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**AGENDA**  
**DISTRICT OF PORT HARDY**  
**COMMITTEE OF THE WHOLE MEETING**  
**6:00 pm TUESDAY APRIL 26, 2016**  
**COUNCIL CHAMBERS, MUNICIPAL HALL**  
**7360 COLUMBIA STREET**

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

Staff: Allison McCarrick, Chief Administrative Officer; Heather Nelson-Smith, Director of Corporate Services; Abbas Farahbakhsh, Director of Operational Services; Adrian Maas, Director of Financial Services

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<u>Page</u>		Time:
	<b>A. CALL TO ORDER</b>	
	<b>B. APPROVAL OF AGENDA</b>	
	Motion required	1.                      2.
	<b>C. DELEGATION</b>	
	No delegations	
	<b>D. STAFF REPORTS</b>	
1-3	1. A. McCarrick, CAO (April 18/16) re: BC Rural Dividend Fund Program	
	Motion / direction	1.                      2.
4-14	2. A. McCarrick, CAO (April 18/16) re: Storey's Beach Sewer Extension & Low Pressure Sewage Pump Rental Agreement.	
	Motion / direction	1.                      2.
	<b>E. NEW BUSINESS</b>	
	No new business	
	<b>F. ADJOURNMENT</b>	
	Motion required	1.                      2. Time:





# DISTRICT OF PORT HARDY

## STAFF REPORT



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**DATE:** April 18, 2016  
**TO:** Mayor and Councillors  
**FROM:** Allison McCarrick, Chief Administrative Officer  
**RE:** BC Rural Dividend Program

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### PURPOSE

To provide Council with background information with regards to the BC Rural Dividend Program and projects that may be applicable within the program guidelines.

### BACKGROUND

- ❖ Two intake deadlines: May 31, 2016 and October 31, 2016
- ❖ Assistance to rural communities with populations less than 25,000
- ❖ Administered through the Ministry of Forests, Lands and Natural Resource Operations
- ❖ Eligible applicants may include: Local Government, First Nations, Not-for-Profit Organizations
- ❖ Project Categories:
  - **Community Capacity Building**  
*Projects that provide or improve community services to support economic diversity, expand market accessibility and enhance quality of life to attract investment*
  - **Workforce Development**  
*Projects that help ensure resilience in the local workforce by attracting, retaining and training workers*
  - **Community and Economic Development**  
*Projects that implement strategies to support economic growth*
  - **Business Sector Development**  
*Projects that allow communities to retain existing businesses and encourage their expansion*
- ❖ Funding is up to \$100,000 for a single applicant
- ❖ Funding is up to \$500,000 for a partnership application
- ❖ Single applicant may apply for up to 80% of the total project cost with the applicant contributing 20% of the total cost via financial and in-kind contributions (up to 10% in-kind allowable)
- ❖ Partnership applicants may apply for up to 60% of the total project cost with the applicants contributing 40% of the total cost via financial and in-kind contributions (up to 10% in-kind allowable)
- ❖ Funding awards to be made between July and September or December and March
- ❖ Ineligible costs include: new structures, water, sewer, road, sidewalks, large capital purchases

### ANALYSIS

- ❖ Seagate Pier - Community and Economic Development
  - supports economic growth by providing an updated commercial use building
  - provides an offloading facility
  - provides moorage
  - provides tourist attraction
  - family fishing park provides community attraction and retention

- ❖ Seagate Pier proposed improvements:
  - improve lighting
  - improve building facade
  - improve parking
  - improve freshwater supply
  
- ❖ Fort Rupert Commuter Trail - Community and Economic Development
  - Focus on tourism and outdoor activities
  - Port Hardy is becoming a tourist destination
  - Trails attract tourists
  - Outdoor living attracts tourist and retains the community base
  
- ❖ Fort Rupert Commuter Trail proposed improvements:
  - job creation (only during the length of the project)
  - improved accessibility
  - improved awareness

**FINANCIAL IMPLICATIONS**

	Single applicant	Partnership
BC Rural Dividend maximum funding	100,000	498,000
Applicant financial contribution	12,500	149,400
Partner financial contribution	-	149,400
Applicant maximum in-kind contribution	12,500	33,200
<b>Total project</b>	<b>125,000</b>	<b>830,000</b>

**SUMMARY**

- ❖ Single applicant provides larger ratio of funding
- ❖ Limited use of funds for infrastructure projects
- ❖ Short application deadline if first round is desired
- ❖ Seagate Pier is a diverse economic asset
- ❖ Seagate Pier risk assessment and integrity study to be complete by April 29, 2016
- ❖ Fort Rupert Commuter Trail is part of the trail system and a tourist attraction if marketed

**OPTIONS**

- ❖ Make application to the Rural Dividend Program as a single applicant
- ❖ Initiate a partnership and make application to the Rural Dividend Program as a partnership
- ❖ Apply May 31, 2016
- ❖ Apply October 31, 2016
- ❖ Seagate Pier project
- ❖ Fort Rupert Commuter Trail project

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**STAFF RECOMMENDATION**

*"That Council directs staff to pursue an application to the BC Rural Dividend Program for the Seagate Pier Revitalization project as a single applicant AND FURTHER THAT Council authorizes a budget of up to 20% of the project costs provided by a combination of in-kind and financial contributions. The financial contribution will be withdrawn from the General Capital Reserve fund."*

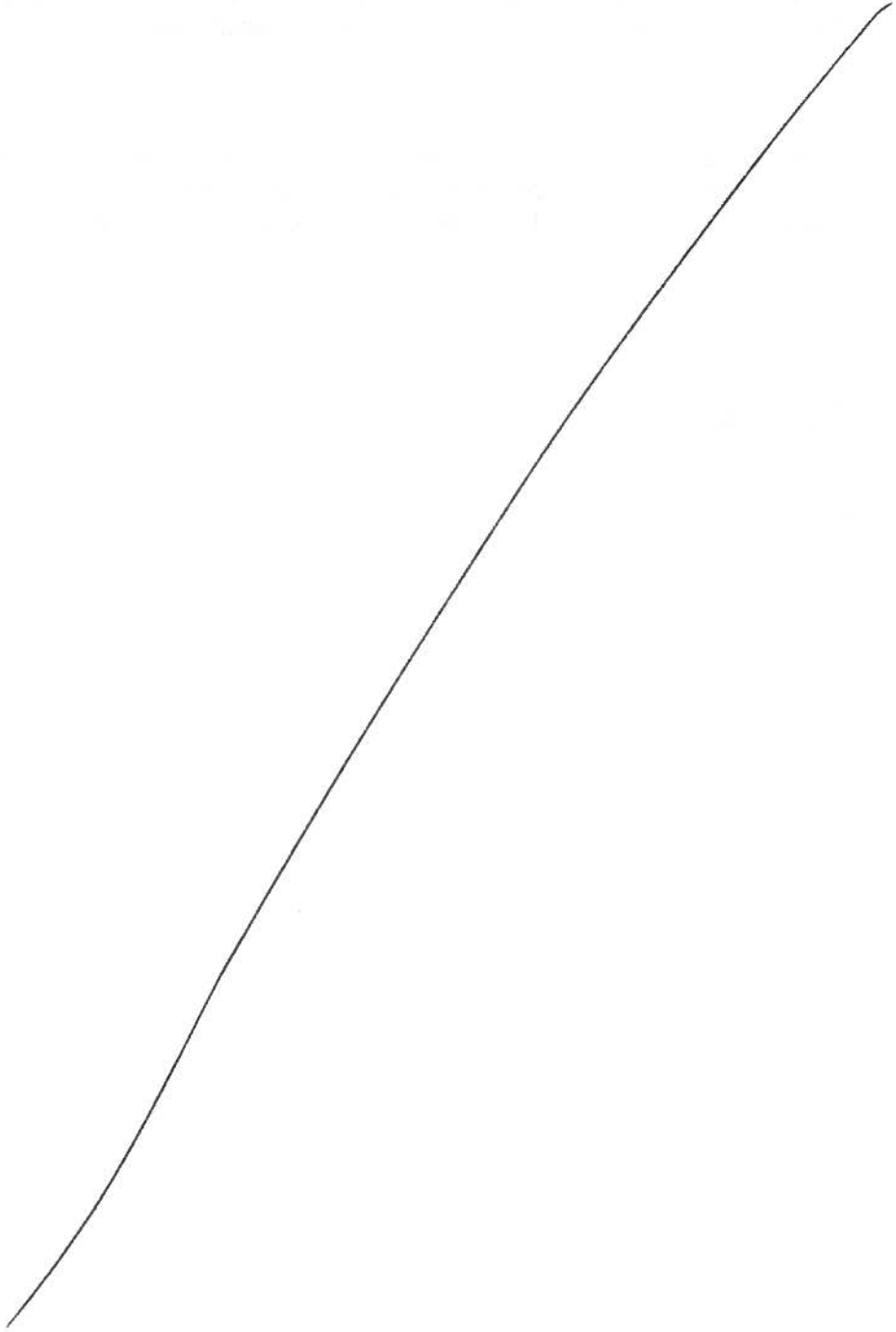
or

*"That Council directs staff to pursue an application to the BC Rural Dividend Program for the Fort Rupert Commuter Trail Revitalization project as a single applicant AND FURTHER THAT Council authorizes a budget of up to 20% of the project costs provided by a combination of in-kind and financial contributions. The financial contribution will be withdrawn from the Community Forest Reserve."*

Respectfully submitted,



Allison McCarrick  
Chief Administrative Officer





# DISTRICT OF PORT HARDY

## STAFF REPORT



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**DATE:** April 18, 2016  
**TO:** Mayor and Councillors  
**FROM:** Allison McCarrick, Chief Administrative Officer  
**RE:** Storey's Beach Sewer Extension & Low Pressure Sewage Pump Rental Agreement

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### PURPOSE

To provide Council with background information with regards to the Storey's Beach Sewer Extension project which began in 2006 and its relationship to the 2016 draft version of the low pressure sewage pump rental agreement.

### BACKGROUND

- Failing septic systems in the Storey's Beach area initiated concern for the harbour water quality (Storey's Beach area map included with this report)
- Area was not designated as a specified local service area for local service taxation
- District of Port Hardy, First Nations, Provincial Government involvement
- Low pressure system design determined to be the most cost efficient
- Grant funding secured
- EPCOR, Stantec, Sources Archaeological (main consultants)
- Public information sessions provided by EPCOR, including pump ownership information (session handout June 2007 included with this report)
- Pump warranty information provided to residents (June 2011 handout included with this report)
- Updates were provided to area residents (update #10 included with this report)
- Cost for infrastructure including pumps was the responsibility of the District
- Decommissioning of the property owners septic field and installation of the individual pump per property was the responsibility of the property owner
- Pumps were installed on the individual properties rather than the property line to considerably reduce installation costs to the property owners (Stantec report 2007)
- Connection fees waived by the District
- Credit if connected by a specified date offered by the District
- 45 properties connected with final inspections completed January 2011
- Pump warranty end date December 31, 2014

### ANALYSIS

- Warranty period is over
- Pumps are failing
- Operational Services crew responds when called by the property owner
- Pump is removed, spare District pump is hooked up, defective pump is cleaned and shipped out for repair
- Repaired pump is returned to the property owner, District pump is removed and cleaned, repaired pump is installed by operations crew
- The District requires a work order or agreement by the owner to enter onto private property and complete this service
- Currently the cost of this service would be the responsibility of the property owner

**FINANCIAL IMPLICATIONS**

Project Cost		Owner Project Cost	
Grant funding	594,600	Decommission/Installation(approx.)	4,500
District cost	360,400	Connection to District system	1,300
		Rebate given by District	(1,500)
Project cost	955,000	Approximate cost	4,300

Repair costs may include:

- Operational services labour
- Freight
- Repair or new pump cost

**SUMMARY**

- The precedent in BC and Canada is for individual pump systems to be maintained by the property owners (Stantec, 2007)
- The Storey's Beach area is not a local service area and a local service tax was not applied to this area
- The property owners once connected to the municipal system for wastewater services were charged the user rates as per District user rates bylaw
- The District requires authorization by the property owner to provide a service on privately owned property

**STAFF RECOMMENDATION**

*"That Council accepts the recommendation from the Operational Services Committee with regards to the low pressure sewage pump rental agreement."*

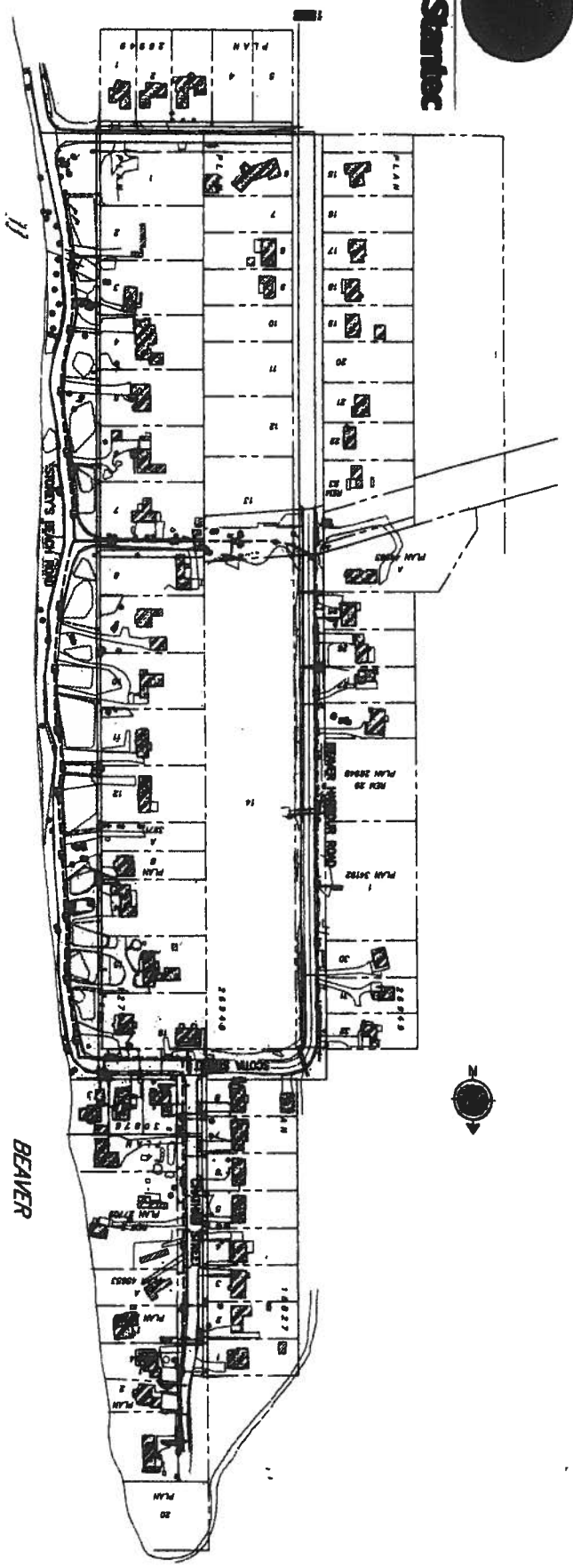
Respectfully submitted,



Allison McCarrick  
Chief Administrative Officer



**Sanitar**

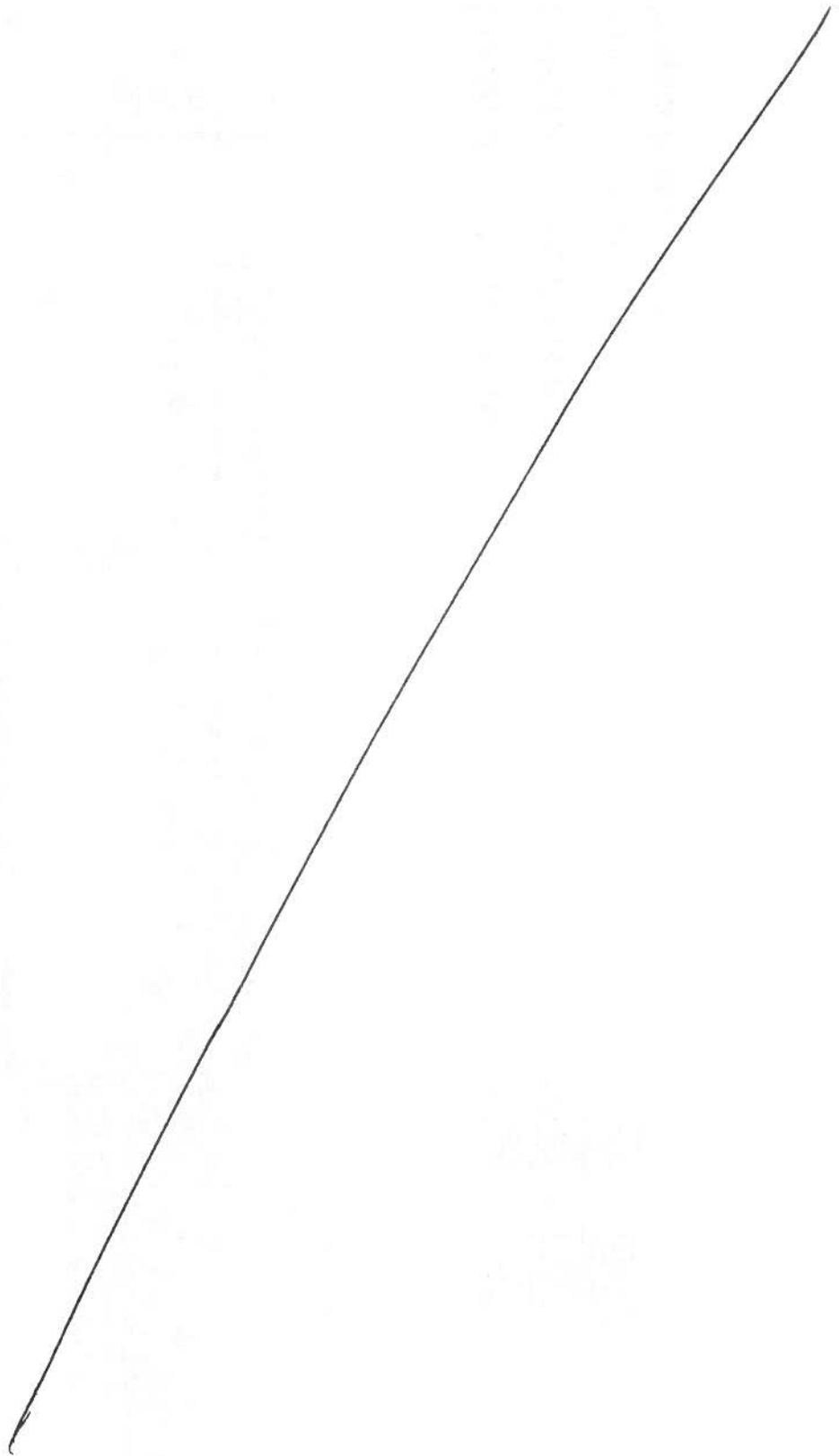


**District of Port Hardy**  
**SANITARY SEWER PROJECT**  
**AUGUST 2006**  
**Project Number: 1126 10127**

HARBOUR  
BEAVER

**LEGEND**

	12" SEWER PIPE
	18" SEWER PIPE
	24" SEWER PIPE
	30" SEWER PIPE
	36" SEWER PIPE
	42" SEWER PIPE
	48" SEWER PIPE
	54" SEWER PIPE
	60" SEWER PIPE
	66" SEWER PIPE
	72" SEWER PIPE
	78" SEWER PIPE
	84" SEWER PIPE
	90" SEWER PIPE
	96" SEWER PIPE
	102" SEWER PIPE
	108" SEWER PIPE
	114" SEWER PIPE
	120" SEWER PIPE
	126" SEWER PIPE
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	972" SEWER PIPE
	978" SEWER PIPE
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	1002" SEWER PIPE
	1008" SEWER PIPE
	1014" SEWER PIPE
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	2118" SEWER PIPE



## **Port Hardy Sewer Expansion Frequently Asked Questions**

### ***Why is this sewer expansion taking place?***

Port Hardy, the Provincial government and the First Nations have been working diligently to improve harbour water quality in the region by reducing the impact of municipal sewage systems on the environment. Beaver Harbour is an area that all three parties are concentrating on due to the effect that septic systems are having on the water quality in the harbour. Fecal coliform contamination at Storey's Beach is having an adverse impact on recreational use and shellfish harvesting in the area.

In the ongoing efforts to improve harbour water quality, the District of Port Hardy is expanding the collection system to include the remainder of the Storey's Beach area. Due to the environmental importance of the project, the Provincial government is providing 2/3 grant funding. First Nations and INAC are also contributing to the improvements by extending the sewer collection system in the Fort Rupert area.

### ***Why do we need to have a pump system?***

All the homes in this area will be part of a low-pressure system that requires a pump for each home. This design was chosen to minimize environmental impacts and reduce costs to all residents of Port Hardy. Due to the area's sandy geology, deeper trenching for a gravity system would be difficult and expensive. It would also necessitate removal of a large number of trees in the area. Because of these challenges, the overall cost of a gravity system would be approximately \$850,000 more than the low pressure pump system. Piping for a low-pressure system is more flexible and can be constructed at much shallower depths. More detailed information is available in the Stantec technical memorandum.

### ***Why not use a "cluster pump" set up?***

In response to the questions from the residents and the APC, a cluster pump system was evaluated and compared to the gravity and pump system designs. The overall cost of a cluster pump system would be approximately \$700,000 more than the low pressure pump system. A detailed discussion on the option is included in the Stantec technical memorandum.

### ***Why should homeowners be required to maintain the pump systems?***

It is a general municipal standard that property owners are responsible for maintaining infrastructure on private property. There are several pump systems on private property already in use in Port Hardy, and these pumps are maintained by the property owners. Low pressure pump systems are used in communities throughout BC and other areas of Canada, and the system being proposed for the Storey's Beach area, including homeowner maintenance, is consistent with the model of other communities.

***What happens if a pump fails?***

We researched pump systems carefully and chose the E-One system based on its reliability and proven track record in other communities. The supplier provides a two year warranty for the systems (parts and labour) and will be establishing local support for any pump failures that occur during the warranty period. After that time, homeowners can work with local contractors for repairs as they would for other sewer and plumbing related issues. The District/EPCOR is also available for 24/7 support and will maintain an inventory of spare parts for emergency support. As they would with a contractor, the homeowner would be responsible for covering the costs of a callout.

***What happens if the power goes out?***

The pump system will have adequate holding capacity (approximately 70 gallons) to provide storage during most power outages (at an average of 7.5 hrs per power loss), given that during outages people will not be using dishwashers, tubs, showers, etc. The District is providing larger pump chambers to provide extra storage in the case of power failures. The District is also providing a manual power transfer switch in each pump electrical panel so that a portable generator can be used to pump out the chamber into the system during extended power outages.

***What are the benefits of this project to the residents of Storey's Beach?***

There are significant benefits for both the community and the residents of Storey's Beach. Environmentally, overall water quality improvements will mean increased opportunity for safe recreation and shell fish harvest in the area. Grant funding from the Province, which covers most of the construction costs of the project, came as a direct result of these environmental improvements. By proceeding with the pumped system, there will be minimal environmental impacts during construction as compared to a gravity system installation.

Financially, the primary benefit to residents is in avoiding the inevitable and costly upgrades to septic tanks and fields. Due to increased quality standards required for current septic tank installations, the cost of replacing of a system is approximately \$20,000. Comparatively, when amortized over 20 years, the estimated annual costs of a pumped system are approximately \$550/year less than for a septic system. Some of the cost reduction is due to the District paying for the pump system and providing a construction rebate. More detailed information is contained in the technical memorandum.

Another financial benefit to property owners is in increased property values through connection to the community sewer system.



District  
of  
Port Hardy



## Storey's Beach Sewer System Project Pump Warranty Handout – June 2011

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### Warranty Coverage of Sewer Pumps

One of the most important factors in choosing the E-One pumps that were installed at your residence, was guaranteed local **24-hour warranty support** through E-One factory trained technicians at EPCOR. There is a supply of readily available replacement pumps at the Port Hardy Public Works yard and in the unlikely event that your pump needs to be serviced, EPCOR will pull and replace your pump with a service model while your original pump is sent off for service.

The pumps come with a six-year warranty on parts and labour as of date of purchase (April 2008). If you have any problems or concerns prior to **December 31<sup>st</sup>, 2014** please contact:

EPCOR Water Services  
8900 Park Drive  
Port Hardy, BC V0N 2P0  
(250) 902-2200

**IN CASE OF EMERGENCY PHONE EPCOR 24 HRS: 250-949-7505**

### Care and Use of your Pump

The E-One pump level controls are operated by a non-contact, non-fouling pressure switch. This means that there are no floats to rinse or clean, making the pump virtually maintenance free for the homeowner. When service is eventually required, the one-piece core, which contains the pump, level and motor controls, check valve and anti-siphon valve, can be easily accessed and removed.

The following items **should not be introduced** into any sewer, either directly or through a kitchen waste disposal unit:

- Glass
  - Goldfish stone
  - Diapers, socks, rags or cloth
  - Metal
  - Kitty litter
  - Plastic objects (toys, utensils, etc.)
  - Seafood shells
  - Sanitary napkins or tampons
- In addition, you must **never introduce into any sewer:**
- Explosives
  - Gasoline
  - Strong chemicals
  - Lubricating oil, grease
  - Flammable material



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### **Power Outages**

The individual pump systems are designed to handle regular power outages with appropriate precautions by homeowners. Depending on the level in the pump chamber when the power goes out, a **family of four will have 12 to 24 hours of storage capacity** before pumping is necessary (24-48 hours for a family of two). This is based on the assumption of minimal water usage:

- one or two flushes per hour only
- no showering or bathing, dishwashing or laundry
- limited water down kitchen and bathroom drains

**IN THE EVENT OF A MAJOR POWER OUTAGE, CONTACT EPCOR 24 HR EMERGENCY NUMBER: 250-949-7505**

EPCOR employees will then respond to your home and through a mobile stand-by generator, will pump out your holding tank on a rotational basis throughout the area.

This operational warranty is valid through the District of Port Hardy for the same period as the Pump Warranty.

### **Periods of Disuse**

If your home or building is going to be left unoccupied for longer than a week, the system needs to be purged by completing the following steps:

1. Run clean water into the unit until the pump activates.
2. Immediately turn off the water and allow the grinder pump to run until it shuts off automatically.

Caution: Do not disconnect power to the unit.

### **Pump Information**

- Pump system consists of a grinder pump, check valve, high density polyethylene (HDPE) tank and electrical control panel
- Tank has 80 gallon capacity - inlet to tank was raised at our request to gain extra capacity from approx 70 gallons
- Visual and audio alarm system for high water level in tank
- Operates on a pressure system rather than using a mechanical float



District  
of  
Port Hardy



## Storey's Beach Sewer System Project Update #10

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### Project Update – Pumps are Ready for Pick Up

Archaeology studies for the Storey Beach area have been completed. This summer EPCOR worked together with homeowners to define a suitable position for their sewer pump chamber and line, taking into consideration existing services on the property and possible archaeological sites.

Now that these steps are completed, the District is pleased to make free pump packages available to homeowners. ***Please fill out the attached Pump Release Form*** and bring it with you when you pick up the pump package at the DPH Public Works/EPCOR yard. The yard is located at 8900 Park Drive and is open Monday to Friday, 8:00 am – 4:30 pm.

The pump package contains a main pump (approximately 50 pounds/22 kilograms), a pump tank (8 feet/2.5 metres long) and electrical pump controls. Yard staff will be able to help you load the package into your vehicle. Use of a pick up truck or similar vehicle is recommended.

Finalizing the archaeological studies and permit has been a lengthy process. Given the delay this has caused to the overall project timeline, the District has re-evaluated the deadline for homeowners to connect to the system in order to be eligible for the homeowner's credit program. Homeowners will now have until October 31, 2010 to complete their connection. Steps outlining the connection process, including information about the homeowner's credit, are noted on the following page.

### Next Steps

If you have further questions, please call the EPCOR office at 250-902-2200.

We thank you again for your continued cooperation and patience as we work through this process.

## Steps for Connecting Your Home to the System:

1. Choose a plumbing contractor who will connect your property to the system. The contractor will need to arrange for excavation along the designated service line and pump chamber location following clearance by the archaeological surveyors. Alternatively, homeowners may choose to arrange or perform excavation and connection themselves.
2. Call EPCOR (250-902-2200) to arrange pick up of the pump unit from the EPCOR works yard. At the time of pick up, homeowners or contractors acting on their behalf will be issued a pump information package which includes warranty and service information.
3. Choose an electrical contractor to arrange for hook-up of the pump's electrical panel. An electrical permit is necessary for this hook-up. If you choose to use an electrical contractor, they will make the necessary arrangements for the permit.
4. Before the connection is made to the property line service box, inspection of the pump chamber and service line installation is required. Call EPCOR (250-902-2200) to make an appointment with a qualified inspector. Do not back fill the chamber or service line excavation until the inspector has given authorization.
5. After your connection has been inspected and approved, you or your contractor must decommission your septic tank within 14 days by emptying the septic tank of all sewage and disposing of the sewage at an approved facility. The contents **must not be emptied into the new collection system** as it is not designed to handle septic material and could cause problems with the new equipment.
6. Decommissioning the tank means that it must be filled with inert material such as clean sand or gravel. Alternatively, the top and walls of the septic tank may be collapsed and any voids filled with inert material such as clean sand or gravel.
7. A second inspection following decommissioning is mandatory to close off the permit, and a receipt from the septic tank pumping company must be produced to ensure the tank has been properly pumped and the material disposed of at an approved facility.
8. Following final inspection of the completed construction project, including proof of septic tank decommissioning, the District will waive the \$1300 sewer connection fee and will apply a \$200 credit to each homeowner's utility account provided this takes place **before the connection completion date of October 31, 2010.**



# Low Pressure Sewage Pump Rental Agreement



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

Roll number: \_\_\_\_\_

Between:

"The District"		"Property Owner"
District of Port Hardy	Name	
Box 68	Mailing Address	
7360 Columbia Street	Civic Address	
Port Hardy, B.C., V0N 2P0	Town	
250-949-6665	Phone	

## Agreement

The District agrees to provide, if available, a spare low pressure sewage pump for a maximum of sixty days (60) from the date of agreement while the defective pump is out for service. If additional time is required, the owner will contact the District and make arrangements agreeable to the District prior to the 60 day deadline.

The District agrees to:

- Remove the failed pump and install a temporary pump
- Arrange shipment of the failed pump to a repair facility
- Reinstall the repaired or new pump and remove the temporary pump

The Owner agrees to pay the District for the services rendered; including but not limited to:

- District staff labour for removal of the failed pump and installation of a temporary pump
- Cleaning and preparation of the failed pump for shipment
- All shipping costs to and from the pump repair facility
- All repair costs of the pump
- Purchase of a new pump if the failed pump is non-repairable
- District staff labour for reinstalling the repaired or new pump
- District staff labour to clean the temporary pump
- Any additional District staff labour and/or supplies required during the pump removal or installation

## Payment

The property owner agrees to make payment to the District for all services within 30 days of invoicing. If the fees for work done or services provided are not paid, the District may recover the fees as per 258 of the Community Charter. The fees will be transferred to the property tax account and collected in the same manner.

<i>District Representative's Signature</i>	<i>Property Owner or Authorized Signature</i>

