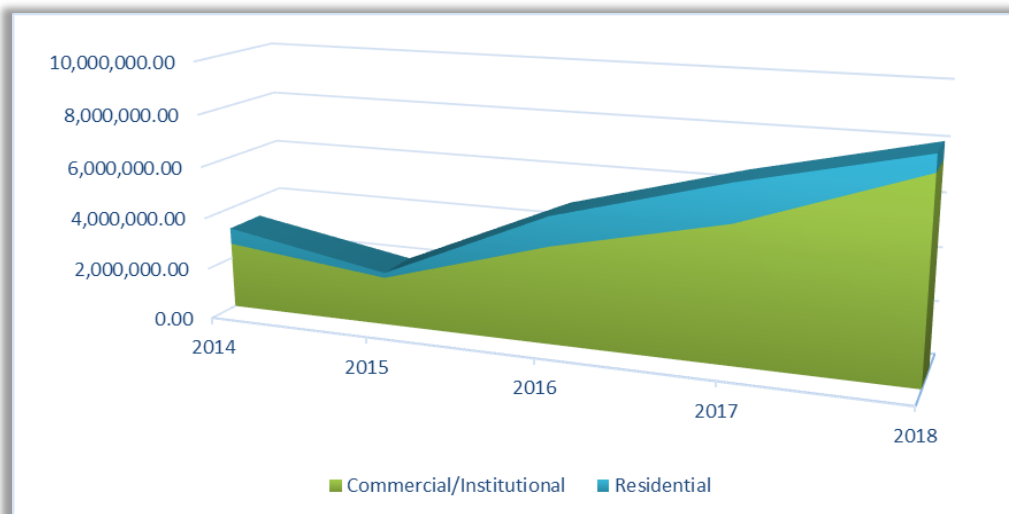
Corporate Services

Comparison of building permits year to year.

Number of Permits



Cost of Permits

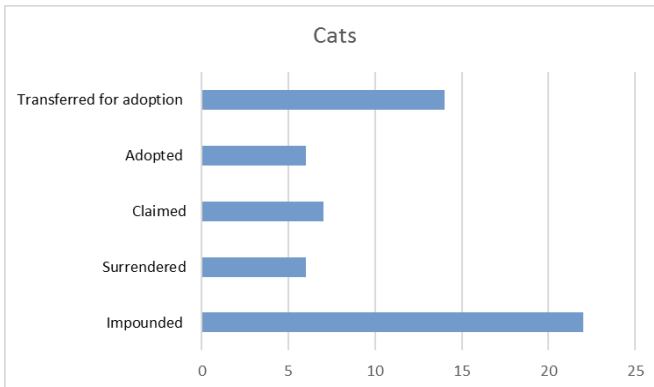


Corporate Services



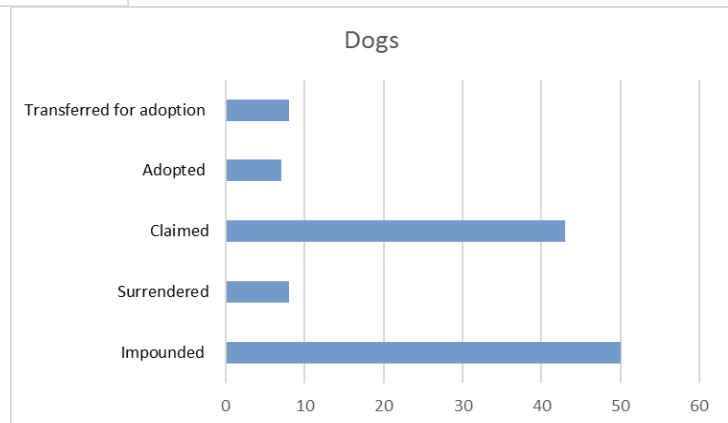
Bear Smart

Every year hundreds, and in some years over a thousand bears are destroyed as a result of conflicts between people and bears. In rare instances, people are also injured or even killed as a result of these conflicts. Most of these problems begin when people allow bears to access non-natural food sources such as garbage. The Bear Smart Community program has been designed by the Ministry of Environment in partnership with the British Columbia Conservation Foundation and the Union of British Columbia Municipalities. It is a voluntary, preventative conservation measure that encourages communities, businesses and individuals to work together. The goal is to address the root causes of human-bear conflicts, thereby reducing the risks to human safety and private property, as well as the number of bears that have to be destroyed each year. The District has made becoming a Bear Smart Community a priority. In 2018 we launched our Bear Smart Committee with the help of Sarah Salter, Bonnie Bergeron, Patrick Lemieux, Candy Nomeland and staff we participated in outreach at FILOMI Days and won first prize at the Fall fair for our booth. We will continue to outreach in 2019 with our application for official Bear Smart status being submitted in early 2019.



Animal care and control

Aries Security Ltd. is the contracted animal control officer for the District. Aries operates the District's animal shelter located at 5060 Pioneer Way and undertakes enforcement activities governed by the District's Animal Care and Control Bylaw No.11-2012. Aries staff the animal shelter Monday to Friday 8:00am-8:30am and 3:30pm-4:00pm; Saturday and Sunday 8:30am-9:30am. Please check the District website for current hours in case of change. Animal control response service is available seven days a week, twenty-four hours a day.



Operational Services



Water Treatment Plant

Throughout 2018, there were times where due to heavy rains and high river colour events, that the water treatment process was upset. In these events, the plant is taken offline and no water is pumped to the reservoir. Water is only pumped to the reservoir once the treatment plant's process quality is restored. This will result in lower than desired reservoir levels but quality will not be compromised.

Many capital projects were undertaken in 2018. The backup raw water pump was sent out for a rebuild this year. Upon its return, it was put online and the main pump sent out for its rebuild. The main pump had been in service over 10 years.

New online turbidimeters were purchased to monitor raw and treated water quality. The existing turbidimeters are now obsolete and parts are becoming more difficult to find.

Spare components for the water plant's multiple Programmable Logic Controllers (PLCs) were purchased this year. The water plant incorporates 5 PLCs that monitor several hundred inputs in the process. If any portion of the PLC was to fail, the water plant process would stop, ceasing production of potable water. The original PLCs were installed in 2000 with one being replaced in 2016.

Highlights:

- No violations to permit in 2018.
- Quarterly samples for Trihalomethanes and Haloacetic acids all returned within acceptable limits.
- All bacteriological testing came back within expected parameters.
- Seasonal low river levels due to dry weather triggered a Stage 2 water use restriction as per Port Hardy Water Conservation Bylaw No. 06-2005.
- A Stage 3 water use restriction was triggered when the water reservoir #1 was removed and while a replacement was being constructed.
- 130 ML less water was treated in 2018 compared to 2017; this is the lowest production since the water treatment plant was commissioned in 2000. This is due to the utilities crew continuing to make needed repairs and the implementation of the water conservation bylaw.



The "Water Treatment Plant and Distribution System 2018 Annual Performance Report for Facility Numbers 529 & 155" is located as Appendix I, starting on page 47 of this document. The "Wastewater Treatment Plants & Collection System Annual Report 2018, MOE Certification ME-00385 & PE-04168" can be found in Appendix II, starting on page 48 of this document.



Operational Services

Water Distribution System

In 2018, the District of Port Hardy commenced on a major upgrade to the water distribution system in the Storey's Beach area. A new 2,000 cubic meter (m³) reservoir was constructed on Fort Rupert Road and 3,000 meters of distribution pipe was replaced. The replacement distribution pipe was also increased in size from 150mm and 250mm to 300mm and 350mm. Additional hydrants were installed insuring a fire flow of 150 litres/second where required. The Fort Rupert Reservoir site is equipped with backup power generation and chlorine disinfection booster pumps. The reservoir level is controlled by an altitude control valve which keeps the tank at a predetermined level within 1.5 meters. A rolling diaphragm pressure reducing valve is installed on site to regulate the pressure in the event the reservoir is offline. The entire site can be monitored remotely from the water treatment plant.

A new pressure reducing station (PRV) was installed at the corner of Beaver Harbour Road and Storey's Beach Road. This station reduces the mainline pressure from Storey's Beach Road to Chatham Avenue. Reservoir #1 at the water treatment plant was replaced in March and the existing reservoir was taken offline. A new concrete base was poured, and new inlet and outlet valves installed. The new tank, is a 2,700 cubic meter (m³) glass fused to steel (GFS) construction which has much lower maintenance requirements and a larger capacity. A new check valve system in the tank ensures better mixing of the water. The new tank was brought online in June.

The Holmgren Flats PRV station was rebuilt this summer. The original installation was in 1990 and was beginning to have some operational issues. Both valves, the pressure relief system and the electrical components were all rebuilt by the Utilities staff. Tree and brush removal along the water mains was a capital project this year. Keeping the water-mains clear of large vegetation makes identifying and repairing leaks much easier reducing time that the community is without water. Local contractors completed this work, which involved removing trees under the power line to the water treatment plant. This clearing has resulted in less power bumps at the water plant and less operator call outs.

Staff have been working on the water distribution line mapping project. Utilities staff have been verifying the details of maps and noting changes that are needed. The maps will then be returned, and adjustments made.



Operational Services

Water Distribution System

Fort Rupert Reservoir– Built thanks to financial contributions from Canada, British Columbia and the District of Port Hardy.



Highlights:

- Water meters were installed in more commercial properties in 2018.
- In January, the Port McNeill PRV station was repaired.
- The 2" water meter serving the Gwa'Sala-Nakwaxda'xw First Nation was replaced.
- A new water service was installed to Fire Hall #2 at Storey's Beach in March.
- All hydrants were serviced in 2018.
- All Utilities operators received training on the Hydro excavation truck this year and received the required Continuing Education Unit (CEU) credits for the course.



Operational Services



Tsulquate Wastewater Plant and Collection

Highlights:

- The Tsulquate wastewater plant continued to produce effluent within the parameters of the permit.
- The annual average daily flow was 2,119 m³/day.
- UV disinfection bulbs were replaced this year as part of scheduled operations & maintenance.
- Exterior building electrical plugs were replaced at the Tsulquate Plant.
- The annual receiving water monitor testing was performed. Effluent quality was within normal parameters.
- An LC50 test was also performed on the effluent with a 100% survival rate.
- A Sewer Manhole Survey was conducted by our Utilities group to determine the condition of each manhole and to prioritize where structural maintenance and flushing is needed. In all, over 200 manhole inspections were completed.
- Three of the sewage liftstations are scheduled to receive permanent standby emergency power generators. Control kiosks that encompass the new transfer switch gear will also be installed. Completion of the project will be early 2019.
- Sewer flusher truck training was provided for all operators in November. Operators were able to receive Continuing Education Units for this training.
- A sewer flushing program is ongoing with focus on areas with high grease deposits as identified by our Sewer Manhole Survey.
- An electrical engineer was contracted to troubleshoot and prepare a plan to replace some failing electrical equipment at the wastewater treatment plant. This work is scheduled for 2019.
- The Tsulquate wastewater treatment plant has an emergency generator capable of running the entire system, to ensure quality of the effluent is not compromised by power outages.



Operational Services

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Airport Wastewater Plant and Collection

Highlights:

- The Airport wastewater plant continued to produce effluent within the parameters of the permit.
- The annual average flow was 552 m³/day with a maximum flow of 960 m³ recorded in January during a storm event.
- The headworks screening unit required a complete teardown and repair due to rocks entering the sanitary system. The screen has been functioning well after the repair.
- The air header was repaired this year.
- A new emergency generator transfer switch has been installed as part of the 2018 capital project program. The commissioning is now complete.
- Receiving water monitoring and dive of the outfall pipe were conducted as per the requirements of the Operating Certificate. The receiving water testing results were found to be within expected parameters.
- An LC50 test was performed in August on the effluent with a 100% survival rate.



Operational Services

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Highlights:

Capacity Building:

The Operations Department welcomed new crew member, Chad Moore-Labatt.

Energy Smart Initiatives:

All new downtown decorative lights were converted to LED lighting.

Pedestrian Safety:

A new sidewalk was constructed along Central Street.

The seawall lights were completed.

Vibrant Community:

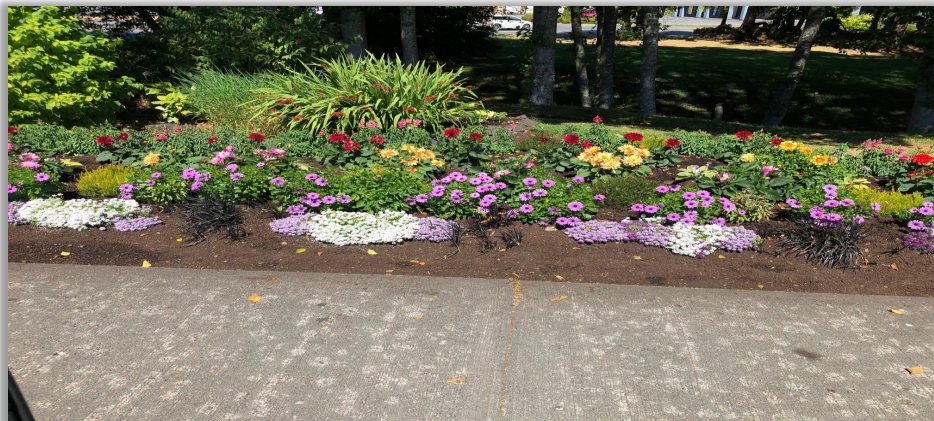
The Beautiful Lost at Sea monument was completed with a dedication to occur in 2019.

New and improved Christmas lighting brought a cheerful and joyous atmosphere to Market Street.

The well kept flower gardens and parks continue to contribute to a vibrant and beautiful community.



Operational Services



Parks, Recreation, Arts and Culture

Parks, Recreation, Arts and Culture Committee



Welcome to the world of Parks, Recreation Arts and Culture.

As the name suggests the Committee has a very wide mandate. For the last while one of the focuses of the PRAC Committee has been to maintain existing recreation facilities and bring new activities to the community. Of course, the biggest example of this is Council's work toward replacing our pool. The skyrocketing costs of construction on Vancouver Island have made this a bit more of a challenge than we had hoped; however, we continue to work toward a successful project. As always, we will continue to update the community, as information is available.

One of our guiding principles is that if we do not adequately maintain existing facilities then we will lose facilities we cannot afford to replace. To that end, we have committed funds toward the replacement of the roof of the curling rink, repair and maintenance of the ball fields, repair and maintenance of the skateboard park, and we have been trying to work with PH Youth Soccer and SD 85 to maintain the PHSS soccer pitch.

We have recently facilitated the space and purchased the equipment for Pickle Ball, and after a presentation from a senior's group we are in the process of facilitating the opportunity for shuffleboard. These are just a few of the initiatives undertaken by the PRAC.

We are always open to new ideas. We encourage any person or group to come to a PRAC Committee and present any of your ideas for Parks, Recreation, Arts and Culture in our Community.

Fred

Fred Robertson, Councillor

Chair of the Parks, Recreation, Arts and Culture Committee



The purpose and mandate of the Parks, Recreation, Arts and Culture Committee is to:

- Advise in the operation, maintenance and improvement of District recreational facilities.
- Maintain and strengthen relationships with local recreational and arts and culture organizations.
- Work with local recreational organizations and users to plan and improve recreational activities and facilities within the District of Port Hardy.
- Research matters that are referred to the Committee by Council and provide recommendations to Council on such matters.
- Consult, on a regular basis, the recreational and arts and cultural priorities of individuals, groups, agencies and organizations.



Parks, Recreation, Arts and Culture

Don Cruickshank Memorial Arena



During 2018 the Don Cruickshank Memorial Arena hosted a variety of Hockey Tournaments. Ice use by private rentals and user groups totaled 956.75 hours. Public/Family Skates, Stick Times and special events hosted by the Recreation Department attracted 1,714 skaters, with approximately 335 attending the holiday skates and stick times.

There was an approximate additional 60 hours of dry floor rentals in the off season. We were excited to host the Harvey Walkus Memorial Floor Hockey Tournament again. This is an annual event that is growing each year and brings many visitors to the community. This event had great community involvement and was an enjoyable time for all participants and attendants.

In 2018 there were some safety upgrades done to the ammonia plant of the arena. The most significant of these is the new vent stack on the outside of the building. This was done to comply with the safety standards set forth by Technical Safety BC (TSBC).



Parks, Recreation, Arts and Culture

Don Cruickshank Memorial Arena



2018 Events

January 2-5
January 19-21
January 26-28
February 10
March 16-18
March 19
April 20-22
September 7-9
September 23
November 8-11
November 16-18
November 23-25
December 15
December 27

Port Hardy Holiday skate schedule
Port Hardy Minor Hockey Novice Tournament
Port Hardy Minor Hockey Midget Tournament
Port Hardy Minor Hockey Initiation Jamboree
North Island Eagles Atom Development Tournament
Ice out
Harvey Walkus Memorial Floor Hockey Tournament
Mount Waddington Fall Fair
Ice in for First Skate
Port Hardy Wild Women's Tournament
Port Hardy Minor Hockey Atom Tournament
Port Hardy Minor Hockey Pee wee Tournament
Triport Wild Female Jamboree
Christmas schedule



Maintenance

Arena

- Compressor #1 rebuild.
- Compressor #2 oil change.
- Compressor room upgrades.
- Painted dressing rooms.
- Completed general plumbing, and facility repair and maintenance.
- Safety upgrades as required by Technical Safety BC and WorkSafe BC.

Pool

- Performed general plumbing and facility repair and maintenance.
- Installed ammonia leak warning system on pool deck.



Parks, Recreation, Arts and Culture

Aquatic Centre



The Port Hardy Pool and Recreation Center hosted special event swims in 2018, including a Family Day swim and many Hot Dog Pro-D day swims. Over the summer we hosted UBC's Gearing Up Science Camp where students learned about science through experiments. Our ever-popular Summer Fun Swim day camps were offered in August along with a lifesaving camp.

Pool maintenance included painting the front building railings, repairing sauna boards and power washing the front of the building. There were 15 certified lifeguard/instructors and 4 cashiers employed by the District in 2018.

Port Hardy Recreation is still in high demand throughout our community and surrounding communities. The total pool attendance for 2018 was 16,275.



2018 Pool Attendance Totals	
Program	# of participants
Noon lengths	2,529
Evening lengths	548
Family/Senior swim daytime	647
Family swim evening	3,448
Public swim daytime	2,730
Public swim evening	3,402
Aqua fit day/evening	2,971
Total	16,275



Parks, Recreation, Arts and Culture



First Nations Relations Committee

Since the November election, the First Nations Relations Committee has been meeting regularly. Thank-you to all who have been attending the meetings, and we are looking forward to increased participation and joint projects.

Increased friendship and trust between the councils is one of the goals and subsequent outcomes that are occurring.

In showing respect and friendship, the District of Port Hardy Council officially acknowledges the Kwakiutl traditional territory in all the meetings.

Gilakas'la,

Pat

Pat Corbett-Labatt, Councillor

Chair of the First Nations Relations Committee

The purpose and mandate of the First Nations Relations Committee is to:

- a) Assist Council in becoming more knowledgeable about local First Nations culture.
- b) Seek means to improve communications and foster, maintain and strengthen relationships with local First Nations.
- c) Work with local First Nations to implement the North Island Regional Protocol Agreement (March 17, 2010).
- d) Research matters that are referred to it by Council and assist by providing recommendations to Council on such matters.



Port Hardy Fire Rescue

Department



Mission Statement

“To provide the citizens of Port Hardy with proactive, effective and efficient delivery of fire, rescue, public education and fire prevention services; through a unified forward thinking, organization with good morale and with the highest standards of personnel safety, fairness and professionalism.”

Port Hardy Fire Rescue (PHFR), provides firefighting, road rescue and other emergency services to an area encompassing 42 square kilometres. PHFR responds to an average 175 emergency calls on the North Island including Mutual Aid calls to Coal Harbour, Port Alice, Port McNeill and the Regional District of Mount Waddington electoral areas.

Port Hardy has fire service agreements with the Kwakiutl and Gwa'sala-'Nakwaxkda'xw Reserves. PHFR also responds to requests from the Coastal Fire Centre for fire protection services.

Port Hardy Fire Rescue is a paid-on-call fire department consisting of approximately 30 members who meet weekly for regularly scheduled training to maintain a high-level of protective emergency services.



Port Hardy Fire Rescue

Membership

Port Hardy Fire Rescue was established in 1968, and since its establishment has relied on local men and women to answer the call, day or night, when an emergency happens.

Today, 50 years later, the equipment has changed, firefighting has evolved, and the training has improved, but the need for dedicated members remains the same.

With a volume of 175+ calls per year, two stations, and six apparatus, Port Hardy Fire Rescue is the busiest department on the North Island. New members are always needed to help maintain the fire protection needs of the area.



Port Hardy Fire Rescue

Training

Our members are trained to the National Fire Protection Association (NFPA) 1001 firefighting standards administered through the Justice Institute of British Columbia to provide you with service you can count on.

Our members meet weekly on Thursday nights from 7:00pm-9:00pm to undertake routine practice, and participate in many weekend training events, often with professional-level experts from the field. Our members also regularly participate in training events across Vancouver Island and British Columbia to broaden the scope of practice and standard of safety to which we operate.



Pictures are from training sessions



Public Education

**Education is the best prevention.
"WORKING SMOKE ALARMS SAVE LIVES"**

Education is the keystone of fire prevention, and one of the important cornerstones of our department's mandate. Throughout the year, our members volunteer to provide fire station tours to children in the community and deliver fire prevention seminars to schools throughout the District of Port Hardy.

Throughout the year, we also host a variety of events including an open house with live fire demonstrations. These events not only provide a realistic perspective on the consequences of fire in the home but provide us with an opportunity to engage both children and adults and discuss how they can increase their fire prevention practices in the home.



Port Hardy Fire Rescue

Port Hardy Volunteer Firefighters Association



The Port Hardy Volunteer Firefighters Association (PHVFA) is a not-for-profit organization incorporated in British Columbia and funded in part by grants-in-aid through the District of Port Hardy and independent fundraising initiatives.

The PHVFA represents the membership of Port Hardy Fire Rescue and has several purposes. Most important, the PHVFA serves to strengthen relationships among members, and to thank them for their service. Throughout the year, the PHVFA plans several events including an annual camp-out and fishing derby which provide members with an opportunity to socialize outside of their firefighting role.

The PHVFA is also passionate about supporting Muscular Dystrophy Canada, an organization that firefighters across Canada loyally support. A portion of fundraising efforts throughout the year is dedicated towards MD Canada.

The PHVFA also includes fire prevention education in its mandate and works closely with Port Hardy Fire Rescue to improve prevention education in the community.



Harbour

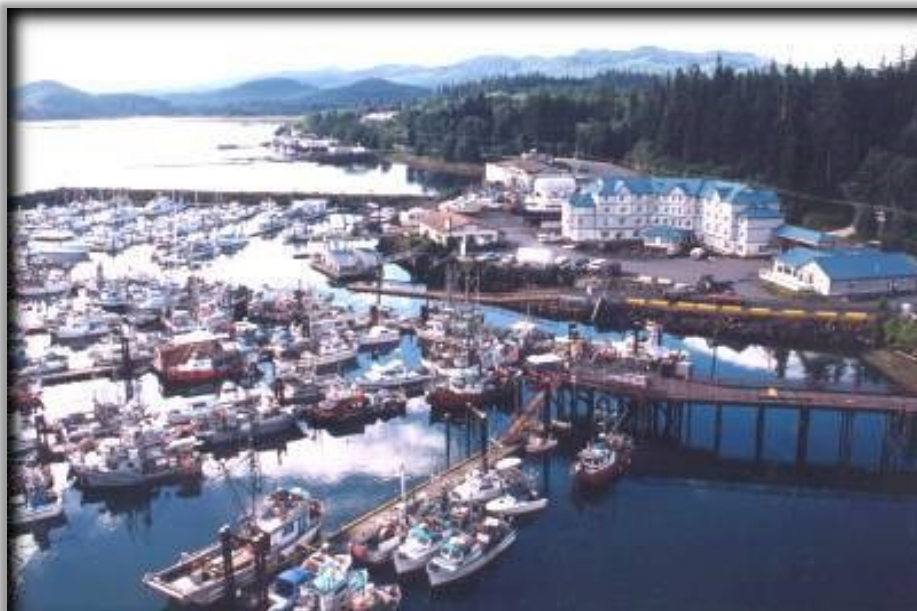
The District of Port Hardy manages four harbour facilities; Seagate Pier, Fisherman's Wharf, Seine Floats and Bear Cove Recreational Park. The Seine Floats and Fisherman's Wharf are Federal Small Craft Harbours Infrastructure which the District manages, while the Seagate Pier and Bear Cove are District assets. The Harbour manager, Aries Security, manages three of the four facilities, while District staff manage Bear Cove.

Seagate Pier, the Seine Floats and Fisherman's Wharf together welcomed 2,929 vessels in 2018, for a combined total of 38,468 boat days. We anticipate seeing this number climb in 2019 as we welcome the Van Isle 360 in June 2019 for another destination stop as they circumnavigate the island.

The winter brings some gusty winds, as we have become accustomed to in the North Island. Last year was certainly no exception! In April, Fisherman's Wharf experienced a major infrastructure failure on H Dock, when a hefty wind forced a break in an entire set of piles, leaving the dock at the mercy of the wind, waves and weight of the vessels.

The fast action of harbour staff; the quick response of our local Canadian Coast Guard; with the financial support of Small Craft Harbours, and under the direction of one of their project engineers, the situation was swiftly brought under control. Thankfully, Joe McAlister of Tuff Marine happened to be around the corner, in Port McNeill, with a few extra pilings in tow!

H-Dock now sports newly driven piles with an extra set on the north tip, for good measure. Further, the Small Craft Harbours Program Officer appointed to the North Island sourced funding to provide the facility with fire extinguishers.



Fisherman's Wharf 6600 Hardy Bay Road



Harbour

The tidal grid, located at Fisherman's Wharf, was repaired after one of the beams gave way in the summer 2018. For some vessel owners, it is the only option to inspect or repair their vessels, and it is a valuable piece of infrastructure to maintain.



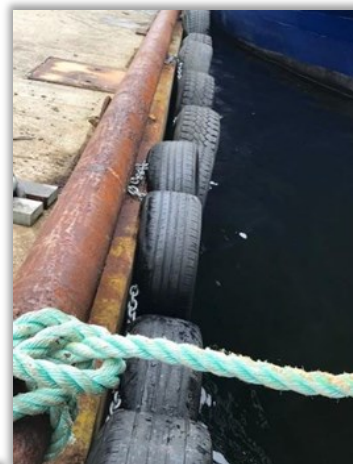
In response to several emergencies at the harbour, the harbour staff designed an emergency cart to hold all the necessary equipment that may be required for a single staff member to aid in the event of a sinking vessel. It was deployed several times in 2018, all with positive results.



Harbour



In 2018 the District of Port Hardy in conjunction with funding from Small Craft Harbours replaced the bumper tires protecting the Seine float infrastructure and vessels moored to the float system. New galvanized steel tie rails were installed along the main Seine float dock and the metal drive-on ramp was repaired. Anodes were installed on each of the steel piles to add longevity to the structure.



Seine Floats 8555 Glenview Road



Harbour

Seagate Pier
and T-Floats
8500 Granville

“Image i-28375
courtesy of the
Royal BC Museum
and Archives.”



The Seagate Pier received beautification in 2018 that we hope will highlight the seaside paradise that we all get to call home! Three art signs were mounted on the lookout along the pier which provides continuity to the seawall along Carrot Park to Tsulquate Park.



A Personal Flotation Device shack with fish scale, was mounted on the summer T-Floats. This allows our recreational fishers to lead their own fun fishing derby off the pier while keeping everyone safe, in case they forget to bring their own flotation to the seashore.



Harbour

Seagate Pier
and T-Floats
8500 Granville

“Image i-28374
courtesy of the
Royal BC Museum
and Archives.”



The Seagate Pier Welcome Banner provides a lovely photo opportunity for guests and locals, alike. It also draws attention to the communication boards mounted on the posts. The District of Port Hardy invested further into the facility by installing two steel piles to stabilize the seasonal T-Float structure during high wind events.



Every step of the way has presented new challenges, for Harbour management, but with challenge comes opportunity. The harbour management team are eager to build on the momentum that we have gained, and we look forward to continuing to be ambassadors for our community.



Harbour

Bear Cove Recreational Site ~ Port Hardy's Hidden Jewel

• • • • • • • • • •



District care-takers continue to manage the Bear Cove Recreational Site. This seasonal facility is open from June 1st to September Labour Day weekend.

Bear Cove continues to offer free launching and day parking. Reserved moorage is available at rates published in the District User Rates and Fees Bylaw.



Twinning

PORT HARDY TWINNING SOCIETY

Port Hardy, BC - Numata, Hokkaido

Canada - Japan



2018 was a quiet year for the Twinning Society with only one major event planned for the year, the October visit of a delegation from Numata. The focus of the Society was to look at ways and means of fostering greater awareness of the sister-city / twinning program in our community, gaining new members and re-connecting with those not as active in the past few years. The Society thanks our members and the many other volunteers in the community who helped make 2018 a good year.

Highlights:



Twinning Garden at Carrot Park

Throughout 2018 the garden was maintained by Society members with garden clean up and trimming of plants ongoing throughout the year.

Filomi Days

2018 was the first time in many, many years that the Twinning Society was not able to turn out and participate in the parade and Filomi Days activities.



Twinning

Torri Gate

Visitors are often seen posing for photographs and there has been no vandalism to the gate to date. We are happy and proud that the citizens of Port Hardy cherish this remarkable addition to Carrot Park.

Media

The Port Hardy Twinning Society Facebook page continues to be visited regularly by Society members and citizens of both Port Hardy and Numata. Society events, photos and activities are uploaded and updated regularly. It has been a great way to let people know who we are, and what the Society does. Our local newspapers have shown great support for the Twinning Society through articles and interviews throughout the year.



May 2018 - Private Visit

Robert and Leslie Driemel (PHTS Chair) made a pre-arranged private visit to Numata in May as part of a three week holiday in Japan. This was the first time Port Hardy residents have made a private trip to Numata. It was a good opportunity to meet informally with Mayor Kanehira and further cement friendships in the town. The hospitality shown to the visitors was excellent as always!



October 2018 - Delegation from Numata



This was the big event for 2018! There were 13 in the delegation: 9 students (13-14 years of age and all girls!) and 4 adults. The visit was a quick and busy one and took place over the days of October 23 - 28. The Port Hardy Twinning Society organized great daily activities for our guests.

Visit events included:

- A welcome by Mayor and Councillors at the Municipal Hall.
- Visits to Avalon Adventist Academy, Gwa'sala-'Nakwaxda'xw, Wagalus and Port Hardy Secondary schools.
- Hardy Buoys Tour & Pumpkin Carving.
- Fire Hall tour and a craft project.
- Pizza and bowling night with host families.
- RCMP tour - complete with mug shots and jail time!
- Quatse Salmon Center & Grassroots Garden tour.
- Visiting the Library, Museum and of course shopping!



Twinning

There were new as well as repeat homestay families this visit who all made the delegation members very welcome in their homes and in our community. The girls were at first a little shy but quickly took to their 'new' families and there were tears at the good bye dinner. Once again great memories and friendships have grown from the sister city relationship between Port Hardy and Numata.

This year the Society was very fortunate to have the help of Cody Smedley, a fluent speaker of Japanese, who took time off from work to help with the visit. In 2013 Cody visited Numata with the Port Hardy delegation...and he has said it changed his life! He went on to university to study the Japanese language and from there spent a full year at university in Japan. He had an excellent rapport with both the adults and young students. Cody, we couldn't have done it without you!



The Society and our members thank all the homestay families for sharing their lives, the businesses and organizations we visited for their great hospitality. The Society also thanks the Mayor and Council, especially Councillors John Tidbury and Pat Corbett-Labatt for their hard work and support throughout the visit.



Finance



Fiscal responsibility and financial sustainability are key goals of the District of Port Hardy's Finance Department. These goals are achievable with informed decision making and clear direction between staff and Council. Maintaining and improving service levels for the citizens of Port Hardy are a focus for Council and it is the responsibility of the finance department to find a balance of funding for these goals. Capital projects including revitalization, infrastructure, and business attraction are projects that Council are directing staff to work towards so that financial sustainability for the District is achieved. The finance department reports to Council the fiscal viability and constraints with regards to Capital projects so that Council is able to make informed decisions when deciding which projects will benefit the citizens of Port Hardy.

Financial Activities of the Finance Department include:

Financial planning

- Annual five year financial plan, user rates and fees structure.

Financial reporting

- Audited financial statements, municipal tax rates, statement of financial information submitted to the Provincial Government.

Revenue collection

- Property tax collection, quarterly utility revenue, other revenue including user fees for services provided.

Payment of accounts

- Payments to hundreds of suppliers annually.

Other activities

- Internal auditing controls, payroll functions, invoicing, debt financing, business licences and other activities required to manage the Districts financial matters.



Finance

Taxable Property Assessments

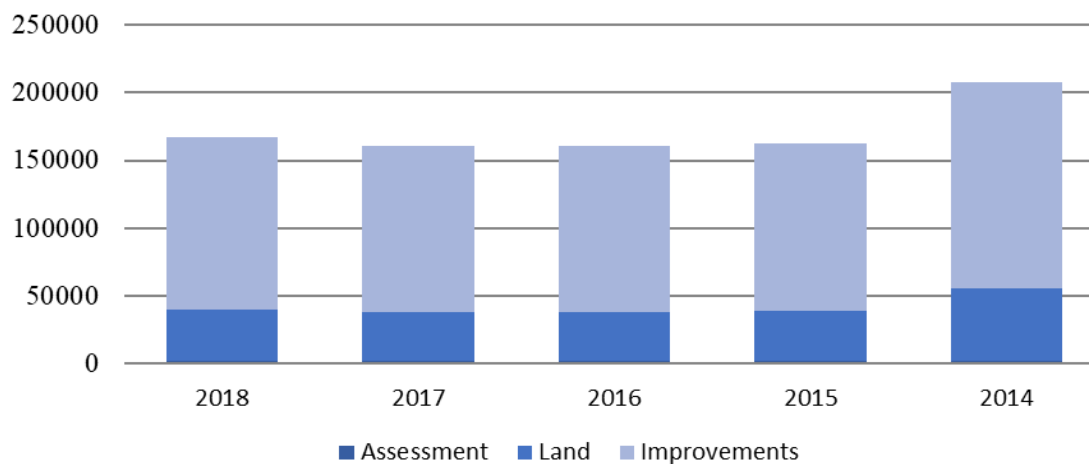
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Taxable Property Assessments

(in \$1,000's)

	2018	2017	2016	2015	2014
Residential	\$ 254,253	\$ 243,564	\$ 242,790	\$ 246,311	\$ 261,596
Utilities	766	768	765	767	751
Light Industry	3,966	3,800	3,837	3,839	3,804
Business	64,866	62,182	58,160	58,776	58,419
Managed Forest	420	379	386	357	322
Recreation/Non Profit	1,101	1,058	1,016	461	346
	\$ 325,372	\$ 311,751	\$ 306,954	\$ 310,511	\$ 325,237
% change from prior year	4.37%	1.56%	-1.15%	-4.53%	1.83%

Average Single Family Residential Assessed Value

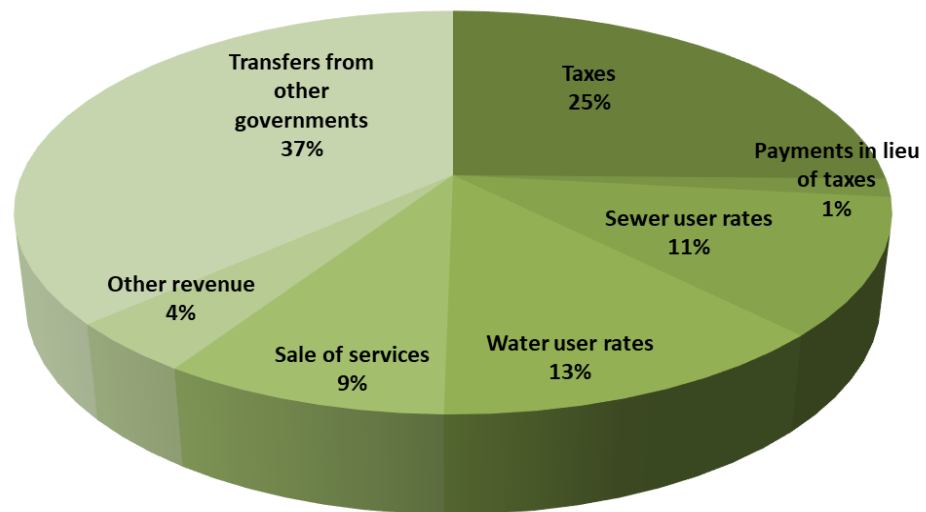


Finance

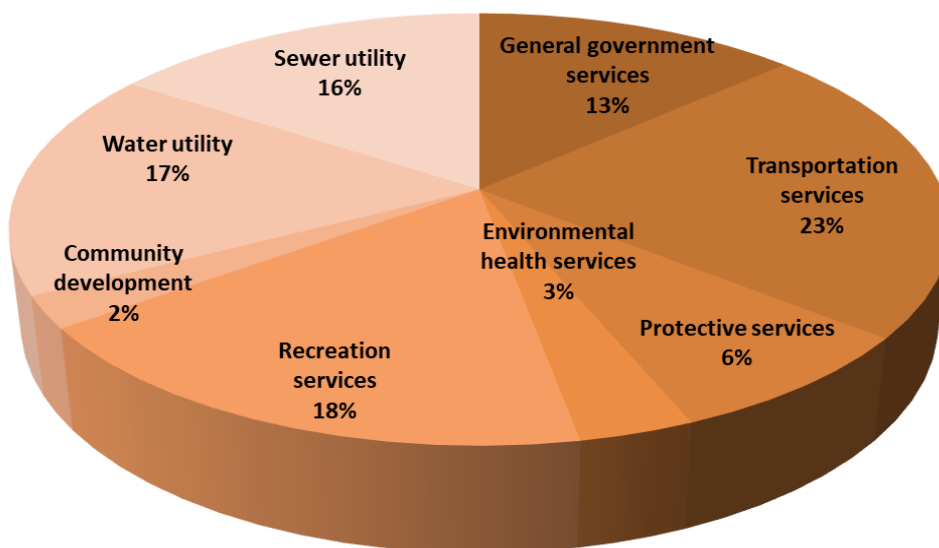
2018 Revenues & Expenses by %

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2018 Revenues



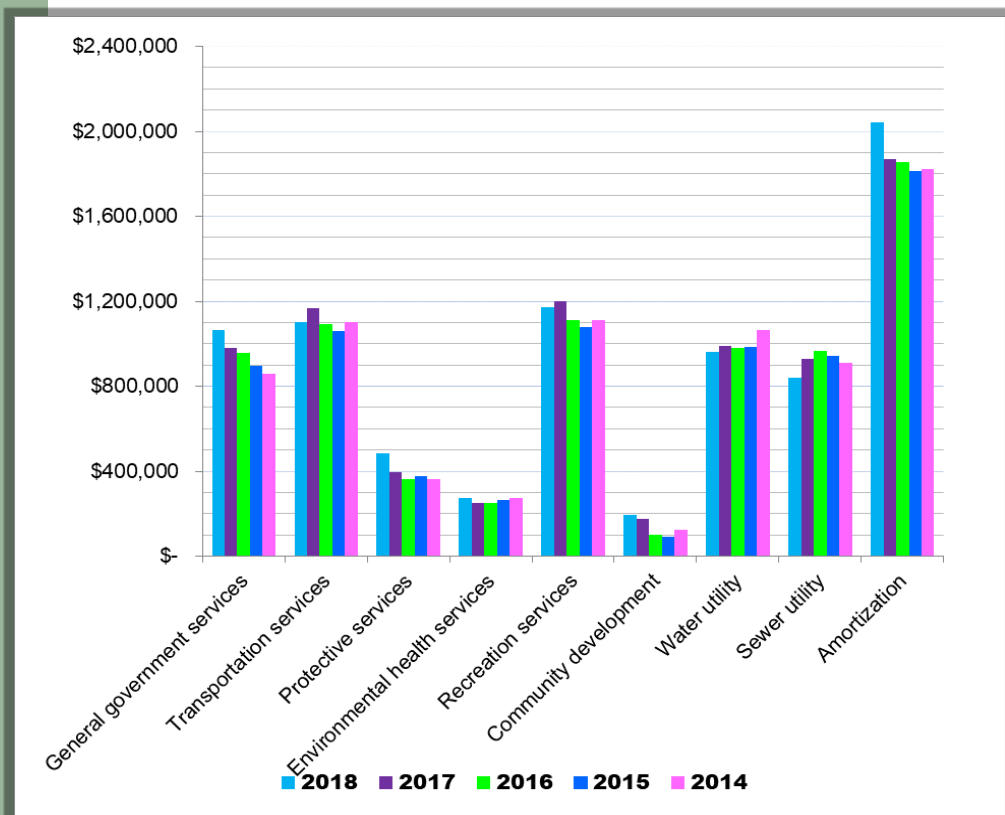
2018 Expenses



Finance

2018 Expenses by Function

	2018	2017	2016	2015	2014
General government services	\$ 1,065,287	\$ 982,760	\$ 958,740	\$ 897,331	\$ 856,904
Transportation services	1,102,650	1,165,374	1,092,063	1,062,216	1,104,213
Protective services	484,632	397,982	361,479	376,914	361,526
Environmental health services	272,302	248,738	250,704	265,487	273,210
Recreation services	1,172,965	1,198,794	1,110,075	1,079,890	1,110,193
Community development	194,240	177,987	102,389	93,595	123,013
Water utility	961,736	991,309	979,050	982,958	1,065,927
Sewer utility	839,804	929,484	966,915	941,486	910,759
Amortization	2,041,470	1,869,979	1,853,138	1,812,521	1,820,611
	\$ 8,135,086	\$ 7,962,407	\$ 7,674,553	\$ 7,512,398	\$ 7,626,356



Finance

2018 Permissive Tax Exemptions

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DISTRICT OF PORT HARDY	
Schedule of Property Tax Permissive Exemptions	
For year ended December 31, 2018	
Organization	Total
Fort Rupert Curling Club	\$ 6,293
Grassroots Garden Society	809
North Island Crisis and Counseling Centre Society	4,410
Pentecostal Assemblies of Canada	4,033
Port Hardy Baptist Church	4,013
Port Hardy Chamber of Commerce	4,079
Port Hardy Congr Jehovah's Witnesses	1,304
Port Hardy Ecumenical Society	2,319
Port Hardy Heritage Society	4,818
Port Hardy Hospital Auxiliary	2,910
Rainbow Country Daycare Society	2,359
Royal Canadian Legion	2,370
Seventh Day Adventist Church	29,153
St. Bonaventure Catholic Church	1,586
Tri Port Motorsport Association	1,122
Vancouver Island Health Authority	122,159
PH Seniors Housing	610
	\$ 194,346

The 2018 Audited Financial Statements are located as Appendix III starting on page 49 of this document.



Appendix I

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Water Treatment Plant & Distribution System





WATER TREATMENT PLANT & DISTRIBUTION SYSTEM



2017 Annual Operations Performance Report

Facility Numbers 529 & 155

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OVERVIEW

Port Hardy, with a population of 4,132 residents and over 5,000 connected to the infrastructure is located at the northern end of Vancouver Island. In May 2000 the water treatment plant was commissioned and established Port Hardy's reputation for having some of British Columbia's best water quality.

Port Hardy's source water is the Tsulquate River. The water from this river is tinted brown from tannins and other leachates. Port Hardy's Water Treatment Plant uses a Dissolved Air Flotation (DAF) system which is very effective in treating highly colored water. Treatment is achieved using ISOPAC 6 and Soda Ash to remove the color, particles, sediment and organics that are present. A filter aid, Hydrofloc 400 is added in trace amounts after the DAF treatment and prior to the filters to improve coagulation of fine particles. Filtration is done through a mixed media consisting silica sand and anthracite. Lime slurry, carbon dioxide and sodium hypochlorite are injected post filtration for alkalinity, pH adjustment and disinfection.

In 2018, the plant continued to produce a very high level of treatment providing excellent water quality to the District of Port Hardy.

PERMIT TO OPERATE

The Port Hardy water treatment plant is a Level III facility as deemed by the Environmental Operators Certification Program (EOCP), certification number 529. The distribution system is a Level III system with a certification number of 155.

CERTIFIED OPERATORS

The Operational Permit from Vancouver Island Health Authority Operational requires that a certified operator is employed to match the Water Treatment Plant Certification, a level III plant. The District currently employs a Level IV operator and two, Level III operators. The District also employs a Level III Water Distribution Operator.

Operator	Title	Certification
Joe Jewell	Utilities Supervisor	WT IV, WD III, WWT II, WWC I
Justin Reusch	Chief Operator	WT III, WD II, WWT II
Roland LeFort	Operator	WWT III, WT III
Cory Henschke	Operator	WWT I, WD II
Robert Cousins	Operator	WT I, WWT I

OPERATIONAL HIGHLIGHTS

WATER TREATMENT PLANT

Throughout 2018, there were times where due to heavy rains and high river colour events, that the water treatment process was upset. In these events, the plant is taken offline and no water is pumped to the reservoir. Water is only pumped to the reservoirs once the treatment plant's process quality is restored. This will result in lower than desired reservoir levels but quality will not be compromised.

Many capital projects were undertaken in 2018. The backup raw water pump was sent out for a rebuild this year. Upon it's return, it was put online and the main pump sent out for its rebuild. The main pump had been in service over 10 years.

New online turbidimeters were purchased to monitor raw and treated water quality. The existing turbidimeters are now obsolete and parts are becoming more difficult to find.

Spare components for the water plant's multiple Programmable Logic Controllers (PLCs) were purchased this year. The water plant incorporates 5 PLCs that monitor several hundred inputs in the process. If any portion of the PLC was to fail, the water plant process would stop, ceasing production of potable water. The original PLCs were installed in 2000 with one being replaced in 2016.

Additional highlights:

- No violations to permit in 2018
- Quarterly samples for THMs and HAAs all returned within acceptable limits
- All bacteriological testing came back within expected parameters
- Seasonal low river levels due to dry weather triggered a Stage 2 water use restriction as per Port Hardy Water Conservation Bylaw No. 06-2005.
- A Stage 3 water use restriction was triggered when the water reservoir #1 was removed and while a replacement was being constructed
- 130 ML less water was treated in 2018 compared to 2017; this is the lowest production since the water treatment plant was commissioned in 2000. This is due to the utilities crew continuing to make needed repairs and the implementation of the water conservation bylaw

WATER DISTRIBUTION SYSTEM

In 2018, the District of Port Hardy commenced on a major upgrade to the water distribution system in the Storey's Beach area. A new 2000 cubic meter (m³) reservoir was constructed on Fort Rupert Road and 3000 meters of distribution pipe was replaced. The replacement distribution pipe was also increased in size from 150mm and 250mm to 300mm and 350mm. Additional hydrants were also installed insuring a fire flow of 150 Litres/second where required. The Fort Rupert Reservoir site is equipped with backup power generation and chlorine disinfection booster pumps. The reservoir level is controlled by an altitude control valve which keeps the tank at a predetermined level within 1.5 meters. A rolling diaphragm pressure reducing valve is also installed on site to regulate the pressure in the event the reservoir is offline. The entire site can be monitored remotely from the water treatment.

A new Pressure Reducing Station (PRV) was installed at the corner of Beaver Harbour Road and Storey's Beach Road. This station reduces the mainline pressure from Storey's Beach Road to Chatham Avenue.

Also, as part of the project, Reservoir #1 at the water treatment plant was replaced. In March, the existing reservoir was taken offline. A new concrete base was poured, and new inlet and outlet valves installed. The new tank, is a 2700 cubic meter (m³) glass fused to steel (GFS) construction, has much lower maintenance requirements and a larger capacity. A new check valve system in the tank ensures better mixing of the water. The new tank was brought online in June.

The Holgrem Flats PRV station was rebuilt this summer. The original installation was in 1990 and was beginning to have some operational issues. Both valves, the pressure relief system and the electrical components were all rebuilt by the Utilities staff.

Tree and brush removal along the water mains was also a capital project this year. Keeping the watermains clear of large vegetation makes identifying and repairing leaks much easier reducing time that the community is without water. Local contractors were solicited for this work. Part of this work involved removing trees under the power line to the water treatment plant. As a result, there has been less power bumps at the water plant and less operator call outs.

Staff have also been working on the mapping project. A new set of water distribution maps are being worked on. Utilities staff have been verifying the details of maps and noting changes that are needed. The maps will then be returned and adjustments made.

Additional Highlights:

- Water meters were installed in more commercial properties in 2018
- In January, the Port McNeill PRV station was found to be badly leaking. Repair parts were ordered and installed until the new water system was completed
- The 2" water meter serving the Gwa'Sala-Nakwaxda'xw First Nation was found inoperable and a new meter was installed
- In February, brief water outages were caused twice when the contractor broke the water services to the Fort Rupert School and Fort Rupert Liftstation. Bacteriological samples were sent out with good results returned
- A new water service was installed to Fire Hall #2 at Storey's Beach in March
- All hydrants were serviced in 2018
- The fibre optic installation continued in 2018. Utilities operators continued to locate and mark our utilities. As a result, many of our service cards and maps were corrected or new cards were created. Any services that were found in need of repair were fixed
- All Utilities operators received training on the Hydroexcavation truck this year and received the required Continuing Education Units (CEUs) credits for the course

CROSS CONNECTION CONTROL

A formal Cross Connection Control program, created by Maintenance Tracking Systems Inc (MTS) was presented to the District of Port Hardy in late 2010. Currently, backflow preventers are installed in all high risk areas of the treatment plants, liftstations with a washdown hose, public sani dumps and public gardens.

WATER WISE PROGRAM CONTINUATION

A total of 178 meters are being read including commercial users and multi-family dwellings. All new homes and constructions will have meter setters installed as part of this program. Continuing public education around proposed metering/rate changes and general information on water wise initiatives was conducted and will be ongoing until all users are metered. In 2016, new watering restrictions as per Port Hardy Water Conservation Bylaw No. 06-2005 were adopted. As part of the water system upgrade in 2018, water meter setters were installed on all single family dwellings on Beaver Harbour Road as new service lines were run to the property line.

WATERSHED PROTECTION PLAN

The District of Port Hardy has taken steps to implement a watershed protection plan. The purpose of this is to create a plan that guides users in the best management and preservation of the Tsulquate River and Kains Lake watershed as a drinking water source for the District of Port Hardy. The plan will develop a public awareness, identify stakeholders, increase knowledge and public awareness of the watershed and develop procedures for an emergency response.

Water Treatment Plant / Distribution Testing													
	January	February	March	April	May	June	July	August	September	October	November	December	Total
Raw Water pH	27	24	26	26	27	30	27	27	25	27	26	26	318
Reservoir Water pH Daily Grab Sample or Continuous 7.0 - 10.5	31	28	31	30	31	30	31	31	30	31	30	31	365
Colour (Reservoir) AO: <= 15 TCU	27	24	26	26	27	25	27	27	25	27	26	26	313
Free Chlorine Residual (Reservoir) Daily Grab Sample or Continuous	31	28	31	30	31	30	31	31	30	31	30	31	365
Free Chlorine Residual Distribution Grab Sample	48	40	46	42	44	47	48	46	42	44	42	42	531
Turbidity (Distribution) Grab Samples	48	40	46	42	44	47	48	46	42	44	42	42	531
Turbidity (Filter) Grab Sample or Continuous <= 0.3 NTU in at least 95%; never > 1.0 NTU	31	28	31	30	31	30	31	31	30	31	30	31	365
Turbidity (Reservoir) Daily Grab Sample or Continuous 1 NTU Maximum in finished water	31	28	31	30	31	30	31	31	30	31	30	31	365
Escherichia Coli (<i>E.coli</i>) 11 per month Distribution, 1 Raw MAC: 0 CFU/100mL	12	14	17	12	12	40	14	12	12	12	12	12	181
Total Coliforms 11 per month Distribution, 1 Raw MAC: 0 CFU/100mL	12	14	17	12	12	40	14	12	12	12	12	12	181
Chemical and Physical Parameter Tests Once every 5 years Due 2019													0
Trihalomethanes & Haloacetic Acids (THMs & HAAs) Quarterly <0.100 mg/L annual average	1			1			1			1			4
Monthly Report 15 th of the following month	1	1	1	1	1	1	1	1	1	1	1	1	12
Annual Report Before January 31 st	1												1
Permit Violations	0	0	0	0	0	0	0	0	0	0	0	0	0
Workplace Metrics													
	January	February	March	April	May	June	July	August	September	October	November	December	Total
Safety Meetings	1	1	1	1	1	11	1	1	1	1	1	1	22
Worksite Inspections	1	1	1	1	1	1	1	1	1	1	1	1	12
Kain's Lake Dam Inspections	2	2	2	4	4	4	6	6	6	6	4	2	48
Water Service Locates	5	1	1	3	6	20	3	1	1	6	3	1	51
Water Service Repairs	5	3	2	0	3	0	6	0	1	1	0	0	21
Water Main Repairs	1	0	1	0	0	0	1	0	0	0	0	0	3
BC One Calls	14	11	16	6	17	9	8	8	40	21	16	5	171
PRV Inspections	7	0	0	0	0	1	7	0	7	0	7	0	29
ERP Exercises	0	0	0	0	0	0	0	0	0	0	0	0	0
Air Valve Inspections	2	2	2	0	0	0	5	0	0	12	18	0	41
Mainline Valve Locates/ Inspections	0	3	1	0	1	6	14	24	0	1	0	0	50
Hydrant A - Services	0	0	0	0	0	0	0	0	0	0	0	0	0
Hydrant B - Services	0	0	0	0	0	0	82	60	66	0	0	0	208

RAW AND TREATED WATER PRODUCTION

	January	February	March	April	May	June	July	August	September	October	November	December	Total
Raw Water Pumped in ML	124	119	125	118	131	128	142	151	123	130	112	111	1513
Treated Water Production in ML	120	117	122	112	128	124	138	147	119	122	109	108	1467
Rainfall in mm	129	157	91	85	9	106.7	19.6	16	169	173.6	264.8	396.2	1616
Backwashes	36	34	34	36	37	33	39	38	32	34	36	37	426

CHEMICAL USAGE

	January	February	March	April	May	June	July	August	September	October	November	December	Total
ISOPAC 6 Coagulant in kg	3355	2847	2859	2839	2276	3302	2811	1830	4105	5357	4892	4329	40802
Soda Ash in kg	1294	1158	1033	1339	817	1067	772	250	1203	1884	1952	2066	14835
Filter Aid (LT20) in kg	1.03	0.82	0.86	0.81	1.20	1.20	1.19	0.82	0.60	0.62	0.75	0.78	10.68
Salt for Chlorine Generator in kg	363	272	363	454	400	680	499	568	776	613	431	522	5942
Liquid Sodium Hypochlorite 12% in kg	20	0	0	0	4	0	0	0	0	0	0	0	24
Lime in kg	1935	1499	1614	1853	1834	1894	2043	2045	1854	2037	2004	2018	22629
Carbon Dioxide in kg	2248	1744	1708	2415	2471	2583	3049	2904	2587	2304	2776	1717	28507

FILTERED WATER QUALITY

Month	Filter 1		Filter 2		Filter 3		Filter 4	
	Avg	Max	Avg	Max	Avg	Max	Avg	Max
January	0.04	0.29	0.05	0.29	0.12	0.29	0.04	0.29
February	0.07	0.29	0.07	0.29	0.08	0.29	0.06	0.29
March	0.04	0.29	0.04	0.29	0.04	0.29	0.04	0.29
April	0.04	0.29	0.04	0.29	0.04	0.29	0.03	0.29
May	0.03	0.29	0.03	0.29	0.03	0.29	0.02	0.29
June	0.03	0.29	0.04	0.29	0.03	0.29	0.03	0.29
July	0.03	0.17	0.04	0.29	0.03	0.24	0.02	0.22
August	0.04	0.29	0.03	0.29	0.04	0.29	0.01	0.29
September	0.03	0.29	0.04	0.29	0.03	0.25	0.03	0.19
October	0.04	0.29	0.04	0.29	0.04	0.29	0.03	0.29
November	0.03	0.29	0.04	0.29	0.03	0.29	0.02	0.29
December	0.03	0.29	0.04	0.29	0.03	0.30	0.02	0.29
Average	0.04	0.28	0.04	0.29	0.05	0.28	0.03	0.28
Minimum	0.03	0.17	0.03	0.29	0.03	0.24	0.01	0.19
Maximum	0.07	0.29	0.07	0.29	0.12	0.30	0.06	0.29

RESERVOIR EFFLUENT

Month	Flow (m ³ /hour)		Free Chlorine (mg/L)		pH		Turbidity (NTU)
	Avg	Max	Avg	Max	Avg	Max	Avg
January	128	234	1.0	1.0	7.5	7.5	0.04
February	142	313	1.0	1.1	7.5	7.6	0.02
March	138	216	1.0	1.1	7.5	7.6	0.03
April	138	216	1.1	1.2	7.5	7.6	0.05
May	151	236	1.1	1.1	7.3	7.3	0.01
June	147	198	1.0	1.1	7.4	7.4	0.10
July	160	207	1.0	1.0	7.4	7.5	0.03
August	186	370	1.0	1.0	7.4	7.5	0.06
September	152	254	1.0	1.1	7.3	7.4	0.07
October	142	183	1.0	1.1	7.3	7.4	0.10
November	133	207	0.9	1.0	7.4	7.5	0.14
December	133	331	1.0	1.0	7.4	7.5	0.10
Avg	146	247	1.0	1.1	7.4	7.5	0.06
Min	128	183	0.9	1.0	7.3	7.3	0.01
Max	186	370	1.1	1.2	7.5	7.6	0.14

Note: Data from the above tables are accumulated from online instrumentation and SCADA trending. Maximum values can be influenced by cleaning, calibrating and flushing of online instrumentation which at that time does not reflect the actual quality of the water.

DISTRIBUTION WATER QUALITY AND BACTERIOLOGICAL RESULTS

January					February					March				
Distribution Sampling					Distribution Sampling					Distribution Sampling				
Location	Date	Free Chlorine mg/L	Turbidity NTU	pH	Location	Date	Free Chlorine mg/L	Turbidity NTU	pH	Location	Date	Free Chlorine mg/L	Turbidity NTU	pH
Chatham Avenue	01-02-18	0.7	0.14	7.7	Chatham Avenue	02-05-18	0.8	0.17	7.5	Chatham Avenue	03-06-18	0.8	0.30	7.6
	01-09-18	0.7	0.22	7.6		02-06-18	0.7	0.11	7.8		03-13-18	0.7	0.16	7.6
	01-16-18	0.6	0.12	7.8		02-07-18	0.7	0.21	7.6		03-20-18	0.6	0.13	7.6
	01-23-18	0.8	0.14	7.8		02-13-18	0.8	0.14	7.6		03-27-18	0.8	0.11	7.6
	01-30-18	0.8	0.21			02-20-18	0.8	0.25	7.6		03-28-18	0.7	0.12	7.7
Peel Street Liftstation	01-02-18	0.8	0.13	7.5	Peel Street Liftstation	02-06-18	0.7	0.13	7.7	Peel Street Liftstation	03-06-18	0.8	0.13	7.6
	01-09-18	0.8	0.34	7.4		02-13-18	0.7	0.19	7.4		03-13-18	0.7	0.14	7.4
	01-16-18	0.7	0.12	7.5		02-20-18	0.9	0.58	7.5		03-20-18	0.7	0.25	7.6
	01-30-18	0.7	0.21	7.7		02-27-18	0.9	0.16	7.6		03-27-18	0.6	0.19	7.6
	01-02-18	0.7	0.18	7.6		02-06-18	0.6	0.16	7.6		03-06-18	0.7	0.17	7.6
Airport Wastewater Treatment Plant	01-09-18	0.6	0.23	7.5	Airport Wastewater Treatment Plant	02-13-18	0.6	0.19	7.6	Airport Wastewater Treatment Plant	03-13-18	0.2	0.19	7.6
	01-16-18	0.6	0.31	8.2		02-20-18	0.8	0.25	7.6		03-20-18	0.6	0.17	7.6
	01-23-18	0.6	0.22	7.7		02-27-18	0.2	0.54	7.7		03-27-18	0.7	0.17	7.7
	01-30-18	0.7	0.13			02-06-18	0.8	0.17	7.6		03-28-18	0.6	0.18	7.6
	01-02-18	0.7	0.17	7.8		02-13-18	1.0	0.13	7.5		03-06-18	0.3	0.12	8.8
Public Works Yard	01-09-18	0.9	0.22	7.4	Public Works Yard	02-20-18	0.8	0.24	7.7	Public Works Yard	03-13-18	0.5	0.15	7.8
	01-16-18	0.9	0.14	7.4		02-27-18	0.3	0.19	8.1		03-20-18	0.9	0.15	7.6
	01-23-18	0.6	0.28	7.9		02-06-18	0.3	0.20	8.2		03-27-18	0.9	0.15	7.7
	01-30-18	0.6	0.13			02-13-18	0.3	0.20	8.0		03-06-18	0.3	0.29	8.0
	01-02-18	0.3	0.42	7.9		02-20-18	0.6	0.32	7.6		03-13-18	0.3	0.41	7.9
Eagleview School	01-09-18	0.3	0.27	8.0	Eagleview School	02-27-18	0.8	0.11	7.5	Eagleview School	3/20/2018*	0.6	0.44	7.7
	01-16-18	0.5	0.16	7.9		02-06-18	0.7	0.15	7.5		03-27-18	0.3	0.19	8.0
	01-23-18	0.3	0.22	7.8		02-13-18	0.7	0.18	7.5		03-06-18	0.8	0.29	7.6
	01-30-18	0.3	0.17			02-20-18	0.8	0.28	7.5		03-13-18	0.8	0.14	7.5
	01-02-18	0.8	0.23	7.5		02-27-18	0.8	0.16	7.6		03-20-18	0.8	0.15	7.6
Bear Cove Reservoir	01-09-18	0.7	0.17	7.5	Bear Cove Reservoir	02-06-18	0.7	0.19	7.5	Bear Cove Reservoir	03-27-18	0.7	0.21	7.6
	01-16-18	0.7	0.14	7.5		02-13-18	0.7	0.14	7.4		03-06-18	0.7	0.21	7.6
	01-23-18	0.8	0.18	7.6		02-20-18	0.9	0.19	7.4		03-13-18	0.7	0.22	7.5
	01-30-18	0.7	0.11			02-27-18	0.6	0.08	7.5		03-20-18	0.5	0.13	7.6
	01-02-18	0.6	0.10	7.5		02-06-18	0.7	0.17	7.6		03-27-18	0.6	0.15	7.5
Ferry Terminal	01-09-18	0.5	0.14	7.5	Ferry Terminal	02-13-18	1.0	0.19	7.4	Ferry Terminal	03-06-18	1.0	0.31	7.7
	01-16-18	0.6	0.11	7.5		02-20-18	1.0	0.14	7.6		03-13-18	0.8	0.15	7.5
	01-23-18	0.7	0.16	7.6		02-27-18	1.0	0.18	7.4		03-20-18	0.8	0.15	7.6
	01-30-18	0.8	0.25	7.5		Average	0.7	0.20	7.6		03-27-18	0.9	0.14	7.6
	01-02-18	0.9	0.22	7.4		Minimum	0.2	0.08	7.4		Average	0.6	0.19	7.7
Average	0.7	0.19	7.6	Maximum	1.0	0.54	8.2	Minimum	0.3	0.10	7.4			
Maximum	1.0	0.42	8.2					Maximum	1.0	0.44	8.8			
April					May					June				
Distribution Sampling					Distribution Sampling					Distribution Sampling				
Location	Date	Free Chlorine mg/L	Turbidity NTU	pH	Location	Date	Free Chlorine mg/L	Turbidity NTU	pH	Location	Date	Free Chlorine mg/L	Turbidity NTU	pH
Chatham Avenue	04-03-18	0.9	0.16	7.5	Chatham Avenue	05-01-18	0.5	0.16	8.0	Chatham Avenue	06-05-18	0.3	0.20	7.5
	04-05-18	0.8	0.17	7.5		05-08-18	0.7	0.16	7.9		06-12-18	0.3	0.16	7.6
	04-10-18	0.7	0.18	7.9		05-15-18	0.4	0.15	7.9		06-19-18	0.5	0.65	7.5
	04-17-18	0.8	0.16	7.9		05-22-18	0.6	0.14	8.1		06-26-18	0.1	0.34	7.6
	04-24-18	0.7	0.11	7.9		05-29-18	0.6	0.20	8.3		06-05-18	0.7	0.15	7.5
Peel Street Liftstation	04-03-18	0.8	0.15	7.5	Peel Street Liftstation	05-01-18	0.8	0.14	7.5	Peel Street Liftstation	06-12-18	1.0	0.51	7.6
	04-10-18	0.8	0.15	7.7		05-08-18	0.9	0.14	7.6		06-19-18	0.5	0.78	7.5
	04-17-18	0.8	0.12	7.5		05-15-18	0.9	0.17	7.7		06-26-18	0.8	0.21	7.6
	04-24-18	0.9	0.45	7.6		05-22-18	0.9	0.11	7.6		06-05-18	0.4	0.30	7.5
	04-03-18	0.3	0.45	7.7		05-29-18	0.9	0.15	7.7		06-12-18	0.4	0.18	7.6
Airport Wastewater Treatment Plant	04-10-18	0.6	0.20	7.8	Airport Wastewater Treatment Plant	05-01-18	0.6	0.22	7.7	Airport Wastewater Treatment Plant	06-05-18	0.2	0.12	7.8
	04-17-18	0.3	0.74	7.9		05-08-18	0.6	0.27	7.7		06-12-18	0.5	0.28	7.8
	04-24-18	0.4	0.41	7.6		05-15-18	0.6	0.27	7.7		06-19-18	0.2	0.26	8.2
	04-03-18	1.1	0.11	7.5		05-22-18	0.6	0.21	7.7		06-26-18	0.4	0.33	7.8
	04-10-18	0.4	0.31	8.7		05-29-18	0.3	0.30	7.7		06-05-18	0.2	0.19	7.9
Public Works Yard	04-17-18	0.5	0.12	8.3	Public Works Yard	05-01-18	0.2	0.14	8.8	Public Works Yard	06-12-18	0.5	0.21	8.0
	04-24-18	0.2	0.14	8.9		05-08-18	0.7	0.16	8.0		06-19-18	0.2	0.26	8.2
	04-03-18	0.6	0.11	7.7		05-15-18	0.2	0.12	8.8		06-26-18	0.4	0.33	7.8
	04-10-18	0.5	0.17	8.2		05-22-18	0.2	0.19	9.0		06-05-18	0.2	0.19	7.9
	04-17-18	0.7	0.07	7.9		05-29-18	0.5	0.18	7.9		06-12-18	0.2	0.21	8.0
Eagleview School	04-24-18	0.6	0.18	7.9	Eagleview School	05-15-18	0.3	0.15	8.0	Eagleview School	06-19-18	0.3	0.13	7.8
	04-03-18	0.7	0.66	7.5		05-22-18	0.2	0.13	8.4		06-26-18	0.2	0.16	7.8
	04-10-18	0.8	0.17	7.7		05-01-18	0.2	0.13	8.1		06-05-18	0.7	0.15	7.6
	04-17-18	0.7	0.15	7.6		05-08-18	0.7	0.14	7.7		06-12-18	0.7	0.58	7.6
	04-24-18	0.8	0.12	7.6		05-15-18	0.9	0.15	7.8		06-19-18	0.5	0.20	7.5
Bear Cove Reservoir	04-03-18	0.4	0.13	7.5	Bear Cove Reservoir	05-22-18	0.6	0.16	7.7	Bear Cove Reservoir	06-26-18	0.5	0.19	7.6
	04-10-18	0.4	0.23	7.6		05-29-18	0.8	0.15	7.6		06-05-18	0.6	0.13	7.4
	04-17-18	0.6	0.12	7.6		05-01-18	0.5	0.23	7.7		06-12-18	0.4	0.16	7.4
	04-24-18	0.7	0.12	7.5		05-08-18	0.7	0.21	7.6		06-19-18	0.3	0.21	7.2
	04-03-18	1.0	0.10	7.5		05-15-18	0.5	0.17	7.4		06-26-18	0.4	0.22	7.4
Highway 19 PRV	04-10-18	0.9	0.53	7.7	Highway 19 PRV	05-22-18	0.5	0.12	7.7	Highway 19 PRV	06-05-18	0.7	0.16	7.5
	04-17-18	0.9	0.12	7.5		05-29-18	0.5	0.13	7.7		06-12-18	1.1	0.48	7.6
	04-24-18	1.0	0.18	7.7		05-01-18	1.0	0.12	7.4		06-19-18	0.7	0.17	7.5
	Average	0.7	0.2	7.8		05-08-18	0.8	0.13	7.6		06-26-18	0.9	0.22	7.6
	Minimum	0.2	0.1	7.2		05-15-18	0.9	0.18	7.8		Average	0.5	0.28	7.6
Maximum	1.1	0.7	8.9	Average	0.6	0.18	7.9	Minimum	0.2	0.11	7.4			
				Maximum	1.1	0.41	9.0	Maximum	1.1	0.78	8.2			

July					August					September				
Distribution Sampling					Distribution Sampling					Distribution Sampling				
Location	Date	Free Chlorine mg/L	Turbidity NTU	pH	Location	Date	Free Chlorine mg/L	Turbidity NTU	pH	Location	Date	Free Chlorine mg/L	Turbidity NTU	pH
Chatham Avenue	07-03-18	0.4	0.35	7.5	Chatham Avenue	08-07-18	0.3	0.14	7.8	Chatham Avenue	09-04-18	0.2	0.13	7.8
	07-10-18	0.4	0.62	7.6		08-14-18	0.2	0.18	7.9		09-11-18	0.2	0.14	8.3
	07-17-18	0.5	0.33	7.7		08-21-18	0.3	0.17	7.7		09-18-18	0.2	0.45	7.8
	07-24-18	0.5	0.20	7.8		08-28-18	0.6	0.15	7.8		09-25-18	0.2	0.16	7.8
Peel Street Liftstation	07-31-18	0.3	0.19	7.7	Peel Street Liftstation	08-07-18	0.7	0.38	7.4	Peel Street Liftstation	09-04-18	0.8	0.13	7.6
	07-10-18	0.8	0.65	7.5		08-14-18	0.7	0.18	7.2		09-11-18	0.2	0.17	7.4
	07-17-18	0.6	0.31	7.4		08-21-18	0.7	0.21	7.5		09-18-18	0.6	0.14	7.4
	07-24-18	0.7	0.21	7.5		08-28-18	0.7	0.15	7.8		09-25-18	0.6	0.14	7.5
Airport Wastewater Treatment Plant	07-31-18	0.5	0.20	7.4	Airport Wastewater Treatment Plant	08-07-18	0.4	0.39	7.6	Airport Wastewater Treatment Plant	09-04-18	0.5	0.13	7.6
	07-10-18	0.3	0.20	7.5		08-14-18	0.3	0.19	7.7		09-11-18	0.2	0.17	7.5
	07-17-18	0.2	0.30	7.5		08-21-18	0.3	0.25	7.8		09-18-18	0.3	0.14	7.4
	07-24-18	0.6	0.29	7.5		08-28-18	0.6	0.24	7.7		09-25-18	0.4	0.13	7.4
Public Works Yard	07-31-18	0.3	0.30	7.6	Public Works Yard	08-07-18	0.1	0.16	8.1	Public Works Yard	09-04-18	0.3	0.17	7.9
	07-10-18	0.1	0.22	7.8		08-14-18	0.4	0.17	7.8		09-11-18	0.2	0.15	8.0
	07-17-18	0.4	0.21	7.9		08-21-18	0.6	0.21	7.9		09-18-18	0.5	0.12	7.6
	07-24-18	0.2	0.14	8.5		08-28-18	0.2	0.13	8.0		09-25-18	0.7	0.13	7.4
Eagleview School	07-31-18	0.4	0.14	7.9	Eagleview School	08-07-18	0.6	0.58	7.8	Eagleview School	09-04-18	0.4	0.25	7.9
	07-10-18	0.1	0.13	8.0		08-14-18	0.7	0.18	7.3		09-11-18	0.2	0.17	7.5
	07-17-18	0.5	0.81	7.8		08-21-18	0.6	0.19	7.0		09-18-18	0.2	0.12	7.9
	07-24-18	0.6	0.20	7.7		08-28-18	0.6	0.19	7.6		09-25-18	0.3	0.13	7.8
Bear Cove Reservoir	07-31-18	0.6	0.24	7.7	Bear Cove Reservoir	08-07-18	0.6	0.14	7.6	Bear Cove Reservoir	09-04-18	0.6	0.13	7.6
	07-10-18	0.3	0.13	7.4		08-14-18	0.7	0.18	7.5		09-11-18	0.5	0.15	7.4
	07-17-18	0.8	0.19	7.4		08-21-18	0.6	0.17	7.7		09-18-18	0.4	0.13	7.5
	07-24-18	0.6	0.14	7.6		08-28-18	0.6	0.17	7.6		09-25-18	0.4	0.14	7.4
Ferry Terminal	07-31-18	0.6	0.17	7.5	Ferry Terminal	08-07-18	0.5	0.15	7.5	Ferry Terminal	09-04-18	0.4	0.14	7.6
	07-10-18	0.6	0.14	7.2		08-14-18	0.8	0.24	7.2		09-11-18	0.4	0.25	7.3
	07-17-18	0.3	0.20	7.5		08-21-18	0.7	0.12	7.8		09-18-18	0.3	0.20	7.6
	07-24-18	0.2	0.16	7.3		08-28-18	0.4	0.19	7.4		09-25-18	0.3	0.11	7.4
Highway 19 PRV	07-31-18	0.4	0.15	7.5	Highway 19 PRV	08-07-18	0.9	0.18	7.5	Highway 19 PRV	09-04-18	0.4	0.15	7.6
	07-10-18	0.8	0.13	7.4		08-14-18	0.9	0.12	7.3		09-11-18	0.7	0.24	7.3
	07-17-18	0.9	0.21	7.4		08-21-18	0.8	0.14	7.5		09-18-18	0.7	0.14	7.4
	07-24-18	0.9	0.21	7.5		08-28-18	0.9	0.10	7.5		09-25-18	0.6	0.14	7.4
Average		0.5	0.26	7.6	Average		0.6	0.20	7.6	Average		0.4	0.16	7.6
Minimum		0.1	0.81	7.2	Minimum		0.1	0.10	7.0	Minimum		0.2	0.11	7.3
Maximum		0.9	0.81	8.5	Maximum		0.9	0.58	8.1	Maximum		0.8	0.45	8.3
October					November					December				
Distribution Sampling					Distribution Sampling					Distribution Sampling				
Location	Date	Free Chlorine mg/L	Turbidity NTU	pH	Location	Date	Free Chlorine mg/L	Turbidity NTU	pH	Location	Date	Free Chlorine mg/L	Turbidity NTU	pH
Chatham Avenue	10-02-18	0.2	0.14	7.4	Chatham Avenue	11-06-18	0.2	0.17	7.7	Chatham Avenue	12-11-18	0.3	0.15	7.6
	10-09-18	0.2	0.15	7.5		11-13-18	0.3	0.16	7.7		12-18-18	0.6	0.31	7.9
	10-16-18	0.4	0.19	7.5		11-20-18	0.4	0.17	7.6		12-24-18	0.5	0.24	7.5
	10-22-18	0.2	0.16	7.6		11-27-18	0.4	0.16	7.7		12-31-18	0.6	0.13	7.7
Peel Street Liftstation	10-30-18	0.4	0.13	7.8	Peel Street Liftstation	11-06-18	0.6	0.13	7.5	Peel Street Liftstation	12-04-18	0.7	0.12	7.5
	10-02-18	0.4	0.14	7.3		11-13-18	0.8	0.23	7.9		12-11-18	0.6	0.20	7.4
	10-09-18	0.5	0.15	7.4		11-20-18	0.7	0.22	7.5		12-18-18	0.7	0.37	7.9
	10-16-18	0.8	0.19	7.3		11-27-18	0.9	0.18	7.7		12-24-18	0.8	0.27	7.5
Airport Wastewater Treatment Plant	10-22-18	0.7	0.12	7.4	Airport Wastewater Treatment Plant	11-06-18	0.6	0.17	7.5	Airport Wastewater Treatment Plant	12-24-18	1.0	0.13	7.4
	10-30-18	0.6	0.13	7.6		11-13-18	0.6	0.14	7.5		12-04-18	0.4	0.18	7.7
	10-02-18	0.4	0.14	7.6		11-20-18	0.6	0.30	7.6		12-11-18	0.5	0.25	7.6
	10-09-18	0.8	0.20	7.6		11-27-18	0.7	0.17	7.6		12-18-18	0.7	0.38	7.9
Public Works Yard	10-16-18	0.5	0.13	7.4	Public Works Yard	11-06-18	0.8	0.14	7.4	Public Works Yard	12-24-18	0.8	0.24	7.6
	10-22-18	0.4	0.26	7.6		11-13-18	0.6	0.15	7.6		12-31-18	0.7	0.16	7.4
	10-02-18	0.3	0.13	7.9		11-20-18	0.6	0.13	7.7		12-04-18	0.9	0.15	7.8
	10-09-18	0.9	0.12	7.4		11-27-18	0.7	0.28	7.8		12-11-18	0.7	0.15	7.5
Eagleview School	10-16-18	0.2	0.21	7.8	Eagleview School	11-06-18	0.2	0.21	7.8	Eagleview School	12-18-18	0.8	0.16	7.5
	10-22-18	0.2	0.10	7.9		11-13-18	0.3	0.21	7.9		12-24-18	0.8	0.14	7.5
	10-30-18	0.5	0.12	7.8		11-20-18	0.3	0.23	7.9		12-30-18	0.9	0.13	7.6
	10-02-18	0.3	0.19	7.8		11-27-18	0.4	0.22	7.9		12-04-18	0.3	0.24	7.8
Bear Cove Reservoir	10-09-18	0.3	0.22	8.0	Bear Cove Reservoir	11-06-18	0.2	0.12	7.6	Bear Cove Reservoir	12-11-18	0.5	0.23	8.0
	10-16-18	0.2	0.19	7.7		11-13-18	0.4	0.14	7.6		12-18-18	0.5	0.23	8.0
	10-22-18	0.2	0.19	8.1		11-20-18	0.5	0.18	7.5		12-25-18	0.3	0.34	7.5
	10-30-18	0.3	0.12	7.8		11-27-18	0.8	0.14	7.6		01-01-19	0.3	0.39	7.4
Ferry Terminal	10-02-18	0.4	0.14	7.4	Ferry Terminal	11-06-18	0.3	0.13	7.6	Ferry Terminal	12-04-18	0.7	0.17	7.7
	10-09-18	0.4	0.12	7.6		11-13-18	0.3	0.16	7.4		12-11-18	0.6	0.14	7.5
	10-16-18	0.6	0.12	7.5		11-20-18	0.6	0.25	7.5		12-18-18	0.8	0.15	7.7
	10-22-18	0.7	0.11	7.4		11-27-18	0.8	0.13	7.5		12-24-18	0.8	0.18	7.6
Highway 19 PRV	10-30-18	0.5	0.15	7.6	Highway 19 PRV	11-06-18	0.9	0.13	7.5	Highway 19 PRV	12-31-18	0.8	0.17	7.4
	10-02-18	0.3	0.19	7.4		11-13-18	0.8	0.17	7.5		12-04-18	0.5	0.13	7.7
	10-09-18	0.4	0.14	7.4		11-20-18	0.8	0.15	7.5		12-11-18	0.5	0.22	7.5
	10-16-18	0.4	0.15	7.4		11-27-18	1.1	0.38	7.7		12-18-18	0.7	0.23	7.6
Average		0.4	0.10	7.6	Average		0.6	0.18	7.6	Average		0.6	0.21	7.6
Minimum		0.2	0.26	7.3	Minimum		0.2	0.12	7.4	Minimum		0.3	0.12	7.4
Maximum		0.9	0.26	8.1	Maximum		1.1	0.38	7.9	Maximum		1.0	0.39	8.0

January							February						
Bacteriological Sampling							Bacteriological Sampling						
Sample Date	Sample Location	Free Chlorine (mg/L)	Turbidity (NTU)	pH	Total Coliform CFU/100ml	E.Coli CFU/100ml	Sample Date	Sample Location	Free Chlorine (mg/L)	Turbidity (NTU)	pH	Total Coliform CFU/100ml	E.Coli CFU/100ml
01-16-18	Hospital	0.7	0.40	7.5	L1	L1	02-20-18	Hospital	0.7	0.21	7.5	L1	L1
01-16-18	Airport Washroom	0.5	0.22	7.6	L1	L1	02-06-18	Airport Washroom	0.5	0.19	7.6	L1	L1
01-09-18	Chatham Ave.	0.7	0.22	7.6	L1	L1	02-06-18	Chatham Ave.	0.7	0.11	7.8	L1	L1
01-02-18	Bear Cove Reservoir	0.8	0.23	7.5	L1	L1	02-13-18	Bear Cove Reservoir	0.7	0.18	7.5	L1	L1
01-02-18	Highway 19 PRV	0.8	0.25	7.5	L1	L1	02-13-18	Highway 19 PRV	1.0	0.19	7.4	L1	L1
01-16-18	Pioneer Inn	0.8	0.13	7.4	L1	L1	02-20-18	Pioneer Inn	0.8	0.15	7.5	L1	L1
01-09-18	Public Works Yard	0.9	0.22	7.4	L1	L1	02-06-18	Public Works Yard	0.8	0.17	7.6	L1	L1
01-09-18	Glen Lyon Restaurant	0.5	0.22	7.4	L1	L1	02-06-18	Glen Lyon Restaurant	0.7	0.14	7.6	L1	L1
01-09-18	Airport Inn	0.7	0.18	7.4	L1	L1	02-20-18	Airport Inn	0.7	0.11	7.4	L1	L1
01-02-18	Peel St Liftstation	0.8	0.13	7.5	L1	L1	02-13-18	Peel St Liftstation	0.7	0.19	7.4	L1	L1
01-16-18	B.C. Ferry	0.6	0.11	7.5	L1	L1	02-20-18	B.C. Ferry	0.9	0.19	7.4	L1	L1
Sample Date	Sample Location	Free Chlorine (mg/L)	Turbidity (NTU)	pH	Total Coliform CFU/100ml	E.Coli CFU/100ml	Sample Date	Sample Location	Free Chlorine (mg/L)	Turbidity (NTU)	pH	Total Coliform CFU/100ml	E.Coli CFU/100ml
01-02-18	Tsuiquate River (Untreated)		0.40	6.8			02-13-18	Tsuiquate River (Untreated)		0.51	6.7		
March							April						
Bacteriological Sampling							Bacteriological Sampling						
Sample Date	Sample Location	Free Chlorine (mg/L)	Turbidity (NTU)	pH	Total Coliform CFU/100ml	E.Coli CFU/100ml	Sample Date	Sample Location	Free Chlorine (mg/L)	Turbidity (NTU)	pH	Total Coliform CFU/100ml	E.Coli CFU/100ml
03-27-18	Hospital	0.7	0.15	7.6	L1	L1	04-17-18	Hospital	0.7	0.14	7.7	L1	L1
03-06-18	Airport Washroom	0.5	0.18	7.8	L1	L1	04-03-18	Airport Washroom	0.3	0.20	7.7	L1	L1
03-06-18	Chatham Ave.	0.8	0.30	7.4	L1	L1	04-03-18	Chatham Ave.	0.9	0.16	7.5	L1	L1
03-03-18	Bear Cove Reservoir	0.8	0.14	7.5	L1	L1	04-10-18	Bear Cove Reservoir	0.8	0.17	7.7	L1	L1
03-03-18	Highway 19 PRV	0.8	0.15	7.5	L1	L1	04-10-18	Highway 19 PRV	0.9	0.53	7.7	L1	L1
03-27-18	Pioneer Inn	0.6	0.12	7.6	L1	L1	04-17-18	Pioneer Inn	0.8	0.15	7.5	L1	L1
03-06-18	Public Works Yard	0.3	0.12	8.8	L1	L1	04-03-18	Public Works Yard	1.1	0.11	7.5	L1	L1
03-06-18	Glen Lyon Restaurant	0.7	0.13	7.5	L1	L1	04-03-18	Glen Lyon Restaurant	0.8	0.22	7.6	L1	L1
03-27-18	Airport Inn	0.7	0.14	7.6	L1	L1	04-17-18	Airport Inn	0.6	0.16	7.6	L1	L1
03-03-18	Peel St Liftstation	0.7	0.14	7.4	L1	L1	04-17-18	Peel St Liftstation	0.8	0.15	7.7	L1	L1
03-27-18	B.C. Ferry	0.6	0.15	7.5	L1	L1	04-17-18	B.C. Ferry	0.6	0.12	7.6	L1	L1
Sample Date	Sample Location	Free Chlorine (mg/L)	Turbidity (NTU)	pH	Total Coliform CFU/100ml	E.Coli CFU/100ml	Sample Date	Sample Location	Free Chlorine (mg/L)	Turbidity (NTU)	pH	Total Coliform CFU/100ml	E.Coli CFU/100ml
03-03-18	Tsuiquate River (Untreated)		0.40	6.7			04-10-18	Tsuiquate River (Untreated)		0.97	6.8		
May							June						
Bacteriological Sampling							Bacteriological Sampling						
Sample Date	Sample Location	Free Chlorine (mg/L)	Turbidity (NTU)	pH	Total Coliform CFU/100ml	E.Coli CFU/100ml	Sample Date	Sample Location	Free Chlorine (mg/L)	Turbidity (NTU)	pH	Total Coliform CFU/100ml	E.Coli CFU/100ml
05-15-18	Hospital	0.6	0.13	7.8	L1	L1	06-05-18	Hospital	0.6	0.17	7.6	L1	L1
05-15-18	Airport Washroom	0.3	0.19	7.8	L1	L1	06-19-18	Airport Washroom	0.4	0.46	7.6	L1	L1
05-15-18	Chatham Ave.	0.4	0.15	7.9	L1	L1	06-05-18	Chatham Ave.	0.3	0.20	7.5	L1	L1
05-08-18	Bear Cove Reservoir	0.7	0.14	7.7	L1	L1	06-12-18	Bear Cove	0.7	0.58	7.6	L1	L1
05-15-18	Highway 19 PRV	0.9	0.18	7.8	L1	L1	06-19-18	Highway 19 PRV	0.7	0.17	7.5	L1	L1
05-15-18	Pioneer Inn	0.6	0.20	7.7	L1	L1	06-05-18	Pioneer Inn	0.7	0.12	7.5	L1	L1
05-15-18	Public Works Yard	0.2	0.14	8.8	L1	L1	06-12-18	Public Works Yard	0.5	0.28	7.8	L1	L1
05-08-18	Glen Lyon Restaurant	0.7	0.15	7.7	L1	L1	06-12-18	Glen Lyon Restaurant	1.0	0.52	7.6	L1	L1
05-08-18	Airport Inn	0.8	0.12	7.6	L1	L1	06-05-18	Airport Inn	0.6	0.18	7.5	L1	L1
05-15-18	Peel St Liftstation	0.9	0.17	7.7	L1	L1	06-12-18	Peel St Liftstation	1.0	0.51	7.6	L1	L1
05-15-18	B.C. Ferry	0.5	0.17	7.4	L1	L1	06-19-18	B.C. Ferry	0.3	0.21	7.2	L1	L1
Sample Date	Sample Location	Free Chlorine (mg/L)	Turbidity (NTU)	pH	Total Coliform CFU/100ml	E.Coli CFU/100ml	Sample Date	Sample Location	Free Chlorine (mg/L)	Turbidity (NTU)	pH	Total Coliform CFU/100ml	E.Coli CFU/100ml
05-15-18	Tsuiquate River (Untreated)		0.39	7.2			06-19-18	Tsuiquate River (Untreated)		0.35	7.0		

July							August						
Bacteriological Sampling							Bacteriological Sampling						
Sample Date	Sample Location	Free Chlorine (mg/L)	Turbidity (NTU)	pH	Total Coliform CFU/100ml	E.Coli CFU/100ml	Sample Date	Sample Location	Free Chlorine (mg/L)	Turbidity (NTU)	pH	Total Coliform CFU/100ml	E.Coli CFU/100ml
07-03-18	Hospital	0.5	0.21	7.3	L1	L1	08-07-18	Hospital	0.6	0.13	7.5	L1	L1
07-03-18	Airport Washroom	0.4	0.14	7.7	L1	L1	08-07-18	Airport Washroom	0.4	0.16	7.6	L1	L1
07-17-18	Chatham Ave.	0.5	0.33	7.7	L1	L1	08-07-18	Chatham Ave.	0.3	0.14	7.8	L1	L1
07-10-18	Bear Cove Reservoir	0.6	0.17	7.4	L1	L1	08-14-18	Bear Cove Reservoir	0.7	0.18	7.5	L1	L1
07-10-18	Highway 19 PRV	0.8	0.15	7.4	L1	L1	08-28-18	Highway 19 PRV	0.9	0.10	7.5	L1	L1
07-03-18	Pioneer Inn	0.8	0.14	7.3	L1	L1	08-07-18	Pioneer Inn	0.8	0.11	7.4	L1	L1
07-17-18	Public Works Yard	0.4	0.21	7.9	L1	L1	08-28-18	Public Works Yard	0.2	0.13	8.0	L1	L1
07-10-18	Glen Lyon Restaurant	0.7	0.16	7.4	L1	L1	08-14-18	Glen Lyon Restaurant	0.6	0.17	7.4	L1	L1
07-10-18	Airport Inn	0.8	0.61	7.5	L1	L1	08-14-18	Airport Inn	0.7	0.16	7.3	L1	L1
07-03-18	Peel St Liftstation	0.6	0.25	7.4	L1	L1	08-14-18	Peel St Liftstation	0.7	0.18	7.2	L1	L1
07-17-18	B.C. Ferry	0.2	0.16	7.3	L1	L1	08-28-18	B.C. Ferry	0.4	0.19	7.4	L1	L1
Sample Date	Sample Location	Free Chlorine (mg/L)	Turbidity (NTU)	pH	Total Coliform CFU/100ml	E.Coli CFU/100ml	Sample Date	Sample Location	Free Chlorine (mg/L)	Turbidity (NTU)	pH	Total Coliform CFU/100ml	E.Coli CFU/100ml
07-17-18	Tsukuate River (Untreated)		0.23	7.3			08-28-18	Tsukuate River (Untreated)		0.27	7.2		
September							October						
Bacteriological Sampling							Bacteriological Sampling						
Sample Date	Sample Location	Free Chlorine (mg/L)	Turbidity (NTU)	pH	Total Coliform CFU/100ml	E.Coli CFU/100ml	Sample Date	Sample Location	Free Chlorine (mg/L)	Turbidity (NTU)	pH	Total Coliform CFU/100ml	E.Coli CFU/100ml
09-04-18	Hospital	0.5	0.14	7.8	L1	L1	10-02-18	Hospital	0.3	0.15	7.4	<1	<1
09-11-18	Airport Washroom	0.4	0.18	7.5	L1	L1	10-09-18	Airport Washroom	0.3	0.17	7.4	<1	<1
09-04-18	Chatham Ave.	0.4	0.14	7.6	L1	L1	10-02-18	Chatham Ave.	0.2	0.14	7.4	<1	<1
09-11-18	Bear Cove Reservoir	0.5	0.15	7.4	L1	L1	10-09-18	Bear Cove Reservoir	0.4	0.12	7.6	<1	<1
09-04-18	Highway 19 PRV	0.4	0.15	7.6	L1	L1	10-02-18	Highway 19 PRV	0.7	0.13	7.4	<1	<1
09-11-18	Pioneer Inn	0.7	0.17	7.3	L1	L1	10-09-18	Pioneer Inn	0.4	0.12	7.3	<1	<1
09-11-18	Public Works Yard	0.2	0.15	8.0	L1	L1	10-09-18	Public Works Yard	0.9	0.12	7.4	<1	<1
09-18-18	Glen Lyon Restaurant	0.5	0.13	7.3	L1	L1	10-16-18	Glen Lyon Restaurant	0.5	0.38	7.4	<1	<1
09-18-18	Airport Inn	0.5	0.29	7.3	L1	L1	10-16-18	Airport Inn	0.6	0.42	7.3	<1	<1
09-18-18	Peel St Liftstation	0.6	0.14	7.4	L1	L1	10-16-18	Peel St Liftstation	0.8	0.19	7.3	<1	<1
09-04-18	B.C. Ferry	0.4	0.14	7.6	L1	L1	10-02-18	B.C. Ferry	0.3	0.19	7.4	<1	<1
Sample Date	Sample Location	Free Chlorine (mg/L)	Turbidity (NTU)	pH	Total Coliform CFU/100ml	E.Coli CFU/100ml	Sample Date	Sample Location	Free Chlorine (mg/L)	Turbidity (NTU)	pH	Total Coliform CFU/100ml	E.Coli CFU/100ml
09-18-18	Tsukuate River (Untreated)		0.47	6.9			10-16-18	Tsukuate River (Untreated)		0.34	6.9		
November							December						
Bacteriological Sampling							Bacteriological Sampling						
Sample Date	Sample Location	Free Chlorine (mg/L)	Turbidity (NTU)	pH	Total Coliform CFU/100ml	E.Coli CFU/100ml	Sample Date	Sample Location	Free Chlorine (mg/L)	Turbidity (NTU)	pH	Total Coliform CFU/100ml	E.Coli CFU/100ml
11-06-18	Hospital	0.5	0.13	7.6	<1	<1	12-04-18	Hospital	0.6	0.24	7.7	<1	<1
11-06-18	Airport Washroom	0.4	0.23	7.6	<1	<1	12-04-18	Airport Washroom	0.5	0.62	7.7	<1	<1
11-06-18	Chatham Ave.	0.2	0.17	7.7	<1	<1	12-12-18	Chatham Ave.	0.6	0.31	7.9	<1	<1
11-13-18	Bear Cove Reservoir	0.4	0.14	7.6	<1	<1	12-11-18	Bear Cove Reservoir	0.6	0.14	7.5	<1	<1
11-13-18	Highway 19 PRV	0.8	0.17	7.5	<1	<1	12-11-18	Highway 19 PRV	0.9	0.14	7.4	<1	<1
11-06-18	Pioneer Inn	0.6	0.16	7.4	<1	<1	12-04-18	Pioneer Inn	0.7	0.17	7.7	<1	<1
11-13-18	Public Works Yard	0.6	0.15	7.6	<1	<1	12-12-18	Public Works Yard	0.7	0.15	7.5	<1	<1
11-20-18	Glen Lyon Restaurant	0.7	0.19	7.5	<1	<1	12-12-18	Glen Lyon Restaurant	0.8	0.17	7.8	<1	<1
11-13-18	Airport Inn	0.6	0.14	7.5	<1	<1	12-12-18	Airport Inn	0.5	0.20	7.5	<1	<1
11-20-18	Peel St Liftstation	0.7	0.22	7.5	<1	<1	12-04-18	Peel St Liftstation	0.7	0.12	7.5	<1	<1
11-20-18	B.C. Ferry	0.7	0.16	7.4	<1	<1	12-12-18	B.C. Ferry	0.7	0.23	7.6	<1	<1
Sample Date	Sample Location	Free Chlorine (mg/L)	Turbidity (NTU)	pH	Total Coliform CFU/100ml	E.Coli CFU/100ml	Sample Date	Sample Location	Free Chlorine (mg/L)	Turbidity (NTU)	pH	Total Coliform CFU/100ml	E.Coli CFU/100ml
11-20-18	Tsukuate River (Untreated)		0.41	6.8			12-12-18	Tsukuate River (Untreated)		1.05	6.6		

Exova
#104, 19575-55 A Ave.
Surrey, British Columbia
V3S 8P8, Canada

Exova

Bill To: District of Port Hardy
Box 68
Port Hardy, BC, Canada
V0N 2P0
Attn: Accounts Payable
Sampled By: Justin Reusch
Company: District of Port Hardy

Project ID: WP Quarterly
Project Name:
Project Location:
LSD:
P.O.:
Proj. Acct. code:

Lot ID: **1248505**
Control Number:
Date Received: Jan 11, 2018
Date Reported: Jan 19, 2018
Report Number: 2256494

		Reference Number	1248505-1	1248505-2		
		Sample Date	Jan 10, 2018	Jan 10, 2018		
		Sample Time	11:30	12:00		
		Sample Location				
		Sample Description	DPH / WTP Reservoir / 7.0°C	DPH / Chatham Ave. / 7.0°C		
		Matrix	Water	Water		
Analyte		Units	Results	Results	Results	Nominal Detection Limit
Trihalomethanes Screen - Water						
Chloroform		mg/L	0.025	0.037		0.001
Bromodichloromethane		mg/L	<0.001	0.001		0.001
Dibromochloromethane		mg/L	<0.001	<0.001		0.001
Bromoform		mg/L	<0.001	<0.001		0.001
Total Trihalomethanes		mg/L	0.025	0.038		0.001
Trihalomethanes - Surrogate Recovery						
Dibromofluoromethane	EPA Surrogate	%	105	108		50-140
Toluene-d8	EPA Surrogate	%	102	103		50-140
Bromofluorobenzene	EPA Surrogate	%	98	94		50-140
Haloacetic Acids - Water						
Monochloroacetic Acid		µg/L	<2.0	<2.0		2.0
Monobromoacetic Acid		µg/L	<2.0	<2.0		2.0
Dichloroacetic Acid		µg/L	11.0	13.0		2.0
Bromochloroacetic Acid		µg/L	<2.0	<2.0		2.0
Dibromoacetic Acid		µg/L	<2.0	<2.0		2.0
Trichloroacetic Acid		µg/L	21.3	20.0		2.0
Total Haloacetic Acids (HAA6)		µg/L	32.3	33.0		2.0

Approved by:

Randy Neumann, BSc
Vice President

Data have been validated by Analytical Quality Control and Exova's integrated Data Validation System (IDVS).

Generation and distribution of the report, and approval by the digitized signature above, are performed through a secure and controlled automatic process.

Exova
#104, 19575-55 A Ave.
Surrey, British Columbia
V3S 8P8, Canada

T: +1 (604) 514-3322
F: +1 (604) 514-3323
E: Surrey@exova.com
W: www.exova.com

Page 1 of 3



Analytical Report

Bill To: District of Port Hardy Box 68 Port Hardy, BC, Canada V0N 2P0	Project ID: WTP Project Name: Project Location: LSD: P.O.: 2886 Proj. Acct. code:	Lot ID: 1263477 Control Number: Date Received: Apr 6, 2018 Date Reported: Apr 17, 2018 Report Number: 2276116
Attn: Accounts Payable Sampled By: Company: District of Port Hardy		

		Reference Number	1263477-1	1263477-2	
		Sample Date	Apr 05, 2018	Apr 05, 2018	
		Sample Time	NA	NA	
		Sample Location			
		Sample Description	DPH / WTP Reservoir / 6.9°C	DPH / Chatham Ave. / 6.9°C	
		Matrix	Water	Water	
Analyte	Units	Results	Results	Results	Nominal Detection Limit
Trihalomethanes Screen - Water					
Chloroform	mg/L	0.027	0.041		0.001
Bromodichloromethane	mg/L	0.001	0.002		0.001
Dibromochloromethane	mg/L	<0.001	<0.001		0.001
Bromoform	mg/L	<0.001	<0.001		0.001
Total Trihalomethanes	mg/L	0.028	0.043		0.001
Trihalomethanes - Surrogate Recovery					
Dibromofluoromethane	EPA Surrogate %	119	117		50-140
Toluene-d8	EPA Surrogate %	97	95		50-140
Bromofluorobenzene	EPA Surrogate %	101	95		50-140
Haloacetic Acids - Water					
Monochloroacetic Acid	µg/L	<2.0	<2.0		2.0
Monobromoacetic Acid	µg/L	<2.0	<2.0		2.0
Dichloroacetic Acid	µg/L	8.0	17.0		2.0
Bromochloroacetic Acid	µg/L	<2.0	<2.0		2.0
Dibromoacetic Acid	µg/L	<2.0	<2.0		2.0
Trichloroacetic Acid	µg/L	17.0	34.0		2.0
Total Haloacetic Acids (HAA8)	µg/L	25.0	51.0		2.0

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Exova
#104, 19575-55 A Ave.
Surrey, British Columbia
V3S 8P8, Canada
T: +1 (604) 514-3322
F: +1 (604) 514-3323
E: Sumey@exova.com
W: www.exova.com

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Analytical Report

Bill To: District of Port Hardy	Project ID:	Lot ID: 1285168
Box 68	Project Name:	Control Number:
Port Hardy, BC, Canada	Project Location:	Date Received: Jul 17, 2018
VON 2P0	LSD:	Date Reported: Jul 25, 2018
Attn: Accounts Payable	P.O.:	Report Number: 2305813
Sampled By: R> Lefort	Proj. Acct. code:	
Company: District of Port Hardy		

	Reference Number	1285168-1	1285168-2		
	Sample Date	Jul 16, 2018	Jul 16, 2018		
	Sample Time	09:50	10:30		
	Sample Location				
	Sample Description	DPH / Reservoir / 5.8°C	DPH / Chatham Ave. / 5.8°C		
	Matrix	Water	Water		
Analyte	Units	Results	Results	Results	Nominal Detection Limit
Trihalomethanes Screen - Water					
Chloroform	mg/L	0.039	0.053		0.001
Bromodichloromethane	mg/L	0.003	0.003		0.001
Dibromochloromethane	mg/L	<0.001	<0.001		0.001
Bromoform	mg/L	<0.001	<0.001		0.001
Total Trihalomethanes	mg/L	0.042	0.056		0.001
Trihalomethanes - Surrogate Recovery					
Dibromofluoromethane	EPA Surrogate	%	113	118	50-140
Toluene-d8	EPA Surrogate	%	96	92	50-140
Bromofluorobenzene	EPA Surrogate	%	101	101	50-140
Haloacetic Acids - Water					
Monochloroacetic Acid	µg/L	<2.0	<2.0		2.0
Monobromoacetic Acid	µg/L	<2.0	<2.0		2.0
Dichloroacetic Acid	µg/L	16.0	20.2		2.0
Bromochloroacetic Acid	µg/L	<2.0	<2.0		2.0
Dibromoacetic Acid	µg/L	<2.0	<2.0		2.0
Trichloroacetic Acid	µg/L	12.5	20.8		2.0
Total Haloacetic Acids (HAA6)	µg/L	28.5	41.0		2.0

Approved by: 
Mathieu Simoneau
Operations Manager

Data have been validated by Analytical Quality Control and Exova's Integrated Data Validation System (IDVS).
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Analytical Report

Bill To: District of Port Hardy Box 68 Port Hardy, BC, Canada V0N 2P0 Attn: Accounts Payable Sampled By: Company: District of Port Hardy	Project ID: Project Name: Project Location: LSD: P.O.: 3354 Proj. Acct. code:	Lot ID: 1303153 Control Number: Date Received: Oct 4, 2018 Date Reported: Oct 16, 2018 Report Number: 2330261
--	--	--

		Reference Number	1303153-1	1303153-2	1303153-3
		Sample Date	Oct 03, 2018	Oct 03, 2018	Oct 03, 2018
		Sample Time	NA	NA	NA
		Sample Location	DPH / Reservoir / 8°C	DPH / Reservoir Dup. / 8°C	DPH / Chatham / 8°C
		Sample Description	DPH / Reservoir / 8°C	DPH / Reservoir Dup. / 8°C	DPH / Chatham / 8°C
		Matrix	Water	Water	Water
Analyte	Units	Results	Results	Results	Nominal Detection Limit
Trihalomethanes Screen - Water					
Chloroform	mg/L	0.026	0.024	0.051	0.001
Bromodichloromethane	mg/L	0.001	<0.001	0.002	0.001
Dibromochloromethane	mg/L	<0.001	<0.001	<0.001	0.001
Bromoform	mg/L	<0.001	<0.001	<0.001	0.001
Total Trihalomethanes	mg/L	0.027	0.024	0.053	0.001
Trihalomethanes - Surrogate Recovery					
Dibromofluoromethane EPA Surrogate	%	94	99	100	50-140
Toluene-d8 EPA Surrogate	%	92	87	93	50-140
Bromofluorobenzene EPA Surrogate	%	112	103	89	50-140
Haloacetic Acids - Water					
Monochloroacetic Acid	µg/L	<2.0	<2.0	<2.0	2.0
Monobromoacetic Acid	µg/L	<2.0	<2.0	<2.0	2.0
Dichloroacetic Acid	µg/L	17.9	17.8	20.6	2.0
Bromochloroacetic Acid	µg/L	<2.0	<2.0	<2.0	2.0
Dibromoacetic Acid	µg/L	<2.0	<2.0	<2.0	2.0
Trichloroacetic Acid	µg/L	21.5	21.4	43.1	2.0
Total Haloacetic Acids (HAA6)	µg/L	39.4	39.2	63.7	2.0

Exova
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 Surrey, British Columbia
 V3S 8P8, Canada
 T: +1 (604) 514-3322
 F: +1 (604) 514-3323
 E: Surrey@exova.com
 W: www.exova.com

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Analytical Report

Bill To: District of Port Hardy
 Box 68
 Port Hardy, BC, Canada
 V0N 2P0
 Attn: Accounts Payable
 Sampled By:
 Company: District of Port Hardy

Project ID:
 Project Name:
 Project Location:
 LSD:
 P.O.: 3354
 Proj. Acct. code:

Lot ID: **1303153**
 Control Number:
 Date Received: Oct 4, 2018
 Date Reported: Oct 16, 2018
 Report Number: 2330261

		Reference Number	1303153-4		
		Sample Date	Oct 03, 2018		
		Sample Time	NA		
		Sample Location	DPH / Chatham		
		Sample Description	Dup... / 8°C		
		Matrix	Water		
Analyte	Units	Results	Results	Results	Nominal Detection Limit
Trihalomethanes Screen - Water					
Chloroform	mg/L	0.057			0.001
Bromodichloromethane	mg/L	0.002			0.001
Dibromochloromethane	mg/L	<0.001			0.001
Bromoform	mg/L	<0.001			0.001
Total Trihalomethanes	mg/L	0.059			0.001
Trihalomethanes - Surrogate Recovery					
Dibromofluoromethane	EPA Surrogate %	110			50-140
Toluene-d8	EPA Surrogate %	93			50-140
Bromofluorobenzene	EPA Surrogate %	90			50-140
Haloacetic Acids - Water					
Monochloroacetic Acid	µg/L	<2.0			2.0
Monobromoacetic Acid	µg/L	<2.0			2.0
Dichloroacetic Acid	µg/L	20.9			2.0
Bromochloroacetic Acid	µg/L	<2.0			2.0
Dibromoacetic Acid	µg/L	<2.0			2.0
Trichloroacetic Acid	µg/L	45.5			2.0
Total Haloacetic Acids (HAA6)	µg/L	66.4			2.0

Approved by:

Matthew Norman, BSc, PChem
 Operations Chemist

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ADDITIONAL SAMPLING RESULTS

External Lab Results after Line Break on Beaver Harbour Road



Maxxam Job #: 8809043
Report Date: 2018/02/07

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DISTRICT OF PORT HARDY
Your P.O. #: 1936

MICROBIOLOGY (WATER)

Maxxam ID			SX6203	SX6204	
Sampling Date			2018/02/05 09:20	2018/02/05 09:40	
COC Number			G124325	G124325	
	UNITS	MAC	FORT RUPERT SCHOOL	CHATHAM AVE	QC Batch
Microbiological Param.					
Total Coliforms (QT)	MPN/100mL	0	0	0	8905104
E. coli (QT)	MPN/100mL	0	0	0	8905104
No Fill	No Exceedance				
Grey	Exceeds 1 criteria policy/level				
Black	Exceeds both criteria/levels				



Maxxam Job #: 8809746
Report Date: 2018/02/09

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DISTRICT OF PORT HARDY
Your P.O. #: 1936

MICROBIOLOGY (DRINKING WATER)

Maxxam ID			SX9692	SX9693	
Sampling Date			2018/02/07 11:15	2018/02/07 11:00	
COC Number			G124875	G124875	
	UNITS	MAC	F.R. SCHOOL	CHATHAM	QC Batch
Microbiological Param.					
Total Coliforms (QT)	MPN/100mL	0	0	0	8907370
E. coli (QT)	MPN/100mL	0	0	0	8907370
No Fill	No Exceedance				
Grey	Exceeds 1 criteria policy/level				
Black	Exceeds both criteria/levels				

External Lab Results after Air Valve Repair March 27th, 2018



Maxxam Job #: B823296
Report Date: 2018/04/02

Success Through Science®

DISTRICT OF PORT HARDY
Your P.O. #: 1936

MICROBIOLOGY (DRINKING WATER)

Maxxam ID			TE5982	TE5983	TE5984	TE5985	TE5986	
Sampling Date			2018/03/29	2018/03/29	2018/03/29	2018/03/29	2018/03/29	
			12:00	12:00	12:00	12:00	12:00	
COC Number			135873	135873	135873	135873	135873	
	UNITS	MAC	CHATHAM	PEEL ST	AWWTP	KT K	PIONEER	QC Batch
Microbiological Param.								
Total Coliforms	CFU/100mL	0	0	0	0	0	0	8949448
E. coli	CFU/100mL	0	0	0	0	0	0	8949448
No Fill	No Exceedance							
Grey	Exceeds 1 criteria policy/level							
Black	Exceeds both criteria/levels							

RESERVOIR #1 EXTERNAL LABORATORY WATER QUALITY RESULTS



Maxxam Job #: B844045
Report Date: 2018/06/08

Success Through Science®

DISTRICT OF PORT HARDY
Your P.O. #: 1936

MICROBIOLOGY (WATER)

Maxxam ID			TO7062	
Sampling Date			2018/06/05	
			11:30	
COC Number			G135941	
	UNITS	MAC	RESERVOIR #1	QC Batch
Microbiological Param.				
Total Coliforms (QT)	MPN/100mL	0	0	9017171
E. coli (QT)	MPN/100mL	0	0	9017171
No Fill	No Exceedance			
Grey	Exceeds 1 criteria policy/level			
Black	Exceeds both criteria/levels			



Maxxam Job #: 8845195
Report Date: 2018/06/14

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DISTRICT OF PORT HARDY
Your P.O. #: 1936

MICROBIOLOGY (DRINKING WATER)

Maxxam ID			TP2756	
Sampling Date			2018/06/07 11:50	
COC Number			135942	
	UNITS	MAC	RESERVOIR 1	QC Batch
Microbiological Param.				
Total Coliforms	CFU/100mL	0	0	9020660
E. coli	CFU/100mL	0	0	9020660
No Fill	No Exceedance			
Grey	Exceeds 1 criteria policy/level			
Black	Exceeds both criteria/levels			

Note: Tests sent out on June 6th were too long in transit, arrived over temperature and could not be tested.

NEW WATERMAIN DISINFECTION EXTERNAL LABORATORY WATER QUALITY RESULTS



Success Through Science®

Maxxam Job #: B846401
Report Date: 2018/06/15

STANTEC CONSULTING LTD
Client Project #: 111720046
Site Location: PORT HARDY WATERMAIN REPLACEMENT

MICROBIOLOGY (WATER)

Maxxam ID			TP9938	TP9939	TP9940	
Sampling Date			2018/06/11 14:30	2018/06/11 14:22	2018/06/11 14:20	
COC Number			W1161897	W1161897	W1161897	
	UNITS	MAC	3500 BYNG RD FLUSH OUT - TAP	3000 BYNG RD FLUSH OUT L- TAP	3500 HYDRANT F.R. / BYNG - TAP	QC Batch
Microbiological Param.						
Total Coliforms (QT)	MPN/100mL	0	0	0	0	9024174
E. coli (QT)	MPN/100mL	0	0	0	0	9024174
No Fill	No Exceedance					
Grey	Exceeds 1 criteria policy/level					
Black	Exceeds both criteria/levels					
Maxxam ID			TP9941	TP9942	TP9948	
Sampling Date			2018/06/11 14:25	2018/06/11 14:13	2018/06/11 14:10	
COC Number			W1161897	W1161897	W116898	
	UNITS	MAC	FORT RUPERT SOURCE - TAP	3000 F.R. RES. FLUSH OUT - TAP	3500 F.R. RES FLUSH OUT - TAP	QC Batch
Microbiological Param.						
Total Coliforms (QT)	MPN/100mL	0	0	0	0	9024174
E. coli (QT)	MPN/100mL	0	0	0	0	9024174
No Fill	No Exceedance					
Grey	Exceeds 1 criteria policy/level					
Black	Exceeds both criteria/levels					
Maxxam ID			TP9949	TP9950	TP9951	
Sampling Date			2018/06/11 18:35	2018/06/11 18:27	2018/06/11 18:26	
COC Number			W116898	W116898	W116898	
	UNITS	MAC	BEAVER H. BYNG FLUSH OUT - TAP	BEAVER H. PEEL - TAP	BEAVER H. TSAKIS - TAP	QC Batch
Microbiological Param.						
Total Coliforms (QT)	MPN/100mL	0	0	0	0	9024174
E. coli (QT)	MPN/100mL	0	0	0	0	9024174
No Fill	No Exceedance					
Grey	Exceeds 1 criteria policy/level					
Black	Exceeds both criteria/levels					

Maxxam Job #: 8846401
Report Date: 2018/06/15

STANTEC CONSULTING LTD
Client Project #: 111720046
Site Location: PORT HARDY WATERMAIN REPLACEMENT

MICROBIOLOGY (WATER)

Maxxam ID			TP9952	TP9953	TP9954	
Sampling Date			2018/06/11 18:21	2018/06/11 18:41	2018/06/11 18:40	
COC Number			WI16898	WI16910	WI16910	
	UNITS	MAC	BEAVER H. N. LIMIT FLUSH OUT - TAP	BEAVER H SE LIMIT - TAP	BEAVER H. SOURCE - TAP	QC Batch
Microbiological Param.						
Total Coliforms (QT)	MPN/100mL	0	0	0	0	9024174
E. coli (QT)	MPN/100mL	0	0	0	0	9024174
No Fill	No Exceedance					
Grey	Exceeds 1 criteria policy/level					
Black	Exceeds both criteria/levels					

Maxxam Job #: 8846409
Report Date: 2018/06/15

STANTEC CONSULTING LTD
Client Project #: 111720046
Site Location: PORT HARDY WATERMAIN REPLACEMENT

MICROBIOLOGY (WATER)

Maxxam ID			TP9970	TP9971	TP9972	
Sampling Date			2018/06/12 13:11	2018/06/12 13:01	2018/06/12 12:57	
COC Number			WI16899	WI16899	WI16899	
	UNITS	MAC	3500 BYNG RD FLUSH OUT - TAP	3000 BYNG RD FLUSH OUT - TAP	3500 HYDRANT F.R. / BYNG - TAP	QC Batch
Microbiological Param.						
Total Coliforms (QT)	MPN/100mL	0	0	0	0	9024174
E. coli (QT)	MPN/100mL	0	0	0	0	9024174
No Fill	No Exceedance					
Grey	Exceeds 1 criteria policy/level					
Black	Exceeds both criteria/levels					
Maxxam ID			TP9973	TP9974	TP9980	
Sampling Date			2018/06/12 12:48	2018/06/12 12:50	2018/06/12 13:35	
COC Number			WI16899	WI16899	WI16900	
	UNITS	MAC	3000 F.R. RES FLUSH OUT - TAP	3500 F.R. RES FLUSH OUT - TAP	BEAVER H. BYNG FLUSH OUT - TAP	QC Batch
Microbiological Param.						
Total Coliforms (QT)	MPN/100mL	0	0	0	0	9024174
E. coli (QT)	MPN/100mL	0	0	0	0	9024174
No Fill	No Exceedance					
Grey	Exceeds 1 criteria policy/level					
Black	Exceeds both criteria/levels					
Maxxam ID			TP9981	TP9982	TP9983	
Sampling Date			2018/06/12 13:42	2018/06/12 13:46	2018/06/12 13:52	
COC Number			WI16900	WI16900	WI16900	
	UNITS	MAC	BEAVER H. PEEL - TAP	BEAVER H. TSAKIS - TAP	BEAVER H. N. LIMIT FLUSH OUT - TAP	QC Batch
Microbiological Param.						
Total Coliforms (QT)	MPN/100mL	0	0	0	0	9024174
E. coli (QT)	MPN/100mL	0	0	0	0	9024174
No Fill	No Exceedance					
Grey	Exceeds 1 criteria policy/level					
Black	Exceeds both criteria/levels					



Maxxam Job #: B846409
Report Date: 2018/06/15

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STANTEC CONSULTING LTD
Client Project #: 111720046
Site Location: PORT HARDY WATERMAIN REPLACEMENT

MICROBIOLOGY (WATER)

Maxxam ID			TP9984	
Sampling Date			2018/06/12 13:18	
COC Number			WI16900	
	UNITS	MAC	BEAVER H. SE. LIMIT - TAP	QC Batch
Microbiological Param.				
Total Coliforms (QT)	MPN/100mL	0	0	9024174
E. coli (QT)	MPN/100mL	0	0	9024174
No Fill	No Exceedance			
Grey	Exceeds 1 criteria policy/level			
Black	Exceeds both criteria/levels			

BYNG ROAD AND BEAVER HARBOUR ROAD NEW WATERMAIN CONNECTION - JUNE 21ST



Maxxam Job #: 8850383
Report Date: 2018/06/25

Success Through Science®

DISTRICT OF PORT HARDY
Your P.O. #: 1936

MICROBIOLOGY (WATER)

Maxxam ID			TS1658	TS1659	
Sampling Date			2018/06/22 09:55	2018/06/22 10:10	
COC Number			G135951	G135951	
	UNITS	MAC	API	BUDGET	QC Batch
Microbiological Param.					
Total Coliforms (QT)	MPN/100mL	0	0	0	9037335
E. coli (QT)	MPN/100mL	0	0	0	9037335
No Fill	No Exceedance				
Grey	Exceeds 1 criteria policy/level				
Black	Exceeds both criteria/levels				

BEAVER HARBOUR ROAD AND STOREY'S BEACH ROAD NEW WATERMAIN CONNECTION - JUNE 24TH



Maxxam Job #: 8851245
Report Date: 2018/06/27

Success Through Science®

DISTRICT OF PORT HARDY
Your P.O. #: 1936

MICROBIOLOGY (WATER)

Maxxam ID			TS6133	TS6134	
Sampling Date			2018/06/25 09:40	2018/06/25 10:00	
COC Number			G135962	G135962	
	UNITS	MAC	BEACH SANI DUMP	CHATHAM AVE.	QC Batch
Microbiological Param.					
Total Coliforms (QT)	MPN/100mL	0	0	0	9041801
E. coli (QT)	MPN/100mL	0	0	0	9041801
No Fill	No Exceedance				
Grey	Exceeds 1 criteria policy/level				
Black	Exceeds both criteria/levels				

Appendix II

• • • • •

Wastewater Treatment Plants & Collection System





District of Port Hardy



Tsulquate Wastewater System Operations Annual Report 2018

Operational Certificate Number ME-00385

District of Port Hardy Tsulquate Wastewater Operations Report
Annual Report 2018

PLANT SUMMARY

The Tsulquate Wastewater Treatment Plant (TWWTP), originally built in 1972, services the majority of the population of Port Hardy, and has historically operated under permit PE-385. The discharge from this facility is sent into Hardy Bay. There are eight lift stations located in the TWWTP collection system. The plant underwent a major upgrade in 2007 which included the addition of two sequential batch reactors, a new headworks and ultraviolet disinfection (UV). The permit was also updated into a more stringent Operational Certificate (ME-00385).

The collection system is comprised of seven liftstations feeding into the Tsulquate plant. Of these seven liftstations, two currently have emergency standby generators in the event of a power outage. A tow behind generator is used when needed.

PLANT AND OPERATOR CLASSIFICATION

The Tsulquate Wastewater Treatment plant is a Class III. Operators have met the level of certification of the plants.

Operator	Title	Certification
Joe Jewell	Utilities Supervisor	WT IV, WWT II, WD III, WWC I
Justin Reusch	Chief Operator	WT III, WD II, WWT II
Roland LeFort	Operator	WWT III, WT III
Cory Henschke	Operator	WWT I, WD II
Robert Cousins	Operator	WWT I, WT I

OPERATIONS SUMMARY AND HIGHLIGHTS

- The Tsulquate wastewater plant continued to produce effluent within the parameters of the permit
- The annual average daily flow was 2119 m³/day
- The majority of the UV disinfection bulbs were replaced in November and December this year as part of scheduled O&M
- Exterior building electrical plugs were replaced this fall after several had failed at the Tsulquate Plant
- The annual receiving waters monitoring testing was performed in August. Effluent quality was within normal parameters
- An LC50 test was also performed on the effluent with a 100% survival rate
- A Sewer Manhole Survey was conducted by our Utilities group to determine the condition of each manhole and to prioritize where structural maintenance and flushing is needed. In all, over 200 manholes inspections were completed
- A sewage forcemain break was found and repaired on the Hardy Bay. Divers were hired to make repairs
- Three of the sewage liftstations are scheduled to receive permanent standby emergency power generators. Control kiosks that encompass the new transfer switch gear will also be installed. Completion of the project will be early 2019
- Sewer flusher truck training was provided for all operators in November. Operators were able to receive Continuing Education Units (CEUs) for this training
- A sewer flushing program is ongoing with focus on areas with high grease deposits as identified by our Sewer Manhole Survey
- An electrical engineer has been solicited to troubleshoot and prepare a plan to replace some failing electrical equipment at the wastewater treatment plant. This work is planned to be done as a capital project in 2019
- Many power outages have occurred in the fall of 2018. The Tsulquate wastewater treatment plant has an emergency generator capable of running the entire system. Quality of the effluent is not compromised

District of Port Hardy Tsulquate Wastewater Operations Report
Annual Report 2018

LAB DATA

Tsulquate Wastewater Plant Compliance Testing						
385 2018 Q4 WQ DATA						
Month	pH	Total Suspended Solids (TSS) mg/L	Carbonaceous Biochemical Oxygen Demand (CBOD ₅) mg/L	Fecal Coliforms	Flow (m ³)	
	Weekly 6.0 - 9.0	Weekly <= 45 mg/l	Weekly <= 45 mg/l	CFU/100 mL Geometric AVG	Annual Average 2870 m ³	Maximum 11,200 m ³ /day
January	7.9	8	<5			
	7.7	7	<5			
	8.0	9	<5			
	7.9	9	<5			
February	8.0	10	<5	118	2282	4541
	7.7	4	<5			
	7.8	8	<5			
	6.6	4	4			
March	6.8	4	4	46	2139	3506
	7.2	6	<5			
	7.8	7	<5			
	7.7	<4	<5			
	7.6	5	<5	41	1862	4007
April	6.9	<4	<5			
	7.9	6	<5			
	6.8	4	<5			
	7.7	6	<5	12	1972	2467
May	6.8	12	<5			
	7.8	3	<5			
	7.8	7	<5			
	7.6	2	<5			
	7.7	3	<5	9	1586	2101
June	7.8	6	<5			
	7.6	6	5			
	7.8	5	<5			
	7.4	5	<5	44	1746	2066
July	7.6	5	<5			
	7.7	4	<5			
	7.6	4	<5			
	7.1	<5	8			
	7.4	<2	<5	13	1979	2277
August	7.3	3	<5			
	7.4	9	<5			
	7.4	6	7			
	7.4	3	<2	9	1920	2443
September	7.5	5	<2			
	7.2	5	<2			
	7.2	5	<2			
	7.7	7	<2	70	2162	3274
October	7.5	10	<2			
	7.5	12	2			
	7.6	7	<5			
	7.2	4	<5			
	7.9	13	<5	54	2187	4428
November	6.7	8	<6			
	7.6	11	<5			
	7.4	6	<5			
	7.9	15	8	66	2665	5061
December	8.3	19	12			
	7.8	16	11			
	7.8	16	<5			
	7.5	6	<5	20	2922	6634
Annual Average Daily Flow					2118.5	m ³

* Note: The average daily rate of discharge based on annual average shall be less than 2,870 m3/day

**Note: The maximum authorized rate of discharge is 11,200 m3/day



District of Port Hardy



Airport Wastewater Operations Report Annual Report 2018

Operational Certificate Number ME-105299

District of Port Hardy Airport Wastewater Operations Report
Annual Report 2018

PLANT SUMMARY

The Airport Wastewater Treatment Plant (AWWTP), built in 1975, is located adjacent to the Transport Canada Airport facility and operates under permit ME-105299. Its effluent is discharged into the Queen Charlotte Strait. There are three lift stations located in the AWWTP collection system; Fort Rupert School, Fort Rupert Village and Peel Street.

PLANT AND OPERATOR CLASSIFICATION

The Tsulquate Wastewater Treatment plant is a Class III. Operators have met the level of certification of the plants.

Operator	Title	Certification
Joe Jewell	Utilities Supervisor	WT IV, WWT II, WD III, WWC I
Justin Reusch	Chief Operator	WT III, WD II, WWT II
Roland LeFort	Operator	WWT III, WTI II
Cory Henschke	Operator	WWT I, WD II
Robert Cousins	Operator	WWT I, WT I

OPERATIONS SUMMARY AND HIGHLIGHTS

- The Airport wastewater plant continued to produce effluent within the parameters of the permit
- The annual average flow was 552 m³/day with a maximum flow of 960 m³ recorded in January during a storm event
- The headworks screening unit has been problematic requiring a complete teardown and repair due to rocks entering the sanitary system. The screen has been functioning well in the last part of the year
- The air header was repaired in many spots this year
- A new emergency generator transfer switch has been installed as part of the 2018 capital project program. The commissioning is now complete
- Receiving waters monitoring and an dive of the outfall pipe were conducted in August as per our the requirements of the Operating Certificate. The receiving waters testing results were found to be within expected parameters
- An LC50 test was also performed in August on the effluent with a 100% survival rate
- The dive found that there was a small leak in the outfall pipe. The District was not made aware of the issue for 10 weeks after the fact. The issue was reported through the Non-Compliance e-mail address to the Ministry of Environment and repairs are being scheduled for 2019

District of Port Hardy Airport Wastewater Operations Report
Annual Report 2018

LAB DATA

District of Port Hardy Airport Wastewater Plant Compliance Testing														
105299 - 2018 AnnRpt WQ DATA														
Month	Flow (m ³)		pH 6.0 - 9.0		Total Suspended Solids (TSS) mg/L ≤ 45 mg/L		Carbonaceous Biochemical Oxygen Demand (CBOD ₅) mg/L ≤ 45 mg/L		Fecal Coliforms CFU/100 mL		Enterococcus CFU/100 mL		Total Ammonia mg/L	
	Average	Maximum 1254 m ³ /day	First	Duplicate	First	Duplicate	First	Duplicate	First	Duplicate	First	Duplicate	First	Duplicate
January	744	960	6.6	6.6	29	20	12.0	5.0					3.80	3.80
February	722	848	6.6	6.7	18	17	9.0	5.0	21000	26000	11000	10000		
March	726	911	6.8	6.6	30	18	9.0	4.3						
April	612	772	7.1	7.1	17	21	<5	6	12000	8900	2300	2900	0.07	0.12
May	552	655	6.7	6.7	15	12	<6	<6						
June	544	688	6.8	6.7	26	20	6	14	45000	27000	1800	2900		
July	395	568	7.4	7.4	7	7	<5	<5						
August	373	432	6.8	6.7	14	14	<5	<5	20000	16000	1200	1100	<0.0005	<0.0005
September	439	578	7.2	7.2	16	15	3.8	3.4						
October	515	799	6.9	7.0	28	28	7.8	6.5	4400	3100	280	220		
November	612	926	6.7	6.7	15	20	7	6					<0.005	<0.005
December	650	890	7.3	7.0	30	29	6	6	3800	4700	1100	1200		

Appendix III

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Audited Financial Statements



District of Port Hardy

Consolidated Financial Statements

December 31, 2018



District of Port Hardy

December 31, 2018

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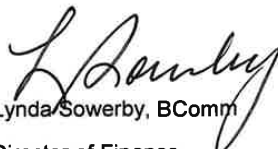
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The accompanying consolidated financial statements are the responsibility of management. To ensure their integrity, objectivity and reliability, the statements have been prepared in accordance with the recommendations of the Public Sector Accounting Board, which are generally accepted accounting principles for British Columbia municipalities and are outlined in Note 1 to the Consolidated Statements. Some amounts on these statements are based on management's best estimates and careful judgment.

Management maintains a system of internal accounting controls to provide reasonable assurance that assets are safeguarded and that transactions are authorized, recorded and reported properly.

Council is responsible for ensuring that management fulfils its responsibilities for financial reporting and internal control and exercises this responsibility through the Council. The Council reviews external Audited Financial Statements annually.

The external auditors, MNP LLP, are appointed by Council to conduct an independent examination in accordance with Canadian auditing standards, and express their opinion on the consolidated financial statements. The external auditors have full and free access to financial records and management of the District of Port Hardy.



Lynda Sowerby, BComm
Director of Finance

Independent Auditor's Report

To the Mayor and Council of the District of Port Hardy:

Opinion

We have audited the consolidated financial statements of the District of Port Hardy (the "District"), which comprise the consolidated statement of financial position as at December 31, 2018, and the consolidated statements of operations and accumulated surplus, changes in net financial assets and cash flows for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the consolidated financial position of the District as at December 31, 2018, and the results of its consolidated operations and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Consolidated Financial Statements section of our report. We are independent of the District in accordance with the ethical requirements that are relevant to our audit of the consolidated financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of the consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is responsible for assessing the District's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the District or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the District's financial reporting process.

Auditor's Responsibilities for the Audit of the Consolidated Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the District's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the District to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the District to express an opinion on the consolidated financial statements. We are responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Nanaimo, British Columbia

April 23, 2019

MNP LLP

Chartered Professional Accountants




District of Port Hardy

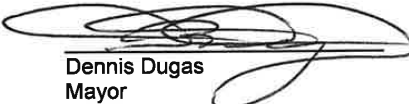
Consolidated Statement of Financial Position
As At December 31, 2018

	2018	2017
Financial Assets		
Cash and cash equivalents (Note 2)	\$ 5,132,160	\$ 7,394,802
Accounts receivable (Note 3)	2,445,940	1,686,249
Investment in Government business enterprises (Note 15)	81,497	48,340
Tax sale properties	108,882	9,590
Land held for resale	506	506
	<u>7,778,985</u>	<u>9,139,487</u>
Financial Liabilities		
Accounts payable and other liabilities (Note 4)	970,139	1,503,045
Deposits	35,500	39,100
Deferred revenue (Note 5)	514,572	882,217
Capital borrowing (Note 17)	1,295,833	1,164,175
	<u>2,816,044</u>	<u>3,588,537</u>
Net Financial Assets	<u>4,962,941</u>	<u>5,550,950</u>
Tangible capital assets (Note 7)	43,144,918	39,149,007
Inventory	168,945	152,644
Prepays	56,626	32,202
	<u>43,370,489</u>	<u>39,333,853</u>
Accumulated Surplus (Schedule 3)	<u>\$ 48,333,430</u>	<u>\$ 44,884,803</u>

Commitments and contingencies (Note 13)

Approved by:


Lynda Sowerby, BComm
Director of Finance


Dennis Dugas
Mayor

The accompanying notes are an integral part of these consolidated financial statements.

District of Port Hardy

Consolidated Statement of Operations and Accumulated Surplus For the Year Ended December 31, 2018

	2018	2018 Budget (Note 9)	2017
Revenue			
Taxes	\$ 2,928,702	\$ 2,909,562	\$ 2,756,671
Payments in lieu of taxes	169,921	179,128	175,980
Sale of services	3,755,366	3,650,491	3,573,337
Other revenue	444,859	291,928	838,983
Income from investment in Government business enterprises (Note 15)	33,157	-	734,261
Government transfers	4,251,708	13,428,425	1,827,596
	<u>11,583,713</u>	<u>20,459,534</u>	<u>9,906,828</u>
Expenses			
General government services	1,081,539	1,149,359	1,008,437
Transportation services	1,837,367	2,030,344	1,853,171
Protective services	643,869	624,572	518,033
Environmental health services	272,302	284,359	248,738
Recreation and culture	1,442,673	1,477,986	1,461,725
Community development	194,240	202,376	177,987
Water	1,393,514	1,521,480	1,355,641
Sewer	1,269,582	1,377,900	1,338,675
	<u>8,135,086</u>	<u>8,668,376</u>	<u>7,962,407</u>
Annual surplus	3,448,627	11,791,158	1,944,421
Accumulated surplus, beginning of year	44,884,803	44,884,803	42,940,382
Accumulated surplus, end of year	<u>\$ 48,333,430</u>	<u>\$ 56,675,961</u>	<u>\$ 44,884,803</u>

The accompanying notes are an integral part of these consolidated financial statements.

District of Port Hardy

Consolidated Statement of Changes in Net Financial Assets As At December 31, 2018

	2018	2018 Budget (Note 9)	2017
Annual surplus	\$ 3,448,627	\$11,791,158	\$ 1,944,421
Acquisition of tangible capital assets	(6,037,381)	(19,709,700)	(3,350,174)
Amortization	2,041,470	1,870,000	1,869,979
Gain on disposal of tangible capital assets	-	-	(332,748)
Proceeds on sale of tangible capital assets	-	-	468,218
	(3,995,911)	(17,839,700)	(1,344,725)
Use (Acquisition) of supplies inventory	(16,301)	-	8,388
Use (Acquisition) of prepaid expense	(24,424)	-	20,645
	(40,725)	-	29,033
Change in net financial assets	(588,009)	(6,048,542)	628,729
Net financial assets, beginning of year	5,550,950	5,550,950	4,922,221
Net financial assets (debt), end of year	\$ 4,962,941	\$ (497,592)	\$ 5,550,950

The accompanying notes are an integral part of these consolidated financial statements.

District of Port Hardy

Consolidated Statement of Changes in Net Financial Assets As At December 31, 2018

	2018	2017
Cash Provided By (Used In)		
Operating Activities		
Annual surplus	\$ 3,448,627	\$ 1,944,421
Increase (Decrease) in Non Financial Assets		
Amortization	2,041,470	1,869,979
Gain on disposal of assets	-	(332,748)
Change in inventory	(16,301)	8,388
Change in prepaids	(24,424)	20,645
	<u>5,449,372</u>	<u>3,510,685</u>
(Increase) Decrease in Financial Assets and Liabilities		
Change in accounts receivable	(769,691)	(8,790)
Change in investment in Government business enterprises	(33,157)	39,045
Change in tax sale properties	(99,292)	9,320
Change in accounts payable	(532,906)	833,895
Change in tax sale deposits	(3,600)	(3,521)
Change in performance deposits and bonds	-	17,450
Change in deferred revenue	(367,645)	627,526
Actuarial adjustment on debt	-	(70,516)
	<u>3,643,081</u>	<u>1,950,348</u>
Cash provided by operating transactions		
Capital Activities		
Acquisition of tangible capital assets	(6,037,381)	(3,350,174)
Proceeds on sale of tangible capital assets	-	468,218
	<u>(6,037,381)</u>	<u>(2,881,956)</u>
Financing Activities		
Capital borrowing repaid	(128,271)	(340,669)
Debenture debt repaid	-	(166,582)
Capital borrowing draws	259,929	-
	<u>131,658</u>	<u>865,156</u>
Net increase (decrease) in cash and cash equivalents	(2,262,642)	2,938,294
Cash and cash equivalents at beginning of period	7,394,802	4,456,508
Cash and cash equivalents at end of period	<u>\$ 5,132,160</u>	<u>\$ 7,394,802</u>

The accompanying notes are an integral part of these consolidated financial statements.

District of Port Hardy

Notes to the Consolidated Financial Statements For the Year Ended December 31, 2018

The District of Port Hardy was incorporated in 1966 under the provisions of the British Columbia Municipal Act. Its principal activities are the provision of local government services to the residents of the Municipality. These services include general government administration, bylaw enforcement, planning and land use, building inspection, fire protection, parks and recreation, water distribution and sewer collection, wastewater disposal, garbage and recycling services and road and street maintenance.

1. Significant Accounting Policies:

a) Basis of Presentation

The District of Port Hardy follows accounting principles accepted for British Columbia municipalities and applies these principles consistently. The consolidated financial statements have been prepared in accordance with Canadian public sector accounting standards as prescribed by the Public Sector Accounting Board (PSAB) of CPA Canada. The consolidated financial statements reflect the combined results and activities of the reporting entity which is comprised of the General, Water and Sewer, Operating, Capital and Reserve funds. Inter-fund transactions have been eliminated on consolidation.

b) Revenue Recognition

Sources of revenue are recorded on the accrual basis and include revenue in the period in which the transaction or events occurred. Taxation revenues are recognized at the time of issuing the property tax notices for the fiscal year. Sale of services and user fee revenues are recognized when the service or product is rendered by the District. Development contributions are recorded as contributed tangible capital assets at their fair value on the date of contribution. Amounts received from non-government sources in advance of services being rendered are recorded as deferred revenue until the obligations that led to the collection of funds has been discharged. The District recognizes a government transfer as revenue when the transfer is authorized and all eligibility criteria, if any, have been met. A government transfer with stipulations giving rise to an obligation that meets the definition of a liability is recognized as a liability. In such circumstances, the District recognizes revenue as the liability is settled. Transfers of non-depreciable assets are recognized in revenue when received or receivable. Other revenue is recorded when performance of services is complete, amounts are measurable, and collectibility is reasonably assured. Income from investment in Government business enterprises is recorded using the modified equity method, based on the District's portion of annual earnings from the government business enterprises for the year (see Note 15).

c) Cash and cash equivalents

Cash and cash equivalents comprise cash on hand, demand deposits and short-term highly liquid investments with original maturities of three months or less that are readily convertible into known amounts of cash and which are subject to an insignificant risk of changes in value.

d) Inventory

Inventory is valued at the lower of cost and net realizable value. Cost is determined by the weighted average method. Inventory for resale is recorded at lower of cost or net realizable value as a financial asset. Inventory of supplies is recorded at the lower of cost or net realizable value as a non-financial asset.

District of Port Hardy

Notes to the Consolidated Financial Statements
For the Year Ended December 31, 2018

1. Significant Accounting Policies (continued from previous page)

e) Leases

Leases, which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as leased tangible capital assets. All other leases are accounted for as operating leases and related payments are charged to expenses as incurred.

f) Financial Instruments

The District's financial instruments consist of cash and cash equivalents, accounts receivable, accounts payable and other liabilities, deposits, and capital borrowing. It is management's opinion that the District is not exposed to significant interest, currency or credit risk arising from these financial instruments, except as described in Note 3.

g) Accrued Employee Benefits

Accrued employee benefits include an allowance for sick leave, vacation and severance benefits. These benefits are based on obligations as determined by collective agreements and contractual arrangements. Allowances for sick leave and vacation entitlement are recorded in the year in which they are earned. Severance benefits are recorded in the year in which they are earned. For union employees, 1 week is earned for each year of employment, to a maximum of 10 or 12 weeks depending on the union. Non-union employees earn severance in accordance with individual contracts or the BC labour standards. The severance banks are then multiplied by 10% for senior management and 2% for all other employees to estimate the potential for the District paying out severance.

h) Use of Estimates

The preparation of consolidated financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and the reported amounts of revenues and expenses during the period. Significant areas requiring estimates include the determination of collectability of accounts receivable, accrued payroll liabilities, tangible capital assets and provisions for contingencies. Accounts receivable are stated after evaluation of their collectability. Amortization is based on the estimated useful lives of tangible capital assets. Accrued employee benefits liabilities are estimated based on the anticipated wage rate increases, time value of money and expected average length of employment of District staff. These estimates and assumptions are reviewed periodically and, as adjustments become necessary, they are reported in earnings in the periods in which they become known. Liabilities for contaminated sites are estimated based on the best information available regarding potential contaminated sites that the District of Port Hardy is responsible for. Actual results may differ from estimates.

District of Port Hardy

Notes to the Consolidated Financial Statements For the Year Ended December 31, 2018

1. Significant Accounting Policies (continued from previous page)

i) Tangible Capital Assets

Tangible capital assets are recorded at cost, net of disposals, write-downs and amortization. Tangible capital asset expenses exceeding the thresholds per major category are capitalized. The average useful life is applied straight line to calculate amortization. Amortization is taken at one-half of the calculated amount in the year of acquisition and/or disposal.

	Average Useful Life
Land	Indefinite
Land Improvements	10 - 40 years
Buildings	20 - 80 years
Equipment	3 - 25 years
Engineering Structures	
Roads	10 - 60 years
Water	8 - 100 years
Sewer	8 - 100 years

Carrying costs directly attributable to the acquisition, construction or development activity are capitalized to the point in time the asset is substantially complete and ready for use. Contributed tangible capital assets are recorded at their fair value on the date of contribution. Assets under construction are not amortized until the asset is in use.

j) Liability for Contaminated Sites

A liability for remediation of a contaminated site is recognized at the best estimate of the amount required to remediate the contaminated site when contamination exceeding an environmental standard exists, the District of Port Hardy is either directly responsible or accepts responsibility, it is expected that future economic benefits will be given up, and a reasonable estimate of the amount is determinable. The best estimate of the liability includes all costs directly attributable to remediation activities and is reduced by expected net recoveries based on information available as at December 31, 2018.

At each financial reporting date the District of Port Hardy reviews the carrying amount of the liability. Any revisions required to the amount previously recognized is accounted for in the period revisions are made. The District of Port Hardy continues to recognize the liability until it is settled or otherwise extinguished. Disbursements made to settle the liability are deducted from the reported liability when they are made. As at December 31, 2018 the District has not recorded any liability for contaminated sites as no such sites have been identified.

District of Port Hardy

Notes to the Consolidated Financial Statements For the Year Ended December 31, 2018

1. Significant Accounting Policies (continued from previous page)

k) Adoption of New Accounting Standards

PS 2200 Related Party Disclosures

Effective January 1, 2018, the District adopted the recommendations relating to *PS 2200 Related Party Disclosures*, as set out in the CPA Canada public sector accounting standards. Pursuant to the recommendations, the change was applied prospectively, and prior periods have not been restated.

This new section defines a related party and establishes disclosures required for related party transactions. Disclosure of Information about related party transactions and the relationships underlying them is required when they have occurred at a value different from that which would have been arrived at if the parties were unrelated, and they have, or could have, a material financial effect on the financial statements.

There was no material impact on the consolidated financial statements of adopting the new Section.

PS 3420 Inter-entity Transactions

Effective January 1, 2018, the District adopted the recommendations relating to *PS 3420 Inter-entity Transactions*, as set out in the CPA Canada public sector accounting standards. Pursuant to the recommendations, the change was applied prospectively, and prior periods have not been restated.

The new Section establishes standards on how to account for and report transactions between public sector entities that comprise a government's reporting entity from both a provider and recipient perspective. The main features of the new Section are:

- Under a policy of cost allocation, revenues and expenses are recognized on a gross basis.
- Transactions are measured at the carrying amount, except in specific circumstances.
- A recipient may choose to recognize unallocated costs for the provision of goods and services and measure them at the carrying amount, fair value or other amount dictated by policy, accountability structure or budget practice.
- The transfer of an asset or liability for nominal or no consideration is measured by the provider at the carrying amount and by the recipient at the carrying amount or fair value.
- Inter-entity transactions are considered in conjunction with PS 2200 Related Party Disclosures.

There was no material impact on the consolidated financial statements of adopting the new Section.

District of Port Hardy

Notes to the Consolidated Financial Statements For the Year Ended December 31, 2018

1. Significant Accounting Policies (continued from previous page)

k) Adoption of New Accounting Standards

PS 3210 Assets

Effective January 1, 2018, the District adopted the recommendations relating to PS 3210 *Assets*, as set out in the CPA Canada Public Sector Accounting Handbook. Pursuant to the recommendations, the change was applied prospectively, and prior periods have not been restated.

The new Section provides guidance for applying the definition of assets set out in PS 1000 Financial Statement Concepts. The main features of this standard are as follows:

- Assets are defined as economic resources controlled by a government as a result of past transactions or events and from which future economic benefits are expected to be obtained.
- Economic resources can arise from such events as agreements, contracts, other government's legislation, the government's own legislation, and voluntary contributions.
- The public is often the beneficiary of goods and services provided by a public sector entity. Such assets benefit public sector entities as they assist in achieving the entities primary objective of providing public goods and services.
- A public sector entity's ability to regulate an economic resource does not, in and of itself, constitute control of an asset, if the interest extends only to the regulatory use of the economic resource and does not include the ability to control access to future economic benefits.
- A public sector entity acting as a trustee on behalf of beneficiaries specified in an agreement or statute is merely administering the assets and does not control the assets, as future economic benefits flow to the beneficiaries.
- An economic resource may meet the definition of an asset, but would not be recognized if there is no appropriate basis for measurement and a reasonable estimate cannot be made, or if another Handbook Section prohibits its recognition. Information about assets not recognized should be disclosed in the notes.

There was no material impact on the consolidated financial statements of adopting the new Section.

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District of Port Hardy

Notes to the Consolidated Financial Statements For the Year Ended December 31, 2018

1. Significant Accounting Policies (continued from previous page)

k) Adoption of New Accounting Standards (continued from previous page)

PS 3320 Contingent Assets

Effective January 1, 2018, the District adopted the recommendations relating to PS 3320 *Contingent Assets*, as set out in the CPA Canada Public Sector Accounting Handbook. Pursuant to the recommendations, the change was applied prospectively, and prior periods have not been restated.

The new Section establishes disclosure standards on contingent assets. The main features of this standard are as follows:

- Contingent assets are possible assets arising from existing conditions or situations involving uncertainty. That uncertainty will ultimately be resolved when one or more future events not wholly within the public sector entity's control occurs or fails to occur. Resolution of the uncertainty will confirm the existence or non-existence of an asset.
- Passing legislation that has retroactive application after the financial statement date cannot create an existing condition or situation at the financial statement date.
- Elected or public sector officials announcing public sector intentions after the financial statement date cannot create an existing condition or situation at the financial statement date.
- Disclosures should include existence, nature, and extent of contingent assets, as well as the reason for any non-disclosure of extent, and the basis for any estimates of extent made.
- When a reasonable estimate can be made, disclosure should include a best estimate and a range of possible amounts (or a narrower range of more likely amounts), unless such a disclosure would have an adverse impact on the outcome.

There was no material impact on the consolidated financial statements of adopting the new Section.

PS 3380 Contractual Rights

Effective January 1, 2018, the District adopted the recommendations relating to PS 3380 *Contractual Rights*, as set out in the CPA Canada Public Sector Accounting Handbook. Pursuant to the recommendations, the change was applied prospectively, and prior periods have not been restated.

The new Section establishes disclosure standards on contractual rights, and does not include contractual rights to exchange assets where revenue does not arise. The main features of this Standard are as follows:

- Contractual rights are rights to economic resources arising from contracts or agreements that will result in both an asset and revenue in the future.
- Until a transaction or event occurs under a contract or agreement, an entity only has a contractual right to an economic resource. Once the entity has received an asset, it no longer has a contractual right.
- Contractual rights are distinct from contingent assets as there is no uncertainty related to the existence of the contractual right.
- Disclosures should include descriptions about nature, extent and timing.

There was no material impact on the consolidated financial statements of adopting the new Section.

District of Port Hardy

Notes to the Consolidated Financial Statements For the Year Ended December 31, 2018

2. Cash and Cash Equivalents

	2018	2017
Cash	\$ 389,791	\$ 331,545
Investments	4,742,369	7,063,257
	<u>\$ 5,132,160</u>	<u>\$ 7,394,802</u>

The above investments balance includes Municipal Finance Authority money market account and high interest savings account \$4,742,369 (2017 - \$7,063,257), carried at cost, which is also equal to market value.

3. Accounts Receivable

	2018	2017
Property taxes	\$ 973,969	\$ 661,731
Other Governments	354,124	387,898
Trade and other	1,489,583	997,702
	<u>2,817,676</u>	<u>2,047,331</u>
Less allowance for doubtful accounts	(361,736)	(361,082)
	<u>\$ 2,445,940</u>	<u>\$ 1,686,249</u>

Wharf receivables total \$282,676 (2017 - \$276,642). Of this amount \$248,532 (2017 - \$250,651) is 90 days overdue and has been recorded in allowance for doubtful accounts above. A total of \$93,677 (2017 - \$53,187) in taxes receivable has been recorded as doubtful and the remainder of doubtful accounts represents general accounts receivable.

4. Accounts Payable and Other Liabilities

	2018	2017
Other Governments	\$ 101,248	\$ 48,909
Accrued wages and benefits	298,700	291,492
Trade and other	570,191	1,162,644
	<u>\$ 970,139</u>	<u>\$ 1,503,045</u>

5. Deferred Revenue

	2018	2017
Prepaid taxes	\$ 73,259	\$ 46,374
Prepaid fees and charges	54,740	52,637
Other deferred revenue	386,573	783,206
	<u>\$ 514,572</u>	<u>\$ 882,217</u>

District of Port Hardy

Notes to the Consolidated Financial Statements For the Year Ended December 31, 2018

6. Federal Gas Tax Funds

Gas tax transfers are recorded as revenues when received. Unspent funds are included in Operating Funds Surplus (see Schedule 3).

	2018	2017
Opening balance of unspent funds	\$ 470,794	\$ 422,392
Add: Amount received during the year	232,222	223,926
Interest earned	11,298	4,598
Less: Amount spent on eligible projects	(29,978)	(180,122)
Closing balance of unspent funds	\$ 684,336	\$ 470,794

7. Tangible Capital Assets (Schedule 2)

	2018	2017
Land and Improvements	\$ 4,633,329	\$ 4,690,526
Buildings	4,384,549	3,945,626
Furniture and Equipment	4,246	5,789
Vehicles and Machinery	2,224,324	2,270,821
Computer Hardware and Software	34,949	46,634
Engineering Structures		
Roads	11,800,771	12,079,554
Water	10,661,743	6,597,185
Sewer	9,401,007	9,512,872
	\$ 43,144,918	\$ 39,149,007

Tangible capital assets include land under the District's roads, which is disclosed at a nominal amount. Art and historic treasures are displayed at various District facilities and consist of painting, historical photographs, sculptures, carvings and other cultural artifacts. These items have not been included in tangible capital assets due to the inability of estimating future benefits associated with such property.

District of Port Hardy

Notes to the Consolidated Financial Statements For the Year Ended December 31, 2018

8. Pension Liability

The District and its employees contribute to the Municipal Pension Plan, (a jointly trustee pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits provided are based on a formula. As at December 31, 2017 the plan has about 197,000 active members and approximately 95,000 retired members. Active members include approximately 39,000 contributors from the Local Governments.

Every three years an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent valuation for the Municipal Pension Plan as at December 31, 2015 indicated a \$2.224 billion funding surplus for basic pension benefits on a going concern basis. As a result of the 2015 basic account actuarial valuation surplus and pursuant to the joint trustee agreement, \$1.927 billion was transferred to the rate stabilization account and \$297 million of the surplus ensured the required contribution rates remained unchanged.

The District of Port Hardy paid \$184,316 (2017 - \$178,047) for employer contributions while employees contributed \$163,518 (2017 - \$162,819) to the plan in fiscal 2018.

The next valuation will be as at December 31, 2018, with results available in 2019.

Employers participating in the plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the plan records accrued liabilities and accrued assets for the plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the plan.

9. Budget Figures

The budget amounts presented throughout these financial statements are based on the Five Year Financial Plan bylaw adopted by Council on February 14, 2018 adjusted for budget amounts for amortization and tangible capital assets.

Annual surplus, as adopted February 14, 2018	<u>\$ -</u>
Add:	
Acquisition of tangible capital assets	19,709,700
Debt principal repayments	202,500
Less:	
Debt incurred	(4,539,000)
Interfund transfers	(3,582,042)
Annual surplus restated	<u><u>\$ 11,791,158</u></u>

District of Port Hardy

Notes to the Consolidated Financial Statements For the Year Ended December 31, 2018

10. Collections for Other Governments

The District is required to collect taxes on behalf of, and transfer these amounts to, the governments and/or its agencies noted below. These sums are not included in the schedules to these statements.

	2018	2017
School Taxes	\$ 1,306,933	\$ 1,311,241
Regional District of Mount Waddington	405,469	386,834
Mount Waddington Regional Hospital District	142,788	138,990
BC Assessment Authority	20,596	21,287
Municipal Finance Authority	90	86
Police Tax	186,198	176,659
Vancouver Island Regional Library	156,216	148,500
	<u>\$ 2,218,290</u>	<u>\$ 2,183,597</u>

11. Trust Funds

The District operates the cemetery and maintains a cemetery perpetual care fund in accordance with the Cremation, Interment and Funeral Services Act. The trust fund assets and liabilities are not included in the consolidated financial statements. At December 31, 2018, the balance of funds held in trust was \$39,747 (2017 - \$38,420).

The District operates the Fisherman's Wharf for the Department of Fisheries and Oceans and acts as project manager for the capital items constructed. The assets and liabilities of the operations are not included in the consolidated financial statements.

12. Employee Benefit Obligations

Full-time permanent employees receive their full sick bank up to 60 days upon retirement or one third upon termination. There are no additional liabilities accrued for these amounts as they are included in the sick leave and vacation liability accounts. Specified officers of the District are entitled to severance benefits. This liability is recorded as the severance benefits are negotiated. The reported liability reflects the likelihood that employees will become eligible for this benefit.

Vacation liability at December 31, 2018 is \$28,070 (2017 - \$31,266).

Sick leave liability at December 31, 2018 is \$136,536 (2017 - \$119,823).

Severance liability at December 31, 2018 is \$36,981 (2017 - \$47,087).

District of Port Hardy

Notes to the Consolidated Financial Statements For the Year Ended December 31, 2018

13. Commitments and Contingencies

a) **Municipal Insurance Association of British Columbia**

The District is a subscribed member of the Municipal Insurance Association of British Columbia as provided by section 3.02 of the Insurance Act of the Province of British Columbia (the Exchange"). The main purpose of the Exchange is to pool the risks of liability so as to lessen the impact upon any subscriber. Under the Reciprocal Insurance Exchange Agreement, the District is assessed a premium and a specific deductible for claims is based on population. The obligation of the District with respect to the Exchange and/or contract and obligation entered into by the Exchange on behalf of its subscribers in connection with the Exchange are in every case several, not joint and several. The District irrevocably and unconditionally undertakes and agrees to indemnify and save harmless the other subscribers against liability losses and costs which the other subscriber may suffer.

b) **Funding Agreement**

The District has entered into a funding agreement with the Union of British Columbia Municipalities under the terms and conditions of the Strategic Priorities Fund. The purpose of the agreement is to award the District up to \$6 million in funding for the construction of the Port Hardy Multiplex - Swimming Pool Replacement. The funds are contingent on the project being completed by December 31, 2020 or the agreement may be terminated, and any costs incurred will be deemed ineligible for the grant funding.

As of December 31, 2018, the District has incurred \$608,386 in expenses for the design and tender of the multiplex project.

The project is currently on hold as the bids received exceeded the project budget. If the District is successful in receiving additional grant funding, the project will proceed in late 2019.

c) **Regional District of Mount Waddington**

The District is responsible, as a member of the Regional District of Mount Waddington, for its portion of any operating deficits or long-term debt related function in which it participates.

District of Port Hardy

Notes to the Consolidated Financial Statements For the Year Ended December 31, 2018

14. Segmented Information

For management reporting purposes the District's operations and activities are organized and reported by Fund. Funds were created for the purpose of recording specific activities to attain certain objectives in accordance with special regulation, restriction or limitations. District services are provided by departments and their activities are reported in the funds. Certain departments that have been separately disclosed in the segmented information on Schedule 1, along with the services they provide, are as follows:

Protection

Protection is comprised of the Volunteer Fire Department, the Emergency Preparedness coordinator, building inspection and bylaw enforcement.

Community Development

The Community Development department provides economic development services. These services consist of downtown revitalization, grant proposals and new business and development.

Recreation and Culture

The Recreation and Culture department provides recreation and leisure services such as fitness and aquatic programs, the library and the museum.

Environmental Health

This service is for the collection and disposal of solid waste and recycling program.

Transportation

The Transportation department delivers the municipal services related to maintenance of the roads, sidewalks, parks, open space, street lighting and storm drains.

General Government

Provides services related to corporate and legislative administration, governance, financial management, human resources and information technology.

Water

The water department is responsible for the water treatment plant and distribution system.

Sewer

The waste water department is responsible for the treatment and collection system for waste water.

For each reported segment, revenues and expenses represent amounts that are directly attributable to the segment and amounts that are allocated on a reasonable basis. The General Revenue Fund reports on municipal services that are funded by taxation. The taxes are apportioned to the fund services based on the net surplus.

District of Port Hardy

Notes to the Consolidated Financial Statements For the Year Ended December 31, 2018

15. Investment in Government Business Enterprises

The investment in the North Island Community Forest Limited Partnership (NICFLP) is reported as a government business partnership and North Island Community Forest Ltd. (NICF LTD) as a government business enterprise. These businesses are accounted for using the modified equity method. Under this method, the government businesses' accounting principles are not adjusted to conform with those of the District and inter-corporate transactions are not eliminated. District of Port Hardy owns a one third share.

As a government business partnership, the NICFLP is required to report under International Financial Reporting Standards (IFRS). In the prior and current year, the NICFLP financial statements were prepared under Canadian Accounting Standards for Private Enterprises (ASPE). Any difference between ASPE and IFRS would likely be insignificant.

	2018	2017
Summary of investment in Government Businesses		
NICFLP	\$ 68,890	\$ 36,065
NICF LTD.	12,607	12,275
	<u>81,497</u>	<u>48,340</u>
Summary of results of operations		
NICFLP	32,826	726,918
NICF LTD.	331	7,343
	<u>\$ 33,157</u>	<u>\$ 734,261</u>

The condensed supplementary financial information of the NICFLP is as follows:

	2018	2017
Financial Position		
Current and other assets	\$ 286,576	\$ 283,110
Current and other liabilities	42,088	138,095
Partners' Capital	<u>244,488</u>	<u>145,015</u>
Results of operations		
Revenues	151,215	2,254,124
Expenses	51,742	51,342
Net surplus	<u>\$ 99,473</u>	<u>\$ 2,202,782</u>

During the year the District received a dividend from the NICFLP of \$NIL (2017 - \$726,918).

16. Comparative Figures

Certain comparative figures have been reclassified to conform with the current year's presentation.

District of Port Hardy

Notes to the Consolidated Financial Statements For the Year Ended December 31, 2018

17. Capital Borrowing

	Balance, Beginning of Year	Additions	Principal repayments	Balance, end of year
2017 Fire Ladder Truck	\$ 1,060,029	\$ -	\$ 76,024	\$ 984,005
2018 Dodge Dump Truck	104,146	-	20,006	84,140
2019 International Hook Truck	-	233,153	29,304	203,849
2018 Nissan Rogue	-	26,776	2,937	23,839
	\$ 1,164,175	\$ 259,929	\$ 128,271	\$ 1,295,833

Short term financing is secured through the Municipal Finance Authority for capital initiatives approved under loan authorizations. Interest is calculated daily on a variable rate basis at a 0.5% spread on top of the CDOR (Canadian Dealer Offered Rate) rate. In 2018 the rate varied between 1.34 % and 1.94%. At December 31, 2018 the rate was 1.94%. Equipment is financed over a five year period with the exception of the Fire Department Ladder truck purchased in 2017 which is amortized over a twelve year period with a five year term. The residual amount that will need to be re-financed in 2022 is estimated to be \$698,006.

The following represents the principal repayments over the next five years.

	Equipment Financing
2019	\$ 145,517
2020	149,488
2021	153,312
2022	156,644
2023	124,069
	\$ 729,030

18. Subsequent events

Subsequent to December 31, 2018, the District has entered into a contract for the purchase and installation of a refrigeration chiller upgrade at the Don Cruikshank Memorial Arena. The total cost of the contract is \$295,750 and will be completed in 2019.

District of Port Hardy

Consolidated Schedule of Segmented Disclosure

For the Year Ended December 31, 2018

Schedule 1
(Note 14)

	General government services		Transportation services		Protective services		Environmental health services		Recreation and culture	
	2018	2017	2018	2017	2018	2017	2018	2017	2018	2017
Revenues										
Taxes	\$ 2,928,702	\$ 2,756,671	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Payments in lieu of taxes	169,921	175,980	-	-	-	-	-	-	-	-
Sale of services	-	-	399,335	332,070	149,993	42,358	282,432	268,116	198,266	217,611
Income from investment in Government business enterprises	-	-	-	-	-	-	-	-	-	-
Government transfers	541,231	529,376	232,222	223,926	13,234	-	-	-	3,500	3,000
Actuarial recognized	-	-	-	-	-	-	-	-	-	-
Gain on disposal of assets	-	-	-	332,748	-	-	-	-	-	-
Other revenue	219,908	167,701	10,200	20,423	67,850	88,274	2,212	2,209	37,590	37,035
	3,859,762	3,629,728	641,757	909,167	231,077	130,632	284,644	270,325	239,356	257,646
Expenses										
Salaries and benefits	817,794	786,996	464,737	478,558	143,144	134,480	18,554	13,646	712,983	699,436
Goods and services	193,815	153,696	373,506	458,950	219,117	172,145	39,970	31,240	342,886	350,476
Contracted services	27,818	30,284	264,407	227,866	122,371	91,357	213,778	203,852	117,096	148,882
Interest Expense	25,860	11,784	-	-	-	-	-	-	-	-
Amortization	16,252	25,677	734,717	687,797	159,237	120,051	-	-	269,708	262,931
	1,081,539	1,008,437	1,837,367	1,853,171	643,869	518,033	272,302	248,738	1,442,673	1,461,725
Net Surplus (Deficit)	\$ 2,778,223	\$ 2,621,291	\$ (1,195,610)	\$ (944,004)	\$ (412,792)	\$ (387,401)	\$ 12,342	\$ 21,587	\$ (1,203,317)	\$ (1,204,079)

The accompanying notes are an integral part of these financial statements.

District of Port Hardy

Consolidated Schedule of Segmented Disclosure

For the Year Ended December 31, 2018

Schedule 1
(Note 14)

	Community development		Water		Sewer		Consolidated Actual	Budget	Consolidated Actual	Budget
	2018	2017	2018	2017	2018	2017	2018	2018	2017	2017
Revenues										
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,928,702	\$ 2,909,562	\$ 2,756,671	\$ 2,754,846
Payments in lieu of taxes	-	-	-	-	-	-	169,921	179,128	175,980	171,519
Sale of services	-	-	1,461,523	1,502,160	1,263,817	1,211,022	3,755,366	3,650,491	3,573,337	3,557,265
Income from investment in Government business enterprises	33,157	734,261	-	-	-	-	33,157	-	734,261	-
Government transfers	183,167	198,123	3,278,354	873,171	-	-	4,251,708	13,428,425	1,827,596	12,987,000
Actuarial recognized	-	-	-	-	-	70,516	-	-	70,516	-
Gain on disposal of assets	-	-	-	-	-	-	-	-	332,748	-
Other revenue	37,105	37,213	43,392	36,872	26,602	45,992	444,859	291,928	435,719	299,501
	253,429	969,597	4,783,269	2,412,203	1,290,419	1,327,530	11,583,713	20,459,534	9,906,828	19,770,131
Expenses										
Salaries and benefits	-	-	377,350	410,006	277,473	283,267	2,812,035	3,046,964	2,806,389	2,928,748
Goods and services	28,579	31,938	501,108	527,523	386,894	394,649	2,085,875	2,431,671	2,120,617	2,415,466
Contracted services	165,661	146,049	83,278	53,780	171,934	163,089	1,166,343	1,240,740	1,065,159	1,141,048
Interest expense	-	-	-	-	3,503	88,479	29,363	79,001	100,263	169,309
Amortization	-	-	431,778	364,332	429,778	409,191	2,041,470	1,870,000	1,869,979	1,800,000
	194,240	177,987	1,393,514	1,355,641	1,269,582	1,338,675	8,135,086	8,668,376	7,962,407	8,454,571
Net Surplus (Deficit)	\$ 59,189	\$ 791,610	\$ 3,389,755	\$ 1,056,562	\$ 20,837	\$ (11,145)	\$ 3,448,627	\$ 11,791,158	\$ 1,944,421	\$ 11,315,560

The accompanying notes are an integral part of these consolidated financial statements.

District of Port Hardy

Consolidated Statement of Tangible Capital Assets For the Year Ended December 31, 2018

Schedule 2

	Costs					Accumulated Amortization					2018	2017
	Add		Less			Add		Less				
	Opening Balance	Additions	Construction In progress	Disposals	Closing Balance	Opening Balance	Amortization	Accumulated Amortization on Disposals	Closing Balance			
Land and Land Improvements	\$ 6,799,332	\$ 62,322	\$ -	\$ -	\$ 6,861,654	\$ 2,108,806	\$ 119,519	\$ -	\$ 2,228,325	\$ 4,633,329	\$ 4,690,526	
Buildings	10,682,641	56,073	608,386	-	11,347,100	6,737,015	225,536	-	6,962,551	4,384,549	3,945,626	
Furniture and Equipment	405,068	-	-	-	405,068	399,279	1,543	-	400,822	4,246	5,789	
Vehicles and Machinery	5,063,918	215,490	-	(234,478)	5,044,930	2,793,097	261,987	(234,478)	2,820,606	2,224,324	2,270,821	
Computer Hardware and Software	223,418	-	-	-	223,418	176,784	11,685	-	188,469	34,949	46,634	
Engineering Structures												
Roads	25,365,259	280,860	-	-	25,646,119	13,285,705	559,643	-	13,845,348	11,800,771	12,079,554	
Water	14,424,189	4,496,336	-	-	18,920,525	7,827,004	431,778	-	8,258,782	10,661,743	6,597,185	
Sewer	16,679,649	317,914	-	(11,500)	16,986,063	7,166,777	429,779	(11,500)	7,585,056	9,401,007	9,512,872	
	\$ 79,643,474	\$ 5,428,995	\$ 608,386	\$(245,978)	\$ 85,434,877	\$ 40,494,467	\$ 2,041,470	\$ (245,978)	\$ 42,289,959	\$ 43,144,918	\$ 39,149,007	

The accompanying notes are an integral part of these consolidated financial statements.

District of Port Hardy

Consolidated Statement of Accumulated Surplus
For the Year Ended December 31, 2018

Schedule 3

	2018	2017
Surplus		
Invested in tangible capital assets	\$ 41,849,085	\$ 37,984,832
Operating funds	5,963,263	5,962,697
	<u>47,812,348</u>	<u>43,947,529</u>
Reserves		
Buildings	48,675	59,666
Computers	4,965	4,872
Equipment replacement	135,115	146,664
General capital works	97,587	302,348
Park development	40,288	39,534
Recreation facilities	99,636	122,490
	<u>426,266</u>	<u>675,574</u>
Water Reserve Fund		
Water capital works	94,816	135,554
Sewer Reserve Fund		
Sewer capital works	-	126,146
	<u>521,082</u>	<u>937,274</u>
Accumulated Surplus, end of year	<u><u>\$ 48,333,430</u></u>	<u><u>\$ 44,884,803</u></u>

The accompanying notes are an integral part of these consolidated financial statements.

From: Trevena.MLA, Claire <Claire.Trevena.MLA@leg.bc.ca>

Sent: Monday, June 17, 2019 12:47 PM

To: Allison McCarrick <alli@porthardy.ca>

Subject: two tier hydro rates

Dear Allison,

I know that you have been concerned about 2 tier billing and its impact on people in our communities who have no choice but to use hydro. I have been lobbying on this for a number of years and I am pleased that this policy is now being reviewed.

If you would like to get involved in future rate designs I would suggest you check out <http://bcuc.com/get-involved>.

Regards,

Hon. Claire Trevena, MLA
North Island



JUN 05 2019

Ms. Rachel Blaney
Member of Parliament
North Island–Powell River
House of Commons
Ottawa ON K1A 0A6

Dear Ms. Blaney:

Thank you for your correspondence of March 1 and April 24, 2019 regarding North Island–Powell River’s concerns about Chinook fishery closures. Fisheries and Oceans Canada (DFO) is working to acknowledge the many Canadians who wrote in on this issue. I note that you were copied on one such correspondence as the representative of an effected riding.

I understand your concerns regarding the economic and social impacts of the reduced fishing opportunities for salmon. It is a difficult time for coastal communities that rely on the fishing industry, and for British Columbians who have an enduring connection with Pacific salmon. DFO understands that this resource is of tremendous value for natural ecosystems, cultural and spiritual practices, jobs and income, and recreational enjoyment along the coast and inland watersheds of the Pacific Region.

The Department, along with others, urgently needs to address the declines and changes of marine life, freshwater habitat, and ecosystems that are affecting salmon and the communities that rely on them. Last year, management measures were introduced to reduce fishery mortalities in British Columbia Chinook populations of concern by 25 to 35 per cent. This includes Chinook salmon of Skeena, Nass, and Fraser River origin. However, preliminary data indicates that the 2018 target reductions were not achieved, and Fraser River Chinook salmon continued to decline. Despite DFO’s efforts, a broad pattern of decline has affected many Chinook salmon populations in southern BC. These populations require bold action to prevent extinction.

As such, DFO introduced new management measures for Fraser River Chinook salmon in 2019. These measures build on actions taken last year, introducing new constraints across all fisheries encountering Chinook, and minimizing mortalities in commercial, recreational, and First Nations fisheries. Sweeping measures across Southern British Columbia reflect the urgent need to lessen pressure on Chinook stocks. The goal for 2019 is to allow as many endangered and threatened Fraser River Chinook salmon to reach their spawning grounds as possible.

The Department sought, and carefully considered, advice and recommendations provided by Indigenous peoples and all stakeholders, including commercial and recreational harvesters, environmental organizations, and the public, in addition to DFO Science’s comprehensive annual stock assessment programs. First Nations and other groups provide information and advice to DFO on Pacific salmon, filling knowledge gaps related to the health of salmon stocks, and aiding in decision making related to development and resource use. While the department could not hold consultations everywhere in the province, hundreds of submissions were received via electronic and regular mail. Every letter received was carefully considered. Advice gathered from consultations and submissions led DFO to modify the original fishery proposals.

.../2

Fishery Notice 0377 contains details on these 2019 commercial, recreational, and aboriginal Fraser River Chinook conservation measures, as well as coast-wide recreational annual limits for Chinook salmon in tidal waters. Conservation is the first and fundamental priority in all fisheries management decisions, followed by respect for Indigenous peoples' constitutionally protected priority for food, social, and ceremonial fisheries.

DFO is guided by a strong framework of conservation policies when making fisheries management decisions. These important policies support the conservation and sustainable use of Canadian fisheries through monitoring and assessment while ensuring decision-making is completed using a precautionary approach.

However, fishery management measures alone will not restore wild salmon. To that end, the British Columbia Salmon Restoration and Innovation Fund, a collaborative initiative with the Province of BC, will provide up to \$142.85 million in new investments over five years. The fund will support protection and restoration activities for priority wild fish stocks, including salmon, and help ensure that the fish and seafood sector in BC is positioned for long-term environmental and economic sustainability. This is only one part of a comprehensive approach to restoring the health of wild salmon stocks which includes habitat protection, habitat restoration, science, and the effects of predation.

Given the complex life cycles of wild salmon, and the multiple jurisdictions and regulatory frameworks implicated, it is critical that all affected sectors and governments continue to work together on a holistic approach to salmon conservation.

Thank you for writing. I am confident that by working together we will secure a brighter future for wild Pacific salmon in British Columbia.

Yours sincerely,

A handwritten signature in blue ink, reading "Jonathan Wilkinson". The signature is fluid and cursive, with the first name "Jonathan" and last name "Wilkinson" clearly distinguishable.

Jonathan Wilkinson, P.C., M.P.
Minister of Fisheries, Oceans and the Canadian Coast Guard



June 13, 2019

District of Port Hardy
7360 Columbia St.
Box 68, Port Hardy, BC V0N 2P0

RE: CANADA DAY CELEBRATION

Dear Mayor Dennis Dugas & Council,

The Port Hardy Chamber of Commerce is pleased to present the Canada Day Celebration on Monday July 1st in Carrot Park. The event will begin at noon with a flag ceremony at the Cenotaph, followed by a variety of free activities for families along with free popcorn and cupcakes. A food concession will be on hand with food available for purchase.

To ensure the success of these events we respectfully make the following request:

- ✓ Permission to use Carrot Park for the event
- ✓ That the Mayor or his appointee be on hand at noon to welcome the assembled.
- ✓ Use of the electrical outlets at the Cenotaph for sound equipment
- ✓ Use of barricade equipment to close off the Visitor Centre parking lot and some parking spaces on Market Street from 9am on July 1.

Thank you for your support, and we look forward to seeing you there!

Sincerely,

Elizabeth Aman-Hume
Executive Director

Box 249-7250 Market Street, Port Hardy, BC V0N 2P0
Tel: 250-949-7622 manager@porthardychamber.com www.porthardychamber.com

**MINUTES
DISTRICT OF PORT HARDY
FIRST NATIONS RELATIONS COMMITTEE MEETING
HELD TUESDAY JUNE 11, 2019
COUNCIL CHAMBERS - 7360 COLUMBIA STREET**



We respectfully acknowledge that this meeting is being held on the traditional territory of the Kwakiutl People, Gilakas'la

Committee

Members: Councillor Pat Corbett-Labatt (Chair), Councillor Fred Robertson and Mayor Dugas

Staff: Louisa Bates, Confidential Secretary

Regrets: Allison McCarrick, CAO; Heather Nelson-Smith, Director of Corporate Services

Also Present: Scott Carle, Manager, Quatsino First Nation

	A. CALL TO ORDER	Time
	Councillor Pat Corbett-Labatt called the meeting to order at 3:30 pm and acknowledged that the meeting is being held on the traditional territory of the Kwakiutl people.	
	B. APPROVAL OF AGENDA	
FNRC 2019-013 ADOPTION OF AGENDA JUN 11/19	Moved/Seconded/Carried THAT the agenda for the First Nations Relations Committee meeting of June 11, 2019 be accepted as presented.	
	C. ADOPTION OF MINUTES	
	1. Minutes of the First Nations Relations Committee meeting held May 14, 2019.	
FNRC 2019-014 MINUTES MAY 14/19 ACCEPTED	Moved/Seconded/Carried THAT the minutes of the First Nations Relations Committee meeting held May 14, 2019 be accepted.	
	D. DELEGATIONS	
	No delegations.	
ACTION ITEMS	E. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS	
	1. Review and Update of Action Items. - Action items were reviewed and updated.	
	F. CORRESPONDENCE	
	None in agenda package.	
	G. NEW BUSINESS	
	<i>Scott Carle, Manager, Quatsino First Nations arrived at 3:37pm.</i>	
	Mr. Carle stated that he is looking forward to working with District of Port Hardy Mayor and Council on behalf of the Quatsino First Nation.	

1. National Indigenous Day, June 21, 2019.
 - Quatsino First Nation is planning a localized community event, inclusive of children's activities and food for community members.
 - Quatsino band office to be open for business on Friday, June 21st and closed Monday, June 24th in lieu of National Indigenous Day.
 - The District of Port Hardy has coordinated celebration efforts with School District 85 and the Kwakiutl First Nation.
 - Awaiting further information from School District 85 on planned activities for June 21, 2019 National Indigenous Day; Councillor Corbett-Labatt to forward once received.
2. Burial Sites across from Storey's Beach.
 - Acknowledgement of the traditional burial sites at Storey's Beach; to be brought forward to Chief Councillor Ross Hunt Jr.
3. Request for a change in date for future First Nations Relations Committee meetings.
 - Further follow up required with Gwa'sala-'Nakwaxda'xw and Kwakiutl First Nations for feedback on date and time to schedule future committee meetings.

H. COMMITTEE MEMBER REPORTS

1. Scott Carle, Manager, Quatsino First Nation provided an update on the following:
 - National Indigenous Day, June 21, 2019; see discussion above.
 - Looking forward to the opportunity to continue to improve communications, engagement, and working relations on behalf of the Quatsino First Nation and the District of Port Hardy.
 - Request from Mayor Dugas for an opportunity to schedule a formal meeting with Chief Councillor, James Nelson.
 - Interest in identifying future economic development opportunities; interest in establishing a meeting date for Council to Council discussion.
 - Signage opportunities; potential for incorporating welcome signs, adding signs with traditional names of places, highlight local attributes and features; signage can be expensive, opportunity to cost share on future projects; the District works collaboratively with the different Nations to apply for grant funding; bring forward potential projects to next meeting to discuss ideas for design, graphics and topics, use a local artist.
 - Quatsino First Nations exploring additional ways to promote and share their culture within the community, more elaborate community events, flags, etc.

Additional discussion included:

- Truth and Reconciliation Calls to Action; municipality is working collaboratively with local First Nations to explore initiatives with objectives focused on outcomes that promote reconciliation, healing, health and wellness.
- Mount Waddington Health Network Housing Needs Assessment Update & Strategy; effort aimed to develop strategic priorities for communities in the region; feedback from some communities not provided; findings to be reviewed at July 10, 2019 workshop at 7 Hills Country Club & Golf Course.
- Regional District Housing Needs Report, opportunity to partake in a joint process that conducts the report on behalf of all communities within the RDMW.

- Assessment on the needs for improved transportation, medical transport between communities, identify what is working, what is not and areas for improvement.
- Concerns regarding lack of certified water, sewer operator, currently no employee with current certification; directed to contact the Regional District through service agreement for further information on accreditation and water sampling.

I. NEXT MEETING DATE: Next meeting July 9, 2019 3:30 pm.

J. ADJOURNMENT

FNRC 2019-015
ADJOURNMENT

Moved

THAT the meeting be adjourned.

Time: 4:48 pm

**MINUTES
DISTRICT OF PORT HARDY
OPERATIONAL SERVICES COMMITTEE MEETING
3:00 PM MONDAY JUNE 17, 2019
COUNCIL CHAMBERS - 7360 COLUMBIA STREET**



*We respectfully acknowledge that this meeting is being held on the
traditional territory of the Kwakiutl People, Gilakas'la*

Committee Members: Councillors John Tidbury (Chair), Leighton Wishart, Janet Dorward

Staff: Allison McCarrick, CAO; Heather Nelson-Smith, Director of Corporate Services; Abbas Farahbakhsh, Director Operational Services; Louisa Bates, Confidential Secretary.

Also Present: Councillor Fred Robertson

A. CALL TO ORDER

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

B. APPROVAL OF AGENDA AS AMENDED

OPS 2019-016
AGENDA JUNE
17/19 AMENDED

Moved/Seconded/Carried

THAT the Operational Services Committee agenda of June 17, 2019 be accepted as amended.

Addendum:

New Business - Trees on Trustee Road.
- Sani-dump approach.

C. ADOPTION OF MINUTES

1. Minutes of the Operational Services Committee meeting held May 27, 2019.

OPS 2019-017
MINUTES MAY
27/19 ACCEPTED

Moved/Seconded/Carried

THAT the minutes of the Operational Services Committee held May 27, 2019 be accepted.

D. DELEGATIONS

No delegations.

E. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

1. Action Items.

ACTION ITEMS

- Addition of sani-dumps and fences around the generators to the action items.
- Sani-dump requires fill to avoid the gravity working against flow.
- Sewer outlet is on the driver side, facing the opposite direction allow users to dump waste and return to town, not conducive for flow of traffic into the community.

- Requires further review, staff to report back at future committee meeting.

F. CORRESPONDENCE

No correspondence.

G. NEW BUSINESS

1. Speed signs, Storey's Beach.

- Request for signage that states when children on road to slow to 40km/hr from the park to slow traffic going into residential neighbourhood.
- Committee to review options for traffic calming in Storey's Beach.

2. Sidewalk Storey's Beach (Fort Rupert School towards the end of Beaver Harbour Road).

- Residential properties in the immediate surrounding area, many family homes with children in the local area.
- Consider the addition of a sidewalk continuing along Beaver Harbour Road to connect the section from the Fort Rupert Elementary School to the residential area.

Councillor Robertson left at 3:26pm.

3. Plastic Bag Use Consumer and Business Survey Results.

- Consumer and business survey results were reviewed.
- Announcement of federal regulations to be instituted to eliminate single-use plastic products within two years.
- Decision on municipal action tabled to await further federal action to avoid implementation of a bylaw that may contradict future legislation; if a national ban doesn't occur may need to reconsider.

4. Trustee Road trees.

- Trees are getting close to the phone lines.
- Trees to be topped in 2019 or early 2020.

H. STAFF REPORTS

1. Abbas Farahbakhsh, Director of Operational Services re Airport Waste Water Treatment Plant Sludge Treatment.

Discussion Included:

- The operational cost is better left in the private sector.

STAFF REPORTS

	<ul style="list-style-type: none">- Future plans include decommissioning the AWWTP and pipe the sewage into town.- The town plant is capable of handling the additional load of waste. Budget is in the neighbourhood of 10 million.- Plant is not going to be replaced within the next 15 to 20 years.- Option to incorporate the centrifuge will pay for itself within 3 years.- More finite financials required.- Costly for staff to install.- No increase to staff time to maintain new equipment.- Being offered a centrifuge for a reasonable price now, and future work to complete the project would be reflected in the 2020-2024 District Financial Plan.
OPS 2019-018 AWWTP SLUDGE	<p>Moved/Seconded/Carried THAT staff complete a detailed cost benefit analysis and financial project proposal and report back to the committee at a future date.</p> <p>I. COMMITTEE MEMBER REPORTS None in agenda package.</p> <p>J. NEXT MEETING DATE: July 15, 2019.</p> <p>K. ADJOURNMENT</p>
2019-019 ADJOURNMENT	<p>Moved THAT the meeting be adjourned. Time: 4:03 pm.</p>



DISTRICT OF PORT HARDY STAFF REPORT



DATE: June 25, 2019
TO: Mayor and Councillors
FROM: Allison McCarrick, Chief Administrative Officer
RE: BC Rural Dividend Intake 2019/2020

PURPOSE

To request a motion of Council for staff to apply to the BC Rural Dividend grant program to fund a Boatyard and Haul-out Facility Feasibility study and authorize a District funding contribution of up to \$15,000 be included in the District 2020-2024 Financial Plan.

BACKGROUND

The BC Rural Dividend 2019/2020 application process will commence on June 15, 2019 with an application deadline of August 15, 2019. Projects must demonstrate that the project will be completed within two years from the project start date. The BC Rural Dividend program is to assist small rural communities across BC with populations less than 25,000. The program is open to local governments, First Nation communities, and Not-for-profit organizations. An eligible applicant is limited to one project development application and one single or partnership application. Application decisions are expected within six months after the application deadline.

Objectives of the BC Rural Dividend program:

1. Increase community resilience and support economic development and diversification through enabling rural communities to implement their vision for long-term vibrancy, as well as prepare and respond to economic disruptions.
2. Support Indigenous communities and organizations to develop and lead traditional and/or emerging economic opportunities, including in the natural resource sector.
3. Strengthen the capacity of small and remote communities to address unique challenges in realizing their economic potential.
4. Assist rural communities to pursue innovative economic opportunities that support climate mitigation and/or adaptation for a cleaner future for BC.

ANALYSIS

The District will apply under the Community and Economic Development stream which is described as projects that help rural communities plan to build a foundation for economic development, economic resilience and/or growth, or improve community vibrancy. Projects that implement strategies or initiatives to support economic development, resilience, diversification or growth.

The project will be to conduct a Boatyard and Haul-out Facility feasibility study. If awarded the grant funds, the project would start early January 2020, with a completion date of no later than December 31, 2020. It is the District's intention to involve our neighbouring First Nation communities to have input and take part in this study.

FINANCIAL IMPLICATIONS

The District will apply as a single applicant, defined by the program as:

1. Single Applicant – maximum \$100,000 applicant financial contribution 20%, may include 10% in-kind and 10% monetary.

The budget for this project will be submitted as follows:

Project funding	
Rural Dividend Funding	60,000
District of Port Hardy Funding	11,500
District of Port Hardy In-kind	3,500
Total Project	75,000

If in-kind funding is denied by the program adjudicator the District may require a financial contribution of \$15,000.

OPTIONS

1. Provide staff with the following direction/motion:
"That the District of Port Hardy Council authorize the submission of an application to the BC Rural Dividend Program for the District of Port Hardy Boatyard and Haul-out Feasibility Study and that the Council support this project through its duration. And further that Council authorizes up to \$15,000 be included in the District 2020-2024 Financial Plan to fund its financial contribution towards this project".
2. Provide staff with other direction.
3. Receive and file report with no direction to staff.

STAFF RECOMMENDATION

THAT the District of Port Hardy Council choose option 1 as outlined in this report.

Respectfully submitted,



Allison McCarrick
Chief Administrative Officer

District of Port Hardy



DISTRICT OF PORT HARDY

BYLAW NO. 1097-2019

A Bylaw to Amend the Sign Regulation Bylaw

WHEREAS the Council of the District of Port Hardy deems it expedient to amend District of Port Hardy Sign Regulation Bylaw No. 08-2009;

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

PART 1 CITATION

- 1.1 This Bylaw shall be cited as "District of Port Hardy Sign Regulation Bylaw Amendment Bylaw No. 1097-2019".

PART 2 AMENDMENTS

- 2.1 District of Port Hardy Sign Regulation Bylaw No. 08-2009 is hereby amended as follows:

- a) Section 8 Types of Signs (a) by adding (v):

"(v) Sandwich Board signs."

- b) Section 8 Types of Signs (c) by deleting and replacing with the following new section (c):

"(c) Sandwich board signs are permitted in commercial zones subject to the following regulations:

- (i) A sandwich board sign will be permitted on municipal sidewalks provided there is a clear path of 152 cm (60") to accommodate residents requiring mobility assistance and/or assistance animals;*
- (ii) A sandwich board sign will only be permitted provided that an application for placement is applied for and obtained and subject to all other conditions as may be required by the District of Port Hardy;*
- (iii) The sandwich board sign shall be restricted to one sign per business and placed on or immediately adjacent to the same property as the premises to which the subject matter of the sign is located;*
- (iv) No sandwich board sign shall be illuminated or electrified; and*
- (v) The sign shall not exceed a maximum of 0.74 m² per side except when placed on a sidewalk abutting the place of business in which case the sign shall not exceed a maximum size of 0.557 m² and shall permit unobstructed pedestrian and handicap passage."*

- c) Section 8 Types of Signs by adding the following new section (d):

"(d) Sandwich board signs are permitted in R-1, R-2, R-3 and RR-1 zones subject to the following regulations:

- (i) A sandwich board sign may be permitted for home based businesses as an alternative to a free standing or fascia sign;*
- (ii) A sandwich board sign will only be permitted provided that an application for placement is applied for and obtained and subject to all other conditions as may be required by the District of Port Hardy;*

- (iii) *The sandwich board sign shall be restricted to one sign per property and placed on the same property as the premises to which the subject matter of the sign is located;*
 - (iv) *No sandwich board sign shall be illuminated or electrified; and*
 - (v) *The sign shall not exceed a maximum of 0.74 m2 per side."*
- d) Section 8 Types of Signs by renumbering the remainder of the section to accommodate the new addition.
- e) "SIGN SCHEDULE B – REGULATIONS FOR SIGNS PERMITTED IN SPECIFIC ZONES", is hereby deleted and replaced with "SIGN SCHEDULE B – REGULATIONS FOR SIGNS PERMITTED IN SPECIFIC ZONES" attached to this Bylaw as SCHEDULE A.

PART 3 SEVERABILITY

- 3.1 If any portion of this Bylaw is for any reason held invalid by the decision of a court of competent jurisdiction, then the invalid portion shall be severed from this Bylaw and such decision does not affect the validity of the remaining portion of this Bylaw.

Read a first time the on the 11th day of June 2019.

Read a first time the on the 11th day of June 2019.

Read a first time the on the 11th day of June 2019.

Adopted on the ____ day of _____ 2019.

Director of Corporate &
Development Services

Deputy Mayor

Certified a true copy of
Bylaw No. 1097- 2019 as adopted.

Director of Corporate & Development Services

**SCHEDULE A
TO
DISTRICT OF PORT HARDY SIGN REGULATION BYLAW AMENDMENT BYLAW NO. 1097-2019**

**SIGN SCHEDULE B
REGULATIONS FOR SIGNS PERMITTED IN SPECIFIC ZONES
Types of Signs Permitted in Specific Zones and Provisions**

Zone	Canopy	Fascia	Free-standing	Projecting	Sandwich Board	Window
R-1: Single Detached Residential	X	One per parcel, max 0.56 m ²	One per parcel, max 0.56 m ² , max height 1.2 m	X	One per parcel, max height 1.0 m, max width 0.6 m	One per parcel, max 0.56 m ²
R-1s: Strata Residential	X	One per parcel, max 0.56 m ²	One per parcel, max 0.56 m ² , max height 1.2 m	X	X	One per parcel, max 0.56 m ²
R-2: Duplex Residential	X	One per parcel, max 0.56 m ²	One per parcel, max 0.56 m ² , max height 1.2 m	X	One per parcel, max height 1.0 m, max width 0.6 m	One per dwelling unit, max 0.56 m ²
R-3: Manufactured Home Residential	X	One per parcel, max 1.0 m ²	One per parcel, max height 2.7 m, max 1.0 m ²	X	One per parcel, max height 1.0 m, max width 0.6 m	One per dwelling unit, max 0.56 m ²
RM-1: Multiple Unit Residential	X	One per parcel, max 1.0 m ²	One per parcel, max height 2.7 m, max 1.0 m ²	X	X	One per dwelling unit, max 0.56 m ²
RR-1: Rural Residential	X	One per parcel, max 0.56 m ²	One per parcel, max 0.56 m ²	X	One per parcel, max height 1.0 m, max width 0.6 m	One per dwelling unit, max 0.56 m ²
C-1: General Commercial	Any number, copy on max 25% of canopy area	One per business, max height 2.7 m	One per property, max height 5 m	One per business, max 0.4 m ²	One per business, max height 1.0 m, max width 0.6 m	One per business, max 1.0 m ² or 25% of the window area, whichever is greater
C-2: Service Commercial	Any number, copy on max 25% of canopy area	One per business, max height 2.7 m	One per property, max height 5 m	One per business, max 0.4 m ²	One per business, max height 1.0 m, max width 0.6 m	One per business, max 1.0 m ² or 25% of the window area, whichever is greater

Zone	Canopy	Fascia	Free-standing	Projecting	Sandwich Board	Window
C-3: Town Centre Commercial	Any number, copy on max 25% of canopy area	One per business, max height 2.7 m	One per property, max height 5 m	One per business, max 0.4 m ²	One per business, max height 1.0 m, max width 0.6 m	One per business, max 1.0 m ² or 25% of the window area, whichever is greater
C-4: Commercial Animal Services	Any number, copy on max 25% of canopy area	One per business, max height 2.7 m	One per property, max height 5 m	One per business, max 0.4 m ²	One per business, max height 1.0 m, max width 0.6 m	One per business, max 1.0 m ² or 25% of the window area, whichever is greater
C-5: Tourist Commercial	Any number, copy on max 25% of canopy area	One per business, max height 2.7 m	One per property, max height 5 m	One per business, max 0.4 m ²	One per business, max height 1.0 m, max width 0.6 m	One per business, max 1.0 m ² or 25% of the window area, whichever is greater
M-1: Marine Commercial	Any number, copy on max 25% of canopy area	One per business, max height 2.7 m	One per property, max height 5 m	One per business, max 0.4 m ²	One per business, max height 1.0 m, max width 0.6 m	One per business, max 1.0 m ² or 25% of the window area, whichever is greater
M-2: Marine Industrial	Any number, copy on max 25% of canopy area	One per business, max height 2.7 m	One per property, max height 5 m	One per business, max 0.4 m ²	One per business, max height 1.0 m, max width 0.6 m	One per business, max 1.0 m ² or 25% of the window area, whichever is greater
M-3: Marine Forest Industrial	Any number, copy on max 25% of canopy area	One per business, max height 2.7 m	One per property, max height 5 m	One per business, max 0.4 m ²	One per business, max height 1.0 m, max width 0.6 m	One per business, max 1.0 m ² or 25% of the window area, whichever is greater
M-4: Seaplane Base	Any number, copy on max 25% of canopy area	One per business, max height 2.7 m	One per property, max height 5 m	One per business, max 0.4 m ²	One per business, max height 1.0 m, max width 0.6 m	One per business, max 1.0 m ² or 25% of the window area, whichever is greater
W-1: Waterfront	Any number, copy on max 25% of canopy area	One per business, max height 2.7 m	One per property, max height 5 m	One per business, max 0.4 m ²	One per business, max height 1.0 m, max width 0.6 m	One per business, max 1.0 m ² or 25% of the window area, whichever is greater
I-1: Light Industrial	Any number, copy on max 25% of canopy area	One per business, max height 2.7 m	One per property, max height 5 m	One per business, max 0.4 m ²	One per business, max height 1.0 m, max width 0.6 m	One per business, max 1.0 m ² or 25% of the window area, whichever is greater

Zone	Canopy	Fascia	Free-standing	Projecting	Sandwich Board	Window
I-2: Heavy Industrial	Any number, copy on max 25% of canopy area	One per business, max height 2.7 m	One per property, max height 5 m	One per business, max 0.4 m ²	One per business, max height 1.0 m, max width 0.6 m	One per business, max 1.0 m ² or 25% of the window area, whichever is greater
A-1: Airport	Any number, copy on max 25% of canopy area	Any number and size	Any number and size	Any number and size	One per business, max height 1.0 m, max width 0.6 m	One per business, max 1.0 m ² or 25% of the window area, whichever is greater
P-1: Parks and Open Space	Any number, copy on max 25% of canopy area	One per business, max height 2.7 m	One per property, max height 5 m	One per business, max 0.4 m ²	One per business, max height 1.0 m, max width 0.6 m	One per business, max 1.0 m ² or 25% of the window area, whichever is greater
P-2: Institutional	Any number, copy on max 25% of canopy area	One per business, max height 2.7 m	One per property, max height 5 m	One per business, max 0.4 m ²	One per business, max height 1.0 m, max width 0.6 m	One per business, max 1.0 m ² or 25% of the window area, whichever is greater
GH-1: General Holdings	Any number, copy on max 25% of canopy area	One per bldg face, max height 2.7 m	One per property, max height 5 m	One per business, max 0.4 m ²	One per business, max height 1.0 m, max width 0.6 m	One per business, max 1.0 m ² or 25% of the window area, whichever is greater
CD-1: Comprehensive Development 1	Any number, copy on max 25% of canopy area	One per business, max height 2.7 m	One per property, max height 5 m	One per business, max 0.4 m ²	One per business, max height 1.0 m, max width 0.6 m	One per business, max 1.0 m ² or 25% of the window area, whichever is greater
CD-2: Comprehensive Development 2	Any number, copy on max 25% of canopy area	One per business, max height 2.7 m	One per property, max height 5 m	One per business, max 0.4 m ²	One per business, max height 1.0 m, max width 0.6 m	One per business, max 1.0 m ² or 25% of the window area, whichever is greater
CD-3: Comprehensive Development 3	Any number, copy on max 25% of canopy area	One per business, max height 2.7 m	One per property, max height 5 m	One per business, max 0.4 m ²	One per business, max height 1.0 m, max width 0.6 m	One per business, max 1.0 m ² or 25% of the window area, whichever is greater

Zone	Canopy	Fascia	Free-standing	Projecting	Sandwich Board	Window
CD-4 Comprehensive Development 4	Any number, copy on max 25% of canopy area	One per business, max height 2.7 m	One per property, max height 5 m	One per business, max 0.4 m ²	One per business, max height 1.0 m, max width 0.6 m	One per business, max 1.0 m ² or 25% of the window area, whichever is greater
CD-5: Comprehensive Development 5	Any number, copy on max 25% of canopy area	One per business, max height 2.7 m	One per property, max height 5 m	One per business, max 0.4 m ²	One per business, max height 1.0 m, max width 0.6 m	One per business, max 1.0 m ² or 25% of the window area, whichever is greater
CD-6: Comprehensive Development 6	Any number, copy on max 25% of canopy area	One per business, max height 2.7 m	One per property, max height 5 m	One per business, max 0.4 m ²	One per business, max height 1.0 m, max width 0.6 m	One per business, max 1.0 m ² or 25% of the window area, whichever is greater
CD-7: Comprehensive Development 7	Any number, copy on max 25% of canopy area	One per business, max height 2.7 m	One per property, max height 5 m	One per business, max 0.4 m ²	One per business, max height 1.0 m, max width 0.6 m	One per business, max 1.0 m ² or 25% of the window area, whichever is greater
CD-8: Comprehensive Development 8	Any number, copy on max 25% of canopy area	One per business, max height 2.7 m	One per property, max height 5 m	One per business, max 0.4 m ²	One per business, max height 1.0 m, max width 0.6 m	One per business, max 1.0 m ² or 25% of the window area, whichever is greater
CD-9: Comprehensive Development 9	X	One per parcel, max 1.0 m ²	One per parcel, max height 2.7 m, max 1.0 m ²	X	X	One per dwelling unit, max 0.56 m ²
CD-10: Comprehensive Development 10	X	One per parcel, max 1.0 m ²	One per parcel, max height 2.7 m, max 1.0 m ²	X	X	One per dwelling unit, max 0.56 m ²

X= Not permitted

Notes: Maximum size for fascia and free-standing signs:

on business frontage up to 8 m 1.5 m²

on business frontage over 8 m and up to 16 m 2.0 m²

on business frontage over 16 m 2.5 m²

"max" as noted in Sign Schedule B is short form for the word "maximum".