



## **DISTRICT OF PORT HARDY**

# **AGENDA**

## **REGULAR COUNCIL MEETING**

### **7:00 PM, TUESDAY, APRIL 28, 2015**

#### **MUNICIPAL HALL COUNCIL CHAMBERS**

#### **7360 COLUMBIA STREET**

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

**Staff:** Rick Davidge, Chief Administrative Officer  
Jeff Long, Director of Corporate and Development Services  
Allison McCarrick, Director of Financial Services  
Leslie Driemel, Recording Secretary

**DISTRICT OF PORT HARDY  
AGENDA FOR THE REGULAR COUNCIL MEETING  
7:00 PM TUESDAY, APRIL 28, 2015  
Council Chambers - Municipal Hall**

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<u>Page</u>		Time:
	<b>A. CALL TO ORDER</b>	
	<b>B. APPROVAL OF AGENDA AS PRESENTED (or amended)</b>	
	Motion required.	1.            2.
	<b>C. ADOPTION OF MINUTES</b>	
1	1. The minutes of the Special Council Meeting held April 14, 2015.	
	Motion required.	1.            2.
2-6	2. The minutes of the Regular Council meeting held April 14, 2015.	
	Motion required.	1.            2.
	<b>D. DELEGATIONS AND REQUESTS TO ADDRESS COUNCIL</b>	
	1. Fire Chief Schell Nickerson, Port Hardy Fire Rescue re: Quarterly Report to Council	
	<b>E. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS</b>	
7-8	1. Council Action items. For information.	
	<b>F. CORRESPONDENCE</b>	
	No Correspondence.	
	<b>G. NEW BUSINESS</b>	
	None in agenda package.	
	<b>H. COUNCIL REPORTS</b>	
	1. Verbal reports from Council members.	
	<b>I. COMMITTEE REPORTS</b>	
9-11	1. Draft minutes of the First Nations Relations Committee meeting held Tuesday April 14, 2015. For information. The First Nations Relations Committee recommends to Council:  <i>"That Council direct staff to prepare a bylaw for its consideration, that has the effect of amending the Council Procedure Bylaw to include formal acknowledgment at the beginning of each regular Council meeting that the District is meeting on unceded Kwakiutl territory."</i>	
	Motion / direction	1.            2.
12-14	2. Draft minutes of the Operational Services Committee meeting held Thursday April 16, 2015. For information. The Operational Services Committee recommends to Council:  a. <i>"THAT Council direct staff to proceed to negotiate with the Village of Alert Bay for the purchase of its 2011 dump truck."</i>	
	Motion / direction	1.            2.
15-30	b. <i>"THAT Council direct staff to implement the Tree Risk Assessment Report prepared by Integra Forest Consulting Ltd. for the Storeys Beach, Beaver Harbour and Stink Creek areas, AND FURTHER THAT Council request that staff undertake public notification with respect to same.</i>	
	Motion / direction	1.            2.

31-41 c. *"THAT Council authorize Stantec Consulting Ltd. to proceed with implementation of its April 15, 2015 Condition Assessment and Budgetary Costing for Retrofit of the Airport Wastewater Treatment Plant proposal."*

42-43 3. Draft minutes of the Parks & Recreation Review Committee meeting held Tuesday April 21, 2015. For information. The Parks & Recreation Review Committee recommends to Council:

44-56 *"THAT Council approve the Aquatic Center Condition Assessment proposal prepared by Stantec."*

Motion / direction

1.

2.

#### J. STAFF REPORTS

1. Jeff Long, Director of Corporate & Development Services (Apr.22/15) re: British Columbia Fire Service Minimum Training Standards – Structure Firefighters Competency and Training Playbook.

Staff Recommendation:

57-59 *"That Council directs staff to prepare a bylaw for its consideration, that has the effect of amending Fire Department Establishment and Procedures Bylaw No. 16-2011 to designate and authorize the fire service level for the District of Port Hardy as "Interior Operations" in accordance with the Province of British Columbia's Structure Firefighters Competency and Training Playbook."*

Motion / direction

1.

2.

#### K. CURRENT BYLAWS AND RESOLUTIONS

60-61 1. District of Port Hardy Bylaw No. 1037-2015, A Bylaw to Rename the Portion of Thunderbird Way South of Granville Street. For Adoption.

Motion required

1.

2.

62-64 2. District of Port Hardy Bylaw No. 1040- 2015. A Bylaw to Set the 2015 Annual Tax Rates. For Adoption.

Motion required

1.

2.

#### L. PENDING BYLAWS

No pending bylaws.

#### M. INFORMATION AND ANNOUNCEMENTS

April 30 Committee: Occupational Health & Safety 8:30 am, Council Chambers  
May 4 Council: Committee of the Whole, Draft Financial Plan, Council Chambers  
May 5 Port Hardy Twinning Society, 7:00pm, Council Chambers  
May 12 Committee: First Nations Relations, 4:30pm Council Chambers  
Council: Regular Council Meeting

#### N. NOTICE OF IN CAMERA MEETING

No in camera meeting scheduled at this time.

#### O. ADJOURNMENT

Motion required  
Time:

1.

2.



**MINUTES OF THE DISTRICT OF PORT HARDY  
SPECIAL COUNCIL MEETING  
APRIL 14, 2015  
COUNCIL CHAMBERS, MUNICIPAL HALL  
7360 COLUMBIA STREET**

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

**ALSO PRESENT:** Rick Davidge, Chief Administrative Officer

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

SC2015 -010  
APPROVAL OF AGENDA  
AS PRESENTED

**A. CALL TO ORDER**

Mayor Bood called the meeting to order at 6:30pm.

**B. APPROVAL OF AGENDA**

Moved/Seconded/Carried  
THAT the agenda be approved as presented.

**C. MOTION TO CLOSE MEETING TO THE PUBLIC (IN CAMERA)**

Motion required as per section 92 of the *Community Charter* that the meeting be closed to the public for the purposes of discussing:

1. Subject matter related to *Community Charter* section 90(1)(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were made public – Wharf Management, Administrative and Maintenance Services Contract.

SC2015 -011  
CLOSE MEETING TO  
THE PUBLIC CC  
s 90(1)(k)

Moved/Seconded/Carried  
THAT in accordance with section 92 of the *Community Charter*, that the meeting be closed to the public as per *Community Charter* section 90(1)(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were made public – Wharf Management, Administrative and Maintenance Services Contract.

**D. ADJOURNMENT**

SC2015 -012  
ADJOURNMENT

Moved  
THAT the Special Meeting of Council adjourn.      Time: 6:43pm

CORRECT

APPROVED

\_\_\_\_\_  
DIRECTOR OF CORPORATE  
& DEVELOPMENT SERVICES

\_\_\_\_\_  
MAYOR



**MINUTES OF THE DISTRICT OF PORT HARDY  
REGULAR COUNCIL MEETING  
APRIL 14, 2015  
COUNCIL CHAMBERS, MUNICIPAL HALL  
7360 COLUMBIA STREET**

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

**ALSO PRESENT:** Jeff Long, Director of Corporate & Development Services  
Allison McCarrick, Director of Financial Services  
Leslie Driemel, Recording Secretary

**REGRETS:** Rick Davidge, Chief Administrative Officer Councillor

**MEDIA:** N.I. Gazette **MEMBERS OF THE PUBLIC:** 2

**A. CALL TO ORDER**

Mayor Bood called the meeting was called to order at 7:00pm. He acknowledged that the meeting is being held on the traditional territory of the Kwakiutl people.

**B. APPROVAL OF AGENDA**

Moved/Seconded/Carried  
THAT the agenda be approved as presented.

**C. ADOPTION OF MINUTES**

1. The minutes of the Committee of the Whole meeting held March 23, 2015.

Moved/Seconded/Carried  
THAT the minutes of the Committee of the Whole meeting held March 23, 2015 be approved as presented.

2. The minutes of the Special Council Meeting held March 24, 2015.

Moved/Seconded/Carried  
THAT the minutes of the Special Council Meeting held March 24, 2015 be approved as presented.

3. The minutes of the Regular Council meeting held March 24, 2015.

Moved/Seconded/Carried  
THAT the minutes of the Regular Council meeting held March 24 2015 be approved as presented.

2015-054  
APPROVE  
AGENDA AS  
PRESENTED

2015-055  
COMMITTEE OF  
THE WHOLE  
MEETING  
MINUTES MAR.  
23/15 APPROVED  
AS PRESENTED

2015-056  
SPECIAL  
COUNCIL  
MEETING  
MINUTES MAR.  
24/15 APPROVED  
AS PRESENTED

2015-057  
REGULAR  
COUNCIL  
MEETING  
MINUTES MAR.  
24/15 APPROVED  
AS PRESENTED

## D. DELEGATIONS

1. Pat Corbett-Labatt, Past President, and Mark Jones, Treasurer, Port Hardy Twinning Society re: Presentation of Port Hardy Twinning Society 2014 Year End Report.

PORT HARDY  
TWINNING  
SOCIETY RE: 2014  
YEAR END  
REPORT

Pat Corbett-Labatt conducted a PowerPoint presentation of the activities undertaken by the Port Hardy Twinning Society in 2014 including participation in the Filomi Days Parade, Mount Waddington Regional Fall Fair and development of social media via Facebook. The highlights of the year were the celebration activities of the 20 year anniversary of the signing of the Twinning Agreement between Port Hardy and Numata in 1994. The 20 year anniversary events included a sending delegation from Port Hardy to Numata in August, hosting a delegation from Numata to Port Hardy in October, and constructing and installing a commemorative torii gate at Carrot Park. The Twinning Society greatly appreciates the time, efforts and support of the District of Port Hardy, Western Forest Products and the many volunteers and businesses that made this celebration possible.

The activities for 2015 were reviewed and include: storage location for and to maintain Andon; continue to maintain the Twinning Garden in Carrot Park; and, plan activities to generate more interest and attract membership in the Twinning Society.

Mark Jones, Treasurer of the Port Hardy Twinning Society, reviewed the 2014 revenue and expenditures as well as the 2015 budget of income and projected operating expenses.

Pat Corbett-Labatt and Mark Jones both thanked the District of Port Hardy for its help and ongoing support of the Port Hardy Twinning Society.

2. Staff Sgt. Gord Brownridge, RCMP re: Quarterly Report to Council (January – March 2015)

Staff Sgt. Gord Brownridge provided an overview of his RCMP report on the first quarter of 2015 that was included in the agenda package.

Councillor Dugas asked if a Restorative Justice Program is in operation.

Staff Sgt. Brownridge advised that there have been attempts to establish a proper Restorative Justice Program but due to costs for hospitality and staff time it has not gone ahead. Currently Constable Chris Bezaire identifies candidate files and holds restorative justice forums. Staff Sgt. Brownridge advised the new judge is a strong supporter of the restorative justice format.

RCMP RE:  
QUARTERLY  
REPORT TO  
COUNCIL

Councillor Dugas commented that the Grade 12 Dry Grad event is coming up soon and asked if there is anything the RCMP can do regarding talking to students prior to graduation. Staff Sgt. Brownridge advised that the RCMP has a member assigned to each school and dry grad discussions can be done at that level.

Councillor Dugas commented that, in the past, bike patrols have been done in the community and inquired if they will be implemented again. Staff Sgt Brownridge advised that, in his experience, bike patrols are costly to implement due to bike and

equipment purchases and staff training and that other policing such as boat patrols proved better use of limited seasonal funding.

Mayor Bood thanked Staff Sgt. Brownridge for taking the time to come to Council to present his quarterly report.

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

#### **ACTION ITEMS**

1. Council action items were received for information.

#### **F. CORRESPONDENCE**

No Correspondence.

#### **G. NEW BUSINESS**

No new business.

#### **H. COUNCIL REPORTS**

#### **COUNCIL REPORTS**

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

#### **I. COMMITTEE REPORTS**

1. Draft minutes of the Operational Services Committee meeting held March 19, 2015 were received for information.

Recommendation to Council

- a. *"THAT Council develop a Noxious Weed/Invasive Species Bylaw for consideration."*

2015-058  
DEVELOP  
NOXIOUS WEED /  
INVASIVE  
SPECIES BYLAW

Moved/Seconded/Carried

THAT Staff develop a Noxious Weed / Invasive Species bylaw for Council consideration.

2. Draft minutes of the First Nations Relations Committee meeting held March 24, 2014 was received for information.

Recommendation to Council

- a. *"THAT Council approves the Mandate of the First Nations Relations Committee as presented."*

2015-059  
MANDATE OF THE  
FIRST NATIONS  
RELATIONS  
COMMITTEE  
APPROVED

Moved/Seconded/Carried

THAT Council approve the Mandate of the First Nations Relations Committee (Standing Committee of Council) as presented below:

**MANDATE OF THE FIRST NATIONS RELATIONS COMMITTEE**  
(Standing Committee of Council)

**1. ESTABLISHMENT**

The District of Port Hardy First Nations Relations Committee, hereinafter referred to as the "Committee", was established as a Standing Committee of Council by Council of the District of Port Hardy on January 13, 2015.

**2. PURPOSE**

The mandate of the 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); and,
- d) research matters that are referred to it by Council and assist by providing recommendations to Council on such matters;

**3. AUTHORITY**

3.1 The Committee does not have delegated approval authority from Council.

3.2 The Committee may seek input from local governments, First Nations and other agencies and organizations to assist it in fulfilling its mandate.

**J. STAFF REPORTS**

1. Accounts Payable March 2015 was received information.

**K. CURRENT BYLAWS AND RESOLUTIONS**

1. District of Port Hardy Bylaw No.1039-2015, A Bylaw to Adopt the Annual Five-Year Financial Plan for the Period 2015-2019. For Adoption

Moved/Seconded/Carried

THAT District of Port Hardy Bylaw No.1039-2015, A Bylaw to Adopt the Annual Five-Year Financial Plan for the Period 2015-2019, be adopted

2. District of Port Hardy Bylaw No 1040-2015

- a. A. McCarrick, Director of Financial Services re: District of Port Hardy Annual Tax Rates Bylaw 1040-2015.

Staff Recommendation:

*"THAT Council gives First, Second and Third Readings to the District of Port Hardy Annual Tax Rates Bylaw 1040-2015."*

- b. District of Port Hardy Annual Tax Rates Bylaw 1040-2015. For First, Second and Third Reading.

Moved/Seconded/Carried

THAT District of Port Hardy Annual Tax Rates Bylaw 1040-2015 receive First, Second and Third Reading.

2015-060  
BYLAW 1039-2015  
5 YEAR FINANC  
PLAN 2015-2019  
FOR ADOPTION

2015-061  
BYLAW 1040-2015  
ANNUAL TAX  
RATES 1<sup>ST</sup>, 2<sup>ND</sup>  
AND 3<sup>RD</sup> RDGS



**L. PENDING BYLAWS**

1. District of Port Hardy Bylaw 1037-2015 A Bylaw to Rename the Portion of Thunderbird Way South of Granville Street. (April 28, 2014 Council Agenda item, for adoption).

**M. INFORMATION AND ANNOUNCEMENTS**

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

**N. NOTICE OF IN CAMERA MEETING**

No in camera meeting scheduled at this time.

**O. ADJOURNMENT**

Moved  
THAT the meeting be adjourned.

Time: 8:07pm

CORRECT

APPROVED

\_\_\_\_\_  
DIRECTOR OF CORPORATE  
& DEVELOPMENT SERVICES

\_\_\_\_\_  
MAYOR

2015-062  
ADJOURNMENT

REGULAR COUNCIL MEETING - APRIL 14, 2015			
COMMITTEE REPORTS	Moved/Seconded/Carried	WHO	STATUS /COMMENTS
1. Draft minutes of the Operational Services Committee meeting held March 19, 2015. Recommendation to Council: a. "THAT Council develop a Noxious Weed/Invasive Species Bylaw for consideration."	THAT Staff develop a Noxious Weed / Invasive Species bylaw for Council consideration	JL	In progress
REGULAR COUNCIL MEETING - MARCH 24, 2015			
ITEM	ACTION	WHO	STATUS /COMMENTS
<b>OLD BUSINESS/BUSINESS ARISING</b> Russ Hellberg, re Cenotaph project	THAT Council directs staff to work with Mr. Russ Hellberg of the Royal Canadian Legion Branch 237 to prepare and submit an application to the Department of Canadian Heritage's World War Commemorations Community Fund for the purpose of accessing funding to be used for the Port Hardy and First Nations War Memorial Cenotaph project, with a total budget of \$80,920 which includes a \$19,501 in-kind contribution from the District of Port Hardy.  Staff to work with Mr. Russ Hellberg of the Royal Canadian Legion Branch 237 to prepare and submit application as directed.	JL	In Progress
<b>COMMITTEE REPORTS</b> Draft minutes of the Parks and Recreation Review Committee meeting held March 17, 2015. Recommendations to Council: a. "THAT that the District of Port Hardy representatives to the Regional District of Mount Waddington initiate a preliminary review of a regionally funded recreation model for all North Island recreation facilities."  b. "THAT Council proceed with a long term planning study of the pool and arena facilities."	a. THAT that the District of Port Hardy representatives to the Regional District of Mount Waddington initiate a preliminary discussion and review of a regionally funded recreation model for all North Island recreation facilities, as directed  b. THAT Council proceed with a long term planning study of the pool and arena facilities.  Staff to proceed with process to obtain a long term planning study of the pool and arena facilities as directed	Mayor Bood and C/ Dugas  RD	Underway
REGULAR COUNCIL MEETING - MARCH 10, 2015			
ITEM	ACTION	WHO	STATUS /COMMENTS
<b>COUNCIL REPORTS</b> Councillor Marcotte requested:	That staff look into the District of Port Hardy developing a Senior's Charter. Staff to research into Senior's Charters, as directed	JL	In Progress

REGULAR COUNCIL MEETING - FEBRUARY 24, 2015		
ITEM	ACTION	STATUS /COMMENTS
<p><b>COMMITTEE REPORTS</b>                      Draft minutes of the Parks &amp; Recreation Review Committee meeting held Feb. 17/15.                      Recommendations to Council:                      a. "The Parks and Recreation Review Committee recommends to Council that early budget approval of up to \$20,000 be allotted for Beaver Harbour Park outfield upgrades."                      b. "The Parks and Recreation Review Committee recommends to Council that the Beaver Harbour Park ball diamond #1 lights be assessed AND THAT if unsafe they be removed AND THAT a cost estimate to replace ball diamond #1 lights be prepared."</p> <p><b>ADDENDUM</b>                      2. Draft minutes of the Operational Services Committee meeting held Feb 19/15.                      Recommendation: b. "that the District of Port Hardy recognize and support National Public Works Week May 17-23, 2015 in Port Hardy."</p> <p><b>BYLAWS</b>                      District of Port Hardy Bylaw 1037-2015 to Rename the Portion of Thunderbird Way South of Granville Street. For 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Readings</p>	<p>THAT Council provides early budget approval of up to \$20,000 for Beaver Harbour Park outfield upgrades.                       Staff to proceed to upgrade Beaver Harbour Park outfield, as directed                       THAT Beaver Harbour Park ball diamond #1 lights be assessed and a report brought back for Council consideration                       Staff to assess lights at Beaver Harbour Park ball diamond #1 and report back to Council, as directed                       Moved/Seconded/Carried                      THAT the District of Port Hardy recognize and support <i>National Public Works Week May 17-23, 2015</i> in Port Hardy and issue a proclamation for the same.                       Council directed staff to organize events for Public Works Week May 17-23, 2015 in Port Hardy                      Staff to organize events.                       Bylaw to be considered for adoption at April 28, 2015 Council meeting.</p>	<p>RD/SM                       Work underway                       RD/SM                       Wooden poles tested Ball diamond #1                      Lighting report to come                       SM                       Underway                       JL                       Agenda item</p>
REGULAR COUNCIL MEETING - JANUARY 26, 2015		
<p><b>Committee Reports</b>                      1. Operational Services Committee – Jan.22/15                      b. THAT the Operational Services Committee requests that staff and the Harbour Manager work with this charter group to come up with an agreement that can be brought back to Council for discussion.</p>	<p>Moved/Seconded/Carried                      THAT staff and the Harbour Manager work with the charter group to develop an agreement that can be brought back to Council for discussion.</p>	<p>RD                       In progress</p>



**MINUTES OF THE DISTRICT OF PORT HARDY  
FIRST NATIONS RELATIONS COMMITTEE  
APRIL 14, 2015  
COUNCIL CHAMBERS, MUNICIPAL HALL  
7360 COLUMBIA STREET**

**PRESENT:** Councillors Pat Corbett-Labatt, Dennis Dugas, Jessie Hemphill (Chair),  
Fred Robertson

**ALSO PRESENT:** Jeff Long, Director of Corporate and Development Services  
Leslie Driemel, Recording Secretary

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

FNRC 2015-009  
AGENDA APPROVED  
AS PRESENTED

FNRC 2015-010  
MINUTES OF  
MEETING HELD  
MAR.24/15  
APPROVED

**A. CALL TO ORDER**

Chair Jessie Hemphill called the meeting to order at 5:32pm.

**B. APPROVAL OF AGENDA**

Moved/Seconded/Carried  
THAT the agenda be approved as presented.

**C. ADOPTION OF MINUTES**

1. Minutes of the meeting held March 24, 2015.

Moved/Seconded/Carried

THAT the minutes of the First Nations Relations Committee meeting held March 24, 2015 be approved as presented.

**D. DELEGATIONS**

No delegations.

**E. CORRESPONDENCE**

None

**F. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS**

1. Action Item Review.

The Committee members reviewed and updated the action item report.

2. Kwakiutl Signage – Chair Hemphill advised that she has emailed and invited Kwakiutl First Nation Chief Councillor Coreen Child to come to a First Nations Relations Committee meeting to discuss the signage project.

**DRAFT**

COMMUNITY TO  
COMMUNITY FORUM

3. Discussion on Community to Community Forum held March 25, 2015.

The Committee members discussed the Community to Community Forum held on March 25, 2015 and agreed that it was a very good event that offered the first steps in moving forward in building better relationships with First Nation neighbours.

The Committee members asked if there were minutes available from the Community to Community Forum held March 25, 2015. Chair Hemphill advised that a final report on the event is being prepared as part of the funding requirements and that it will be available for inclusion as part of the next Committee meeting agenda.

It was commented that Quatsino First Nation representatives were not at the Forum. Chair Hemphill advised a letter of invitation had been sent and an email received letting her know they did receive the letter. Chair Hemphill will follow up and issue another invitation to the Quatsino First Nation to meet at a future date.

4. Update on the Municipal Type Service Agreement (MTSA) with Gwa'sala-'Nakwaxda'xw' First Nations.

MTSA WITH GWA'SALA-  
'NAKWAXDA'XW' FIRST  
NATIONS

Jeff Long, Director of Corporate and Development Services, advised that Rick Davidge, CAO, has had met with Gwa'sala-'Nakwaxda'xw representatives Leo Lawson (Public Works), Councillor Ernie Henderson (Council) and Dylan Thomas (Band Manager). Discussion included general matters of mutual interest and a review of the draft MTSA that was previously provided to the Gwa'sala-'Nakwaxda'xw Nations. Future meetings will be set up. Mr. Long commented that the current MTSA agreements are outdated and are in desperate need of updating.

Chair Hemphill advised that past MTSA's were generally just service agreements and that current ones often include matters that promote relationship building.

**DRAFT**

**G. NEW BUSINESS**

1. Jessie Hemphill (Chair) re: Report on Association of Vancouver Island and Coastal Community (AVICC) Aboriginal Reconciliation Session

AVICC ABORIGINAL  
RECONCILIATION  
SESSION

Chair Hemphill advised on the AVICC Aboriginal Reconciliation Session held at the recent AVICC Convention. It was a good overview on First Nation history, but did not discuss how to move the reconciliation process forward. It is expected that AVICC will continue with more on reconciliation matters at upcoming conventions.

Councillor Dugas advised that the speaker was very good and gave an informative and interesting presentation and that he wished the rest of Council could have participated in the session.

**H. ROUNDTABLE DISCUSSION**

Councillor Robertson commented on:

Mayor Bood receiving an invitation from Kwakiutl First Nation Chief Councillor Coreen Child to meet with herself and the Band Manager. He would like to see council to council meetings in the future and to also make sure the efforts associated with building a process of reconciliation and collaboration doesn't stall.

FNRC 2015-011  
RECOMMENDATION  
AMEND COUNCIL  
PROCEDURES  
BYLAW TO  
ACKNOWLEDGE REG  
COUNCIL MTGS ON  
KWAKIUTL UNCEDED  
TERRITORY

THE GWA'SALA-  
'NAKWAXDA'XW  
NATIONS WITHDRAWAL  
FROM RDMW  
REGIONAL TRANSIT  
PROGRAM.

**DRAFT**

Councillor Dugas commented on:  
The last District of Port Hardy Council meeting at which Mayor Bood acknowledged it was being held on traditional Kwakiutl territory. He expressed the opinion that the wording should be more formalized and reviewed, possibly by the Kwakiutl First Nation, to ensure it is correct.

The Committee discussed the wording and Chair Hemphill advised that First Nations have used the wording "acknowledge the meeting is being held on unceded Kwakiutl territory".

Moved/Seconded/Carried

The First Nations Relations Committee recommends to Council:

"That Council direct staff to prepare a bylaw for its consideration, that has the effect of amending the Council Procedure Bylaw to include formal acknowledgment at the beginning of each regular Council meeting that the District is meeting on unceded Kwakiutl territory." staff to prepare a bylaw for its consideration, that has the effect of amending the Council Procedure Bylaw to include formal acknowledgment at the beginning of each regular Council meeting that the District is meeting on unceded Kwakiutl territory."

Councillor Corbett-Labatt commented on:  
North Island College new position of Director for Aboriginal Education & Mount Waddington Region

Councillor Robertson commented on:  
The Gwa'sala-'Nakwaxda'xw Nations withdrawal from the Mount Waddington Regional Transit Program. Chair Hemphill advised that transit usership by Gwa'sala-'Nakwaxda'xw community members is significantly less than more geographically distant First Nation communities and the ridership is very low considering the Band's level of financial contribution.

Chair Hemphill reviewed items for the next meeting agenda as follows:

- A meeting report on the March 25 Community to Community Forum.
- A follow up with Quatsino First Nations regarding the First Nation Relations Committee letter of introduction and invitation.
- Follow up with Mayor Bood and Rick Davidge, CAO regarding a council to council meeting
- Follow up on any MTSA meetings with Gwa'sala-'Nakwaxda'xw First Nation.
- Councillor Dugas will ask at the Operational Services meeting for an update regarding replacing the vandalized interpretive signage missing from the seawall walkway.

#### I. NEXT MEETING DATE

The Committee set the next meeting date for 4:30 pm on Tuesday May 12, 2015.

#### J. ADJOURNMENT

Moved  
THAT the meeting be adjourned.

Time: 6:25pm

FNRC 2015-012  
ADJOURNMENT



**MINUTES OF DISTRICT OF PORT HARDY  
OPERATIONAL SERVICES COMMITTEE  
MEETING HELD APRIL 16, 2015  
COUNCIL CHAMBERS, MUNICIPAL HALL  
7360 COLUMBIA STREET**

**PRESENT:** Councillors Dennis Dugas, Rick Marcotte (Chair) and John Tidbury

**ALSO PRESENT:** Rick Davidge - Chief Administrative Officer, Jeff Long – Director of Corporate & Development Services, Sean Mercer – Operations Manager, Joe Jewell – Utilities Supervisor

**A. CALL TO ORDER**

Chair Rick Marcotte called the meeting to order.

Time: 3:05pm

**B. APPROVAL OF AGENDA**

Rick Davidge, CAO, requested that an item be added under New Business as follows:

3. Assessment of Airport Wastewater Treatment Plant - Proposal by Stantec Consulting Ltd.

Moved/Seconded/Carried

THAT the agenda be approved with the requested amendments.

**C. DELEGATIONS**

None

**D. MINUTES**

1. Minutes of the Operational Services Committee meeting held March 19, 2015.

Moved/Seconded/Carried

THAT the minutes of the Operational Services Committee meeting held March 19, 2015 be approved as presented.

**E. BUSINESS ARISING / UNFINISHED BUSINESS**

1. Action Items were received for information.
2. Granville Street / Beverley Parnham Way traffic flow.

Directional and parking signage has been installed with respect to the parking arrangements on the hospital property. Sean Mercer noted that it appears that people have gotten used to the new traffic flow patterns.

OP SCVS  
2015-017  
AGENDA  
APPROVED AS  
AMENDED

OP SCVS  
2015-018  
MINUTES MARCH  
19 /15 APPROVED

ACTION ITEM  
REVIEW

**DRAFT**

### 3. Sea Wall Lighting Project

SEA WALL  
LIGHTING  
PROJECT

The Committee reviewed an example of the LED light standard style that could be used for the sea wall lighting project as researched by Chair Marcotte. It was agreed that the standard to be used should minimize light pollution along the waterfront, be charcoal or black in colour, as well as resistant to salt given proximity to the ocean. The Committee requested that staff conduct some additional research on suitable lighting standards and obtain cost estimates for same.

### F. CORRESPONDENCE

No correspondence.

### G. STAFF REPORTS

#### 1. Verbal Report – SCADA System Maintenance and Updates

DRAFT

SCADA SYSTEM  
MAINTENANCE  
AND UPDATES

Joe Jewell gave an update on the SCADA system and presented a quotation from Interior Instrument Tech Services Ltd. (IITSL) to undertake maintenance and upgrades to it. This includes software and hardware at a cost of \$72,500 that would enhance the remote access capabilities for the SCADA system, access to the PLC, as well as replace the computers and server which are outdated and run on outdated operating systems. This project has not been budgeted for in 2014, but is something that should be undertaken sooner than later. It was left that Joe Jewell and Jeff Long would investigate cost saving opportunities using the IITSL quotation and report back at the next Committee meeting.

### H. NEW BUSINESS

#### 1. Email from Pete Nelson-Smith, Public Works Superintendent, Alert Bay re: 2011 Dump Truck for Sale.

The Committee discussed the dump truck that Alert Bay is offering for sale and asked staff for its opinion about it. Sean Mercer advised that this dump truck would be suitable for the District's needs.

OP SCVS  
2015-019  
RECOMMEND TO  
COUNCIL RE  
PURCHASE OF  
DUMP TRUCK

Moved/Seconded/Carried

THAT the Operational Services Committee recommends to Council that it direct staff to proceed to negotiate with the Village of Alert Bay for the purchase of its 2011 dump truck.

#### 2. Tree Risk Assessment Report, Integra Forest Consulting Ltd. March 25, 2015

The Committee discussed the findings of the Tree Risk Assessment Report prepared by Integra Forest Consulting Ltd. for the Storeys Beach, Beaver Harbour and Stink Creek areas.

OP SCVS  
2015-020  
RECOMMEND  
IMPLEMENT  
TREE RISK  
ASSESSMENT

Moved/Seconded/Carried

THAT the Operational Services Committee recommends to Council that it direct staff to implement the Tree Risk Assessment Report prepared by Integra Forest Consulting Ltd. for the Storeys Beach, Beaver Harbour and Stink Creek areas, AND FURTHER THAT Council request that staff undertake public notification with respect to same.



3. Proposal by Stantec Consulting Ltd. – Condition Assessment and Budgetary Costing for Retrofit of the Airport Wastewater Treatment Plant (April 15, 2015)

The Committee discussed the Stantec proposal to assess the Airport Wastewater Treatment Plant and adopted a resolution to recommend that Council proceed with it.

Moved/Seconded/Carried

THAT the Operational Services Committee recommends to Council that Council authorize Stantec Consulting Ltd. to proceed with implementation of its April 15, 2015 Condition Assessment and Budgetary Costing for Retrofit of the Airport Wastewater Treatment Plant proposal.

OP SCVS  
2015-021  
RECOMMEND  
PROCEED WITH  
ASSESSMENT OF  
AWWTP

I. **NEXT MEETING:** May 21, 2015 at 3:00pm

Upcoming Meeting dates: June 18, July 16, August 20, September 17, October 15, November 19, December 17

**K. ADJOURNMENT**

Moved

THAT the Operational Services Committee be adjourn.

Time: 4:12 pm

OP SCVS  
2015-021  
ADJOURNMENT

**DRAFT**

# **District Of Port Hardy Tree Risk Assessment Project**



## **Tree Risk Assessment Report**

- **Storey's Beach Road**
- **Beaver Harbour Park**
- **Stink Creek Park**

Assessment Date: March 25, 2015  
Assessment and Report Prepared by:

**Integra Forest Consulting Ltd.**

**Prepared for:**  
District of Port Hardy  
Sean Mercer, Public Works Operations Manager

**Integra Forest Consulting Ltd.**  
5000 Glinz Lake Road  
Sooke, B.C.; V9Z 0E3

**2015 Tree Risk Assessment: District of Port Hardy**

**Assessment Date:** March 25, 2015

**Field Assessment by:** Dean McGeough, RPF  
Certified Tree Risk Assessor #026

**Assignment:** At the request of Sean Mercer (District of Port Hardy, Public Works Operations Manager), to assess the condition and hazard potential of trees growing in three municipal properties in the Port Hardy area and to make recommendations for hazard reduction if required.

**Tree Risk Assessment Scope**

This tree risk assessment was completed on March 25, 2015 by tree risk assessor Dean McGeough, as certified by the International Society of Arboriculture (ISA) and also the provincial Wildlife/Danger Tree Assessment. Initial site reviews were performed in the company of Sean Mercer. The weather during the tree assessment visits were without any atmospheric obstruction that could prevent viewing the crowns of suspect trees.

**Tree Assessment Process**

A visual review of trees within each of the areas under review was made by looking for signs of crown decline or deterioration, damage to stem and roots, and the presence of fungal fruiting bodies. Binoculars were used to review the trees with upper stem conditions rather than to climb individual trees. Where a detailed diagnosis was required, increment coring was performed to ascertain internal stem conditions<sup>1</sup>.

Note that this assessment is not an inventory of all trees growing on the three respective sites. Each tree that warranted a thorough assessment was documented and its approximate location shown on a site map. To assist in future monitoring or mitigation of these trees, a numbered aluminum tag was affixed to the stem, and for trees with significant defect, a black/yellow striped flag was also tied to the tree for ease of locating the trees. The details about each tree are appended for reference.

**Tree Management Plan**

At present, there is no official tree management plan. Sites have been managed in past years by staff. Where trees risks are high to extreme then mitigation strategies are used to reduce the risks while endeavoring to protect the adjacent properties and to protect visitors to these sites.

In addition to the need to protect property is also the legal responsibility to protect persons using the properties for recreational enjoyment (Occupiers Liability Act) and to protect persons hired to manage the properties (Occupational Health and Safety Regulation and Workers' Compensation Act).

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<sup>1</sup> Detailed stem analysis compares the actual stem condition (AST) from drilling to the calculated required stem thickness (RST). RST is 30% of the tree's radius as per the provincial Wildlife/Danger Tree Assessor's Course. If the AST exceeds the RST the tree is able to support its weight and is not considered to be at high risk of collapse. Such trees can be monitored for signs of significant decline or deterioration in the coming years.

## STOREY'S BEACH

### Site Descriptions and Overview:

Located in the Fort Rupert area, the municipal property assessed lies along the Storey's Beach road's waterfront section from Carlton Street to Scotia Street (see figure 1). This area is predominantly forested by mature and dominant Sitka spruce (Ss) with a younger component of mature Douglas-fir (Fd) and a minor presence of western hemlock (Hw). A Ss tree recently failed onto a property at 6110 Storey's Beach Road during a strong windstorm.

Suspect trees are trees with visual signs of health decline and reviewed in the context of their immediate surroundings and in context to prevailing winds. The targets of greatest concern are personal properties, including but not limited to residential homes, play houses, garden sheds, fences, patio fixtures and vehicles. In addition, there are the hydro and telephone lines along Storeys' Beach Road.

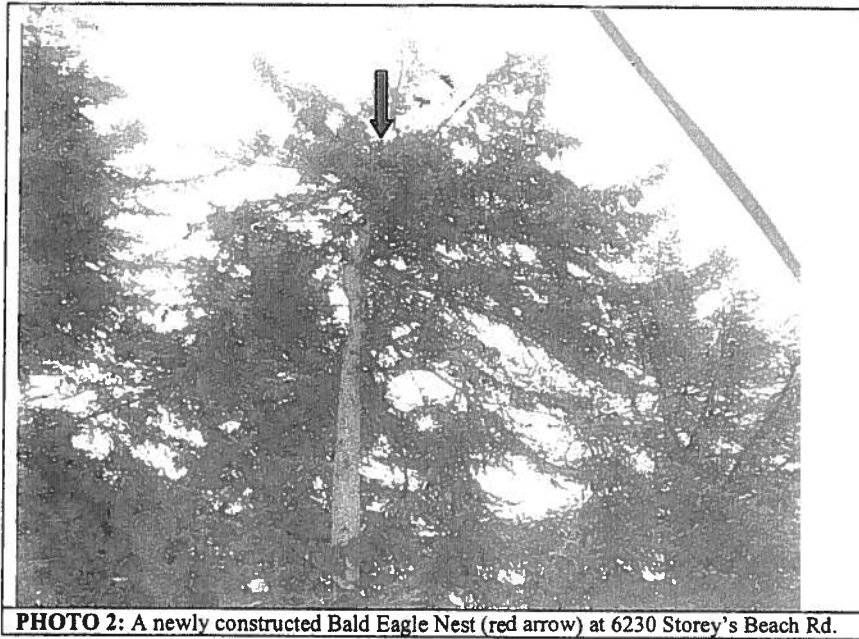
The most significant pathological risk for the Ss trees is from a butt rot fungus (*Phaeolus schweinitzii*). This pathogen is likely spread following root damage sustained by road maintenance activities and bank erosion. Wind exposure is high, causing crown pruning and top breakage. In addition, there is a minor influence by Armillaria root disease (*Armillaria solidipes*) affecting small diameter Hw and Fd.

A pair of eagles has created a new nest on a spruce tree adjacent to property 6230 Storey's Beach Road and UTM coordinates of 09-11133E-5618506N. This nest site is protected under section 34 of the Wildlife Act<sup>2</sup>.



**PHOTO 1:** View from the stump of the failed spruce tree at 6110 Storey's Beach Road. The underlying cause for this tree's failure is the advanced decay in its root system. The fruiting body of *Phaeolus schweinitzii* was found on the root plate (red arrow).

<sup>2</sup> Section 34 of the Wildlife Act states, "A person who, except as provided by regulation, possesses, takes, injures, molests or destroys (a) a bird or its egg, (b) the nest of an eagle, peregrine falcon, gyrfalcon, osprey, heron or burrowing owl, or (c) the nest of a bird not referred to in paragraph (b) when the nest is occupied by a bird or its egg commits an offence."



**PHOTO 2:** A newly constructed Bald Eagle Nest (red arrow) at 6230 Storey's Beach Rd.

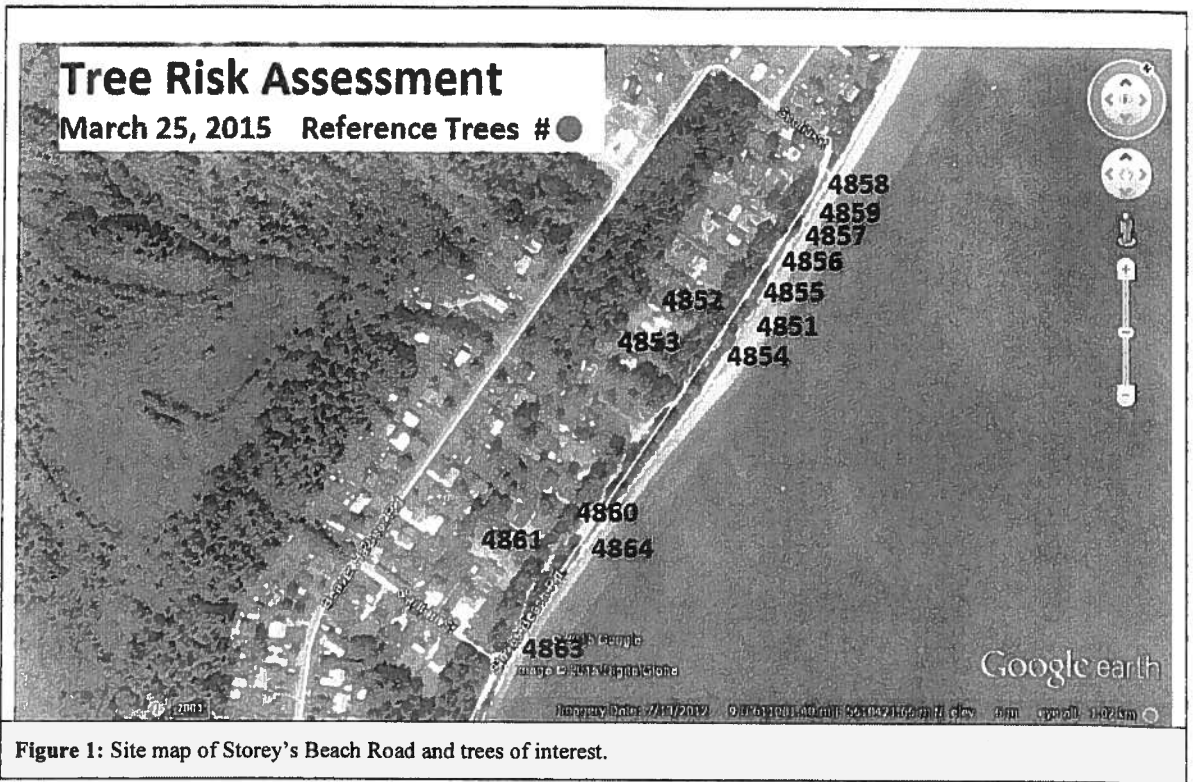
### Tree Assessment Results

A total of fourteen (14) trees were documented (see appendix 1) because of the presence of risk factors. Of these trees, there are ten (10) which are documented for treatment. These treatment needs are summarized in table 1. Of these trees, four (4) are at high risk to the adjacent properties (illustrated with yellow highlights) and therefore of highest priority for mitigation. The trees highlighted in blue are deteriorating and should also be treated simultaneously. Tree #4854 and #4855 are eventually going to require treatment (next 1-3 years) and could be treated at this time.

**Table 1:** Summary of trees recommended for treatment

Location	Tree Id	Species	Diam (cm)	Action	Main Concerns/Comments
Storey's Beach	4851	Spruce	140	Top/Fall	Butt rot and high decay; leans
	4852	Spruce	120	Top	Butt rot and high decay
	4854	Spruce	125	Top	Damaged root – monitor or modify
	4855	D-fir	25	Fall	Root disease – monitor or fall
	4857	Spruce	75	Fall/Top	Advanced decay at wound
	4858	Spruce	95	Top	Previously topped but base has advanced decay
	4859	Spruce	105	Top/Fall	Butt rot and high decay; leans
	4862	Hem.	94	Fall	Decayed roots and advancing decay
	4863	Spruce	96	Fall	Advancing decay
	4864	Spruce	150	Top	Butt rot and high decay

The timing of treatments proposed at Storey's Beach Road is constrained by the presence of at least one active bald eagle nest in the area. A new nest was discovered on tree #4853, there may be others in the area. Eagle nests are protected by section 34 of the Wildlife Act. Presently, pairs may be actively brooding on nests and should not be disturbed so they don't abandon their clutch of eggs.



**Figure 1:** Site map of Storey's Beach Road and trees of interest.



**PHOTO 3:** View of the damaged roots of tree #4852 which has caused decay to invade this tree. Butt rot fungus has invaded, rendering this tree at high risk of failure.



**PHOTO 4:** View of the damaged stem of tree #4862 which has advanced decay. In addition, this Hw tree's roots are also damaged and decaying, making it a high risk tree.

### **Recommendations**

Although the trees in question are not presently at extreme risk of collapsing or shedding large, heavy limbs or tops, the health of several trees are compromised to warrant intervention while the tree defects are easier and safer to manage. For the trees identified for mitigation these trees should be treated before the autumn storm season and ideally the tree removals completed by October 1<sup>st</sup>, 2015. Once the autumn rains saturate the soils there is increasing risk of tree collapse under strong winds (i.e., winds >65km/hour). The active nesting by bald eagles prevents treatments until after any and all eaglets have fledged from the nest, which would make August/September the ideal timing for treatment.

Trees growing along Storey's Beach Road provide a significant level of wind buffering and for this reason, most of the treatments are aimed at reducing the height of deteriorating trees so they are less likely to fail, and they will continue to provide wind buffering benefits to the neighbouring trees. Efforts should be taken to modify trees in preference to full tree removal in an effort to maintain this communal support for other trees. Most of the trees along Storey's Beach Road can be accessed by bucket truck, but manual climbing and topping is also acceptable.

The exposure of trees to the limits of approach to the utility lines warrants a review with BC Hydro; and any recommendation made by their utility arborist incorporated into the treatment plans.

This site has several damaged conifers warranting monitoring at a frequency of at least once every 3 years, or sooner if there is extensive storm damage and trees have toppled.

**BEAVER HARBOUR PARK**  
**Site Descriptions and Overview:**

Located alongside Storey’s Beach, the municipal property assessed lies alongside the oceanside of Storey’s Beach Road from Carlton Street to the day-use park, complete with the Rotary Pavilion (picnic shelter), picnic sites, grass playing field and boat launch. The forest is comprised of mature Ss, Fd, Hw, western redcedar (Cw) and red alder (Dr).

The most significant pathological risk for the Ss trees is from a butt rot fungus (*Phaeolus schweinitzii*). In addition, there is a minor influence by Armillaria root disease (*Armillaria solidipes*) affecting small diameter Hw and Fd trees. Wind exposure is high, causing crown pruning and top breakage. Trees along the shoreline are affected by soil erosion. Public damage to trees (stem scars, soil compaction and abrasion to shallow roots) in the day-use area is also a significant cause for tree decline. The targets of greatest concern are the picnic shelter, picnic tables, lawn and parking areas.



**PHOTO 5:** View of trees along the shores of Storey’s Beach; the bank is being eroded and the trees’ root systems are being undermined. Note the upward sweeping shape of these trees indicates these trees are self-righting themselves (rate of erosion is relatively slow).

**Tree Assessment Results**

A total of eight (8) trees were documented (see appendix 1) because of the presence of risk factors. Of these trees, there are six (6) trees documented during the assessment as warranting treatment to protect the public visiting this site. These treatment needs are summarized in table 2.

**Table 2:** Summary of trees recommended for treatment

Location	Tree Id	Species	Diam (cm)	Action	Main Concerns/Comments
Beaver Harbour	4865	Hem.	56	Fall	Roots decayed
	4866	Spruce	180	Top	Butt rot and high decay
	4868	Alder	130	Prune	Shedding limbs and dead limbs
	4870	Alder	60	Fall	Root disease; shedding limbs
	4871	Alder	70	Fall	Dying and affecting Spruce
	4872	Alder	48	Fall/Top	Twin – one has weak top



## Recommendations

Although the trees in question are not presently at an extreme risk of collapsing or shedding large, heavy limbs or tops, the health of several trees are compromised to warrant intervention while the tree defects are easier and safer to manage. For the trees identified for mitigation these trees should be treated before the autumn storm season and ideally the tree removals completed by October 1<sup>st</sup>, 2015. Once the autumn rains saturate the soils there is increasing risk of tree collapse under strong winds (i.e., winds >65km/hour). It is ideal and acceptable to perform the mitigations prior to the busy summer. The exposure of trees to utility lines warrants a review with BC Hydro; and any recommendation made by their utility arborist incorporated into the treatment plans.

This site has several damaged conifers warranting monitoring at a frequency of at least once every 3 years, or sooner if there is extensive storm damage and trees have toppled, or evidence of vandalism by public users. The beach front is being eroded during storms and high tides. Implement a tree replacement strategy for when bank anchored trees eventually collapse. Plant large stock (1 gallon pots) seedlings of Cw and Ss. These should be planted 3-5m back from the edge of the eroding banks. These planted trees will help to anchor the existing trees, but also help hold the bank if it sloughs.

Alder trees which are deteriorating were recommended for falling rather than pruning. This is because most of these had adjacent conifers which will benefit in the long term from the removal of the alder. A feature tree (#4868) for this site is a massive alder which is open grown. This tree's wide crown provides shade for visitors relaxing beneath its crown during the summer months. Pruning is recommended to remove dead and broken limbs from within this tree's crown.

At the boat launch, there is a large diameter spruce (photo 9) with damaged roots. There is sign of decay and to protect this tree from further decline, consider installing a barricade around the perimeter of this tree's root plate. This barricade would keep vehicles from driving over and damaging its roots.

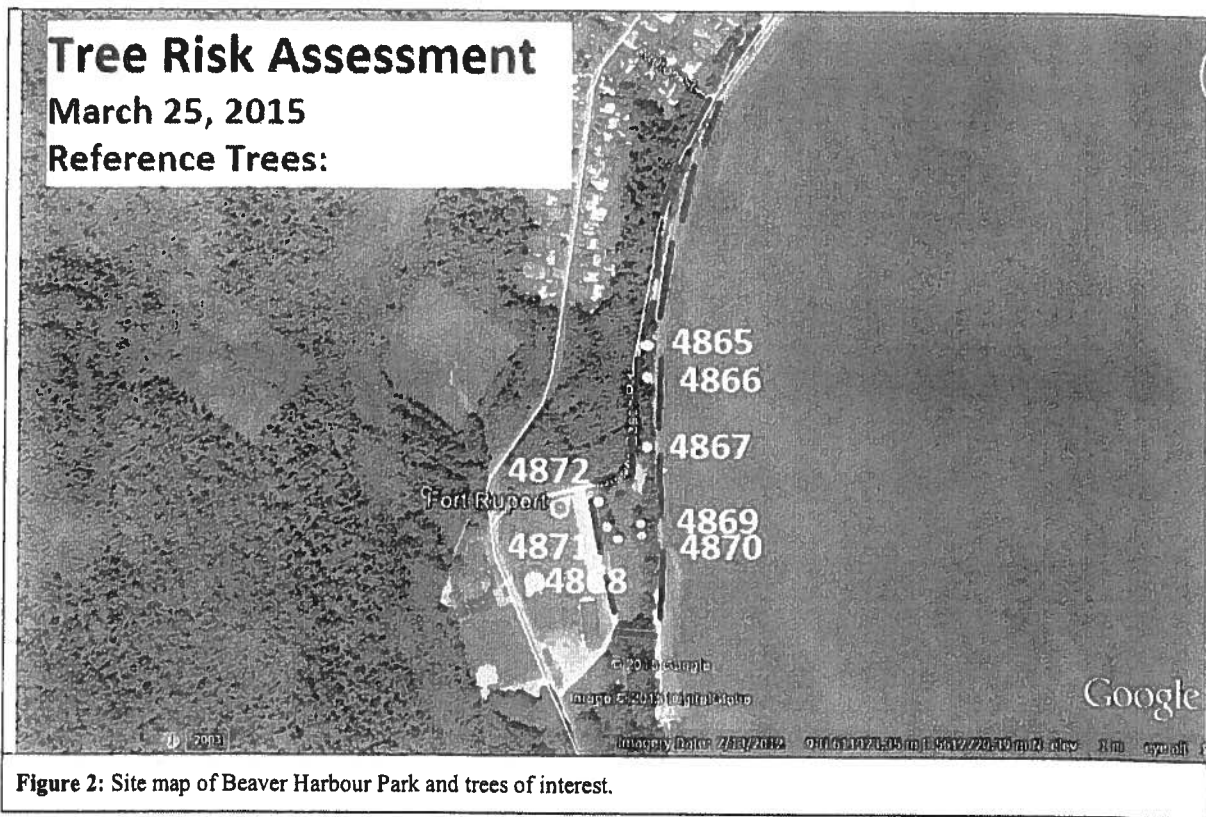


Figure 2: Site map of Beaver Harbour Park and trees of interest.



**PHOTO 6:** View of the weak top of tree #4872. This twin Alder poses a threat to the parking area and should be removed.



**PHOTO 7:** View of the large, sweeping Spruce tree at the boat launch. This tree's roots are damaged by recreation users. Suggest that a barricade be installed to keep vehicles from driving over its roots. The top of this tree has been wind profiled (thinned and the top snapped) and is therefore adapted to the strong winds.

**STINK CREEK PARK**

**Site Descriptions and Overview:**

Located in the heart of Port Hardy at the junction of Rupert Street and Granville Street is a day-use green space with a footbridge over the small creek. The forest cover is comprised of Dr, Cw and Hw. The site has been opened up with pruning of trees and trimming of the understory, which is mainly comprised of salmonberry, salal and ferns. However, an invasive plant, Knottweed, is present within this area.

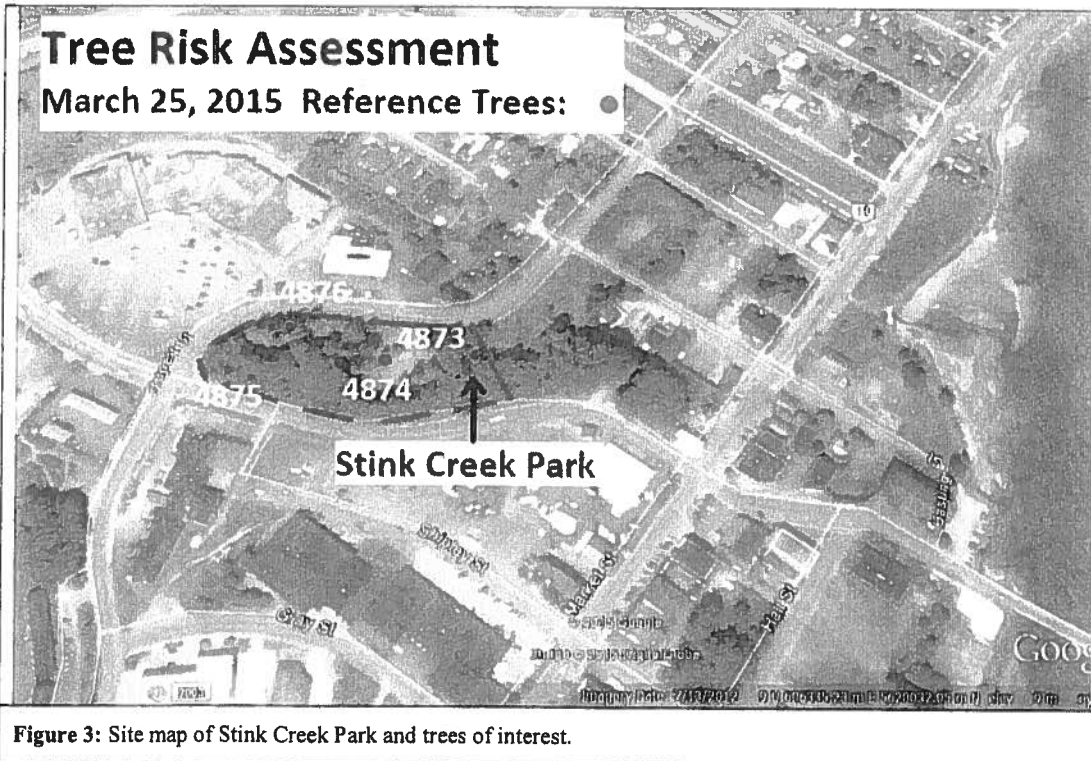
The most significant pathological risk to trees is from Armillaria root disease (*Armillaria solidipes*) attacking Hw and Dr trees, especially those growing in imperfectly drained soils. In addition, there is root and stem damage inflicted by public visitors. Alder trees growing alongside the creek are crowded and therefore competing for light, causing many to exhibit phototropic growth – leaning towards openings in the forest – making these trees increasingly at risk from damage if there is heavy snow or strong wind storms. The targets of greatest concern are vehicular and pedestrian traffic along Rupert Street and Granville Street.

**Tree Assessment Results**

There are four (4) trees that were documented during the assessment warranting treatment to protect workers and the visiting public. Of these trees, one (1) is at high risk to persons. These treatment needs are summarized in table 3, with yellow highlighted tree being the tree of highest priority.

**Table 3:** Summary of trees recommended for treatment

Location	Tree Id	Species	Diam (cm)	Action	Main Concerns/Comments
Stink Creek	4873	Hem.	60	Fall	Root disease killed
	4874	Hem.	16	Fall	Unstable stem and overhead hazard
	4875	Alder	15	Fall	Weak small tree by creek
	4876	Hem.	80	Fall	Butt rot and unstable rooting



**Figure 3:** Site map of Stink Creek Park and trees of interest.

## Recommendations

Although most of the trees in question are not presently at an extreme risk of collapsing or shedding large, heavy limbs or tops, the safety of public visitors warrant intervention while the tree defects are easier and safer to manage. Consider treatments in April/May, before the area has higher use by the visiting public. Tree #4874 was a high risk and was suggested to Sean Mercer that it be treated without delay and before the Easter weekend. This site has several damaged trees warranting monitoring at a frequency of at least once every 3 years, or sooner if there is extensive storm damage and trees have toppled, or there is evidence of tree vandalism by public users.

At Stink Creek Park, alder trees have a dominant presence. However, this species is shorter lived than conifers and is shade intolerant. As a consequence of overcrowded conditions, this will lead to decline in health, there will be on-going limb shedding hazards, and there is increasing risk of snow breakage. Therefore, efforts should be made to progressively remove the overcrowded alder in favour of conifers. The following guidance will help to manipulate the tree cover in favour of hazard reduction and improved year-round aesthetics:

- Remove alder stems which have their crowns interwoven with the crowns of their neighbours;
- Remove smaller stems in preference to larger stems which are defect free;
- Remove alder if it is overtopping a healthy conifer, giving preference to Cw over Hw;
- Select straight stems over stems which are arching or leaning;
- Leave alder if they are rooted on the bank of the stream;
- Where there are multiple stems, remove weak stems or remove the whole cluster where there is a nearby healthy single stem;
- Underplant large stock conifers (preferably Cw and Ss) into gaps between alder trees and along the stream bank (1m away from the bank edge) and annually trim competing shrubs growing within 1m until the planted conifers overtop the shrubs; and
- Where there are crowded conifers already in existence, remove defective Hw as a priority over Cw.



**PHOTO 8:** Note limb shedding hazards (red circle) at Stink Creek Park which will intensify as the Alder get larger. Attempt to space out the alder, removing defective stems, stems with crowns overlapping their neighbour, or to release understory conifers.



**PHOTO 9:** Plan to replace alder at Stink Creek Park with longer-lived conifers. Space out crowded alder or misshapen or leaning stems. Where there are multiple stems (red arrow), remove the weaker stems or the entire group if there is a single stemmed tree nearby. Follow the thinning step with a regiment of under-planting the creek banks with Cw and Ss trees.



**PHOTO 10:** View of tree #4874 with a dislodged top. The suspended top needs to be removed. The weak residual stem is highly decadent and should be felled.

## **Tree Management Guidance**

### ***Full tree removal (conventional falling)***

Falling is recommended for small diameter trees which are of relatively low aesthetic and habitat value, or for trees which will deteriorate very quickly. Additionally, trees may need to be felled if they are unsafe to climb for topping. Regardless, trees being felled must be removed by a certified and qualified faller to satisfy the Worker's Compensation Board. Qualifications require that the individual has the equipment suited to the task and who has experience working with trees of these sizes. Certified means that the worker has been certified to the BC Falling Training Standard or other similar standard approved by the Worker's Compensation Board. Wherever trees are being felled, care must be taken to protect the public by managing public access and vehicle traffic.

### ***Modification***

Where a tree has high values (i.e., aesthetic values, recent or potential wildlife use, provides communal support to adjacent trees) then tree modification is a desirable treatment. Reducing a tree's height shortens its effective lever arm, making it less susceptible to wind failure. Topping also reduces the stem's crown weight which further diminishes the risk to wind-induced failure, especially to the trees with advancing butt rot. The added benefit is that the length of the tree's hazard zone is shortened as an effective way to protect permanent targets (e.g., homes).

Several trees are deteriorating and pose high risks to property and persons. If they are topped then the residual stem structure will provide on-going presence and aesthetic value at reduced risk of collapse. The disadvantages of topping live trees are the risk these trees will die, or the cut stem will become decayed and the formation of secondary tops could fail under wind and/or snow loading.

### ***Site Monitoring and Reassessment***

Several trees have been tagged to provide an opportunity for tracking the rates of decline to trees with visual symptoms of damage and decline, thereby prolonging the retention of trees until they reach a high level of risk. This monitoring will assist future assessors to prescribe mitigation strategies timed in accordance with site specific rates of decay.

At a minimum, a formal site and tree assessment should be completed if there is evidence of new tree failures (roots, limbs or stem), and especially following any tree-altering storms. Formal assessments should be undertaken by a person who is certified to perform Tree Risk Assessments.

Routine monitoring by the maintenance staff and following up on reports by property owners can help to intervene in a timely manner if tree health declines. Persons can review the tagged trees (or any others) for signs of deterioration (accentuated crown thinning or limb shedding, appearance of fungal fruiting bodies, stem cracks, recent lean, stress-related cone crops, resinosis). If there are causes for concern, then a tree risk assessor can be summoned to follow-up and plan mitigation strategies accordingly.

## LIMITATIONS

Conclusions and recommendations contained in this report are based on ground assessments of suspect trees growing within the three locations described above at Port Hardy, British Columbia. Trees were of particular interest if they were within reach of residential dwellings.

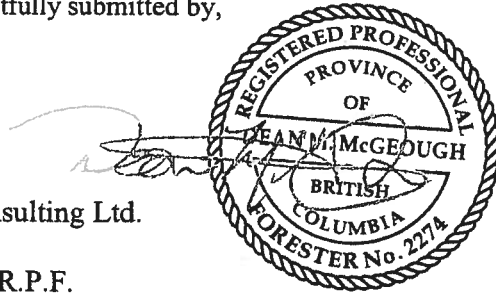
Parties commissioning this assessment are advised that it is possible additional trees may have internal defects not yet visible, and as such were not evaluated during this site visit. However, the tree assessments discussed herein were carried out in accordance with generally accepted procedures of tree risk assessment practices.

The assessment results and intervention strategies recommended do not eliminate the possibility for tree failures within the areas assessed. Trees are living organisms that fail in response to a complex range of interactions that are not always known or predictable. In addition, defects may be hidden within the tree and below ground. As a consequence, tree risk assessors cannot guarantee that a tree will remain healthy or safe under all circumstances, or for a specified period of time. However, if the treatments recommended are implemented they will reduce the level of risk to persons, property and workers to generally accepted standards of care. Furthermore, monitoring by persons trained in Tree Risk Assessment would reduce the level of risk to generally accepted standards of care in the event the tree's crown, stem or roots show signs of failure or advancing death. No other warranty is made, either expressed or implied.

Should there be site or tree altering events (e.g., tsunami, fire, severe windstorm, acts of vandalism, new construction activities) subsequent to the date of this assessment, this assessment is rendered void and trees within reach of the residential dwellings and public areas should be revisited promptly to ascertain the scope of changes to trees and the safety implications. All and any mitigation actions resulting from recommendations made in this report are the sole responsibility of the District of Port Hardy.

This report, in its entirety, has been prepared at the request of Sean Mercer on behalf of the District of Port Hardy.

Prepared and respectfully submitted by,



Integra Forest Consulting Ltd.

Dean McGeough, R.P.F.  
Certified Tree Risk Assessor  
Certified Wildlife/Danger Tree Assessor

## Tree Risk Assessment Report

### Appended Information:

- Tree Risk Assessment Field Data



**TREE RISK ASSESSMENT FORM**

ASSESSOR'S NAME: Dean McGeough

DATE: March 25, 2015

LOCATION: Port Hardy Sites

TREE #	TREE SPECIES	TREE CLASS	DBH (cm)	Targets	TREE DEFECTS	Likelihood of Failure		Risk of Failure & Impact	Consequences		Other Risk Factors	RISK RATING Matrix 2	TREATMENTS	COMPLETION DATE OF TREATMENTS
						1-4	1-4		1-4	1-4				
<b>Storey's Beach Road</b>														
4851	Ss	2	140	House; P. Line	SD hollow base, DL, Root damage	3	4	3	4	4	wind	3	Top at 20m or fall	
4852	Ss	2	120	House; P. Line	SD & Butt rot	3	4	3	4	4	wind	3	Top at 20m	
4853	Ss	2	70	P. Line	Eagle nest is active, 1st year	1	3	1	3	3	Sec34 W. Act	1	Protected - Section 34 W. Act	
4854	Ss	2	125	P. Line	Tension root damage, twin tree	2	3	1	3	3	wind	1	Monitor or top	
4855	Fd	3	25	Yard, P. Line	Future rooting issues	1	3	1	2	2		1	Monitor or fall	
4856	Ss	2	58	P. Line	Root collar torn, 2nd top is ok	1	3	1	2	2	wind	1	Monitor	
4857	Ss	2	75	Yard, P. Line	SD with rot, AST 7cm	3	3	2	4	4	wind	2	Fall or top	
4858	Ss	2	95	P. Line	SD, F. pinicola, previously topped	2	3	1	4	4	wind	1	Remove 8m of top	
4859	Ss	2	105	Yard, P. Line	Butt rot, dying top, leans	3	3	2	4	4	wind	2	Remove 8m or fall	
4860	Ss	2	68	House; P. Line	Resinosis, ST, AST 14	2	3	1	3	3		1	Monitor	
4861	Ss	2	80	House; P. Line	Superficial root damage	1	4	1	4	4	wind	1	Monitor	
4862	Hw	2	94	House; P. Line	2 roots fail, SD with decay	3	4	3	4	4		3	Fall tree	
4863	Ss	2	96	House; P. Line	SD with decay; nearby Ss cl 7	2	4	2	4	4		2	Fall tree	
4864	Ss	2	150	House; P. Line	AST 30, 4, 8 (Butt rot)	3	4	3	4	4	wind	3	Remove 8m of top	
<b>Beaver Harbour Park</b>														
4865	Hw	2	56	P. Line	2 roots decayed, top decline	2	4	2	2	2		1	Fall tree	
4866	Ss	2	180	P. Line	Butt rot decline; AST 7cm	3	4	3	2	2	wind	2	Top at 20m	
4867	Ss	2	80	P. Line	SD with rot, guarded by trees	1	1	1	2	2		1	Monitor or fall	
4868	Dr	2	130	Day-use	DL to prune out	3	4	3	1	1		1	Prune DL	
4869	Hw	2	64	Day-use	SD with decay; leans to beach	2	4	2	3	3		2	Monitor	
4870	Dr	2	60	Day-use	Armilaria sign, DL shedding	2	4	2	3	3		2	Fall	
4871	Dr	2	70	Parking	Wrapped around Ss, dying top	2	4	2	3	3		2	Fall	
4872	Dr	2	48	Parking	Twin Dr, 1 with rotten top	2	4	2	3	3		2	Fall or top reduction	
<b>Stink Creek Park</b>														
4873	Hw	3	60	Trail	DRA killed, minor root decay	3	3	3	2	2		2	Recommend Fall	
4874	Hw	5	16	Day-use	Top snapped, F. pinicola, DL	4	3	3	2	2		2	Fall	
4875	Dr	3	15	Day-use	Early decay, above creek	2	1	1	2	2		1	Recommend Fall	
4876	Hw	2	80	Sidewalk	Butt rot, 2 trees share stump	2	4	2	3	3		2	Recommend Fall	

**Tree Risk Ratings:**  
 Likelihood of Failure: 1 - Improbable, 2 - Possible, 3 - Probable, 4 - Imminent  
 Likelihood of Impact: 1 - very low, 2 - low, 3 - medium, 4 - high  
 Failure & Impact: 1 - Unlikely, 2 - Somewhat, 3 - Likely, 4 - very likely  
 Consequences: 1 - Negligible, 2 - Minor, 3 - Significant, 4 - Severe

**Matrix 1: Likelihood matrix.**

Likelihood of Failure	Likelihood of Impacting Target			
	Very Low	Low	Medium	High
Very Low	Unlikely	Somewhat Unlikely	Unlikely	Very Unlikely
Low	Unlikely	Somewhat Unlikely	Unlikely	Somewhat Unlikely
Medium	Unlikely	Unlikely	Unlikely	Somewhat Unlikely
High	Unlikely	Unlikely	Unlikely	Unlikely

**Matrix 2: Risk rating matrix.**

Likelihood of Failure	Likelihood of Impact				Consequence of Failure			
	Very Unlikely	Unlikely	Somewhat Unlikely	Unlikely	Negligible	Minor	Significant	Severe
Very Unlikely	Very Low	Low	Low	Low	Low	Low	High	High
Unlikely	Very Low	Low	Low	Low	Low	Low	High	High
Somewhat Unlikely	Very Low	Low	Low	Low	Low	Low	High	High
Unlikely	Very Low	Low	Low	Low	Low	Low	High	High



**Stantec Consulting Ltd.**  
400 - 655 Tyee Road  
Victoria BC V9A 6X5  
Tel: (250) 388-9161  
Fax: (250) 382-0514

April 15, 2015  
File: p15\_060

**Attention: Rick Davidge, Chief Administrative Officer**  
7360 Columbia Street, PO Box 68  
Port Hardy, BC V0N 2P0

Dear Rick,

**Reference: Condition Assessment and Budgetary Costing for Retrofit of the Airport Wastewater Treatment Plant**

## Introduction

Stantec is pleased to respond to the District of Port Hardy's request for proposal to carry out a condition evaluation and engineering study for the Airport Waste Water Treatment Plant. Stantec has created an experienced team to address the various issues related to evaluating the condition of the infrastructure, establish priorities for upgrades and carrying out an engineering study with various options and cost estimates.

Stantec is proposing a work program that deals with all the components of the systems including pumping, treatment, and disposal. Our project team has extensive local experience in all aspects of sewage systems, both at the local level and throughout British Columbia.

## Scope of Work

### Project Understanding

The existing Airport Waste Water Treatment Plant was constructed approximately 43 years ago, and the District of Port Hardy would like to develop a plan for managing, upgrading and or replacement of this infrastructure over the next few years and to identify if the treatment plant at this location remains sustainable.

The first step will be to carry out an inventory and inspection of the various components in order to develop a condition assessment. Table 1 shows the typical inventory and condition assessment table that will be produced. The critical information that will be entered for each component will include but is not limited to the following:

- Listing of each component including location
- Description of each component such as size, capacity, material, depth, length, manufacturer, model
- History including age, year installed, year replaced, repairs and overall performance
- Comments on condition of each component. Information will be obtained from the site visit, discussion with operating staff, records on maintenance and repairs, and reports



April 15, 2015  
Rick Davidge, Chief Administrative Officer  
Page 2 of 10

**Reference: Condition Assessment and Budgetary Costing for Retrofit of the Airport Wastewater Treatment Plant**

We propose to carry out a visual inspection of the treatment plant and lift station. A level of effort of one day for field inspections for the various disciplines is included in the work plan.

The condition assessment includes civil, structural, electrical and sub-contractors for electrical and metal testing.

Following the completion of the inventory and condition assessment, a replacement and upgrade table will be prepared for each component. All items will be prioritized as short term (<5 year), medium term (5 to 10 years) and long term (> 10 years). Input from the District of Port Hardy will be obtained before selecting the prioritization table. Table 2 provides a typical prioritization for the replacement and/or upgrades of individual components. This table will provide the basis for identifying alternatives for the upgrading or replacing. Technical Memorandum # 1 will be prepared to present findings of the condition assessment and prioritization of repairs.

Building on the information obtained in the condition assessment, and the prioritization of repairs and upgrades to the existing system, an engineering analysis will then be carried out. The objective of the engineering analysis is to identify upgrades and/or replace the treatment system. The analysis will include the following components:

- Current permits and effluent criteria for discharge of treated effluent; future regulatory changes – Data to be provided by District Staff.
- Raw wastewater characteristics and projected changes in wastewater – Data to be provided by District Staff.
- Typical design criteria for sewage collection, pumping, treatment, and disposal.
- Effluent quality, plant performance, and sludge generation rate – Data to be provided by District Staff.
- Comparison of typical design criteria with current system to identify discrepancies and areas requiring action.
- Identify alternatives for the upgrading and/or replacement of the treatment system taking into account the condition assessment, prioritization of repairs, and the findings of the engineering analysis.
- Budgetary cost estimates for required improvements.
- Cost benefit analysis including operational costs for the Airport Waste Water Treatment Plant.



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**Reference: Condition Assessment and Budgetary Costing for Retrofit of the Airport Wastewater Treatment Plant**

Technical Memorandum # 2 will detail the engineering analysis. It is proposed to have a workshop with District Staff at this juncture to review the findings of the condition assessment, the engineering analysis, the options identified to upgrade the treatment, and associated budgetary costing.

**SAMPLE – TABLE 1**

**Inventory and Condition Assessment of the Airport Waste Water Treatment Plant**

<b>Component/Location</b>	<b>Description/Materials</b>	<b>History/Age</b>	<b>Condition</b>
<b>Pumping Station:</b>			
Wet Well			
Pumps			
Valves and piping			
Power supply			
Pump controls			
<b>Treatment Plant:</b>			
Headworks			
Aeration tank			
Blowers			
RAS pumps			
Clarifier tank			
Clarifier equipment			
Power supply			
Controls			
Outfall			



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**Reference: Condition Assessment and Budgetary Costing for Retroff of the Airport Wastewater Treatment Plant**

**SAMPLE – TABLE 2**

**Prioritization of Replacement / Upgrades / Maintenance Procedure with Estimated Cost for the Airport Waste Water Treatment Plant**

System	Equipment/Component	Year Installed	< 5 years	to 10 years	More than 10 years
Pumping Station	<ul style="list-style-type: none"> <li>• Pumps</li> <li>• Wet well</li> <li>• Pump control</li> <li>• Valves</li> <li>• Piping</li> <li>• Power supply</li> <li>• Site access</li> </ul>				
Treatment Plant	<ul style="list-style-type: none"> <li>• Headworks</li> <li>• Aeration tank</li> <li>• Blowers</li> <li>• RAS pumps</li> <li>• Clarifier tank</li> <li>• Clarifier equipment</li> <li>• Power supply</li> <li>• Controls</li> <li>• Outfall</li> </ul>				

**Work Plan**

**Project Start Up**

**Stan Spencer, Jon Bell**

Start-up meeting with the District by conference call to review the project work plan, the schedule, and the goals and objectives of the study. Obtain background information, establish line of reporting and review the project schedule.



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**Reference: Condition Assessment and Budgetary Costing for Retrofit of the Airport Wastewater Treatment Plant**

## Review Existing Information

**Stan Spencer, Jon Bell, Malcolm Brown, Bryan Gallagher**

- Existing plans and specifications of the treatment plant and pump station
- Current and operational report, O&M cost and current budgets
- Current permits and review of applicable regulations
- District Staff reports
- Reports by other consultants
- Other applicable information

## Site Inspections and Data Gathering

**Stan Spencer, Malcolm Brown, Jon Bell, Bryan Gallagher**

With the assistance of District Staff, it is proposed to carry out a visual inspection of the treatment plant and pumping station. A level of effort of one day has been included to allow sufficient time to visit the facility (exclusive of travel).

Supplementing our visual inspection we request the District acquire sub-contractor services for the following:

1. Metal thickness testing of the clarifier. In advance of metal testing, a series of 1 inch diameter spots will have to be ground smooth from the existing tank wall at sporadic locations throughout the area of the tank. Stantec suggests 6 locations around the tank with 4 spots per location from footing level to 8 feet above the tank foundation. At areas where failure is apparent, increase the number of sampling points to bottom, middle, and top of failure location and the remaining sporadic sampling points to 8 feet. Sampling point preparation will require by the District prior to sampling. The metal testing agency advised their testing equipment can provide thickness readings when the tank(s) are full.

Metal thickness testing has been completed within the District by Acuren located in Campbell River.

2. Electrical testing including merger testing, thermocouple conductors, and amp meter data recorder installation on the blowers. We require the amp meter to be installed 1 week prior to the condition inspection of the treatment plant.

Electrical testing has been completed by K&K electrical in past projects with the District.



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**Reference: Condition Assessment and Budgetary Costing for Retrofit of the Airport Wastewater Treatment Plant**

We will assist the District with coordination of the appropriate sub-contractors at the commencement of the project.

**Condition Assessment and Technical Memorandum No. 1**

**Stan Spencer, Malcolm Brown, Jon Bell, Bryan Gallagher**

Following the review of existing information and site inspections, condition assessment forms will be created for the infrastructure of the systems in a format similar to Table 1 above. The condition assessment will form the basis to prioritize the repairs and upgrades to the various components of the system in a format similar to Table 2 above. Estimated cost for each item or component requiring an update or repair will also be prepared. The condition assessment and prioritization analysis will be detailed in a Technical Memorandum No. 1.

**Engineering Analysis and Technical Memorandum No. 2**

**Stan Spencer, Malcolm Brown, Jon Bell, Bryan Gallagher**

Building on the information included in Technical Memorandum No. 1 and the establishment of design criteria, conceptual design alternatives will be identified for the upgrading and replacement of the various components of the treatment plant and pump station. For example, if the condition assessment of the Airport Wastewater Treatment Plant indicates that major equipment will have to be replaced in five years and that sewage flow to the plant is anticipated to increase, then the option of replacing the plant will be considered and several alternative design technologies will be examined in conjunction with plant replacement. On the other hand, if the plant components do not have to be upgraded for 10 years, the plant is functional and meets effluent criteria, the conceptual design alternative will focus on upgrading instead of replacement. A Technical Memorandum No. 2 will be prepared listing design criteria, flow projections and alternative conceptual design for the treatment plant.

**Workshop/Review Meeting**

**Stan Spencer, Jon Bell**

A 90% review meeting and/or workshop will be held with District offices to review the condition assessment, the estimated cost to carry out upgrades on the various components that have to be upgraded over the short, medium and long term, and conceptual design alternatives for upgrading and/or replacement of the treatment plant.



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**Reference: Condition Assessment and Budgetary Costing for Retrofit of the Airport Wastewater Treatment Plant**

## **Prepare Final Report**

**Stan Spencer, Jon Bell**

The analysis of the conceptual design alternatives, as reviewed with the District, will be carried out at this stage and will include capital and operating, and maintenance cost estimates, life-cycle cost estimates, scheduling, and phasing and procurement. A final report, which incorporating the Technical Memorandum No. 1 and 2 will be prepared. The report will also address potential funding options and will include recommendations for a capital upgrading plan.

## **Project Team Organization**

The key project team member roles and their relevant experience are described herein and resumes are available upon request.

### **Jon Bell, P.Eng. – Project Manager and Technical Support**

Jon Bell will be project manager and will be responsible for the condition assessment, and prioritization of the repairs and upgrades. He will carry out inspection of the sewage treatment plant and pumping stations. He will also be responsible for the conceptual design, cost estimates and the preparation of reports. He will also attend all project meetings with the District of Port Hardy.

From his local knowledge, he will provide advice regarding construction methods, cost estimates and scheduling of proposed works. He will be responsible for ensuring that the project team has the resources necessary to meet project requirements, for providing technical overviews and for liaison with District Staff. Jon has provided project management services for many similar sized projects for the District of Port Hardy since 2007.

### **Stan Spencer, P. Eng. – Treatment and Project Review**

Stan is a Principal in our BC Water team. Stan has more than 40 years of experience in the field of water and wastewater infrastructure projects. Currently, Stan is Lead Technical Advisor for the Capital Regional District (CRD) Seaterra Programme. In this role, he is responsible for all of the technical inputs for the Resource Recovery Centre portion of the project which relates to biosolids treatment and resource recovery. Prior to transferring to Victoria in late 2013, Stan was the Managing Leader for Stantec's GTA operations and managed several large projects for the City of Toronto at their Ashbridges Bay Treatment Plant and Humber Treatment Plant. From 2009 thru 2011, Stan was the Project Manager for a \$55MM expansion of the Oakville SW WWTP for the Region of Halton.





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**Reference: Condition Assessment and Budgetary Costing for Retrofit of the Airport Wastewater Treatment Plant**

**Malcolm Brown – Electrical Data Gathering, Reporting and Technical Support**

Malcolm Brown brings more than 23 years of experience in consulting including 12 years working directly with the British Columbia Buildings Corporation and 6 years in electrical contracting. Market sector experience includes institutional, infrastructure, light industrial, educational, commercial and residential. Practice areas include distribution power design; branch power and lighting design; life safety system design; instrumentation and controls design; telecom systems design; and security system design. Malcolm also has electrical field installation experience.

**Bryan Gallagher, P.Eng. – Structural Data Gathering, Reporting and Technical Support**

Bryan is a structural engineer with the Stantec Victoria structural group. As part of the structural team, Bryan is responsible for the design and site reviews of industrial, residential and commercial facilities of various sizes. He is familiar with different construction materials including concrete, steel, timber, and reinforced masonry. Bryan has worked on several District projects, most recently the Water Treatment Plant Tank Analysis and Kians Lake Dam Analysis.

## Schedule

A bar chart schedule is shown in Figure 1. The key dates are shown below:

- |   |         |
|---|---------|
| • Project start-up, Sub contractor coordination | Week 1  |
| • Site inspection                               | Week 3  |
| • Submit technical memorandum                   | Week 6  |
| • Workshop                                      | Week 8  |
| • Finalize report                               | Week 10 |

## Proposed Fee and Disbursements

The attached spreadsheet indicates the personnel who will be assigned to the project and the estimated effort and disbursements required to complete the project as described herein.

Not included in our fee proposal is the metal testing and electrical sub-contractor components of the project. We suggest the District should budget \$2,500.00 for metal testing and \$2,500.00 for electrical contracting in addition to our fee proposal.

Stantec proposes to undertake the condition assessment and budgetary costing for the retrofit of the Airport Wastewater Treatment Plant for a lump sum price of \$31,666.72 plus applicable tax, based on the above scope of work and methodology. We have included two site visits to perform inspection services and presentations that will be completed at different dates of the project.



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Rick Davidge, Chief Administrative Officer  
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**Reference: Condition Assessment and Budgetary Costing for Retrofit of the Airport Wastewater Treatment Plant**

## Agreement

We propose to enter into an agreement with the District of Port Hardy based on either a negotiated District preferred agreement or Stantec's standard agreement in advance of commencing work.

## Schedule

We are able to start this assignment as soon as we receive approval to proceed. We will provide a detailed project schedule once we are engaged in the project.

## Not Included in Fee

- Field verification of as-built documentation
- Detailed design drawings
- Metal testing sub-contractor
- Electrical sub-contractor
- Sub-consultant services Surveying, Geotechnical, Archeological

## Disbursements

We have included disbursements within our attached fee allocation spreadsheet.

## Insurance

We carry Professional Liability Insurance which is available for your review upon request.

## Billing and Terms of Payment

Invoices are submitted on 4-week intervals with payment due within 30 days.



April 15, 2015  
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**Reference: Condition Assessment and Budgetary Costing for Retrofit of the Airport Wastewater Treatment Plant**

## Closure

We thank you for giving us the opportunity to provide you with a fee proposal for this project. Please contact us if there are any aspects of this proposal that you would like clarified.

Regards,

**STANTEC CONSULTING LTD.**

A handwritten signature in black ink that reads "Jon Bell". The signature is written in a cursive style.

Jon Bell, P.Eng.  
Associate  
Phone: (250) 389-2375  
Cell: (250) 217-4909  
Fax: (250) 382-0514  
Jon.Bell@stantec.com

c. Alan Ghanam, Stantec Consulting Ltd.

Attachment: Fee matrix

Client Name: District of Port Hardy  
 Project Name: Airport Wastewater Treatment Plant Condition Assessment  
 Date: April 15, 2015  
 P15\_060

Professional Services - Task Matrix



	Stantec Consulting Ltd						Total Hours	Travel Allowance	Total Professional Fees	Stantec Disbursements	Total All Fees
	Civil	Electrical	Structural								
Hourly Rate	144.00	188.00	144.00	152.00	134.00	152.00					
<b>Project Start-up and Inspection</b>											
Project Start-up and Project Management	8		2		2		12.0	\$ 1,712.00	\$ 136.96	\$ 1,848.96	
Review Existing Information	2	2	2		2		8.0	\$ 1,224.00	\$ 97.92	\$ 1,321.92	
Site Inspections and Inventory	15	15	15		15		60.0	\$ 1,500.00	\$ 734.40	\$ 9,914.40	
<b>Subtotal</b>	<b>25.0</b>	<b>17.0</b>	<b>19.0</b>		<b>19.0</b>		<b>80.0</b>	<b>\$ 12,116.00</b>	<b>\$ 969.28</b>	<b>\$ 14,585.28</b>	
<b>Reporting</b>											
Technical Memorandum #1- Condition Assessment, Prioritization of Repairs	15	5	10	1	5	1	37.0	\$ 5,524.00	\$ 441.92	\$ 5,965.92	
Technical Memorandum #2- Engineering Analysis	20	5	5	1	5	1	37.0	\$ 5,524.00	\$ 441.92	\$ 5,965.92	
Workshop / Review Meeting	15						15.0	\$ 700.00	\$ 172.80	\$ 2,332.80	
Finalize Report	5	2	2	1	2	1	13.0	\$ 1,960.00	\$ 156.80	\$ 2,116.80	
<b>Subtotal</b>	<b>55.0</b>	<b>12.0</b>	<b>17.0</b>	<b>3.0</b>	<b>12.0</b>	<b>3.0</b>	<b>102.0</b>	<b>\$ 15,168.00</b>	<b>\$ 1,213.44</b>	<b>\$ 17,081.44</b>	
<b>TOTAL (not including applicable taxes and subcontractors)</b>										<b>\$ 31,646.72</b>	



**MINUTES OF THE DISTRICT OF PORT HARDY  
PARKS & RECREATION REVIEW  
COMMITTEE MEETING  
APRIL 21, 2015  
COUNCIL CHAMBERS, MUNICIPAL HALL  
7360 COLUMBIA STREET**

**PRESENT:** Councillors Rick Marcotte and Fred Robertson John Tidbury (Chair)

**ALSO PRESENT:** Rick Davidge, Chief Administrative Officer

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

**A. CALL TO ORDER**

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

**B. APPROVAL OF AGENDA**

Moved/Seconded/Carried  
THAT the agenda be approved as presented.

**C. ADOPTION OF MINUTES**

Minutes of the meeting held March 17, 2015

Moved/Seconded/Carried  
THAT the minutes Parks & Recreation Review Committee meeting held March 17, 2015 be approved as presented.

**D. DELEGATIONS**

None

**E. CORRESPONDENCE**

None

**F. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS**

Action Items were reviewed for information.

The Committee noted:

- Slow progress is being made on playfields repairs due to inclement weather.
- Arranging a meeting with Bill Payne and a tour of Kokish Run-of-River project is progressing.

**G. NEW BUSINESS**

1. Aquatic Center

(a) Stantec proposal for Aquatic Center Condition Assessment (Apr.15/15)

**DRAFT**

PRRC  
2015-015  
AGENDA APPROVED  
AS PRESENTED

PRRC  
2015-016  
MINUTES MAR 17/15  
APPROVED

PRRC  
2015-017  
RECOMMENDATION TO  
COUNCIL: APPROVE  
STANTEC PROPOSAL  
RE: AQUATIC CENTER  
CONDITION  
ASSESSMENT

The Committee reviewed the proposal and budget presented by Stantec for the Aquatic Center Condition Assessment.

**Moved/Seconded/Carried**

The Parks and Recreation Review Committee recommends that Council approve the Aquatic Center Condition Assessment proposal prepared by Stantec.

- (b) Discussion with Aquatic Coordinator, Recreation Facility Foreman and Sara Grover, Manager, First Choice Fitness - next Committee meeting agenda.

**H. ROUNDTABLE DISCUSSION**

Community Engagement

The Committee discussed additional community engagement and potential members and demographics.

Volunteer Gardeners

The Committee reviewed the suggestion of volunteer gardeners and will re-visit it again in the fall to review possible programs.

**I. NEXT MEETING DATE**

Next scheduled meeting: April 21, 2015 at 3:00pm

**J. ADJOURNMENT**

Moved

THAT the meeting be adjourned.

Time: 4:15pm

PRRC  
2015-018  
ADJOURNMENT

**DRAFT**



**Stantec Consulting Ltd.**  
400 - 655 Tyee Road, Victoria BC V9A 6X5

April 15, 2015  
File: p15\_059

**Attention: Rick Davidge, Chief Administrative Officer**  
District of Port Hardy  
7360 Columbia Street, PO Box 68  
Port Hardy, BC V0N 2P0

Dear Rick,

**Reference: Aquatic Center – Condition Assessment**

#### **UNDERSTANDING OF THE PROJECT**

The District of Port Hardy would like to assess the practicality of maintaining and investing towards the existing Aquatic Center given the existing condition and viability of upgrading the facility. Previous studies include a Condition and Options Report prepared by Vic Davies Architect Ltd. in 2004 and a Pool Rehabilitation Report & Specifications prepared by Camrec Facilities Consultants Limited in 1988.

The Port Hardy Swimming Pool is now over 40 years old while the normal life expectancy of a Municipal swimming pool would be in the 30 to 40 year range, so, in essence the pool has approached the end of its "active" lifespan.

In 1988 a major renovation, retrofit, and rehabilitation was carried out on the structural, electrical, and mechanical components of the facility, as well as cosmetic changes made to the architectural finishes. In their report prepared for the District in September 1988, Camrec Facilities Consultants Ltd. stated:

"Generally it is the intention of the District to rehabilitate the Municipal Pool so that its life is extended for another fifteen years without any major capital expenditures."

That was over 25 years ago and the pool has functioned well as a community facility since that date; however, the District needs to understand the cost benefit of either retrofitting and retain the existing pool or plan to construct a new facility.

The following swimming pool deficiencies were mentioned within the 2004 Vic Davies report and are reiterated as follows:

- Settlement (or uplift) of the perimeter walls causing cracking in the blockwork around the pool hall.
- The pool tank has a major leak.
- The air handling system is malfunctioning.

Design with community in mind



April 15, 2015  
Rick Davidge, Chief Administrative Officer  
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**Reference: Aquatic Center – Condition Assessment**

- Condensation is clearly visible in the foyer, offices, and changing rooms.
- The roof is leaking.
- Rusting is visible at the base of the columns to the pool hall.
- Cross bracing is missing from the pre-engineered structure to the pool hall.
- Some cracking is visible in the pool deck slab at the corners of the 25m pool.
- The boiler system needs replacement.

Our condition assessment will include review of previous documentation, a field survey of the pool to assess and quantify existing deficiencies, and reporting of findings including an estimated remaining service life.

**WORK SCOPE – DOCUMENT REVIEW, POOL SURVEY, REPORTING**

We propose that the existing facility is reviewed by our Architectural, Structural, Electrical, and Mechanical consultant team in order to provide a comprehensive review of the various systems, structure, and façade. The proposed work scope will be broken into the following sub tasks.

**DOCUMENT REVIEW**

Each of our team members spend a couple hours reviewing the previously published documentation describing the deficiencies and condition of the facility in preparation for the 2015 field survey. We will post any questions to the District in advance of the field survey.

**POOL SURVEY**

Following our document review and coordination of scope with District staff, we will attend site for 1 day (excluding travel) to document the condition of the existing aquatic center. The pool will require draining in advance of our review in order to access and assess the pool tiles and sub structure. Access to all rooms will be required including but not exclusive to the mechanical room, change rooms, showers, offices, first aid, mezzanines, and exterior roof. Appropriate harnessing and fall restraint for roof access is anticipated to be facilitated and provided by District staff.

**CONDITION ASSESSMENT AND VIABILITY REPORTING**

We will prepare and assemble a draft detailed report containing the following information:

- Identification and quantification of deficiencies including conceptual probable costs for repair
- The facilities expected remaining service life with and without the implementation of repairs

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Rick Davidge, Chief Administrative Officer  
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**Reference: Aquatic Center – Condition Assessment**

- The facilities capacity for upgrade and addition given the quantification of existing deficiencies and the ability of existing services & service room footprints to facilitate added usage
- The ability to incorporate green energy systems (where feasible) and their associated conceptual cost(s)
- Pending the facilities remaining lifespan and the viability for upgrade / addition, we will provide a cost benefit analysis of building new or upgrade to existing

Following the Districts review and comment of our draft report, we will incorporate comments and make modifications prior to issuing the report as final.

**PROJECT EXPERIENCE**

The following project examples outline our experience with pool facilities, seismic upgrades, mechanical system upgrades and general life cycle system upgrades. Most of these projects outline our extensive experience with executing phased construction projects within occupied buildings.

**CITY OF VICTORIA CRYSTAL POOL – CORRECTIVE REPAIRS 2015**

**Construction Cost:** \$350,000  
**Size:** N/A  
**Completion Date:** Sep 2015

We are currently designing the following scope of work for the Crystal pool 2015 shut down:

- Remove existing rusted wall mounted brackets from Boiler Room wall
- Replace existing wall mounted brackets in Filter Room
- Replace existing damaged plastic panels in the dome skylights
- Crane/hoist for lifting filters
- Repair metal walkways and railings in filter room
- Relocate chlorine gas injection system
- Upgrade chlorine ventilation system
- Upgrade sanitary within building only
- Boiler inspection
- Replace windows in front stairwells
- Cladding patches for previous test points

Design with community in mind



April 15, 2015  
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**Reference: Aquatic Center – Condition Assessment**

- Replace pool drain covers Main and Training pools
- Replace chlorine room door
- Seal Chlorine room walls
- Provide two eye wash stations. One adjacent to chlorine room, other in filter room
- Replace current T8 lights with LED replacements

**CITY OF VICTORIA CRYSTAL POOL – LIFE CYCLE UPGRADES**

**Construction Cost:** \$6,000,000  
**Size:** N/A  
**Completion Date:** Tender ready in Sep 2015

Our initial investigation included many studies including a condition assessment, seismic assessment, programming study, non-destructive testing and energy assessment being undertaken of the existing facility to determine the various scopes and phases of work that should be undertaken. These highlighted the critical items needing immediate repair, and the items needing short-term upgrades to extend the life-cycle. Our investigation found that re-investment into the existing facility through refurbishing or replacing the major systems will enable the facility to continue to function effectively, while ensuring the physical health and safety of the clientele and staff.

We are currently designing the following scope of work for the Crystal pool life cycles upgrades:

- Replace Roof Domes and Dome Assemblies
- Replace marcite pool finish and repair rim flow gutter system
- HVAC system upgrade/replacement (Boiler, reheat coils, etc.)
- Filter/Mechanical Upgrades & Reconfiguration of pool drainage to sewer from storm
- Sprinkler / Fire Protection upgrades
- Electrical upgrades
- Building code related upgrades
- New universal washroom

**CITY OF VICTORIA CRYSTAL POOL – CORRECTIVE REPAIRS 2013**

**Construction Cost:** \$515,000  
**Size:** N/A  
**Completion Date:** January 2014

Design with community in mind



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**Reference: Aquatic Center – Condition Assessment**

The 2013 work involved new flooring in the male and female change rooms and shower rooms. Miscellaneous areas of re-grouting and new tile were provided around the main pool deck and the kid's pool. We provided new ceiling tile in the male and female change rooms along with new diffusers. New automatic door operators were provided at the main entrance. The duct work throughout the facility was cleaned and most of the existing mechanical equipment received necessary maintenance.

As a component to this project, we prepared a feasibility report for the existing domes that outlined a few options for replacement along with costing.

**CITY OF VICTORIA CRYSTAL POOL – MINOR CORRECTIVE REPAIRS**

**Construction Cost: \$720,000**  
**Size: N/A**  
**Completion Date: January 2013**

The work we completed at the Crystal pool in 2013 involved a new ceiling tile system and paint throughout the main pool hall. New flooring was provided at the entry and automatic door operators were provided at the wheel chair lift, washrooms and weight room. The pool expansion joints were re-sealed, a new PA system was provided, misc. mechanical duct work modifications were provided along with new swirl pool ozone bypass supply and return piping. New accessible washroom vanities were provided. We had the existing dome steel ring beams tested and re-painted. The fire separations in the mechanical rooms were upgraded and we provided new guard rails around the upper floor.



April 15, 2015  
Rick Davidge, Chief Administrative Officer  
Page 6 of 9

**Reference: Aquatic Center – Condition Assessment**

**LEAD PROJECT TEAM**

**PROJECT MANAGEMENT**

Jon Bell, P. Eng., Associate

**ARCHITECTURAL**

Scott MacNeill, Architect AIBC, Senior Associate

Joseph O' Mahony, Project Coordinator and Architectural Tech.

**STRUCTURAL**

Bryan Gallagher, P.Eng.

Andreas Haase, P.Eng., Associate

**MECHANICAL**

Ray Morton, A.Sc.T., Senior Associate

Tariq Amlani, P.Eng., Senior Associate

**ELECTRICAL**

Victor Mah, EIT

Dean Kaardal, P.Eng., Vice President

**REFERENCES**

Our references are available upon request.

**SCHEDULE**

We are able to start this assignment within a week of approval to proceed. We will provide a detailed project schedule once we are engaged in the project with a preliminary schedule as follows:

- Document review and pool survey within 3 weeks of the approval to proceed.
- Draft report submission 6 weeks after approval to proceed.
- Final report submission 2 weeks after comments received from the District.

Design with community in mind



April 15, 2015  
 Rick Davidge, Chief Administrative Officer  
 Page 7 of 9

**Reference: Aquatic Center – Condition Assessment**

**PROPOSED FEE**

We will provide work on a fixed fee as noted in the table below and as per the attached fee matrix.

Phase	Stantec Architecture Ltd	Stantec Consulting Ltd	Stantec Consulting Ltd	Stantec Consulting Ltd	Total
	Arch	Mech	Elec	Struc	
<b>Condition Assessment</b>	11,125.62	5,423.76	3,697.38	4,073.76	24,320.52
			Disbursement Allowance		2,000.00
			Cost Consulting (Advicas)		4,000.00
	<b>Total (excluding applicable taxes)</b>				<b>30,320.52</b>

All fees above are in Canadian dollars and are for acceptance and related contract documentation until 60 days past the date of this submission.

**HOURLY RATES**

The hourly rates we will use for this project are noted on the attached fee matrix.

**ASSUMPTIONS**

- We will utilize floor plans provided by Camrec Facilities Consultants Ltd. as a basis for the cost benefit analysis. The production of conceptual design drawings is outside our current scope.
- As-built structural drawings are available for review, and will be provided to Stantec prior to the on-site field review
- Someone will be available with equipment ie ladder, and will be able to provide access to rooms, drop ceilings, etc.
- Provide a structural condition assessment memo of the existing pool building in Port Hardy
- Provide order of magnitude seismic load difference between the BC Building Code in effect at the time of construction and the current BC Building code



April 15, 2015  
Rick Davidge, Chief Administrative Officer  
Page 8 of 9

**Reference: Aquatic Center – Condition Assessment**

**EXCLUSIONS**

- We have not included material testing of tile or materials. Visual analysis only during the field survey.
- We will not be providing an energy audit. (We have this expertise and this service can be provided under a separate proposal if required).
- Analysis of the existing lateral load resisting and gravity systems. This additional scope of work can be provided upon request.

**AGREEMENT**

We propose to enter into an agreement with the District of Port Hardy based on either a negotiated District preferred agreement or the attached Stantec, 'Professional Services Terms and Conditions' in advance of commencing the work.

**DISBURSEMENTS**

Disbursements will be carried by the owner and invoiced separately. The following disbursements will be invoiced at cost plus 10% handling fee:

- External printing and photocopying costs
- Courier costs
- Parking

We have outlined in the table above what we estimate our disbursement costs to be. The 10% handling fee is included in the disbursement estimate.

Mileage, hotel and meals have been allowed for in the disbursement estimate.

There is a standard disbursement charge of 8% that has be applied in addition to the Stantec fees noted above to recover miscellaneous project expenses such as internal incidental printing, communications, office expenses, computer hardware and software and local mileage.

**INSURANCE**

We carry Professional Liability Insurance, which is available for your review upon request.

**BILLING AND TERMS OF PAYMENT**

Invoices are submitted on 4 week intervals with payment due within 30 days.

Design with community in mind



April 15, 2015  
Rick Davidge, Chief Administrative Officer  
Page 9 of 9

**Reference: Aquatic Center – Condition Assessment**

**CLOSURE**

We thank you for giving us the opportunity to provide you with a fee proposal for this project. Please contact us if there are any aspects of this proposal that you would like clarified.

Regards,

**STANTEC CONSULTING LTD.**

Jon Bell, P. Eng.  
Associate  
Phone: (250) 389-2375  
Cell: (250) 217-4909  
jon.bell@stantec.com

**STANTEC CONSULTING LTD.**

Scott MacNeill, Architect AIBC  
Senior Associate  
Phone: (250) 389-2542  
Cell: (250) 216-4532  
scott.macneill@stantec.com

Attachment: Stantec Fee Matrix dated April 15, 2015  
Advicas Group Consultants Inc., fee proposal dated April 14, 2015.  
Stantec Professional Services Terms and Conditions

Upon review and acceptance of this fee proposal and our attached terms and conditions, please sign and return to us.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

bf r:\proposals\2015\_proposals\p15\_059\_igb\_port\_hardy\_pool\pro\_port\_hardy\_aquatic\_center\_study.docx

Stantec Architecture Ltd Stantec Consulting Stantec Consulting Stantec Consulting Ltd

Professional Services - Task Matrix	Architectural	Mechanical	Electrical	Structural	Total Hours	Sub-Total Professional Fees	Stantec Disbursements	Total Professional Fees
	Scott MacNeill - Architect	Gary Smith - Peer Review	Tang Arianl - Peer Review	Victor Mah	Dean Kaird - Peer Review	Bryan Gallagher	Andreas Haase	
	Joseph O'Mahony - Tech. & Coordinator	Kay Morton						
Hourly Rate	159.00	144.00	168.00	127.00	312.00	136.00	152.00	
	118.00		157.00					
<b>Architectural Scope</b>								
<b>Condition Assessment</b>								
Travel time to site and return	12							
Review existing reports and documents	1							\$3,589.92
Start up meeting and field time	7.5							\$225.16
Report, drawing and Coordination	5	2						\$766.20
<b>Total</b>	<b>25.5</b>	<b>2.0</b>						<b>\$4,581.28</b>
<b>Mechanical Scope</b>								
<b>Condition Assessment</b>								
Travel time to site and return			12					
Review existing reports and documents			2					\$362.88
Start up meeting and field time			7.5					\$1,360.80
Report and Coordination		2						\$1,122.80
<b>Total</b>		<b>2.0</b>	<b>28.0</b>					<b>\$5,423.76</b>
<b>Electrical Scope</b>								
<b>Condition Assessment</b>								
Travel time to site and return				12				
Review existing reports and documents				2				\$1,645.92
Start up meeting and field time				7.5				\$274.32
Report and Coordination				3	1			\$1,028.70
<b>Total</b>				<b>24.5</b>	<b>1.0</b>			<b>\$3,423.88</b>
<b>Structural Scope</b>								
<b>Condition Assessment</b>								
Travel time to site and return						12		
Review existing reports and documents						2		\$1,762.56
Start up meeting and field time						7.5		\$457.92
Report and Coordination						4		\$1,101.60
<b>Total</b>						<b>25.5</b>	<b>2.0</b>	<b>\$4,073.76</b>
<b>Costing</b>								
Company Name: Advicas								\$4,000.00
Subtotal								\$4,000.00
<b>SUB-TOTAL (not including taxes)</b>								<b>\$28,320.52</b>
<b>Disbursement Allowance</b>								
Refer to proposal for details.								\$2,000.00
Subtotal								\$2,000.00
<b>TOTAL (not including taxes)</b>								<b>\$30,320.52</b>





Professional Quantity Surveyors  
Sustainability Consultants

April 14, 2015

#100-31 Bastion Square  
Victoria, BC Canada  
V8W 1J1

Office: 250.383.1008  
Toll Free: 888.383.1008  
Fax: 250.383.1005  
admin@advicas.com  
[www.advicas.com](http://www.advicas.com)

Project: P1504141

Stantec  
400 – 655 Tyee Road  
Victoria, B.C. V9A 6X5

Attention: Joseph O'Mahony  
Architectural Technologist

Dear Joseph:

**Re: Proposal for Cost Consulting Services – Port Hardy Aquatic Centre Assessment**

Thank you for the invitation to provide you with a proposal for cost consulting services for the proposed condition investigation and assessment on Port Hardy Aquatic Centre in Port Hardy, BC.

We understand our scope of service will comprise provision of an order of magnitude estimate and report based on Stantec's proposed condition assessment and viability report. The estimate will be presented with accompanying detailed estimate backup sheets.

Our lump sum fee for provision of the above cost consulting services is **\$4,000** (excluding Goods and Services tax), broken down as follows.

Order of Magnitude estimate fee	\$3,850
Disbursements	\$150

GST is an additional charge. Travel expenses are not anticipated and not included in the above fee.

I trust we have interpreted your requirements correctly. Should you have any questions or require any further information, please contact me. We look forward to the opportunity of working with you on this project.

Yours truly

per: Advicas Group Consultants Inc.

Francis Yong, BSc, PQS  
Professional Quantity Surveyor  
(250) 995-5428  
fyong@advicas.com

The following Terms and Conditions are attached to and form part of a proposal for services to be performed by Consultant and together, when the CLIENT authorizes Consultant to proceed with the services, constitute the AGREEMENT. Consultant means the Stantec entity issuing the Proposal.

**DESCRIPTION OF WORK:** Consultant shall render the services described in the Proposal (hereinafter called the "SERVICES") to the CLIENT.

**TERMS AND CONDITIONS:** No terms, conditions, understandings, or agreements purporting to modify or vary these Terms and Conditions shall be binding unless hereafter made in writing and signed by the CLIENT and Consultant. In the event of any conflict between the Proposal and these Terms and Conditions, these Terms and Conditions shall take precedence. This AGREEMENT supercedes all previous agreements, arrangements or understandings between the parties whether written or oral in connection with or incidental to the PROJECT

**COMPENSATION:** Payment is due to Consultant upon receipt of invoice. Failure to make any payment when due is a material breach of this AGREEMENT and will entitle Consultant, at its option, to suspend or terminate this AGREEMENT and the provision of the SERVICES. Interest will accrue on accounts overdue by 30 days at the lesser of 1.5 percent per month (18 percent per annum) or the maximum legal rate of interest. Unless otherwise noted, the fees in this agreement do not include any value added, sales, or other taxes that may be applied by Government on fees for services. Such taxes will be added to all invoices as required.

**NOTICES:** Each party shall designate a representative who is authorized to act on behalf of that party. All notices, consents, and approvals required to be given hereunder shall be in writing and shall be given to the representatives of each party.

**TERMINATION:** Either party may terminate the AGREEMENT without cause upon thirty (30) days notice in writing. If either party breaches the AGREEMENT and fails to remedy such breach within seven (7) days of notice to do so by the non-defaulting party, the non-defaulting party may immediately terminate the Agreement. Non-payment by the CLIENT of Consultant's invoices within 30 days of Consultant rendering same is agreed to constitute a material breach and, upon written notice as prescribed above, the duties, obligations and responsibilities of Consultant are terminated. On termination by either party, the CLIENT shall forthwith pay Consultant all fees and charges for the SERVICES provided to the effective date of termination.

**ENVIRONMENTAL:** Except as specifically described in this AGREEMENT, Consultant's field investigation, laboratory testing and engineering recommendations will not address or evaluate pollution of soil or pollution of groundwater.

**PROFESSIONAL RESPONSIBILITY:** In performing the SERVICES, Consultant will provide and exercise the standard of care, skill and diligence required by customarily accepted professional practices normally provided in the performance of the SERVICES at the time and the location in which the SERVICES were performed.

**LIMITATION OF LIABILITY:** The CLIENT releases Consultant from any liability and agrees to defend, indemnify and hold Consultant harmless from any and all claims, damages, losses, and/or expenses, direct and indirect, or consequential damages, including but not limited to attorney's fees and charges and court and arbitration costs, arising out of, or claimed to arise out of, the performance of the SERVICES, excepting liability arising from the sole negligence of Consultant. It is further agreed that the total amount of all claims the CLIENT may have against Consultant under this AGREEMENT, including but not limited to claims for negligence, negligent misrepresentation and/or breach of contract, shall be strictly limited to the lesser of professional fees paid to Consultant for the SERVICES or \$50,000.00. No claim may be brought against Consultant more than two (2) years after the cause of action arose. As the CLIENT's sole and exclusive remedy under this AGREEMENT any claim, demand or suit shall be directed and/or asserted only against Consultant and not against any of Consultant's employees, officers or directors.

Consultant's liability with respect to any claims arising out of this AGREEMENT shall be absolutely limited to direct damages arising out of the SERVICES and Consultant shall bear no liability whatsoever for any consequential loss, injury or damage incurred by the CLIENT, including but not limited to claims for loss of use, loss of profits and/or loss of markets.

**INDEMNITY FOR MOLD CLAIMS:** It is understood by the parties that existing or constructed buildings may contain mold substances that can present health hazards and result in bodily injury, property damage and/or necessary remedial measures. If, during performance of the SERVICES, Consultant knowingly encounters any such substances, Consultant shall notify the CLIENT and, without liability for consequential or any other damages, suspend performance of services until the CLIENT retains a qualified specialist to abate and/or remove the mold substances. The CLIENT agrees to release and waive all claims, including consequential damages, against Consultant, its subconsultants and their officers, directors and employees arising from or in any way connected with the existence of mold on or about the project site whether during or after completion of the SERVICES. The CLIENT further agrees to indemnify and hold Consultant harmless from and against all claims, costs, liabilities and damages, including reasonable attorneys' fees and costs, arising in any way from the existence of mold on the project site whether during or after completion of the SERVICES, except for those claims, liabilities, costs or damages caused by the sole gross negligence and/or knowing or willful misconduct of Consultant. Consultant and the CLIENT waive all rights against each other for mold damages to the extent that such damages sustained by either party are covered by insurance.

**DOCUMENTS:** All of the documents prepared by or on behalf of Consultant in connection with the PROJECT are instruments of service for the execution of the PROJECT. Consultant retains the property and copyright in these documents, whether the PROJECT is executed or not. These documents may not be used for any other purpose without the prior written consent of Consultant. In the event Consultant's documents are subsequently reused or modified in any material respect without the prior consent of Consultant, the CLIENT agrees to defend, hold harmless and indemnify Consultant from any claims advanced on account of said reuse or modification.

Any document produced by Consultant in relation to the Services is intended for the sole use of Client. The documents may not be relied upon by any other party without the express written consent of Consultant, which may be withheld at Consultant's discretion. Any such consent will provide no greater rights to the third party than those held by the Client under the contract, and will only be authorized pursuant to the conditions of Consultant's standard form reliance letter.

Consultant cannot guarantee the authenticity, integrity or completeness of data files supplied in electronic format ("Electronic Files"). CLIENT shall release, indemnify and hold Consultant, its officers, employees, Consultant's and agents harmless from any claims or damages arising from the use of Electronic Files. Electronic files will not contain stamps or seals, remain the property of Consultant, are not to be used for any purpose other than that for which they were transmitted, and are not to be retransmitted to a third party without Consultant's written consent.

**FIELD SERVICES:** Consultant shall not be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with work on the PROJECT, and shall not be responsible for any contractor's failure to carry out the work in accordance with the contract documents. Consultant shall not be responsible for the acts or omissions of any contractor, subcontractor, any of their agents or employees, or any other persons performing any of the work in connection with the PROJECT. Consultant shall not be the prime contractor or similar under any occupational health and safety legislation.

**GOVERNING LAW/COMPLIANCE WITH LAWS:** The AGREEMENT shall be governed, construed and enforced in accordance with the laws of the jurisdiction in which the majority of the SERVICES are performed. Consultant shall observe and comply with all applicable laws, continue to provide equal employment opportunity to all qualified persons, and to recruit, hire, train, promote and compensate persons in all jobs without regard to race, color, religion, sex, age, disability or national origin or any other basis prohibited by applicable laws.

**DISPUTE RESOLUTION:** If requested in writing by either the CLIENT or Consultant, the CLIENT and Consultant shall attempt to resolve any dispute between them arising out of or in connection with this AGREEMENT by entering into structured non-binding negotiations with the assistance of a mediator on a without prejudice basis. The mediator shall be appointed by agreement of the parties. If a dispute cannot be settled within a period of thirty (30) calendar days with the mediator, if mutually agreed, the dispute shall be referred to arbitration pursuant to laws of the jurisdiction in which the majority of the SERVICES are performed or elsewhere by mutual agreement.

**ASSIGNMENT:** The CLIENT and Consultant shall not, without the prior written consent of the other party, assign the benefit or in any way transfer the obligations under these Terms and Conditions or any part hereof.

**SEVERABILITY:** If any term, condition or covenant of the AGREEMENT is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions of the AGREEMENT shall be binding on the CLIENT and Consultant.



# DISTRICT OF PORT HARDY

## STAFF REPORT



---

**DATE:** April 22, 2015 **FILE:** 7200 Fire Department  
**TO:** Rick Davidge, Chief Administrative Officer  
**FROM:** Jeff Long, Director of Corporate & Development Services  
**RE:** **BRITISH COLUMBIA FIRE SERVICE MINIMUM TRAINING STANDARDS –  
STRUCTURE FIREFIGHTERS COMPETENCY AND TRAINING PLAYBOOK**

---

### PURPOSE

To inform Council of new Provincial training standards and other requirements associated with the level of fire protection service provided, and to obtain Council's direction in dealing with same.

### REGULATORY AUTHORITY

The Province of British Columbia establishes the minimum standards for the training of fire services personnel in accordance with Section 3 of the Fire Services Act. The "Structure Firefighters Competency and Training Playbook" has been established as the new minimum fire training standard for British Columbia. A Local government acting as an Authority Having Jurisdiction must implement the SFCTP. This can be done by policy or bylaw.

### BACKGROUND

The Province of British Columbia, through the Office of the Fire Commissioner, has established new training standards for firefighters. In this regard, it has prepared the "Structure Firefighters Competency and Training Playbook" (SFCTP) which establishes new minimum training standards for the Province of British Columbia, pursuant to section 3 of the Fire Services Act. This replaces the training standard that was previously established on January 1, 2003.

The SFCTP sets out the minimum training standards, as well as other requirements, based upon the service level identified by the Authority Having Jurisdiction (AHJ) for the provision of fire services. The District of Port Hardy is the AHJ and as such, must identify the level of fire service to provide to the community in accordance with the SFCTP and this in turn, dictates the minimum training standards for the firefighters of the Port Hardy Fire Rescue Department.

### ANALYSIS

There are three service levels identified in the SFCTP as follows:

Exterior Operations - limits firefighters to fighting fires from the exterior of a building, vehicle, etc. except in limited circumstances.

Interior Operations – permits internal fire suppression activities within simple structures or objects such as a vehicle, single family dwelling or other smaller structures. Interior Operations may also include other structures that the AHJ has assessed and pre-planned for such that they determine the structure to be safe for Internal Operations qualified firefighters. Firefighters must be trained specific to the risks associated with these structures.

**Full Service Operations** – For fire departments that are equipped and have completed the appropriate training identified in the SFCTP to provide a full spectrum of fire services.

The Interior Operations service level typifies the service level that has been traditionally provided in Port Hardy as confirmed by Fire Chief Schell Nickerson in his letter to Council included on page 3. As a result, Fire Chief Nickerson recommends that the Interior Operations service level be the service level provided by the District to the community as per the SFCTP. The training and other requirements associated with the Interior Operations service level include:

**Administration**

- Policy statement from governing organization describing authority to operate and service level
- WorkSafe BC coverage in place
- The AHJ must create and retain records of the training taken by each firefighter
- Completion of Interior Attack Training Requirements

**Equipment**

- Personal Protective Equipment (as required by WSBC/NFPA)
- Pumping Apparatus, hose and appliances
- Adequate water supply and flow

**Fire Ground Requirements (WorkSafe BC)**

- Incident Commander (Supervision)
- SCBA worn
- Rapid Intervention Team (RIT) capability (s. 31.23(4) OS&H Reg.)
- PASS Alarm (may be integrated into SCBA)
- A firefighter must be trained and provided with the appropriate resources/PPE in order to perform the work expected

The SFCTP requires that AHJs have a policy in place to designate/authorize the service level. Staff has discussed this with Fire Chief Schell Nickerson and Deputy Fire Chief Brent Borg and all agree and recommend to Council that the District's existing Fire Department Establishment and Procedures Bylaw No. 16-2011 be amended to accomplish this.

**STAFF RECOMMENDATION**

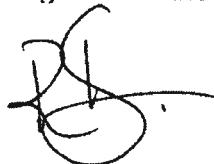
*"That Council directs staff to prepare a bylaw for its consideration, that has the effect of amending Fire Department Establishment and Procedures Bylaw No. 16-2011 to designate and authorize the fire service level for the District of Port Hardy as "Interior Operations" in accordance with the Province of British Columbia's Structure Firefighters Competency and Training Playbook."*

Respectfully submitted,



\_\_\_\_\_  
Jeff Long  
Director of Corporate &  
Development Services

I agree with the recommendation.



\_\_\_\_\_  
Rick Davidge  
Chief Administrative Officer

District of Port Hardy



## Port Hardy Fire Rescue

8890 Central Street  
Box 68  
Port Hardy, B.C.  
V0N 2P0  
250-230-0705  
Fax 250-949-6572  
[porthardyfire@hotmail.com](mailto:porthardyfire@hotmail.com)

Dear Mayor Bood and Council,

I have been asked to provide my professional opinion, in regards to the recently published British Columbia Fire Service Minimum Training Standards "Structure Firefighters Competency and Training Playbook." Without delving too deeply into the details of the required training, I will briefly explain the purpose of this Playbook, as well as the levels of competencies found within. I will conclude with my recommendation for where I believe the level of fire service should be within the District of Port Hardy.

As found within the Playbook, the purpose is to establish minimum standards of training required for fire services personnel in British Columbia. The level of minimum standards that must be met by each fire department is determined by the Service Level provided by a fire department as determined by the Authority Having Jurisdiction that is responsible for that fire department. Simply put, the District of Port Hardy, as the AHJ, determines what level of fire protection they want the fire department to provide the people of Port Hardy.

The three levels of fire service that can be provided, along with their respective training level competencies, under the Playbook are:

- Exterior Operations; Basic Firefighter
- Interior Operations; Firefighter Level 1
- Full Service Operations; Firefighter Level 2

It is my opinion that Port Hardy Fire Rescue should continue to provide the same level of protection that the residents of Port Hardy have come to expect. We have always trained to a standard that has allowed us to provide interior fire protection, which has resulted in countless homes and buildings being saved from complete destruction. To continue to provide this service, we would be required to train to a Firefighter Level 1 equivalency, something I believe to be well within our reach. I also believe that this decision, once made, needs to be added to the Fire Bylaw.

Please feel free to contact me if you have any questions or concerns regarding the Playbook, levels of fire protection or training standards.

Fire Chief Schell Nickerson

*District of Port Hardy*



**DISTRICT OF PORT HARDY**  
**BYLAW NO. 1037-2015**

A Bylaw to Rename the Portion of Thunderbird Way South of Granville Street

**WHEREAS** the Council of the District of Port Hardy deems it appropriate to rename that portion of the street referred to as Thunderbird Way located on the south side of Granville Street;

**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 Street Naming Bylaw No. 1037-2015".

**PART 2 APPLICATION**

2.1 That portion of road dedication shown as "ROAD" on Plan 28227 attached hereto as Schedule "A", and more particularly described as being located between Lot 1, Plan 24566 and Lot 3, Plan 25082 as shown thereon, and being 15.24 metres (50 feet) wide, and 94.488 metres (310 feet) long as measured along its westerly boundary and 94.372 metres (309.62 feet) long as measured along its easterly boundary, is hereby named "Beverley Parnham Way".

**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, second and third time on the 24<sup>TH</sup> day of February, 2015.

Adopted on the \_\_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
Director of Corporate &  
Development Services

\_\_\_\_\_  
Mayor

Certified a true copy of  
Bylaw No. 1037-2015 as adopted.

\_\_\_\_\_  
Director of Corporate & Development Services

### SCHEDULE A TO DISTRICT OF PORT HARDY STREET NAMING BYLAW NO. 1037-2015

FILED VIVIPOR227 REV:1998-01-29 RST:2010-08-18-09:37:42.668

06-MW-K9

**SUBDIVISION PLAN OF A PORTION OF LOT "A"  
N.W. 1/4, SECTION 36, TR 9,  
RUPERT DISTRICT, PLAN 24438.**

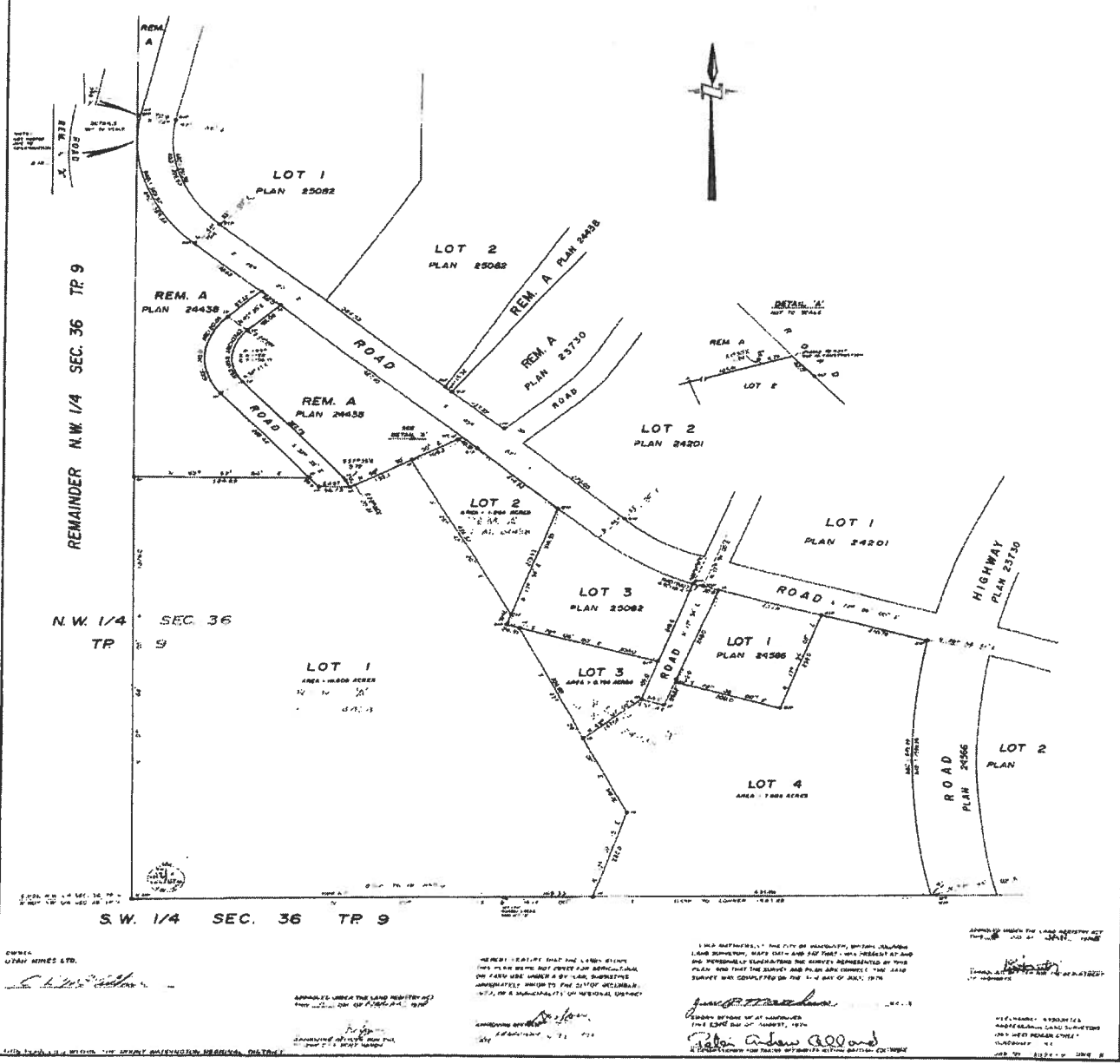
PLAN 28227

RECORD THIS IN THE LAND REGISTRY OFFICE BY THE 15TH DAY OF THE MONTH OF JANUARY 1976

*John Andrew*

SCALE: 1 INCH = 100 FEET.

**LEGEND**  
● OF MONUMENT FOUND  
○ OF MONUMENT FOUND WITH FOUND  
□ OF MONUMENT FOUND WITH FOUND  
▲ OF MONUMENT FOUND  
\* MONUMENT FOUND  
▲ MONUMENT FOUND AND ARE SHOWN FROM PLAN ONLY



OWNER:  
URBAN MINES LTD.

*John Andrew*

APPROVED UNDER THE LAND REGISTRY ACT  
BY THE REGISTRAR OF THE DISTRICT OF PORT HARDY

HEREBY CERTIFY THAT THE LAND BEING  
DIVIDED INTO LOTS AND PLANNED FOR  
DEVELOPMENT IS UNDER A BY-LAW, SUBSISTING  
UNIMPEACHED, WHICH IS IN FULL FORCE AND EFFECT,  
AND IS A VALIDITY OF THE DISTRICT OF PORT HARDY

*John Andrew*  
MAYOR OF PORT HARDY

I HEREBY CERTIFY THAT THE CITY OF VANCOUVER, BRITISH COLUMBIA  
LAND REGISTRY, MAPS DATA AND MAPS PRESENT AT AND  
AND PERSONALLY REPRESENTS THE ABOVE REPRESENTED BY THIS  
PLAN, AND THAT THE SURVEY AND PLAN ARE CORRECT, THE LAND  
SURVEY WAS COMPLETED ON THE 14th DAY OF JULY, 1976.

*John Andrew*  
MAYOR OF VANCOUVER

APPROVED UNDER THE LAND REGISTRY ACT  
BY THE REGISTRAR OF THE DISTRICT OF PORT HARDY

*John Andrew*

APPROVED UNDER THE LAND REGISTRY ACT  
BY THE REGISTRAR OF THE DISTRICT OF PORT HARDY

*John Andrew*





## DISTRICT OF PORT HARDY

### BYLAW NO. 1040- 2015

#### A Bylaw to Set the 2015 Annual Tax Rates

WHEREAS the Council shall, pursuant to Section 197 of the *Community Charter*, in each year, adopt a bylaw to impose rates on all taxable land and improvements according to their assessed value to provide the money required for purposes specified in the *Community Charter*.

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

#### 1. Title

This Bylaw may be cited as the "District of Port Hardy Annual Tax Rates Bylaw No. 1040-2015".

#### 2. Definition

"Collector" means the person duly appointed as such from time to time by Council, and includes all persons appointed or designated by the Collector to act on her behalf.

#### 3. Tax Rates for General Municipal Purposes

Tax rates for all lawful general purposes, as shown in column 'A' of Schedule 'A' attached hereto and forming a part of this Bylaw, are hereby imposed and levied on taxable land and improvements according to their assessed value as shown on the Real Property Tax Roll for general municipal purposes for the District of Port Hardy for 2015.

#### 4. Tax Rates for the Vancouver Island Regional Library

Tax rates for the payment of the Vancouver Island Regional Library requisition, as shown in column 'B' of Schedule 'A' attached hereto and forming part of this Bylaw, are hereby imposed and levied on taxable land and improvements according to their assessed value on the Real Property Tax Roll for general municipal purposes for the District of Port Hardy for 2015.

#### 5. Tax Rates for the Regional District of Mount Waddington

Tax rates for the payment of the Regional District of Mount Waddington requisition, as shown in column 'C' of Schedule 'A' attached hereto and forming part of this Bylaw, are hereby imposed and levied on taxable land and improvements according to their assessed value on the basis provided under Section 26 of the *Hospital District Act* and as shown upon the Real Property Tax Roll for the District of Port Hardy for 2015.

#### 6. Tax Rate for the Regional District of Mount Waddington Hospital District

Tax rates for the payment of the Mount Waddington Regional Hospital District requisition, as shown in column 'D' of Schedule 'A' attached hereto and forming part of this Bylaw are hereby imposed and levied on taxable land and improvements according to their assessed value on the basis provided by Section 26 of the *Hospital District Act* and according to their assessed value as shown upon the Real Property Tax Roll for the District of Port Hardy for 2015.

**7. Rates and Taxes Payable**

The rates and taxes named under this Bylaw shall be levied, raised and collected for the purposes stated, and shall be payable by 4:30 p.m., July 2, 2015 to the Collector at the Municipal Hall, Port Hardy, BC.

**8. Penalties**

Upon the 3<sup>rd</sup> day of July, 2015, or as soon thereafter as is practicable, the Collector shall add to the unpaid balance of the current year's taxes, in respect of each parcel of land and improvement as shown upon the Real Property Tax Roll of the District for 2015:

Ten (10) percent of the amount unpaid as of the 2<sup>nd</sup> day of July, 2015.

**9. Supplementary Tax Rolls**

(a) Upon receipt of a Supplementary Tax Roll from B.C. Assessment, the Collector shall levy taxes in accordance with the rates specified in Schedule 'A' of this Bylaw according to the taxable values as shown on the Supplementary Tax Rolls.

(b) Where Supplementary Tax Notices are sent before the 1<sup>st</sup> day of June 2015, penalties shall be added as set out in Section 8 of this Bylaw.

(c) Where Supplementary Tax Notices are sent after the 1<sup>st</sup> day of June, 2015, ten (10) percent shall be added on any amount unpaid after thirty (30) days.

Read a first time on the 14th day of April, 2015.

Read a second time on the 14th day of April, 2015.

Read a third time on the 14th day of April, 2015.

Adopted by the Municipal Council on the     day of April, 2015.

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Director of Corporate  
& Development Services

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Mayor

Certified to be a true copy of  
District of Port Hardy Bylaw No. 1040-2015  
Annual Tax Rate Bylaw for the Year 2015

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Director of Corporate Services  
& Development Services

District of Port Hardy  
 Schedule "A" of  
 Bylaw No. 1040-2015

Class	Property	A	B	C	D
		General Municipal	Vancouver Island Regional Library	Regional District	Regional Hospital District
1	Residential	5.193976	0.311896	0.873477	0.316845
2	Utilities	39.993613	2.401598	3.057171	1.108958
5	Light Industrial	25.450481	1.528290	2.969823	1.077273
6	Business	17.088179	1.026138	2.140020	0.776270
7	Managed Forest	38.227660	2.295554	2.620432	0.950535
8	Recreation/Non-Profit	<u>5.193976</u>	<u>0.311896</u>	<u>0.873477</u>	<u>0.316845</u>
		131.147885	7.875372	12.534400	4.546726