



## **DISTRICT OF HUDSON'S HOPE**

### **AGENDA**

Council Chambers

Monday, May 11, 2015 at 6:00 PM

**1. Call to Order:**

**2. Notice of New Business:**

Mayor's List

Councillors Additions

CAO's Additions

**3. Adoption of Agenda by Consensus:**

**4. Declaration of Conflict of Interest:**

**5. Adoption of Minutes:**

M1 April 7, 2015 Special in Camera Council Meeting Minutes

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M2 April 27, 2015 Regular Council Meeting Minutes

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**6. Business Arising Out of the Minutes:**

**7. Delegations:**

**8. Staff Reports:**

SR1 Hudson's Hope Historical Society 2015 Funding

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SR2 Hudson's Hope Public Library 2015 Funding

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SR3 Volunteer of the Year Nominations Internet Campground Reservation Policy

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SR4 Crown Land Amendment Application File 8010723

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SR5 Actions and other Updates

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**9. Bylaws:**

B1 Subdivision and Development Servicing Bylaw No. 848, 2015

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B2 Financial Plan Bylaw No. 849, 2015

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B3 Tax Rates Bylaw No. 850, 2015

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**DISTRICT OF HUDSON'S HOPE**  
**SPECIAL IN-CAMERA COUNCIL MEETING MINUTES**

**Council Chambers**  
**Tuesday, April 7, 2015**  
**5:00 p.m.**

Minutes of the In-Camera Meeting of the Council of the District of Hudson's Hope, held in the Council chamber of the Municipal Office on Tuesday, April 7, 2015.

**Those present at the commencement of the meeting:**

**Council:**       **Mayor: Gwen Johansson**  
                  **Councillor: Kelly Miller**  
                  **Councillor: Nicole Gilliss**  
                  **Councillor: David Heiberg**  
                  **Councillor: Caroline Beam**  
                  **Councillor: Travous Quibell**  
                  **Councillor: Heather Middleton**

**Staff:**           **CAO: Tom Matus**

**1. Call to Order:**

*Motion to close the meeting Pursuant to the Community Charter Section 90 2. (b)*  
Mayor Gwen Johansson called the meeting to order at 5:07pm

**2. Notice of New Business:**

No new business declared.

**3. Adoption of Agenda by Consensus:**

Agenda adopted by consensus.

**4. Declaration of Conflict of Interest:**

None declared.



**REGULAR COUNCIL MEETING**  
**April 27, 2015**  
**6:00 P.M.**  
**MUNICIPAL HALL COUNCIL CHAMBERS**

**Present: Council:** Mayor Gwen Johansson  
Councillor Dave Heiberg  
Councillor Nicole Gilliss  
Councillor Kelly Miller  
Councillor Heather Middleton  
Councillor Caroline Beam

**Staff:** CAO, Tom Matus  
Deputy Clerk, Laurel Grimm  
Director of Protective Services, Robert Norton  
Intern, Devon Flynn

**Absent:** Councillor Kelly Miller

**Other:** 7 in gallery

**1. CALL TO ORDER:**

The meeting was called to order at 6:02 p.m. with Mayor Johansson presiding.

**2. NOTICE OF NEW BUSINESS:**

**Mayors Additions:**

Mayor Johansson included an email from Chief Rolland Wilson and a PRRD update under New Business.

**Council Additions:**

Councillor Heiberg included a Council Report on the EMBC Elected Officials Workshop under Councillor Reports.

Councillor Gilliss included Staff Appreciation under New Business.

**CAO Additions:**

Tom Matus included Agenda Additions SR3.

**3. ADOPTION OF AGENDA BY CONSENSUS:**

The April 27, 2015 Regular Council meeting agenda was adopted by consensus.

**4. DECLARATION OF CONFLICT OF INTEREST:**

None

8. **STAFF REPORTS:**

SR1 **Action and Other Updates by CAO**

Tom Matus, CAO, gave a synopsis of the report.

Staff to submit a report to Council on the cost and process for local improvement projects.

**RESOLUTION NO. 87**

M/S Councillors Quibell/Heiberg

THAT:

"Council strike a Public Works Committee with Councillor Quibell as chair and Councillor Gilliss as co-chair."

**CARRIED**

- First item of business for the Public Works Committee is to be the Thompson Subdivision Local Improvement Project,
- Councillor Beam to read the Vegetation and Wildlife Mitigation and Monitoring Plan from BC Hydro and report back to Council.

(7:30 p.m. Councillor Gilliss left the room)

- PRGT: Waiting on Legal.

(7:34 p.m. Councillor Gilliss entered the room)

**RESOLUTION NO. 88**

M/S Councillors Quibell/Heiberg

THAT:

"Council schedule a Special Council Meeting to discuss the 2015 budget and an In-Camera meeting on Friday, May 1<sup>st</sup> at 1:00 p.m."

**CARRIED**

SR2 **Clubs and Organizations: Financial Assistance Grants 2015**

Friends of Hudson's Hope

**RESOLUTION NO. 89**

M/S Councillors Quibell/Gilliss

THAT:

"Approval be granted to the Friends of Hudson's Hope for their grant request of \$5,000.00"

**CARRIED**

Hope for Health

**RESOLUTION NO. 90**

M/S Councillors Heiberg/Beam

THAT:

"Approval be granted to Hope for Health for their grant for the use of Municipal chairs, tables, garbage cans and transportation."

**CARRIED**

Recreation Society of Hudson's Hope

**RESOLUTION NO. 91**

M/S Councillors Quibell/Heiberg

THAT:

"Council approve the 2015 Grant request from the Recreation Society of Hudson's Hope for \$5,000.00"

**CARRIED**

Opposed Councillor Gilliss

Hudson's Hope School – Climbing Wall at School

RESOLUTION NO. 97

M/S Councillors Middleton/Quibell

THAT:

"Approval be granted in the amount of \$10,000.00 for the Climbing Wall at the Hudson's Hope School contingent on all other funding is raised prior to the grant being released."

AMENDED

M/S Councillors Gilliss/Heiberg

That:

"Contingent on a public use framework being established."

CARRIED

"Approval be granted in the amount of \$10,000.00 for the Climbing Wall at the Hudson's Hope School contingent on all other funding is raised prior to the grant being released contingent on a public use framework being established."

CARRIED

Hudson's Hope Ski Association

RESOLUTION NO. 98

M/S Councillors Gilliss/Beam

THAT:

"Approval be granted in the amount of \$8,050.64 to the Hudson's Hope Ski Association for operating expenses."

CARRIED

Staff has noted that they will work with the Ski Association to find alternate means of funding and/or operating procedures for next year.

Hudson's Hope Women's Community Club

RESOLUTION NO. 99

M/S Councillors Heiberg/Middleton

THAT:

"Approval be granted, in the amount of \$12,000.00, to the Hudson's Hope Women's club to purchase a commercial dishwasher and associated works."

CARRIED

SR3

**Internet and Campground Reservation Policy**

RESOLUTION NO. 100

M/S Councillors Gilliss/Middleton

THAT:

"Council adopt the Internet Campground Reservation Policy."

AND FURTHER THAT:

"Council approve the purchase of an iPad Air 2, case and warranty not to exceed \$1,000.00."

AND FURTHER THAT:

"Council open the reservation system for the 2015 season on May 5, 2015 to allow extra advertising time to get the information out to the public, so there is a fair chance to notify everyone prior to opening up the reservation system."

CARRIED



- C6      **School District 60 Sponsor Recognition and Awards**  
FOR INFORMATION
- C7      **Thank You: Hudson's Hope Figure Skating**  
FOR INFORMATION
11.      **REPORTS BY MAYOR & COUNCIL ON MEETINGS AND LIAISONS RESPONSIBILITIES:**
- CR1      **Councillor Gilliss: Appointment of Acting CAO**  
Mayor Johansson referred this report to the Personnel Committee.
12.      **OLD BUSINESS:**  
None
13.      **NEW BUSINESS:**
- NB1      **Councillor Heiberg: EMBC Elected Officials Workshop**  
Attended the conference in Prince George. Was very informative. Clarifies Council's roles and responsibilities in case of an emergency.
- NB2      **Councillor Gilliss: Staff Appreciation**  
Would like to see Council approve a budget for a summer staff appreciation event. Will discuss during budget.
- NB3      **Mayor Johansson: Email from Chief Rolland Wilson**  
West Moberly First Nations has requested to take over the maintenance of the Historic Graveyard.  
Referred to Staff.
- NB4      **Mayor Johansson: Meeting on Groundwater**  
May 7, 2015 in Fort St. John at 7p.m.
- NB5      **School District 60: Bussing**  
Next year fees are going to be implemented in the School District for Bussing expenses.
- NB6      **Dental Hygienist**  
Some possible interest on a dental hygienist coming to Hudson's Hope. Information has been passed onto the prospective hygienist.
- NB7      **Robert Norton, Director of Protective Services: Fire Update**  
Three suspicious fires happened last week within 48 hours. RCMP are investigating.  
  
The Mount McAllister Fire is being watched regularly. MOTIS imaging and IR mapping.
14.      **PUBLIC INQUIRIES:**  
None
15.      **ADJOURNMENT:**  
Mayor Johansson declared the meeting adjourned (9:30 p.m.)



Hudson's Bay Store (Circa 1939) Now our Museum

## Hudson's Hope Historical Society Museum and Gift Shop

9510 Beattie Drive (across from the info center)  
PO Box 98, Hudson's Hope, B.C. V0C 1V0

Ph. 250-783-5735 Fax. 250-783-5770

Email: [hbmuseum@pris.ca](mailto:hbmuseum@pris.ca)

Web Site: [www.hudsonshopemuseum.com](http://www.hudsonshopemuseum.com)

14<sup>th</sup> February 2015

Mayor Johansson and Council Members  
District of Hudson's Hope  
9904 Dudley Drive  
Hudson's Hope, BC V0C 1V0

### **Re: Application for Financial Assistance 2015**

The Hudson's Hope Historical Society is presenting an application for financial assistance to the District of Hudson's Hope in the sum of \$52,000.00. This represents a slight increase on our 2014 request, which reflects inflationary pressures. Enclosed are both the proposed budget for 2015 and the 2014 financial statement.

Wages are the largest outlay in society funds. There is only limited money available through project grants for wages. The benefits of investing money in staff hours and professional development over the last couple of years have proven very beneficial. New projects have been initiated and the museum has become more involved in the local and regional communities. We have opened a new display telling the stories of the Gething Family, Hudson's Hope and Coal. We are also starting to work on a display for 2016, which will tell the story of ranching in the Peace River Valley through the eyes of the people that settled it.

In past years, we have requested an additional \$6500 "Student fund" from the DOHH to ensure that we can recruit early for summer students in advance of notification of our Service Canada and Young Canada Works applications. We have been successful in receiving funding through YCW and Service Canada, for the past three years, and are confident that we will receive funding this year as well and as such are not requesting this funding.

We look forward to presenting our goals and budget proposal to Council in the near future.

Yours truly,

Elinor Morrissey Museum Manager/Curator



## Hudson's Hope Historical Society

### Budget 2015

Revenue	Budget 2015
Grant Income	92,000.00
Gift Shop Income	20,000.00
Fundraising Income	40,000.00
Bank	700.00
Total	152,700.00

Expenses	Budget 2015
Personal	79,700.00
Training/Conferences	4,500.00
Historical Society	950.00
Collections Management	11,000.00
Outreach	800.00
Museum/Grounds	3,000.00
Administration	9,050.00
Utilities	5,700.00
Gift Shop	8,000.00
Special Project - Museum Expansion	30,000.00

Total Expense	152,700.00
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**Hudson's Hope Public Library  
Operating Budget 2014**

**Hudson's Hope Public Library Operating Budget**

<b>Revenues</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2013</b>	<b>2014</b>	<b>2014</b>	<b>2015</b>
				projected	actual	projected	actual*	projected
<i>Municipal Grant</i>	96,646	93,680	91,113	88,698	88,698	109,985	109,985	118,717
Revenue Surplus				8,289	8,289			0
Provincial Book Grant	0	0	4,093	4,093	4,093	4,093	4,093	4,093
BC One Card	4,025	6,350	6,350	6,350	6,350	6,350	6,350	6,350
LSB - ILL Grant	2,260	2,388	1,585	1,585	2,052	2,052	2,335	2,335
Interest Income	1,500	1,500	879	900	946	1,900	491	600
Other Revenue	2,000	2,000	3,636	2,000	2,907	3,000	3,568	3,000
NELF subsidies								1,500
Other Grants			5,161	0	2,500	0	0	0
Book club admin			660	1,200	500	600	500	500
Capital Reserve								3,000
NPSCU - Snack Program								500
Fundraising								0
Building								0
Literacy								0
<b>Total Revenue</b>	<b>106,431</b>	<b>105,918</b>	<b>113,478</b>	<b>113,115</b>	<b>116,335</b>	<b>127,980</b>	<b>127,321</b>	<b>140,595</b>

8,732

7.9%

**Hudson's Hope Public Library  
Operating Budget 2014**

<b>Expenses</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2013</b>	<b>2014</b>	<b>2014</b>	<b>2015</b>
<b>Reading Materials</b>								
Adult Fiction HC	9,000	8,000	7,762	8,000	7,783	3,200	3,324	3,200
Adult Fiction PB	2,500	2,500	1,430	2,000	2,630	940	940	940
Adult Non-Fiction						1,560	1,620	1,560
Periodicals	1,000	1,000	941	1,500	1,365	1,500	1,500	1,300
Adult Audiobooks	200	200	124	300	274	300	336	300
Children's Books						3,800	3,948	3,800
Adult DVD	300	300	723	500	621	400	421	400
Children's DVD						300	316	300
Databases	300	300	287	400	388	1,100	961	975
devices (eBook, magazine)	0	0	0	600	0	300	0	0
Book Replacement	0	0	19	0	332	0	0	100
Book covers & spine labels						500	100	100
<b>Sub Total</b>	<b>13,300</b>	<b>12,300</b>	<b>11,286</b>	<b>13,300</b>	<b>13,394</b>	<b>13,900</b>	<b>13,466</b>	<b>12,975</b>
<b>expected surplus</b>					<b>-94.21</b>		<b>433.80</b>	

**Hudson's Hope Public Library  
Operating Budget 2014**

<b>Expenses</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2013</b>	<b>2014</b>	<b>2014</b>	<b>2015</b>
Capital Budget	0	7,274	1,034	0	4,785	0	3,251	
server								2,000
backup								500
hub								500
<b>Sub Total</b>	<b>0</b>	<b>7,274</b>	<b>1,034</b>	<b>0</b>	<b>4,785</b>	<b>0</b>	<b>3,251</b>	<b>3,000</b>
<b>Total Expenses</b>	<b>106,431</b>	<b>105,918</b>	<b>94,609</b>	<b>113,115</b>	<b>118,472</b>	<b>127,980</b>	<b>122,749</b>	<b>140,595</b>
<b>Surplus 5,230.32</b>								

Capital Reserve acquisitions are not included in the surplus calculations because these funds come from a different source (Building or Fundraising)

Capital Reserve acquisition expenses are offset by Capital Reserve revenue

## **EXPENSES:**

### **Personnel:**

#### **Director - (gross wages) (pending \$1.50 increase)**

\$23.50/hr. X 32 hours/week x 52 weeks	\$39,104.00
\$23.50/hr. X 24.0 hours for meetings, training & SITKA	\$ 564.00
\$23.50/hr. X 30 hours for Vacation coverage	\$ 705.00

#### **Director Total:**

**\$40,373.00**

#### **Library Clerk/Bookkeeper (gross wages) (\$.35 increase)**

\$18.10/hr. X 22 hours/week x 52 weeks	\$20,706.40
\$18.10/hr. x 24.0 hours for meetings & training	\$ 434.40
\$18.10/hr. X 35 hours for Vacation coverage etc.	\$ 633.50

#### **Library Clerk/ Bookkeeper Total:**

**\$21,774.30**

#### **Library Clerk - Programs (\$.35 increase)**

\$18.10/hr. X 22 hours /week x 52 weeks	\$20,706.40
\$18.10/hr. x 24.0 hours for meetings & training	\$ 434.40
\$18.10/hr. X 15 hours for Vacation coverage etc.	\$ 271.50

#### **Library Clerk – Programs Total:**

**\$21,412.30**

#### **Custodian (\$.35 increase)**

\$17.35 x 3.0 hours /week x 52 weeks	\$ 2,706.60
\$17.35 x 2.0 hours /month x 12 months	\$ 416.40

#### **Custodian Total:**

**\$ 3,123.00**

#### **Summer Student**

\$15 x 40.0 hours /week x 9 weeks	\$5400.00
Grant Subsidy = \$10.25/hour	<u>-\$3690.00</u>
	\$1710.00

#### **IF no subsidy granted then \$15 x 24hrs/week x 9 weeks**

#### **Summer Student Total**

**\$3240.00**

#### **Casual Employee(s)**

\$15.00 x 70 hours sick/vacation/training time coverage	\$ 1190.00
\$15.00 x 70 hours Library Club*	\$ 1190.00

#### **Casual Employee Total:**

**\$ 2380.00**

\* This is budgeted to be a student position in order to work 2 hours after school on Wednesdays. An adult employee would have to be paid for a minimum of four hours each day that they work and thus would cost \$3570 total.

**EI** – gross earnings (1.78 employer's portion) x 1.4 employees share

**CPP** – gross earnings (.0495%employer's portion)

**WCB** – 0.13% of gross wages from previous year

Taxes are included in wage calculations as the employee's gross pay and the employer's portion is separated out on the corresponding tax budget lines.

**Miscellaneous:** This line went over budget in 2014 as we had a Strategic Planning session as well as TOP (Trustee Orientation Program) training with Andy Ackerman that were not budgeted for. There was a food expense for the TOP training session that was input on this budget line but we reimbursed from BCLTA under miscellaneous revenue.

**Custodial Supplies:** Much of the overage for this line item was due to the renovation. It is anticipated that we will use more cleaning supplies as the flooring has changed from carpet to vinyl tile. This line was increased by \$200.

**Bank charges:** new cheques, MasterCard administration fee, and any interest owed.

**Deposit Returned:** This line is for Temporary Library Card holders. They are able to obtain a temporary library card if they do not have a permanent address in Hudson's Hope. There is a \$20 deposit required to obtain a Temporary Card, and this line will fluctuate as an expense if these funds are returned. The revenue for this line is included under other revenue.

**Website Expense:** we pay a flat rate every month for our website.  
<http://hudsonshope.bc.libraries.coop/>

**Utilities:**

Projected with an increase of 10% added to actual expenditure for 2014.

**Capital Budget:**

In past years our capital expenses were tracked on our operating budget but a revenue line was not included to reflect the fund transfers from our fundraising or building accounts. We will now provide a budget forecast for foreseeable capital expenditures, and the corresponding fundraising and building revenue lines will be augmented based on unforeseen expenditures and funds transferred in to the operating account.



# Hudson's Hope Library Association

## December 2014- Board Meeting Minutes

<b>Reports: Supplementary Verbal Reports</b>	
<b>c) Chair Report</b>	
The Chair reflected that the renovation is nearing completion.	
<b>d) Building Committee</b>	
<p>Nedra and Amber both reflected that Staff are really busy with end of the year tasks and that extra help is needed.</p> <p>Winona noted that we have not been happy with the service provided by Pro Hardware. Board to approach Terry about issues.</p> <p>Amber noted that it is important to approach him unaggressively as Terry approved much of our renovation materials near or at cost.</p> <p>Diana suggested that Terry should be approached as the Board and a letter should be written on behalf of the Board. Noted areas of inquiry include the sink bracket, tap, locks, wrong door replacement and 40 feet of damaged trim.</p>	
<b>e) Fund Raising</b>	
<p>Inquiry made as to whether a fundraising event will be conducted in 2015. As no plan was made, when contacted by Derek Beam, Amber noted that the Library was not planning a February dance and that last year the Library conducted a March/St. Patrick's Day dance. The Lions are now going to be hosting a dance in February for Valentine's Day.</p> <p>Nedra noted that holding a dance is a bit more paperwork as has been in the past as you have to pay all applicable taxes on possible income from liquor sales, and once you have returned the liquor, you may apply for these taxes to be returned.</p> <p><b>Fundraising meeting scheduled for January 7, 2015 at 11 am.</b></p>	
<b>f) BCLTA/BCLA</b>	
Amber submitted an email to correspondence that indicated that Northwest Community college is looking in to the feasibility of continuing CLTP (Community Library Training Program).	
<b>g) NELF</b>	
<p>Vice Chair Vince submitted an email that included an org. chart that Amber was developing to reflect the relationships between the libraries and the federation positions.</p> <p>Toby updated the Board about a training opportunity with the federation in the spring for Kathy Reid Neiman.</p>	
<b>h) Survey</b>	
<p>Survey will keep going until the end of December to try gauge the response to the new renovations.</p> <p>Toby to print more surveys and provide them at the checkout desk.</p>	

# Hudson's Hope Library Association

## December 2014- Board Meeting Minutes

Bud indicated a need for more storage and that it may need to be budgeted for. It was noted that these expenses would show up on the Building budget, and therefore do not need to be budgeted for under the current structure.

Bud also suggested that having items stored in the New Horizons basement is an accident waiting to happen and that more on site storage is needed to provide storage for fundraising and seasonal supplies.

It was pointed out that some of the Computer Technician's expense may need to be paid from the Building Fund as he has not yet invoiced the library for any work for 2014.

Winona queried as to where the author tour expense comes from and why we do not have a budget line for it. Amber replied that some of the costs are subsidized from the Federation and the small remaining expenses are put on the promotional expense line or literacy. Winona recommended Martin Chen for a future possible Author presentation or workshop.

Jenny left the meeting.

Winona suggested that an additional \$100 be allotted to the Accountant line.

Nedra noted that it was previously agreed on by the Board that Capital expenses be budget for. Amber specified that the Budget and SOFI is a record of both operating and capital accounts. Fundraising, Literacy and Building accounts show revenue and Capital expense. These need to be compensated for within the budget so that the SOFI doesn't appear to be reflecting expenditure of more money than we appear to have access to.

Nedra reflected that the Capital Expense line is not a carte blanche, and that the Director will still have to go through the appropriate spending requirements for these large purchases. The Director reflected her intended compliance as well as previous assumption of the spending requirements.

<b>MOTION</b>	Trustee Ferguson: To accept the 2015 budget as amended.
<b>SECOND</b>	Trustee Jewan
<b>CARRIED</b>	

### 7) Correspondence

Email forwarded from Kathy Anderson pertaining to CLTP

### 8) Upcoming Events

### 9) Diary

Employee Evaluations – Nedra indicated that these are complete and that they were predominantly glowing reports.

Board Evaluation – Nedra conveyed that this will be developed and emailed from Caitlin in the new year.

Live Documents



Canada Revenue Agency  
Agence du revenu  
du Canada

## Registered Charity Information Return

23 2014-12-31 11896 4774 RR 0001 0578039

### Section A: Identification

- To help you fill out this form, refer to Guide T4033 (13), *Completing the Registered Charity Information Return*. It can be found on our Web pages at [www.cra.gc.ca/charities](http://www.cra.gc.ca/charities), under "Charities-related forms and publications."
- The *Privacy Act* protects all personal information given on this form, which is kept in personal information bank CRA PPU 200. The Canada Revenue Agency (CRA) will make this form and all attachments available to the public on the Charities Directorate Web site, except for information or data identified as confidential. All of the information collected on this form may be shared as permitted by law (for example, with certain other government departments and agencies).

**Note:** Even if a charity is inactive, an information return must be filed to maintain its registered status.

**If you did not receive a barcode label to attach to the return, complete the following:**

1. Charity name:

HUDSONS HOPE PUBLIC LIBRARY Association

2. Return for fiscal period ending:

Year Month Day  
2014-12-31

3. BN/registration number:

118964774RR0001

4. Web address (if applicable):

**A1** Was the charity in a subordinate position to a parent organization? ..... 1510 ☐ Yes ☒ No  
If **yes**, give the name and BN/registration number of the organization.

Name:

BN (if applicable)

**A2** Has the charity wound-up, dissolved, or terminated operations? ..... 1570 ☐ Yes ☒ No

**A3** Is your charity designated as a public foundation or private foundation? ..... 1600 ☐ Yes ☒ No

If **yes**, you must complete Schedule 1, *Foundations*. Refer to Form TF725, *Registered Charity Basic Information Sheet*, to confirm the designation. (Form TF725 is part of the return.)

### Section B: Directors/trustees and like officials

**B1** All charities must complete Form T1235, *Directors/Trustees and Like Officials Worksheet*. Only the **public** information section of the worksheet is available to the public. Charities subject to the *Ontario Corporations Act* must also complete Form RC232-WS, *Director/Officer Worksheet and Ontario Corporations Information Act Annual Return*.

### Section C: Programs and general information

**C1** Was the charity active during the fiscal period? ..... 1800 ☒ Yes ☐ No

If **no**, explain why in the "Ongoing programs" space below at C2.

**C2** In the space below, describe all **ongoing** and **new** charitable programs the charity carried on this fiscal period to further its purpose(s) (as defined in its governing documents). "Programs" includes all of the charitable activities that the charity carries out on its own through employees or volunteers as well as through qualified donees and intermediaries. The charity may also use this space to describe the contributions of its volunteers in carrying out its activities, for example, number of volunteers and/or hours. **Do not** include the names of employees or volunteers. Grant-making charities should describe the types of organizations they support. **Do not** describe fundraising activities in this space.

**Do not attach additional sheets of paper or annual reports.**

Ongoing programs:

Library Services

New programs:

Approval code: 13001

Canada

BN/registration number 118964774RR0001 Fiscal period end 2014-12-31

- C11** Did the charity receive any gifts in kind (non-cash gifts) for which it issued tax receipts? 4000 ☐ Yes ☒ No  
If yes, you must complete Schedule 5, *Gifts in kind*.
- C12** Did the charity acquire a non-qualifying security? 5800 ☐ Yes ☒ No
- C13** Did the charity allow any of its donors to use any of its property? (except for permissible uses) 5810 ☐ Yes ☒ No
- C14** Did the charity issue any of its tax receipts for donations on behalf of another organization? 5820 ☐ Yes ☒ No

## Section D: Financial Information

Complete Section D only if you **do not** have to complete Schedule 6, *Detailed Financial Information*.

Complete Schedule 6 if **any** of the following applies to the charity:

- (a) The charity's revenue exceeds \$100,000.
- (b) The amount of all property (for example, investments, rental properties) not used in charitable activities is more than \$25,000.
- (c) The charity has permission to accumulate funds during this fiscal period.

**Do not** complete Section D if you must complete Schedule 6.

**Show all amounts to the nearest single Canadian dollar. Do not enter "See attached financial statements." All relevant fields must be filled out.**

- D1** Was the financial information reported below prepared on an accrual or cash basis? 4020 ☐ Accrual ☐ Cash

### D2 Summary of financial position:

Using the charity's own financial statements, enter the following:

Did the charity own land and/or buildings? 4050 ☐ Yes ☐ No

**Total assets (including land and buildings)** 4200 \$

**Total Liabilities** 4350 \$

Did the charity borrow from, loan to, or invest assets with any non-arm's length persons? 4400 ☐ Yes ☐ No

### D3 Revenue:

Did the charity issue tax receipts for gifts? 4490 ☐ Yes ☐ No

If yes, enter the total eligible amount of all gifts for which the charity issued tax receipts 4500 \$

Total amount of 10 year gifts received 4505 \$

Total amount received from other registered charities 4510 \$

Total other gifts received for which a tax receipt was **not** issued by the charity  
(excluding amounts at lines 4575 and 4630) 4530 \$

Did the charity receive any revenue from any level of government in Canada? 4565 ☐ Yes ☐ No

If yes, total amount received 4570 \$

Total tax-receipted revenue from all sources outside of Canada  
(government and non-government) 4571 \$

Total **non** tax-receipted revenue from all sources outside of Canada (government and non-government) 4575 \$

Total **non** tax-receipted revenue from fundraising 4630 \$

Total revenue from sale of goods and services (except to any level of government in Canada) 4640 \$

Other revenue not already included in the amounts above 4650 \$

**Total revenue (add lines 4500, 4510 to 4570, and 4575 to 4650)** 4700 \$

### D4 Expenditures:

Professional and consulting fees 4860 \$

Travel and vehicle expenses 4810 \$

All other expenditures not already included in the amounts above (excluding gifts to qualified donees) 4920 \$

**Total expenditures (excluding gifts to qualified donees) (add lines 4860, 4810, and 4920)** 4950 \$

Of the amount at line 4950:

(a) Total expenditures on charitable activities 5000 \$

(b) Total expenditures on management and administration 5010 \$

Total amount of gifts made to all qualified donees 5050 \$

**Total expenditures (add lines 4950 and 5050)** 5100 \$

BN/registration number 118964774RR0001 Fiscal period end 2014-12-31

**3** Using the list below, enter the country code where the charity itself carried on programs or devoted any of its resources.


**4** Are any projects undertaken outside Canada funded by the Canadian International Development Agency (CIDA)? . . . . **220** ☐ Yes ☒ No

If yes, what was the total amount the charity spent under this arrangement? . . . . **230** \$

**5** Were any of the charity's activities outside of Canada carried out by employees of the charity? . . . . **240** ☐ Yes ☒ No

**6** Were any of the charity's activities outside of Canada carried out by volunteers of the charity? . . . . **250** ☐ Yes ☒ No

**7** Is the charity exporting goods as part of its charitable activities? . . . . **260** ☐ Yes ☒ No

If yes, list the items being exported, their value (in Canadian dollars), their destination and the country code.

Item	Value	Destination (city/region)	Country code

**Country codes**

AF-Afghanistan	CU-Cuba	KP-North Korea	RO-Romania
AL-Albania	CY-Cyprus	KR-South Korea	RU-Russia
DZ-Algeria	DK-Denmark	KW-Kuwait	RW-Rwanda
AO-Angola	DO-Dominican Republic	KG-Kyrgyzstan	SA-Saudi Arabia
AR-Argentina	EC-Ecuador	LA-Laos	RS-Serbia
AM-Armenia	EG-Egypt	LB-Lebanon	SL-Sierra Leone
AZ-Azerbaijan	SV-El Salvador	LR-Liberia	SG-Singapore
BD-Bangladesh	ET-Ethiopia	MK-Macedonia	SO-Somalia
BY-Belarus	FR-France	MG-Madagascar	ES-Spain
BT-Bhutan	GA-Gabon	MY-Malaysia	LK-Sri Lanka
BO-Bolivia	GM-Gambia	ML-Mali	SD-Sudan
BA-Bosnia and Herzegovina	GE-Georgia	MU-Mauritius	SY-Syrian Arab Republic
BW-Botswana	DE-Germany	MX-Mexico	TJ-Tajikistan
BR-Brazil	GH-Ghana	MN-Mongolia	TZ-United Republic of Tanzania
BN-Brunei Darussalam	GT-Guatemala	ME-Montenegro	TH-Thailand
BG-Bulgaria	GY-Guyana	MZ-Mozambique	TL-Timor-Leste
BI-Burundi	HT-Haiti	MM-Myanmar (Burma)	TR-Turkey
KH-Cambodia	HN-Honduras	NA-Namibia	UG-Uganda
CM-Cameroon	IN-India	NL-Netherlands	UA-Ukraine
CF-Central African Republic	ID-Indonesia	NI-Nicaragua	GB-United Kingdom
TD-Chad	IR-Iran	NE-Niger	US-United States of America
CL-Chile	IQ-Iraq	NG-Nigeria	UY-Uruguay
CN-China	IL-Israel	OM-Oman	UZ-Uzbekistan
CO-Columbia	PS-Israeli Occupied Territories	PK-Pakistan	VE-Venezuela
KM-Comoros	IT-Italy	PA-Panama	VN-Vietnam
CD-Democratic Republic of Congo	JM-Jamaica	PE-Peru	YE-Yemen
CG-Republic of Congo	JP-Japan	PH-Philippines	ZM-Zambia
CR-Costa Rica	JO-Jordan	PL-Poland	ZW-Zimbabwe
CI-Côte d'Ivoire	KZ-Kazakhstan	QA-Qatar	
HR-Croatia	KE-Kenya	RE-Réunion	

Use the following codes for countries not listed above:

- QS-Other countries in Africa
- QR-Other countries in Asia and Oceania
- QM-Other countries in Central and South America
- QP-Other countries in Europe
- QO-Other countries in the Middle East
- QN-Other countries in North America



BN/registration number **118964774RR0001**

Fiscal period and **2014-12-31**

**Detailed financial information**

**Schedule 6**

Complete Schedule 6 if any of the following applies:

- (a) The charity's revenue exceeds \$100,000.
- (b) The amount of all property (for example, investments, rental properties) not used in charitable activities is more than \$25,000.
- (c) The charity has permission to accumulate funds during this fiscal period.

Do not complete Section D: *Financial Information*, if you must complete Schedule 6.

Was the financial information reported below prepared on an accrual or cash basis?

**4020**

☐ Accrual

☒ Cash

**Statement of financial position**

Show all amounts to the nearest single Canadian dollar. Do not enter "see attached financial statements." All relevant fields must be filled out.

**Assets:**

Cash, bank accounts, and short-term investments	<b>4100</b>	\$	<b>129,261</b>
Amounts receivable from non-arm's length persons	<b>4110</b>	\$	
Amounts receivable from all others	<b>4120</b>	\$	<b>3,143</b>
Investments in non-arm's length persons	<b>4130</b>	\$	
Long-term investments	<b>4140</b>	\$	
Inventories	<b>4150</b>	\$	
Land and buildings in Canada	<b>4155</b>	\$	
Other capital assets in Canada	<b>4160</b>	\$	<b>469,610</b>
Capital assets outside Canada	<b>4165</b>	\$	
Accumulated amortization of capital assets	<b>4166</b>	\$	
Other assets	<b>4170</b>	\$	
10 year gifts	<b>4180</b>	\$	

**Total assets (add lines 4100 to 4170)** **4200** \$ **602,014**

**Liabilities:**

Accounts payable and accrued liabilities	<b>4300</b>	\$	
Deferred revenue	<b>4310</b>	\$	
Amounts owing to non-arm's length persons	<b>4320</b>	\$	
Other liabilities	<b>4330</b>	\$	
<b>Total liabilities (add lines 4300 to 4330)</b>	<b>4350</b>	\$	
<b>Amount included in lines 4150, 4155, 4160, 4165 and 4170 not used in charitable activities</b>	<b>4250</b>	\$	

**Statement of operations**

**Revenue:**

Total eligible amount of all gifts for which the charity issued tax receipts	<b>4500</b>	\$	
Total eligible amount of tax-receipted tuition fees	<b>5610</b>	\$	
Total amount of 10 year gifts received	<b>4505</b>	\$	
Total amount received from other registered charities	<b>4510</b>	\$	<b>10,418</b>
Total other gifts received for which a tax receipt was <b>not</b> issued by the charity (excluding amounts at lines 4575 and 4630)	<b>4530</b>	\$	
Total revenue received from federal government	<b>4540</b>	\$	<b>-4,874</b>
Total revenue received from provincial/territorial governments	<b>4550</b>	\$	<b>4,093</b>
Total revenue received from municipal/regional governments	<b>4560</b>	\$	<b>108,337</b>
Total tax-receipted revenue from all sources outside of Canada (government and non-government)	<b>4571</b>	\$	
Total non tax-receipted revenue from all sources outside Canada (government and non-government)	<b>4575</b>	\$	
Total interest and investment income received or earned	<b>4580</b>	\$	<b>734</b>
<b>Gross proceeds</b> from disposition of assets	<b>4590</b>	\$	
<b>Net proceeds</b> from disposition of assets (show a negative amount with brackets)	<b>4600</b>	\$	<b>26</b>
Gross income received from rental of land and/or buildings	<b>4610</b>	\$	
Total non tax-receipted revenues received for memberships, dues and association fees	<b>4620</b>	\$	<b>2,944</b>
Total non tax-receipted revenue from fundraising	<b>4630</b>	\$	<b>1,609</b>
Total revenue from sale of goods and services (except to any level of government in Canada)	<b>4640</b>	\$	
Other revenue not already included in the amounts above	<b>4650</b>	\$	<b>1,131</b>
Specify type(s) of revenue included in the amount reported at 4650	<b>4655</b>		
<b>Total revenue (add lines 4500, 4510 to 4560, 4575, 4580, and 4600 to 4650)</b>	<b>4700</b>	\$	<b>124,418</b>

BN/registration number 118964774RR0001

Fiscal period end 2014-12-31

**Political activities**

**Schedule 7**

A registered charity may pursue political activities only if the activities are non-partisan, related to its charitable purposes, and limited in extent. A political activity is any activity that explicitly communicates to the public that a law, policy or decision of any level of government inside or outside Canada should be retained, opposed, or changed.

- 1** Describe the charity's political activities, including gifts to qualified donees intended for political activities, and explain how these relate to its charitable purposes.

- 2** Identify the way the charity participated in or carried out political activities during the fiscal period.

		Resources used Tick all the boxes that apply			
		Staff	Volunteers	Financial	Property
Media releases and advertisements	700	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conferences, workshops, speeches, or lectures	701	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Publications (printed or electronic)	702	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rallies, demonstrations, or public meetings	703	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Petitions, boycotts (calls to action)	704	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Letter writing campaign (printed or electronic)	705	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Internet (Web site, social media (Twitter, YouTube))	706	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gifts to qualified donees for political activities	707	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify):	708	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Funding from outside of Canada for political activities**

- 3** If the charity entered an amount on line 5032, complete the fields below. Enter the political activity that the funds were intended to support, the amount received from each country outside Canada, and the corresponding country code (using the codes provided in Schedule 2.) For more information on how to complete this table, see Guide T4033 (13).

Political activity	Amount	Code

Public information				Confidential data			
Last name: Letendre		First name: Winona		Home address – Street number and name: PO Box 147		Postal code: V0C 1V0	
Term ► Start date (Y/M/D): 2009-01-01		End date (Y/M/D):		City: Hudson's Hope		Prov/Terr: BC	
Position: Treasurer		At arm's length with other Directors? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Telephone number: (250) 783-5342		Date of birth (Y/M/D): 1967-04-30	
Last name: Hildebrandt		First name: Alison		Home address – Street number and name: Box 52		Postal code: V0C 1V0	
Term ► Start date (Y/M/D): 2013-02-07		End date (Y/M/D):		City: Hudson's Hope		Prov/Terr: BC	
Position: Trustee		At arm's length with other Directors? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Telephone number: (250) 783-5799		Date of birth (Y/M/D): 1981-07-24	
Last name: Nichols		First name: Mike		Home address – Street number and name: Box 492		Postal code: V0C 1V0	
Term ► Start date (Y/M/D): 2014-02-17		End date (Y/M/D):		City: Hudson's Hope		Prov/Terr: BC	
Position: Trustee		At arm's length with other Directors? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Telephone number: (250) 783-0711		Date of birth (Y/M/D): 1963-08-31	
Last name: Hues		First name: Stephanie		Home address – Street number and name: Box 345		Postal code: V0C 1V0	
Term ► Start date (Y/M/D):		End date (Y/M/D):		City: Hudson's Hope		Prov/Terr: BC	
Position: Trustee		At arm's length with other Directors? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Telephone number: (250) 783-0959		Date of birth (Y/M/D): 1966-01-03	

Approval code: 13001



**HUDSON'S HOPE PUBLIC LIBRARY**  
**December 31, 2014**

**CONSOLIDATED FINANCIAL STATEMENTS**  
**CONTENTS**

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**HUDSON'S HOPE PUBLIC LIBRARY**  
**CONSOLIDATED STATEMENT OF FINANCIAL POSITION**  
**December 31, 2014**  
(Unaudited - See Notice to Reader)

	<u>2014</u>	<u>2013</u>
<b>ASSETS</b>		
<b>OPERATING FUND</b>		
<b>Current Assets</b>		
Cash	\$ 63,252	\$ 65,918
Amounts receivable (note 2b)	<u>3,143</u>	<u>1,422</u>
<b>Total Operating Fund Assets</b>	<u>66,395</u>	<u>67,340</u>
<b>CAPITAL FUND</b>		
<b>Current Assets</b>		
Capital reserve and building deposit	66,009	71,973
<b>Capital Assets (note 2c)</b>	<u>469,610</u>	<u>466,667</u>
<b>Total Capital Fund Assets</b>	<u>535,619</u>	<u>538,640</u>
<b>Total Assets</b>	<u>\$ 602,014</u>	<u>\$ 605,980</u>
<b>LIABILITIES</b>		
<b>OPERATING FUND</b>		
<b>Current Liabilities</b>		
Due to Capital fund	\$ 7,354	\$ 3,452
<b>Operating Fund Equity</b>		
Appropriated equity	<u>59,043</u>	<u>63,888</u>
<b>Total operating fund liabilities and equity</b>	<u>66,397</u>	<u>67,340</u>
<b>CAPITAL FUND</b>		
<b>Capital fund equity, beginning of year,</b>	538,640	527,678
Write down of capital fund assets	(13,871)	(3,872)
Net asset transfers from operating fund	14,750	16,481
Net Interfund borrowings (and advances)	<u>(3,902)</u>	<u>(1,647)</u>
<b>Capital fund equity, end of year</b>	<u>535,617</u>	<u>538,640</u>
<b>Total Liabilities and Equity</b>	<u>\$ 602,014</u>	<u>\$ 605,980</u>

**APPROVED ON BEHALF OF THE DIRECTORS**

\_\_\_\_\_

\_\_\_\_\_

The accompanying notes are an integral part of these statements.



**HUDSON'S HOPE PUBLIC LIBRARY**  
**CONSOLIDATED STATEMENT OF CASH FLOWS**  
**for the year ended December 31, 2014**  
(Unaudited - See Notice to Reader)

	<u>2014</u>	<u>2013</u>
<b>Cash Flows from Operating Activities</b>		
Cash received from Government Funding	\$ 114,078	\$ 95,291
Cash received from Fundraising and other activities (net)-Sched 1	10,340	18,714
Cash paid for Salaries and Benefits	(89,614)	(79,420)
Cash paid for Reading materials	(11,501)	(11,696)
Cash disbursed for Capital Equipment	(3,251)	(4,785)
Cash paid for Administration and Other	(24,897)	(22,198)
Changes in non-cash operating working capital items:		
GST refund	1,422	1,224
HST and PST recoverable	(3,143)	(1,422)
Funds due to Capital fund	<u>3,900</u>	<u>3,452</u>
<b>Net cash generated through operating activities</b>	<u>(2,666)</u>	<u>(840)</u>
	<u>-</u>	<u>-</u>
<b>Net increase (decrease) in cash position</b>	(2,666)	(840)
Cash position, beginning of year	<u>65,918</u>	<u>66,758</u>
<b>Cash position, end of year</b>	<u>\$ 63,252</u>	<u>\$ 65,918</u>

The accompanying notes are an integral part of these financial statements

**HUDSON'S HOPE PUBLIC LIBRARY**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS (Con't)**  
**December 31, 2014**  
(Unaudited - See Notice to Reader)

**5. Schedule of Employee and Remuneration and Expenses**

**1.) Members of the Library Board**

<b>Name</b>	<b>Position</b>	<b>Remuneration</b>	<b>Expenses</b>
Mrs. Forrester	Chair	\$0.00	\$ 20.00
Ms. Vince	Vice Chair	\$0.00	\$
Ms. Letendre	Treasurer	\$0.00	\$ 394.72
Mr. Miller	Council Rep	\$0.00	
Mr. Ferguson	Board Member	\$0.00	
Ms. Hubner	Board Member	\$0.00	
Ms. Jewan	Board Member	\$0.00	\$ 425.20
Ms. Hildebrandt	Board Member	\$0.00	\$ 202.20
Mr. Nichols	Board Member	\$0.00	
Mrs. Hues	Board Member	\$0.00	\$
<b>Total: Members of the Library Board</b>		<b>\$0.00(A)</b>	<b>\$ 1,022.12</b>

**2.) Other employees (excluding those listed in part 1, above)**

All employees, with remuneration and expenses exceeding \$75,000

<b>Name</b>	<b>Remuneration</b>	<b>Expenses</b>
None to list		

Consolidated total of other employees with remuneration and expenses of \$75,000 or less

**Total: Other employees** \$ 83,380.30(B) \$ 715.86

**3.) Reconciliation of above to Consolidated Statement of Operations**

Total Remuneration - elected officials, and employees appointed by cabinet and members of the Board of Directors \$0.00 (A)

Total remuneration, other employees \$ 83,380 (B)

Subtotal (A+B) \$ 83,380

Reconciling items:

Worksafe BC	\$ 107
Staff Conferences	\$ -
Staff Travel	\$ 603
Staff Training	\$ 113

**Total per Consolidated Statement of Operations** **\$ 84,203**

Variance \$ NIL

**HUDSON'S HOPE PUBLIC LIBRARY**  
**Supplemental Information**  
**Schedule 1**  
**Consolidated Other Receipts and Disbursements**  
for the year ended  
**December 31, 2014**  
(Unaudited - See Notice to Reader)

	<u>2014</u>	<u>2013</u>
<b>Other Receipts</b>		
Fines, photocopies and fax	\$ 1,131	\$ 1,105
Miscellaneous	1,733	845
Donations	2,789	827
Building Fund (Schedule 6)	(5,093)	(2,594)
United Way Ater School Grant (Schedule 4)	(1,648)	1,648
Sales	155	78
Fundraising (net)(Schedule 5)	1,609	7,006
Interest	734	946
One Card Operating Grant	6,350	6,350
Literacy Grant (net) (Schedule 3)	(281)	271
LSB - Inter Library Loans Grant	2,335	2,052
Book Club reimbursements	<u>500</u>	<u>500</u>
	<u>10,314</u>	<u>19,034</u>
<b>Other Disbursements</b>		
Inter Library Loans -Lost Books	(26)	280
Temporary Card deposits	<u>-</u>	<u>40</u>
	<u>(26)</u>	<u>320</u>
<b>Excess of Other Receipts over Other Disbursements</b>	<u>\$ 10,340</u>	<u>\$ 18,714</u>

The accompanying notes are an integral part if this financial statement

**HUDSON'S HOPE PUBLIC LIBRARY**  
**Supplemental Information**  
**Schedule 3**  
**Literacy Grant**  
**Schedule of Receipts and Disbursements**  
**for the year ended**  
**December 31, 2014**  
(Unaudited - See Notice to Reader)

	<u>2014</u>	<u>2013</u>
<b>Receipts</b>		
Grants received	\$ 1,644	\$ 1,592
<b>Disbursements</b>		
Program disbursements	<u>1,925</u>	<u>1,321</u>
<b>Net Equity Grant receipts</b>	<u>\$ (281)</u>	<u>\$ 271</u>

**HUDSON'S HOPE PUBLIC LIBRARY**  
**Supplemental Information**  
**Schedule 4**  
**United Way After School Grant**  
**Schedule of Receipts and Disbursements**  
**for the year ended**  
**December 31, 2014**  
(Unaudited - See Notice to Reader)

	<u>2014</u>	<u>2013</u>
<b>Receipts</b>		
United Way Grant	\$ <u>-</u>	\$ <u>2,000</u>
<b>Total Receipts</b>	<u>-</u>	<u>2,000</u>
<b>Disbursements</b>		
After School Snacks	1,648	352
Bank Charges/Travel expense	<u>-</u>	<u>-</u>
<b>Total Disbursements</b>	<u>1,648</u>	<u>352</u>
<b>Excess(deficit) of receipts over disbursements for the period</b>	<u>\$ (1,648)</u>	<u>\$ 1,648</u>

HUDSON'S HOPE PUBLIC LIBRARY  
PO Box 269  
Hudson's Hope, B.C.  
V0C 1V0

BUECKERT COOPER & CO  
(DIV OF 502702 BC LTD)  
BOX 2778  
SALMON ARM BC  
V1E 4R6

January 27, 2015

Dear Sir(s):

In connection with your assistance in the preparation of our unaudited financial statements of HUDSON'S HOPE PUBLIC LIBRARY operating fund for the year ended DECEMBER 31 2014 we submit the following representations, according to the best of our knowledge and belief:

A. The books and records presented to you:

1. Record on a fair and consistent basis all assets, all liabilities and all owner's equity of the library operating fund at the period's end;
2. Fairly reflect and summarize on a consistent basis the results of all transactions entered into by the library operating fund during the year;
3. Segregate, where appropriate, all transactions occurring throughout the year between the company and its directors, officers, members and affiliates;
4. Clearly disclose all outstanding options, warrants, conversions or other rights affecting issued and unissued securities of the library operating fund at the year end.

B. As at the period end, with the possible exception of items relatively immaterial in total:

1. All assets, wherever located, to which the library had ownership rights or satisfactory title at the year end have been properly valued and recorded in the accounts and represent continuing benefit to the library operating fund.
2. All know direct liabilities have been recorded in the accounts.

C. Where the value of any asset is impaired, this fact has been reflected in the accounts or has otherwise been disclosed to you. Any pledge or assignment of library operating fund assets as security for liabilities has been disclosed to you.

Cont. Page 2





Hudson's Hope Public Library  
PO Box 269  
Hudson's Hope, B.C.,  
V0C 1V0  
Attention: Mr. Mike Nichols, Ms. Amber Norton

January 27, 2015

Dear Madame,

The purpose of this letter is to outline the nature of our involvement with the annual financial statements of Hudson's Hope Public Library for the year ending December 31, 2014.

In consideration of the fees detailed in our correspondence of this morning, we will compile financial statements in accordance with the standards applicable to compilation engagements for the year from information provided by you. We will not audit, review or otherwise attempt to verify the accuracy or completeness of such information. Unless unanticipated difficulties are encountered, our communication will be substantially in the following form:

#### NOTICE TO READER

We have compiled the Statement of Financial Position of Hudson's Hope Public Library as at December 31, 2014 and the statements of operations and cash flows for the year then ended from information supplied to us by the directors. In accordance with the standards for compilations established, we made only such limited enquiry and comparison as were required to effect the compilation.

We have not audited, reviewed, or otherwise attempted to verify the accuracy or completeness of such information or to determine whether these statements contain any departures from generally accepted accounting principles.

The statements, which are intended for the use of management and Canada Revenue Agency, Taxation, may be inappropriate for other purposes.

It is understood and agreed that:

- (a) you will provide us with accurate and complete information necessary to compile such statements;
- (b) the responsibility for the accuracy and completeness of the representation in the financial statements remains with you;
- (c) each page of the financial statements will be conspicuously marked as being unaudited;

cont'd page 2



# Hudson's Hope Public Library



## 2014 Annual Director's Report

Amber Norton, Library Director

Hudson's Hope Public Library— Box 476 Hudson's Hope, BC V0C 1V0

T: (250)783-9414 E: [director@hh.bclibrary.ca](mailto:director@hh.bclibrary.ca)

[hudsonshope.bc.libraries.coop/](http://hudsonshope.bc.libraries.coop/)

In 2014 we were extremely fortunate to receive funding for our near \$80,000 renovation from the following sources:

\$25,000.00	New Horizons Grant for Seniors – Federal Funding
\$13,825.00	North Peace Savings & Credit Union
\$6,800.00	Peace River Regional District
\$300.00	Omar Kirkeeng Excavating
\$250.00	L & W Harwood
\$200.00	Stark Safety
<hr/>	
\$46,375.00	Subtotal
\$1,609.12	2014 Fundraising Event
<hr/>	
<b>\$47,984.12</b>	<b>Total 2014 Sponsorship and Fundraising Efforts</b>

Thank you so much to all of our donors this year and in previous year's fundraising efforts for supporting the changes for increased accessibility to our library for seniors and people with mobility issues.

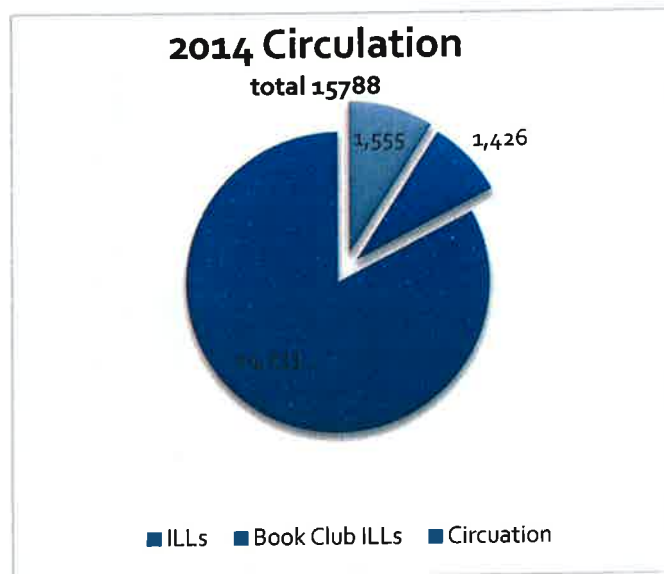
With the aid of Andy Ackerman as our facilitator, we were able to write a new three year Strategic Plan in 2014 that has set clear goals for staff and trustees as well as adhering to the requirements laid out by the province for provincial funding.

Since the library Board has had a significant turnover of Board members in the past few years, we requested that a TOP (Trustee Orientation Program) session be held here in Hudson's Hope. We had a great turnout including more than half of our Library Board, the Library Director and also included a few members from other federation libraries.

# Library Collaboration and Cooperation

## Circulation Overview

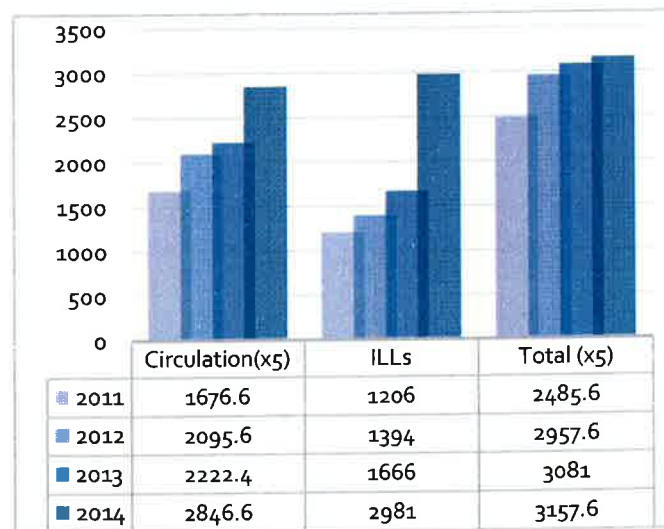
## ILL COMPARATIVE



Reports generated through the Sitka database show a total of 15788 individual circulations through-out the library including inter-library loans (ILLs) and renewals.

Total Circulation for 2012 showed an increase of 19.0% over 2011. This value increased by a further 6.0% in 2013 and an astounding 28.1% in 2014!

ILLs comprised 18.9% of total circulations; this equates to 1,315 more ILLs over last year, corresponding to 4.6 more books on loan per day.



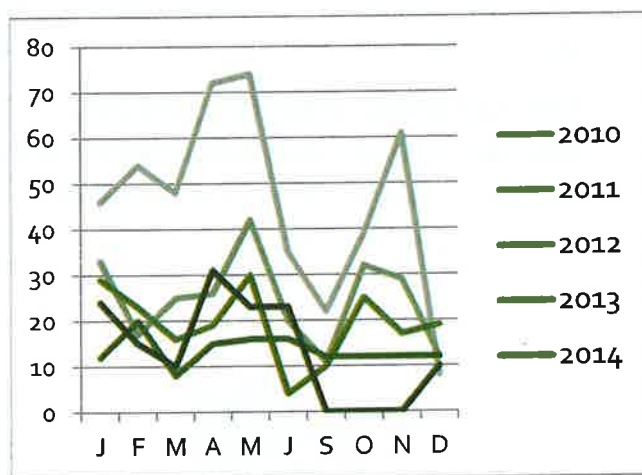
This rise is due to increased promotion and the resulting circulation of the Book Club Sets. Furthermore, many libraries are experiencing higher volumes of ILLs due to decreasing budgets, and increasing costs resulting from the economic downswing.

Our ILL Clerk and supporting staff have done a fantastic job keeping up with ILLs considering demand for incoming and outgoing ILLs has increased by almost 2.5 times since 2011!

## Supports for Education Transformation

### Storytime: preschool aged

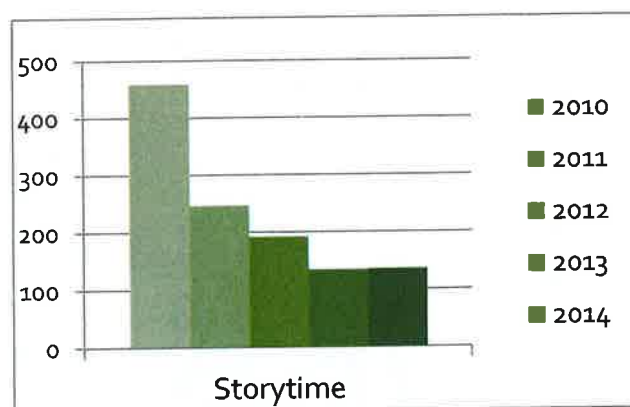
Although the attendance of the Storytime program seems to have remained steady since last year, it has actually increased on average per month!



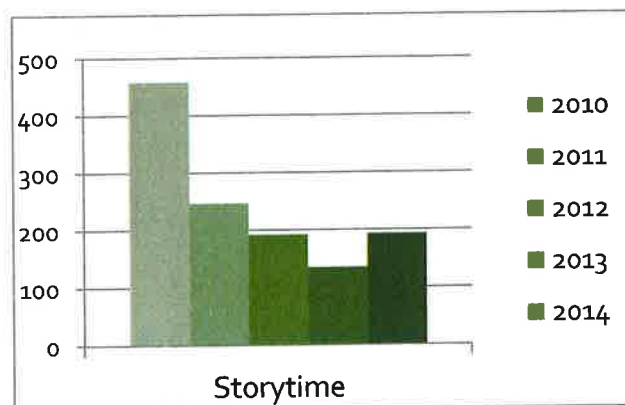
The above chart displays the attendance rates over ten months of the year for the past four years. Keep in mind that the attendance for September through November was zero due to the Library Renovation.

(NOTE- two months are excluded because Storytime does not operate during the summer months)

The Children's Program Librarian has maintained an elaborate and enticing program that is educational and interactive.



The chart above shows the total Storytime attendance per year. The chart below reflects what the 2014 attendance may have looked like if average attendance were able to be maintained throughout the renovation.

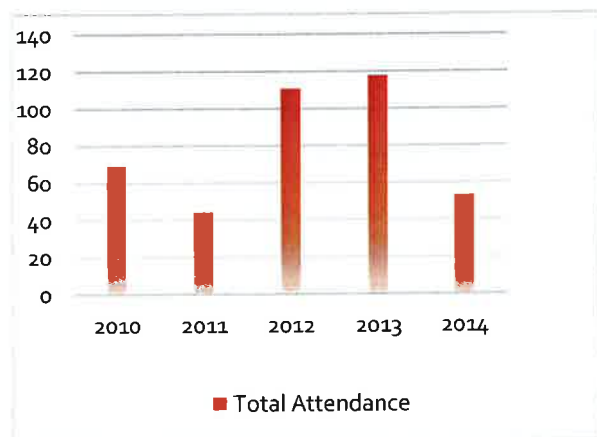


## Summer Reading Club

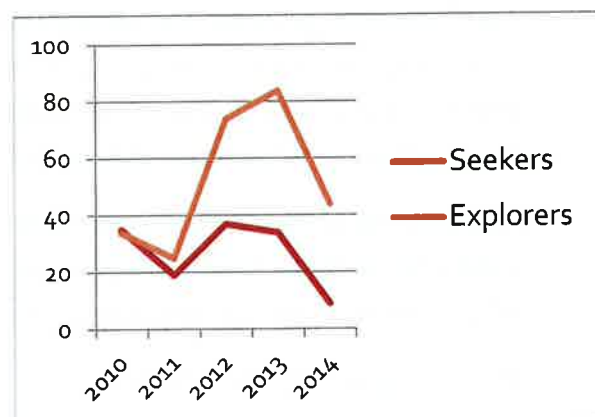
The Summer Reading Program has once again experienced a decrease in popularity, likely due to the conflicting swim lesson scheduling and Preschool Summer Camps. Still the group managed to maintain an average attendance of 5 children per week.

Once more the Children's Program Librarian was able to engage children with great prizes as well as new and interesting books in our library collection.

The Seeker group is consists of children age three to five. This group managed to read an average of just over 7 books a week per attendee resulting in 67 books read within the Seeker group.



The Explorers, ages six and up, also noticed a decrease in attendance, with 12 attending each week compared to last year's average of 21. Staff found the decrease in numbers for this program much more manageable and enjoyable.

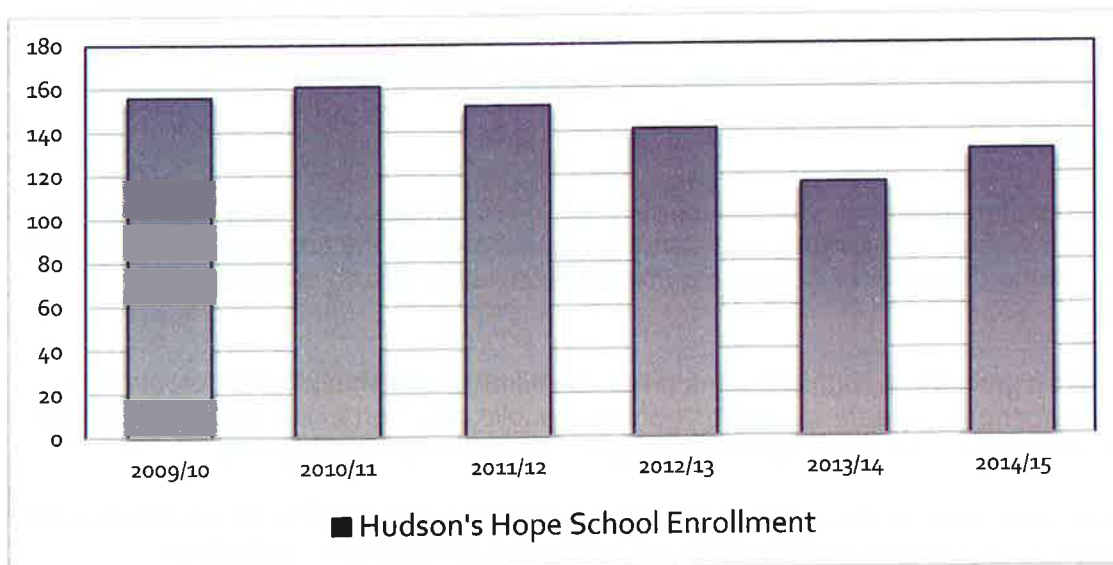


The Explorers read an outstanding 420 books plus 14,186 pages in chapter books over the three weeks that they tracked their reading.



## Demographic Comparable

Please note that all of the above statistics should factor in the population trends of the District of Hudson's Hope. The following chart illustrates the enrollment numbers for the school at the beginning of the school year; although the school has recovered by almost 13%, it still has not recooperated the entire 39% loss after the peak in school population in the 2010-2011 academic year.



Amidst population fluctonations, Hudson's Hope Public Library has continued to attract new patrons, add a large selection of books each year as well as provide services that are embraced by the community. By continuing to encourage support of our library and our ever evolving services, we will continue to provide an irreplaceable service to our community, federation and province.



## Tom Matus

---

**From:** Veller, Joyce C FLNR:EX <Joyce.C.Veller@gov.bc.ca>  
**Sent:** May-01-15 2:09 PM  
**To:** Tom Matus  
**Subject:** Crown Land Amendment Application File 8010723  
**Attachments:** 8010723 Lands Acknowledgement Letter.pdf; Archaeology Branch (RAAD) Notification Letter.pdf; receipt.pdf

Hello Tom,

I am pleased to inform you that your amendment application has passed preliminary review. Attached are an acceptance letter, receipt for fees and an Archaeological Notification letter for you to take into consideration should your amendment application be approved.

Have a great weekend.

Joyce C. Veller, P.Ag.  
Natural Resource Specialist  
**FrontCounter BC**  
Ministry of Forests, Lands and Natural Resource Operations  
Suite 100, 10003 - 110th Ave. Fort St. John, BC V1J 6M7  
Phone: (250)787-3438 Fax: (250)261-2084  
Toll Free: 1-877-855-3222  
email: [joyce.c.veller@gov.bc.ca](mailto:joyce.c.veller@gov.bc.ca)

[www.frontcounterbc.gov.bc.ca](http://www.frontcounterbc.gov.bc.ca)

### How Did We Do?

Clients of FrontCounter BC are invited to take our [customer satisfaction survey](#). We'd appreciate your input.

## The Archaeological Impact Assessment Process in British Columbia

The following outlines the steps to manage development related impacts to archaeological sites.

Archaeological sites are protected by the *Heritage Conservation Act*. These sites are protected for their historical, cultural, scientific, and educational value to the general public, local communities, and First Nations. When a proposed development location overlaps with an archaeological site, it is these values that are addressed in managing the development impacts to the site.

The proponent is responsible for managing impacts to archaeological sites by engaging archaeological expertise to assess the situation and follow the site management requirements provided by the Archaeology Branch. This process is summarized in three steps:

### Step 1: Determining if further archaeological study is necessary

FrontCounter BC has reviewed Provincial records and determined that your development may affect a protected archaeological site because it overlaps with either a known archaeological site or an area of significant archaeological potential. It is necessary to hire an eligible consulting archaeologist\*. However, an archaeologist may re-examine the records and additional information, perhaps including a field visit, and conclude that development will not impact a site and further study is not needed. The archaeologist should send a letter stating the professional opinion to the Archaeology Branch for further consideration.

If further archaeological study is warranted, you will be required to complete an archaeological impact assessment before starting land altering activities.

### Step 2: Archaeological Impact Assessments: developing requirements to manage site impacts

To manage impacts to the archaeological site, the archaeologist will have to know the site location, the significance of the site, and the extent of damage the development will cause to the site. These questions are answered by a field study called an archaeological impact assessment (AIA). The AIA results in recommendations for the management of the expected site impacts from land-altering development or resource extraction.

The feasibility of recommendations will be discussed with you before the archaeologist submits the AIA to the Archaeology Branch. Common recommendations include:

- Changing the building site or footprint to reduce or avoid archaeological site impacts.
- Changing construction techniques to reduce the degree of site impact (e.g., substituting an above ground basement or building on pads or pilings, instead of regular in-ground foundation).
- Completing additional archaeological excavations to recover information that will be destroyed by development.
- No further action when the values associated with the site are insignificant.

### Step 3: Development under a Site Alteration Permit

After the appropriate archaeological studies have been completed, the proponent is required to obtain a Site Alteration Permit in order to alter the archaeological site.

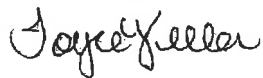
The site alteration permit application is available through the Archaeology Branch website; however, most proponents have the application prepared by the archaeologist on their behalf.

Page 2

Your application may be subject to further requirements under the federal Fisheries Act. Please refer to Fisheries and Oceans Canada's "Projects Near Water" webpage (<http://www.dfo-mpo.gc.ca/pnw-ppe/index-eng.html>) for information on how to ensure your project complies with the Fisheries Act.

If you require any further information or clarification, please contact Joyce C. Veller at 250-787-3438 or email to [Joyce.C.Veller@gov.bc.ca](mailto:Joyce.C.Veller@gov.bc.ca), quoting the above file number.

Yours truly,

A handwritten signature in cursive script, appearing to read "Joyce Veller".

Natural Resource Specialist  
FrontCounter BC

Enclosure

Source: Peace River  
Water Precinct: Fort St. John and Dawson Creek  
Proposed Work Period: Summer of 2015 to summer of 2016

### **Site C Mitigation Plans**

Caroline replied with the following comments:

“Noting that BC Hydro was responding specifically to the recommendations of the JRP with this document, we were disappointed to see that some species of local importance were left out:

1. Though provisions for winter habitat for ungulates have been included, nothing is provided to compensate or mitigate the loss of the islands as birthing places and nurseries. Would it be possible to include something to improve their fawn survival rates? Although they are not listed as threatened, our ungulates are under huge pressure from hunters (the influx of southern BC hunters each year is significant) as well as natural predators. The impact of this reservoir on their population numbers could be decreased by providing them some type of safe zone in which to give birth and keep their babies for the first few weeks, just as the islands do now.

2. Birds that feed heavily on fish, ie: bald eagles, osprey, kingfishers. It is expected that methyl mercury levels in fish will increase during the initial flooding. Is there a plan to monitor its bioaccumulation in these at-risk species, or any idea how to minimize or mitigate it? I saw no mention of such in this document.

One note on the garter snake artificial den sites: while it is logical to arrange the sites well in advance of the filling of the reservoir, this by no means suggests that the snakes will find them while the current dens are available. Considering the general lack of knowledge concerning current den locations, manual relocation of the snakes seems unlikely. It seems that, if BC Hydro is truly concerned with minimizing impact on wildlife, the water level should be increased as gradually as possible, during a less crucial time, such as late summer. A commitment to a strict timeline would inspire more confidence in the veracity of this plan.

Also, I was confused by section 17 in Table 7.2, where it begins to define a number of sensitive times for particular birds, but does not seem to provide any instruction. Was this an accidental omission?

Overall, the document seems to address many valuable issues. Of concern is the number of artificial nest and den sites being planned. It is very important that these are monitored regularly and a strong commitment is made to modify these efforts in accordance with wildlife response to them. “

### **Atkinson Prospectus**


All amendments actioned and submitted.

### **Fair Share Negotiations**

Report included in in-camera meeting.

### **Bylaw Variances**

Only pertain to bylaws regarding land and waste issues.

  
\_\_\_\_\_  
Tom Matus, CAO

## ABOUT THE WORKSHOP LEADER:

**Shelley Hahn** is the Director of Business Services for the Municipal Finance Authority of BC (MFA) and has been with the MFA since 1997. She currently manages the MFA's Commercial Paper Program issuing over \$5 billion annually and manages the Authority's short term investment portfolio. Shelley is a member of the MFA's Credit Rating and Investor Relations committees. She oversees all requests and approvals for financing and works closely with the Ministry of Community, Sport and Cultural Development on bylaw, borrowing and legislative issues.

### ***Workshop Location & Date***

Tuesday, May 26, 2015  
**Penticton Trade & Convention Centre**  
273 Power Street  
Penticton, BC  
8:30 a.m. – 4:30 p.m.

### ***Accommodations***

The GFOA of BC has a block of rooms at the Penticton Lakeside Resort at 21 Lakeshore Drive W. starting from \$145 per night. Please call 1-800-663-9400 and identify yourself as being with the Government Finance Officers Association of BC in order to receive the special guestroom rate or email [lakeside@rpbhotels.com](mailto:lakeside@rpbhotels.com)

### ***Registration Fees***

Register here: **REGISTRATION**

**\$320 + GST**

Or register using PD points - 8 required

*Registration includes coffee, tea, muffins & lunch.*

A maximum of 25 people will be allowed in the course; a minimum of 15 people are required to proceed.

*This course provides 7 verifiable hours of training.  
Check with your professional association to confirm that this qualifies for your personal CPD record.*

Note that it can take an extended period of time to connect from the BCeID login to the e-Referrals website, this is normal. Avoid re-clicking the "Next" button or you could extend this connection time.

Please do not reply to this email.

Mike D'Aloia

FrontCounterBC  
Water Stewardship Officer - NE

(250) 774-5530  
[mike.daloia@gov.bc.ca](mailto:mike.daloia@gov.bc.ca)



# Subdivision and Development Servicing Bylaw No. 848, 2015

District of Hudson's Hope  
Subdivision and Development Servicing Bylaw No. 848, 2015

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Schedule B – Highways, Lanes and Walkways - Regulations, Standards and Specifications for Design
Schedule C – Water Systems - Regulations, Standards and Specifications for Design
Schedule D – Sanitary Sewers - Regulations, Standards and Specifications for Design
Schedule E – Stormwater Systems - Regulations, Standards and Specifications for Design
Schedule F – Street Lighting, Electrical, Communications Wiring, Cablevision and Gas Distribution System - Regulations, Standards and Specifications for Installation
Schedule G – Submissions and Approvals - Standards for Preparation
Schedule H – Standard Subdivision Development Agreement Document
Schedule I – Statutory Right of Way Document
Schedule J – Confirmation of Professional Assurance and Certificates

and Services are sufficient and the alteration of the Works and Services is not required to serve the subdivision or development.

## 6.2 Subdivision Requirements

- a) Every Owner making an application for Subdivision Approval is required to provide the works and services within the subdivision and on that portion of a highway immediately adjacent to the site being subdivided up to the center line of the highway as described in Schedule "A" of this Bylaw.

Notwithstanding the above, the provision of water, sewer and drainage services may be waived where the parcel created is to be used solely for the unattended equipment necessary for the operation of:

- a community water system
- a community sewer system
- a community gas distribution system
- a community radio or television receiving antenna
- a radio or television broadcasting antenna
- a telecommunication relay station
- an automatic telephone exchange
- an air or marine navigational aid
- electrical substations or generating stations, or
- any other similar public service or quasi-public service facility or utility.

## 6.3 Insurance

The Owner shall take out and maintain at all times from commencement of construction and installation of the Works and Services until the Approving Officer issues the Final Acceptance Certificate:

- (a) comprehensive general liability insurance against claims for bodily injury (including death) and property damage or loss arising from its carrying out the construction and installation of the Works and Services (including failure to properly carry out or negligence in carrying out the Works and Services), with the District as an additional insured, in an amount of not less than \$5,000,000.00 combined single limit per claim and with a per claim deductible of not more than \$5,000.00; and
- (b) builder's risk insurance, insuring the Works and Services against loss or damage to the full replacement cost of the Works and Services, and if the District elects to complete the Works and Services as provided in this Agreement, the Owner is conclusively considered to have assigned the benefit of that insurance, and all proceeds of it, to the District.

The Owner must provide the Approving Officer or Director of Public Works with proof in writing of insurance before commencing the Works and Services and at other reasonable times during the construction and warranty period. The insurance must contain a provision requiring the insurer to give the District 30 days prior written notice before any alteration or cancellation of the policy is effective.

District of Hudson's Hope  
Subdivision and Development Servicing Bylaw No. 848, 2015

estimated by the Owner's Consulting Engineer and approved by the Director of Public Works.

## 6.7 Starting Works and Services Construction

- a) Installation of any works and services required for a subdivision or development shall not commence until:
- The District has confirmed in writing to the Owner the requirements of this Bylaw;
  - The Owner has had completed at their cost, all reports and engineered drawings as set out in Schedule "G" of this Bylaw;
  - The Owner has submitted to the District a completed Quality Control and Assurance form as set out in Schedule "J" of this Bylaw;

## 6.8 Engineering Drawings

- a) The Owner shall prepare and submit to the District engineered drawings in accordance with the requirements of Schedule "G" of this Bylaw for all works and services required under this Bylaw, prior to the commencement of construction.
- b) The Owner shall determine, coordinate and submit to the District, engineering designs from utility providers when providing electrical, telephone, television and gas or mail delivery services.
- c) All engineered drawings shall bear the seal of a professional engineer and must be accepted by the Director of Public Works prior to the commencement of construction or installation of any works and services.
- d) Upon completion of the works and services required by this Bylaw, the owner shall prepare and submit to the Director of Public Works, operating manuals and record drawings, prepared to the standards prescribed in Schedule "G" of this bylaw and sealed by a Professional Engineer.

## 6.9 Construction after Approval of Subdivision or Building Permit

- a) Where all works and services required to be constructed or installed at the expense of the Owner have not been constructed or installed before the Approving Officer approves the subdivision or the District issues the building permit, the Owner shall enter into an agreement in the form of Schedule "H" and provide to the District security in the form of a cash deposit, or an irrevocable letter of credit from a financial institution acceptable to the District, in the amount of 125% of the construction cost as estimated by the Consulting Engineer and approved by the Director of Public Works.

## 6.10 Excess Capacity of Works and Services

- a) The design of any highway, sanitary sewer, water or storm drainage system must be adequate to serve the land being subdivided or developed, as well as any other land that is tributary to the system or to which the system will provide service.
- b) The Director of Public Works may specify in respect of any system the area of land that is tributary or the area to which it will provide service, based on the District's Official Community

## 6.4 Application and Inspection Fees

- a) The Applicant shall pay to the District at the time of applying for a Subdivision or building permit in respect of which this Bylaw requires Works and Services, an administration and inspection fee equal to 4.5% of the estimated cost of the Works and Services certified by the Owner's Consulting Engineer up to the value of \$500,000, plus 2.5% of such estimated cost over \$500,000, up to \$1,000,000, plus 1.5% of such estimated cost over \$1,000,000.

## 6.5 Final Subdivision Approval

- a) Upon completion of the construction of the works and services required by this Bylaw as approved by the Approving Officer, an Owner may make application for Final Subdivision Approval or a building permit, as the case may be, and shall provide as required by the District the following:
- Payment to the District of all the costs of connecting all utilities to serve the proposed subdivision;
  - Payment to the District of all costs for upgrading the existing works and services or installing new works and services that will be undertaken by the District at the cost of the Owner;
  - Payment to the District of all applicable Development Cost Charges.
  - Three (3) copies of all duly executed covenants, statutory rights of way and all other relevant documents;
  - Completed Quality Control and Assurance Form and Construction Completion Certificate as set out in Schedule "J" of this Bylaw; and
  - Confirmation by the Owner's Consulting Engineer that the following have been provided to the Director of Public Works:
    - record drawings; in the version of pdf and AutoCAD formats specified by the Director of Public Works, including service connection cards indicating clearly and accurately the location, depth, size and material of construction of each District utility connection and the District project number;
    - reports for material tests
    - all other test results
    - operation manuals
  - One copy of the subdivision plan for District records.

## 6.6 Maintenance

- a) Where the construction and installation of Works and Services is the responsibility of the Owner as prescribed by the Bylaw, the Owner shall:
- remedy any defects or deficiencies that are identified in the Works and Services during the twenty-four month period immediately following the issuance of the Construction Completion Certificate; and
  - provide the District with security against any failure by the Owner to remedy defects or deficiencies in the works and services in an amount no less than 10% of the cost of all works

District of Hudson's Hope  
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Plan and Zoning Bylaw and any long-range plans for the District's highway, sanitary sewer, water, and storm drainage systems.

- c) If compliance with sentence 6.10 a) requires use of larger diameter pipe or greater pavement widths than would be required to serve only the land being subdivided or developed, the Owner shall install the works and services and the Owner shall be entitled under the terms of a Latecomer Agreement to compensation in respect of the cost of providing the excess capacity of the works and services in accordance with sentence 6.10 d).
- d) Compensation under sentence 6.10 c) shall be provided only in respect of the actual cost of:
- sanitary sewer pipe materials in excess of 200mm diameter;
  - water pipe materials in excess of 150mm diameter, except in areas zoned industrial where compensation shall be provided only in respect of the actual cost of water pipe materials in excess of 200mm diameter;
  - storm drainage pipe materials in excess of 500mm in diameter; and
  - paving materials for pavement widths in excess of 12m.
- e) Payments shall only be made upon acceptance of the works and services by the District and presentation of the Owner's account in a form prescribed for that purpose by the Director of Public Works. The Director may require the Owner to provide a certification as to the costs specified in sentence 6.10 d) by the Owner's Consulting Engineer.

## 6.11 Latecomer Agreements

For the purposes of entering into a Latecomer Agreement, the District will:

- a) Determine, by Council resolution:
- which lands are Benefiting lands;
  - which part of the Excess or Extended Services would benefit each of the Benefiting Lands; and
  - the Latecomer Charges that would apply to each of the Benefiting Lands;
- b) Prepare a Latecomer Agreement for execution by the Owner which will set out, inter alia, the matters referred to in paragraph 6.11 a), specify the rate of interest to be charged on Latecomer Charges accruing from the Date of Completion of the Works and Services until the Latecomer Charges are paid; and fix the term of the Latecomer Agreement.
- c) Notify all potential Latecomers of the Latecomer Charges that would be payable upon a Latecomer connecting to or using Excess or Extended Services prior to the expiration of a Latecomer Agreement to which the Benefit Lands are subject, by filing the appropriate notice in the Land Title Office; and
- d) Collect and remit to the Owner or their permitted assignee, in accordance with the Latecomer Agreement, any Latecomer Charges collected by the District from a Latecomer.

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## 1.0 ESTABLISHMENT OF SERVICE LEVELS

The levels of works and services to be provided in subdivisions shall conform to the following table for the various zones as set out in the District of Hudson's Hope Zoning Bylaw No. xxx and amendments thereto.

Description	RU1	RU2	RU3	R1	R1a	R2	R3	C1	C2	M1	M2	M3	P1	P2	OR
1. Water Service															
- District of Service	N/A	R	R	R	R	R	R	R	R	R	R	N/A	R		
2. Sanitary Service															
- District Service	N/A	R		R	R	R	R	R	R	R	R	N/A			
- Private Service			A										A		
3. Drainage															
- Enclosed Pipe System	N/A	R	N/A	R	R	R	R	R	R	N/A	N/A	N/A	N/A		
- Open Channel (Ditch)		R								R	R	R	R		
4. Highways															
- Collector/Local/Urban R.	N/A	R	N/A	R	R	R	R	R	R	N/A	N/A	N/A	N/A		
- Rural			R							R	R	R	R		
5. Sidewalks															
- Both Sides	N/A	N/A	N/A	N/A	N/A	N/A	N/A	R	R	N/A	N/A	N/A	N/A		
- One Side	N/A	R	N/A	R	R	R	R	N/A	N/A	N/A	N/A	N/A	N/A		
6. Street Lighting	N/A	R	R	R	R	R	R	R	R	R	R	R	R		

### Definitions:

R - means required

A - means allowed where a higher level of service is not required

N/A - means not applicable

### 1.1 Zoning

Refer to Hudson's Hope Zoning Bylaw No. 750, 2009 sections 6.0 through 20.0 for a detailed explanation of the following zonings:

- a) RU1 – Rural Residential
- b) RU2 – Rural Agriculture
- c) RU3 – Rural Resource
- d) R1 – Low Density Residential
- e) R1a – Low Density Residential (Ellis Crescent)
- f) R2 – Multi-Unit Residential

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Schedule A

- g) R3 – Manufactured Home Park
- h) C1 – Town Centre Commercial
- i) C2 – Service Commercial
- j) M1 – Light Industrial (Serviced)
- k) M2 – Light Industrial (Un-serviced)
- l) M3 – Heavy Industrial
- m) P1 – Institutional
- n) P2 – Parks and Open Space
- o) OR – Outdoor Recreation

District of Hudson's Hope  
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Schedule A

## SCHEDULE B Highways, Lanes and Walkways - Regulations, Standards and Specifications for Design

## 1.0 INTRODUCTION

All road classifications and designations for vertical and horizontal alignment elements shall be designed utilizing information contained in this section and in compliance with:

- Master Municipal Specifications and Standard Detail Drawings in Volume II of the Platinum Edition of the Master Municipal Construction Documents (2009);
- Transportation Association of Canada, Geometric Design Guide for Canadian Road Manual (1999);
- BC Supplement to TAC Geometric Design Guide (2007)

## 2.0 HIGHWAY, LANE AND WALKWAY CLASSIFICATION

Highway Classification:

- Arterial – An arterial road is a highway with the primary function of carrying through traffic from one area to another with as little interference as possible from adjacent land uses. An arterial road may provide direct access to property as a secondary function when alternate access is not available.
- Collector – A collector road is a highway with the primary function of distributing traffic between arterial, other collector and local roads within an area. A collector road may also provide direct access to properties.
- Local – A local road is highway with the primary function of providing direct access to properties. Local roads normally connect to other local roads or to collector roads.

The above classifications are further divided into urban and rural classifications. The urban classifications are further divided according to land use. Arterial and collector designations may be further divided into primary and secondary.

Road classifications also include the following:

- Lane – A lane (also called public lane or alley) is a roadway with the primary function of providing land access, typically at the rear of abutting properties. Lanes are not intended to carry through traffic. For properties fronting collector or arterial roads, rear lanes can eliminate the need for front driveways.
- Walkway and Bikeway – Walkways and bikeways are paths which follow routes independent from motor vehicle roadways, sidewalks and bike lanes.

### 2.1 Geotechnical Evaluation

For all proposed subdivisions, the Applicant shall be responsible for engaging the services of a qualified Geotechnical Engineer to investigate surface and subsurface conditions. The Geotechnical Engineer shall prepare a report outlining their findings and shall provide clear, definitive recommendations on the geometry and placement of fill sections, any compaction requirements over and above those stipulated in this Bylaw, cut slope geometry, pavement structures for roadways, and any other geotechnical issues affecting roadway construction within the proposed subdivision.

- Along Local Streets, 4 Way Intersections – 60 m;
- Along Local Streets, 3 Way Intersections – 40 m;

### 3.7 Cul-de-sacs

Cul-de-sac bulbs shall be used to terminate "no exit" roads and shall have adequate pavement radii to ensure emergency or operations vehicle access.

Maximum length of cul-de-sac streets to be 150 m to the end of the bulb when there is no alternate access from the bulb, and 210 m when there is alternate access (e.g. emergency access road, walkway) and a looped watermain is provided.

Roads must be constructed to the end of the furthest property line of the last building lot being created. If the road is to continue in the future then a temporary turn around complete with barrier posts must be constructed. The temporary turn around must be constructed to allow emergency vehicles, maintenance vehicles and garbage trucks to turn around.

### 3.8 Lanes and Driveways

#### 3.8.1 Residential Access to Arterial Roads

Residential driveway access to an arterial road is not permitted unless alternate access is not possible. Wherever physically possible, alternate local road access shall be dedicated to preclude residential driveways accessing directly onto arterial roads.

#### 3.8.2 Number of Driveways

Urban residential Zones:

- One driveway per road frontage
- Second driveway permitted for corner lot if driveway not on an arterial road
- Where a residential lot abuts roads of different classifications, the principal driveway shall access the road of the lower classification.

Suburban, Rural, Commercial, Industrial, Institutional, Comprehensive and Multifamily developments:

- Upon recommendations from a Site Traffic Impact Assessment prepared by the Applicant's Consulting Engineer, the Approving Officer may approve more than one access.

#### 3.8.3 Driveway Location and Width

Residential Zones:

- Driveways located on corner lots shall be at least 5 m from the lot corner nearest the intersection. Provision of adequate sight distance shall be considered in accordance with TAC Geometric Design Guidelines.
- Minimum and maximum widths of urban residential driveways are 4 m and 7.5 m respectively.

### 3.9 Walkways

Concrete sidewalks must be provided as follows on roads in or adjacent to subdivisions in accordance with Schedule "A" of this Bylaw, as being within the zone specified. Sidewalk widths to be as shown in Table B - 5.

ROAD CLASSIFICATION	SIDEWALK WIDTHS
Arterial	MoT Standard
Collector	1.2 m
Commercial	1.5 m
Industrial	Not Required
Local	1.2 m
Cul-de-sac	Not Required
Rural	Not Required

Table B - 5: Sidewalk Widths

The maximum gradient for walkways is 15 %. Concrete or wooden stairs are to be installed where required to suit the terrain of the site, when the grade exceeds 15 %.

Retaining walls shall be installed for walkways as required to suit the site topography. The design shall be specific to the situation and must be certified by a Professional Engineer.

Paved walkways shall be a minimum of 2.0 m wide and shall be designed to provide minimal elevation interference with adjacent lots.

#### 3.10 Wheel Chair Ramps

Wheelchair ramps must be provided at all intersection curb returns as an integral part of the sidewalk or to link walkways and crosswalks

#### 3.11 Traffic Control Devices

Traffic signs are to be designed in accordance with the current edition of the Transportation Association of Canada Manual of Uniform Traffic Control Devices for Canada.

Crosswalks to be designed in accordance with the current edition of the Province of British Columbia Ministry of Transportation and Infrastructure's Pedestrian Crossing Control Manual.

Traffic Paint Markings – to Ministry of Transportation and Infrastructure's Pavement Markings Manuals (current edition).

#### 3.12 Boulevards/Streetscapes

Boulevards shall be defined as the area between the face of curb, back of walk or the edge of pavement and the property line.

A minimum grade of 2 % must be maintained from the property line to the back of curb, back of walk, or to the back side of a ditch.

### Commercial, Industrial, Institutional, Comprehensive and Multifamily Developments:

- Driveways to corner lots shall be located no closer than 12 m from the property line of the adjoining road. Provision of adequate sight distance shall be considered in accordance with TAC Geometric Design Guidelines.
- The minimum width of a driveway to a property having one or more accesses is 4.5 m for one way access and 6.5 m for two way access with a maximum of 11 m. Where a corner lot adjoins roads of different classifications, the principal driveway shall access the road of the lower classification, except for commercial sites where access may be provided from both roads, provided that in the District's opinion neither access will unreasonably interfere with traffic movement.

#### 3.8.4 Driveway Grades

General limits on driveway grades are as indicated in Table B - 2. Driveway access grades shall be designed to permit the appropriate vehicular access for the zone, without "bottoming-out" or "hanging-up". From edge of pavement to property line, the driveway shall follow proper boulevard slope to drain towards the road. For the first 6 m a minimum grade of 2 % is to be used from back of curb followed by a maximum of 10 % grade towards the building site.

#### 3.8.5 Driveway Letdown and Curb Return

Access to large parking areas, commercial, industrial and multifamily developments may be by curb returns rather than a driveway letdown should they be required for stormwater management.

Deceleration and acceleration lanes may be required for access off major roads for safety reasons and to minimize disruption to traffic flows. Design of such access shall be in accordance with the TAC Geometric Design Guidelines.

#### 3.8.6 Access Management

In addition to the above driveway guidelines, access management techniques, including driveway consolidation, medians and turn restrictions shall be applied in accordance with the Access section of TAC Geometric Design Guidelines.

#### 3.8.7 Queuing Storage

Minimum queuing storage at all parking lot driveways, measured from driveway exit to the closest parking stall or aisle shall be as follows:

Number of Parking Stalls	Length of Storage (m)
0 to 100	6
101 to 150	12
151 to 200	18
Over 200	24

Table B - 6: Queuing Storage

Boulevard design shall give consideration to the road classification of the street and the zoning of adjacent properties. The design of boulevards and streetscape improvements shall consider the items listed below:

- Concrete sidewalk.
- Trees, shrubs and other plant materials.
- Grass and other ground cover vegetation.
- Paving stones in a variety of materials.

#### 3.12.1 Street Trees

Trees shall be planted within a boulevard provided the following guidelines are adhered to:

- Road design standards provide adequate room for tree planting and landscaping within the right-of-way.
- The planting of trees on all new District residential roads shall be a requirement of all subdivisions.
- The developer shall prepare and submit to the District a Landscaping Plan for review and approval. The Landscaping Plan shall show tree planting locations and species.
- Trees to be planted along streets typically shall be:
  - Randomly spaced to provide one tree in front of each lot and a separation dependent upon the species but typically 7 m to 12 m apart.
  - Spaced as to not allow damage to Works and Services as a result of root growth.

Trees shall not be planted within:

- 6 m from street intersections, and crosswalks – protect sight lines.
- 6 m from street lighting – protect illumination.
- 3 m from utility poles, junction boxes, vaults.
- 2 m from catch basins, driveways, utility services, hydrants and manholes.
- No underground utilities to pass directly under the rootball.
- When selecting tree species near overhead power lines, the designer shall ensure that the canopy of the mature tree will maintain the minimum distances as required by Electrical Regulations.
- Consideration shall be given in locating trees within the boulevards to avoid obstructing traffic signs, driveways, and sight lines.
- The view corridor of main windows or patios.

### 4.0 MATERIALS

#### 4.1 General

Gravel to be composed of inert, durable material, reasonably uniform in quality and free from soft or disintegrated particles. In absence of satisfactory performance records over a five year period for particular source of material, soundness to be tested according to ASTM C88 or latest revised issue. Maximum weight average losses for coarse and fine aggregates to be 30 % when magnesium sulphate is used over five cycles.

## 2.4 Design Flows

Unless otherwise indicated by the District, system design flows are to be based on the ultimate population and fully developed non-residential land as anticipated in the Official Community Plan (OCP).

Equivalent populations for non-residential flows can be estimated using the established non-residential demands and the Maximum Day per capita demand.

Total design flows ( $Q_{design}$ ) are to be the greater of the following:

$Q_{design} = MDD + F$  Maximum Day Demand for the population or equivalent population plus the Fire Flow, or;

$Q_{design} = PHD$  Peak Hour Demand for the population or equivalent population

## 3.0 WATER PRESSURE

Maximum allowable pressure 105 psi (725 kPa)

Minimum pressure at Peak Hour Demand (PHD) 40 psi (275 kPa)

Minimum pressure in system during design

Fire Flow and Maximum Day Demand (MDD+F) 20 psi (140 kPa)

Where the maximum pressure exceeds 75 psi (515 kPa), service connections must be individually protected by pressure reducing valves located in the buildings being served.

## 4.0 HYDRAULIC NETWORK CONSIDERATION

The maximum length of any permanent non-interconnected water main is 150 m. All mains exceeding 150 m, unless for a temporary situation, must be looped.

Where the water system network is inadequate, installation of supplementary mains may be required and may necessitate the provision of rights-of-way in favor of the District.

In residential areas, watermain servicing fire hydrants must be a minimum diameter of 150 mm.

Watermain in commercial/industrial/institutional areas shall be designed for anticipated demands and fire flows, and the minimum allowable diameter is 200 mm.

Mains shall be sized using the Hazen-Williams formula with the following maximum design velocity

Pump supply, reservoir trunk mains	2.0 m/sec.
Distribution lines: at PHD	2.0 m/sec.
MDD + Fire Flow	4.0 m/sec.

The minimum allowable design velocity is 0.15 m/sec.

## 9.0 CORROSION PROTECTION

Where there is a potential for encountering corrosive soils, a geotechnical corrosion analysis on the alignment of any proposed metallic watermain is to be conducted to determine the corrosiveness of the native soils. If the soils are determined to be corrosive, measures such as cathodic protection is to be included to prevent the corrosion of any metallic watermain and appurtenances.

## 10.0 VALVES

In general, valves are to be located as follows:

- In intersections either in a cluster at the pipe intersection or at projected property lines to avoid conflicts with curbs and sidewalks:
  - 3 valves at "X" intersection
  - 2 valves at "T" intersection
- Not more than 250 m apart
- Not more than one (1) hydrant isolated
- Not more than 20 service connections isolated.

Gate valves are required on mains smaller than 450 mm diameter.

## 11.0 MINIMUM CLEARANCE

At all locations, there must be a minimum lineal horizontal clearance of 1 m between the watermain and other existing or proposed underground services or open ditches, except sanitary sewer and storm drains.

A minimum horizontal clearance of 3 m must be maintained between the watermain, sanitary sewer and storm main or service, or where this is not possible, the clearance shall be in accordance with the Ministry of Health regulations. All water and sewer joints not consisting of a HDPE weld where the watermain is less than 0.45 m above the sewer or within 3m on the horizontal plane shall be wrapped with "Densot" tape or an approved equivalent.

Where it is necessary for the watermain to cross other underground services, the crossing must be made at an angle greater than 20 degrees horizontal.

The design drawings must indicate whether the water main passes over or under other underground services it is crossing.

## 12.0 ALIGNMENTS AND CORRIDORS

### 12.1 Horizontal Alignment

Watermain must be normally designed to be parallel to the road centerline.

Watermain must be located within the designated corridor normally in the road right-of-way or a dedicated easement as indicated in the applicable Standard Drawings of the typical cross section for that road.

## 5.0 MINIMUM PIPE DIAMETER

Distribution mains: 150 mm\*

Fire hydrant connections: 150 mm

Service connections: 20 mm

With fire sprinklers: 50 mm

\* For looped distribution mains with lengths less than 500 m in residential subdivisions, the diameter can be reduced to 150 mm, providing that fire flow requirements can be met.

Distribution main minimum diameter may be reduced to 100 mm provided that the main terminates in a short residential cul-de-sac, has a length less than 80 m and serves no fire hydrants.

## 6.0 DEAD ENDS

Watermain must be looped wherever possible. Where dead ends are unavoidable, blow-offs or blow-downs are to be provided. Blow-off and blow-down sizes are:

- 50 mm dia. for 100 and 150 mm dia. watermain
- 100 mm dia. for 200 mm dia. and larger watermain

Where practical, a hydrant may serve a secondary role as a blow-off.

## 7.0 DEPTH OF COVER

Watermain and services must be of sufficient depth to:

- Minimum depths of water mains shall be 3 m to top of pipe.
- Clear other underground utilities.
- Provide mechanical protection from external loads. Minimum: 1.0 m except where otherwise indicated by the District.

Special consideration is required for frost and mechanical protection in cases where minimum depths cannot be attained, e.g. at bridge crossings and in chambers.

## 8.0 GRADE

Grades are to be straight lines between defined deflection points. Elevations are to be recorded.

Where possible, minimum grade of watermain is to be 0.1 %. Grading is to be designed to minimize the number of high points.

When the slope equals or exceeds 10 %, provide anchorage, joint restraints, trench dams and trench drainage.

Curved mains permitted, subject to meeting manufacturer's recommendation only and the method of achieving curvature shall be shown on the design drawings.

Watermain extensions shall extend to and terminate at the furthest property line of the last lot it services.

When the utility is required to cross private land(s), the right-of-way must be sufficient to repair or replace the utility line and be a minimum of 6.0 m wide.

### 12.2 Vertical Alignment

Watermain must be designed to minimize high points in the main. Where a high point is unavoidable, either a hydrant or air release valve is to be installed at that point.

A fire hydrant or blow off must be installed at low points in the watermain.

## 13.0 HYDRANTS

Fire hydrants are to be located, in general, at street intersections and as follows:

- not more than 150 m apart nor more than 90 m from a building
- in accordance with "Water Supply for Public Fire Protection-A Guide to Recommended Practice" published by Fire Underwriters Survey
- 2.0 m back from curb or 0.5 m back of sidewalk
- minimum 3 m from utility pole or light standard
- minimum 1.5 m from underground service pipes
- at property lines in mid-block locations.

## 14.0 AIR RELEASE VALVES

Combination air valves are to be installed at the summits of all mains of 200 mm diameter and larger, except as follows:

- Where the difference in elevation between the summit and valley is less than 600 mm
- Where it can be shown that air pockets will be carried by typical flows
- Where active service connections are suitably located to dissipate entrapped air.

Typical air valve sizes, subject to design analysis, are as follows:

Watermain Size	Valve Size
250 mm to 300 mm	25 mm
350 mm to 600 mm	50 mm
Larger than 600 mm	Special Design

Air valves must be vented to an appropriate above-grade location to eliminate any potential for cross connection in a flooded or contaminated chamber.

Standby power, unless fire storage and balancing and/or emergency storage is available without pumping.

Electric motors to be 600 V, 3 phase, premium efficiency, with thermal protection. Lower voltage (208 V, 3 phase) may be considered, depending upon service voltage available from power company.

Motors 100 hp and above to have analog vibration recording and protection.

Air relief discharge and pilot lines to be piped to floor drains.

Housekeeping pads for MCCs.

Hydraulically operated or motorized pump control valves with isolation valves, unless pumps have variable speed drives which control transient pressures.

Flow meters and totalizers.

Spring return "Silent" check valves.

High pressure and surge relief valves with isolation valves, if warranted by system characteristics and transient analysis.

Suction and discharge pressure gauges, with isolation valves, for each pump.

Mechanical pump seals.

Water quality sampling ports.

Interior and exterior of pipework coated to AWWA standards, or use stainless steel.

Pump system to be PLC-controlled, connected to SCADA system and compatible with current software, if applicable.

Hour meters and ammeters for each pump.

Power factor correction, if required by power company.

Noise attenuation to suit the location and District standards.

Equipment to be CSA approved and have minimum one-year guarantee on parts and labour. All equipment must be tested prior to acceptance.

Designer is to provide three copies of a comprehensive Operating and Maintenance Manual.

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Designer is to provide three copies of a comprehensive Operating and Maintenance Manual.

## 20.0 CONNECTION TO EXISTING WATERMAINS

Connection of a new pipe to an existing watermain shall be done by the Applicant under supervision of the District. The Applicant shall be responsible for the costs and supply of all materials required and shall pay the full cost of performing and completing the tie-in. Only the Municipality may operate valves on the existing watermain. Notification for tie-ins shall be made at least one week in advance of the proposed work.

### 21.0 FLUSHING, TESTING AND DISINFECTION

#### 21.1 General

All cleaning, flushing, pressure and leakage testing, disinfection and final flushing to be done by Contractor.

Perform all tests in presence of Director of Public Works. Notify District 24 h in advance of proposed test.

Where any section of system is constructed with concrete thrust blocks, do not conduct tests until at least five (5) days after placing concrete or two (2) days if high early strength concrete is used.

Obtain District approval prior to discharging flushing water to municipal sewers or drainage ditches.

Comply with MMCD General Conditions, Clause 20.4, Environmental Laws in regard to discharge of flushing water.

Provide District with all required approvals.

#### 21.2 Cleaning and Primary Flushing

Before flushing and pressure testing, ensure waterworks system is completely finished except tie-ins to existing watermain and make arrangements with the District for scheduling of testing and disinfection of mains. Testing and disinfection to be witnessed by Consulting Engineer.

Isolation of existing water system where required will be performed by the District. Do not operate any existing valves without District authorization.

Water may be supplied from District fire hydrants upon application for a Hydrant Use Permit and presentation of valid test certificate for reduced pressure principle backflow prevention device conforming to AWWA C511.

Remove foreign material from pipe and related appurtenances by flushing with water. Main to be flushed at water velocities as high as can be obtained from available water sources. Minimum velocity to be 0.8 m/s and/or in accordance with AWWA C651. Continue flushing at least until flow from most distant point has reached discharge point and until water discharged is clean and clear.

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## 19.0 PRESSURE REDUCING STATIONS

### 19.1 Preliminary Design

Design Flows:

- Peak hour demand
- Maximum day demand plus fire flow.
- Continuous, emergency or fire flow operation.

Chamber details:

- Structure and access
- Location
- Controls and monitoring
- HVAC

### 19.2 Design Features

Minimum chamber size: 3 m x 2 m x 2 m (Inside dimensions).

Structure and piping in accordance with Chambers, Reservoir Valve Chambers and Pump Stations sections.

External bypass with closed valve.

Parallel pressure reducing valves sized for peak hour and maximum day plus fire flows.

Isolating valves.

Air release valves.

Basket strainers upstream of each control valve.

Upstream and downstream pressure gauges.

Flow meter.

Interior and exterior of pipework coated to AWWA standards, or use stainless steel.

Forced air ventilation plus heat and light, subject to District review.

External kiosk, if electrical and electronic equipment is included.

PLC-controlled with connection to SCADA system, if applicable, including:

- Discharge and suction pressure transmitters
- Flow transmitter
- Uninterruptible power supply (UPS)
- Operator interface panel.

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### 21.3 Testing Procedure

Upon completion of construction of any section, which shall be defined as that pipeline and appurtenances located between any two adjacent line valves, make section ready for testing.

Before pipe is filled with water, pipe bedding, concreting of all valves and fittings and backfilling to be completed as required in this specification. Fill each section of pipe and allow to remain full of water for a period of at least 24 hours prior to commencement of any pressure tests. Submit pipeline to a test of 1.5 x working pressure applied at highest elevation in each section, with a minimum of 1380 kPa applied at lowest point of test section. Ensure that test pressure does not exceed pipe or thrust restraint design pressures. Maximum allowable leakage rate at test pressure to not exceed 1.25 litres per millimetre diameter of pipe per kilometre per 24 hour period. Minimum duration of test period to be 2 hours. Maximum test pressures should not exceed those specified in CSA B137.3- Table 9.

Perform pressure and leakage testing of ductile iron piping to AWWA C600 and AWWA M41.

Perform pressure and leakage testing of polyvinyl chloride(PVC) piping to AWWA M23 and AWWA C605.

Perform testing of welded steel piping to AWWA C206; no leakage allowed.

Should any test disclose excessive leakage, repair or replace defect and retest section until specified testing requirement is achieved.

### 21.4 Disinfection

After the Consulting Engineer has certified that pipes and appurtenances have passed all specified tests, flush and disinfect pipes and appurtenances.

Do not use granular hypochlorite for disinfection of PVC pipe with solvent welded joints, as there is an explosive reaction potential.

Retain water containing not less than 25 mg/L free chlorine in water system for a period of at least 24 h, in accordance with AWWA C651. Submit outline of proposed disinfection procedure accompanied by marked up schematic drawing to the District for approval 48 h in advance of commencement of disinfection.

Allow water from existing distribution system, isolated by reduced pressure principle backflow prevention device or other approved source of supply, to flow at constant, measured rate into newly laid watermain. In absence of a meter, rate may be approximated by methods such as placing Pitot gauge in discharge, measuring time to fill container of known volume, or measuring trajectory of discharge and using formula presented in AWWA C651.

At a point not more than 3 m downstream from beginning of new main, ensure water entering new main receives dose of chlorine fed at constant rate such that water will have not less than 25 mg/L free chlorine. To assure that this concentration is provided, measure chlorine concentration at regular intervals as specified in AWWA C651.

Amount of chlorine required to produce 25 mg/L concentration in 30m of pipe of various sizes is given in following table:

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## 8.0 MINIMUM GRADES

Minimum grades of gravity sewers are as required to obtain the minimum velocity of 0.60 m/s except for the upstream section of a residential sewer serving a design population of 25 or less in which case the minimum grade is 0.6 %, unless otherwise approved by the District. Recommended minimum grades are listed below.

PIPE DIAMETER (mm)	MINIMUM GRADE (m/100)
100	2.00
150-200	0.50
250-350	0.30
375-450	0.15

Force main grades are to be a minimum grade of 0.1 %.

## 9.0 MINIMUM PIPE DIAMETER

Residential sewers: 200 mm

Industrial: 250 mm

Service Connections: 100 mm

Sewage force mains: 100 mm

## 10.0 ALIGNMENT, LOCATIONS AND CORRIDORS

Sanitary sewers must be located within the road right-of-way as noted in the applicable Standard Drawing Typical Cross Section for that road.

When the utility is required to cross private land(s), the right-of-way must be a minimum of 6.0m wide for a single pipe or wider if required to accommodate Worksafe BC side slope requirements.

Sewer main extensions shall extend to and terminate at the furthest property line of the last lot is services.

## 11.0 CURVED SEWERS

Where permitted by the District, horizontal and vertical curves may be formed using pipe joint deflections as follows:

- Minimum radius = 60 m.
- Constant radius throughout curve.
- Joint deflection not to exceed 75 % of maximum recommended by pipe manufacturer.
- Minimum design velocity = 0.9 m/s.
- Curve locations to be recorded by survey.

## 13.0 DEPTH OF COVER

The depth of the main shall be sufficient to provide minimum cover of 2.5 m to top of service piping at the property line.

Sewers shall be of sufficient depth to:

- Permit gravity service connections to basements.
- Prevent freezing. Provide insulation where minimum depth cannot be attained as per MMCD Drawing No. G4.
- Clear other underground utilities.
- Prevent damage from surface loading.

## 14.0 UTILITY SEPARATION

A minimum horizontal clearance of 3 m must be maintained between the watermain, sanitary sewer and storm main or service, or where this is not possible, the clearance shall be in accordance with the Ministry of Health regulations. All water and sewer joints not consisting of a HOPE weld where the watermain is less than 0.45 m above the sewer or within 3m on the horizontal plane shall be wrapped with "Denso" tape or an approved equivalent.

## 15.0 SERVICE CONNECTIONS

Service connections must be provided to each lot fronting the main.

Connections to new mains must be made using standard wye fittings. Connections to existing mains must be made using wye saddles.

The standard minimum size for single family residential service connections shall be 100mm.

The size of commercial and multi-family service shall comply with the Provincial Building code.

The minimum depth of a service at the property line must be 1.0 m provided that gravity service to the Minimum Building Elevation is available.

Where rear yard sewers are necessary, due to steep topography, the minimum cover must be 1.0 m provided that gravity service to the Minimum Building elevation is available.

Service connections may be permitted into manholes provided that:

- The connection is not in an adverse direction to the flow in the sewer main.
- The connection enters the manhole so the service crown is no lower than the sewer main crown and each service benched in the manhole.

Unless otherwise approved by the District, connections are to serve all plumbing by gravity. Building elevations shall be established accordingly. Pumped connections may be permitted if requested prior to sewer design and if appropriate covenants are provided.

Subject to District approval, sewers larger than 600 mm diameter may include deflections formed by mitred bends, with minimum 1.25 m straight sections and maximum 45° mitres.

## 12.0 MANHOLES

### 12.1 Locations

Manholes are required at:

- All changes in vertical grade.
- All changes in horizontal direction.
- All changes in main pipe sizes.
- All intersecting sewers.
- All terminal section (for future extensions).
- Downstream end of curved sewers.
- All lot services greater than 100 mm diameter.
- Spacing intervals in conformance with the Table 12.1 below.

PIPE DIAMETER (mm)	MAXIMUM DISTANCE (m)
200 – 375	125
450 – 750	155
900 and larger	185

Table 12.1: Maximum Manhole Spacing

In all cases a manhole is required at the upper end of a sewer for flushing and cleaning.

Sanitary manhole rim elevations in off road areas must be designed to be:

- Above the adjacent storm manhole rim elevation.
- Above the surrounding ground so that infiltration from ponding will not occur.

### 12.2 Hydraulic Losses Across Manholes

The following criteria must be used:

- The springline of the downstream pipe must not be higher than the springline of the upstream pipe.
- Minimum drop in invert levels across manholes:
  - Straight run – no extra drop required other than slope of pipe.
  - Deflections up to 45° – 25 mm drop max.
  - Deflection 45° to 90° – 50 mm drop min.
- Exterior drop manholes must be installed in accordance with MMCD Standard drawings where invert elevation difference exceeds 600 mm.
- All benching shall be designed to prevent any solid deposition or flow disruption.
- Force main discharges shall be directed into the receiving manhole outflow pipe. Manhole benching shall be extended a minimum 200 mm above the force main crown. If a manhole drop cannot be avoided, an inside drop pipe is required.

### 15.1 Grade

Minimum grade from property line to sewer main:

- 100 mm diameter pipe: 2.0 %
- 150 mm diameter pipe: 0.5 %
- Larger Sizes: Grade based on minimum velocity of 0.60 m/s

### 15.2 Details

Use standard wye fittings for connections to new mains. For connections to existing mains, use wye saddles or, if approved, insertable tees. The service connection centreline must not be below the sewer main centreline.

Service connections may be permitted into manholes if:

- The connection is not oriented against the flow in the main.
- Manhole hydraulic requirements are met.

Inspection chambers are required on residential connections unless the service is less than 2.5 m long and connects to a manhole.

Control manholes are required on all industrial connections and on commercial connections where required by the District.

Manholes are required on service connections larger than 150 mm diameter.

Connections exceeding 30 m in length shall be treated as mains.

## 16.0 SANITARY LIFT STATIONS

### 16.1 General

The use of sanitary lift stations is to be discouraged. Any proposed use of lift stations must receive prior approval from the Director of Public Works. Sanitary lift stations should normally be located within a right-of-way outside the required road dedication.

Sanitary Lift Stations will require a pre-design report.

### 16.2 Design Criteria

Pumps must be:

- Capable of passing solids up to 75 mm in size.
- Equipped with hour meters.
- Easily removed for maintenance.
- Operate on a 347/600 volt electrical source (pump motors 5 hp and greater to be 600 volt 3 phase type).
- Able to operate alternately and independently of each other.
- Able to meet maximum flow condition with one pump in failure mode.



## 1.0 GENERAL

Stormwater System refers to the overall stormwater system plan for the major and minor system and shall be designed based on the principles contained in the Stormwater Planning Guidebook for British Columbia published by BC Ministry of Water, Land and Air Protection dated May 2002.

Storm Drainage System refers to the piped network. Storm Drainage Systems shall be designed, analyzed and approved in accordance with best engineering practices.

Run-off flows from the subdivision must be limited to the 5 year return period pre-development runoff condition.

Consulting Engineers retained by the Owner to design the works and services must consult with the Director of Public Works to determine what existing information may be of assistance to them.

All developments require a storm drainage plan.

The presence of an existing District drainage system does not mean or imply there is adequate capacity to receive the proposed design flows, nor does it indicate that the existing system pattern is acceptable to the District.

Existing facilities which are undersized or inadequate to accept additional drainage must be defined for upgrading to accommodate the appropriate subdivision design flows. Alternative drainage proposals may be considered.

## 2.0 STORMWATER MANAGEMENT PLAN

The Stormwater Management Plan (SMP) must be provided for all developments that alter the existing site drainage characteristics.

A SMP of the proposed Subdivision or Development must be developed in two phases at the expense of the Owner. The Stormwater Management Plan must be developed or overseen by a Professional Engineer who is registered in the Province of British Columbia and is experienced in hydrologic analysis. The SMP shall be conservative in calculation, coupled with sound engineering judgment. The economic aspects of the design must not be overlooked. Low maintenance and operational simplicity are preferred. Criteria and proposed solutions will be reviewed by the District.

The Owner's Consulting Engineer will provide the District with the technical information, and the District may, at its discretion, undertake the hydrologic analyses by computer model to verify the suitability of the Consulting engineer's design.

It is also the Consulting engineer's responsibility to confirm the extent of the drainage catchments, and the required level of SMP detail, with the District prior to design work commencing.

A comprehensive lot grading plan prepared by the Consulting engineer is required. This requirement may be waived by the District if fewer than three new lots are created and there is no apparent impact on adjacent properties.

The first principle is to retain as many natural storm drainage features as possible.

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## 4.0 RUNOFF ANALYSIS

### 4.1 General Approach

The design catchment area shall include the entire area tributary to the storm drainage system. The catchment area shall be shown on the Catchment Area and Storm Drainage Plan and shall be in accordance with Master Stormwater Management Plans developed by the District. Detailed boundaries shall be established by the Consulting Engineer in so far as they affect the proposed subdivision.

### 4.2 Stormwater Runoff Generation (Hydrology)

The capacity of storm drainage systems through the developments will be designed to accommodate post-development flows above and in the development. All calculations pertinent to the design of the drainage system will be signed and sealed by the Consulting Engineer and submitted to the District.

For developments where the total tributary area is 10 hectares or less, the Rational Method shall be used to compute the peak runoffs.

For developments where the total tributary area is greater than 10 hectares, the Runoff Hydrograph Method will be used to compute the peak runoff. The Runoff Hydrograph Method will also be used for the design of storage facilities with tributary areas greater than 10 hectares.

In all cases the Consulting engineer (in determining the critical design conditions) is to consider the impact of snowmelt on the drainage system.

### 4.3 Rational Method

This method calculates the peak flow using the equation  $Q_T = \text{RAIN}$

Where  $Q_T$  = Flow in cubic m per second, for a return period T

R = Runoff coefficient (see Table E-1 below)

A = Drainage area in hectares

$I_T$  = Average rainfall intensity in mm/hr for the return period T, during that period of time equal to  $T_c$

$N = 0.00278$

Regardless of the size of development the District may require a report or grading plan prepared by the Consulting engineer analyzing the existing development and impact on adjacent properties. This plan must illustrate a strategy that addresses both the compatibility of the grading on all lots within the development area and the impact of these strategies on the existing adjacent development area.

Items to be addressed are:

- Pre- and post-development contours.
- Identification of cut and fill areas. Areas of greater than 1 m of fill are to be identified and the Geotechnical Engineer is to provide comments on these areas pertaining to suitability for building construction.
- Building envelopes within the proposed lots.
- Grade elevations at property corners and any other change in grade.
- A typical grading detail identifying general conditions and any special conditions for construction.
- Minimum and maximum main floor elevations for buildings.
- Directional arrows showing proposed drainage flow routes on each lot. Cumulative drainage of two or more properties is to be avoided and where necessary the Consulting engineer is to provide the rationale for this condition as well as propose a means of directing the flows to prevent impact on adjacent lots. This condition may require installation of special Works and Services by the Applicant and encumbrances registered on the lands.
- The Consulting engineer will document any low impact development and source control solutions proposed.
- Existing drainage patterns adjacent to the site.
- Legend identifying all notations.
- Lot numbering as per the final registered plan.

Confirmation of final elevations will be required prior to acceptance of Works and Services. The final grading plan submitted to provide guidance for the development of buildings on the lots may omit pre-development contours and cut/fill notations. Covenants may be registered on lots to ensure compliance with the approved plan.

## 3.0 MINOR AND MAJOR SYSTEMS

Each drainage system must consider the following stormwater analysis of runoff components:

- The minor system consists of drainage works, pipes and ditches, which convey flows of a five (5) year return frequency, with no pipe surcharging.
- Developments less than five (5) hectares require minor storm system design.
- The major system exceeds the capacity of the minor system and consists of surface runoff paths, roadways and water courses which convey flows of a 100 year return frequency. Major runoff path routing is required wherever surface overland flows are anticipated. Creeks regulated by the Ministry of Environment may require design to a 1:200 year flood.
- Developments larger than five (5) hectares require both minor and major system designs.

### 4.3.1 Runoff Coefficients

Description of Area	% Impervious	5/10-year Coefficient	100-year Coefficient
Commercial	90	0.80	0.85
Industrial	90	0.80	0.85
Suburban Residential (lots > 0.4 ha)	20	0.35	0.40
Low Density Residential	40	0.50	0.55
Medium Density Residential	65	0.60	0.65
High Density Residential	78	0.70	0.75
Woodlands	5	0.10	0.30
Parks, Playgrounds, Cemeteries;	20	0.25	0.30
Agricultural Land	30	0.30	0.40
Institution; School; Church	80	0.75	0.80

Table E.3 Runoff Coefficients

Note:

- The above table assumes conventional site drainage of directing all surface drainage overland into streets and catch basins. The runoff coefficients account for antecedent wet conditions.
- In the case of mixed land use, a composite runoff coefficient is to be determined.
- The Consulting engineer is to verify the above values meet site specific conditions and if higher values are required.

### 4.3.2 Drainage (or catchment) Area

The extent of the tributary drainage areas for the storm drainage system being evaluated shall be determined using the natural and/or the proposed contours of the land taking into account future land use in accordance with the OCP.

It is stressed that it is the Consulting Engineer's responsibility to confirm the extent of the drainage areas with the District prior to final design, and to incorporate the previously determined storm planning flows into the overall system.

### 4.3.3 Time of Concentration ( $T_c$ )

In developments where substantial undeveloped areas remain, the contributing drainage area flows and corresponding Time of Concentration shall be checked by trial and error to determine the maximum

### 7.6.2 Vertical Separation

Where a sanitary sewer or storm sewer crosses a watermain, the sewer shall be below the watermain with a minimum clearance of 0.45 m and the joints of the watermain, over a length extending 3 m either side of the sewer main, are to be wrapped with heat shrink plastic or approved equivalent and wrapped with petrolatum tape in accordance with the latest version of the AWWA Standards C217, and C214 or C209.

Where it is not possible to obtain the vertical separation indicated above, and subject to District and Ministry of Health approval, the following details may be used:

- The water pipe joints shall be wrapped as indicated above, and
- The sewer shall be constructed of pressure pipe such as high density polyethylene (HDPE) or PVC with fused joints and pressure tested to assure it is watertight.

### 7.6.3 Sewers in Common Trench

Storm and sanitary sewers may be installed in a common trench, provided that the design has taken into account:

- interference with service connections,
- stability of the benched portion of the trench,
- conflict with manholes and appurtenances.

The horizontal clearance between sewer pipes shall be no less than 1.0 m and the horizontal clearance between manholes shall be no less than 0.3 m.

### 7.7 Curved Pipes

Where permitted by the District, horizontal and vertical curves may be formed using pipe joint deflections as follows:

- Minimum radius = 60 m.
- Constant radius throughout curve.
- Joint deflection not to exceed 75 % of maximum recommended by pipe manufacturer.
- Minimum design velocity = 0.9 m/s.
- Curve locations to be recorded by survey.

Subject to District approval, sewers larger than 600 mm diameter may include deflections formed by mitred bends, with minimum 1.25 m straight sections and maximum 45° mitres.

### 7.8 Manholes

Manholes are required at:

- Changes in vertical grade greater than 1.0 %
- Intersecting storm drains
- Changes in pipe size
- Changes in horizontal direction
- Downstream end of curved storm drains

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- Other depth requirements are as indicated for storm sewer mains.

### 7.10.3 Grade

Minimum grade from property line to storm sewer main:

- 100mm diameter pipe: 1.5%
- 150mm diameter pipe: 1.0%
- Larger sizes: Grade based on minimum velocity of 0.75 m/s

### 7.10.4 Details

Use standard wye fittings for connections to new mains. For connections to existing mains, use wye saddles or insertable tees.

Connections exceeding 30m in length will be treated as mains.

- Service connections may be permitted into manholes if:
  - The connection is not oriented against the flow in the main.
  - Manhole hydraulic requirements are met.
  - Manholes are required on service connections larger than 250mm diameter.
- Inspection chambers are required on residential connections unless the service is less than 2.5m long and connect to a manhole.
- Inspection chambers to MMCD standards. Stormwater inspection chamber lids to be green in colour.

### 7.10.5 Roof Leaders

Unless otherwise approved, roof drains are to discharge to splash pads, not service connections.

### 7.10.6 Foundation Drains

Unless otherwise approved by the District, connections are to serve the perimeter (foundation) drains of all buildings by gravity. Pumped connections may be permitted if requested prior to design and if appropriate covenants are provided.

### 7.11 Temporary Cleanouts

Temporary clean outs may be provided at terminal sections of a main provided that:

- Future extension of the main is designed as an overall phased development.
- Clean outs are not considered a permanent structure.

### 7.12 Catch Basins

Catch basins must be provided at regular intervals along roadways, lanes or walkways and at low point of the B.C. or E.C. (upstream) at curb returns. Interference with crosswalks and wheelchair ramps is not permitted.

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- Catch basin lead connections
- For service 150 mm diameter or larger

The maximum distance between manholes shall be as shown in the table below.

PIPE DIAMETER (mm)	MAXIMUM DISTANCE (m)
375 and smaller	125
450 to 750	155
900 and larger	185

Table E-5 Maximum Distance Between Manholes

### 7.8.1 Sump Manholes

Where ditches, swales or other open channels discharge into a storm sewer system, the initial connecting manhole shall be of a sump type unless this provision is provided by the receiving inlet structure.

### 7.9 Hydraulic Losses in Manholes

The following criteria must be used:

- The crown of the downstream pipe must not be higher than the crown of the upstream pipe.
- Minimum drop in invert levels across manholes:
  - Straight run – no drop required, other than slope of pipe.
  - Deflections up to 45° - 25 mm drop
  - Deflections 45° - 50 mm drop

Drop manholes must be installed in accordance with MMCD Standard Detail Drawing No. S4 where the invert elevation difference exceeds 500 mm. Interior drop manholes are not permitted.

### 7.10 Service Connections

Each and every legal lot and each unit of a residential duplex shall be provided with a separate service connection.

Unless otherwise approved by the District, connections are to serve the perimeter (foundation) drains of all buildings by gravity. Building elevations shall be established accordingly. Pumped connections may be permitted if requested prior to sewer design and if appropriate covenants are provided.

### 7.10.1 Size

- Pipe size to accommodate peak design flow.
- Minimum pipe size diameters for service connections are 100mm except for industrial/commercial connections which shall have minimum diameter of 150mm.

### 7.10.2 Location and Depth

- Connections to large lots are to be located at the lower portion of each lot. For urban developments, location of connection to follow the standard drawings.
- The connection elevation at the property line is to be above the minor system HGL.

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Catch basin spacing must be designed to drain a maximum of 500 m<sup>2</sup> on road grades up to 4% and 400 m<sup>2</sup> on grades greater than 4%; maximum spacing is to be 150m.

Side inlet rolled type catch basins are required for road grades less than 5%.

Side inlet vertical type catch basins may be used for road grades exceeding 5%.

### 7.13 French Drains

The use of French drains shall only be permitted where the topography and soil conditions are proven adequate to the acceptance of the District. A soils report will be required to support the design.

### 7.14 Dry Wells

Drainage dry wells may be allowed where they provide a suitable alternate method of storm water dispersal for parking lots adjacent to apartment and commercial developments. Geotechnical engineering data (i.e. percolation tests, etc.) and design details will be required to support their use.

Where drainage drywells are used as a means for disposal, drainage drywell wall surface areas shall be sized using Darcy's empirical law:

$$Q = AKI$$

Where:

Q = rate of flow in m<sup>3</sup>/s.

A = cross sectional area of soil through which flow takes place in m<sup>2</sup>.

K = coefficient of permeability in m/s.

I = hydraulic gradient or head loss over a give flow distance, dimensionless.

Coefficients of permeability (K) are as shown in the table below.

TYPICAL SOIL	K VALUE (m/sec)	RELATIVE PERMEABILITY
Coarse gravel	Over 10 <sup>-1</sup>	Very permeable
Sand, fine sand	10 <sup>-3</sup> to 10 <sup>-2</sup>	Medium permeability
Silty sand, dirty sand	10 <sup>-4</sup> to 10 <sup>-3</sup>	Low permeability
Silt	10 <sup>-7</sup> to 10 <sup>-6</sup>	Very low permeability
Clay	Less than 10 <sup>-7</sup>	Practically impervious

Upon determination of permeability factor, a safety factor of 2 shall be applied.

Drainage drywells, unless otherwise approved by the District, shall be located in the road boulevard or in other lands dedicated to the District for the purpose of drainage disposal.

The depth of the drywell will vary in accordance with the requirements derived from Darcy's empirical law.

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safety bench, located at the toe of the side-slopes leading to the permanent low level pool, is to be 2 m wide with a maximum slope of 3% and is required around the entire perimeter of the wet detention pond. Where safety benches cannot be accommodated, fencing may be considered, subject to the approval of the District.

A minimum of 4 signs shall be installed around the perimeter of the wet detention pond with the following wording:

DANGER!  
Water levels are subject to sudden change  
Please KEEP OUT  
For Information, call the District of Hudson's Hope - Operations Department  
250-783-9901

A buffer strip of at least 7.5 m measured from the inside of the top bank is to be provided around the entire perimeter of the wet detention pond.

A minimum distance of 12 m shall be maintained between the inside of the top bank and any structure.

Where possible, the wet detention pond's perimeter shall be maintained as a forested buffer. In cases where retention of forest is not feasible, the buffer is to be landscaped in accordance with the detention pond landscaping criteria below with preference to native species.

An access tract or road sufficient to accommodate maintenance vehicles shall be provided from the public right-of-way to the outlet structure.

Pedestrian trails constructed to District standards may be included where applicable and desired, subject to District approval.

#### 10.1.2 Detention Pond Landscaping Criteria

Where feasible, plantings shall consist of native plants.

All planting areas that are above permanent wetland pool shall be supplied with an automatic irrigation system. Planting and soils design shall anticipate that the irrigation system will be shut off approximately 3 years after planting, once the plants are established.

Upon completion of basic excavation of the wet detention pond, topsoil / wetland mulch amendments are to be incorporated. 0.30 m - 0.15 m of topsoil and/or wetland mulch is to be added to all depth zones.

Grade to final elevations - after mulch and/or topsoil has been placed. All areas surrounding pond shall be hydro seeded using a wet mix or other similar seed mix.

- Narrow paved areas, such as streets, driveways or walkways, shall be sloped to drain onto adjacent unpaved landscape areas designed as infiltration facilities in accordance with the guidelines below, to encourage runoff from these areas to infiltrate into the soil.
- Maximum ponding depth of infiltration areas shall be 150mm. All infiltration areas shall drain away from buildings, and shall have a provision for draining within 48 hours to the 5 year return period drainage system, and shall have an overflow to the 100 return period year flow path.
- The surface of unpaved landscape areas shall be designed for positive drainage away from pavements and buildings. Slopes of 1% to 3% are desirable to encourage infiltration of small rainfalls while facilitating drainage of large storms.
- Infiltration-based stormwater source controls shall not be used in the following conditions:
  - o Areas within 30m of a slope that is steeper than 3 (horizontal) to 1 (vertical) and higher than 6m, or other unstable slopes.
  - o Areas where the post-development wet season groundwater table is less than 0.6m below the base of infiltration trenches.
  - o Areas where existing dwellings do not have foundation drains.
- In all developments other than those listed in 3.8.3(b)(v), infiltration-based stormwater source controls with an overflow to the District storm drain system are required, except when a Professional Engineer with experience in geotechnical engineering identifies conditions that would preclude the use of infiltration practices, with written recommendations to the approval of the District Required practices are:
  - o Infiltration Swales and/or Rain Gardens with reservoir and underdrain shall be installed as required and with District approval.
  - o Whereas the reservoir and underdrain are generally required, the underdrain and/or reservoir may be deleted in cases where a report by a professional engineer with experience in geotechnical engineering provides on-site infiltration test results that indicate that subsurface infiltration rates are adequate to allow absorption of one half the Mean Annual Rainfall (MAR) within the drainage area of the stormwater source control. In such cases the geotechnical engineering report shall recommend the appropriate detail.
  - o All utility crossings of infiltration-based stormwater source controls shall have trench dam installed as necessary to stop infiltration water from flowing down the utility trench to downstream basements or crawl spaces.
- Permeable pavers shall be allowed with the District's approval in appropriate areas.

## 12.0 TESTING REQUIREMENTS

### 12.1 Flushing and Cleaning

All cleaning, flushing, pressure and leakage testing, disinfection and final flushing to be done by Contractor.

Perform all tests in presence of Consulting Engineer. Advance notification of 24 hours is required prior to performing test.

Provide standing time for wet pond - leave pond area for six to nine months to allow pond to experience storm flows. Details of the aquatic portion of the detention pond landscaping plan can be finalized using data collected during this time.

All landscape/re-vegetation work in pond and surrounding areas must be performed by a competent landscape contractor, preferably experienced in aquatic/wetland re-vegetation.

### 10.2 Erosion and Sediment Control

The Consulting Engineer will be required to demonstrate how work will be undertaken and completed so as to prevent the release of silt, raw concrete and concrete leachate, and other deleterious substances into any ditch, storm drain, watercourse or ravine. Construction and excavation wastes, overburden soil or other deleterious substances must be disposed of or placed in such a manner as to prevent their entry into any water course, ravine, storm drain system, or restrictive covenant area.

Should siltation or erosion controls be required, details of the proposed works are to be included in the approved drawings and must be installed as part of the works.

All siltation control devices must be situated to provide ready access for cleaning and maintenance.

Proposed siltation control structures must be maintained throughout the course of construction and to the end of the maintenance period (Final Acceptance). Changes in the design of the structure will be required if the proposed structure is found to be inadequate.

## 11.0 STORM WATER SOURCE CONTROL

Stormwater source control shall be incorporated into subdivision and lot development to meet the requirements of stormwater management plans developed by the District for various watershed areas, and the requirements below.

Selection of stormwater source controls shall be made with regard to the topography, water table, soil or rock infiltration capacity, and downstream slope stability hazards. Stormwater source control use and sizing shall be customized by the Consulting engineer for each development, subject to the following general guidelines and the approval of the District:

- All unpaved landscape areas shall have:
  - o organic matter content of 15% dry weight in planting beds and 8% in turf areas;
  - o depth of 300 mm for turf;
  - o depth of 450 mm for shrubs/trees;
  - o depth of 300 mm around and below the root ball of all trees;
  - o pH from 6.0 to 8.0 or matching that of the original undisturbed soil;
  - o subsoils scarified to a depth of minimum 100 mm with some topsoil being incorporated into the subsoil; and
  - o planting beds mulched with a minimum of 50 mm of organic material. The surface shall be vegetated or re-vegetated. Immediately before seeding or planting, the surface shall be cultivated to remove surface crusting, and compacted areas that do not exhibit free drainage shall be scarified.

Where any section of system is constructed with concrete thrust blocks, tests are not to be conducted until at least five (5) days after placing concrete or two (2) days if high early strength concrete is used.

Obtain District approval prior to discharging flushing water to municipal sewers or drainage ditches.

Comply with MMCD General Conditions, Clause 20.4, Environmental Laws in regard to discharge of flushing water.

Provide District with all required approvals.



- Conduit burial depth to be per the CEC and MMCD standard drawings.
- A 78 MTD conduit may be required for future communication needs; confirm with the District

## SCHEDULE G

### Submissions and Approvals – Standards for Preparation

## 1.0 GENERAL

This section addresses submission and approval requirements with respect to pre-design reports, engineered drawings, and record drawings. Typically, a subdivision will require a pre-design report including conceptual drawings, engineered drawings based on the approved pre-design report, and record drawings at construction completion.

## 2.0 PRE-DESIGN REPORT SUBMISSION REQUIREMENTS

A pre-design report (three (3) copies) is required for all subdivisions of five parcels or more.

The pre-design report must be submitted bearing the seal and signature of a design professional that has the appropriate experience and is registered with the Association of Professional Engineers and Geoscientists of British Columbia.

The pre-design report must cover at minimum, the following:

### 2.1 General

Impact statement regarding adjacent lands and as required, soil stability, erosion control, or environmental issues.

Pre-design requirements shall be extended beyond the development limits to a distance which enables the District to ensure that future extensions will meet the requirements and shall be not less than 60 metres.

The pre-design report shall assess how existing infrastructure will be affected by the demands placed on it by the proposed subdivision or development.

### 2.2 Existing Site Conditions

The pre-design report shall provide information regarding the existing land use, the existing infrastructure (roadways, water, sanitary sewer, storm sewer, and utilities), and the geotechnical conditions.

### 2.3 Water System

The pre-design report is to include an overall conceptual plan showing the proposed water system and how it connects to existing infrastructure.

The pre-design report shall analyze the proposed water system under Peak Hour Demand, and Maximum Day Demand plus Fire Flow requirements. Calculations must be made in accordance with Schedule "C", Water Systems. The system shall be analyzed for fire flow demand, maximum velocity and maximum and minimum pressures.

### 2.4 Sanitary Sewer System

The pre-design report is to include an overall conceptual plan showing the proposed sanitary sewer system and how it connects to existing infrastructure.

## 2.5 Storm Sewer System

The pre-design report shall include the proposed sanitary sewer design calculations which will take into account the peak flow and infiltration flow, maximum and minimum velocities, pipe size and grade.

The pre-design report shall include storm drainage tributary area plans and storm sewer calculations for major and minor storm conditions. Calculations must be made in accordance with Schedule "E", Storm Drainage.

The storm sewer section of the pre-design report shall also address the following:

- Stormwater Treatment Devices:
  - Source point treatment.
  - End of pipe treatment.
  - Sediment removal.
  - Hydrocarbon removal.
  - On-site disposal methods.
- Overland Flows:
  - Overland flow paths.
  - Maximum velocity.
  - Erosion protection and control.
  - Detention/retention facilities.
- Outfalls:
  - High water table.
  - Erosion protection.
  - Sediment control.
  - Permit requirements.
  - Review impacts of 100 year storm event.

## 2.6 Transportation

The pre-design report is to include an overall conceptual transportation network plan showing the proposed transportation network and how it connects to the existing network.

The transportation section of the pre-design report shall also address the following:

- Roads:
  - Traffic loads.
  - Road Classification.
  - Design speed.
  - Sub-surface soil conditions.
  - Road structure.
  - Road cross section.

Horizontal Sight Distance				
Horizontal Curve Data:				
Centreline Radius				
Chainage, BC, EC, PC				
Delta Angle, Tangent Length Arc Length				
Vertical Curve Data:				
Chainage at BVC, EVC, PVI, Low				
Elevations at BVC, EVC, PVI, Low				
Length of Vertical Curve				
K/Values				
Cross Sections:				
20m Intervals for New Road				
10m Intervals for Widening Existing				
Grades of Roadways to Right-Of-Way				
Original and Design Grades with Cut and Fill				
Driveways				
Super Elevation:				
Chainage Beginning and End				
Chainage Full Length of Super				
Storm Drainage				
Original and Final Ground Surface				
Pipe Profile, Depth, Length, Size, Material				
Elevations at all Utility Crossings and				
Manhole Rim Elevations and Inverts				
Service Connection Grades and Inverts at Property Line				
Open Channel, Ditch, Rip Rap – Profiles and Cross Sections				
Location of Existing Utilities				
Ditch and Pipe Flow Directional Arrows				
Pipe Offsets from Property Line				
Manhole and Drywell Identification				
Inverts of All Pipes Entering and Exiting				
Catch Basin Locations				
Intake and Outfall Locations and Details				
Sanitary Sewer				
Original and Ground Surface Profile				

Pipe Profile, Depth, Length, Size, Material				
Elevations of all Utility Crossings and				
Manhole Rim Elevations and Inverts				
Service Connection Grades and Inverts at Property Line				
Location of Existing Utilities				
Pipe Flow Directional Arrows				
Pipe Offsets from Property Lines and				
Watermain				
Manhole Identification Numbers				
Inverts of All Pipes Entering and Exiting				
Water				
Original and Final Ground Surface				
Pipe Profile, Depth, Length, Size, Material				
Elevations at all Utility Crossings and				
Service Locations, Size, Depths at				
Location of Existing Utilities				
Offsets From Property Lines and Sewer				
Fitting Details				
Valves, Curb Stops, Blow-Offs, Hydrants, Air Valve Locations				
Storm Water Management				
Location Plan – Site and Watershed				
Development Area Highlighted				
Contours of Existing Ground (1m <20%)				
Major Flood Route – 100 Year Storm				
Detention Pond Detail				
Major Cut and Fill Areas (shaded)				
Area (m <sup>2</sup> ) of Development and Total				
Sub-Catchment Area Boundaries – Coefficients and Areas				
Pipe System Calculations, Size, Grade, Minor/Major Flow				
Directional Arrows of Flow				
Erosion and Sediment Control				
Control Detail at Existing and Proposed				
Control Details in Swales and Gutters				
Control Detail onto Adjacent Properties				

## SCHEDULE H

### Subdivision Servicing Agreement

Control of Soil Loss and Movement				
Situation Control Pond Details				
Lot Grading Plan				
Rte Area and 30m Beyond				
Contours of Existing Ground (1m <20%)				
Existing and Proposed Elevations – Each Corner of Lots				
Swales and Major Road Routing				
Directional Flow Arrows on streets and				
Easements and Right-Of-Ways				
Catch Basin Locations and Top of Grade				
Minimum Building Elevations (MBE) on				
Proposed Ground Elevations at Building				
Building Envelope and Typical Lot				

proceeds in accordance with this Agreement.

- (d) The Owner acknowledges that the District is not required to pay interest to the Owner on cash provided as Construction Security unless the cash is held in an interest-bearing account.
- (e) The amount of the Construction Security may be reduced at any time in the District's discretion in accordance with the degree of completion of the Works, with the written approval of the Approving Officer.
- (f) If the Works are not completed within the time allowed by section 3, the District may without notice undertake and complete the Works, or any part, at the cost of the Owner, and for that purpose may expend the Construction Security in whole or in part.
- (g) The District may undertake the Works either by itself or by contractors employed by it. The District shall be under no obligation to complete the Works and may undertake the Works in whole or in part, in the District's discretion as to extent and timing of completion.
- (h) If there are insufficient monies included in the Construction Security to complete the Works the Owner shall pay the amount of the insufficiency to the District forthwith upon receipt of the District's invoice for that amount, whether or not the District has then completed the balance of the Works.
- (i) If the District undertakes all or part of the Works, the cost of the Works which is payable by the Owner shall include the District's actual costs of construction plus the costs of engineering, supervision, legal, contract administration, tendering, survey, other professional services, interest and all other out-of-pocket costs reasonably required for completion of the Works, plus a 15% administration fee to reflect District staffing and internal costs.
- (j) If the District incurs any costs in correcting any breach of the Owner's obligations under this Agreement (including breaches other than non-completion of the Works) and those costs are not paid by the Owner within 30 days of receipt of the District's invoice, the District may recover those costs from the Construction Security, in accordance with subsection (i).
- (k) If the Owner completes the Works or if the District's costs towards the Works are less than the amount of the Construction Security, then the Construction Security or the unused part of it shall be returned to the Owner by the District, without interest, subject to the District's retention of security for Deficiencies under section 16 and security for the Warranty Period under section 17.
- (l) Any return of Construction Security shall be made to the Owner, despite any change in the ownership of the Land.

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the Works are fully operative and function in accordance with the required standards.

#### NOTICE OF WORK ON HIGHWAY

- 10. The Owner shall not begin the construction of any portion of the Works on a highway, park or other municipal property without advising the Approving Officer at least five business days before beginning that portion of the Works, and the Owner must subsequently follow all instructions of the Approving Officer as to traffic control, public safety and other matters.

#### DEBRIS REMOVAL

- 11. The Owner shall promptly remove any material or debris during the course of constructing the Works, but in the event that any material or debris is left upon any highway, park or other property during or after the construction of the Works, the District may remove the material or debris at the expense of the Owner and recover the cost from the Construction Security.

#### TESTING OF THE WORKS

- 12. The Owner shall give advance written notice to the District of testing of the Works to be performed by the Consulting Engineer, and the Owner acknowledges the District may witness the testing, and in any case, the Owner shall provide a written copy of the Consulting Engineer's test results to the District.

#### OWNER'S CONSULTING ENGINEER

- 13.
  - (a) The Owner confirms that the Works have been designed by a Consulting Engineer.
  - (b) The Owner acknowledges that the District has relied on cost estimates prepared by one or more Consulting Engineers in establishing the amount of the Construction Security, which cost estimates are attached in Schedule "B", and that the Owner has so advised the Consulting Engineers of the District's reliance prior to submission of those estimates to the District by the Owner.
  - (c) At all times during the construction and provision of the Works, the Owner shall retain one or more Consulting Engineers to oversee the completion of the Works.
  - (d) Any explanations, orders, instructions, directions and requests given by the District to the Consulting Engineer shall be deemed to have been given to the Owner.
  - (e) Upon completion of the Works and prior to issuance of the Construction Completion Certificate, the Owner's Consulting Engineer shall certify in writing that the Works have

01.

- (m) Notwithstanding anything in this Agreement, the Owner agrees that:

- (i) If the Owner should be adjudged bankrupt, or makes a general assignment for the benefit of creditors, or if a receiver is appointed for the Owner, the District may, without prejudice to any other right or remedy the District may have, immediately draw down on the Construction Security held by it under this Agreement and use the funds for the purpose of completing the Works in accordance with this Agreement; and
- (ii) if the Owner intends to seek protection from its creditors under any statute, including the *Companies Creditors Arrangement Act*, the Owner will give the District at least five (5) days written notice of its intention to do so and agrees that the ability of the District to draw down on the Construction Security held by it under this Agreement and use the funds for the purpose of completing the Works in accordance with this Agreement shall not be affected by the creditor protection;

and for certainty, this section applies to the security held by the District under sections 16 and 17 of this Agreement.

#### ENTRY ON LAND

- 7. The Owner authorizes the District, its agents and contractors to enter upon the Land at any time as may be necessary or convenient for the carrying out of this Agreement, including without limitation for the purpose of inspecting or undertaking the Works.

#### STANDARDS OF WORK

- 8. The Works shall be provided and constructed:
  - (a) in compliance with this Agreement;
  - (b) in compliance with the Subdivision Servicing Bylaw and all other applicable statutes, regulations, orders, codes, laws, bylaws, permits, resolutions and other enactments;
    - (i) to a standard which is sufficient for their intended purpose and in accordance with generally accepted engineering practice; and
    - (ii) to the satisfaction of the Approving Officer.

#### CORRECTION OF WORKS

- 9. If the District considers at any time that the Works are in any way defective or do not operate in a satisfactory manner, the District may require the Works to be corrected and Owner shall, at its own expense, modify and reconstruct the Works immediately so that

01.

12

been constructed in accordance with the approved plans for the Works and the other requirements of this Agreement.

#### CALCULATION OF DEFICIENCY SECURITY

- 15. The Owner must cause its Consulting Engineer to estimate the cost to rectify Deficiencies in the Works existing at the time of preparation of the Construction Completion Certificate and the time required to rectify each Deficiency, and the amount of deficiency security required is twice that estimated cost (the "Deficiency Security").

#### DEFICIENCY SECURITY

- 16. Prior to the District's acceptance of the Construction Completion Certificate, the Owner shall deposit with the District the Deficiency Security by certified cheque or by letter of credit meeting the requirements of Schedule "D", as security for the Owner's obligations to rectify Deficiencies.

#### WARRANTY SECURITY

- 17. Prior to the District's acceptance of the Construction Completion Certificate, the Owner shall deposit with the District by certified cheque or by letter of credit meeting the requirements of Schedule "D", the amount of \$\_\_\_\_\_ (being 10% of the Construction Security) as security for performance of the Owner's warranty obligations under section 22 (the "Warranty Security").

#### CONSTRUCTION COMPLETION CERTIFICATE

- 18. Upon completion of the Works to Substantial Completion, the Owner shall deliver to the District a certificate (the "Construction Completion Certificate") issued by the Owner's Consulting Engineer that the Works have reached Substantial Completion, which Certificate must also certify in writing that the Works have been constructed in accordance with the Servicing Plans and this Agreement.

#### DISTRICT ACCEPTANCE OF SUBSTANTIAL COMPLETION

- 19. Upon:
  - (a) the District's receipt of the Construction Completion Certificate signed and sealed by the Owner's Consulting Engineer and satisfactory to the Approving Officer;
  - (b) completion of the Works to the satisfaction of the District;
  - (c) payment to the District of any amount owing under this Agreement;
  - (d) delivery by the Owner to the District of the Maintenance Security;
  - (e) delivery by the Owner to the District of the Deficiency Security;
  - (f) delivery by the Owner to the District of the record drawings under section 14; and

01.

the terms of an approved assignment under section 39, the Owner's obligations and rights

under this Agreement shall continue in effect notwithstanding any transfer of title to all or part of the Land.

#### **SALE OF LAND**

39. In the event that the Owner proposes to transfer any part of the Land where a portion of the Works is to be located, prior to the transfer the Owner shall obtain the transferee's written consent to entry by the District on that part of the Land, for the purposes of this Agreement.

#### **TIME OF THE ESSENCE**

40. Time is of the essence of this Agreement.

#### **FORCE MAJEURE**

41. All obligations of the parties shall be suspended so long as the performance of such obligation is prevented, in whole or in part, by reason of labour dispute, fire, act of God, unusual delay by common carriers, earthquake, act of the elements, riot, civil commotion or inability to obtain necessary materials on the open market, and the period in which any party is required to perform any such obligation is extended for the period of such suspension. The impact of the Owner's financial circumstances upon the Owner's ability to perform this Agreement does not suspend the Owner's obligations under this Agreement. For the Owner to be entitled to rely on the time suspension in this section, the Owner must give prompt notice to the District of the reason the Owner claims to be entitled to a time suspension and the Owner must obtain the District's approval for the reason and duration of the time suspension.

#### **NO WAIVER**

42. An alleged waiver by the District of any breach by the Owner of this Agreement is effective only if it is an express waiver in writing of the breach in respect of which the waiver is asserted. A waiver by the District of a breach by the Owner of this Agreement does not operate as a waiver of any other breach of this Agreement.

#### **NO EFFECT ON LAWS OR POWERS**

43. This Agreement does not:
- (a) affect or limit the discretion, rights, duties or powers of the District under any enactment or at common law, including in relation to the use or subdivision of the Land;
  - (b) affect or limit any enactment relating to the use or subdivision of the Land; or
  - (c) relieve the Owner from complying with any enactment, including in relation to the use or subdivision of the Land.

or,

#### **NO PUBLIC LAW DUTY**

49. Wherever in this Agreement the District is required or entitled to exercise any discretion in the granting of consent or approval, or is entitled to make any determination, take any action or exercise any contractual right or remedy, the District may do so in accordance with the provisions of this Agreement and no public law duty, whether arising from the principles of procedural fairness or the rules of natural justice, shall have any application.

#### **GOVERNING LAW**

50. This Agreement will be governed and construed in accordance with the laws in force in the Province of British Columbia.

#### **HEADINGS**

51. The headings appearing in this Agreement have been inserted for reference and as a matter of convenience and in no way define, limit or enlarge the scope or meaning of this Agreement or any provision of it.

#### **INTERPRETATION**

52. Wherever the singular or masculine or neuter is used in this Agreement, the same shall be construed as meaning the plural, the feminine or body corporate where the context or the parties so require.

#### **OWNER'S REPRESENTATIONS AND WARRANTIES**

53. The Owner represents and warrants to the District that it has the capacity to enter into this Agreement and fulfill its obligations under it:
- (a) all necessary corporate actions and proceedings have been taken by the Owner to authorize its entry into and performance of this Agreement;
  - (b) upon execution and delivery on behalf of the Owner, this Agreement constitutes a valid and binding contractual obligation of the Owner;
  - (c) neither the execution, delivery or performance of this Agreement shall breach any other agreement or obligation or cause the Owner to be in default of any other agreement or obligation, respecting the Land; and
  - (d) the Owner has the corporate capacity and authority to enter into and perform this Agreement.

#### **RIGHTS CUMULATIVE**

54. Nothing contained or implied herein prejudices or affects the District's rights and powers in the exercise of its functions pursuant to the *Local Government Act* or the *Community*

#### **SEVERABILITY**

44. If any provision of this Agreement is held to be unenforceable by a court, that provision shall be severed from the remainder of this Agreement and the remainder shall continue in effect.

#### **AMENDMENTS**

45. No amendment to this Agreement shall be effective unless it is made in writing and is duly executed on behalf of both parties.

#### **ACKNOWLEDGMENT**

46. The Owner acknowledges having read and fully understood all the terms and conditions of this Agreement and confirms that this Agreement has been entered voluntarily.

#### **JOINT AND SEVERAL LIABILITY**

47. If at any time more than one person (as defined in the *Interpretation Act* (British Columbia)) comprises the Owner, each of those persons will be jointly and severally liable for all of the obligations of the Owner under this Agreement.

#### **NOTICES**

48. Any notice or other communication given under this Agreement shall be in writing and either delivered by hand or sent by facsimile transmission (and in either case shall be deemed to be received when delivered) or mailed by prepared registered mail in any Canada Post Office (and if so shall be deemed to be delivered on the sixth (6th) business day following such mailing, except that, in the event of interruption of mail service notice shall be deemed to be delivered only when actually received by the party to whom it is addressed), so long as the notice is addressed as follows:

to the Owner at the address on the face page of this Agreement or  
Fax number: \_\_\_\_\_

and to the District at:

District of Hudson's Hope  
PO Box 330  
9904 Dudley Drive  
Hudson's Hope, B.C.  
V0C 1V0

Attention: Approving Officer  
Fax number: (250) 783-5741

or to such other address as a party from time to time notifies the other party in writing.

*Charter* or its rights and powers under any public and private statutes, bylaws, orders and regulations to the extent the same are applicable to the Land, all of which may be fully and effectively exercised in relation to the Land as if this Agreement had not been executed by the Owner.

#### **RELATIONSHIP**

55. This Agreement is not intended to create a partnership, joint venture or agency between or among the Owner and the District.

#### **FURTHER ASSURANCES**

56. The Owner shall, on the request of the District, execute and deliver or cause to be executed and delivered, all such further transfers, agreements, documents, instruments, easements, statutory rights of way, deeds and assurances, and do and perform or cause to be done and performed, all such acts and things as may be, in the opinion of the District, necessary to give full effect to the intent of this Agreement.

#### **ENTIRE AGREEMENT**

57. This Agreement is the entire agreement between the parties regarding its subject-matter.

#### **SCHEDULES**

58. The following schedules are annexed to and form part of this Agreement:

Schedule "A" – Reduced Copy of Subdivision Plan Schedule  
"B" – Cost Estimates and Calculation of Security Schedule  
"C" – Servicing Plans (including Landscaping Plans) Schedule  
"D" – Requirements for Letter of Credit

## Schedule "D"

## LETTER OF CREDIT REQUIREMENTS

- The letter of credit must be an Irrevocable, unconditional, standby letter of credit.
- The letter of credit must be issued by a Canadian chartered bank with a branch in Hudson's Hope, B.C. at which the letter of credit can be cashed.
- The letter of credit must be payable at the time of presentation.
- The letter of credit must not require any documentation to be presented in order for it to be cashed.
- The letter of credit must allow partial draws.
- The letter of credit must be valid for at least one year and be automatically-renewing.
- The letter of credit must provide for at least 30 days written notice to the District before cancellation.
- The letter of credit must otherwise meet the requirements of the District.

## Schedule I

### Statutory Right-of-Way Document

District of Hudson's Hope  
Subdivision and Development Servicing Bylaw No. 848, 2015

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Schedule I

THIS AGREEMENT is dated for reference the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.  
BETWEEN:

(the "Grantor")

OF THE FIRST PART

AND:

(the "District")

OF THE SECOND PART

#### WHEREAS:

- a) The Grantor is the registered owner in fee simple of land within the District of Hudson's Hope, legally described as:  
Parcel Identifier:  
Lot \_\_\_\_\_, Block \_\_\_\_\_, District Lot \_\_\_\_\_, \_\_\_\_\_ District, Plan \_\_\_\_\_ (the "Lands")
- b) To facilitate the establishment, construction, operation, maintenance, repair, extension, addition, alteration, protection or improvement of one or more systems of:
  - a) sewer works and related fixtures and equipment for the collection, conveyance and disposal of sewage, (and/or)
  - b) drainage works and related fixtures and equipment for the impounding, conveying and discharging of surface and other waters, (and/or)
  - c) water works and related fixtures and equipment for the collection, storage and distribution of water, (collectively the "[Sewer Works/Drainage Works/Water Works]")

the Grantor has agreed to grant a statutory right-of-way to the District.

- c) The statutory right-of-way is necessary for the operation and maintenance of the District's undertaking.

NOW THEREFORE in consideration of \$1.00 paid by the District to the Grantor (the receipt and sufficiency whereof is acknowledged) and in consideration of the terms herein:

#### 1. THE GRANTOR:

- 1) Grants in perpetuity unto the District, the full, free and uninterrupted right to lay down, install, construct, entrench, maintain, inspect, alter, remove, replace, bury, use, protect and otherwise establish and operate one or more systems of:
  - a) Sewer Works for the collection, conveyance and disposal of sewage;

- b) Drainage Works for the impounding, conveying and discharging of surface and other waters;
- c) Water Works for the collection, storage and distribution of water;

in, upon, under and across that part or parts of the Lands as shown outlined in heavy black on the [Explanatory/Reference] Plan of a portion of Lot \_\_\_\_\_, Block \_\_\_\_\_, District Lot \_\_\_\_\_, District, Plan \_\_\_\_\_ deposited in the Land Title Office under section 99(1)(e) of the Land Title Act and certified correct on the [date], by the [name of surveyor], B.C.L.S. (the "Right of Way Area").

- 2) Agrees that for the purposes of section 1(1), the District by its employees, agents, workers, contractors and licensees is entitled at all times to enter the Lands with or without machinery, vehicles, equipment or materials and to remove soil and clear trees or other obstruction, as may be necessary or convenient in relation to the [Sewer/Drainage/Water] Works.
- 3) Will not erect, place, install, or maintain any building, structure, mobile home, concrete, asphalt or other surfacing, pipe, wire or other conduit on, over, or under any portion of the Right-of-Way Area that interferes with, damages, or obstructs access to, or is likely to cause harm to the [Sewer/Drainage/Water] Works.
- 4) Will not do nor knowingly permit to be done anything which will interfere with or injure the [Sewer/Drainage/Water] Works and in particular will not carry out any blasting on or adjacent to the Right-of-Way area without prior consent in writing of the District, provided that such consent shall not be unreasonably withheld.
- 5) Will not substantially diminish the soil cover over any of the [Sewer/Drainage/Water] Works installed in the Right-of-Way Area and in particular, without limiting the generality of the foregoing, will not construct open drains or ditches along or across any of the [Sewer/Drainage/Water] Works.
- 6) Will upon reasonable request and at the cost of the District do and execute all further lawful acts, deeds and assurances for the better assuring unto the District of the rights hereby granted.

#### 2. THE DISTRICT:

- 1) Will not bury any debris or rubbish of any kind in excavation or backfill and will remove shoring and like temporary structures as backfilling proceeds.
- 2) Will thoroughly clean the Lands of all rubbish and construction debris created or placed thereon by the District.
- 3) Will, as soon as weather and soil conditions permit, and so often as it may exercise its right of entry to the Lands, replace the surface soil as nearly as may be reasonably possible to the same condition as it was prior to such entry, in order to restore the natural drainage to such lands, provided however, that nothing herein contained shall require the District to restore any trees or other surface growth, but the District shall leave such lands in a condition which will not inhibit natural regeneration of such growth.
- 4) Will, as far as reasonably possible, carry out all work in a proper and workerlike manner so as to do as little injury to the Lands as possible.

- materials used for pipes, fittings, gate valves, valve boxes, hydrants, service connections, corporation stops, curb stop and boxes, air valves, stops and drains;
- pressure testing and disinfection;
- materials used for pipe bedding and backfill of trenches;
- workmanship in the construction and installation of all materials.

4) Highways including, but not restricted to, the following:

- alignment, width and grade of all roadways;
- materials used for preparation of roadway bases and roadway surfaces;
- workmanship in the installation of materials.

5) Curb and Gutter, Sidewalks, and Boulevards including, but not restricted to, the following:

- width and grade of sidewalks and boulevards;
- alignment and grade of curbs and gutters;
- materials used for preparation of subgrades and surfaces;
- workmanship in the installation of materials.

6) Street Lighting, Electrical and Communications Wiring and Gas Installations including, but not restricted to, the following:

- number and spacing of street light poles and luminaires;
- materials used for street lighting, electrical and communications wiring and gas installations;
- materials used for backfilling of trenches;
- workmanship in the installation of materials.

I certify that the foregoing areas substantially comply in all material respects with the plans and supporting documents, including all amendments thereto, which supported the application for subdivision approval File No. \_\_\_\_\_ which were "accepted" by the District.

In addition, significant revisions to the accepted plans and supporting documents have been submitted to the District in order to depict, as nearly as possible, given my "field reviews" as defined herein, the services as finally designed and built.

Name of Professional Engineer (Print)

(Professional Seal)

Signed \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

District of Hudson's Hope  
Subdivision and Development Servicing Bylaw No. 848, 2015

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Schedule J

## 1.0 CONSTRUCTION COMPLETION CERTIFICATE

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

Owner: \_\_\_\_\_ Consulting Engineer: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

To Whom It may concern:

Re: \_\_\_\_\_

This is to certify that to the best of our knowledge all works and services in connection with the above noted project were completed as of \_\_\_\_\_ in accordance with the approved engineering and as-built drawings including inspections, testing, and acceptance as per Subdivision and Development Servicing Bylaw No. 248, 2015.

This does not exempt the Owner from any further requirements or agreement responsibilities which may come to the knowledge of the District during the one year maintenance project.

Based on the above construction completion date, the maintenance period shall extend to \_\_\_\_\_ and the 10% bond in the amount of \$ \_\_\_\_\_ will be confirmed for release on this date, in compliance with issuance of a Final Acceptance Certificate.

Consulting Engineer

Professional Seal

Approving Officer or Director of Public Works

Cc: Director of Public Works

District of Hudson's Hope  
Subdivision and Development Servicing Bylaw No. 848, 2015

Page | 4  
Schedule J

## 2.0 FINAL ACCEPTANCE CERTIFICATE

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

Owner: \_\_\_\_\_ Consulting Engineer: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Contractor: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Subdivision: \_\_\_\_\_

Property Identification: \_\_\_\_\_

Legal Description: \_\_\_\_\_

To Whom It may concern:

Re: \_\_\_\_\_

The works required as a condition of subdivision approval – specifically [sanitary sewerage, watermain, hot mix asphalt pavement, etc.] – as set out in the subdivision servicing agreement entered into between the owner and the District on [date] – have been certified by [name of owner's engineer], P. Eng. of [name of engineering firm, if applicable] as being constructed and installed in accordance with the requirements of Subdivision and Development Servicing Bylaw No. 848 of the District of Hudson's Hope and are more particularly illustrated on the "Record" drawing(s) number.

The maintenance period expired on [date]

This certificate confirms acceptance by the District of the works and authorizes the release to the owner of the security, together with any earned interest.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Consulting Engineer

Professional Seal

Approving Officer or Director of Public Works

Cc: Director of Public Works

District of Hudson's Hope  
Subdivision and Development Servicing Bylaw No. 848, 2015

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Schedule J

## 3.0 QUALITY CONTROL AND ASSURANCE FORM

TO: The District of Hudson's Hope

I or We

Owner: Name: \_\_\_\_\_

Address: \_\_\_\_\_

Consulting Engineer: Name: \_\_\_\_\_

Address: \_\_\_\_\_

For Project: \_\_\_\_\_

Agree to supply the District of Hudson's Hope on behalf of the Owner, the professional services to certify compliance with the approved engineered drawings and Subdivision Servicing Bylaw No. 248, 2015.

- Engineering Designs and Drawing Approvals
  - Calculations to support Design Criteria
- Estimated or Tendered Construction Costs
  - Security Deposit Requirements
  - Inspection and Contingency Deposits Required
- Site Inspections and Quality Testing with Approved Drawings and Bylaw
  - Compliance with Engineered Designs and Specifications
- Record Drawings and Testing Records
  - Infrastructure Plan & Profile, Location & Grade
  - Lot Servicing Records Locations & Depths
- Construction Completion Certificates
  - Maintenance Bond Requirements

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

Owner (Signature)

Engineering Consultant (Signature)

District of Hudson's Hope  
Subdivision and Development Servicing Bylaw No. 848, 2015

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Schedule J



**BYLAW NO. 849, 2015**

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A Bylaw to Adopt a Financial Plan for 2015.

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**WHEREAS** section 165 of the *Community Charter* requires the adoption of an annual financial plan by bylaw and the financial plan is to include the current year plus the following 4 years;

**NOW THEREFORE** the Council of the District of Hudson's Hope, in open meeting assembled, enacts as follows:

1. This Bylaw shall be cited as the "Annual Financial Plan Bylaw No. 849, 2015." 2. Schedule "A", attached to and made part of this Bylaw, is adopted as the financial plan of the District of Hudson's Hope for the years 2015 to 2019.

Read for a First Time on the th day of May, 2015 Read  
for a Second Time on the th day of May, 2015 Read for  
a Third Time on the th day of May, 2015 Adopted on the  
day of May th, 2015

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**MAYOR**

---

**CLERK**

Certified a true copy of the Bylaw No. 849  
This\_day of May 2015.

**WATER SEWER BUDGET****WATER TREATMENT REVENUE**

Revenue

From Water Utility Fund, bal @ Dec 31/14 = \$410,755.

04-40-4000-4501  
04-40-4000-4502  
04-40-4000-4503

User Charges  
Water Stand Commercial  
Residential

TOTAL WATER TREATMENT REVENUE

**WATER PIPING & DISTRIBUTION**

04-40-4001-4504

Connections

TOTAL WATER PIPING &amp; DISTRIBUTION REVENUE

TOTAL WATER REVENUE

TOTAL WATER REVENUE

**WATER TREATMENT**

Expense

04-40-4001-5002  
04-40-4001-5009  
04-40-4001-5010  
04-40-4001-5011  
04-40-4001-5020  
04-40-4001-5012  
04-40-4001-5014  
04-40-4001-5013  
04-40-4001-5035  
04-40-4001-5018  
04-40-4001-5100  
04-40-4001-5102  
04-40-4001-5110  
04-40-4001-5112  
04-40-4001-5113  
04-40-4001-5126  
04-40-4001-5800

Wages & Overhead  
COP  
EI  
WCB  
MPP  
MSPBC  
Employer Costs UBCM  
Employer Costs Pacific Blue Cross  
Lieu of Benefit  
Training & Development  
Communications - Phone, Fax, Internet, etc.  
Electricity - BC Hydro  
Insurance  
Licenses & Permits  
Equipment Rentals & Leases - Temple & IT Partners  
Vehicle Fuel (incl 10% inc)  
Chemicals  
O&M Treatment  
Bad Debt

TOTAL WATER TREATMENT EXPENSES

**WATER PIPING & DISTRIBUTION**

04-40-4002-5801  
04-40-4002-5803  
04-40-4002-5804  
04-40-4002-5805

O&M Piping & Distribution  
Connection Costs  
Electricity: River Pumphouse (incl 7% inc)  
Bayl Prairie Well

TOTAL WATER PIPING &amp; DISTRIBUTION EXPENSES

TOTAL WATER EXPENSE

to((from) Water Fund

**SEWER TREATMENT REVENUE**

From Sanitary Sewer Fund

05-50-5000-4502  
05-50-5000-4503  
05-50-5000-4505

Commercial Charges  
Residential Charges  
Lagoon Dumps

TOTAL SEWER TREATMENT REVENUE

2014  
ACTUAL

2014  
BUDGET

35,460	-	-106,806	-61,232
61,232	-	-51,345	-11,449
11,449	-	-5,687	-86,184
86,184	-	-163,838	-158,865
194,325	-	0	-25
1,000	-	0	-25
195,325	-	-163,838	-158,890
42,532	84,784	42,028	
1,836	0	1,797	
643	0	737	
529	0	520	
8,211	0	8,059	
907	0	907	
495	0	494	
1,640	0	1,640	
95	0	95	
7,000	0	7,000	
3,000	0	3,000	
27,126	37,370	29,163	
8,004	0	8,004	
3,000	477	3,000	
5,162	0	3,425	
30	0	5,000	
5,000	90,087	10,000	
10,000	0	13,000	
13,000	212,719	137,869	
138,208			
35,000	0	10,000	
5,000	0	5,000	
14,117	0	35,000	
3,000	0	3,000	
57,117	0	53,000	
195,325	212,719	190,869	
(0)	-48,880	-31,979	
41,170			
5,595	-66,942	-5595	
58,995	-2755	-58,995	
1,000	-69,697	-1,000	
106,760		-65,590	



01-10-1009-4118 BC Assessment Authority  
01-10-1009-4119 Municipal Finance Authority  
01-10-1009-4120 Police Tax

TOTAL COLLECTION FOR OTHER GOVERNMENT

39,581  
76  
113,767

3,165,514

	2014 ACTUAL	2014 BUDGET
	39,969	40,034
	74	75
	110,034	110,363
	3,229,998	3,242,974

## GOVERNMENT TRANSFER EXPENSES

01-70-1900-5026 NDIIT  
UBCM Grant - Fuel Fire Treatment Project Lynx Creek  
ICIS Spatial Grant: Parcel Fabric Cadastre  
Parks & Playgrounds - capital  
Community Hall Renovations:  
Fit for Life Contract

GOVERNMENT TRANSFER EXPENSES TOTAL

60,500  
-  
6,000  
11,000  
44,000  
2,610

124,110

0	556,127
0	0
0	13,079
0	0
0	2,660
0	571,866

## GENERAL GOVERNMENT SERVICES SURPLUS/(DEFICIT)

TOTAL GOVERNMENT SERVICES

4,397,451	4,384,818	4,561,531
4,148,356	3,818,734	3,976,913

## OTHER GOVERNMENT SERVICES EXPENSES

ICBC  
Hunting & Fishing Licences  
Tower Rental  
ICBC Revenue

225  
4,025  
145,000

149,250

-230	-175
-4,025	-40
-123,639	-145,000
-127,894	-145,215

119

01-10-1006-5021 ICBC Wages  
01-10-1006-5009 CPP  
01-10-1006-5010 EI  
01-10-1006-5011 WCB  
01-10-1006-5020 MPP  
01-10-1006-5012 MSPBC  
01-10-1006-5014 UBCM Life & ADD  
01-10-1006-5013 PBC Dental & EHC  
01-10-1006-5024 Custodian Wages  
01-10-1006-5018 Training & Development  
01-10-1006-5103 Postage  
01-10-1006-5104 Courier & Freight  
01-10-1006-5100 Communications  
01-10-1006-5101 Natural Gas  
01-10-1006-5102 Electricity  
01-10-1006-5111 Office Supplies  
01-10-1006-5110 Insurance  
01-10-1006-5600 Photocopier Lease  
01-10-1006-5113 Equipment Rentals & Leases - Temple & IT Partners

TOTAL OGS EXPENSE  
ICBC SURPLUS/(DEFICIT)

53,626  
2,480  
656  
534  
8,331  
1,662  
392  
3,797  
200  
1,000  
320  
180  
2,200  
364  
480  
1,750  
270  
258

78,500

70,750

127,894

76,692

68,523

## PROTECTIVE SERVICES BUDGET

REVENUE

01-12-1008-4318 Fire Response out of area

TOTAL FIRE REVENUE

1,000

1,000

0

0

01-12-1200-5002

Wages &amp; Overhead

FIRE DEPT EXPENSES

32,660

31,011

TOTAL PW SHOP EXPENSES

01-17-1702-5122	Replacement Parts & Equipment	2,100		2014	ACTUAL	0	700
01-17-1702-5124	Contract Services	2,000				0	4,000
01-17-1702-5903	O&M Visitor Information Center	1,000				36,449	1,000
	<b>TOTAL VISITOR INFORMATION CENTER EXPENSE</b>	<b>60,468</b>				<b>73,818</b>	<b>60,007</b>
<b>CURLING CLUB EXPENSES</b>							
01-17-1703-5110	Insurance	3,567				0	3,567
	<b>TOTAL CURLING CLUB EXPENSES</b>	<b>3,567</b>				<b>0</b>	<b>3,567</b>
<b>COMMUNITY HALL EXPENSES</b>							
01-17-1704-5038	Grant in Aid	8,000				8,000	8,000
01-17-1704-5110	Insurance	1,410				0	1,410
	<b>TOTAL COMMUNITY HALL EXPENSES</b>	<b>9,410</b>				<b>8,000</b>	<b>9,410</b>
<b>LIBRARY EXPENSES</b>							
01-17-1705-5038	Grant in Aid	118,717				109,984	127,980
	Building Exp	-				1,920	0
01-17-1705-5110	Insurance	1,919				342	1,919
	<b>TOTAL LIBRARY EXPENSES</b>	<b>120,636</b>				<b>112,245</b>	<b>129,899</b>
<b>PARKS EXPENSES</b>							
01-17-1706-5004	Wages Seasonal	45,419				46,642	45,419
01-17-1706-5009	CPP	2,248				0	2,248
01-17-1706-5010	EI	556				0	854
01-17-1706-5011	WCB	404				0	404
01-17-1706-5020	MPP	-				0	0
01-17-1706-5012	MSPBC	-				0	0
01-17-1706-5012	UBCM Life & ADD	-				0	0
01-17-1706-5013	PBC Dental & EHC	-				0	0
01-17-1706-5035	Lieu of Benefits	850				0	850
01-17-1706-5102	Electricity	-				32,424	0
01-17-1706-5110	Insurance	212				0	212
01-17-1706-5113	Equipment Rentals & Leases	500				0	500
01-17-1706-5114	Fuels Oils Lubricants	-				0	3,276
01-17-1706-5120	Materials & Supplies	25,000				11,333	25,000
01-17-1706-5121	Small Tools	1,500				0	1,500
01-17-1706-5122	Replacement Parts & Equipment	20,000				0	20,000
01-17-1706-5124	Contract Services	2,500				1,255	2,500
	<b>TOTAL PARKS EXPENSES</b>	<b>99,190</b>				<b>91,655</b>	<b>102,763</b>
<b>CAMPGROUNDS EXPENSES</b>							
01-17-1707-5004	Wages Seasonal	35,585				32,574	35,585
01-17-1707-5002	CPP	1,761				0	1,761
01-17-1707-5010	EI	436				0	669
01-17-1707-5008	WCB	359				0	359
01-17-1707-5020	MPP	-				0	0
01-17-1707-5012	MSPBC	-				0	0
01-17-1707-5014	UBCM Life & ADD	61				0	61
01-17-1707-5013	PBC Dental & EHC	-				0	0
01-17-1707-5035	Lieu of Benefits	425				0	425
01-17-1707-5101	Natural Gas	428				0	468
01-17-1707-5102	Electricity	519				0	552
	Vehicle fuel	2,629				0	0
01-17-1707-5110	Insurance	312				0	312
01-17-1707-5113	Equipment Rentals & Maintenance	2,000				0	2,000
01-17-1707-5120	Materials & Supplies	6,000				0	10,270



## THE DISTRICT OF HUDSON'S HOPE

**REPORT TO:** Mayor Gwen Johannson and Council

**SUBJECT:** Tax Rate Bylaw No. 850, 2015

**DATE:** 07 May 2015

**FROM:** Rhonda Eastman, Deputy Treasurer

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### **RECOMMENDATION:**

**That:** "Council to give first, second and third reading for Tax Rate Bylaw No. 850, 2015."

### **ADMINISTRATORS COMMENTS:**

Tom Matus, Administrator

### **STAFF REPORT:**

Report prepared by:



Rhonda Eastman, Deputy Treasurer

**District of Hudson's Hope**

**Schedule to 2015 Tax Rates Bylaw No. 850 2015**

<b>Tax Rates (dollars of tax per \$1,000 of taxable value)</b>				
	<b>"A"</b> District of Hudson's Hope	<b>"B"</b> Peace River Regional District	<b>"C"</b> Peace River Regional District (9-1-1)	<b>"D"</b> Peace River Regional Hospital District
<b>Property Class</b>				
1. Residential	3.5	0.1542	0.3853	0.5940
2. Utilities	24.0	0.5397	1.3486	2.0789
4. Major Industry	16.0	0.5243	1.3101	2.0195
5. Light Industry	16.0	0.5243	1.3101	2.0195
6. Business/Other	9.7	0.3778	0.9440	1.4553
8. Recreational/ Non Profit	3.0	0.1542	0.3853	0.5940
9. Farm	3.0	0.1542	0.3853	0.5940

using social media. Immunization advocates ('Boosters') are rewarded for their efforts with points that can be redeemed for prizes. More information on vaccinations in Northern Health as well as links to these provincial online platforms can be found at [northernhealth.ca](http://northernhealth.ca)

Of further interest, during National Immunization Awareness Week, I Boost Immunity is taking an extra step; aiming to support vaccination at a global level. For every 1,000 points earned by the Booster network during the week, the site will donate funds to vaccinate one child against measles in the developing world through Shot@Life, a United Nations Foundation Non-Governmental Organization.

"We like this idea because it empowers people that support immunization to act locally and globally simultaneously to make a positive difference in the world," said Michael Barnes, Executive Director of the Public Health Association of B.C. "As recent measles cases on flights from China to Vancouver have demonstrated, it also underscores the notion that protection against these diseases is not confined to local, provincial or even national boundaries - they can be just an airplane ride away."

The current B.C. immunization schedule includes vaccines that protect against 15 infectious diseases: diphtheria, whooping cough, tetanus, polio, Haemophilus influenza b, hepatitis B, human papillomavirus (HPV), meningococcal disease, pneumococcal disease, measles, mumps, rubella, chicken pox, rotavirus and influenza.

**Learn more:**

[Northernhealth.ca](http://Northernhealth.ca)

[ImmunizeBC.ca](http://ImmunizeBC.ca)

[IBoostImmunity.ca](http://IBoostImmunity.ca)

**Media Contact:**

NH media line - 250-961-7724



## THE NEW SPECIAL OCCASION LICENCE PROCESS

The Special Occasion Licence Online (SOLO) website and online application process will be launching provincewide in Spring 2015. Once rolled out, the new process will significantly improve customer convenience while providing public safety authorities with the information they need to ensure safe licensed events in BC communities.

### **WHAT'S NEW**

As a result of the BC government's Liquor Policy Review and work done by the Liquor Control and Licensing Branch (LCLB) and BC Liquor Distribution Branch, government is preparing to move applications, approvals and monitoring for Special Occasion Licences (SOLs) online. This will involve a new website and application system ([www.solo.bcldb.com](http://www.solo.bcldb.com)) that will provide 24/7 access for customers, LCLB staff and police.

### **One simple process**

Effective Spring 2015 all SOL applicants will use the online system. Highlights include:

- BC Liquor Stores will no longer issue SOLs.
- All liquor must be purchased from a BCLS or approved supplier, such as a BC brewery, winery or distillery.
- Applicants will no longer submit separate exemption requests, security plans or applications.

The SOLO system will review applications and sort whether reviewer approval is required based on the event's location and the number of people attending. Other licensing criteria may also trigger a review, such as high drink prices to raise charitable funds or late hours of liquor service.

### **Applications will be approved automatically if they meet low risk criteria.**

If review is required the application will be assigned to police / liquor inspectors, then a SOL Case Manager and then returned with approvals to the applicant. Police and liquor inspectors will be able to review and approve their SOLs concurrently – there is no requirement to wait for one or the other reviewer to approve. This reflects current business practices and enables consultation prior to approvals, if necessary, along with improved operational flexibility.

### **Reviewer Roles**

**Police** will decide whether they need to review events in their area based on the number of attendees for each SOL category (Private, Family and Public). Any events below established size thresholds will be automatically approved by LCLB unless a policy exemption is required.

RECEIVED  
APR 29 2015



## Clerk

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**From:** Andrew Webber <awebber@rdks.bc.ca>  
**Sent:** Friday, May 01, 2015 4:04 PM  
**To:** Andrew Webber  
**Subject:** Minerals North 2015  
**Attachments:** MNagenda as of May 1.pdf

Attached is the latest agenda for Minerals North 2015, being held in Mackenzie, May 27-29.

Minerals North is the annual gathering of northern BC and its mining sector. Its proven format encourages informed discussion about responsible mineral resource development and community expectations on mining. For the host community, Minerals North offers an exceptional opportunity to learn about current and historic mining activity in the area, showcase local business capacity and establish new relationships. Minerals North has been held annually each spring, in Northern BC communities large and small, continuously for over 25 years.

The Minerals North Conference Association (MNCA) awards the privilege of hosting the event 2 years in advance and supports the Organizing Committee with logistical support, resources, and expertise and experience gained from organizing previous Minerals North.

For communities interested in applying to host a future Minerals North or simply wanting more information about what's involved as a host community, MNCA will be having a ½ hour Question & Answer session during the Mackenzie conference. It will be held **9:30 am, Friday, May 29 in the Gold Pan Room.**

Andrew Webber  
Minerals North Conference Association  
(Regional District of Kitimat-Stikine)  
250 615-6100

13:00 – 14:30	<p>Exploration sector talks:</p> <p>Aley Project, <i>Christy Smith, Manager Community and Aboriginal Affairs, Taseko</i></p> <p>Serengeti Resources project updates – <i>David Moore, President &amp; CEO, Serengeti</i></p> <p>Kiska Metals project updates – <i>Mike Roberts, VP Exploration</i></p> <p>New Gold Blackwater project – <i>Tim Bekhuys, Director</i></p>
14:30 – 15:00	Refreshment break at the tradeshow
15:00 – 15:45	<p>Mining sector talks:</p> <p>Aurico Gold – <i>Susan Craig, Director Government Affairs &amp; Community Relations</i></p> <p>Red Chris Mine – <i>Steve Robertson, VP Corporate Affairs Imperial Metals</i></p> <p>TCM Mt. Milligan – <i>Ian Berzins, Vice President and General Manager, Mt. Milligan</i></p>
15:45 - 16:30	Exploration, Environmental Assessment, and EPCC, the Complete Picture - <i>AMEC Foster Wheeler</i>
17:30 - 19:00	Happy Hour with apples in the tradeshow area
19:00 – midnight	Banquet with entertainment by Punch Drunk Cabaret

### **Friday May 29, 2015**

08:15 - 08:45	Breakfast at the tradeshow
08:45 -09:30	Keynote speaker Geroy Simon
09:30 – 10:00	UAV's for data collection and 3D Mapping, <i>John Rankin Canmap or</i>
09:30 – 10:00	Information session for potential host communities with Minerals North Conference Association ( <i>Gold Pan Room</i> )
10:00 - 10:30	Refreshment Break at the tradeshow
10:30 – 11:30	<p>Concurrent workshops (<i>room numbers tba</i>)</p> <p>First Nations Cultural Workshop – <i>McLeod Lake Indian Band or</i></p> <p>Education and mine training – a workshop facilitated by Centre for Excellence in Mine Training – <i>Danielle Smyth, ED or</i></p> <p>Amazing Tales from the Gold Rush Trail: a 1 hour interactive history lesson – <i>James Douglas, Manager Visitor Experiences and Public Relations, Barkerville Historic Site</i></p> <p>Field Safety: Coming Home in One Piece - <i>presented by Walter Bucher, Executive Director and Lead Instructor at Raven Rescue.</i></p>
11:30 - 12:00	Last chance to visit the tradeshow
12:00 – 14:00	<p>Luncheon</p> <p>Keynote by Minister <i>Bill Bennett, Minister of Mines</i></p> <p>Closing ceremony</p>

## WHO WE ARE

**Valine Crist (M.A.)**, a member of the Haida Nation and researcher with the Northwest Institute for Bioregional Research, will organize the dialogue sessions. The Northwest Institute has been working towards social and ecological sustainability in Northwest BC since 1996.

**Contact**  
250.626.9007  
[valine@northwestinstitute.ca](mailto:valine@northwestinstitute.ca)



**Hannah Askew (M.A., J.D.)**, staff counsel with West Coast Environmental Law, will help to facilitate the dialogue sessions. Based in Vancouver, West Coast Environmental Law has been dedicated to safeguarding the environment through law since 1974.

**Contact**  
604.684.7378 ext 218  
[Hannah\\_askew@wcel.org](mailto:Hannah_askew@wcel.org)



Note that it can take an extended period of time to connect from the BCeID login to the e-Referrals website, this is normal. Avoid re-clicking the "Next" button or you could extend this connection time.

Please do not reply to this email.

Charles Mercanti

FrontCounterBC  
Authorizations Officer

(250) 787-3441  
charles.mercanti@gov.bc.ca

**LR2: Order in Council No. 148 – Removal of Land from Agricultural Land Reserve**

**PEACE RIVER REGIONAL DISTRICT**

**WHEREAS** Cabinet Order in Council No. 148 excluding land within the Site C reservoir is the largest exclusion in the 43 year history of the Agricultural Land Reserve (ALR);

**AND WHEREAS** historically there have been other Cabinet Orders for exclusion which were subject to much public input both for and against prior to a decision being made and this decision was made without public input or application;

**THEREFORE BE IT RESOLVED** that the Province of BC be requested to rescind Order in Council No. 148 until there has been adequate public input and respect shown for the legal requirements required to apply for removal of lands from the ALR.

**BACKGROUND:**

On April 8, 2015, the Province of B.C., by Order in Council No.148, removed lands both Permanently and under Temporary exclusion from the Agricultural Land Reserve. Maps showing exactly which lands have been removed, or if any of those lands are privately owned, have not been made publicly available.

Attached is a copy of Order in Council No. 148.

**PROVINCE OF BRITISH COLUMBIA**  
**ORDER OF THE LIEUTENANT GOVERNOR IN COUNCIL**

Order in Council No. 148 , Approved and Ordered April 08, 2015

  
Lieutenant Governor

Executive Council Chambers, Victoria

On the recommendation of the undersigned, the Lieutenant Governor, by and with the advice and consent of the Executive Council, orders that the attached Order Respecting Lands in the Agricultural Land Reserve is made.

  
Minister of Forests, Lands and  
Natural Resource Operations

  
Presiding Member of the Executive Council

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*(This part is for administrative purposes only and is not part of the Order.)*

Authority under which Order is made:

Act and section: Environment and Land Use Act, R.S.B.C. 1996, c. 117, s. 7

Other: \_\_\_\_\_

December 19, 2014

page 1 of 2

RESUB/O/940/2014/27



## BYLAW REFERRAL FORM

Peace River Regional District  
1981 Alaska Avenue,  
Dawson Creek, B.C. V1G 4H8  
Telephone: (250) 784-3200  
Fax: (250) 784-3201

Peace River Regional District	Proposed Temporary Use Permit No. 091/2015	Date: May 7, 2015
-------------------------------	--	-------------------

You are requested to comment on the attached Temporary Use Permit for potential effect on your agencies interests. We would appreciate your response within **21 days**. If no response is received within that time, it will be assumed that your agencies interests are unaffected.

**PURPOSE OF PERMIT: To allow for the storage of industrial equipment**

**GENERAL LOCATION: 192 Rd; Pink Mountain**

**LEGAL DESCRIPTION: District Lot 3087**

**AREA OF PROPERTY: 363.4 ha (898.0 acres)**

**ELECTORAL AREA: "B"**

**ALR STATUS: Outside the ALR**

**OCP DESIGNATION: Agriculture-Rural, Rural OCP Bylaw No. 1940, 2011**

**ZONE: A-2 (Large Agricultural Holdings Zone), Zoning Bylaw No. 1000, 1996**

**OTHER INFORMATION: Land Owner: Dean Ahlstrom**

Please fill out the Response Summary on the back of this Form. If your agencies interests are "unaffected" no further information is necessary. In all other cases, we would appreciate receiving additional information to substantiate your position and, if necessary, outline any conditions related to your position. Please note any legislation or official government policy which would affect our consideration of this bylaw.

Bailey Chabot

**bailey.chabot@prrd.bc.ca**

North Peace Land Use Planner

**Fax: 250.785.1125**

This referral has also been forwarded to the following agencies:

Northern Health Authority (annette.black@northernhealth.ca)  
Ministry of Transportation and Infrastructure

Other:

City of Fort St. John  
(CJackson@fortstjohn.ca)

City of Dawson Creek  
(admin@dawsoncreek.ca)

Village of Pouce Coupe  
(admin@poucecoupe.ca)

District of Hudson's Hope  
(clerk@hudsonshope.ca)

District of Chetwynd  
(d-chet@gochetwynd.com)

District of Taylor  
(tkucera@districtoftaylor.com)

District of Tumbler Ridge  
(tradmin@dtr.ca)

*(as per the Management of Development Function)*



## **PEACE RIVER REGIONAL DISTRICT**

### **TEMPORARY USE PERMIT NO. 091/2015-TUP**

Dated the \_\_\_\_\_ day of \_\_\_\_\_, 2015 and issued to:

**Land owner:**

Dean Ahlstrom  
Box 974  
Caroline, Alberta  
T0M 0M0

1. **Property affected:** 21.9 hectares (54 acres) of private land within District Lot 3087 (Refer to attached Schedule A)
2. **Official Community Plan:** Peace River Regional District Rural OCP Bylaw No. 1940, 2011: *"Agriculture-Rural"*
3. **Zoning Bylaw:** Peace River Regional District Zoning Bylaw No. 1000, 1996: *"A-2 (Large Agricultural Holdings Zone)"*

A. Development upon the land referenced in this permit shall conform to the following specifications and terms:

1. This Temporary Use Permit is valid up to and including **June 25, 2018**, at which time it shall expire and the property affected by this permit will be subject to the applicable zoning regulations.
2. The property referenced in Item 1. above may be used for the following purpose in addition to those permitted by the zoning applicable to the property:
  - i) ***Storage of industrial equipment***
3. The conditions under which the Temporary Use must be carried out are as follows:
  - i) Permit to be posted on site for its duration;
  - ii) Compliance with all statutory and bylaw requirements;
  - iii) The temporary use may occur on the noted areas A, B, C, and D of the property as shown on Schedule A attached to and forming a part of this permit.
4. All terms and specifications referred to above are subject to any changes required by the Building Inspector or other officials of the Peace River Regional District where such terms and specifications do not comply with any duly enacted law or by-law and such non-compliance is not specifically permitted by this Temporary Use Permit; other variations which do not substantially alter the work referred to above may be permitted if approved in writing by the Administrator.
5. **THIS IS NOT A BUILDING PERMIT.**

Authorizing Resolution No. \_\_\_\_\_ passed by the Regional Board this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
Jo-Anne Frank, Corporate Officer







**PEACE RIVER REGIONAL DISTRICT**

091/15



Box 810, 1981 Alaska Avenue, Dawson Creek, BC V1G 4H8 Telephone: (250) 784.3200 Fax: (250) 784.3201	9505 - 100 <sup>th</sup> Street, Fort St John, BC V1J 4N4 Telephone: (250) 785.8084 Fax: (250) 785.1125
Toll Free: 1.800.670.7773	

Receipt #: 5836

## Application for Development

1.		FEES
<input type="checkbox"/>	Official Community Plan Amendment	\$1,000.00
<input type="checkbox"/>	Zoning Amendment	\$ 650.00
<input type="checkbox"/>	Official Community Plan and Zoning Amendment combined	\$1,050.00
<input checked="" type="checkbox"/>	Temporary Use Permit	\$ 350.00
<input type="checkbox"/>	Development Permit	\$ 165.00
<input type="checkbox"/>	Development Variance Permit	\$ 165.00
<input checked="" type="checkbox"/>	Sign requirement <b>[Amended by By-law No. 1898, 2010]</b>	\$ 150.00
	The applicant, on those parcel(s) subject to an amendment to:	
	i) an official community plan and/or zoning by-law;	
	ii) temporary commercial or industrial use permit;	
	shall post a development application sign on the subject property,	
	as provided by the Regional District.	

A \$150.00 fee will be charged for utilizing the sign and a \$100.00 refund will be issued upon return of the sign to the Regional District.

### 2. Please print

Property Owner's Name <u>DEAN AHLSTROM</u>	Authorized Agent of Owner (if applicable):
Address of Owner <u>Box 974</u>	Address of Agent
City / Town / Village <u>CAROLINE AB.</u>	City / Town / Village
Postal Code <u>TOMOMO</u>	Postal Code
Telephone Number: <u>403-845-0070</u> Fax Number:	Telephone Number: Fax Number:
e-mail address: <u>deanahlstrom@gmail.com</u>	e-mail address:

9. Reasons and comments in support of the application, attach a separate sheet if necessary:


I am BEING APPROACHED BY DIFFERENT SERVICE COMPANIES LOOKING FOR LAND IN THE AREA.

The following information is required. Failure to provide any of the following may delay the application.

1. A copy of the **proof of ownership**. [For example: Certificate of Title or recent Tax Assessment] for the subject property or properties.
2. A **Sketch Plan** of the subject property, showing:
  - the legal boundaries and dimensions of the subject property;
  - boundaries, dimensions and area of any proposed lots (if subdivision is being proposed);
  - the location of permanent buildings and structures on the subject property, with distances to property lines;
  - the location of any proposed buildings, structures, or additions thereto, with distances to property lines;
  - the location of any existing sewage disposal systems;
  - the location of any existing or proposed water source; and
3. Additional or more detailed information may be requested by the Regional District following review of your application.

If the Regional District believes it to be necessary for the property boundaries and the location of buildings and structures to be more accurately defined, a plan prepared by a British Columbia Land Surveyor may be required.

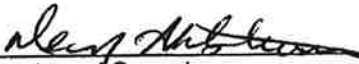
I / We hereby declare that the information provided in this application is, to the best of my / our knowledge, true and correct in all respects, and I / we enclose the required fee with this application.

Signature of Owner/s:	
Signature of Owner/s:	
Date: <u>MAY 1, 2015</u>	

#### Agent's Authorization

Should the property owners elect to have someone act on their behalf in submission of this application, the following must be signed by **all property owners**.

I / We	and	hereby authorize
(name)	to act on my/our behalf in respect of this application.	
Address of agent:		
Telephone:	Fax:	Email:

  
Signature of Owner/s:

MAY 1, 2015  
Date

\_\_\_\_\_  
Signature of Owner/s:

\_\_\_\_\_  
Date





DL3087

1:10,000 SCALE

McELHANNAY GEOMATICS  
PROFESSIONAL LAND SURVEYING LTD.

McElhannay Geomatics  
10000 100th Ave. S.W.  
Edmonton, Alberta T6E 6C4  
Canada  
Phone: (780) 441-1111  
Fax: (780) 441-1112  
Email: info@mcclhannay.com