## MINUTES OF AN ENVIRONMENTAL PROTECTION COMMITTEE MEETING HELD AT 3:00 p.m., TUESDAY, MARCH 26, 1985

PERSONNEL IN ATTENDANCE:

Alderman M.D. Gates, Chairman Alderman W.M. Stewart Assistant City Engineer, T.M. Chong, P. Eng.

### TTEM 1 - DRAFT AGREEMENT WITH INTERNATIONAL PAPER INDUSTRIES LTD. FOR CURBSIDE NEWSPAPER PICKUP

The draft Agreement was reviewed with specific concerns being discussed in detail. It was decided that the draft Agreement be amended as follows:

- Add at end of Clause 12 of Schedule B, "Failure to do so after the two month period will constitute a breach of this Contract".
- 2. Add at end of Clause 10 of Schedule C, "This statement shall be prepared and supplied by the Contractor in a format approved by the City Engineer".

The Committee also recommended that the Administrator present C.U.P.E. with a copy of the draft Agreement for information. The draft Agreement will now be forwarded to the Municipal Solicitor for comment before presentation to Council.

## ITEM 2 - PORT COQUITLAM INFORMATION/ACTION CENTER ACTIVITY REPORT - February/March 1985

This report was considered briefly by the Committee. The savings at the Arena and the Pool after five and two months respectively since the implementation of the Computer Management System was discussed. The savings in energy costs were considered quite impressive.

#### ITEM 3 - POCO PRIDE WEEK

Based on his discussions with the Parks & Recreation Director, T. Chong stated that it is the intention of the Parks & Recreation Committee to designate the week prior to May Day as PoCo Pride Week. The primary emphasis of this week will be to encourage local property owners to clean up their own properties. The Committee recommended that a joint Environmental Protection Committee and Parks & Recreation Committee meeting be held to discuss this subject further. Alderman Gates has agreed to talk to Alderman Wright regarding this joint meeting.

ROP

MAR 26 1985

#### ITEM 4 - OTHER BUSINESS

Alderman Gates stated that this past weekend a number of fish fry were killed as a result of G.V.W.D. backflushing chlorinated water from the Seymour Watershed into the Coquitlam area. The Sammonid Enhancement Program along the Coquitlam River has been seriously affected. Alderman Gates requested that the Provincial Fish & Wildlife and the Federal Fishery and Ocean Ministries be contacted regarding the possibility of replacing the fish fry which were killed as a result of this incident.

Minutes taken by:

Committee Chairman

T.M. Chong, P. Eng., Assistant City Engineer

M.D. Gates

TMC/sgg

c.c. Mayor and Aldermen City Engineer

NOTE: Minutes not read and adopted by the Committee until certified by Committee Chairman's signature.

MAR 2 0 1095

#### THE CORPORATION OF THE CITY OF PORT COQUITLAM

ENVIRONMENTAL PROTECTION COMMITTEE MEETING Tuesday, March 26, 1985. 3:00 P.M. Council Chambers

AGENDA

Personnel Present:

Alderman Gater, Chairman Allerman Stewart Aristant City Engineer Colong

ITEM 1: Draft Agreement with International Paper Industries Ltd. for Curbside Newspaper Pickup. - that fraministation present lose cupe with dupt copy of agreement for single a Change Clause 12 of Saturdie B(Add at and "Findure to do so after the two worth political presidential constitute a branch of this Continue!"

- Add at and of clause 10 of Saturdie C; "This statement shall be prepared and supplied by the Continue in - formal appropriately The City Congruence."

ITEM 2: Port Coquitlam Information/Action Centre Activity Report Feb/March 85.

- Report be received for information.

ITEM 3: PoCo Pride Week. - Alderman Gode to talk to Alderman Wight re: joint meeting on this subject.

ITEM 4: Other Business.

Fishfury kill as a result of GIVN D backflushing chloristed waterprits Comitte total Area. - Clack with Fish + Wildfife) we possibility of replacing fish frig

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I Chong



### THE CORPORATION OF THE CITY OF PORT COQUITLAM

2272 McALLISTER AVENUE PORT COOUITLAM, B.C.

TELEPHONE: 941.5411

OUR FILE

March 27th, 1985

Greater Vancouver Water District, 4330 Kingsway, Burnaby, B.C. V5H 4G8

Attention:

Mr. A.E. Purdon, Chief Engineer & Manager - Operations.

CITY OF PORT COQUITLAM ENGINEERING DEPT. MAR 27 1985 FILE # Somerin TO

Dear Sir:

We are instructed to advise that at a regular meeting of the Municipal Council of The Corporation of the City of Port Coquitlam held on March 25th, 1985 the following resolution was passed:

"That The Corporation of the City of Port Coquit!am advise the Greater Vancouver Water District of their concern regarding the chlorination which took place recently killing the salmon fry under the Salmon Enhancement Program and inquire regarding the problem which necessitated this chlorination."

It is our understanding that you have had discussions with Mr. Allan Grist of the Port Coquitiam & District Hunting & Fishing Club and are currently in process of gathering some information on the cause of the problem. Perhaps when this information is together you might forward it to me and I will see that it is made available to all members of our Council.

We look forward to hearing from you.

Yours very truly, Original Signed By

R.A. Freeman, City Clerk.

MAR 2 6 1985

RAF/dv

C-03/25/85

#### RETAIN THIS COPY FOR FOLLOW-UP

FROM		DEPARTMENT_		
T. CHONG		NEGRING		$\dashv$
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		NEWSPAPER AGREEMENT	- DRAFT	4
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sile-T. CHONG ENGINGERING ALDERNAN GATES SUBJECT 18,1955 ALDERHAN STEWART ENVIRONMENTAL PROTECTION Just a note to let you know that the meeting with GURD Rangeling Committeepwent reasonably well. The GURD Committee has expensed our application for #2,000 funding assistance but with some condition attached. I would like to ling bath of you on the details mest Wednesday afternoon 24 april 85 of pasible, Please let me know by phone if that day is convenient, Incidentally, I asked Out Partin about the response which he should be forwarding us regarding the fech fry kill last month. He advised me that the letter will be rount out this week. DENT ENG. MAR 2 5 198 USE LOWER PORTION FOR REPLY REPLY FROM

#### THE CORPORATION OF THE CITY OF PORT COQUITLAM

#### MEMORANDUM

TO:

Alderman M.D. Gates, Chairman

Environmental Protection Committee

March 18, 1985

FROM: T.M. Chong, P. Eng., Assistant City Engineer

Agreement with International Paper Industries

Curbside Recycling Program - Newspaper

On March 20, 1985 I will be meeting with International Paper Industries for the purpose of discussing the terms of the agreement for the proposed Curbside Recycling Program. Aside from the normal formalities included in such agreements, the list of items which the Committee considered during our last meeting will be put to International Paper Industries for further discussions.

I would like to brief the Committee after March 20, 1985 on our negotiations with International Paper Industries. Would you please select a tentative time and date for this Committee meeting which will be suitable for you and let me know.

TMC/sgg

c.c. Alderman Stewart

City Engineer

T.M. Chong, P. Eng., Assistant City Engineer

MAR 2 6 1985

THE CORPORATION OF THE CITY OF PORT COQUITLAM

#### MEMORANDUM

TO:

T. Chong, P. Eng.

Asst. City Engineer

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March 13th, 1985

FROM:

R.A. Freeman

City Clerk

c.c. F.E. Peters, P. Eng.

Re: Curbside Recycling of Newspaper.

With reference to your March 5th, 1985 memorandum concerning the above noted subject this will advise that when the same was placed before a special Council meeting held on March 11th, 1985 the following resolution was passed:

"That Council give approval in principle to the implementation of a Curbside Pickup Recycling Program for newspaper;

That subject to the execution of a satisfactory agreement, Council authorize the payment of \$2,000 to International Paper Industries to assist in the purchase of plastic bags needed for the Curbside Pickup Recycling Program and that such funds be taken out of the Environmental Protection Budget.

That Staff proceed with drafting an agreement with International Paper Industries for the provision of a Curbside Pickup Recycling Program for newspaper in Port Coquitiam."

RAF/dv

R.A. Freeman City Clerk

C-03/11/85

CITY OF PORT COQUITLAM ENGINEERING DEPT.

MAR 14 1985 FILE # Share Share

TO FROM DATE

file TC 21/3/83

MAR 2 5 1985

deli Committee

#### CONTRACT AGREEMENT

THIS AGREEMENT made this

day of

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BETWEEN

INTERNATIONAL PAPER INDUSTRIES LTD.

(herein called the Contractor)

OF THE FIRST PART

AND

THE CORPORATION OF THE CITY OF PORT COQUITLAM

(herein called the Municipality)

OF THE SECOND PART

#### WITNESSETH AS FOLLOWS:

- 1. In consideration of the sum of one dollar (\$1.00) now paid by the Municipality to the Contractor (the receipt of which is hereby acknowledged by the Contractor) and in consideration of the covenants hereinafter contained and to be performed on the part of the Municipality, the Contractor hereby agrees with the Municipality as follows:
  - a) To do the work on the terms and conditions herein contained in Schedules A, B & C to this agreement and within the time herein limited, and
  - b) to commence and actively proceed with the work on July 2, 1985 and continuing until July 1, 1990 with an option for a five year extension by mutual consent of the parties hereto. In this agreement, unless the context otherwise requires, Contract shall be construed to mean and include this agreement.
- 2. Whenever in this agreement, it is stipulated that anything shall be done or be performed by either of the parties hereto, it shall be assumed that such party has thereby entered, and such party does hereby enter into a covenant with the other party to do or perform the same.
- 3. This Contract may not be assigned by the Contractor without the consent of the Council of the Municipality.

MAR 2 6 1985

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IN WITNESS WHEREOF the corporate seals of The Corporation of the City of Port Coquitlam and International Paper Industries Limited have been hereunto affixed by their proper offices or directors in that behalf the day and year first above written.

ine corporate Seal of CITY OF PORT COQUITL <i>A</i> the presence of:		
Pr 030//00 0//		
		MAYOR
		CLERK
The Corporate Seal of INDUSTRIES LTD. was h presence of:	INTERNATIONAL PAF ereunto affixed in	PER the
		)

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#### SCHEDULE A - DEFINITIONS

#### 1. THE WORK

The work means the collection of all newspaper left at the curbside, supply of all necessary labour, tools, plastic bags, machinery, plant and equipment in connection therewith, and performance of all incidental and necessary work of collecting, removing and transporting newspaper left out by each customer, and including everything and anything to be done for the setting out, execution and fulfillment of this contract.

#### 2. NEWSPAPER

Newspaper means copies of daily, weekly or monthly publications and advertising flyers printed on newsprint, bond paper or glossy paper excluding phone books and magazines bound by glue.

#### 3. CURBSIDE

Curbside means within 2 meters of the edge of travelled roadway or lane where the normal garbage collection takes place.

#### 4. CUSTOMER

Customer is defined as the owner or occupier of a single family dwelling unit whose name and address appear on the list of properties as kept and maintained by The Corporation of the City of Port Coquitlam.

#### 5. TERM OF CONTRACT

Subject to Paragraph 2 of Schedule C of this Contract, the period of Contract shall be from July 2, 1985 to July 1, 1990.

#### 6. CITY ENGINEER

City Engineer means the City Engineer for the Municipality or his designated representative.

MAR 2 6 1985

#### SCHEDULE B - OPERATIONAL SPECIFICATIONS

#### 1. SCOPE OF WORK

The Contractor shall, in a good and workmanlike manner, remove all newspaper that is left out for pickup in The Corporation of the City of Port Coquitlam. All newspaper within the limits herein set out are to be picked up by the Contractor and become the property of the Contractor as soon as they are picked up.

#### 2. BASIC SERVICE

Curbside pickup of newspaper shall be on the same day that household garbage is picked up by City crews but on a bi-weekly basis. At the commencement of this Contract, a plastic bag as described herein is delivered by the Contractor to each customer for the purpose of placing into it newspaper intended for the Contractor. On every second regular garbage collection day, the Contractor shall pick up the plastic bag at the curbside, empty it, and leave a replacement plastic bag in a secure manner such that it will not be blown away.

Collections normally shall be made Monday through Friday commencing at 8:00 a.m. and shall be continuously pursued until no later than 6:00 p.m. except in the cases of unusual delay, emergency or equipment breakdown.

#### 3. PLASTIC BAGS

The design of the plastic bags used for the collection of newspaper under this Contract shall meet the approval of the City Council. The minimum thickness of these bags shall be 5 mil. In addition to being responsible for furnishing and delivering the plastic bags to all customers referred to in this Contract, the Contractor shall, at his cost, replace all badly damaged and lost bags during the period of this Contract.

#### 4. HOLIDAYS

The Contractor shall not be required to perform under the provisions of this Contract on any of the following public holidays namely:

New Years Day
Good Friday
Easter Monday
Queens' Birthday
Dominion Day
British Columbia Day
Labour Day
Thanksgiving Day
Remembrance Day
Christmas Day
Boxing Day

and any day appointed by the Proclamation of the Governor-in-Council as a holiday of general application throughout Canada, and any day appointed by Proclamation or Order of the Lieutenant Governor in Council as a holiday.

MAR 2 6 1985

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#### 5. PERMISSION TO DEFER COLLECTION SERVICE

Newspapers shall be collected and removed under all weather conditions and the only interruptions permitted shall be those resulting from Acts of God, strikes or as hereinbefore provided. In cases where areas of the Municipality may be affected by exceptional snow fall or flooding which may affect the contractor's ability to perform, service may be temporarily discontinued with the permission of the City Engineer. In every case where such discontinuance is permitted, the service shall be resumed as soon as the City Engineer is satisfied that the Contractor can perform and the Contractor shall thereupon resume the service and shall collect and remove all newspaper forthwith which may have accumulated during the period the service was discontinued.

#### 6. VEHICLE STANDARDS

- a) The Contractor shall use vehicles and equipment in conformity with the Vehicles Act of the Province of British Columbia and within the weight limits established by the Province and Municipality.
- b) All vehicles used shall be designed in such a manner as to prevent the discharge of newspaper and any other materials that may be collected while the vehicle is in transit.
- c) The Contractor shall supply a list of all equipment to be used in the execution of the Contract. This list is to be kept current at all times. He shall also indicate what arrangements will be made in case of breakdown of regular equipment.
- d) The Contractor shall give to the City Engineer prompt notice in writing of any damage done to public property by any vehicle of the Contractor with particulars of such damage and the cause thereof.

#### 7. TEMPORARY BACKUP

The Contractor shall provide for temporary backup for his normal service if it should fail through mechanical failure of equipment, personal health of employees or other reasons.

#### 8. FAILURE TO PERFORM

The Contractor will be required to post a performance bond in the amount of \$2,500 with the Municipality for the duration of the Contract. The Contractor agrees that if the work stated herein is not carried out in accordance with the terms of the Contract, the City may complete any portion of the work at the cost of the Contractor and deduct from the performance bond held by the City.

#### 9. GENERAL TERMS

- a) The Contractor shall exercise good public relations in carrying out his obligations under this Contract.
- b) All personnel engaged in the collection of newspaper shall conduct themselves in a courteous and polite manner and shall dress and groom themselves in a standard acceptable to the City Engineer.

MAR 2 6 1985

#### 9. GENERAL TERMS (Continued)

- The City Engineer may request the Contractor to suspend, reassign, discharge or take other disciplinary action against any of his employees or agents involved in performing the works or providing the service required under this Contract for any one or more of the following which may constitute an offence against and a breach of the terms and conditions of this contract when occurring during normal working hours or when the said employee or agent is performing any work or service under this Contract. Such requests are to be in writing stating the reasons for such disciplinary action.
  - i) Intoxication
  - ii) Use of foul, profane, vulgar or obscene language
  - iii) Solicitation of gratuities or tips from any person for services performed under this Contract
  - iv) Refusal to collect and/or handle newspaper
  - Wanton, or malicious damage or destruction of waste containers or receptacles or other private or public property.
  - vi) Wanton, malicious or deliberate scattering or spillage of newspapers or waste
  - vii) Willful negligent or reckless action and disregard of safety or sanitary requirements or regulations
  - viii) Any actions which may constitute a public nuisance or disorderly conduct
  - ix) Any conviction under the Criminal Code of Canada or the Offences Act of B.C. of any employee or agent of the Contractor for an act done in the course of his performance of work under this Contract.

The Contractor shall comply forthwith with each such request and shall satisfy the City Engineer that the employee or agent has been properly disciplined and has given assurance that the offence and breach shall not recur and that the said employee or agent has been removed from further involvement with work or service under this Contract so required.

d) Periodic inspections will be made by staff appointed by the City Engineer to verify that the service supplied by the Contractor is adequate in all respects. If deviation from the terms of the Contract exists, the Contractor will be notified in writing by the City Engineer. Upon notification the Contractor must proceed without delay to institute corrective measures. Such periodic inspections shall not relieve the Contractor in any way from making his own inspections, to ensure that the work is being performed under the Contract terms.

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#### 9. GENERAL TERMS (Continued)

- e) The Contractor shall supply and maintain a local office with a telephone service, to be attended by a competent representative at all times during normal business hours, to which all queries and complaints regarding newspaper collection in the Contract area may be directed. Complaints received must be rectified without delay to the satisfaction of the City Engineer.
- f) The Contractor shall maintain a log of all calls to include time of call, address of the calling party and the nature of the inquiry or complaint and any action to rectify the matter in question. The log shall be available for inspection at any time during the normal office hours by the City Engineer and a copy of the log sheets submitted monthly to the City Engineer.
- g) The Municipality shall not be responsible for towing charges or damages incurred by the Contractor as a result of road conditions. The Contractor and the City Engineer are to agree where there are any streets or lanes which could be in such a state of disrepair as to impede or prohibit the normal newspaper collection schedule.
- h) The Contractor shall at all times during the term of this Contractor be in possession of a valid and current City of Port Coquitiam Business Licence made out in its name and pertaining to the work being performed under this Contract.
- i) The Contractor alone, shall at all times be responsible for the safety of his employees in the work and service provided and for the safety, adequacy, efficiency and sufficiency of his plant, his machines, apparatus and equipment and his method of performing the work and providing the service under this Contract.
- j) The Contractor shall during the term of this agreement maintain Workers! Compensation Insurance in order to fully protect both its employees and the Municipality.
- k) The administration of the terms of this Contract shall be done by the City Engineer.
- The Contractor shall, upon request, make available to the Municipality his collection records including but not limited to daily tonnage, hours of operations and participation rates.

#### 10. COMPLAINTS

- a) The Confractor shall respond to complaints with dispatch and courtesy. He shall inquire fully into the nature and extent of the complaint and attempt to satisfy the problems within the obligations imposed upon him under this Contract and in the spirit of good public relations.
- b) Complaints that cannot be resolved within twenty-four hours shall be referred to the City Engineer or his representative for consideration.

MAR 2 6 1985

#### 11. PAYMENT

The Municipality shall make no payment whatsoever for the regular pickup of newspaper at the curbside by the Contractor under this Contract. However, a sum of two thousand dollars will be paid to the Contractor at the commencement of this Contract to assist the Contractor in purchasing the plastic bags required by each customer to place the newspapers into.

#### 12. EXPANSION OF BASIC SERVICE

When market conditions are such that it is economically viable to expand the basic service to include the curbside pickup of other recycleable material such as glass and metal, the Contractor shall include such material in their bi-weekly curbside pickup service when requested to do so by the Municipality no later than two months after such request in writing has been served upon the Contractor. Failure to do so after the two months period will consider a finite to the failure to the served upon the contractor.

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#### SCHEDULE C - GENERAL CONDITIONS OF CONTRACT

#### 1. PERFORMANCE BOND

The Contractor will be required to post a performance bond in the amount of \$2,500 with the Municipality for the duration of the Contract for the purpose as outlined in Clause 7 of Schedule B of this Contract. The bond is to be in the form of an irrevocable letter of credit or other form acceptable to the Municipality.

#### 2. INDEMNITY CLAUSE

The Contractor covenants to save harmless and effectually indemnify the Municipality against

- a) All actions and proceedings, costs, damages, expenses, claims and demands whatsoever and by whomsoever brought by reason of the performance by the Contractor of the terms of this Contract.
- b) All expenses and costs which may be incurred by reason of the execution of the said Contract resulting in damage to any property owned in whole or in part by the Municipality or which the Municipality by duty or custom is obliged, directly or indirectly, in any way or to any degree, to construct, repair or maintain.
- c) All expenses and costs which may be incurred by reason of liens for non-payment of labour or materials, Workers' Compensation assessments, Unemployment Insurance, Federal or Provincial Tax, check off.
- d) All actions and proceedings, costs, damages, expenses, claims and demands arising from the Contractor's trespass or damage to private property or properties owned by other persons than the Municipality.

#### 3. PUBLIC LIABILITY, PROPERTY DAMAGE, FIRE INSURANCE

Prior to any commencement of any work hereunder the Contractor shall obtain and maintain insurance policies acceptable to and approved by the Municipality. All insurance policies are to have the Municipality as a named insured. Copies of all insurance policies will have to be presented to the Municipality upon signing of the contract, and proof of annual renewal will be required during the term thereof. All insurance policies are also to contain a clause that they are non-cancellable without prior notification to the Municipality. The following insurance is required with limits not less than those shown:

a) Comprehensive Public Liability Insurance and Property Damage Insurance providing coverage up to one million dollars (\$1,000,000) inclusive against liability for bodily injury or death and/or damage to property on an all risk occurrence basis.

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- b) Motor Vehicle insurance for public liability and property damage providing coverage up to one million dollars (\$1,000,000) inclusive on owned, non-owned or hired vehicles.
- c) Completed operations coverage on all risk occurrence basis up to one million dollars (\$1,000,000) inclusive against liability or bodily injury, death and/or damage to property of others arising out of the existence of any conditions in the work when completed or any installation or repair operations during the period of 12 calendar months next ensuing after acceptance of the work by the Municipality.

#### 4. PATENTS AND/OR COPYR:GHTS

The Contractor shall pay all royalties, patent or copyright fees and hold and save the Municipality, its officers, agents, servants and employees harmless from liability of any nature of any kind, including costs and expenses for on or account of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, articles, or appliances manufactured for use in the performance of this Contract, including their use by the Municipality unless otherwise specified specifically stipulated in this Contract and if the Contractor shall fail to save harmless the Municipality, its officers, agents, servants and employees in manner aforesaid, any monies collected from the Municipality, its officers, agents, servant and employees by reason of such failure shall be charged to the Contractor.

#### 5. LAW APPLICABLE

This Contract shall be construed under and according to the laws of the Province of British Columbia, Canada.

#### 6. PERMITS, FEES, LICENCES, LAWS, NOTICE, ETC.

The Contractor shall apply for and pay for all necessary permits or licences required for the execution of the work. The Contractor shall give all necessary notices and pay all fees required by law and comply with all laws, ordinances, bylaws, rules and regulations relating to the work and the preservations relating to the work and the preservation of the public health and safety, and public and private property.

#### 7. FAILURE OF THE MUNICIPALITY TO TAKE ACTION NOT A WAIVER OF ITS RIGHTS

No action nor want of action on the part of the Municipality at any time to exercise any rights or remedies conferred upon it under this Contract shall be deemed to be waiver or the part of the Municipality of any of its said rights or remedies.

#### 8. ORAL AGREEMENTS

No oral instructions, objection, claim or notice by any party to the other shall change or modify any of the terms of obligations contained in any of the Contract documents and none of the provisions of the Contract documents shall be held to be waived or modified by reason of any act whatsoever, other than by an agreed waiver by modification thereof in writing.

NAR 2 6 1985

#### SERVICE OF NOTICES

Any notice, order, direction, request or other communication given by the Municipality to the Contractor under this Contract shall be deemed to be well and sufficiently given to the Contractor if the same be left at any office used by any Contractor, or be delivered to any of his officers, clerks, or servants, or be mailed in any post office addressed to the Contractor at the address mentioned in this Contract or at the Contractor's last known place of business. No responsibility will be accepted for oral instructions.

#### 10. ADVERTISING

The Contractor will undertake to inform all of the customers of the curbside newspaper collection service prior to commencement of the service. Initially a brochure explaining the service shall be delivered to every single-family residence in the Municipality which receives curbside garbage collection service. The Municipality will undertake to inform its residents in single family dwellings annually of the curbside newspaper collection service by inclusion of a statement which will be provided the service with the tax billings and in its Community Newsletter.

11. CHANGE IN REFUSE COLLECTION OPERATIONS

The Municipality undertakes to notify the Contractor of any substantial changes in the City operated refuse collection service which will affect the Contractor's work under this Contract.

#### 12. EXCLUSIVE FRANCHISE

During the term of this Contract the Municipality will not enter into any agreements(s) with other Contractors for curbside newspaper collection for single family residences nor will the Municipality give permission to any other agency to pick up newspaper left at the curbside.

#### 13. TERMINATION OF CONTRACT

Should the work specified in this Contract become economically not viable the Contract may be terminated by the Contractor upon serving two months' prior notice in writing to the Municipality. Similarly, the Contract may be terminated by the Municipality upon two months' prior notice in writing to the Contractor, in the event that the Contractor fails to comply with the conditions of this Contract.

2 ¢ 1985



#### Port Coq :: lam Energy Information / Action Centre

1915 Pitt River Road, Port Coquitiam, B.C. V3C 1R2 941-5411

#### PENULTIMATE ACTIVITY REPORT

FEBRUARY AND

MARCH 1 - 15th, 1985

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#### Activities By Project

#### 1.1. Internal Energy Management

- Municipal Recreation Facilities Seminar Thirty two people representing nine cities attended the all day seminar on February 20th. Listing of staff present sent out to city employees in attendance so they can contact each other in future.
- Environment Committee Brief report presented outlining Centre activities in residential energy conservation and municipal energy management. (see attached) THE CAMPAC !

Energy Savings: - City Hall HVAC (1 year): \$4,800 Computer Management System - Arena (5 mos.): \$7,000

Computer Management System - Pool (2 mos.): \$1,500

Waste Heat Recovery (5 mos.): \$1,800

#### 1.2. <u>Demand-Side Projects</u>

- Consultation New Construction - 19 Retrofit - 12 Other - 10
- School Carol visited Grade 6 class at Porter Elementary School. They saw "A Piece of Sunshine" film, B.C. Hydro displays and discussed Alternate Energy .
- Carol manned booth at District Professional Day. • Product Manual
- First draft completed. 110 building supply dealers and 80 distributors.
- Ventilation Product Showdown Six companies represented. Over 100 people attended. Out of town product reps.: Dara Bowser (Toronto); Bill Dyck (Saskatoon); Skip Dorchak (Denver).
- Breathing Easy Seminars 44 attended Abbotsford seminar on February 11th. One more scheduled for White Rock on March 25th.
- Construction Class Project Bruce gave presentation to 19 drafting/design students at Fraser Valley College on EE New Construction.



Energy, Mines and Énergie, Mines et Resources Canada Ressources Canada

The Corporation of the City of Port Coquitians MAR 2 6 1985

• Draftstop II Trained 3 draftstoppers and donation of remaining materials to Seniors Bureau.

#### 2.0. Media

- B.C. Place Home Show brochure distribution (Breathing Easy, Ventilation Product Showdown)
- Mailout to 700 people who had attended seminars re: "newsletter" on Centre closing, upcoming events and contacts.

  • Article Sunday News re: Centre closing.
- Article Consumer Focus re: Centre closing.
- Notice Vancouver Sun re: Ventilation Product Showdown
   Notice Vancouver Sun re: Breating Easy in White Rock

- Article Real Estate Weekly re: Breathing Easy in Abbotsford
  Ad Abbotsford, Sumas, Matsque News re: Breathin Easy in Abbotsford
- Ad Peace Arch News re: Breathing Easy in White Rock.

#### 3.0. <u>General</u>

- Bruce and Yvonne attended Al Koehli's R2000 opening.
- Grand closing planned for March 18th.
- Bruce and Yvonne inspected home with significant condensation damage, and recommended measures.
- Bruce is a new Daddy! Charla (61bs. 8oz.) and Marilyn are both healthy and home.

MAR 2 6 1985



## Port Coquitiam Energy Informatic. / Action Centre

1915 Pitt River Road, Port Coquitiam, B.C. V3C 1R2 941-5411

The specific objective of the Port Coquitlam Energy Information/Action Centre was two-fold:

1) to promote residential energy efficiency

2) to promote and assist the energy management program for the City of Port Coquitlam.

#### To Promote Residential Energy Efficiency

Centre staff have worked hard to establish the Centre as a credible resource in the field of residential energy efficiency. Several agencies and resources have supported the Centre through referrals and providing speakers for seminars (Canadian Home Builders, R2000 Program, B.C. Hydro, C.M.H.C., C.H.I.P.). Centre is known by many in the Lower Mainland, several people throughout B.C. and even a few in other parts of Canada and the U.S. Centre staff have worked with builders, designers, architects, trades, real estate people, studeats and homeowners through individual consultations (421), speaking engagements 14 (521), workshops 30 (648), visitors (1390), presentations and various committees.

#### Key Projects to be "Continued"

- Builder training programs in early 1984, were "taken over" by other groups, allowing Centre time to focus on homeowner marketting.
- HOTCAN COMPUTER HEAT LOSS CONSULTATIONS have proved very effective in analyzing various design alternatives. Two companies had been offering this service prior to our Centre's use; six companies will continue on a fee for service basis.
- Low Energy Home Marketting Seminars have demonstrated homeowner's interest in learning more about low energy new homes (140 participants so far). R2000 builder plans to continue holding these seminars in different cities in Lower Mainland.
- Welcome Wagon Bonnie Wright, the local Welcome Wagon representative, has been distributing energy conservation materials for several months now. It has been arranged that other groups (B.C. Hydro, Ontario Hydro, E.M.R.) will continue to send materials to Bonnie for distribution to the Port Coquitlam area.





### BUILDER NEWSLETTER ON ENERGY EFFICIENT CONSTRUCTION

A Lower Mainland architect has set up an advisory committee (including Centre staff) to assist in putting together a builder's newsletter with up-to-date information on energy techniques, book reviews, coming events and commentaries. To some extent this newsletter will "take over" the task of disseminating new information to builders and trades.

#### PRODUCTS MANUAL

There are several hard to find energy conserving products. The Centre is sponsoring the publication of a source list for B.C. which will assist homeowners, builders and building supply dealers in locating the products necessary to complete their energy conservation projects.

#### DRAFTSTOP II

After a successful Draftstop program for seniors in January through March of 1984, the Centre in 1985 supported a similar proposal by the New Westminster Seniors Bureau. As one of the Centre's final projects, Centre staff will be training the New Westminster staff and donating the materials leftover from the 1984 Draftstop to their project.

#### SCHOOL PROJECT

Several elementary classes have visited the Centre; others have had in-class presentations. Materials will be dispersed during a March professional day, and school materials remaining will be given to the District Resource Centre.

#### NEWSPAPER

Consumer Focus has published several articles written by Centre. Small collection of pamphlets and booklets will be given to newspaper as they have interest in continuing to publish energy conservation information.

Consumer Focus is possibly going to explore idea of copying the idea of a Product Showdown for other products after seeing the results of the Ventilation Product Showdown.

In summary, it appears that the private sector will to some extent, carry on some of the project ideas developed and tested by the Centre.

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2) To Promote and assist the Energy Management Program for the City of Port Coquitlam

The City has taken several energy measures:

- a) propane conversion
- b) energy saving lights on the arena
- c) Waste Heat Recovery System in the arena
- d) City Hall HVAC Retrofit measures
- e) Computer energy management systems in both the Hyde Creek and Port Coquitlam Recreation Centres.

Centre Staff have put together several reports:

- o Monitoring Energy Consumption
- o Waste Heat Recovery
- o Energy Conservation in New Construction
- o Port Coquitlam Recreation Centre Audit
- o Follow-up Report City Hall HVAC System Modification

A significant step facilitated by Centre staff will be an energy consumption data base for each of the major city buildings. This will benefit the City's Future Energy Measures by:

- o enabling City Staff to monitor energy consumption annually (or even seasonally or monthly)
- o establishing a base comparison should the City receive proposals from companies for reducing energy consumption (thereby enabling City to request guarantees)
- o making feasible the practice of requiring City Staff to produce payback projections and actual savings after retrofit measures.

Through two municipal seminars, several inter-city contacts have been established that should asist staff in problem-solving individual energy conservation projects.

Perhaps the one piece of information learned during the course of the project: energy conservation in buildings amounts to not much more than quality efficient building operations. With that perspective in mind, it is perhaps not too optimistic to hope that effective energy management will become not merely an isolated theoretical concept, but an every day practical part of building operations.

Part Coquitiam
Energy Information/Action Centre FEBRUARY 1985 DATE: TOTALS TOTALS VISITORS: 135 SPEAKING ENGAGEMENTS: TOURS: WORKSHOPS: PHONE CALLS: 20i MEETING ROOM USE: CONSULTATIONS: 30 QUESTIONS TOTALS QUESTIONS TOTALS CHIP SOLAR COSP CONTRACTORS RRAP OTHER BUSINESSES CHRP NEW HOUSE CONSTRUCTION 33 HYDRO LOAN COMPUTER SERVICES 27 HEATING REFERENCE MATERIAL INSULATION PRODUCT INFORMATION WINDOWS 16 COSTS/PAY BACKS CAULKING HOUSE SALE <u>/õ</u> WEATHERSTRIPPING DETUNARS 10 40 HEAT PUMPS THERMOGRAPHY HEAT EXCHANGERS CONDIGHS ATION GENERAL RETROFIT 14 WOOD FUEL SUPPLY WOOD STOVES

No 2 5 1985

### Port Coquitlam Energy Information/Action Centre

MONTH	VISITORS	TOURS	CONS IN-HOME	SULTATIONS E AT CENTRE	SPEAKING ENGAGEMENTS	WORKSHOPS	MEETING ROOM USE	ENERGY SHOWS
APRIL	64	<u>-</u>	_	4	-	1(83)	_	-
MAY	78		_	11	<del>-</del>	2(13)	2(19)	_
JUNE	47	1(4)	_	new - 11 other - 1	_	2(5)	Solar Week Displays	
JULY	42	_	-	new - 15 other - 6	_	_	<u>-</u> .	_
AUGUST	37	_		new - 10 other - 8			<u>.</u>	Pamphlets at
SEPTEMBER	47	1(3)	_	new - 16 cther - 8	1(25)		_	Pamphlets at Homeshow
OCTOBER	68	16(30)	_	new - 14 cther - 17	Ĭ(12)	2(120)	_	_
NOVEMBER	58	2(3)	_	new - 14 cther - 27	_	-	-	_
DECEMBER	44	_	new -0 other -2	new - 9 other -20	. 3(36)			
JANUARY	68	_	<del>-</del>	new - 5 other - 17	2(75)	2(21)	_	Pamphlets at R2000 Home Abbots
FEB RUARY	135	_	-	new - 13 other - 17	2(49)	2(75)	<u> </u>	Pamphlers at P.N Home Show and B.O Place Show
MARCH								
TOTALS:								

SUMMARY OF ACTIVITIES



## Energy Information / Action Centre

1915 Pitt River Road, Port Coquitlam, B.C. V3C 1R2 941-5411

## AIR-TO-AIR HEAT EXCHANGERS OR HEAT RECOVERY VENTILATORS

The trend today is to build a tighter home. A tighter home keeps heat in and cold air out. But a tight home also keeps stale air in and fresh outside air out.

Mechanically controlled ventilation systems (air-to-air heat exchangers or heat recovery ventilators) are designed to bring in fresh air to the home and to exhaust stale air to the outside. The incoming fresh air is "tempered" or warmed by heat from the outgoing air.

\* Technical Report Summary Heat Recovery Ventilator Testing: Preliminary Results, December 1984.

Preliminary testing has been done by the Ontario Research Foundation on some of the models available on the market. This information will be available in a brochure by the end of April or beginning of May 1985, from:

ENERGY, MINES AND RESOURCES CANADA #200 - 100 West Pender Street Vancouver, B.C. V6B 1R8

669-5949 or Toll Free 112-800-267-9563

\* PLEASE NOTE THAT CHANGES HAVE BEEN MADE TO SOME OF THESE PRODUCTS SINCE TESTING. CHECK BOTH THE MODEL NAME AND NUMBER.

For this evening's presentation, twelve manufacturers across Canada were invited to participate. The order of the six speakers will have been determined by draw. The speakers will question each other on their respective products. If time permits, the M.C. Willis Graham will question the speakers.

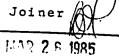
The Agenda for the evening is on the other side of this page. We hope you enjoy the evening!

Yvonne Kerr

Carol Pantalone

Bruce Joiner

March 7, 1985





Energy, Mines and Énergie, Mines et Resources Canada Ressources Canada

The Corporation of the Cityof Port Coquittam

#### A G E N D A

6:30 - 7:30 7:30 - 7:35	PRODUCT DISPLAY SHOW INTRODUCTION
7:35 - 8:10	PRODUCT AND SERVICES DESCRIPTION (5 MINUTES PER SPEAKER)
8:10 - 9:10	Speakers Debate
9:10 - 9:30	Final Word from Each Speaker ( 3 minutes per Speaker )
9:30 - 10:30	PRODUCT DISPLAY SHOW

SPEAKER	COMPANY	PRODUCT	
Michael Lucking	The Star Heat Exchanger Corporation	STAR	
Murray Ward	Extech Systems Ltd.	LIFEBREATH	
David Hill	Eneready Products Ltd.	VAN EE	
R. Ian Orr	Nutone Electrical	AIR-X-CHANGE	
Dara Bowaer	The Air Changer Company Ltd.	AIR CHANGER	
Bill Dyck	Zero Energy Products	HEAT-X-CHANGER	

MAF

MAR 2 8 1985

## Grand closing of the Coquitlam Energy Centre

So of the more districting pieces as an accommon term of the page week was an annothermal room of the common term of the common terms o



The Energy Centre in Port Cognitian his which we can enter a tender up to moon, February the Leible ire will be closing youn and when these gure have close out sale there is no fooling around. Best wis from Consumer to to all of you who make the Consumer to the life of the consumer to the consumer to

Africal heat; manager of the manager

perioncod hame renovator, will give to

relong. For more information copy to egister for these free programs, tele-

Rest Yancouver District Boy

Boouts will sponsor a sale of steer
manuse on March 9 and 10 at First
and Rentrew (Julian Tile parking lot),
Charge for the minimum purphase, a
Bo-pound bag, is \$2.50. Delivery will
be available for a nominal fee. Sale
State at 9 a.m. both days, for further
antiprimation, feelphone 299.0980,
731-9202 (days) or 254-6123 (eve-

The work of 12 European photo-graphers will be on display from Merch 11 to 16 at J. Hollingdale's Caradge Mall The photographs commissioned by Chilstoffa of

ion Addresinate

10 Min. Jonight and Iron 10 Canido S. p.m. Bun-day: Admission is \$4 to: acute and \$3 for seniors Attention allergy data derers A free seminal epopsared by the Port Cogultism: Energy Centre, called Breathing Easy in Low Energy Homes will be held March 25 from 7 to 8:30 p.m. at Sunhyside Conscionates mighty Hall, 1845 15the Surray (near downers town White Rock),

# Volume 6, Number 43 Friday, February 1, 1985

## Low energy seminar offers free advice

The construction of energy answer these questions and incentions has become troduce the concept to novices popular in British Columbia as joint projects of the government and the private sector have duttlams. Energy information empty tractive \$1.5 pp. 10 pp. 10





# GRAND CLOSING! Energy center up for sale in PoCo

The Port Coquitlam Energy Centre project will close its doors this March and someone will gain a comfortable home.

Upon closing, displays on residential energy efficiency and how to reduce home heat loss will be available to the public until Feb. 28.

Interested people can pick up a free draftender, a shower flow restrictor and enter a draw for a free Infrared Scan (worth

Information on how to submit a tender for the purchase of this renovated, energy efficient home will also be abailable, however, tenders close at noon Feb 28th. The Centre has had

hundreds of visitors over the past two years, with another 500 people attending seminars and workshops. Seminars have been held for homeowners, builders, specific trades and municipal staff and politi-

cians. Over 400 individual consultations have assisted homeowners, builders and trades with energy efficiency in existing homes and new energy efficient home

projects.
The City's Energy
Management programs
has involved three key projects: improvements to the HVAC system at City Hall, installation of a Waste Heat Recovery system at the Port Coquitlam Recreation

Centre and the installation of a Computer Energy Management system at both the Hyde Creek and Port Coquitlam Recreation Centres.

Centre staff Yvonne Kerr, Bruce Joiner and. Carol Pantalone invite you to visit during regular hours (Monday through Friday from 1-5 p.m.), during the evenings of Feb 25-28, or by appointment. The coffee pot is usually on. It helps



26 DAYS LEFT

Yvonne Kerr switches the sign at the energy house as Carol Pantalone and Bruce Joiner watch. See story above for details.



CONSUMBE FORMS SCENDAY MARCH 3/85

## On Home mprovements

## Your Hot Water System

This is the sixth in a series of articles presenting a systematic approach to saving energy in your home. The series is designed to show you how you can cut your existing heating costs by 30% with a series of low cost one day projects.

Your hot water tank is the second single largest energy user in your home. The suggestions that follow can add up to a significant reduction in your costs for hot water.

The first step is to check water temperature settings on your tank. A setting of 50°C (127°F) is sufficient for most household uses. A dishwasher is the only appliance which may require water warmer than this. Unless the unit is equipped with pre-heater, most manufacturers suggest a setting of 60°C (140°F).

If you have a dual element tank, B.C. Hydro suggests that the upper element be set about 10°C (18°F) cooler than the lower element. If in doubt, lower your tank and try it. If you find the temperature to be too low, the settings can be gradually raise.i until your requirements are met. In all cases remember to turn off the power to electric heaters before removing the cover plates to adjust the thermostat.

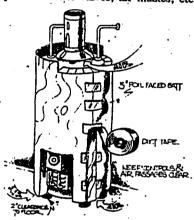
In addition to saving money, lowering your hot water temperature will also reduce the likelihood of any young family members accidently scalding themselves.

If you have a shower in your home, installation of a flow restrictor will help cut your energy costs. The restrictor will reduce water use by 25-50 while still providing a satisfying shower. They are relatively cheap, but sometimes hard to find. Check with your local B.C. Hydro office first, as some offices have free flow home, a low flow head (less than 13.6 are located in an unheated portion of your litres/minute or 3 gallons/minutes) will pro- home. vide the same reduction.

Check you faucets to ensure that none are leaking for lack of a 15 washer. You could be spending \$5-15 a year per faucet to heat your drain system!

water tanks is unnecessary because the heat escaping from the tank will warm their houses. While this lost heat is useful for a small portion of the year, it just doesn't make sense to lose control over the tank losses for the remainder of the year. Insulating your hot water tank will save you money.

Insulation wrap can either be purchased as a kit or consist of fibreglass batts taped around the tank and covered with a further wrap of polyethylene or other material. When wrapping oil or gas fired tanks, do not cover the top and never block the free flow of air at the top or bottom of the heater. The top of electric heaters can be covered, but do not insulate over the control covers or the main power cord. No matter which type of tank is being covered, use your common sense, i.e. don't touch cover controls, pressure relief valves, air intakes, etc.



The first 1-2 metres (3'-6') of hot water pipe can also benefit from a coat of insulation. You can use one of the commercial types (Snap On or Wrap) or use duct insulation cut into strips and taped at the seams. restrictors available for customers. If you Insulating the remainder of the hot water are considering installing a shower in your pipe runs is not usually justified unless they

All of the actions mentioned will help to keep your hot water costs to a minimum. A further reduction can also be made with minor lifestyle changes, such as turning your hot water tank off when you leave home for more than two days and the use of the cold water rinse cycle on your clothes

Courtesy - The Energy Centre,

MAR 26 198