

**VILLAGE OF PORT ALICE**  
**REGULAR COUNCIL MEETING AGENDA**  
TO BE HELD WEDNESDAY, FEBRUARY 25, 2015 AT 7:00 PM  
IN THE PORT ALICE COUNCIL CHAMBERS

**CALL TO ORDER**

**ADOPTION OF AGENDA:**

PG 1

**DELEGATIONS: NONE**

**COUNCIL MINUTES:**

1. Minutes of the Regular Council Meeting of February 11, 2015

PG 3-5

**COMMUNICATIONS:**

1. February 3, 2015 letter to Telus from MLA Claire Trevena re: Internet & Cell Coverage PG 7-8
2. February 17, 2015 letter to Minister Oakes from the RDMW in support of the Port Alice Building  
Canada Grant PG 9
3. February 18, 2015 letter of thanks from the 50<sup>th</sup> Reunion Association PG 11
4. February 18, 2015 UBCM Memorandum re: Firefighter Training PG 13
5. British Columbia Fire Service Minimum Training Standards PG 15-36

**REPORTS:**

1. Regular Report from the Chief Administrative Officer dated February 23, 2015 PG 37
2. February 9, 2015 Report regarding Community Centre Hours – Revised February 23 PG 39
3. Fire Chief's Report for January 2015 PG 41

**POLICIES AND BYLAWS:**

1. Draft Policy 5.1.n – Employee Departure Gift Policy PG 43

**QUESTION PERIOD**

**Adjournment**



**VILLAGE OF PORT ALICE REGULAR COUNCIL MEETING MINUTES**  
**Held Wednesday February 11, 2015 AT 7:00 PM in the Village Council Chambers**

<b>MEMBERS PRESENT:</b>	Mayor Jan Allen
	Councillor Marnie Chase Councillor Christine Martin Councillor David Stewart Councillor Doug Worthington
<b>ALSO PRESENT:</b>	Madeline McDonald, Chief Administrative Officer Bonnie Danyk, Finance Officer

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

**ADOPTION OF AGENDA:**

**41/15** It was duly moved and seconded that the agenda be adopted as presented. **CARRIED**

**DELEGATIONS: NONE**

**MINUTES:**

**42/15** It was duly moved and seconded that the minutes of the Regular Council Meeting held January 14, 2014 be adopted as presented. **CARRIED**

**OTHER MINUTES:**

**43/15** It was duly moved and seconded that the Minutes of the January 7, 2015 Recreation Committee Meeting be received and filed. **CARRIED**

**44/15** It was duly moved and seconded that the Minutes of the January 8, 2015 Public Works Committee Meeting be received and filed. **CARRIED**

**COMMUNICATIONS:**

**45/15** It was duly moved and seconded that the January 15, 2015 request for support from Canadian Union of Postal Workers be received and filed. **CARRIED**

**46/15** It was duly moved and seconded that the January 16, 2015 support letter from MP Duncan re: Connecting Canadians Application be received and filed. **CARRIED**

**47/15** It was duly moved and seconded that the 2014 Third Quarter Report for the Port Alice RCMP Detachment be received and filed. **CARRIED**

**48/15** It was duly moved and seconded that the Village send a letter to the 50<sup>th</sup> Reunion Association approving their January 30<sup>th</sup> requests for the free use of Rooms 102/103, the banner poles at the entrance to the community and the shower facilities at the Arena, when the Arena is open. **CARRIED**

**49/15** It was duly moved and seconded that the February 2, 2015 request from 50<sup>th</sup> Reunion Association regarding use of Village facilities be received and filed. **CARRIED**

**50/15** It was duly moved and seconded that the Village send a letter to Island Health in support for the Port Alice Health Forum's request for increased physician coverage for Port Alice.

**CARRIED Councillor Chase Abstained due to conflict of interest**

**Village of Port Alice REGULAR COUNCIL Minutes of February 11, 2015**

**51/15** It was duly moved and seconded that the January 5, 2015 letter from Port Alice Health Forum be received and filed. **CARRIED**

**52/15** It was duly moved and seconded that the Village endorse the reappointment of Dave Nelson to the Community Forest Board of Directors for a further two-year term. **CARRIED**

**53/15** It was duly moved and seconded that the December 9, 2014 email from Dave Nelson regarding Community Forest Board Term Renewal be received and filed. **CARRIED**

**REPORTS:**

**54/15** It was duly moved and seconded that the Mayor's Report for January 2014 be received and filed. **CARRIED**

**55/15** It was duly moved and seconded that Tanya Spafford be appointed to the RDMW's Trail Marketing Committee. **CARRIED**

**56/15** It was duly moved and seconded that the Chief Administrative Officer be approved to attend the Municipal Insurance Association Risk Management Conference April 16<sup>th</sup> and 17<sup>th</sup>, to be funded by the MIA Risk Management Grant Program. **CARRIED**

**57/15** It was duly moved and seconded that the Emergency Coordinator Contract with Kevin Cameron be extended to April 30<sup>th</sup>, 2015 ;  
And that the contract opportunity be locally advertised. **CARRIED**

**58/15** It was duly moved and seconded that the CAO's Regular Report dated February 6, 2014 be received and filed. **CARRIED**

**59/15** It was duly moved and seconded that the report regarding Proposed Groundwater Protection Guidelines be received and filed. **CARRIED**

**The following motions of Council were passed in the February 11<sup>th</sup>, 2015 In-Camera Meeting of Council:**

*It was duly moved and seconded that the Village conditionally accept the proposal from Abernethy Contracting for the wastewater treatment plant retrofit as described in the February 5<sup>th</sup> Abernethy proposal 'Port Alice Wastewater Moving Bed Biological Reactor (MBBR) Treatment Plant Upgrade', including the concrete pad for the clarifier, back up blower and meter pump and new blowers at a cost of \$536,307 plus tax, subject to funding and subject to the approval of the Ministry of Environment.* **CARRIED**

**Councillor Martin Opposed**

*It was duly moved and seconded that the Village conditionally accept the proposal from Abernethy Contracting for the supply and installation of sludge dewatering equipment at a*

*cost of \$166,590 plus tax, subject to funding and subject to the approval of the Ministry of Environment.*

**CARRIED**  
**Councillor Martin Opposed**

*It was duly moved and seconded that the Village apply for a Build Canada Grant in the amount of \$780,000 to fund the Port Alice Sewage Treatment Plant Upgrade;*

**AND THAT** *the \$260,000 Village Contribution be made from the existing Sewer Surplus.*

**CARRIED**  
**Councillor Martin Opposed**

**60/15** It was duly moved and seconded that the February 6<sup>th</sup> Report regarding the Sewage Treatment Plant Retrofit Contract Award and Funding Application be received and filed.  
**CARRIED**

**61/15** It was duly moved and seconded that the January 2015 Accounts Payable Listing be received and filed.  
**CARRIED**

**62/15** It was duly moved and seconded that the January 2015 Summary of Revenue and Expenses be received and filed.  
**CARRIED**

**63/15** It was duly moved and seconded that the Fire Chief's Report for December 2014 be received and filed.  
**CARRIED**

**QUESTION PERIOD**

Fire Chief Don Rethmeier advised the Council that Neucel Pulp Mill may not have an active fire department once the six-month shut down goes into effect, scheduled to begin later this month. Dave Pridham of the BC Ministry of Environment contacted the Fire Department to discuss the existing mutual aid agreement between the Village and Neucel. Don suggested that there is an expectation that the Village Volunteer Fire Department take on responsibility for emergency response at the mill site during the shut-down and voiced his concern that the Department is not adequately trained or resourced to undertake this.

**ADJOURNMENT** – Motion to adjourn at 8:00 p.m.

Certified Correct \_\_\_\_\_  
Chief Administrative Officer

\_\_\_\_\_  
Mayor

Confirmed this 25<sup>th</sup> day of February, 2015



Claire Trevena, MLA  
(North Island)  
Victoria Office:  
Parliament Buildings  
Victoria BC V8V 1X4

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FEB 10 2015



Claire Trevena, MLA  
(North Island)

**Community Office:**  
908 Island Highway  
Campbell River BC V9W 2C3  
Telephone: 250 287-5100  
Facsimile: 250 287-5105  
Toll-Free: 1 866 387-5100

Province of  
British Columbia  
Legislative Assembly

3 February, 2015

Joe Natale  
President & CEO  
Telus Corporation  
25 York Street, Floor 30  
Toronto ON M5J 2V5

Dear Mr. Natale,

The North Island constituency, which I have represented for 10 years, relies strongly on Telus for much of its telephone, mobile and internet services. I am very aware of the investments being made, in conjunction with government, on fibre optic and cell services.

However there are still some very serious gaps which I would hope that you would assist me in addressing.

#### Internet Connectivity

As the President of a large telecommunications company, you are perhaps more aware than most of the need for high quality broadband coverage. It is as fundamental for community economic and social well being as electrification was years ago. While a new cable has been laid from Sayward to Port McNeill, other communities are still struggling: Port Alice continues to have a waiting list for service and Port Hardy's service is achingly slow now and there is no guarantee for broadband level coverage when the new service starts. This hampers industrial and community development. It impacts the delivery of health and education. It is essential that these communities are not limited by their ability to access the internet.

Likewise the populations of Quadra and Cortes Islands have very patchy services. A few on Quadra receive Telus service; most rely on a cable company or satellite.

While much traffic is now done through smart phones and wireless technology, this is not the solution for a whole community.

#### Cell Coverage

The North Island is a rural constituency. The main urban centre is Campbell River but there is a density of population in other areas and there are many isolated roads.

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The remote nature of the communities was perhaps highlighted a couple of weeks ago when there was a serious accident on Highway 19 between Woss and Sayward. A teen was trapped in a vehicle for several hours. The lack of cell coverage on the highway meant no-one who stopped to assist could call emergency services. It was only when a logging truck pulled over that a radio call was made.

There is no cell coverage for the 195km of Highway 19 between Campbell River and Port McNeill nor on the 90km of Highway 28 between Campbell River and Gold River. Other communities, including Tahsis and Zeballos, have neither connection on their roads or in their communities.

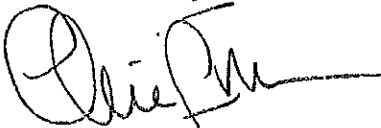
### Pager Service

Because of the lack of cell connection, emergency services in our communities still rely on pagers. I have learned through the media that Telus is considering ending its pager service. I would urge that this not be done; this is often the only way that our emergency responders, our volunteer firefighters and our paramedics can get their calls. The risk to public safety and community health with this loss would be huge.

BC is a rich and diverse province with huge opportunities, but there needs to be equity in the treatment of our communities. Technology is changing rapidly; people who work and live in rural communities have no less need for the speed and innovation, for reliability and safety, than those who live in large urban centres.

I would be very happy to meet with you to talk about strategies to ensure my constituents, and others living in rural communities, can get the connections they need to have their safety considered and to live productive lives.

Yours sincerely,



Claire Trevena, MLA  
North Island

cc: Hon. Amrik Virk, Minister of Technology, Innovation and Citizens' Services  
Mayor Berry, Village of Alert Bay  
Mayor Unger, Village of Gold River  
Mayor Allen, Village of Port Alice  
Mayor Bood, District of Port Hardy  
Mayor Ackland, Town of Port McNeill  
Mayor Schooner, Village of Tahsis  
Mayor Cox, Village of Zeballos  
Chair Rushton, Mount Waddington Regional District  
Chair Abram, Strathcona Regional District  
George Heyman MLA Vancouver Fairview and opposition spokesperson





# Regional District of Mount Waddington 9

PO Box 729 2044 McNeill Road, Port McNeill, BC V0N 2R0

Telephone (250) 956-3161 Fax (250) 956-3232

Web-site: [www.rdmw.bc.ca](http://www.rdmw.bc.ca) Email: [info@rdmw.bc.ca](mailto:info@rdmw.bc.ca)

File No.: 310.01

February 17, 2015

The Honourable Coralee Oakes  
Minister of Community Sport and Cultural Development  
PO BOX 9056  
STN PROV GOVT  
VICTORIA, BC V8W 9E2

Dear Minister Oakes:


## RE: BUILDING CANADA APPLICATION

The Regional District of Mount Waddington strongly supports the Building Canada application going forward from the Village of Port Alice for a \$780,000 upgrade to their sanitary sewage treatment plant. RDMW Operations Manager Patrick Donaghy, PEng, is a member of the technical review committee which recommended the new and more efficient technology to be installed during the upgrade.

The project includes a wastewater sludge dewatering component which will allow Port Alice to send a dewatered product to the regional landfill for composting, an improvement over the liquid product currently produced at their sewage treatment plant.

We're pleased to see Port Alice make improvements that will safeguard the Quatsino Sound marine environment now and for future generations.

Yours Sincerely,

  
\_\_\_\_\_  
Dave Rushton, Chair

cc The Honourable John Duncan, MP Vancouver Island North  
Claire Trevena, MLA North Island



BC CLIMATE ACTION  
COMMUNITY 2013

INCORPORATED JUNE 13, 1966

MUNICIPALITIES: ALERT BAY, PORT ALICE, PORT HARDY, PORT MCNEILL  
ELECTORAL AREAS: "A" (SOINTULA); "B" (HOLBERG, WINTER HARBOUR); "C" (QUATSINO, COAL HARBOUR, HYDE CREEK); "D" (WOSS, TELEGRAPH COVE)



# Port Alice 50<sup>th</sup> Reunion Association

P.O. Box 70, Port Alice, BC V0N 2N0  
250 284 3960  
[gailtrent@cablerocket.com](mailto:gailtrent@cablerocket.com)

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**RECEIVED**  
FEB 19 2015

February 18, 2015

Mayor & Council  
Village of Port Alice  
Box 130  
Port Alice, BC V0N 2N0

Dear Mayor & Council

On behalf of the Port Alice 50<sup>th</sup> Reunion Association I would like to thank you for co-sponsoring the Port Alice 50<sup>th</sup> Year Reunion. The Reunion Committee continues to work hard towards securing funds, donations for door prizes, sale of raffle tickets, recruiting volunteers, and working out the logistics of the events that are being planned.

The Village's contribution of:

- free use of the Recreation Facilities and staffing;
- pins for the welcome packages;
- rental of portable toilets;
- publishing a special edition of the Rumble Sheet;
- use of the Village's logo on the T-shirts and printed material;
- use of the showers at the Doug Bondue Arena – during specified hours;
- permission to hang a banner on the banner poles; and
- free use of rooms 102/103 for our monthly & public meetings.

We are very grateful for your support. Your assistance will enable us to put on a great event for the locals and the returning guests. We will keep you informed of our progress and provide you with an updated budget and confirmation of events around the middle of April or May.

Yours truly



Gail Lind,  
Secretary

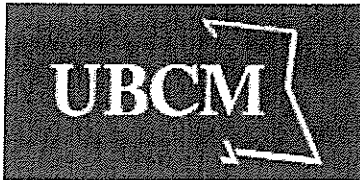


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## Firefighter Training Linked To Service Level

Feb 18, 2015

Under new Provincial policy, local governments that are responsible for a fire department, volunteer or full-time, will be expected to establish the service level for the fire department. The level of service will determine the training requirements that the firefighters will need to have.

Local government, as the Authority Having Jurisdiction (AHJ) for the provision of fire services in the community, will need to carefully assess the needs of the community (i.e. exterior and/or interior firefighting) and establish in a bylaw or policy outlining the level of firefighting training that is required to deliver the level of service. Local government as a result of the policy change may face additional firefighting training costs depending on the level of service chosen for the community.

Local government has been given some flexibility in implementing the changes, in recognition of the fact that achieving initial compliance will require differing amounts of time in each community. No deadline has been established for compliance with the new rules, although the new standards are effective immediately. Local governments will need to show that they are taking measures to meet the new requirements or they could face potential liability problems in the future.

The Office of the Commissioner established a new minimum fire training standard for the Province and it is outlined in the *Structure Firefighters Competency and Training Playbook*. The new policy replaces the training standard that was previously established on January 1, 2003.

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# British Columbia Fire Service Minimum Training Standards

*Structure Firefighters  
Competency and Training*

## **PLAYBOOK**



September 2014

Pursuant to section 3(b) of the *Fire Services Act* of B.C.

## ***Acknowledgements***

The Office of the Fire Commissioner wishes to acknowledge the contributions of the following organizations in the compilation, consultation, evaluation and drafting of the B.C. Fire Service Minimum Training Standards:

Fire Chiefs Association of British Columbia

British Columbia Fire Training Officers Association

Justice Institute of British Columbia

Vancouver Island Emergency Response Agency

College of the Rockies

It was through the efforts of these organizations as well as staff and other individuals within the fire service that this Playbook was created. In moving forward, the Playbook is intended to be a living document that will be periodically reassessed with a view to enhancing or clarifying aspects identified by the fire service.



### 1. Purpose:

To establish minimum standards of training required for fire services personnel in British Columbia. This **Playbook** sets out a competency-based ladder that provides for a minimum level of sequential training and operational requirements that must be met by each fire department. 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.

### 2. Scope:

This **Playbook** and establishment of the **Service Level** requirement are intended to provide an industry recognized minimum standard of training that utilizes, and bridges to, the current National Fire Protection Association (NFPA) Firefighter qualifications. It is not intended to change or nullify any requirements or training related to other roles or functions in the fire service.

This **Playbook** establishes the minimum standards of training that must be met and does not encompass all roles or functions of the fire service. Some roles and functions will require additional training. This **Playbook** does not preclude the need for fire services to obtain and maintain training in these other roles or functions (example: pump operator).

This document is applicable to any fire service/department in British Columbia that provides fire services and includes municipal fire departments, volunteer fire departments, and fire departments established as a society under the *Society Act* of BC. For the purpose of this document, the term "Authority Having Jurisdiction" or "AHJ" correctly describes local or regional government. It does not apply to provincial Wildfire Management Branch (WMB) resources.

This document and program establishes the minimum standards for the skills and training necessary to perform the role of a firefighter and team leader at each designated level of competency.

This document and program does not cover the minimum standards for the skills and training necessary to perform other advanced or specific functions/roles such as, but not limited to: Incident Commander, Driver/Operator, Incident Safety Officer, or Rapid Intervention Team. **The competencies and/or requirements of these and other specific fire operations functions should be addressed through other applicable training programs and standards.**

### 3. Principles:

Each AHJ must select and declare its firefighting **Service Level** in order for the AHJ to determine which set of minimum standards are to be met. This declared **Service Level** needs to be fully reflected in the fire department's operating guidelines and policies. The AHJ's decision should be based upon:

- local conditions;
- consultation with representatives of local fire service delivery organization;
- availability of resources and the ability of those resources to respond;

- the realities of the community in terms of demographics, travel distances, fire hall locations, and staffing models; and
- the ability of the jurisdiction or organization to financially support the operations and meet all applicable safety and operational requirements.

There are three (3) **Service Level** options available under this **Playbook**. Each AHJ must carefully examine what level of service its department is mandated to provide and then meet the appropriate training and operations identified in the competency ladder. Ensuring compliance with minimum standards established in this **Playbook** is the responsibility of the AHJ.

It is the responsibility of each AHJ to immediately take steps to ensure implementation of the training requirements associated to the **Service Level** selected. The AHJ is responsible to ensure that any training provided internally or by an outside agency, meets the competencies and minimum standards identified in this **Playbook**. As a competency-based program, formal accreditation, while encouraged, is not required by this **Playbook**. Each firefighter must be provided training and evaluation in all competencies, both theoretical classroom and hands-on practical skills, that are identified in the curriculum. Assessments/evaluations of competencies can be carried out by the AHJ so long as the evaluation instruments follow the criteria of this **Playbook** and that detailed records of firefighter training and evaluation are maintained.

#### 4. Competencies

The **Playbook** establishes and describes the minimum competencies required of firefighter roles in the following three (3) categories:

- Exterior Operations Level Firefighter
- Interior Operations Level Firefighter
- Full-Service Operations Level Firefighter

In addition, the **Playbook** establishes three new fire ground supervisory descriptions related to training competencies. These are:

- Exterior Operations Level Team Leader
- Exterior Operations Level Risk Management Officer
- Interior Operations Level Team Leader

The fire service has a number of well-established officer ranks within its structure. However, use of departmental officer rank identification is not included within this **Playbook** as they do not necessarily signify an operational role on the fire ground. The supervisory descriptions identified above do not require new "positions" in the department; they simply reflect specific skills and training required to lead a functional crew. Each department must determine the number of these trained individuals required for their AHJ/department.

## 5. Terminology:

### **Team Leader:**

In this **Playbook** the term **Team Leader** is applied to identify the individual, whether they be a firefighter or officer, responsible for a specific crew function at an emergency incident.

*Background: On the fire ground most departments operate in a manner whereby not all activities are supervised by an officer; commonly there are simply not enough officers for all the functions being performed. Usually a functional role being performed, such as ventilation, results in the identification and assignment of a **Team Leader**. This individual may commonly be referred to as the **Ventilation Team Leader**, or some other functional description. Frequently a senior or more qualified firefighter will lead the team, even if they are not of officer rank. This reality is identified and accounted for in this **Playbook**. This terminology also recognizes the reality of elected officers in some department structures who may/may not have advanced operational qualifications or skills.*

**Team Leaders** require a higher degree of competency than those they are supervising. This is a worker safety requirement of WorkSafeBC as well as being operationally sound. This **Playbook** therefore identifies the minimum training competencies required for those individuals who will be assuming **Team Leader** roles within Exterior and Interior Operations Service Level departments.

### **Risk Management Officer:**

The Incident Commander (IC) manages a specific incident in a safe and effective manner, while the Risk Management Officer role ensures that the department has in place Operational Guidelines, training programs and other administrative processes that ensure safe and effective operations at all incidents. In this **Playbook** the term **Risk Management Officer** is applied to identify the individual, usually a senior officer, responsible for ensuring administrative processes are followed to ensure an Exterior Operations Level department practices safe and effective fire ground operations as a matter of principle. This position does not replace either the Incident Commander (IC) or Safety Officer (ISO) role at a scene.

The **Risk Management Officer** may be the Fire Chief, or they may be another senior officer depending on the composition and structure of the department. Regardless of who performs the role, it is not a single incident function. Individuals may be trained, or assume, multiple diverse roles within a department or during fire ground operations.

## 6. Instruction and Evaluation:

The instruction and evaluation components of this **Playbook** are detailed within the document. There are clear expectations identified related to training materials, lesson plans, instructional qualifications, evaluation instruments, and training records database management. Training and evaluation can occur via either a 3<sup>rd</sup> party accredited training organization, or "in-house" using non-accredited instructors and evaluators. The decision on the most appropriate method for each department rests with the AHJ.

It is the responsibility of all fire departments/AHJ's to be able to accurately identify, record, edit and report out on a complete list of training records for each individual firefighter including specific training subjects covered at each training session. All training records must be kept in accordance with WorkSafeBC Regulations and any other regulatory requirements.

#### 7. Maintenance Training:

This Playbook identifies the minimum training competencies required of all firefighters at each service level. The maintenance of training competencies is the responsibility of the Authority Having Jurisdiction and it is expected that this will be accomplished through ongoing skills maintenance training and education.

#### 8. Authority to Amend:

The Fire Commissioner is empowered to make minor amendments in the form of corrections or clarifications to the content of the Playbook without approval of the Minister, providing there is no substantive change to the minimum standards outlined. Any other amendments are subject to the approval of the Minister pursuant to section 3 of the *Fire Services Act*. Amendments shall be posted to the Office of the Fire Commissioner (OFC) website.

## Definitions

For the purpose of this Playbook, the following definitions apply:

**Appliances** – various purpose-designed and built devices which can be deployed, to assist in the acquisition and delivery of water flows (e.g. nozzle, wye, gate valve).

**Authority Having Jurisdiction (AHJ)** – for the purpose of this document the AHJ is any local government or other entity or organization that provides fire services in British Columbia

**Basic Firefighter Training Program** – This was a “made in British Columbia” training program designed for firefighters working in fire services that provide only exterior fire suppression practices. The program is based upon the NFPA 1001 training curriculum involving those components which specifically address skills relevant to exterior firefighting only. Firefighters only trained in the Basic Firefighter Training Program are not trained to undertake offensive, interior attacks at structural or other fires and never should do.

**Certification/Accreditation** – is awarded to firefighters trained or qualified to meet or exceed a specific operational standard AND who are successfully evaluated by a third party organization, or by an agency on their behalf.

**Competency/Requirement** – is achieved by firefighters trained or qualified and evaluated to meet the operational requirements of a given standard or program but not necessarily certified by an accredited agency to that standard. Competency is recognized if full training and evaluation records for a given skill performed by the individual firefighter can clearly demonstrate that all identified competency requirements of the standard have been met.

**Exterior Operations** – is the **Service Level** that includes firefighting activities restricted to the control and/or extinguishment of fire from a position external to the building or object in question, and outside of any IDLH environment.

**Full Service Operations** – is the **Service Level** that includes activities that are undertaken by firefighters trained in the full spectrum of competencies outlined in the NFPA 1001 *Standard for Fire Fighter Professional Qualifications*.

**Hose** – water hose which is purpose-designed and built for structural firefighting. Size and type must be appropriate to the hazards and intended use.

**IDLH** (Immediately dangerous to life and health) - Is a descriptor commonly used to describe incident conditions that present an immediate threat to a person’s safety through inhalation or exposure (e.g. smoke, noxious vapor, super-heated air).

**Incident Commander** – is a designated and specifically trained individual responsible for safety, strategies and tactics during any fire service operation.

**Incident Safety Officer (ISO)** – is a trained firefighter with fire ground experience and education in identification of incident hazards before they become issues and capability of generating solutions or direct actions to avoid such hazards.

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**Interior Operations** – is the **Service Level** that includes firefighting activities that include entry into structures and objects with the purpose of control and/or extinguishment of fire. This requires use of specialized protective equipment and procedures not covered by the training provided in relation to Exterior Operations **Service Level**.

**Maintenance Training** – ongoing training provided to firefighters to ensure previously acquired skills, abilities and knowledge are retained at a level sufficient to meet the associated competencies.

**NFPA 1001** - National Fire Protection Association *Standard for Fire Fighter Professional Qualifications*. Pursuant to the *Fire Services Act (BC)* and this **Playbook**, NFPA standards have been identified in British Columbia as the standards upon which all firefighter competency training will be based and evaluated. The most current version of NFPA 1001 must be used.

**PASS Alarm** – Personal Alert Safety System. A purpose-designed and built device worn by a firefighter during operations that quickly identifies and sounds an alarm should the firefighter become incapacitated. PASS Alarms may be incorporated into an SCBA device by manufacturers.

**Personal Protective Equipment (PPE)** – Typically consists of purpose-made and regulated garments for structural firefighting including: protective boots, turn-out coat and pants, balaclava, helmet and firefighting gloves.

**Pumping Apparatus** – a purpose-designed built structural firefighting engine/pumper originally designed and built based upon NFPA 1901 and/or ULC S-515. This vehicle must be capable of delivering water flows to a fire hose and nozzle which are suitable for the hazards present in the community. It must have an on-board initial water supply and capability of drawing water from external sources for extended periods.

**Rapid Intervention Team (RIT)** – a dedicated crew of firefighters, at a minimum trained to conduct Interior Operations as set out in this **Playbook** and assembled within the time frames required under s. 31.23(4) of the *Occupational Health and Safety Regulation* under the *Workers Compensation Act*, ready to engage in firefighter rescue operations.

**Risk Management Officer** – an administrative position created within this **Playbook** framework to ensure that External Operations Level fire services are identifying and managing the risk and safety aspects of their operation. Areas of concern include: training program design, training records management, Bylaw management, Operational Guidelines, adherence to applicable regulations and standards, and other non-fire ground administrative matters related to safety and risk.

**SCBA (Self-contained breathing apparatus)** - is purpose-designed and built for firefighters to allow for operations in and around dangerous atmospheres.

**Service Level** – means Exterior Operations, Interior Operations or Full Service Operations

**Team Leader** – a firefighter or officer trained/qualified to lead a team of firefighters in the undertaking of a fire ground task, or set of tasks, as applicable to the operational **Service Level** provided by the department. Team Leader qualifications are not based, nor necessarily applicable, to a department rank. Requirements are set out in the Standards and Requirements sections of this document.

## Instruction and Evaluation Requirements

Training and evaluation may be administered via 3<sup>rd</sup> party accredited providers, or be done “in-house” by qualified department personnel. The following describes the requirements for “In-House” delivery of **Playbook** training related requirements. If departments choose to utilize a 3<sup>rd</sup> party, providers will facilitate all training and evaluation instruments. It is recommended that departments ensure compliance when organizing training with any 3<sup>rd</sup> party provider to ensure compliance with the competencies required, at minimum.

### 1. Training Materials for departments choosing to train “In-House”

Exterior Operations Level:

- Exterior Operations Level training materials will be those included as part of the Exterior Operations Level Train-the-Trainer curriculum package, as provided by the OFC. Lesson plans, instructional techniques and evaluation tools and instruments are included as part of the curriculum package

Interior and Full-Service Operations Levels:

- Interior and Full-Service Level training materials must be obtained by the fire department from recognized third party instructional material providers such as IFSTA (Essentials), Jones & Bartlett (Fundamentals), or other organizations recognized by the OFC. These comprehensive materials include detailed reference articles, lesson plans, and skill sheets that can be used as a portion of the overall evaluation.

### 2. Instructor Qualification requirements for “In-House” training delivery

Exterior Operations Level:

- The fire service member responsible for the delivery of Exterior Operations Level training to firefighters must be a graduate of a current Train-the-Trainer for the Exterior Operations Level from a program recognized by the Office of the Fire Commissioner of BC. Contact the OFC for a list of qualifying programs.

Interior Operations Level:

- The fire service member responsible for the delivery of Interior Operations Level training programs must possess current NFPA 1001-FF2 Certification. It is optionally recommended that they also be certified as a Fire Service Instructor 1. In addition the individual responsible must ensure the training meets the requirements of *the Occupational Health and Safety Regulation* under the *Workers Compensation Act, Part 31:*

#### **31.4 Instruction and direction**

The employer must ensure the adequate instruction and direction of firefighters in the safe performance of their duties.

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#### Full-Service Operations Level:

- The fire service member responsible for the delivery of Full-Service Operations Level training programs must possess current NFPA 1001-FF2 Certification and certification as a Fire Service Instructor 1. In addition the individual responsible must ensure the training meets the requirements of the *Occupational Health and Safety Regulation* under the *Workers Compensation Act*, Part 31:

#### **31.4 Instruction and direction**

The employer must ensure the adequate instruction and direction of firefighters in the safe performance of their duties.

### 3. Evaluator Qualification requirements for “In-House” training delivery

#### Exterior Operations Level:

- Evaluations for the Exterior Operations Level must be conducted as part of the training program and under the direct responsibility of a graduate of a current BC Fire Training Officers Association (BCFTOA) Train-the-Trainer (TTT) program. Evaluation instruments for firefighter skill competencies are included as part of the Train-the-Trainer curriculum.

#### Interior and Full-Service Operations Levels:

- Evaluations for the Interior Operations and Full-Service Levels must be conducted as part of the training program and under the direct responsibility of a qualified instructor. Evaluation checklists can be obtained from the British Columbia Fire Training Officers Association (BCFTOA). Skill sheets and other basic evaluation tools included within the curriculum materials should be used. In addition, relevant competency evaluations based upon the current NFPA 1001 Standard should be utilized.

### 4. Student Tracking

Training providers and individual departments are required by WorkSafeBC to track training. Globally, the BCFTOA will voluntarily track all departments utilizing this Playbook as best they can. Departments are strongly encouraged to update the BCFTOA on a regular basis.

### 5. Exams and Skill Sheets

The BCFTOA can assist in the creation of evaluation tools for all service levels contained within this Playbook. Skills sheets will be available for all levels as well. Evaluation packages will be distributed to individual departments for “in-house” delivery upon request. Third party provider agencies, whose programs have been vetted as compliant with program competencies by the OFC and BCFTOA, are expected to utilize their own internal training and evaluation instruments.

### 6. Bridging and Prior Learning Assessment

Bridging from one level to a higher one within the Playbook is possible.



Provider agencies have agreed to recognize all graduates of training programs from other providers that meet, or exceed, the core competencies as described in this Playbook and as determined by the OFC. Only the core competencies will be universally recognized. Any materials covered above the core competencies can be evaluated for equivalency by the provider being considered.

Departments that train in-house and complete one of the accredited provider agencies evaluation processes will also be accepted by alternative providers.

In terms of Prior Learning Assessment for firefighters who may have previous training, at whatever level, the onus is on the Fire Chief to put in place any processes whereby the department determines, to their satisfaction, whether the prior learning and competencies of a firefighter meet the required training of that department.

## **7. Important Considerations for local decisions on Service Level and Training**

It is important to recognize that a number of the certification components may not be applicable for all jurisdictions (e.g. fire hydrants). Therefore, the AHJ must identify the competencies that do not have application in their jurisdiction. These areas must be identified in the Service Level Policy Statement and must be reflected in the training program description and evaluation processes.

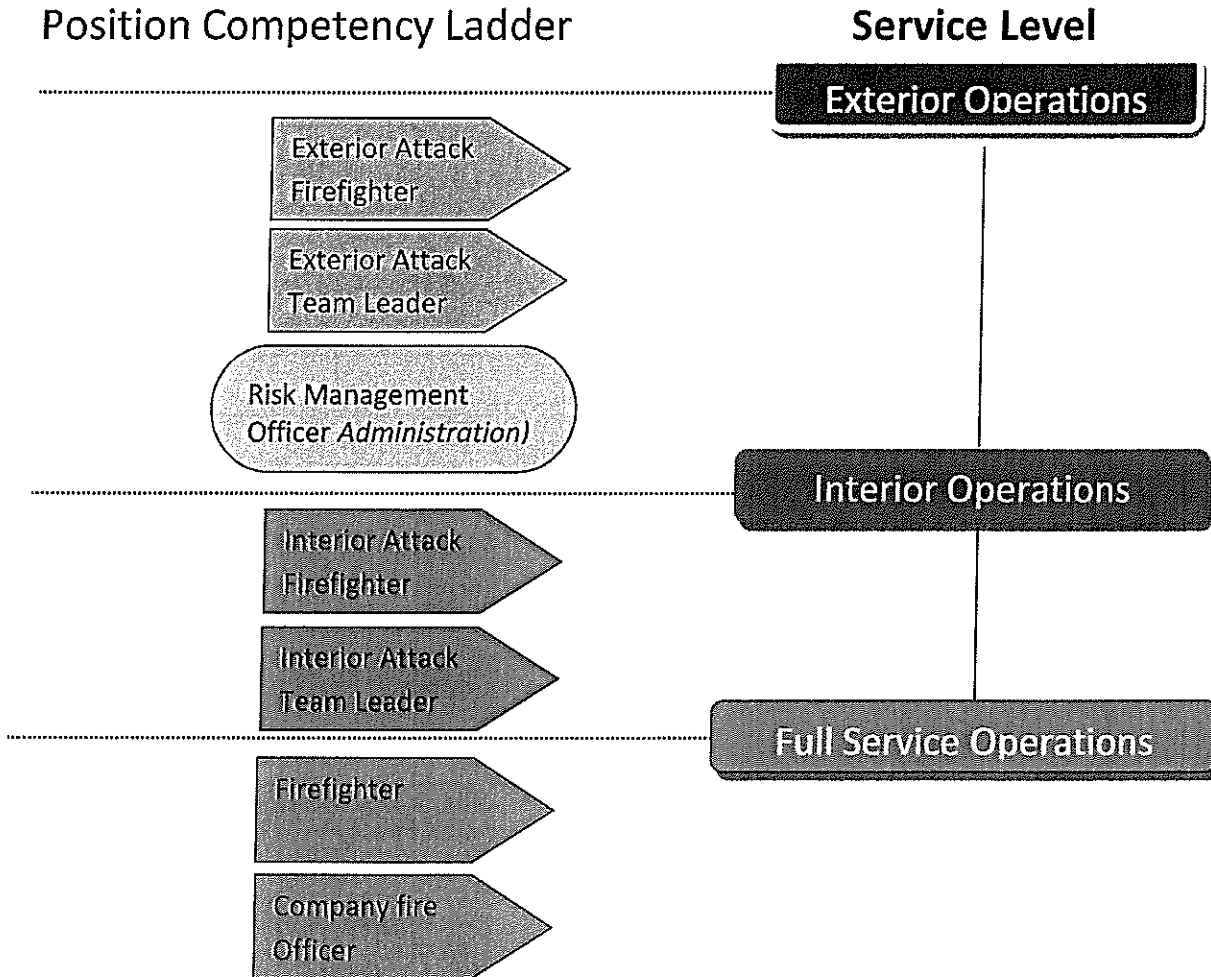
In addition, this Playbook is not an “all encompassing” program: additional training and competency in specific skill areas is required for a department to operate at an emergency incident such as driver training, pump operations, rapid intervention team, incident safety officer and others. These aspects of fire service function are beyond the scope of this Playbook, but are nonetheless still critical areas that must be addressed through training and operational procedure.

# BC Firefighter Competency Matrix

## Requirements

- Determination by the AHJ of the Service Level appropriate to community needs
- Policy Statement describing fire department’s authority and Service Level
- WorkSafeBC firefighter coverage in place
- WorkSafeBC safety and functional requirements in place (Eg. firefighter fitness records, Employer/Worker OH&S program representatives, Rapid Intervention Team OG)
- A Training Record recording and retention process which permits ready identification of the current training level and/or certification of each firefighter. It must also provide for retention of all records previously undertaken by every firefighter and kept indefinitely, regardless if they leave the department
- Appropriate equipment and apparatus available to meet the declared Service Level requirements

## Position Competency Ladder



\*\* Each level in the Competency Ladder has identified requisite minimum training requirements described within this document that must be met.

<p><i>The following competencies extracted from NFPA 1001 – FF1 must be met to achieve the requirements for Exterior Ops Firefighter (specific competency lesson plans and evaluations are available from the OFC and partner training provider agencies)</i></p>	<p>Job Performance Requirements (Exterior Firefighter competencies)</p>	<p>External Operations – Firefighter</p>
<p><b>Emergency Scene Traffic NFPA 1001 5.3.3</b></p>		
<p><b>Safety &amp; Communications NFPA 1001 5.1.1, 5.1.2, 5.2, 5.2.1, 5.2.2, 5.2.3, 5.3.2, 5.3.17, 5.3.18</b></p>		
<p><b>PPE and Self Contained Breathing Apparatus NFPA 1001 5.1.2, 5.2, 5.3, 5.3.1, 5.3.2, 5.5.1</b></p>		
<p><b>Ropes and Knots NFPA 1001 5.1.2, 5.3.20, 5.5.1</b></p>		
<p><b>Fire Streams, Hose and Appliances NFPA 1001 5.3.7, 5.3.8, 5.5.1, 5.5.2</b></p>		
<p><b>Ventilation NFPA 1001 5.3.11, 5.5.1</b></p>		
<p><b>Water Supply NFPA 1001 5.3.15, 5.5.1, 5.5.2</b></p>		
<p><b>Ladders NFPA 1001 5.3.6, 5.5.1</b></p>		
<p><b>Rehabilitation Area (REHAB) NFPA 1001 5.1.1, NFPA 1500, NFPA 1584</b></p>		
<p><b>Introduction to Basic Fire Behavior and Building Construction NFPA 220, NFPA 921, NFPA 1001 5.3.11, 5.3.12, 5.3.13 NFPA 5000</b></p>		
<p><b>Dangerous Goods or Hazmat Awareness (from NFPA 472)<sup>1</sup></b></p>		
<p><b>Gas &amp; Electrical Safety for Firefighters (supplied by a BC Utility utilizing an evaluation mechanism)<sup>2</sup></b></p>		
<p><b>Incident Command System 100 (from BCEMS curriculum)<sup>3</sup></b></p>		
<p><b>All of Exterior Operations Firefighter PLUS completion of the following competencies from NFPA 1001 – FF1</b></p>		
<p><b>Organization, Safety and Communications NFPA 1001 5.2.4</b></p>		
<p><b>RIT Training – pertinent to jurisdictional hazards NFPA 1001 5.3.9 NFPA 1407, NFPA 1500</b></p>		
<p><b>Self Contained Breathing Apparatus NFPA 1001 5.3.1, 5.3.5, 5.3.9</b></p>		
<p><b>Search and Rescue NFPA 1001 5.3.9</b></p>		
<p><b>Fire Behavior NFPA 1001</b></p>		
<p><b>Fire Extinguishers NFPA 1001 5.3.16</b></p>		
<p><b>Building Construction NFPA 1001 5.3.11, 5.3.12 (not sure how far the exterior takes the Building Construction)</b></p>		
<p><b>Forcible Entry NFPA 1001 5.3.4</b></p>		
<p><b>Ventilation NFPA 1001 5.3.12</b></p>		
<p><b>Loss Control NFPA 1001 5.3.13, 5.3.14</b></p>		
<p><b>Live Fire Exterior NFPA 1001 5.3.7, 5.3.8, 5.3.10, 5.3.19</b></p>		

	All of NFPA 1001 – FF2 competencies (except Hazmat and Medical Response) and with the addition of:	Job Performance Requirements (NFPA 1001 – FF2 competencies)	Full Service Operations – Firefighter
	Live Fire Exterior and Interior		
	Hazmat Operations (NFPA core competencies plus 6.6)		

	Completion of the Operational Firefighter requirements for <u>either</u> the Exterior or Interior Service Level <u>PLUS</u> the following competencies from NFPA 1021: <sup>4</sup>	Job Performance Requirements (NFPA 1021 – competencies)	Team Leader Exterior & Interior
	- Incident Command and Fire Attack NFPA 1021 4.1.1, 4.2.1, 4.2.2, 4.2.3		
	- Pre-Incident Planning, Size-up and Incident Action Planning NFPA 1021 4.5.2, 4.5.3, 4.6, 4.6.1, 4.6.2		
	- Fire ground Accountability NFPA 1021 4.6.1, 4.6.2		
	Live Fire – Exterior (Recommended for Exterior Operations) NFPA 1001 5.3.7, 5.3.8, 5.3.19		
	Live Fire Exterior and Interior (Recommended for Interior Operations)		
	Completion of the Team Leader requirements for the Exterior Operations level <u>PLUS</u> the following courses (1 from each area):	One of	Risk Management Officer
	Incident Action Planning (operational) <sup>5</sup>		
	Incident Safety Officer NFPA 1521 6.1 – 6.7.2 (operational)		
	FCABC/LGMA Chief Officer Orientation (administrative)		
	Beyond Hoses and Helmets, or equivalent (administrative)	One of	
	Fire Officer 1 (NFPA 1021)	Job Performance Requirements (NFPA 1021 – competencies)	Company Fire Officer
	Incident Command 200		
	Fire Service Instructor 1		
	Emergency Scene Management (Fireground control)		

**Footnotes:**

1. Can utilize any training provider, including internal, that meets the competencies of NFPA 472 – Awareness Level
2. Can utilize any program, developed by a registered Gas or Electrical Utility within the Province of BC, which includes an evaluation instrument based upon current recommended practice
3. Can utilize any training provider, including internal, using certified training and evaluation based upon the BCEMS model
4. Can utilize any training provider, including internal, that meets the competencies of NFPA 1021 – Fire Officer Professional Qualifications
5. Recognized program with subject matter covering areas such as strategies and tactics, fire ground command, emergency scene management, or other program acceptable to the OFC

## Exterior Operations Service Level Definition

Exterior Operations Level fire service firefighters shall not enter any building, vehicle, dumpster or other object if an IDLH atmosphere is present. If an IDLH atmosphere is present, Exterior Operation firefighters shall only engage in external fire suppression activities. Operational Guidelines that restrict them to Exterior Operations must be written and enforced by the department, even though they may possess equipment that would otherwise permit them to respond at a higher level.

On occasions where the department responds to a simple incident, such as a pot on the stove or electrical outlet fire and an IDLH atmosphere does not yet exist, it is reasonable to address the issue from inside the structure. However, if an IDLH atmosphere develops or the fire progresses beyond the object of origin, or the environment or structure become compromised in any way, all firefighters must immediately withdraw to the exterior and combat the situation from the outside.

Exterior Operations require at least three personnel to be carried out safely and effectively. A target response time, as applicable and acceptable to the AHJ, should be established.

Exterior Operations Team Leaders are trained to supervise safe exterior operations only. The Exterior Operations Risk Management Officer is an administrative role focused on ensuring departmental safe work practices and adherence to the relevant regulations and standards.

The External Operations Level applies to all external fire ground operational functions except support positions such as, but not restricted to: rehab/first aid, first medical responder, vehicle driver. Specific training for these roles, and applicable to the hazards involved, is still required for these positions and must be addressed elsewhere in departmental training programs.

## Exterior Operations Requirements

### Administration

- Policy Statement from governing organization describing authority to operate and mandated service level
- WorkSafe BC coverage in place
- The AHJ must create and retain records of the training taken by each firefighter
- Completion of Exterior 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 (WorksafeBC)

- Incident Commander (Supervision)
- SCBA worn for any IDLH atmospheres
- A firefighter must be trained and provided with the appropriate resources/PPE in order to perform the work expected

## Interior Operations Service Level Definition

Interior Operation Fire Departments may engage in internal fire suppression activities within simple structures or objects such as a vehicle, single family dwelling or other small structure. 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.

Interior Operations Level fire services will have Operational Guidelines, that must be written and enforced by the department, that describe advanced training in fire operations activities that allow for a calculated fire attack within permitted structures and objects.

Interior operations must be undertaken in accordance with the requirements of WorkSafeBC (including, in particular, s. 31.23 of the *Occupational Health and Safety Regulation* made under the *Workers Compensation Act* (BC)).

Before any entry to a fire-involved structure is made, the fire department must have qualified Team Leaders on scene and ensure that the correct requirement for water and suppression activities can be maintained at all times as per the Incident Action Plan.

Interior Operations require a contingent of personnel on scene to meet the WorkSafeBC *Occupational Health and Safety Regulation* requirements. A target response time, as applicable and acceptable to the AHJ, should be established.

Interior Operations Team Leaders are trained to supervise safe interior operations. Team Leaders must follow established Operational Guidelines or Procedures for safety during all fire ground operations.

The Incident Commander must recognize the need, and staff appropriately, for a Rapid Intervention Team (RIT) with trained firefighters following the requirements of WorkSafe BC Regulations.

## Interior Operations Requirements

### 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



## Full Service Level Definition 33

Full Service Operations Fire Departments are equipped and have completed the appropriate training identified in this **Playbook** to provide a full spectrum of fire services. These services are based on the competencies included within the NFPA Firefighter and Fire Officer Standards.

Full service fire departments will have Operational Guidelines that must be written and enforced by the department, that describe advanced training in fire operations activities.

These fire departments are organized such that the suppression activities that occur are based on response protocols which include the appropriate staffing levels, and number and type of apparatus on scene.

Full-service level fire services should utilize Incident Action Plans based on standardized responses for all types of fire suppression activities matched against an established benchmark.

## 34 Full Service Operational Requirements

### 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 NFPA 1001 Firefighter 2 training competencies
- Completion of NFPA 1021 Level 1 Fire Officer training competencies

### Equipment

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

### Fire Ground Requirements (WorksafeBC)

- 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

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# Playbook Compliance Checklist

(Fire Department Internal Use)

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

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

### Fire Fighter Competency and Training Playbook Checklist

1. Does your local government have a bylaw to establish the fire department or if you are a registered society, do your constitution and bylaws provide the mandate to establish a fire department? Yes  No

*Note: If the answer is "no" the fire department will not be considered by the Office of the Fire Commissioner for deployments under the Provincial Mobilization Plan. If "yes", identify the functions that the fire department is authorized by the local authority to deliver?*

2. Is your local authority/registered society registered with WorkSafe BC? Yes  No

*Note: If the answer is "no" the fire department will not be considered by the Office of the Fire Commissioner for deployments under the Provincial Mobilization Plan.*

3. Is there a policy statement determining if the fire department will provide either a defensive/exterior or an offensive/interior structure fire attack type for fire suppression? Yes  No

4. Is there a policy statement determining the training standards to which the fire department will train? Yes  No

*Note: If the answer is "no" the fire department will not be considered by the Office of the Fire Commissioner for deployments under the Provincial Mobilization Plan. If "yes", what standards have been adopted for the fire department?*

5. Who coordinates your department's firefighter training? Please list positions:

6. Is there a Training Records database and records management system that provides detailed records for the training of each firefighter? Yes  No

7. Does the training records system maintain records for every members training in perpetuity (their lifetime)? Yes  No

### Fire Department Service Level Identification

Yes No

Exterior Operations – Buildings, Vehicles, Dumpsters

Interior Operations – Simple structures

Full Service

### Other Comments

Name of Individual completing the Checklist

Title/Position

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## **Training Organizations**

*(Information only)*

The following professional organizations can assist with agency direction and training provider contacts:

**FCABC – Fire Chiefs Association of BC** [www.fcabc.ca](http://www.fcabc.ca)

**BCFTOA – BC Fire Training Officers Association** [www.bcftoa.com](http://www.bcftoa.com)

**OFC – Office of the Fire Commissioner of BC** <http://embc.gov.bc.ca/ofc/index.htm>

**BC Wildfire Management Branch** [www.bcwildfire.ca](http://www.bcwildfire.ca)

**FPOABC – Fire Prevention Officers Association of BC** [www.fpoabc.bc.ca](http://www.fpoabc.bc.ca)

**FNESS – First Nations Emergency Services Society of BC** [www.fness.bc.ca](http://www.fness.bc.ca)



## REPORT TO COUNCIL

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**To:** Mayor & Council  
**From:** Chief Administrative Officer  
**Date:** February 23, 2015  
**Subject:** Regular Report

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### Sewage Treatment Plant Upgrade Project

A grant application has been accepted by the Building Canada Program for the upgrades approved by Council. Unfortunately the funding will announcements will likely come in the fall of 2015, which will present a challenge with respect to getting construction foundation work done during dry weather. A delay in the construction of the sludge dewatering component of the project may also lead to higher sludge disposal costs. Staff are currently negotiating with the management at the Neucel Specialty Cellulose for permission to dispose of the sludge at the pulp mill's wastewater treatment plant until more permanent arrangements are in place.

The project has triggered the need for an amendment to the existing wastewater disposal permit issued by the Ministry of Environment (PE-00324). The Ministry has advised the Village that they want to meet with staff in advance of the permit amendment application process to discuss what the new permit will entail. Discussions will also take place to determine how any construction or maintenance related bypass events will be managed before the new system is installed and operating.

### Land Development Workshop

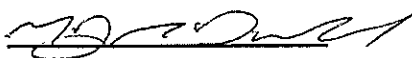
The Economic Development Division of the Ministry of Jobs, Tourism and Skills Training will be hosting a Land Development Readiness and Marketing workshop in Port Hardy on Monday March 23<sup>rd</sup>; the event is open to staff and Council and pre-registration is required. There is a conference call to identify potential development areas scheduled for March 3<sup>rd</sup>. Please advise staff if you wish to attend the workshop and if you will be participating in the conference call. More details are available on the reverse of this report.

### Dike Management and Inspection Training

A Dike Management training workshop is scheduled for North Cowichan on March 11<sup>th</sup>, 2015. Public Works Foreman Gord Ward and Councillor Marc Brackett attended the workshop in 2013 and found it informative.

**Recommendation:** THAT Public Works Assistant Foreman Ted Dryka be sent to the March 11<sup>th</sup> Dike Maintenance Workshop in South Cowichan.

Respectfully submitted,

  
 Madeline McDonald  
 Chief Administrative Officer

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**Madeline McDonald**

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**From:** Madeline McDonald <mmcdonald@portalice.ca>  
**Sent:** Monday, February 23, 2015 11:58 AM  
**To:** Christine Martin (cmartin@portalice.ca); 'davidstewart@cablerocket.com'; Doug Worthington; Jan Allen; Marnie Chase  
**Subject:** FW: Land Development workshop for local Communities.

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**From:** Pat English [<mailto:penglish@rdmw.bc.ca>]  
**Sent:** Wednesday, February 18, 2015 12:12 PM  
**To:** 'Rick Davidge'; Madeline McDonald; Heather Nelson-Smith; Sue Harvey  
**Cc:** Greg Fletcher  
**Subject:** Land Development workshop for local Communities.

The Economic Development Division of the Ministry of Jobs, Tourism and Skills Training will be hosting a Land Development Readiness and Marketing workshop in Port Hardy on **Monday March 23rd from 9:30am to 2:30pm**. The workshop will focus on land development for investment attraction and/or business development purposes. Representatives from several North Island communities will attend. Please pass this invitation along to municipal staff and/or elected officials from your community that are interested in participating.

This applied workshop will cover key details related to the development process, including:

- Conducting a land readiness assessment;
- Navigating the site selection process;
- Developing a land development prospectus;
- Identifying relevant provincial government supports, resources and contacts; and
- Creating a high quality investment profile and marketing the opportunity.

Tips and strategies for creating a viable and attractive land development opportunity and real-world application will be emphasized, strategies to overcome common barriers to investment attraction will be discussed, and success stories from communities will be shared.

Please let me know as soon as possible if you would be interested in attending this workshop. If you are interested in participating, the Ministry is holding a **conference call on March 3<sup>rd</sup> at 9:00** to review details of the workshop and identify potential development opportunities.

I will forward details of the March 3 conference call to all who are interested in participating and so I would appreciate knowing of your interest as soon as possible.

Regards

Pat English,  
Manager, Economic Development,  
Regional District of Mount Waddington  
250-956-3301



# REPORT TO COUNCIL

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**To:** Mayor & Council  
**From:** Chief Administrative Officer  
**Date:** February 9, 2015 REVISED February 23, 2015  
**Subject:** Community Centre Hours

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THE FOLLOWING REPORT WAS PRESENTED IN-CAMERA WITH DETAILED SPREADSHEETS AT THE IN-CAMERA MEETING OF FEBRUARY 11<sup>TH</sup>, 2015

**Community Centre Hours**

At the February 4<sup>th</sup> Recreation Committee Meeting and during the February 7<sup>th</sup> budget discussions, consideration was given to changing the hours at the Community Centre to eliminate mornings. The Finance Officer distributed a report outlining three scenarios with a financial analysis. Council may wish to keep the Community Centre hours at the status quo or may wish to change them to those outlined in Option One or Option Two or any other desired schedule.

**Status Quo:**

Monday – Tuesday	2:00 pm – 9:00 pm	
Wednesday – Friday	11:00 am - 9:00 pm	
Saturday	2:00 pm – 9:00 pm	2015 Cost April through December \$102,000

**Option One:**

Tuesday -Friday	2:00 pm – 9:00 pm	
Saturday	2:00 pm – 9:00 pm	2015 Cost April through December \$80,000

**Option Two:**

Tuesday -Friday	2:00 pm – 9:00 pm	
Saturday	5:00 pm – 9:00 pm	2015 Cost April through December \$76,000

If Council wishes to change the hours it is suggested that the effective date be April 7<sup>th</sup> to allow for sufficient advertising and public notification.

Respectfully submitted,

**Madeline McDonald**  
Chief Administrative Officer





**Port Alice Volunteer Fire Department  
Fire Chief's Monthly Report  
For the month of January, 2015**

Active Members	19	Number Of False Alarms	0
On Leave	1	Mutual Aid Calls	0
Rescue Calls	0	Lift Assist Calls	1
Fire Calls	0	Public Relation Events	0

**Practices:**

Date	Attendance	Purpose
January 6,2015	9	5 man evolution
January 13,2015	6	Fire behavior
January 20,20015	10	Ambulance familiarization
January 27,2015	12	Equipment checks

**Public Relations Events:**

**Situation Responses:** On January 17-18 a few members attended live fire training in Port Hardy with the Port Hardy FD and some members from Port McNeill FD. The training went well.

Fire Chief: 

Administrator: 

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VILLAGE OF PORT ALICE  
POLICY MANUAL

43

**TITLE:** Employee Departure Gift Policy

**CODE:** 5.1.n

**APPROVED BY:** Council

**Date:** DRAFT

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**PURPOSE**

The Village of Port Alice is committed to recognizing their officers and employees for their service to the municipality.

The following guidelines shall apply to departing employees leaving the employ of the Village in good standing. This policy does not apply to employees who are dismissed with cause.

The following guidelines shall be used to determine the value of the departure gift:

Employee	2-5 Years Service	5-10 Years Service	10-20 Years Service	More than 20 Years Service
Part Time or Volunteer	-	\$75	\$150	\$200
Full Time	\$75 - \$100	\$150 - \$200	\$250 - \$300	\$350 - \$500

All retirement and departure gifts shall be awarded at the discretion of Council.

