



Minutes

Village of Tahsis

Meeting	Regular Council
Date	Tuesday February 16, 2016
Time	7:00 PM
Place	Municipal Hall - Council Chambers

Present Mayor Jude Schooner - Chair
Councillor Randy Taylor
Councillor Brenda Overton
Councillor Kathy Bellanger
Councillor Louis Van Solkema

Staff Mark Tatchell, Chief Administrative Officer
Janet St-Denis, Assistant Financial Officer
Chief Russ Nickerson, Tahsis Fire Department

Public 6 Members of the public.

A. Call to Order

Mayor Schooner called the meeting to order at 7:06 p.m. and acknowledged and respected that we are upon Mowachaht/Muchalaht Traditional Territory.

B. Introduction of Late Items

Nootka Sound Watershed Society- Draft Agenda (under correspondence item # L2)
Nootka Sound Watershed Society- Draft Minutes (under correspondence item # L3)
Visitor's Choice Publication (under correspondence item # L4)
Adoption of BC Fire Minimum Training Standards (under new business item # M2)

C. Approval of the Agenda

Taylor/Bellanger: VOT 50/16

THAT the Agenda for the February 16, 2016 Regular Council meeting be adopted as amended to include the three late correspondence items L2, L3 and L4 and new business item M2.

CARRIED

D. Petitions and Delegations

None.

E. Public Input # 1

A member of the public raised a discussion about the Village of Tahsis' storm drains and the loss of records due to a fire in the village many years ago.

F. Adoption of the Minutes

Overton/Bellanger: VOT 51/16

THAT the Special Council Meeting Minutes from February 1, 2016 be adopted as amended.

CARRIED

Taylor/ Van Solkema VOT 52/16

THAT the Regular Council meeting minutes of February 2, 2016 be adopted as amended.

G. Rise and Report

None.

H. Business Arising

None.

I. Unfinished Business

1 Emergency Program Act - Village of Tahsis response to the proposed amendments (Councillor Overton)

2 Proposed 2016 Budget Meeting Dates- (amended)

It was noted that the February meeting date had been changed to Monday February 22nd, 2016.

Overton/ Bellanger VOT 53/16

THAT the Village of Tahsis response to the proposed amendments to the Emergency Program Act be provided during the next regular council meeting.

J. Council Reports

Mayor Schooner (written report)

Good evening,

The Strathcona Community Health Network (SCHN) governance group met to discuss the transitioning from a reference group to a governance group. I certainly enjoy this appointment as we go forward with planning and action items and I will keep council informed of any future developments.

At the Strathcona Regional District (SRD) Board meeting we received a visit from MP Racheal Blaney who promised to visit Tahsis in the near future. Chair MacDonald brought back the proposed establishment of a First Nations Relations Select Committee for reconsideration. A select committee was established with the Board's approval, and five members were appointed by Chair MacDonald including myself. The Board was informed that Mr. Howie Siemens, Protective Services Coordinator, has resigned taking a position with the Comox Valley Regional District. Howie has been a great asset to the region and this community and will be sorely missed and hard to replace. I am sure council joins me in wishing Howie the very best in his new position.

At the Comox Strathcona Solid Waste Board meeting I was successful in having the budget reduced from \$75,000 for public consultation - \$50,000 for Tahsis and \$25,000 for Zeballos - regarding the eventual transfer station down to \$10,000 for each community. This line item will show on the 2020 plan and not in the years before.

The CSWM Board looked at 3 options for the tax requisition for the 2016-2020 financial plan. After a great deal of discussion and weighed votes the tax requisition will be \$2 million dollars for 2016, voting down the \$1 million and a \$4.8 million options. These decisions are made by taking into account the capital spending requirements of \$69.2 million over the next 15 years in the region and will provide the benefit of reducing debt costs (\$13.1 million) and increases the reserve contributions by \$9.2 million. This will work out to 4.9 cents per \$1,000 taxable value on a residence. The following years see the tax requisition at \$4 million in 2017 and \$6 million for the years up to 2030.

At the Comox Strathcona Regional District Board meeting the Board passed the 2016 annual budget. The tax requisition will be the same as last year at .84 cents per \$1,000 of assessed value. A report on the NIHP (North Island Hospital Project) by Project Manager Tom Sparrow stated that the 2 hospitals are still on time and on budget. I invite council and the public to go on the projects website www.nihp.viha.ca and see the hospitals being built. They are going to be state-of-the-art facilities with 438 days left to completion.

At the Hospital Board, Director Brenda Leigh and I were successful in putting a motion forward that will increase the unconditional grant given to our clinic from \$2500 up to \$5000. Zeballos, Gold River and Kyuquot will receive the increased grant, as well.

I have left reporting on the quad trail stakeholders meeting, I co-chaired with Zeballos Mayor Cox, to the councilors that were in attendance.

Thank you for listening and that is my report.

Councillor Overton: (written report)

Evening Council and Mayor,

With Emergency Program Coordinator Graham Bowsecker, we reviewed the discussion paper, "Prepared & Resilient". During our meeting we received an email extending the deadline to April 22nd. We appreciated that as it allowed us more time to do a more thorough job researching the emails in the paper. Our 1st point on Page 6; changing the name Emergency Program Act to Emergency Management Act seems reminiscent of the hassle as when they renamed Pep. Both of us are in agreement that there are much more vital changes that need to be made than a name change. I will finish my report to Council on this paper at the next Council meeting.

Councillor Van Solkema (written report)

Good Evening Mayor and Council;

I was planning to give a presentation on the Tahsis river restoration process thus far with the help of Samantha Kagan, one of the NSWWS. stewardship coordinators. The intakes for grant proposals from some of the larger funding agencies aren't until the fall which gives us some time as a Council to help steer some of the decisions. I've invited Samantha to give us a presentation of progress thus far at our regular council meeting which she would like to do. It was decided to wait till next council meeting as this gives the coordinators and NSWWS. directors a chance to meet once more. Given the schedule for this evening, fitting a presentation into our next meeting makes more sense.

Councillor Bellanger (written report)

Good evening Mayor and Council. I just wanted to say I enjoyed our meeting on February 3rd though it was hard to sit that long after working the morning but it was worth it. Lots of ideas and information for my brain, but I am eager for the next meeting. I know it will take time planning and work for these ATV trails but I think it will be a good thing for our communities. It will open another doorway for use and I am looking forward to our next financial planning on Thursday. I like it when things aren't on the back burner and are getting done. That's my report.

Councillor Taylor (written report)

Report to Council, February 16, 2016.

Good Evening.

On February third I attended the second meeting of the ad hoc Quad Trail Working Group. It is still relatively informal and consensus driven but will begin to formalize as it moves forward. Dave Petryk, CEO of Tourism Vancouver Island made a presentation on the Open Pool Program which focuses on matching dollar funding aimed at supporting community clusters to facilitate co-operative tourism marketing projects. My understanding is groups of three and more communities are able to apply for up to a quarter million dollars. He also outlined a new pilot program, Remarkable Experiences, recently developed by Destination BC and currently being delivered by his organization as a pilot in the North Island area. After review at fiscal year's end it is hoped a refined version will be delivered to several working groups throughout 2016/2017.

Destination BC is also rolling out a Destination Development program over the next fiscal year and he explained that the intent is to engage stakeholders in defining the development opportunities that will make their respective areas more marketable and competitive in the tourism industry. It is expected that a destination strategy for the region will result by then end of the 2017/2018 fiscal year. He said his organization will work to find ways to support our proposed project.

Calum Matthews spoke on an ATV Research Report he penned for the Working Group on behalf of Island Coastal Economic Trust. His report contained much statistical data and shed a lot of light on the potential economic benefits.

Geoff Millar spoke on Route Planning concerns, social, safety, environment and the like. Jack Reynolds of Western Forest Products facilitated a discussion around possible routing of the trail based on his extensive knowledge of the geographic area and the potential tie ins to existing forestry routes as well as his knowledge as an avid ATV enthusiast.

One thing is clear after 2 meetings and that is the importance of making our respective communities ATV friendly through the enacting of the appropriate by-laws as we begin the process. The District of Campbell River has already offered to supply us with the details of the by-laws they developed to support the ATV community, which we may be able to expand on to allow ATVs to move more freely around our respective Villages.

Needless to say I'm looking forward to the next meeting.

Respectfully submitted,

Randy Taylor

Overton/ Van Solkema VOT 54/16

THAT the Council reports be received.

CARRIED

K. Bylaws

None.

L. Correspondence

- 1 **Strathcona Regional District- Re: 2016 AVICC AGM & Convention Resolution Submission - New North Island Hospital Parking Fees**

Taylor/ Overton VOT 55/16

CARRIED

THAT Council be co-sponsors of this resolution and add our name, Village of Tahsis to be put forward on this resolution.

- 2 **Nootka Sound Watershed Society Draft Agenda**
- 3 **Nootka Sound Watershed Society Draft Minutes**

Overton/Bellanger VOT 56/16

THAT the Draft Agenda and Minutes be received.

CARRIED

4 Visitors Choice Publication

Visitors choice Publication Options:

1/4 Page \$1700/year

1/3 Page \$2000/year

1/2 Page \$2300/year

Overton/ Bellanger VOT 57/16

THAT with respect to advertising in Visitor's Choice booklet a 1/2 page advertisement be placed.

CARRIED

M. New Business

- 1 **CAO Report to Council- Capital Project Report (Fire Truck RFP and Public Dock).**
- 2 **Adoption of BC Fire Service Minimum Training Standards**

Taylor/ Van Solkema VOT 58/16

THAT the CAO report to Council be received.

CARRIED

Taylor/ Van Solkema VOT 59/16

THAT the Village proceed with the purchase of the fire truck.

CARRIED

Chief Russ Nickerson spoke about the BC Fire Service Minimum Training Standards. It was noted that the Tahsis Volunteer Fire Department is unable to meet the manpower and training levels to meet the "Full Service Attack" requirements as laid out by these standards. It was therefore recommended that Tahsis adopt the "Exterior Attack" competencies requirements.

Taylor/ Overton VOT 60/16

THAT the Village of Tahsis' Volunteer Fire Department adopt the "Exterior Attack" competency requirements as per the NFPA standards listed in the Structure Firefighters Competency and Training PLAYBOOK.

CARRIED

N. Public Input #2

A member of the public expressed her feelings about the hospital parking fees and fines.

Public Exclusion

Overton/Taylor VOT 61/16

THAT the meeting is closed to the public in accordance with section 90.1(g) of the Community Charter – litigation or potential litigation affecting the municipality

CARRIED

Recess

Overton/Taylor VOT 61/16

THAT the regular Council recess to go into the in camera meeting.

CARRIED

Reconvene

Taylor/ Overton VOT 67/16

THAT the Council reconvene in public at 8:30 p.m.

CARRIED

Rise and Report

None.

O. Adjournment

Taylor/ Overton VOT 68/16

THAT the meeting be adjourned at 8:31 p.m.

CARRIED

Certified Correct this
1st Day of March 2016



Chief Administrative Officer



Minutes

Village of Tahsis

Meeting Special Council Meeting
Date Monday February 1, 2016
Time 10:30 a.m.
Place Municipal Hall - Council Chambers

Present Mayor Jude Schooner - Chair
 Councillor Randy Taylor
 Councillor Brenda Overton
 Councillor Kathy Bellanger

Regrets Councillor Louis Van Solkema

Staff Mark Tatchell, Chief Administrative Officer
 Janet StDenis, Assistant Financial Officer

Public 0 Members of the public.

Call to Order

Mayor Schooner called the meeting to order at 10:30 a.m. and acknowledged and respected that we are upon Mowachaht/Muchalaht Traditional Territory.

Introduction of Late Items

None

Approval of the Agenda

Overton/Taylor: VOT 27/16

THAT the Agenda for the February 1, 2016 Special Council meeting be adopted as presented.

CARRIED

New Business

1. CAO Report to Council

Re: 2016-2020 Financial Plan - Overview and planning

Overton/Bellanger: VOT 28/16

THAT the CAO Report to council be received.

CARRIED

The report to Council described the overall approach and considerations taken into account in the development of the 2016-2020 Five Year Financial plan. Capital reserve funds and potential capital projects for 2016 were discussed. A timeline was provided for budget deliberations and the opportunity for community consultation.

O. Adjournment

Overton/Bellanger VOT 29/16

THAT the meeting be adjourned at 11:25 a.m.

CARRIED

Certified Correct this
16th Day of February, 2016

Chief Administrative Officer



Minutes

Village of Tahsis

Meeting	Regular Council
Date	Tuesday February 2, 2016
Time	7:00 PM
Place	Municipal Hall - Council Chambers

Present Mayor Jude Schooner - Chair
 Councillor Randy Taylor
 Councillor Brenda Overton
 Councillor Kathy Bellanger
 Councillor Louis Van Solkema

Staff Mark Tatchell, Chief Administrative Officer
 Janet StDenis, Assistant Financial Officer

Public 2 Members of the public.

A. Call to Order

Mayor Schooner called the meeting to order at 7 p.m. and acknowledged and respected that we are upon Mowachaht/Muchalaht Traditional Territory.

B. Introduction of Late Items

None.

C. Approval of the Agenda

Overton/Bellanger: VOT 30/16

THAT the Agenda for the February 2, 2016 Regular Council meeting be adopted as presented.

CARRIED

D. Petitions and Delegations

None.

E. Public Input # 1

A member of the public would like to see Sgt. Chris McGee's presence at the January 18th, 2016 Committee of the Whole noted in the minutes of that meeting.

F. Adoption of the Minutes

Overton/Bellanger: VOT 31/16

THAT the Committee of the Whole of January 18, 2016 minutes be adopted as amended to include Sgt. Chris McGee's presence.

CARRIED

Taylor/ Van Solkema VOT 32/16

THAT the Regular Council meeting minutes of January 19, 2016 be adopted as amended to include the motion that the Council reconvene in public.

G. Rise and Report

None.

H. Business Arising

None.

I. Unfinished Business

None.

J. Council Reports

Mayor Schooner (written report)

Good evening,

At the inaugural Municipal Services Committee for the region I was re-elected Chair for 2016. The Committee continues to address the standing agenda item on tourism in the form of sharing of information from the respective municipalities and where they are with their tourism initiatives. Also dialogue encompassed the possibility of shared costs on advertising and potentially a sub-regional tourism function. The relationship building at this committee level is growing and the shared capacity of the municipalities is effective. Motions were passed inviting Tourism Vancouver Island to make a presentation and to have staff report back on the Committee's interest in Tourism Pro-D Days.

In attendance at the Strathcona Regional District (SRD) meeting it was confirmed that the Board support the addition of \$15,000 to the Strathcona Emergency Program baseline budget in the 2016-2020 financial plan. These added funds would increase support for volunteers through additional funds for community events, workshops, travel and other operational costs. Council will remember that I had put this forward in last year's budget plan after requesting the Protective Services Coordinator, Howie Siemen's input. Last year the additional funding was defeated, but this year the Board is much more receptive after a year of raising awareness of the need at Board level. Other budget considerations covered were a new phone system, a comprehensive records management system, a human resource function and a long-term asset management program. Also the establishment of First Nations Relations Committee was moved, once again, to the strategic priorities session.

The Board also is requesting that the Province extend the deadline for the Emergency Program Act consultation process from February 19, 2016 to September 1, 2016 and that a position paper be prepared for the Board's consideration. I mention this as the Province's request is also an agenda item in front of the council tonight.

For council's information: Councillor Debra Morin Brown of Zeballos stepped down from her position and a by-election took place. Candace Faulkner is now the new Councillor who got in by acclamation. I will miss Debra's contributions and I welcome Candace to her new position.

I attended the SD 84 public consultation today which covered issues in front of the School Board. The meeting covered suggestions for the school facilities, in review of last year consultations, and naturally the education of the students and the upcoming school year calendar.

Councillor Overton

No Report.

Councillor Van Solkema (written report)

Good evening Mayor and Council. Since our last council meeting I've attended A NSW meeting in Gold River followed by a Area 25 Harvest Committee meeting conducted by the Department of Fisheries and Oceans in Campbell River. The timing of these meetings coincided with our recent heavy rain event that caused a few changes in plans. During the last month or so I've managed, with the help of others, to brush out an access trail from the dump road into the cut bank along the Tahsis River. This being to enable the survey and monitoring of the erosion taking place there and to hopefully establish a plan for the stabilizing this area among others. Noticing the brown up of the inlet during the heavy rain event I walked up the trail and I am concerned about the amount of topsoil being washed out to sea. Some spots along the trail have eroded by a couple of feet in this single event. A devised remedy sooner than later is my hope.

Councillor Bellanger (written report)

Good evening Mayor and Council. Not much of a report tonight, but I am glad to have been here yesterday morning to get started on our financial plan with Mayor & Council. And I did read over last Council's reports and in Mayor Schooner's report I am for adding the Village of Tahsis' name on the resolution for eliminating parking fees at the New North Island Hospital as I'm sure our community would agree. And that's my report for tonight.

Councillor Taylor (written report)

On January 16th I attended the Annual General Meeting of the Vancouver Island Regional Library Board of Trustees in Nanaimo. A Trustee Orientation was presented for the benefit of the new Trustees and to refresh those carried over. For 2016 there were only four new trustees appointed to the board. An election of the Executive Committee for 2016 took place with all nominees being elected by acclamation. Bruce Joliffe was re-elected as Chair and Tom Duncan from Duncan elected as Vice-Chair as Brenda Lee, a long time advocate for the rural branches, had run out her 8 year limit as a Trustee at the end of last year.

A favourable Financial Report was presented with a net operating surplus of over \$ 356,000.00 indicating that overall revenues are well within expectations and expenses are falling in inline with budget. The Reserves Report indicated a balance of 4.7 million dollars after completion of the Five Year Plan ended at the turn of the year and are in good shape to fulfill the Consolidated Facilities Master Plan. A Draft Strategic Plan for 2016-2020 was presented.

I'm pleased to report that the Board of Trustees ratified a tentative collective agreement with CPUE 401 members, reached with the assistance of mediation on January 14th, after almost a full year without a contract with front line employees. The bargaining unit voted on the agreement January 24th and ratified the three-year deal.

Monday February 1st, I was in attendance at a Special Meeting of Council the minutes of which will be on the next Regular Meeting agenda.

Respectfully submitted,

Randy Taylor

Taylor/ Bellanger VOT 33/16

THAT the Council reports be received.

CARRIED

K. Bylaws

None.

L. Correspondence

- 1 **Nookta Sound RCMP: Tahsis Service Letter Agreement**
- 2 **Village of Gold River, Mowachaht Muchalaht First Nation and Village of Tahsis Vision Statement**
- 3 **New Campbell River Hospital Parking Fees**
- 4 **AVICC 2016 Convention**
- 5 **BDO Draft Planning Report**
- 6 **2015 UBCM Follow-up from Minister Rustad**
- 7 **Emergency Program Act (Prepared and Resilient: A Discussion Paper on the Legislative Framework for Emergency Management in British Columbia - copy available in the office)**
- 8 **Ministry of Jobs, Tourism and Skills Training - Re: Arrival of Syrian Refugees.**
- 9 **Ministry of Community, Sport and Cultural Development - The Revised Local Government Act (LGA RS2015)**

Van Solkema/ Taylor VOT 34/16

THAT correspondence items # 2,5,6 and 7 be pulled for discussion.

Taylor/ Bellanger VOT 35/16

THAT correspondence item # 2- Village of Gold River, Mowachaht Muchalaht First Nations and Village of Tahsis Vision Statement be received.

CARRIED

Taylor/ Bellanger VOT 36/16

THAT correspondence item # 5 - BDO Draft Planning Report be received.

CARRIED

Taylor/ Bellanger VOT 37/16

THAT correspondence item # 6 - 2015 UBCM Follow-up from Minister Rustad be received.

Action:

Staff directed to write Mowachaht/Muchalaht First Nations to inquire as to whether they would be interested in a meeting with Minister Rustad.

Overton/ Bellanger VOT 38/16

THAT correspondence item # 7 - Emergency Program Act:(Prepared and Resilient) A Discussion Paper on the Legislative Framework for Emergency Management in British Columbia be received.

CARRIED

Taylor/ Van Solkema VOT39/16

THAT Councillor Overton prepare a submission in regards to the proposals contained in the Discussion Paper "Prepared and Resilient" in concert with EPC (Graham) to be ready for Council's review prior to the regular Council meeting on the 16th of February.

CARRIED

M. New Business

None.

N. Public Input #2

None.

Public Exclusion

Overton/Bellanger VOT 40/16

THAT the meeting is closed to the public in accordance with section 90.1(g) of the Community Charter – litigation or potential litigation affecting the municipality and 90. 2 (c) a matter that is being investigated under the Ombudsperson Act of which the municipality has been notified under section 14 (Ombudsperson to notify authority) of that Act.

CARRIED

Recess

Taylor/ Bellangerr VOT 41/16

THAT the regular Council recess to go into the in camera meeting.

CARRIED

Reconvene

Taylor/ Bellanger VOT 48/16

THAT the Council reconvene in public at 8:11 p.m.

CARRIED

Rise and Report

None.

O. Adjournment

Van Solkema VOT 49/16

THAT the meeting be adjourned at 8:12 p.m.

CARRIED

Certified Correct this
16th Day of February, 2016

Chief Administrative Officer

Janet St. Denis

Subject: FW: Proposed 2016 budget meeting dates

Mayor and Councillors,

As you may know, all local governments must adopt a Financial Plan bylaw by May 15 prior to the adoption of the Tax Rate bylaw. Moreover, the *Community Charter* also requires that Council undertake a public consultation process regarding the 5 year Financial Plan (or budget) before it is adopted. Consistent with these statutory requirements, I propose the following meeting and process schedule.

- February 1 Report by Staff on Draft Financial Plan (review and comment by Council)
- February 22 Report by Staff on Updated Draft Financial Plan (incorporating Council feedback)
- March 21 public consultation process (TBD)
- April 7 Five Year Financial Plan Report to Council (with results from public consultation process)
- April 21 Five Year Financial Plan Report to Council (if necessary)
- May 3 (Regular Council meeting) – Adoption of Financial Plan Bylaw (2016-2020) and Tax Rate Bylaw.

These dates are flexible (to a degree) so please let me know if they conflict with other commitments. Would a 10:30 AM start time work for the budget meetings?

Mark

L 1



January 21, 2016

Association of Vancouver Island
and Coastal Communities
525 Government Street
Victoria, BC V8V 0A8

Attention: Liz Cookson

Dear Ms. Cookson:

**RE: 2016 AVICC AGM & CONVENTION RESOLUTION SUBMISSION – NEW NORTH ISLAND
HOSPITALS PARKING FEES**

Please find enclosed the following documents to support the submission of the above noted resolution to be considered at the 2016 AVICC AGM & Convention:

- Certified copy of Board Resolution # SRD 64/16
- Letter dated November 26, 2015 from the Ministry of Health regarding parking fees at the new Campbell River Hospital.
- Letter dated September 30, 2015 from Claire Trevena, MLA North Island, regarding parking fees at the new Campbell River Hospital

Please contact me if you have any questions.

Sincerely,

Edith Watson
Edith Watson
Senior Executive Assistant

Enclosures

CORPORATE AND LEGISLATIVE SERVICES

#301 – 990 Cedar Street, Campbell River, BC V9W 7Z8
Tel: 250-830-6700 Fax: 250-830-6710
Toll free: 1-877-830-2990 www.strathconard.ca



CERTIFIED COPY OF BOARD RESOLUTION

Leigh/Abram
SRD 64/16

THAT the Board provide a written resolution to AVICC and copy Comox-Strathcona Regional Hospital Board as follows:

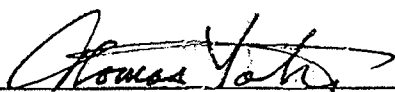
WHEREAS, the Minister of Health has advised that he is supporting the imposition of parking fees at the new North Island Hospitals in Campbell River and Courtenay,

AND WHEREAS our geographic service area is vast and requires many patients and families to travel hundreds of miles, across multiple ferries, etc.,

THAT AVICC support the North Island in requesting that the Ministry of Health eliminate parking fees at the new North Island Hospitals.

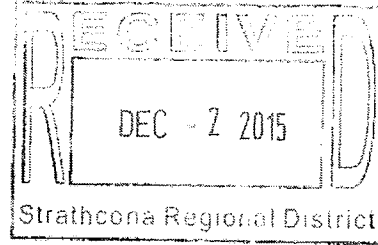
CARRIED

I hereby certify the foregoing to be a true and correct copy of Resolution # SRD 64/16 as passed by the Board of the Strathcona Regional District at its regular meeting held on January 13, 2016.



T. Yates
Corporate Officer

Dated at Campbell River, BC this
20th day of January, 2016.



NOV 26 2015

1040890

Ms. Claire Trevena
MLA, North Island
908 Island Hwy
Campbell River BC V8W 2C3

Dear Ms. Trevena: *Claire*

Thank you for your letter of September 30, 2015, regarding the introduction of parking fees at the new Campbell River Hospital. I apologize for the delayed response.

I appreciate your taking the time to bring your constituents' interest in this matter to my attention. I understand that the residents of Campbell River and surrounding communities have enjoyed the benefits of free parking; however, as I trust you will appreciate, the Ministry of Health (the Ministry) and the health authorities have been entrusted with the task of delivering high-quality health care in a manner that is fiscally responsible and financially sustainable. This means that, from time to time, difficult decisions must be made. Our priority is always patient care.

Hospital parking is made available for the convenience of patients, visitors and hospital staff. While the individual health authorities are responsible for making decisions about applying and collecting parking fees, revenues collected from all pay parking sites provide capital for maintaining, improving and expanding parking facilities at the 11 Island Health facilities with paid parking. This includes snow removal and de-icing, painting, repaving, pothole repairs, parkade repairs, equipment, lighting costs, security and future parking supply. Parking fees also offset environmental costs such as catch basin and oil interceptor cleaning. This allows hospitals to focus their financial resources on patient care and any surpluses from parking revenues are used to improve health care resources throughout the health authority. Because Campbell River Hospital has been a non-paying site to date, maintenance and other costs associated with the parking facilities have been born out of general health authority funding which can now be better directed toward patient care.

For those patients who face financial challenges, I would like to assure you that there are options in place to help. Island Health does provide subsidized parking to patients and families in cases where fees may result in financial hardship, and a social worker connected to the hospital can recommend a Financial Hardship permit or an alternative transportation option. Additionally, Canada Revenue Agency (CRA) allows certain transportation allowances that provide for parking charges to be claimed. More information is available on CRA's website at: www.cra-arc.gc.ca/tx/ndvdl/tpcs/nem-tx/rtrm/cmptng/ddctns/Ins300-350/330/llwbltrvl-eng.html.

...2

Ministry of Health

Office of the Minister

Mailing Address:
PO Box 9050 Stn Prov Govt
Victoria BC V8W 9E2

Location:
Parliament Buildings
Victoria

Finally, I can confirm that parking at the new hospital will remain free for auxiliary members, volunteers, Pastoral Care members, family caregivers and renal patients.

I trust the information provided is useful and has answered your questions; however, should you have further questions or concerns, I encourage you to contact Mr. James Hanson, Corporate Director of Logistics and Operations for Island Health, as he is best able to provide you with more information. You may reach Mr. Hanson by telephone at: 250 370-8116 or via email at: James.Hanson@viha.ca.

Again, thank you for writing. I appreciate the opportunity to respond.

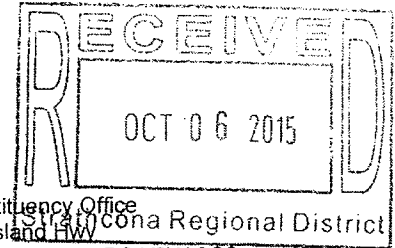
Sincerely,



Terry Lake
Minister

pc: His Worship Michael Berry, Mayor, Alert Bay
His Worship Andy Adams, Mayor, City of Campbell River
His Worship Brad Unger, Mayor, Village of Gold River
Her Worship Jan Allen, Mayor, Village of Port Alice
His Worship Hank Bood, Mayor, City of Port Hardy
Her Worship Shirley Ackland, Mayor, Town of Port McNeill
His Worship John MacDonald, Mayor, Village of Sayward
Her Worship Jude Schooner, Mayor, Village of Tahsis
His Worship Donnie Cox, Mayor, Village of Zeballos
Mr. Jim Abram, Chair, Strathcona Regional District
Mr. Dave Rushton, Chair, Mt. Waddington Regional District
Mr. James Hanson, Corporate Director of Logistics and Operations, Island Health
Citizens for Quality Healthcare

Claire Trevena
North Island
Parliament Buildings
Victoria BC V8V 1X4
Phone (250) 387-3655
Fax (250) 387-4680



Constituency Office
908 Island Hwy
Stratford Regional District
Campbell River BC V9W 2C3
Phone (250) 287-5100
Fax (250) 287-5105

September 30, 2015

Dr. Brendan Carr,
President and CEO
Vancouver Island Health Authority
3rd Floor, Begbie Hall
1952 Bay Street
Victoria, BC V8R 1J8

Dear Dr. Carr,

People are watching with interest the building of the new hospital in Campbell River and anticipating its opening in two years.

However it has come to the attention of many that when the hospital does open, people will have to pay for parking. Further, it is understood that the money raised through parking fees will not be used directly by the Campbell River hospital, rather it will be directed to general revenues.

While a number of hospitals around BC charge for parking, I would hope that you exempt Campbell River from this for a number of reasons.

The new hospital will continue to be a regional resource, a hub for rural and remote communities. People already travel to Campbell River for medical treatment either from up island or from one of the outer islands; the way most people come is by car or truck. A handful may use Wheels for Wellness and fewer come for treatment would travel by bus or taxi. In other words accessing hospital care entails car usage. The Mayors and councils of a number of municipalities in the northern part of the island have already raised their concerns about this.

There is already stress when an individual or a family member is in hospital; knowing there will be a cost to access that health care will add further stress. Further, people who are on a low, or even moderate, income simply will find the cost of paying for parking day after day, to visit and support friends or family, untenable.

.../2

Page 2

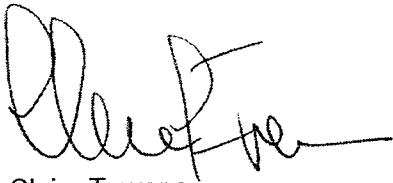
There is the additional concern about how the parking revenues will be used. People clearly resent the notion of paying to access their health care through parking fees but this is exacerbated by the knowledge that the money will not be used by Campbell River hospital. There is huge community support for the Hospital Auxillary and for the Hospital Foundation, both of which contribute to the fabric of healthcare. People would expect that monies raised from parking be kept for local use.

Finally it should be noted that Campbell River traditionally has very limited paid parking. The airport authority introduced parking charges at Campbell River Airport, just a couple of years ago. The Wei Wai Kum Nation has recently started to charge for parking on some land off Highway 19A. That is it. So bringing in paid parking would be an anomaly for our community.

At a time when we all want people to have free access to health care, introducing parking fees would be a retrograde step. I would urge you to reconsider the decision.

I look forward to hearing your response.

Yours sincerely,



Claire Trevena,
MLA North Island

Cc Citizens for Quality Healthcare
Michael Berry, Mayor, Alert Bay
Andy Adams, Mayor, City of Campbell River
Brad Unger, Mayor, Village of Gold River
Jan Allen, Mayor, Village of Port Alice
Hank Bood, Mayor, City of Port Hardy
Shirley Ackland, Mayor, Town of Port McNeill
John MacDonald, Mayor, Village of Sayward
Jude Schooner, Mayor, Village of Tahsis
Donnie Cox, Mayor, Village of Zeballos
Jim Abram, Chair, Strathcona Regional District
Dave Rushton, Chair, Mt. Waddington Regional District

Nootka Sound Watershed Society
 Draft Agenda
 AGM/Election of Officers
 Wednesday Feb 24, 2016
 Council of Chiefs Room, Tsaxana 7:00 PM

1. Welcome and Introductions

Attendance:

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- 2. Review and adopt of the Agenda -
- 3. Review and adopt of the minutes Jan 27, 2016
- 4. Review of action items from Jan 27, 2016 meeting

Action Items: NEW ITEMS

Action	Who	Completed
Email Craig re: Burman	Lyndy	Done
Advertise the AGM/Elections GR Buzz, CR Mirror, Uptown board.	Lyndy / Sam	Done

Action Items: ONGOING ITEMS

Action	Who	Completed
Keep in contact with Sean Wong, Ministry of Transportation	Marcel	Too late to do work in 2015, they are working on plan for 2016 to put weirs in. Verbal agreement in place ONGOING
Letter to Minister re: budget cuts with DFO, the impacts / effects that has.	Kent	ONGOING
Terms of Reference – Review them in the Fall		ONGOING
Blueprints for transport tank	Chris	ONGOING
Info on Rob Brouwer's study	Lyndy	ONGOING
Ongoing discussion with gillnetters re:stewardship fish	Dick/ Kent	ONGOING – Dick talking tomorrow at meeting
Maps from M. Wright assessment look into getting copies. Would like laminated / dry erase cabability	Kent – to enquire about copies Kent – send Sam drop box link Kent – send Craig map info for possibly laminating	Craig to look into one map 'reach map' of each of six watersheds. ONGOING
Request for pictures for our new website	Sam	Ongoing
Feedback on Bruce's brochure	Any/ All reply to Bruce	Dave sent him some stuff ONGOING
Volunteer form	Bruce to circulate	ONGOING
Invite Mel Sheng to meeting to give presentation	Roger	Ongoing – email sent to Mel

5. Old Business

- a. Fisheries Stewardship Coordinator Reports – Sam and Bruce

- b. Hatchery Update-**
Conuma-
Tahsis-
Zeballos –

- c. Fisheries Management / Area 25 Harvest Committee updates - Dick/Kent**
- d. Insurance – Kent**

- 6. New Business**

- 7. Correspondence**

- 8. Financial Report**

- 9. Next Meeting - Wednesday March 30, 2016 WFP Boardroom 7pm**

- 10. Adjournment**

AGM / ELECTION OF OFFICERS – to follow regular monthly meeting

Nootka Sound Watershed Society
 Draft Minutes
 Wednesday Jan 27, 2016
 WFP Boardroom 7:00 pm

1. Welcome and Introductions 7:05

Attendance:

Dick Dennison, Vice President Cheryle Miner, Treasurer Lyndy Vroom, Secretary Pat Dennison, GR Resources Marcel Miner, GR Streamkeepers Ken Smith, GR Streamkeepers Louis Vansolkema, Councillor, Village of Tahsis Craig Blackie, Grieg Seafood	Paul Kutz, Western Forest Products Dave Davies, DFO, Community Advisor Kadin Snook, Fisheries Coordinator, MMFN Rick Jones, Gold River Rod and Gun Club Jake Knight, Gold River Resident Sam Kagan, Fisheries Stewardship Coordinator Bruce Sanderson, Fisheries Stewardship Coordinator
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2. Review and adopt of the Agenda - Moved by Cheryle 2nd by Paul. All in favour. Motion carried
3. Review and adopt of the minutes Nov 25, 2015 - Moved by Cheryle 2nd by Paul. All in favour. Motion carried
4. Review of action items from Nov 25, 2015 meeting

Action Items:

Action	Who	Completed
Keep in contact with Sean Wong, Ministry of Transportation	ACTION -MARCEL	Too late to do work in 2015, they are working on plan for 2016 to put weirs in. Verbal agreement in place ONGOING
Letter to Minister re: budget cuts with DFO, the impacts / effects that has.	Kent	ONGOING
Terms of Reference – Review them in the Fall		ONGOING
Email Kent Tahsis licence re:Coho	Dave	DONE
Blueprints for transport tank	Chris	ONGOING
Info on Rob Brouwer’s study	Lyndy	ONGOING
Cancel PayPal account	Lyndy	DONE
Ongoing discussion with gillnetters re:stewardship fish	Dick/ Kent	ONGOING – dick talking tomorrow at meeting
Check into process for FIA funding (Sucwoa)	Paul Kutz	ONGOING – limited funds available for riparian zone through FIA.
Maps from M. Wright assessment look into getting copies. Would like laminated / dry erase capability	Kent – to enquire about copies Kent – send Sam drop box link Kent – send Craig map info for possibly laminating	Craig to look into one map ‘reach map’ of each of six watersheds.
Email Sam/Bruce the Terms of Reference and the Vision Statement	Kent	DONE
Request for pictures for our new website	Sam	ONGOING
Feedback on Bruce’s brochure	Any/ All reply to Bruce	Dave sent him some stuff ONGOING
Volunteer form	Bruce to circulate	ONGOING
Invite Mel Sheng to meeting to give presentation	Roger	Ongoing – email sent to Mel Sheng

5. Old Business

a. Fisheries Stewardship Coordinator Reports – Sam and Bruce

Sam– due to time constraints not feasible to undertake huge projects right now – three attainable projects that have been flagged and will be looking at putting in for PSF funding are to put a Hydromet on the Tahsis River, Juvenile Salmonid monitoring on the Tahsis Estuary, Estuary mapping both intertidal and subtidal and a Fluvial geomorphological overview of the Tahsis River, data gaps water level logger Tahsis, estuary work on Tahsis. Sam spoke on each and what they have, and what is needed for funding and volunteer/ in-kind funding for each project.
 Hydromet going into Tahsis (plus Hydromet in our region) NSW would need to buy one \$5500 and pay the annual \$800 fee. May be hard to find a location on the river for Tahsis – could we do it at the Leiner instead- Maybe look at putting just

a level logger for the Tahsis instead. WFP look at the possibility of sponsoring and pay the \$800 annual but there is already weather station at Tahsis School so something like Sucwoa would be better – in-between.

Tahsis estuary – juv. salmon monitoring beach seine - have boat, seine net, need qualified volunteers. Does not need a lot of funds, could join in with another estuary project of mapping intertidal and sub-tidal zones of the Tahsis est.

Need training from the eel grass working group, Shannon (DFO) may have an ROV. Subtidal mapping is way more in-depth and we may need to hire people to do this for the first year.

PSF –if we do get some funding we need to have someone able to write the report after work is done

Fluvial geomorphology – bring in to do an overview of Tahsis. Currently have quotes coming in from a few different companies.

Website – up and running! Still send in photos please!

Facebook page – please like.

Community pages – with input from community members

Email - stewardship@nootkasound.info

Memberships –ideas of tiered levels color coding –Reg, Bronze, Silver, Gold – depending on donation amount.

Streamkeepers Course is going to be held March 7/8 two days two groups

Partner with Junior Rangers for a weekend

Look at more tree planting this spring with MMFN or Rangers

Sam read Bruce's report as he was not able to make the meeting due to flooding on the road in from Tahsis. (Bruce circulated it by email – let me know if you would like a copy)

b. Hatchery Update-

Conuma- Status report was distributed and read – all stocks/ species looking good. Conuma Chinook early group ponded last week and the late group out this week. Burman Chinook out as well. Chum and Coho smolt group to come out early March. Discussion on different rearing possibilities Conuma Chinook. The idea of rearing a small group on surface water, then releasing them as unfed fry into the Conuma River.

Fish Food Order – order arrived at Conuma Hatchery and Cheryle has invoice to pay.

Transport Tank plans – ongoing Chris and Bruce are working on finalizing the plans

Vaccine requirements – MOTION to purchase the vaccine, up to \$1500. Moved by Dick 2nd by Cheryle. All in favour.

Motion carried.

Burman – discussion on the transporting of Burman juveniles to the Burman seapen this spring. **ACTION** - email Craig, Grieg Seafood, to explore options.

Tahsis hatchery- Leiner Chinook have been successfully ponded, Tahsis Chinook are still at Conuma Hatchery where they were otolith marked and will be ponded in to cap troughs shortly, where they will be held for a few days before transport to Tahsis.

c. Fisheries Management / Area 25 Harvest Committee updates - meeting scheduled for tomorrow – Dick to report to the board at next meeting.

d. Insurance – Kent

Further discussion on purchasing liability insurance – Kent has priced out options and found one for \$900 – for 1million liability annually through Seafirst Insurance. MOTION to purchase the insurance for \$900. Moved by Dick Dennison. All in favour. Motion carried.

6. New Business

Kaiden Snook – introduced himself as the new MMFN Fisheries Coordinator

AGM to be held next meeting – Feb 24th –Tsaxana

ACTION – Lyndy to advertise on the GR Buzz and CR Mirror, Sam to post on Facebook, and the board uptown

7. Correspondence

BC Timber Sales – Information regarding planned harvesting in the Burman River area.

Recreational prawn catch data report – John Falavolito, Westview Marina **ACTION** Lyndy to circulate

8. Financial Report

Financial report was read by Cheryle **MOTION** to accept financial report. Moved by Dick. 2nd by Louis. All in favour. Motion carried.

9. Next Meeting

AGM and Election of Officers - Wednesday Feb 24, 2016 Council of Chiefs Room, Tsaxana 7pm

10. Adjournment – moved by Pat

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Janet St. Denis

Subject: FW: Visitor's Choice Gold River & Tahsis

From: Emily Ratson [mailto:eratson@vcvanisle.com]
Sent: Friday, February 12, 2016 9:43 AM
To: grlplourde@cablerocket.com; Mark Tatchell
Subject: Visitor's Choice Gold River & Tahsis

Hello Mark and Larry

I wanted to send this to the both of you,

We have had an overwhelming response to our 2015 Visitor's Choice publications to such an extent that v 2016. Our hard copy International Guide publication is going to be represented within the rooms of 86 h

This past summer, we also employed some strategies to measure the return on our advertisers investmer have realized positive results both through their print advertisements but also through our three distinct v

With the website coverage that we offer our clients in the last 90 days, we have had more than 126,448 | to extend information so this can be shared through network and partner to be able to showcases your lc

You are able to find our magazine on BC ferries, Comox Valley Airport and the tourism center in Campbel This allows those people to make or change plans and come in your area.

When it comes to the community and region of Gold River, Nootka Sound, and Tahsis, we as a publisher by adding in images that represent the reign. We will be adding a light house from Friendly Cove, Luna th the front cover we will also have +Tahsis-Gold River-Nootka Sound. We have had a strong support in the

With all this going on I wanted to give you a special offer that only the Village will be getting, we have a |

The Village of Gold River and The Village Of Tahsis proposal for 2016-2017

- 1 - 1/2 Page display ad in Visitor's Choice
- 2 - Editorial write up and colour photo in Visitor's Choice (equivalent to 1/6 page of space)
- 3 - Full Page feature on Main Website under Vancouver Island Activity's www.visitors-info.com
- 4 - Full Page feature on Comox Valley Website under Activity's www.comoxvalleyvisitorschoice.com
- 5 - Full Page feature on Victoria Activity's Website www.victoriavisitorschoice.com

6- Full access to our Facebook Social Media for Vancouver Island

This is normal \$3300 with the 30% discount rate you will have a saving of \$990, **total cost for you is \$2310.00 for the year**
* if you pay in a lump sum you will also get another 10% off and **the new rate will be \$1980.00 for the year**

- 1 - 1/3 Page display ad in Visitor's Choice
- 2 - Editorial write up and colour photo in Visitor's Choice (equivalent to 1/6 page of space)
- 3 - Full Page feature on Main Website under Vancouver Island Activity's www.visitors-info.com
- 4 - Full Page feature on Comox Valley Website under Activity's www.comoxvalleyvisitorschoice.com
- 5 - Full Page feature on Victoria Activity's Website www.victoriavisitorschoice.com
- 6- Full access to our Facebook Social Media for Vancouver Island

This is normal \$2820.00 with the 30% discount rate you will have a saving of \$846, **total cost for you is \$1974.00 for the year.**

- 1 - 1/4 Page display ad in Visitor's Choice
- 2 - Editorial write up and colour photo in Visitor's Choice (equivalent to 1/6 page of space)
- 3 - Full Page feature on Main Website under Vancouver Island Activity's www.visitors-info.com
- 4 - Full Page feature on Comox Valley Website under Activity's www.comoxvalleyvisitorschoice.com
- 5 - Full Page feature on Victoria Activity's Website www.victoriavisitorschoice.com
- 6- Full access to our Facebook Social Media for Vancouver Island

This is normal \$2340.00 with the 30% discount rate you will have a saving of \$702, **total cost for you is \$1,638 for the year**

If you have any other question please feel free to reach out to me either by phone or email. I do want to thank the both of you for your time.

Kind regards,
Emily

Emily Ratson
Visitor's Choice
International Guide
Account Executive
Campbell River * Comox Valley
C*250-203-6303
eratson@vcvanisle.com

VILLAGE OF TAHSIS

m1

Report to Council

To: Mayor and Council
From: Chief Administrative Officer
Date: February 9, 2016
Re: **Capital Project update**

PURPOSE OF REPORT:

To update Council on two major capital projects, the procurement of a new Fire Truck and repair to the Municipal Dock.

OPTIONS/ALTERNATIVES

1. Receive the report for information;
2. Receive the report and direct staff to proceed with the Fire Truck Request for Proposal

BACKGROUND:

Fire Truck Procurement

In June 2011, the Fire Department identified the need to replace by 2015 the 1995 Pumper/Tanker truck. The Village has three capital reserve funds. One of those funds, the Fire Hall Reserve Fund, was established by Bylaw 400 to provide for the cost of a new fire hall including land, buildings, machinery and equipment. Money from current revenue General Operating Fund surpluses or as otherwise provided in the *Local Government Act* may be transferred into the Reserve Fund. The reserve fund had a balance of \$564,536.00 as stated in the Village's 2014 financial statements.

In October 2015, the Village issued a Request for Proposal (RFP) for a "NFPA 1901 Compliant Pumper Fire Apparatus". (The RFP process is being managed by FireWise Consulting Ltd. on the Village's behalf.) Although Council had been advised previously of the need to replace this asset, the RFP did not come before Council for approval prior to being issued.

No bids were submitted by prospective vendors in response to the RFP, which had a December 15, 2015 deadline.

Village staff have worked with Chief Russ Nickerson and FireWise to revise the RFP criteria to make it more attractive to potential bidders while still meeting the Village's needs. FireWise believes vendors will respond to the new RFP with competitive bids in the \$300,000 range.

The revised RFP calls for an April 15, 2016 deadline. This timing would allow for a Fire Truck to be successfully procured this fiscal year.

(A copy of the revised RFP is attached for your information.)

Municipal Dock

As Council is aware, McElhanney Engineering conducted an inspection of the Municipal Dock on January 25, 2016. That inspection revealed that beams damaged during a 1970s fire have rotted so they are no longer providing structural support to the decking and piles. The Village has not yet received McElhanney's report however Village staff have discussed this deficiency and possible remedies with McElhanney and Straight Grain Construction. Straight Grain conducted a visual assessment on February 4th. Straight Grain believes the beams can be replaced with minimal removal of the decking from the shore side of the dock. This is potentially a less expensive option than securing a pile driving company to undertake the repairs.

Once the Village has received McElhanney's report, Straight Grain will prepare a cost estimate of the repair. Before proceeding, staff will return to Council for approval.

Signage has been erected on the dock to restrict vehicle traffic. No heavy equipment or vehicles are permitted on the dock.

POLICY/LEGISLATIVE REQUIREMENTS:

N/A

FINANCIAL IMPLICATIONS:

Both capital projects have financial implications for the Village's capital budget. Council approval will be sought prior to proceeding with capital spending on these projects.

RECOMMENDATION:

Option 2

Respectfully submitted:

Mark Tatchell
Chief Administrative Officer



REQUEST FOR
PROPOSAL FOR

NFPA 1901 COMPLIANT PUMPER FIRE APPARATUS

Original and three (2) copies of a Proposal in an envelope plainly marked "**Proposal for Pumper Fire Apparatus**" will be received at Village of Tahsis Municipal Office, PO Box 219, 977 South Maquinna Drive, up to and including 2:00 p.m. local time, **Friday, April 15, 2016 at 2:00 p.m. local time.**

Closing Date: Friday, April 15, 2016 AT 2:00 PM

*** PROPOSALS WILL NOT BE OPENED IN PUBLIC ***



THE VILLAGE OF TAHSIS

REQUEST FOR PROPOSALS (RFP)

Pumper Fire Apparatus

On behalf of Tahsis Volunteer Fire Department, the Village of Tahsis is interested in receiving Proposals for a Pumper Fire Apparatus. The Village is not necessarily interested in obtaining the lowest price for this product, interested parties with proven experience and qualifications for the design, construction and supply of the Pumper Fire Apparatus will only be considered. The quality of the product, performance, delivery, maintenance, service and other factors will be taken into consideration in the evaluation of this RFP.

Proposals clearly marked "Pumper Fire Apparatus" on the sealed envelope will be received at the office of the Chief Administrative Officer, up to and including 2:00 pm local time Friday, April 16, 2016.

Additional technical information and instructions may be obtained from the office of the Fire Chief between the hours of 8:30 a.m. and 4:30 p.m. Monday to Friday at (250) 934-6294 or via e-mail at firedepartment@villageoftahsis.com

This is a Request for Proposals only and will not necessarily give rise to a contract.

Proposals received after the closing time will be returned unopened.

The Village reserves the right to waive information in any Proposal, or reject any or all Proposals, or to accept the Proposal deemed most favourable in the Village's interest.

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1.0 GENERAL INFORMATION

1.1 Submission of Proposal

Three (3) physical copies of each Proposal, bearing the Proponents initials on each page along with Proponent's information package shall be submitted in a sealed envelope and shall be addressed to:

The Village of Tahsis
PO Box 219, 977 Maquinna Drive
Tahsis, BC V0P IX0
Attention: Chief Administrative Officer

The Proposal envelope must be clearly marked **Pumper Fire Apparatus.** Submitted Proposals transmitted by facsimile machine or email will **not** be considered.

1.2 Closing Date

Proposals will be received up to and including closing time of **2:00 pm, local time, Friday, April 15, 2016.** Proposals received after the closing time will be rejected and returned unopened. **RESPONSES WILL NOT BE OPENED IN PUBLIC.**

1.3 RFP Clarification

If a Proponent has any question about the contents of the RFP, or about any matters relating to it (including any clarification, errors or omissions of or in this RFP), the question must be directed to the Village representative at the contact address set out The Village representatives as listed below.

RFP – Financial

Mark Tatchell
Chief Administrative Officer
Phone: 250-934-6344
Email: mtatchell@villageoftahsis.com

RFP - Technical

Fire Chief Russ Nickerson
Phone: 250-934-6294
Email: firedepartment@villageoftahsis.com

1.4 Discrepancies of Omissions:

Proponents finding discrepancies or omissions in the RFP document, or having any doubts to the meaning or intent of any part thereof, should immediately notify the Purchasing contact in writing, who may send written instructions or explanations to all Proponents on record with the Village. No responsibility will be accepted for oral instructions. Addenda or correspondence issued during the RFP period shall be considered part of this document and become part of the final Contract Documents.

1.5 Further Terms & Conditions:

- a. This RFP should not be construed as a contract to purchase goods or services or to enter into any other contractual arrangement.
- b. This RFP is not an invitation to Tender or an invitation to bid, but is a request for submission of Proposals on the terms and conditions described in these RFP documents **and will not necessarily give rise to a Contract.**
- c. The Village will not be obligated in any manner to any Proponent whatsoever until a written agreement has been duly executed, by authorized Village personnel, relating to any approved Proposal. However, Proposals should be as detailed and complete as possible to facilitate the formation of a contract based on a Proposal or Proposals that are pursued.
- d. In the event that only one RFP is received, the Village reserves the right to return the RFP unopened.

1.6 Amendment of Proposals Before Submission Date:

A Proponent is entitled to amend its Proposal at any time before the deadline for submission of Proposals. Amended Proposals must be received by closing date identified herein.

2.0 SCOPE OF THE PROPOSAL

2.1 Scope of Work

The Village of Tahsis is interested in receiving Requests for Proposal from qualified contractors for the supply of a new Pumper Fire Apparatus. This custom Pumper Fire Apparatus must be designed and engineered specifically for fire service application (Scope of Work). The apparatus will replace an existing unit, being a 1980 Ford/Pierreville Rescue Engine which will be disposed of separately and is not part of this RFP process. This apparatus shall to be of a height, width and length, as specified in the RFP, to accommodate the existing fire hall. The apparatus must also meet all applicable Canadian, Provincial vehicle safety regulations in addition to ULC S515-04 or (S515-13 preferred) and NFPA 1901 standards as specified in the RFP.

The Scope of Work is intended to define the Work activities as accurately as possible. The Proponent is encouraged to use innovation when developing its Proposal and propose revisions or alternatives that are considered beneficial to the project.

2.2 Project Budget

The Scope of Work may have to be adjusted to ensure that the cost of the services remains under budget. The Proponent shall identify possible changes in the Scope of Work proposed, if necessary, in order to keep this assignment within budget and shall contact the Village if they wish to discuss this prior to drafting their Proposal.

3.0 CONTENT OF PROPOSAL

Proposals (one original, two copies) must be submitted in printed form. The following topics should be addressed in the following order:

3.1 Covering Letter

A covering letter signed by an authorized representative of the company should be provided outlining the intent of the response and stating that the information contained in the response accurately describes the services to be provided. The response must also guarantee that all quoted prices will be honored for a specified period from the submission date.

3.2 Proponent Profile and Reference

A description of the Contractor's organization, size, and services provided, areas of expertise and length of time in operation must be addressed. Please provide as described. References must be provided. If there are special concerns or restrictions on our use of the reference, these concerns must be addressed in the Proposal. We will not complete any agreement without adequate reference checks. Please provide references as described in Section 14.0

3.3 Scheduling

The Proposal will include the Proponent's itinerary to complete the Work proposed (start up, information gathering, site visits, preliminary plans, etc.)

3.4 Costs

The Proposal will define the costs for the Proponent's goods and services. The Proposal shall outline the costs of all components and include all applicable taxes, duty, brokerage (if applicable), and other associated costs. All prices shall be in **Canadian dollars.**

3.5 Payment

The Proposal will outline payment schedule policy of the Proponent and provide details of deposit required, progress payments, holdback and final payment.

4.0 PROPOSAL BID SHEET

Proponents must complete the following bid sheet form including the signature of an authorized signatory of the company.

THE VILLAGE OF TAHSIS

Proposal Bid Sheet for Pumper Fire Apparatus

The undersigned Proponent has carefully examined the Conditions, Conceptual Specifications, Mandatory Requirements and Additional Equipment or Features for the Pumper Fire Apparatus requested and will construct or provide and deliver the apparatus requested.

This proposal is valid for: _____ days and shall expire on _____

Description	Price
For the design, construction and delivery of one ULC S515 – 13, compliant Four door, 1050 IGPM Fire Apparatus	\$
SUBTOTAL	\$
Import Duty and/or Excise Tax	
5% GST	\$
7% PST	
Environmental Taxes & Levies	\$
TOTAL	\$

NOTE: Please include a delivery lead-time with your submission:
 Delivery date after acceptance of Proposal: _____

FIRM NAME: _____

ADDRESS: _____

VILLAGE: _____ POSTAL/ZIP CODE: _____

PRIMARY CONTACT EMAIL: _____ WEBSITE: _____

PRIMARY CONTACT PHONE: _____ FAX: _____

SIGNATURE OF PROPONENT**: _____ PRINT NAME: _____

****MUST BE AN OFFICIAL SIGNATORY OF COMPANY****

INTERPRETATION

4.1 DEFINITIONS

- a. "Best Value" means the value placed upon quality, service, past performance and price.
- b. "Village" means The Village of Tahsis.
- c. "Village Representative" means the representative or appointee engaged by the Village to supervise the Work.
- d. "Contract" means an agreement with specific terms between the Village and the Successful Proponent.
- e. "Contract Documents" means the executed agreement between the Successful Proponent and the Village or the Purchase Order issued by the Village.
- f. "Must," "mandatory" or "required" means a requirement that must be met in order for a Proposal to receive consideration.
- g. "Preferred Proponent" means the Proponent who submitted the favoured Proposal.
- h. "Premises" shall mean building(s) or part of a building with its appurtenances.
- i. "Proposal" shall mean the Proponent's submission to the RFP.
- j. "Proponent" means a party submitting a Proposal to this RFP.
- k. "RFP" means the Request for Proposal.
- l. "Request for RFP" (RFP) includes the documents listed in the index of the RFP and any modifications thereof or additions thereto incorporated by addenda before the close of the RFP.
- m. "Should" or "desirable" means a requirement having a significant degree of importance to the objectives of the RFP.
- n. "Special Conditions" means the special conditions, which are included in the RFP.
- o. "Specifications" means the specifications which are included in the RFP.
- p. "Subcontractor" includes, inter alia, a person, firm or corporation having a Contract with the Successful Proponent for the execution of a part or parts, or furnishing to the Successful Proponent materials and/or equipment called for in the RFP.
- q. "Successful Proponent" means the Proponent submitting the most advantageous RFP as determined by the Village.
- r. "Work" means any labour, duty and/or efforts to accomplish the purpose of this project.

5.0 FORM OF PROPOSAL

Project Title: Pumper Fire Apparatus
Department: Tahsis Volunteer Fire Department

The Proponent confirms it has obtained and carefully examined all of the documents making up the Request for Proposal issued by the Village of Tahsis and any addenda issued in connection therewith.

The Proponent undertakes and agrees that:

5.1 Execution of Contract

If the offer contained in this Proposal is accepted, upon being advised that the Contract Documents are available at the office of the Corporate Officer, the Proponent will obtain the Contract Documents and Drawings, if any, and will execute and identify the Documents and Drawings in a form and manner acceptable to the Corporate Officer and will deliver the same within (10) days from the time when the same are available or are delivered or mailed to the Proponent.

5.2 Commencement, Prosecution and Completion of Work

If awarded the Contract, the Proponent shall supply the goods on the date set out in the Contract Documents and shall complete the Contract within the time specified in the Contract Documents.

5.3 No Collusion

Except as otherwise specified or as arising by reason of the provision of the Contract Documents, no person whether natural, or body corporate, other than the Proponent has or will have any interest or share in this Proposal or in the proposed Contract which may be completed in respect thereof. There is no collusion or arrangement between the Proponent and any other actual or prospective Proponents in connection with Proposals submitted for this project and the Proponent has no knowledge of the contents of other Proposals and has made no comparison of figures or agreement or arrangement, expressed or implied, with any other party in connection with the making of the Proposal.

5.4 Failure or Default of Proponent

If the Proponent for any reason whatsoever fails or defaults in respect of any matter or thing which is an obligation of the Proponent under the terms of this Proposal, the Village at its option may consider the Proponent has abandoned the offer made or the Contract if the offer has been accepted, whereupon the acceptance, if any, of the Village shall be null and void and the Village shall be free to select an alternate solution of its choosing.

Executed at _____, in the Province of BC this __ day of __, AD 2016, under seal of the Proponent as a specialty instrument.

NOTE: If the Proponent is a corporation, in addition to the signature of an authorized corporate official, the corporate seal (if available) should be affixed over the signature.

If a natural person makes the Proposal, the proponent must sign the proposal with his/her name typed or clearly printed below the signature. If the Proponent is carrying on business under a firm name and **NOT** incorporated, the owners, directors or officials must sign their names which shall also be typed or clearly printed below the signature(s).

Corporate Name if Proponent is a Corporation

Per: _____
Authorized Official Signature and Corporate Seal

Per: _____
Authorized Official Signature and Corporate Seal

Mailing Address of Proponent:

Street

City

Prov

Postal/Zip Code

Telephone

Email

6.0 INSTRUCTIONS TO PROPONENTS

The following terms will apply to this RFP and to any subsequent Contract. Submission of a Proposal in response to this RFP indicates acceptance of all the following terms:

6.1 General

The law applicable to this RFP shall be the law in effect in the Province of British Columbia. Except for an appeal from a British Columbia Court to the Supreme Court of Canada, no action in respect to this RFP shall be brought or maintained in any court other than in a court of the appropriate jurisdiction of the Province of British Columbia.

In carrying out its obligations hereunder, the Proponent shall familiarize itself and comply with all applicable laws, bylaws, regulations, ordinances, codes, specifications and requirements of all regulatory authorities, and shall obtain all necessary licenses, permits and registrations as may be required by law. Where there are two or more laws, ordinances, rules, regulations or codes applicable to the Work, the more restrictive shall apply.

Applicability of law: All references in the RFP to statutes and regulations thereto and Village bylaws shall be deemed to be the most recent amendments thereto or replacements thereof.

Copyright: All designs, drawings, concept drawings, specifications, digital, hard copies, web pages, internet pages, maps and plans commissioned by the Village, shall remain the property of the Village of Tahsis.

In the case of any inconsistency or conflict between the provisions of the RFP, the provisions of such documents and addenda thereto will take precedence in governing in the following order:

- (1) addenda;
- (2) RFP;
- (3) Special Conditions;
- (4) Specifications;
- (5) Drawings;
- (6) Executed Form of RFP;
- (7) all other documents.

Headings are for convenience only: Headings and titles in the RFP are for convenience only and are not explanatory of the clauses with which they appear.

Method of payment is governed by Village policy as well as applicable Federal and Provincial laws.

The RFP, accepted submission, and Village Contract Documents represent the entire Agreement between the Village and the Successful Proponent and supersede all prior negotiations, representations or agreements either written or oral. The Contract Documents may be amended only by written instrument agreed and executed by the Successful Proponent and the Village.

7.0 REQUEST FOR PROPOSAL (RFP) PROCESS

7.1 Not a Tender Call

This RFP is not a tender call, and the submission of any response to this RFP does not create a tender process. This RFP is not an invitation for an offer to contract, and it is not an offer to Contract made by the Village.

7.2 No Obligation to Proceed

Though the Village fully intends at this time to proceed through the RFP, in order to select the services, the Village is under no obligation to proceed to the purchase, or any other stage. The receipt by the Village of any information (including any submissions, ideas, plans, drawings, models or other materials communicated or exhibited by any intended Proponent, or on its behalf) shall not impose any obligations on the Village. There is no guarantee by the Village, its elected and appointed officials or employees, that the process initiated by the issuance of this RFP will continue, or that this RFP process or any RFP process will result in a Contract with the Village for the purchase of the equipment, service, or project.

7.3 Late Proposals

Proposals received after the final date and time for receipt of Proposals will be considered as "late Proposals." Late Proposals will not be accepted and will be returned unopened to the sender.

8.0 PRE-RFP INFORMATION

8.1 Cost of Preparation

Any cost incurred by the Proponent in the preparation of this Proposal will be borne solely by the Proponent.

8.2 Negotiation With Preferred Proponent

The Proponent that submits to the Village the most advantageous Proposal and which represents the interests of the Village, best overall, may be awarded the contract. The Village reserves the right to accept or reject all or part of the RFP, however, the Village is not precluded from negotiating with the successful Proponent to modify its Proposal to best suit the needs of the Village.

The Village reserves the right to obtain additional information from the short-listed Proponents to clarify the information in their submission, conduct interviews to discuss their suitability for the project or proceed to negotiate services, a contract, and details of the RFP with the most qualified firm.

If the Village selects a Preferred Proponent, the Village will enter into negotiations with the Preferred Proponent in an attempt to settle one or more Contract necessary to implement the project, as generally described in this RFP. If the Village considers that it is unlikely to settle such agreements with the Preferred Proponent despite having negotiated with the Preferred Proponent for at **least 30 days** after selection of the Preferred Proponent, the Village is entitled to cease negotiations with the Preferred Proponent and to begin negotiations with another Proponent.

The Village reserves the right to negotiate specific terms of the Contract with the Proponent prior to the final award of the Contract. The Village also reserves the right to negotiate specific terms of the Contract with the Successful Proponent as the Contract progresses.

8.3 Rejection of Proposals

The Village reserves the right to reject, at the Village's sole discretion, any or all Proposals, without limiting the foregoing, any Proposal which either:

- a) is incomplete, obscure, irregular or unrealistic;
- b) has non-authorized (not initialed) erasures or corrections in the Proposal or any schedule thereto;
- c) omits or fails to include any one or more items in the Proposal for which a price is required by the RFP; or
- d) fails to complete the information required by the RFP to be furnished with a Proposal or fails to complete the information required whether the same purports to be completed or not.

Further, a Proposal may be rejected on the basis of the Proponents past performance, financial capabilities, and completion schedule or compliance with

Federal, Provincial, and Municipal legislation. As it is the purpose of the Village to obtain a Proposal most suitable to the interests of the Village and what it wishes to accomplish, the Village has the right to waive any irregularity or insufficiency in any Proposal submitted and to accept the Proposal which is deemed to be the Best Value for the Village.

8.4 Evaluation Criteria

- a) The following criteria, but not restricted thereto, will be used to evaluate responses:
- b) The Proponents organization and technical capability to provide the equipment, goods and service.
- c) The Proponents performance and experience on similar projects.
- d) Awards will be made based on the Best Value offered, and the Best Value will be determined by the Village. The quality of the service to be supplied, the conformity with the specifications, the suitability to requirements, guarantee clauses, and references shall all be taken into consideration.
- e) Evaluation Criteria see Section 14.0. Proposals will be evaluated based on predetermined criteria and weighting as detailed on the attached Proposal Evaluation Form.

8.5 Evaluation Committee

Evaluation of Proposals will be by an Evaluation Committee formed by the Village, Tahsis Volunteer Fire Department and will include representatives of the Village Administration.

8.6 Confidentiality

The Village will endeavour to keep all Proposals confidential. The material contained in the Proposal from the Successful Proponent will be incorporated in the Contract Document and information which is considered sensitive and/or proprietary shall be identified as such by the Proponent. Technical or commercial information included in the Village Contract Document shall not be released if the Chief Administrative Officer of the Village deems such releases inappropriate, subject to the Freedom of Information and Protection of Privacy Act.

8.7 Clarification

The Village reserves the right to seek Proposal clarification with the Proponents to assist in making evaluations.

8.8 Gifts and Donations

Proponents will not offer entertainment, gifts, gratuities, discounts, or special services, regardless of value, to any employee of the Village. The Successful Proponent shall report to the Chief Administrative Officer of the Village any attempt by Village employees to obtain such favors.

8.9 Acceptance of Proposal

The Village shall not be obligated in any manner to any Proponent whatsoever until a written Contract has been duly executed relating to an approved Proposal.

No act of the Village other than a notice in writing signed by the Chief Administrative Officer of the Village shall constitute an acceptance of a Proposal. Such acceptance shall bind the Successful Proponent to execute in a manner satisfactory to the Village.

- a. Proposals must meet all the requirements herein to be eligible for consideration.
- b. Proposals that are unsigned, incomplete, conditional, illegible, unbalanced, obscure or that contain additions not called for, reservations, erasures, alteration, or irregularities of any kind may be rejected as incomplete.
- c. Proposal Form must contain the Proponent's business or home address and legal status must be disclosed and must be signed by a duly authorized official.
- d. The Proposal is irrevocable and open for acceptance for a period of sixty (60) days from the date of closing of the RFP.
- f. Proposals will only be considered from reputable firms with proven previous experience on projects involving goods or services of a similar nature, magnitude and complexity to that which will be covered by the Contract.
- g. The Village reserves the right to accept the RFP offer in total or in part, to reject any or all offers, to waive any minor informalities, irregularities, or technicalities, and to accept the offer deemed most favorable to the Village. If the Village determines that a Proposal contains false or misleading information, the Village is entitled to reject that Proposal at any time as being invalid.
- h. The Village shall not be obligated either to accept or reject any non-compliance with the requirements of this RFP.

8.10 Negotiation Delay

If a written Contract cannot be negotiated within thirty (30) days of notification of the successful Proponent, the Village may, at its sole discretion at any time thereafter, terminate negotiations with that Proponent and either negotiate a Contract with the next qualified Proponent or choose to terminate the RFP process and not enter into a Contract with any of the Proponents.

8.11 Enquiries

All enquiries related to this RFP are to be directed, in writing, to the following people. Information obtained from any other source is not official and should not be relied upon. Enquiries and responses will be recorded and may be distributed to all Proponents at the Village's option.

RFP - Financial

Mark Tatchell
Village of Tahsis Chief Administrative Officer
Phone: 250-934-6344
Email: mtatchell@villageoftahsis.com

RFP - Technical

Fire Chief Russ Nickerson
Phone: 250-934-6294
Email: firedepartment@villageoftahsis.com

8.12 Final Date and Time for Receipt of Proposals

Proposals must be received in a sealed envelope by 2:00 p.m. (local Tahsis time) on Friday, April 15, 2016.

The Village of Tahsis
PO Box 219, 977 South Maquinna Drive
Tahsis, BC V0P 1X0
Attention: Chief Administrative Officer

Proposals must not be sent electronically. Proposals and their envelopes should be clearly marked with the name and address of the Proponent and the RFP title. It is the sole responsibility of the proponent to ensure the timely delivery of their proposals.

9.0 PROPOSAL PREPARATION

9.1 ALTERNATIVE SOLUTIONS

If alternative solutions are offered, please submit the information in the same format, as a separate Proposal.

9.2 CHANGES TO PROPOSAL WORDING

The Proponent will not change the wording of its Proposal after closing and no words or comments will be added to the Proposal unless requested by the Village for purposes of clarification.

9.3 Limitation of Damages

The Proponent, by submitting a Proposal, agrees that it will not claim damages, for whatever reason, relating to the RFP or in respect of the competitive process, in excess of an amount equivalent to the reasonable costs incurred by the Proponent in preparing its Proposal. The Proponent, by submitting a Proposal, waives any claim for loss of profits if no agreement is made with the Proponent.

9.4 Firm Pricing

Proposals must be firm for at least 60 days after the final date. Prices will be firm for the entire Contract period.

9.5 Currency and Taxes

Prices quoted are to be in **Canadian** funds ; FOB destination; where applicable delivery charges included; import duty (if applicable), brokerage fees, GST & PST to be shown as separate line items on proposal Bid Sheet. (Section 4)

10.0 ADDITIONAL TERMS

10.1 Sub-Contracting

- a. Using a sub-contractor (who must be clearly identified in the Proposal) is acceptable. This includes a joint submission by two Proponents having no formal corporate links. **However, in this case, one of these Proponents must be prepared to take overall responsibility for successful interconnection of the two product or service lines and this must be defined in the Proposal.**

- b. Sub-contracting to any firm or individual, whose current or past corporate or other interests may, in the Village's opinion, give rise to a conflict of interest in connection with this project will not be permitted. This includes, but is not limited to, any firm or individual involved in the preparation of this Proposal.

10.2 Liability for Errors

While the Village has used considerable efforts to ensure an accurate representation of information in this RFP, the information contained in this RFP is supplied solely as a guideline for Proponents. The information is not guaranteed

or warranted to be accurate by the Village, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve Contractors from forming their own opinions and conclusions with respect to the matters addressed in this RFP.

10.3 Agreement with Terms

By submitting a Proposal the Proponent agrees to all the terms and conditions of this RFP. Contractors who have obtained the RFP electronically must not alter any portion of the document, with the exception of adding the information requested. To do so will invalidate the Proposal.

10.4 Use of RFP

This document, or any portion thereof, may not be used for any purpose other than the submission of Proposals.

11.0 SPECIAL CONDITIONS

- a. A qualified Proposal is one which meets the needs and specifications of the Village, the terms and conditions contained in the RFP. The Preferred Proposal is a qualified Proposal offering the Best Value, as determined by the Village.
- b. The Village will decide whether a Proposal is qualified by evaluating all of the Proposals based on, but not limited to, the needs of the Village, specifications, terms and conditions and price. The Village Chief Administrative Officer and/or department head of the Village will examine all Proposals and recommend which Proposal is in the Village's best interest.

- c. A Proposal which is unqualified is one that exceeds the cost expectations of the Village and/or does not meet the terms and conditions contained in the RFP and/or does not meet the needs and specifications of the Village. The Village reserves the right to reject any or all unqualified Proposals.
- d. The Village reserves the right to cancel this RFP at any time.
- e. The Village recognizes that Best Value is the essential part of purchasing a product and/or service and therefore the Village may prefer a Proposal with a higher price, if it offers greater value and better serves the Village's interests, as determined by the Village, over a Proposal with a low price. The Village's decision shall be final.
- f. The Village reserves the right to negotiate with a Preferred Proponent, or any Proponent, on any details, including changes to specifications and price. If specifications require significant modification, all Proponents shall have the opportunity to adjust their Proposals or re-submit altogether, as determined by the Village Chief Administrative Officer and/or department head.
- g. All equipment, goods and workmanship must conform to all Laws and Standards necessary for use in Canada and the Province of British Columbia.
- h. The Successful Proponent, herein named the Contractor, shall guarantee that their Proposal will meet the needs of the Village and that any or all items supplied and/or services rendered shall be correct. If the item(s) supplied by the Contractor and/or the service(s) rendered by it are in any way incorrect or unsuitable, all correction costs shall be borne solely by the Contractor.
- i. All prices submitted on the Bid Sheet shall include delivery F.O.B. Village Works yard or other destination point, as specified by the Village, and the Contractor shall bear all risks of loss and/or damage.
- j. Where only one Proposal is received, the Village reserves the right not to make public the amount of the Proposal. The amount of the Proposal will be made public if a Contract is awarded.
- k. The Village reserves the right to accept or reject a Proposal, where only one Proposal is received.
- l. The Village reserves the right in its sole discretion to accept or reject all or part of any Proposal which is non-compliant with the requirements of this RFP.

- m. The Village shall not be obligated either to accept or reject any non-compliance with the requirements of this RFP.
- n. The Village reserves the right to cancel the Contract for goods and/or services as outlined in this RFP, at any time, by providing thirty (30) days written notice to the Successful Proponent.

12.0 CONCEPT

The Village of Tahsis and Tahsis Volunteer Fire Department are soliciting requests for proposals (RFP) from qualified vendors to design, build, and deliver a custom ULC/NFPA compliant Pumper Fire Apparatus with a 1050 Imperial Gallon Per Minute pump and 300 Imperial Gallon Water Tank. The request is not intended to be a specification but a simple request for proposal.

The RFP will list mandatory requirements and include a list of additional features, equipment plus a partial list of optional items.

12.1 Mandatory Features and Equipment

- Apparatus must comply with ULC S515-04 (ULC S515-13 preferred) NFPA 1901 Standard for Automotive Fire Apparatus, Current Edition
- Third party testing ANSI, ISO, ULC or equivalent testing agency providing the apparatus meets the NFPA 1901 Current Edition.

12.1.1 Cab & Chassis

- Commercial Chassis, Freightliner, or equivalent, 2-wheel drive
- Crew Cab
- Diesel Engine
- Automatic Transmission
- Engine Brake or driveline retarder
- Block heater
- Hydraulic Brakes
- Limited slip or locking differential
- Snow Tires
- Red in color
- PTO/Hydraulic Genset 3500 – 5000 watt
- NFPA Emergency Lighting package
- NFPA Reflective graphic package
- Pre-wired in cab for Motorola radio with antenna (radio to be supplied by TVFD)
- Electrical load manager (if necessary with use of LED lights)
- Largest alternator available (if required)
- Shore power bar in cab
- Battery maintainer for 12 volt vehicle battery
- Shore power plugs for block heater and in cab accessories

12.1.2 Pump/Apparatus/Tank

- 1050 IGPM, (PTO preferred)
- Side mount pump
- Pump panel left side compartment
- Class A Foam system, Foam Pro (1600 or 2001)
- Manual lever style controls
- Pump Pressure Governor FRC, Class 1 or equivalent
- Air primer
- Colour coded intake and discharge controls
- Aluminum body
- 300 Imperial gallon water tank
- 30 Imperial gallon class A foam tank
- Rollup doors
- Roll out compartment trays where appropriate
- Deck mounted monitor with 500 IGPM nozzle, plumbed to supply foam
- Hose bed to accommodate 600' of 4" hose with Storz couplings
- 2 – 200' - 1 ½" transverse pre-connect attack lines
- 1 – 200' - 2 ½" transverse pre-connect attack line
- 1 – 200' - 2 ½" pre-connect attack line to pull off the rear
- Ladder rack mounted on passenger side with 28' extension ladder, 14' roof ladder, 10' folding attic ladder
- 2 – 110 volt extendable LED lights fixed left and right front of apparatus
- 2 – 110 volt portable extendable LED floodlights mounted left and rear of apparatus
- White LED scene lights mounted high on sides and rear of apparatus
- Traffic advisor mounted high on rear of apparatus
- Mounted wheel chocks
- Remote microphone with weather proof radio speaker complete with volume control located at pump panel
- 4 - FireComm (or equivalent) wireless radio headset(s) in cab
- Rear access step ladder
- 3 SCBA brackets in apparatus compartment
- Spare SCBA bottle storage in apparatus body
- Complete Set of As Built Drawings (1 Hard Copy & 1 Soft Copy)

12.2 Additional Equipment

- 600' of 4" fire hose with Storz couplings
- 300' of synthetic Cordura or equivalent hose, 150' red in colour, 150' yellow
- 2 – fire axes mounted
- 1 – 20 lb dry chemical fire extinguisher mounted in compartment

- 1 – 20 lb CO2 fire extinguisher mounted in compartment
- Portable ground monitor mounted on apparatus TFT Blitz or equivalent
- Siamese hydrant adapter (2.5" BC Thread to 4" Stortz)

12.3 Optional Features and Equipment

- Electric/Hydraulic ladder rack
- Thermal imaging camera
- Back up camera with screen in cab dash
- Electric over hydraulic spreader/cutter combo tool mounted in compartment
- Insta-chains
- USB dual charging port in cab
- Extra 1.5" hose storage above transverse pre-connects
- SAE J706 rated winch mounted on front

13.0 REFERENCES:

References in the format noted below must be provided. If there are special concerns or restrictions on our use of the reference, these concerns must be addressed in the submission.

- Description of the project;
- Status of the project, completed, in progress, on hold;
- Company name;
- Contact name;
- Contact phone number; and • Contact email address.

Description of the project:	
Status of the project: i.e. completed, in progress, on hold or other:	
Company Name:	Contact Name:
Contact Phone Number:	Contact e-mail address:

Description of the project:	
Status of the project: i.e. completed, in progress, on hold or other:	
Company Name:	Contact Name:
Contact Phone Number:	Contact e-mail address:

Description of the project:	
Status of the project: i.e. completed, in progress, on hold or other:	
Company Name:	Contact Name:
Contact Phone Number:	Contact e-mail address:

14.0 EVALUATION CRITERIA MATRIX

Criteria	Weight	Score	Weight Key			
			Not Satisfied Score =0	Somewhat Satisfied Score =1	Satisfied Score =2	Very Satisfied Score = 3
1. Price – based on Best value to Village of Tahsis and TVFD	20%					
2. Delivery Time	10%					
3. Ability to meet specifications and quality workmanship	40%					
4. Training, Warranty, Service, Repair and availability of parts	30%					

Evaluation Criteria Matrix for custom Pumper Fire Apparatus Request for Proposal

The evaluation team will apply the following criteria to the RFP evaluation process:

Price shall mean:

Quoted prices from qualifying Proposals evaluated by \$10,000 increments.

Delivery Date shall mean:

- a) The specified delivery date of a finished custom Pumper Fire Apparatus from the confirmed date ordered.
- b) Delivery date will be weighted based on a monthly basis.

Ability to meet specifications and workmanship shall mean:

- a) The direct experience the Village of Tahsis has had with a Dealer/Manufacturer.
- b) Referenced by other municipalities on their experience with a Dealer/Manufacturer. A minimum of three (3) references will be required.

Maintenance/Service/Repair shall refer to:

- a) Parts – are parts readily available within BC, Canada, USA, or other.
- b) Is technical support readily available during regular business hours either by phone, email or internet?
- c) Consideration of types and length of warranty.

15.0 VILLAGE OF TAHSIS RFP VENDOR LIST

Hub Fire Engines
PO Box 10
3175 McCallum Road
Abbotsford, BC V2T 6Z4
Dennis High
Phone: 1-604-996-9996 or 1-888-611-2896
Email: Dennis@hubfire.com

Fort Garry Fire Trucks – Fire Power Plus
6217 Siros Place
Nanaimo, BC V9V 1J8
Alan Anderson
Phone: 1-250-668-2673
Email: alan@firepowerplus.com

Rocky Mountain Phoenix – Rosenbauer Fire Apparatus
#103 – 2285 Queen Street
Abbotsford, BC V2T 6J3
Darren Daviduck
Phone: 1-250-870-0678
Email: darrend@rockymountainphoenix.com

Safetek – Smeal Fire Trucks or Profire Custom Apparatus
30686-A Matsqui Place
Abbotsford, BC V2T 6L4
Tyson Kennedy
Phone: 1-604-308-2145 or 1-866-723-3835
Email: tkennedy@firetrucks.ca

Wholesale Fire Rescue – Pierce Fire Trucks
240136 Frontier Crescent
Rocky View County, AB T1X 0R4
Gary Shaddock
Phone: 1-403-462-0028 or 1-403-695-1765
Email: GaryS@wfrfire.com

Village of Tahsis Volunteer Fire Department

M2

January 29, 2016

To Village of Tahsis Mayor and Council

Adoption of BC Fire Service Minimum Training Standards, Structure Firefighters Competency and Training Playbook.

Mayor and Council:

I have attached a copy of the British Columbia Fire Service Minimum Training Standards Playbook as amended May 2015. This playbook sets out the standards and requirements for all Fire Departments in BC, and is used to establish the minimum standards of training which are required for the fire departments in BC. It provides a competency - based ladder which shows the various levels of sequential training and operational standards which are required to be met by the fire department.

The Tahsis Volunteer Fire Dept, due to high turnover rate, is unable to meet the manpower and training levels needed to meet the "Full Service" attack requirements as laid out in the BC Fire Service Playbook.

Therefore I would recommend that the Village of Tahsis adopt the exterior attack competency requirements as per the NFPA standards listed in the playbook.

Thank You

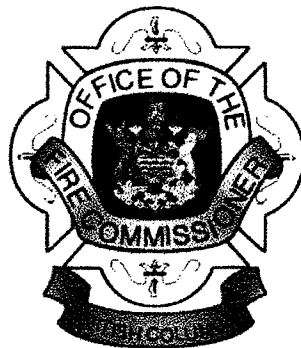


Russ Nickerson
Village of Tahsis Fire Chief

British Columbia Fire Service Minimum Training Standards

***Structure Firefighters
Competency and Training***

PLAYBOOK



**Second Edition
Amended: May 2015**

Pursuant to paragraph 3(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

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.

Table of Amendments

Description	Effective Date
Original document issued	September 2014
Amended	May 2015

Overview

1. Purpose:

Under paragraph 3(3)(b) of the *Fire Services Act* (B.C.), the Fire Commissioner is required to establish the 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 Authority Having Jurisdiction will set the **Service Level** (refer to pages 10, 17 and 18) to be provided by its fire department, which in turn determines the minimum training Competencies that must be met by that department. The Playbook establishes the minimum training Competencies required and the standards from which they are drawn.

2. Scope:

This **Playbook** is applicable to all fire services personnel in British Columbia, as defined in the *Fire Services Act*. It covers all fire departments and fire services, including municipal and regional district fire departments, fire brigades, volunteer fire departments, and fire departments established as a society under the *Society Act* (B.C.). This **Playbook** does not apply to provincial Wildfire Management Branch resources.

For the purpose of this document, the term “Authority Having Jurisdiction” or “AHJ” describes the relevant local or regional government, or the entity (or persons) legally responsible for the organization and operation of the particular fire service.

This **Playbook** is intended to provide an industry recognized minimum standard of training that utilizes, and bridges to, the current National Fire Protection Association (NFPA) Firefighter qualifications. The training requirements are expressly tied to the **Service Level** provided by a fire department, as formally determined by the Authority Having Jurisdiction. This document and program establishes the minimum Competencies necessary to perform the role of a firefighter, instructor/Evaluator and Team Leader at each designated **Service Level**, as well as for the delivery of in-house training in such Competencies.

The **Playbook** addresses the principal functional or operational roles for each **Service Level** but does not encompass all roles or functions of the fire service. The **Playbook** is not intended to change or nullify any requirements or training related to other roles or functions in the fire service.

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 training for such roles and functions must meet the requirements of the *Workers Compensation Act* (B.C.) and any other applicable statutory or regulatory requirements. These additional training requirements need to be considered by the AHJ when determining the **Service Level** to be provided by its fire service.

3. Principles:

It is the responsibility of each AHJ to select and declare its firefighting **Service Level**, which in turn determines the training Competencies that must be met by the fire service for which it is responsible. The **Playbook** standard outlines the minimum competencies which are drawn from the NFPA standards. The declared **Service Level** must be established as formal policy for the Department (whether by bylaw, policy or in contract) and needs to be fully reflected in the fire department's operating guidelines and policies. The AHJ's decision as to the appropriate **Service Level** for its fire service 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, risks, travel distances, fire hall locations, equipment and staffing models; and
- the ability of the AHJ to financially support its fire department to enable it to meet all applicable training, safety and operational requirements for the chosen **Service Level**.

This **Playbook** establishes three **Service Level** options from which an AHJ may choose. Once a **Service Level** is established, each AHJ must ensure that its fire service meets the appropriate competency requirements as identified in the Competency ladder, as well as for the functions and roles not expressly covered by this **Playbook**. Ensuring compliance with minimum standard established in this **Playbook** is the responsibility of the AHJ.

As a competency-based program, formal certification (whether Accredited Certification or other third-party Certification), while encouraged, is not required by this **Playbook**. Each firefighter must be provided training and evaluation in all applicable Competencies, including theoretical classroom and hands-on practical skills, which are required by the chosen **Service Level**.

Assessments and evaluations of Competencies can be carried out internally by the AHJ so long as the evaluation instruments follow the criteria of this **Playbook** (and other applicable NFPA Standards) 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 categories:

- Exterior Operations Level Firefighter;
- Interior Operations Level Firefighter; and
- Full-Service Operations Level Firefighter.

In addition, the **Playbook** establishes three new supervisory responsibilities with related training Competencies or responsibilities. These are:

- Exterior Operations Level Team Leader;
- Exterior Operations Level Risk Management Officer; and
- 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 such ranks do not necessarily signify an operational role on the fire ground. The supervisory roles and responsibilities identified above do not require new “positions” in the department; they simply reflect specific skills and training required to lead a functional crew or to ensure a department is meeting its administrative requirements. Each department must determine the number of these trained individuals required based on the **Service Level** it provides and its operational requirements. A department may choose, through its operational guidelines or policies, to associate the functional skills and training requirements for these supervisory positions to specific fire officer and incident command roles.

5. New Terminology:

Team Leader:

In this **Playbook**, the term **Team Leader** is applied to identify the individual, whether 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 not have advanced operational qualifications or skills necessary for providing supervision at an emergency scene.*

Team Leaders require additional Competencies to qualify them to provide appropriate supervision of the team for which they are responsible. This is a worker safety requirement under the *Workers Compensation Act* (B.C.) and related regulations, 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. Nothing in this **Playbook** restricts Full Service Operations Level departments from appointing fully qualified firefighters to act as Team Leaders at an incident.

Risk Management Officer:

The **Risk Management Officer** is an administrative role that must be formally addressed by all “Exterior Operations **Service Level**” departments. The individual who fulfils this role is responsible for ensuring 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 overseeing the development and implementation of administrative processes which are necessary to ensure an Exterior Operations Level department practices safe and effective fire ground operations as a matter of principle.

*Background: Although the responsibilities that attach to the role of “Risk Management Officer” need to be met by all fire departments, this role is being mandated specifically for Exterior Operations **Service Level** departments, which typically will be the smaller departments in the Province. The intent is to ensure that these departments are formally addressing their obligations with regards to developing the administrative processes and guidelines that are necessary to implement the requirements of this **Playbook** as well as to ensure that a department meets its other statutory or regulatory obligations.*

This role and the attendant responsibilities of the **Risk Management Officer** are administrative. It bears no relationship to the operational roles of either the Incident Commander (IC) or Safety Officer (ISO) at an emergency incident (although it may be possible that an individual who fulfils the Risk Management Officer role in a department may also be qualified to act as an IC or ISO at an incident).

The **Risk Management Officer** may be the Fire Chief, or another member of the department, depending on the composition and structure of the department. This individual needs to have sufficient experience and/or appropriate training to ensure that he or she understands the administrative structures and processes that must be in place to guide a department’s training, safety programs and operations.

6. Instruction, Evaluation and Records Keeping:

The Competencies required to act as an in-house instructor and evaluator of the training required by this **Playbook** are detailed within the document. There are clear expectations identified regarding the provision of training and the creation and management of training records. Training and evaluation can occur using either a third party training organization, or “in-house” by a department using its own 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/AHJs 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 the requirements of the *Workers Compensation Act* (B.C.) and related 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 training for such 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. This ongoing training must be duly recorded for each firefighter and officer as contemplated by section 6 above.

8. Transition:

This **Playbook** replaced the previous Minister's Order on training. It establishes a number of new, formal requirements for AHJs and fire departments, which will involve some consideration and take time to implement. It is the responsibility of each AHJ immediately to take steps to establish a **Service Level** policy for each fire service for which it is responsible, and to ensure implementation of the related training requirements. However, given the nature of the changes involved, a transitional period will exist until [30 June 2016]. By that date:

- each AHJ must formally have adopted a **Service Level** for each fire service for which it is responsible; and
- each fire service must have a training program which meets both the Playbook Competency Requirements and the other training requirements needed to deliver the services which it is mandated to provide.

In the interim, every AHJ and fire department must understand that the Competency requirements set out in the **Playbook** are a codified expression of the generally accepted training standards for fire department operations, although they now are expressly linked to different **Service Levels**. These standards were formerly required to be met under the previous Minister's Order on training.

Under British Columbia law, all employers are legally required to ensure that their employees are properly trained for their jobs and properly supervised while performing them. Where a formal **Service Level** and related training program has not yet been implemented, AHJs and fire departments must still meet this legal obligation and manage (or limit) their operations accordingly. Where a fire department undertakes operations for which its personnel are not adequately or appropriately trained or supervised, both the department and its AHJ face potential legal liability.

9. 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.

Impact of amendments (Playbook or NFPA)

Where amendments to the **Playbook** are put into effect;

- A person that has met the specific competency requirements to perform roles or supervisory responsibilities is considered to have met those requirements and is not obliged to complete new requirements resulting from amendments in order to be able to continue in their role or supervisory responsibility. (**Exception:** where the **Playbook** specifically states that requirements shall be completed in addition to previous training)
- The **Playbook** references NFPA standards in effect at the time of the **Playbook's** most recent issue/revision. In the event of a change to Job Performance Requirement section numbers in the relevant NFPA standards, the original number and wording of those sections as referenced in the **Playbook** remain in effect until the **Playbook** itself is updated.

Definitions and Concepts

For the purpose of this **Playbook**, the following definitions and concepts apply:

Accredited Certification – in connection with fire service training, “Accredited Certification” refers to the situation where a firefighter:

- has been trained or qualified to meet or exceed a specific operational standard or job performance requirement; and
- has been successfully evaluated by or through an Accredited Entity .

Accredited Entity – refers to an institution or entity (an “Accredited Entity”) which is recognized by an external agency (an “External Agency”) such as ProBoard, IFSAC or such other organization as may be recognized by the OFC. An Accredited Entity has had its training evaluation processes reviewed and accredited by the External Agency, and is able, directly or through agents, to provide certified evaluations of training in relation to various NFPA Standards.

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

BCERMS – means the British Columbia Emergency Response Management System, an incident command system established pursuant to the *Emergency Program Act* (B.C.).

Certification– in connection with fire service training, certification refers to the situation where a firefighter has been trained or qualified to meet or exceed a specific operational standard or job performance requirement AND has been certified by an external third party organization.

Competency– references to a “Competency” or “Competencies” in this **Playbook** refers to the knowledge and skill components of the job performance requirements for the role or function

involved, as referenced in the relevant NFPA Standard (unless otherwise expressly noted). Competency is achieved when a firefighter is trained or qualified and evaluated to meet the operational requirements of a given NFPA Standard (or portion thereof). Accredited Certification or other Certification of the training involved is not expressly required. Qualification for a particular **Service Level** will be recognized if the training and evaluation records of a firefighter clearly demonstrate that, for a given role or function, he or she has met all relevant Competencies.

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, as described at page 17 below.

Full Service Operations – is the **Service Level** that includes activities that are undertaken by firefighters and officers trained in the full spectrum of Competencies outlined in the NFPA 1001 Firefighter 2, *Standard for Fire Fighter Professional Qualifications* as well as the relevant competencies of NFPA 1021 *Standard for Fire Officer Professional Qualifications* for officers, as described at page 18 below.

IDLH (Immediately dangerous to life and health) - refers to incident conditions that present an immediate threat to a person's safety through inhalation or exposure (e.g. smoke, noxious vapor, super-heated air), and includes any oxygen-deficient atmosphere or any untested confined space.

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

Incident Safety Officer or ISO – is a member of the command staff at an incident who is a trained firefighter with fire ground experience and appropriate training, responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety at an incident.

Interior Operations – is the **Service Level** that authorizes 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** as described at page 17 below.

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

NFPA Standards – Various National Fire Protection Association standards, including the *Standard for Fire Fighter Professional Qualifications*, are referred to or incorporated by reference in this **Playbook**. Individual NFPA standards are generally referred to by their number (e.g., NFPA 1001 for the *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 will be based and evaluated. The most current version of the relevant NFPA standard must be used, subject only to the “Impact of Amendments” section above.

Prior Learning Assessment – means a process implemented by a department or AHJ to assess the relevant Competencies of individual firefighters or officers, based on their existing training and experience.

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 role 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 responsibility for this role include: training program design, training records management, Bylaw management, Operational Guidelines, fire department adherence to applicable regulations and standards, and other non-fire ground administrative matters related to safety and risk, including those prescribed under the *Workers Compensation Act* (B.C.).

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

Service Level – means the level of service to be provided by a fire department, as determined by the department’s AHJ. The AHJ may select a **Service Level** from among one of the following options: Exterior Operations, Interior Operations or Full Service Operations.

Team Leader – a firefighter or officer trained and/or 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 on, or necessarily applicable to, a department rank. Requirements for Team Leaders are set out in the Standards and Requirements sections of this document.

Instructor and Evaluator Competencies

Training and evaluation may be administered via third party providers, or be conducted “in-house” by qualified department personnel. The following section principally describes the requirements for “In-House” delivery of **Playbook** training related requirements, though the records keeping requirements apply regardless of how a department chooses to deliver training to its members. Where a department has decided to use a third-party training provider, it should ensure that the training provided addresses the Competencies set out in this **Playbook**.

Regardless of which **Service Level** is selected, each AHJ and department must ensure its training program meets the requirements of the *Workers Compensation Act*, including section 31.4 of the *Occupational Health and Safety Regulation*, which provides as follows:

“31.4 Instruction and direction

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

1. Instructor Competencies for “In-House” training delivery

For clarity, in this section and in section 2, references to the “Training Officer” means the fire department member who is responsible for overseeing the in-house delivery of training to other fire department members, and the evaluation of such training. The use of this term is not meant to prescribe an actual title to the position as assigned by a department.

Exterior Operations Level:

- The Training Officer responsible for overseeing the delivery of Exterior Operations Level training to firefighters must already have achieved the Competencies specified for the Exterior Operations **Service Level** and have successfully trained to the competencies of one of the following:
 - Fire Service Instructor 1 (NFPA 1041), or
 - Train the Trainer course (*see matrix for competencies*)
- Individual instructors for a particular Competency must already meet the requirements for that Competency and be considered by the department to be capable of providing instruction to other department members.

Interior Operations Level:

- The Training Officer responsible for overseeing the delivery of Interior Operations Level training programs must hold the NFPA 1001 Competencies specified for the Interior Operations **Service Level**, and either the:
 - Training Competencies noted in relation to the Exterior Operations **Service Level**; or
 - Competencies of a Fire Service Instructor 1 (or higher) under NFPA 1041.
- Individual instructors for a particular Competency must already meet the requirements for that Competency and be considered by the department to be capable of providing instruction to other department members.

Full-Service Operations Level:

- The Training Officer responsible for overseeing the delivery of Full-Service Operations Level training programs must have met the Competencies for NFPA 1001-FF2 **and** the Competencies as a Fire Service Instructor 1 (or higher) under NFPA 1041.
- Individual instructors for a particular Competency must already meet the requirements for that Competency and be considered by the department to be capable of providing instruction to other department members.

2. **Evaluator Competency** requirements for “In-House” training delivery

Oversight: The oversight of the evaluation processes used by a department for its in-house training program is the responsibility of the Training Officer who has oversight of the delivery of the training being provided.

Specific Evaluations: For each **Service Level**, an individual who is responsible for conducting a specific evaluation of another firefighter’s or officer’s Competency must already have achieved that Competency and been determined by the department as capable of conducting such evaluation.

3. **Training Records**

Each department is responsible for keeping accurate and current records of the training and certifications of each of its firefighters and officers. Third-party training providers and individual departments also are required by WorkSafe BC to track training and maintain individual training records for each firefighter and officer.

4. **Bridging and Prior Learning Assessment**

The **Playbook** is expressly designed to enable bridging from an existing **Service Level** to a higher **Service Level**. The Office of the Fire Commissioner may, from time to time, provide additional guidance regarding the specific Competencies required to be obtained to move from one **Service Level** to another, or from a previous level of training to one of the **Service Levels** established under the **Playbook**.

In terms of Prior Learning Assessment for firefighters who may have previous training, at whatever level, the onus is on the AHJ and the department to put in place appropriate processes to determine whether the prior experience and training of a firefighter meet the training Competencies needed for the department’s **Service Level**.

This assessment may be performed internally by a department or be undertaken by an external third party assessor. An assessor must, as a minimum, already have the Competencies in respect of which the assessment is being performed.

The assessment may take into account the experience, prior training and any Accredited Certification or other Certification, of an individual firefighter or officer. The assessment must be formally documented, including identifying the factors upon which equivalency to the relevant Competencies was determined.

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

It is important to recognize that a number of the Competencies may not be applicable for all jurisdictions (e.g. fire hydrants). Therefore, the AHJ may choose to identify the Competencies that do not have application in their jurisdiction. Where training is to be limited based on local circumstances, these limitations must be identified either in the **Service Level** Policy Statement or operational policies which implement it, 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 are required for a department to operate at an emergency incident. These additional Competencies include matters 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 critical areas that must be addressed to enable a department to deliver services under any of the chosen **Service Levels**.

BC Firefighter Competency Matrix

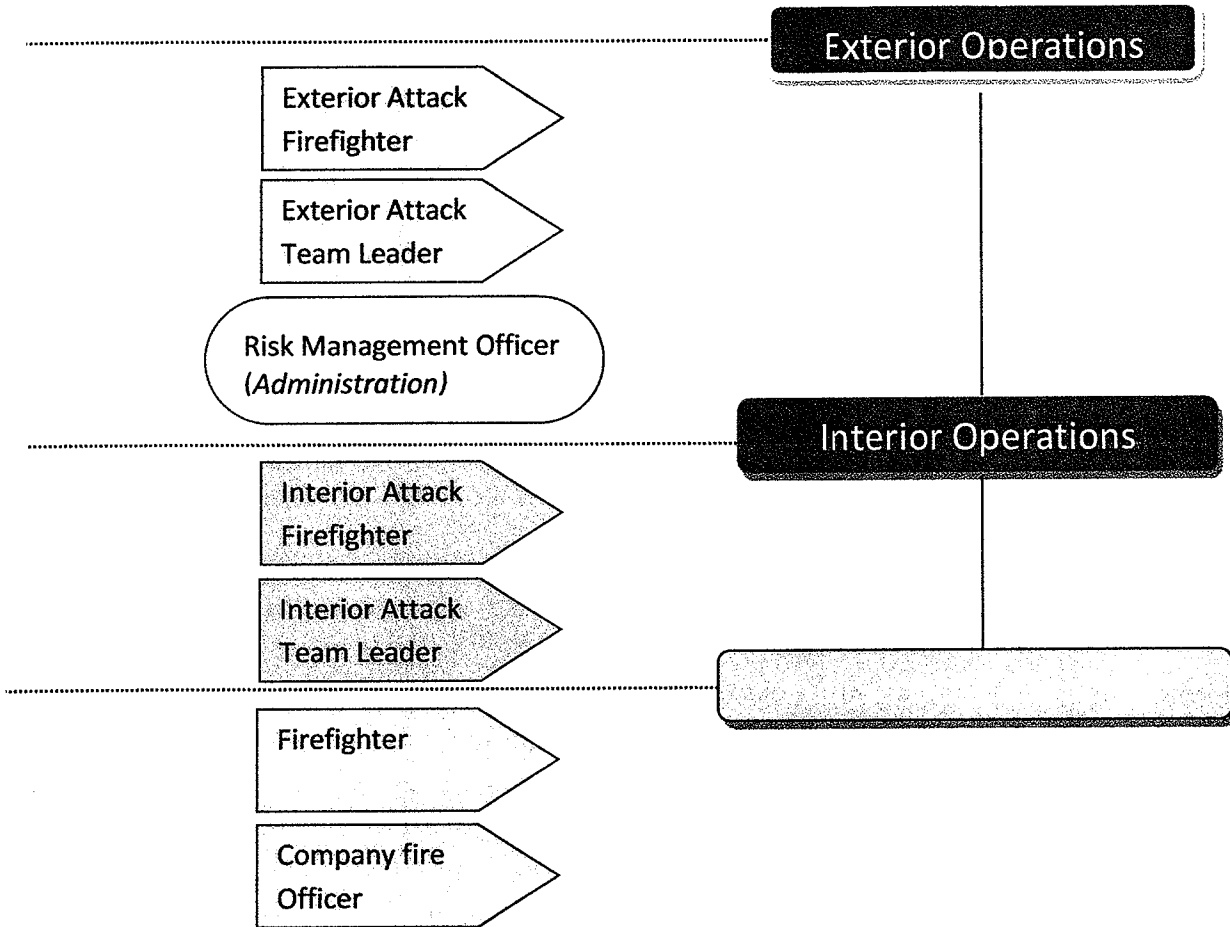
Summary of Requirements

This summary is provided to assist departments and AHJs when examining the **Competency Matrix**. Readers should review the more detailed discussion of these individual issues elsewhere in this **Playbook** or refer to the appropriate requirements in the *Workers Compensation Act* and related regulations.

- **Determination by the AHJ of the Service Level appropriate to community needs (see section 3, “Principles” at page 4 above, and the descriptions of each Service Level at pages 17 to 18 below)**
- **Policy Statement, bylaw or contract establishing fire department’s authority and Service Level (see Overview, section 3, “Principles” at page 4, above)**
- **WorkSafe BC firefighter coverage in place**
- **WorkSafe BC safety and functional requirements in place (e.g., firefighter fitness records, Employer/Worker joint committee (or employee representative), OH&S program, Rapid Intervention Team OG, other OGs covering fundamental operational procedures, etc.)**
- **A comprehensive process for recording and retaining Training Records which meet the requirements of the *Workers Compensation Act* (B.C.) and this **Playbook** (Instructions, Evaluations and Record Keeping, section 6, “Training Records” at page 6 above, and “Training Records” at page 12 above)**
- **Appropriate equipment and apparatus available to deliver the declared Service Level requirements**

Position Competency Ladder

Service Level



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

	Train the Trainer Competencies	Job Performance Requirements (NFPA 1041 Competencies)	Training Officer
	4.2.1 – 4.2.4 / 4.3.2 – 4.3.3 / 4.4.1 – 4.4.4 / 4.5.1 – 4.5.3 and 4.5.5		

	<p>The following Competencies extracted from NFPA 1001 – FF1 must be met to achieve the requirements for Exterior Ops Firefighter <i>(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>Exterior Operations - Firefighter</p>
	<p>Emergency Scene Traffic NFPA 1001 5.3.3</p>		
	<p>Safety & 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</p>		
	<p>PPE and Self Contained Breathing Apparatus NFPA 1001 5.1.2, 5.2, 5.3, 5.3.1, 5.3.2, 5.5.1</p>		
	<p>Ropes and Knots NFPA 1001 5.1.2, 5.3.20, 5.5.1</p>		
	<p>Fire Streams, Hose and Appliances NFPA 1001 5.3.7, 5.3.8, 5.5.1, 5.5.2</p>		
	<p>Ventilation NFPA 1001 5.3.11, 5.5.1</p>		
	<p>Water Supply NFPA 1001 5.3.15, 5.5.1, 5.5.2</p>		
	<p>Ladders NFPA 1001 5.3.6, 5.5.1</p>		
	<p>Rehabilitation Area (REHAB) NFPA 1001 5.1.1, NFPA 1500, NFPA 1584</p>		
	<p>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</p>		
	<p>Dangerous Goods or Hazmat Awareness <i>(from NFPA 472)</i>¹</p>		
	<p>Gas & Electrical Safety for Firefighters <i>(supplied by a BC Utility utilizing an evaluation mechanism)</i>²</p>		
	<p>Incident Command System 100 <i>(from BCERMS curriculum)</i>³</p>		
	<p>All of Exterior Operations Firefighter PLUS completion of the following Competencies from NFPA 1001 – FF1</p>	<p>Job Performance Requirements (NFPA 1001 – FF1 Competencies)</p>	<p>Interior Operations - Firefighter</p>
	<p>Organization, Safety and Communications NFPA 1001 5.2.4</p>		
	<p>RIT Training – pertinent to jurisdictional hazards NFPA 1001 5.3.9 NFPA 1407, NFPA 1500</p>		
	<p>Self-Contained Breathing Apparatus NFPA 1001 5.3.1, 5.3.5, 5.3.9</p>		
	<p>Search and Rescue NFPA 1001 5.3.9</p>		
	<p>Fire Behavior NFPA 1001</p>		
	<p>Fire Extinguishers NFPA 1001 5.3.16</p>		
	<p>Building Construction NFPA 1001 5.3.11, 5.3.12</p>		
	<p>Forcible Entry NFPA 1001 5.3.4</p>		
	<p>Ventilation NFPA 1001 5.3.12</p>		
	<p>Loss Control NFPA 1001 5.3.13, 5.3.14</p>		
	<p>Live Fire Exterior NFPA 1001 5.3.7, 5.3.8, 5.3.10, 5.3.19</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 6.6.1.1.2)		

	Completion of the Operational Firefighter requirements for <u>either</u> the Exterior or Interior Service Level <u>PLUS</u> the following Competencies from NFPA 1021:⁴	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, 5.3.10		
	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 (NFPA 1021 4.6.1, 4.6.2) ⁵		
	Incident Safety Officer NFPA 1521 6.1 – 6.7.2 (operational)		
	FCABC/LGMA: Effective Fire Service Administration		
	Beyond Hoses and Helmets, or equivalent (administrative)	One of	Company Fire Officer
	Fire Officer 1 (NFPA 1021)	Job Performance Requirements (NFPA 1021 – Competencies)	
	Incident Command 200		
	Fire Service Instructor 1 (NFPA 1041 Chapter 4)		
	Emergency Scene Management (4.6.1, 4.6.2)		

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 BCERMS model
4. Can utilize any training provider, including internal, that meets the competencies of NFPA 1021 – Fire Officer Professional Qualifications
5. Requires a training program with subject matter covering areas such as strategies and tactics, fire ground command and emergency scene management

Exterior Operations Service Level

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 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. Where the IDLH atmosphere no longer exists as a result of fire suppression operations or otherwise, subject always to an appropriate risk assessment by the Incident Commander, it may be appropriate for members of an Exterior Operations **Service Level** department to enter the structure.

Where there is a potential risk of an IDLH atmosphere developing, or risk from smoke or particulate matter when conducting external operations (including overhaul), SCBA must be worn in accordance with WorkSafe BC requirements.

Exterior Operations Team Leaders are trained to supervise exterior operations only.

The Exterior Operations Risk Management Officer is an administrative role focused on ensuring departmental safe work practices and adherence to the **Playbook** requirements and other relevant regulations and standards.

The Exterior Operations **Service 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.

Interior Operations Service Level

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 larger or more complex structures that the AHJ has assessed and pre-planned for, such that it determines the structure to be safe for Internal Operations qualified firefighters. Firefighters must be trained specifically 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 WorkSafe BC (including, in particular, s. 31.23 of the *Occupational Health and Safety Regulation*). The Incident Commander must recognize the need, and staff appropriately, for a Rapid Intervention Team (RIT) with trained firefighters following the WorkSafe BC requirements.

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

Full Service Level

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 1001 Firefighter 2 Standard and relevant NFPA 1021 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.

Playbook Compliance Checklist

(Fire Department Internal Use – to assist in determining compliance)

Department Name: _____

Date: _____

Fire Fighter Competency and Training Playbook Checklist		
<p>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 <input type="checkbox"/></p> <p><i>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?</i></p>		
<p>2. Is your local authority/registered society registered with WorkSafe BC? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><i>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.</i></p>		
<p>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 <input type="checkbox"/> No <input type="checkbox"/></p>		
<p>4. Is there a policy statement determining the training standards to which the fire department will train? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><i>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?</i></p>		
<p>5. Who coordinates your department's firefighter training? Please list positions:</p>		
<p>6. Is there a Training Records database and records management system that provides detailed records for the training of each firefighter? Yes <input type="checkbox"/> No <input type="checkbox"/></p>		
<p>7. Does the training records system maintain records for every members training in perpetuity (their lifetime)? Yes <input type="checkbox"/> No <input type="checkbox"/></p>		
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

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

BCFTOA – BC Fire Training Officers Association 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

FPOABC – Fire Prevention Officers Association of BC www.fpoabc.bc.ca

FNESS – First Nations Emergency Services Society of BC www.fness.bc.ca