

APPENDIX 7
PROFORMA AGREEMENTS AND APPROVAL FORMS

1. DEVELOPMENT APPROVAL FORM.
2. DEVELOPMENT PLAN CIRCULATION CORRECTION LIST.
3. DEVELOPMENT APPLICATION REFERRAL COMMENT.
4. DEVELOPMENT SERVICING AGREEMENT.
5. LAND DEVELOPMENT FINANCIAL TERMS AND CONDITIONS.
6. WARRANTY AGREEMENT.
7. FORM OF IRREVOCABLE LETTER OF CREDIT.
8. PROOF OF EXECUTION BY CORPORATION.
9. STATUTORY RIGHT-OF-WAY UTILITY AGREEMENT.
10. INSPECTION REPORT CROSS-CONNECTION AND BACKFLOW PREVENTION ASSEMBLY.
11. CROSS-CONNECTION CONTROL AND WATER SYSTEM PLAN REPORT.
12. CONFIRMATION OF PRIME CONTRACTORS SAFETY RESPONSIBILITIES.
13. CONSTRUCTION COMPLETION CERTIFICATE.
14. FINAL ACCEPTANCE CERTIFICATE.

END OF SECTION

DEVELOPMENT APPROVAL FORM

LOCATION _____ FILE ___ ASSIGNED CITY DRAWING NUMBER ___

THIS FORM AND ALL REQUIRED ITEMS MUST BE SUPPLIED IN ONE PACKAGE FOR APPROVAL OR THE PACKAGE WILL BE RETURNED TO THE ENGINEER FOR COMPLETION.

PROVIDED	REQUIRED	
1) ORIGINAL PLAN WITH ALL REQUIRED CHANGES OR CORRECTIONS COMPLETED.		
2) COPY OF CIRCULATION CORRECTION LIST WITH ALL REQUIRED ITEMS CHECKED OFF AS COMPLETED AND/OR A LETTER OF EXPLANATION FOR ANY ITEMS WHICH HAVE NOT BEEN CORRECTED		
3) LETTER OF CONFIRMATION OF ENGINEERING-CLIENT AGREEMENT		
4) DETAILED ESTIMATES FOR ALL WORK TO BE COMPLETED BY THE APPLICANT.		
5) COMPLETED FINANCIAL TERMS AND CONDITIONS FORM (FTC-1)		
6) PAYMENT IN FULL FOR WORK REQUIRED BY CITY FORCES		
7) LEGAL PLAN HAS BEEN DEPOSITED WITH THE APPROVING OFFICER (FOR SUBDIVISION)		
8) RIGHT-OF-WAY METES AND BOUNDS DESCRIPTION OR SUITABLY MARKED SEPIA OF THE LEGAL PLAN		
9) STATE OF TITLES, CERTIFICATES FOR ALL LOTS INCLUDED		
10) PRIVATE EASEMENTS - COPY OF EASEMENT DOCUMENT AND LAWYER'S OR NOTARY'S LETTER OF UNDERTAKING TO REGISTER SAME CONCURRENTLY WITH SUBDIVISION PLAN		
11) MATERIALS LIST CITY SUPPLIED		
12) SENIOR GOVERNMENT OR OTHER AGENCY APPROVALS		
13) COUNCIL APPROVAL FOR TREE REMOVAL OR OTHER		
14) OTHER		

CONSULTING ENGINEER _____ PHONE _____ FAX _____
 ADDRESS _____

PLEASE ADVISE YOUR CLIENT THAT DESIGN APPROVAL TAKES UP TO 10 WORKING DAYS FROM TIME OF COMPLETE SUBMISSION.

CITY OF PORT ALBERNI

DEVELOPMENT PLAN CIRCULATION CORRECTION LIST

Development Description: _____ City Drawing No. _____

Address/General Location: _____

The Development/Subdivision plans submitted for review on _____ have now been reviewed by affected City Departments and Agencies. The following changes or corrections are required.

	Completed
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

Please make the required changes and mark each completed above and return this form and the modified plans with the completed Development Approval Submission Form and any other items required in one package.



CITY OF PORT ALBERNI

DEVELOPMENT APPLICATION REFERRAL COMMENT

Property Description: _____

Address/General Location: _____

AGENCY:

- | | |
|---|---|
| <input type="checkbox"/> Fire Department | <input type="checkbox"/> RCMP |
| <input type="checkbox"/> Parks & Recreation | <input type="checkbox"/> Health Department |
| <input type="checkbox"/> BC Hydro | <input type="checkbox"/> Telus |
| <input type="checkbox"/> Terasen Gas | <input type="checkbox"/> Regional District |
| <input type="checkbox"/> Shaw Cable | <input type="checkbox"/> Engineering Department |
| <input type="checkbox"/> Ambulance Service | |
| <input type="checkbox"/> Other: _____ | |

COMMENTS:

RESPONSE SUMMARY

- | | |
|--|---|
| <input type="checkbox"/> Approval Recommended for Reasons Outlined | <input type="checkbox"/> Interests Unaffected by Bylaw |
| <input type="checkbox"/> Approval Recommended Subject to Conditions Outlined | <input type="checkbox"/> Approval Not Recommended Due to Reasons Outlined |

Signed: _____ Date: _____

Title: _____

DEVELOPMENT SERVICING AGREEMENT

FILE _____

THIS AGREEMENT IS MADE IN DUPLICATE THE _____ DAY OF _____ 20__.

BETWEEN: **THE CITY OF PORT ALBERNI**
4850 Argyle Street
Port Alberni, B.C.
V9Y 1V8

(hereinafter called "the City")
of the first part.

AND:

(hereinafter called "the Owner")
of the second part.

WHEREAS:

- A. The owner proposes to develop the lands described for the purpose of this agreement as:

- B. Before a plan of subdivision of the said lands will be approved by the Approving Officer of the City, or a building permit issued, all works and services required to be constructed and installed at the expense of the Owner pursuant to the provisions of the Subdivision and Development Bylaw, or Building and Plumbing Bylaw, shall be constructed and installed, unless the Owner enters into an agreement with the City to construct and install the works and services by a specified date or forfeit the amount secured by a bond to be deposited by the Owner with the Municipality.

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the premises and the terms and conditions hereinafter contained, the parties hereto covenant and agree as follows:

1. In this agreement the term "the services" means those works and services shown on City design drawing No. _____, as approved by the the City Engineer, and listed on the Financial Terms and Conditions form for said drawing to be constructed and installed at the expense of the Owner.

2. The Applicant shall forthwith deposit with the City Engineer a bond, in the form of cash, certified cheque or Letter of Credit, for 100% of the amount of the estimated cost of installing and paying for the services as listed on the Financial Terms and Conditions form as a guarantee of the faithful and diligent performance of the construction and installation of the services.
3. The owner shall, at his own expense, complete the construction and installation of the services prior to occupancy of a building, in the case of services required pursuant to the "Building and Plumbing Bylaw" or by no later than nine months from the date of registration of the Owner's plan of subdivision, in the case of services required pursuant to the "Subdivision Bylaw", to the satisfaction of the City Engineer, failing which the amount secured by the bond shall be forfeited and be used to have the services completed by the City to the satisfaction of the Municipal Engineer and in such case the Owner will be charged the actual cost required to complete the services.
4. Nothing contained in this agreement shall be deemed to impose upon the City an obligation to issue building permits for any construction on land within a subdivision until the services are installed and approved or to sanction or permit any breach of or deviation from the City's bylaws, regulations or standards.
5. Where a Letter of Credit, including an extension of a Letter of Credit, has an expiry date, the owner shall, by no later than one week prior to the expiry date, deliver to the City Engineer a one-year extension of the Letter of Credit, in default of which the City Engineer may, at his option, draw the outstanding balance of funds secured by the Letter of Credit.
6. Where cash or a certified cheque is given, the City shall deposit the cash or certified cheque in an interest bearing account and will return seventy-five per cent of any interest earned. Twenty-five percent of any interest shall be retained by the City for administrative costs.
7. Upon approval of the installation of services, the Letter of Credit will be reduced and/or the cash deposits returned. At that time this agreement will terminate for the service(s) approved and the Warranty Agreement becomes effective.
8. This agreement shall be binding upon and shall ensure to the benefit of the parties hereto and their respective executors, administrators, successors and assigns.

IN WITNESS WHEREOF the Applicant and the City have caused these presents to be executed this _____ day of _____, 20__.

SIGNED, SEALED AND DELIVERED BY)
the Applicant in the presence of:)

_____)

_____)

_____)

Occupation)
(For use where the owner is an)
individual or partnership))

THE COMMON SEAL OF THE APPLICANT)
was affixed in the presence of:)

_____)

Title _____)

(seal)

_____)

Title _____)
(For use where the Applicant is an)
incorporated company or society)

THE CORPORATE SEAL OF THE CITY OF)
PORT ALBERNI was hereunto affixed)
in the presence of:)

_____)
Mayor)

_____)
Clerk)

(seal)

CITY OF PORT ALBERNI - LAND DEVELOPMENT
FINANCIAL TERMS AND CONDITIONS

FORM (FTC-1)

APPLICANT: _____
 ADDRESS: _____
 CONSULTING ENGINEER _____
 ADDRESS: _____

FILE NUMBER
 PORT ALBERNI

RE: FINANCIAL TERMS AND CONDITIONS FOR CONSTRUCTION OF ROAD, DRAIN, SEWER,
 WATERMAIN, U/G POWER/TELEPHONE ETC. ON: _____

CONDITIONS

FINANCIAL TERMS SEPARATE CHEQUES ARE REQUIRED FOR ITEMS 1 & 2

1. DEPOSITS

TO BE MADE BY CASH OR CERTIFIED CHEQUE IF TOTAL DEPOSIT IS \$3,000 OR
 LESS, OR AN IRREVOCABLE LETTER OF CREDIT IS ACCEPTABLE WHERE THE TOTAL
 DEPOSIT IS IN EXCESS OF \$3,000. THE FOLLOWING WORK MUST BE CONSTRUCTED
 BY THE APPLICANT AT HIS EXPENSE.

CONSULTING ENGINEER'S ESTIMATE

A.	ROAD WORKS, PREPARATION, CONSTRUCTION, CB'S -----	\$
B.	STORM DRAIN, INCLUDING CONNECTIONS -----	\$
C.	SANITARY SEWER, INCLUDING CONNECTIONS -----	\$
D.	WATERMAIN, INCLUDING PROVISIONAL CONNECTIONS -----	\$
E.	HYDRO/TEL -----	\$
F.	OTHER -----	\$
	-----	\$
	-----	\$
	-----	\$
	-----	\$
	-----	\$

DEVELOPMENT SERVICING DEPOSIT = 100% OF COST SERVICES \$ _____
 WARRANTY DEPOSIT = 5% COST OF SERVICES \$ _____
 TOTAL COST SERVICES \$ _____

2. PAYMENTS

TO BE MADE BY SEPARATE CHEQUE OR CASH. THE FOLLOWING WORKS WILL BE INSTALLED OR CARRIED OUT BY MUNICIPAL FORCES AT THE APPLICANT'S EXPENSE.

AMOUNT REQUIRED WILL BE BASED ON CURRENT FEES SET IN CITY FEES AND CHARGES BYLAW OR COSTS ESTIMATED FOR THE WORK BY THE CITY ENGINEER WHERE SUCH FEES DO NOT APPLY.

STANDARD WATER SERVICE CONNECTION -----

STANDARD STORM SEWER CONNECTION -----

STANDARD SANITARY SEWER CONNECTION -----

TOTAL PAYMENT
REQUIRED \$ =====

DATE: _____

K.M. WATSON, P.ENG., CITY ENGINEER

WARRANTY AGREEMENT

FILE _____

THIS AGREEMENT IS MADE IN DUPLICATE THE ____ DAY OF ____ 20__.

BETWEEN: **THE CITY OF PORT ALBERNI**
4850 Argyle Street
Port Alberni, B.C.
V9Y 1V8

(hereinafter called "the City")
of the first part.

AND:

(hereinafter called "the Applicant")
of the second part.

WHEREAS:

- A. The applicant has entered into an agreement with the City to provide services for a subdivision or development of the lands described for the purpose of this agreement as:

- B. Before a plan of subdivision of the said lands will be approved by the Approving Officer of the City, or a building permit issued, the Applicant must enter into an agreement with the City to Warranty the works constructed and installed or forfeit the amount secured by a bond to be deposited by the Applicant with the City.

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the premises and the terms and conditions hereinafter contained, the parties hereto covenant and agree as follows:

- 1. In this agreement the term "the services" means those works and services shown on Port Alberni design drawings No. _____, as approved by the City Engineer and listed on the Financial Terms and Conditions form for said drawing to be constructed and installed at the expense of the Applicant.
- 2. The City shall not assume responsibility for services installed under this agreement until satisfactory "as-built" drawings are delivered to the City Engineer and the Applicant has provided a bond in the form of cash, certified cheque or letter of credit is deposited with the City Engineer in the amount of five percent (to a minimum of Five Hundred Dollars), of the estimated construction cost of the services as shown on the Financial Terms and Conditions Form, as a guarantee of faithful and diligent performance in rectifying any deficiencies in design, materials and workmanship that may arise in connection with the services during the twelve months next following the assumption of responsibility for the services by the City.
- 3. Any deficiencies in design, materials or workmanship that may arise in connection with the services during the twelve months next following the assumption of responsibility for the services by the City shall be rectified by the Applicant at his own expense and to the satisfaction

of the City Engineer. If the Applicant fails after notice from the City to rectify any such deficiencies to the satisfaction of the City Engineer, the City may rectify such deficiencies and pay the cost thereof out of the bond referred to in the preceding paragraph. If the cost of rectifying such deficiencies is greater than the amount of the bond, the Applicant shall pay such excess amount to the City. Where a deficiency in the service creates a danger to the public, the City may rectify the deficiency without giving prior notice to the owner and pay the cost thereof out of the bond and charge the owner for any excess cost.

4. Where a Letter of Credit, including an extension of a letter of Credit, has an expiry date, the Applicant shall, by no later than one week prior to the expiry date, deliver to the City Engineer a one-year extension of the Letter of Credit, in default of which the City Engineer may, at his option, draw the outstanding balance of funds secured by the Letter of Credit.
5. Where cash or a certified cheque is given, the City shall deposit the cash or certified cheque in an interest bearing account and will return seventy-five per cent of any interest earned. Twenty-five percent of any interest shall be retained by the City for administrative costs.
7. Upon approval of the services(s) at the end of the twelve month period, any unused portion of the Letter of Credit will be released and/or any balance of cash deposits will be returned and this agreement will terminate.
8. This agreement shall be binding upon and shall ensure to the benefit of the parties hereto and their respective executors, administrators, successors and assigns.

IN WITNESS WHEREOF the Applicant and the City have caused these presents to be executed this ____
_ day of _____, 20__.

SIGNED, SEALED AND DELIVERED BY)
the Applicant in the presence of:)

_____)

_____)

_____)
Occupation)
(For use where the Applicant is an)
individual or partnership))

THE COMMON SEAL OF THE APPLICANT)
was affixed in the presence of:)

_____)

Title _____)

(seal)

_____)

Title _____)
(For use where the Applicant is an)
incorporated company or society))

THE CORPORATE SEAL OF THE CITY OF)
PORT ALBERNI was hereunto affixed)
in the presence of:)

_____)
Mayor)

_____)
Clerk)

(seal)

FORM OF IRREVOCABLE LETTER OF CREDIT

Date: _____

Bank: _____

The City of Port Alberni
4850 Argyle Street
Port Alberni, B.C.
V9Y 1V8

Dear Sir:

Re: Irrevocable Letter of Credit No. _____

Upon the instructions of _____ (The "Developer") we hereby establish in your favour our irrevocable credit for the sum of _____ dollars in Canadian currency. This credit shall be available to you on demand by sight drafts drawn on the Bank of _____ when supported by your written demand for payment made upon us.

This Letter of Credit is required in connection with a undertaking by the Developer to perform certain works and services required by you.

We undertake not to refuse to honour any sight draft that you present to use for payment under this Letter of Credit.

You may make partial drawings or full drawings at any time.

We shall honour your demand without enquiring whether you have a right as between yourself and the Developer.

This Letter of Credit shall remain in force until 12:00 a.m., _____, 20__.

Bank of _____

(Authorized Signature)

**STATUTORY RIGHT OF WAY
UTILITY AGREEMENT**

LAND TITLE ACT
FORM C

(Section 219.81)

Province of
British Columbia

GENERAL INSTRUMENT – PART 1

(This area for Land Title Office use)

PAGE 1 of __ pages

1. APPLICATION: (Name, address, phone number and signature of applicant, applicant's solicitor or agent)

2. PARCEL IDENTIFIER(S) AND LEGAL DESCRIPTION(S) OF LAND:*

(PID)

(LEGAL DESCRIPTION)

3. NATURE OF INTEREST:*

DESCRIPTION

DOCUMENT REFERENCE
(page and paragraph)

PERSON ENTITLED TO INTEREST

4. TERMS: Part 2 of this instrument consists of (select one only)

- (a) Filed Standard Charge Terms D.F. No.
- (b) Express Charge Terms Annexed as Part 2
- (c) Release There is no Part 2 of this instrument

A selection of (a) includes any additional or modified terms referred to in item 7 or in a schedule annexed to this instrument. If (c) is selected, the charge described in item 3 is released or discharged as a charge on the land described in Item 2.

5. TRANSFEROR(S):*

6. TRANSFEREE(S): (including postal address(es) and postal code(s))*

7. ADDITIONAL OR MODIFIED TERMS:*

8. EXECUTION(S):** This instrument creates, assigns, modifies, enlarges, discharges or governs the priority of the interest(s) described in item 3 and the Transferor(s) and every other signatory agree to be bound by this instrument, and acknowledge(s) receipt of a true copy of the filed standard charge terms, if any.

Execution Date

Officer Signature(s) Party(ies) Signature(s)

Y	M	D
---	---	---

OFFICER CERTIFICATION:

Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the Evidence Act, R.S.B.C. 1979, c. 116, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the Land Title Act as they pertain to the execution of this instrument.

* If space insufficient, enter "SEE SCHEDULE" attach schedule in Form E.

** If space insufficient, continue executions on additional page(s) in Form D.

THIS INDENTURE made the day of , A.D.

BETWEEN:

(hereinafter called "the Grantor")
OF THE FIRST PART

AND:

(hereinafter called "the Grantee")
OF THE SECOND PART

WHEREAS
owner of

is the registered

AND WHEREAS the Grantee desires, for the purpose of constructing a
to lay down pipe
through the aforesaid lands of the Grantor;

AND WHEREAS the Grantee has requested the Grantor to grant and the Grantor has agreed to grant to the Grantee an easement by way of right-of-way on, over, along, under and within all and singular that certain piece, parcel or tract of land and premises situate, lying and being in the City of Port Alberni, in the Province of British Columbia, and more particularly known and described as:

Subject to the conditions hereinafter set forth:

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the premises and covenants hereinafter contained and the sum of One Dollar (\$1.00) (the receipt whereof is hereby acknowledged) the Grantor does grant to the Grantee the full and free right-of-way and liberty to the Grantee, its servants, agents and licensees on, over, along, under and within all and singular, that certain piece, parcel or tract of land and premises situate,

lying and being in the City of Port Alberni, in the Province of British Columbia and more particularly known and described as:

shown outlined by heavy line on Plan _____ for the purpose of laying down _____ of such size and construction as the Grantee may deem necessary within and under the above lands of the Grantor in this paragraph described, in such manner as the Grantee may deem advisable and necessary for the purpose of constructing a

AND to enter upon and pass and repass over and upon the above described lands from time to time to inspect, alter, amend, repair, maintain and safeguard from damage the said

AND TO HAVE AND TO HOLD the said right-of-way with appurtenances thereto unto the use of the Grantor, its successors and assigns to and for its and their sole and only use forever.

1. THE GRANTEE HEREBY COVENANTS WITH THE GRANTOR that:

(a) Subject to the right of user of the Grantee aforesaid, and the provision herein, the Grantor shall be entitled to use and enjoy the said land over which the right-of-way is granted in all respects as of its former estate, except that he shall in no event erect any building or permanent structure on the land herein affected without the written permission of the Grantee.

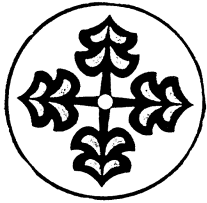
(b) It will pay the Grantor the value of any crops or other property of the Grantor that may be destroyed or damaged at any time by its entry upon and use of the said lands pursuant to the terms hereof.

(c) It will indemnify and save harmless the Grantor and reimburse the Grantor for all loss, costs, damages and expenses which may be incurred by the Grantor or for which the Grantor may become liable by reason of its existence, maintenance or use of the said

(d) It will do all acts and things by these presents authorized to be done by it upon or affecting the lands of the Grantor in good and workmanlike manner so as to cause no unnecessary damage or injury to the said lands and premises.

2. **THE GRANTOR HEREBY COVENANTS WITH THE GRANTEE**, that the Grantee, having duly performed all of its covenants herein and not being in default hereunder, may peaceably hold and enjoy the rights and liberties hereby granted without any interruption of the part of the Grantor or any person or persons lawfully claiming under him.

3. **THIS AGREEMENT** shall enure to the benefit of all and shall be binding upon the parties hereto, their respective heirs, successors, executors, administrators and assigns.



CITY OF PORT ALBERNI

ENGINEERING DEPARTMENT

Inspection Report Cross-Connection and Backflow-Prevention Assembly

Name of Owner _____

Mailing Address _____

Name of Premises _____

Street Address _____

Location of Assembly _____ Install Date _____

Type of Assembly _____ Manufacturer _____ Size _____

Model Number _____ Serial Number _____

Tested by (Firm Name) _____ Licensed Tester's Number _____

Business Address _____ Telephone _____

Date of Test _____ Fault _____

Reason for Failure (if apparent) _____

Maintenance _____

Date of Retest _____

I certify that I have tested the above assembly and that it meets the performance requirements of the City of _____

(Signature Licensed Tester)

Line Pressure at Time of Test _____ psi. Drop Across Check Valve 1 _____ psid.

	Check Valve 1	Check Valve 2	Differential Pressure Relief Valve
Initial Test	1. Leaked _____ RP _____ psid 2. Closed Tight _____	1. Leaked _____ 2. Closed Tight _____	1. Opened at _____ psid reduced pressure 2. Did Not Open _____
R E P A I R S	_____ Cleaned: _____ Replaced: _____ Disc _____ Spring _____ Guide _____ Pin Retainer _____ Hinge Pin _____ Seat _____ Diaphragm _____ Other, Describe _____ _____ _____	_____ Cleaned: _____ Replaced: _____ Disc _____ Spring _____ Guide _____ Pin Retainer _____ Hinge Pin _____ Seat _____ Diaphragm _____ Other, Describe _____ _____ _____	_____ Cleaned: _____ Replaced: _____ Disc, Upper _____ Disc, lower _____ Spring _____ Diaphragm, large _____ upper _____ lower _____ Diaphragm, small _____ upper _____ lower _____ Spacer, lower _____ Other, describe _____
Final Test	RP _____ psid Closed Tight _____	Closed Tight _____	Opened at _____ psid reduced pressure

Remarks: _____



CITY OF PORT ALBERNI
ENGINEERING DEPARTMENT

Cross-Connection Control and Water System Plan Report

Name of Owner _____

Address _____

Name of Premises _____

Address _____

Mechanical Designer _____

Address _____

Location of Assembly _____ Installation Date _____

Assembly

Type _____

Manufacturer _____

Model _____

Size _____

Serial Number _____

Plan Examination Remarks

Plan Examiner

Inspector's Report

Inspector

Forward Copy to the
Cross-Connection Control Officer

**CONFIRMATION OF PRIME CONTRACTOR'S MAIN RESPONSIBILITIES UNDER THE WCB'S
OCCUPATIONAL HEALTH AND SAFETY REGULATIONS AND WORKERS COMPENSATION ACT**



NAME OF PROJECT: _____

OWNER: _____

CONTRACTOR: _____

CONSULTING ENGINEER: _____

DESCRIPTION OF RESPONSIBILITIES	YES	NO
The Contractor acknowledges appointment as Prime Contractor on the project noted above.		
The name of the Prime Contractor's Qualified Coordinator of occupational health and safety activities for this project has been submitted to the Owner and is as shown below.		
The Prime Contractor understands that in any conflict of directions, WCB OHS Regulations and/or the Workers Compensation Act shall prevail.		
The Prime Contractor understands and will direct that all supervisors/coordinators must immediately report any apparent conflict as described above.		
The Prime Contractor agrees that their supervisor shall immediately notify the Consulting Engineer's representative of any reported conflict.		
The Prime Contractor has requested and received information from the Owner regarding any known hazards to the health and safety of persons pre-existing at the workplace.		
The Prime Contractor has conducted an inspection of the workplace to verify the presence of any hazards.		
The Prime Contractor will communicate hazards information to any persons who may be affected and ensure that appropriate measures are taken to effectively control or eliminate the hazards.		
The Prime Contractor accepts that written documentation such as notes, records, inspections meeting minutes, etc. on all health and safety issues must be available upon request to the Owner's representative and/or to a WCB officer at the workplace.		
The Prime Contractor will confirm that all workers are suitably trained and competent to perform the duties for which they have been assigned.		
The Prime Contractor confirms that safety orientation of all new workers will be conducted.		
The Prime Contractor's written Safety Program has been provided to the Owner's representative.		
The Prime Contractor confirms that meetings to exchange information on any safety issues, concerns, hazards or safety directives will be conducted weekly, or more often if required.		
The Prime Contractor confirms that before the commencement of work, crews will attend a daily crew safety meeting.		
The Prime Contractor confirms that their supervisor has assessed and will coordinate the workplace first-aid requirements.		
The Prime Contractor confirms that the procedure to transport injured workers is established.		

PRIME CONTRACTOR REPRESENTATIVE'S NAME: _____ TITLE: _____ SIGNATURE: _____ DATE: _____
PRIME CONTRACTORS OH&S COORDINATOR NAME: _____ TITLE: _____ SIGNATURE: _____ DATE: _____
CONSULTING ENGINEER REPRESENTATIVE'S NAME: _____ TITLE: _____ SIGNATURE: _____ DATE: _____
OWNER REPRESENTATIVE'S NAME: _____ TITLE: _____ SIGNATURE: _____ DATE: _____



CITY OF PORT ALBERNI - ENGINEERING DEPT
FINAL INSPECTION & CONSTRUCTION COMPLETION CERTIFICATE

PROJECT: _____

DRAWING #s _____

CONSULTANT: _____ CONTRACTOR: _____

FINAL INSPECTION Date: _____ Consultants Rep: _____

Contractors Rep: _____ City Inspector: _____

Number of Deficiencies

	Description	Date Corrected	Inspectors Initials
1			
2			
3			
4			
5			

Attach Additional Sheets if needed

AS BUILT DRAWINGS Date Submitted: _____ Stamped By: _____ P.Eng

Number of Corrections

	Description	Date Corrected	Inspectors Initials
1			
2			
3			
4			
5			

Attach Additional Sheets if needed

WARRANTEE Agreement Executed: Warrantee Expiry Date: _____

Security LOC Received: Amount of Security: \$ _____

COMPLETION CERTIFIED Date: _____

Deficiencies Corrected: _____

City Inspector Ken Watson P.Eng City Engineer



**CITY OF PORT ALBERNI - ENGINEERING DEPT
FINAL INSPECTION DEFICIENCY LIST (CONTINUED)**

PROJECT: _____

DRAWING #s _____

CONSULTANT: _____ CONTRACTOR: _____

FINAL INSPECTION Date: _____ Consultants Rep: _____

Contractors Rep: _____ City Inspector: _____

	Deficiencies	Date Corrected	Inspectors Initials
6			
7			
8			
9			
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11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			



**CITY OF PORT ALBERNI - ENGINEERING DEPT
AS BUILT DRAWING CORRECTION CHECKLIST (CONTINUED)**

PROJECT: _____

DRAWING #s _____

CONSULTANT: _____ **STAMPED BY:** _____ P.Eng

Date: _____ **Reviewed By:** _____

	Correction Description	Date Corrected	Inspectors Initials
6			
7			
8			
9			
10			
11			
12			
13			
14			
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