

DISTRICT OF HUDSON'S HOPE

AGENDA

Council Chambers

Monday, June 8, 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 May 25, 2015 Regular Council Meeting Minutes

Page 1

6. Business Arising Out of the Minutes:

7. Delegations:

D1 Hudson's Hope RCMP Policing Report for April and May 2015

Page 6

8. Staff Reports:

SR1 Corporate Strategic Plan 2015-2020

Page 21

SR2 Beryl Prairie Fuel Fire Treatment Operational Application

Page 30

SR3 Light Industrial Preliminary Field Reconnaissance (PFR)/Archeological Impact Assessment (AIA)

Page 31

SR4 Actions and other Updates

Page 40

SR5 Management Assistant

Page 41

SR6 2015 Leo & Ethel Rutledge Scholarship

Page 44

SR7 Community Energy Leadership Program

Page 45

9. Bylaws:

B1 Cemeteries Management Amendment Bylaw No. 851, 2015

Page 66

B2 Amendment to Property Tax Exemption Bylaw #834, 2014

Page 68

10. Correspondence:

C1	Lack of action regarding cemetery – Letter	Page 71
C2	Prepare for upcoming 2015 UBCM – letter	Page 72
C3	Tumbler Ridge Global Geopark Inaugural Event	Page 73
C4	2015 Open for Business Awards	Page 75
C5	Williston Lake Resort Letter	Page 77
C6	Event Invitation – BC Schizophrenia Society	Page 78
C7	Aboriginal Day	Page 80
C8	Prince Rupert Gas Transmission – Construction Update	Page 82
C9	BC Hydro–WAC Bennett Dam crest road–expect delays June 8-Sept 8, 2015	Page 84
C10	Letter form Ben Jackson – request for sponsorship	Page 85
C11	Call of Nominations for UBCM Executive	Page 86

11. Reports by Mayor & Council on Meetings and Liaison Responsibilities

CR1	May Johansson – Letter to MOT “H” Signs in Hudson’s Hope	Page 97
CR2	Mayor Johansson – Letter to Progress concerning camps	Page 98
CR3	Councillor Beam - Farmers Market	Page 99

12. Old Business:

13. New Business:

14. Public Inquiries:

15. Adjournment:



REGULAR COUNCIL MEETING
May 25, 2015
6:00 P.M.
MUNICIPAL HALL COUNCIL CHAMBERS

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

Staff: Acting Deputy Clerk, Dwylla Moraice Budalich
Director of Protective Services, Robert Norton

Absent: CAO, Tom Matus

Other: 3 in gallery

1. **CALL TO ORDER:**
The meeting was called to order at 6:04 p.m. with Mayor Johansson presiding.

2. **NOTICE OF NEW BUSINESS:**

Mayors Additions:

SR5 Small Town Love
C10 Rita Porter's Letter regarding Cemetery
C11 Pipeline workers to by Progress that they have to staying in camp.
CR5 Medical Report

Council Additions:

None

3. **ADOPTION OF AGENDA BY CONSENSUS:**
The May 25, 2015 Regular Council meeting, agenda was adopted by consensus.

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

5. **ADOPTION OF MINUTES:**

0550-01

M1 **May 1, 2015 Special Council Meeting Minutes**

RESOLUTION NO. 111

M/S Councillors Miller/Heiberg

THAT:

"The minutes of the May 1, 2015 Special Council Meeting be adopted as written."

CARRIED

M2 **May 11, 2015 Regular Council Meeting Minutes**

RESOLUTION NO. 112

M/S Councillors Miller/Heiberg

MI

THAT:

"The minutes of the May 11, 2015 Regular Council Meeting be adopted as written."

CARRIED

M3 **May 12, 2015 Special Council Meeting Minutes**

RESOLUTION NO. 113

M/S Councillors Miller/Heiberg

THAT:

"The minutes of the May 12, 2015 Special Council Meeting be adopted as written."

CARRIED

M4 **May 20, 2015 Special Council Meeting Minutes**

RESOLUTION NO. 114

M/S Councillors Miller/Heiberg

THAT:

"The minutes of the May 20, 2015 Special Council Meeting be adopted as written."

CARRIED

6. **BUSINESS ARISING OUT OF THE MINUTES:**

BA1 **Volunteer of the Year Committee**

Councillor Heiberg reported that the Volunteer of the Year Committee met and selected the person to be awarded at the Canada Day Celebration. It will remain confidential until the announcement at the Canada Day Celebration – July 1, 2015.

7. **STAFF REPORTS:**

SR1 **Corporate Strategic Plan 2015-2020**

Council to defer until next meeting. Council to come with written comments or questions.

RESOLUTION NO. 115

M/S Councillors Miller/Middleton

THAT:

"Council motion to defer to next meeting."

CARRIED

SR2 **Joint Marker James (Tex) & Margaret MacKeigan**

RESOLUTION NO. 116

M/S Councillors Heiberg/Beam

THAT:

"Council recommend staff to amend the Cemetery Management Bylaw No. 755, Schedule "A" to identify the largest memorial size that now exist in the two cemeteries."

CARRIED

SR3 **Comments on Site C Water Licence Application**

Council asking if there is any indication of Public Meeting to happen.

SR4 **Actions and other Updates**

TransCanada Community Fund – Staff to find out what amount to be given for backstop – Council's wish to get it done this year.

Archeological Study – Staff to follow up with more information on time frame.

Grants to Community/Financial Assistance Grant Policy – Hudson's Hope Housing Society

RESOLUTION NO. 116

M/S Councillors Heiberg/Miller

THAT:

"Council motion to wave max 15% Financial Assistance Grant policy for a onetime \$50,000 fund, contingent on HH Housing Society getting full funding for the Boiler and Water Piping Project."

CARRIED

Note: Councillor Gilliss opposed

SR5 Small Town Love

Ideas for June roll out – possible options: Mini trade show/Coffee House/Attraction. Possible to combine with existing event – Farmers Market or Canada Day.

Final decision to staff on location and event that is best to launch.

SR6 Public Works Updates:

Valve Insertion Project: 2 valves per day, 10 completed. Project on time and budget.

Baseball field - open tonight. Hydro seed not needed.

Gravel Pit – more gravel being crushed since all gravel used at pit.

SR7 Director of Protective Services Updates:

Lynx Creek Project–Substantially completed/primarily fuel fire done. Final report due June 30, 2015.

Beryl Prairie Project–Waiting for program to open to submit request.

Paquette Apartments–Requesting second site to be cleaned up.

8. CORRESPONDENCE:

C1 PRRD: Zoning B/L#2204 (Kitchen), 2015
FOR INFORMATION

C2 Regulatory Amendments Affecting the Production of Medical Marijuana on ALR.
FOR INFORMATION

C3 Donation – Fishing Derby

RESOLUTION NO. 117

M/S Councillors Miller/Quibell

THAT:

"Council motion to donate 2 Camping Chairs and 1 Family Swimming Pass for the Fishing Derby."

CARRIED

C4 Annual Service Plan for 2015/2016-2017/2018
FOR INFORMATION

C5 New Horizon's Senior Club – Associate Member Insurance

RESOLUTION NO. 118

M/S Councillors Heiberg/Beam

THAT:

"Council motion to allow the District of Hudson's Hope to sponsor the New Horizon's Senior Club as an Associate Member for insurance expansion coverage."

CARRIED

C6 NH NEWS RELEASE – Strong community partnership leads to Physicians recruitment success in Chetwynd
FOR INFORMATION

- C7 **UNBC invite – Peace River Liard Regional 25th Anniversary**
FOR INFORMATION
- C8 **UBCM: 2014 Resolutions**
FOR INFORMATION
- C9 **TransCanada-Coastal GasLink Pipeline Project Activity Update #29**
FOR INFORMATION
- C10 **Lack of Action Regarding Cemetery – Rita Porter**
Mayor to discuss with Staff regarding maintenance.
- C11 **Inquiry from Beattie RV Park and Lynx Creek RV Park concerning Progress Employees being required to stay in camp**
Mayor to write letter to Progress.
9. **REPORTS BY MAYOR & COUNCIL ON MEETINGS AND LIAISONS RESPONSIBILITIES:**
- CR1 **Councillor Heiberg – Update on Highlights of NCLGA Prince George May 6-8, 2015**
FOR INFORMATION
- CR2 **Councillor Middleton – DOHH Washroom Access May 2015**
Refer to Staff to include as Budget item for next year.
- CR3 **Councillor Middleton – Letter of Support for Dinosaur Track way**
RESOLUTION NO. 119
M/S Councillors Gilliss/Middleton
THAT:
“Council motion to approve a letter drafted to be sent as support for the Peace Region Palaeontology Research Centre for the Dinosaur Track way located new Hudson’s Hope and for the second letter to BC Government to request direction on protecting the area.”
CARRIED

Staff to send out the drafted letters.
- CR4 **District of Hudson’s Hope Recreation Survey**
RESOLUTION NO. 120
M/S Councillors Gilliss/Miller
THAT:
“Council motion to support a prize of a Season Pass (pool/arena or camping pass) for the individual survey winner.”
CARRIED
- CR5 **Medical Report - Hudson’s Hope Medical Services Committee**
Committee gave an update of what was discussed at the last meeting on Thursday, May 21, 2015.
Mayor to write letter to BC Hydro for supporting of employees while doing BC Ambulance training.
11. **OLD BUSINESS:**
- OB1 **Public Works Shop**
Council would like to schedule meeting with staff for June 1, 2015 to discuss what is required for a new shop.

Staff to come to meeting with what size, what is required inside building, cold/warm storage needs

- OB2 **Prioritized List of Road Repairs**
Many roads need repairs.

Staff to develop prioritized list of roads to repair over next 4 or 5 years

- OB3 **Community Hall Society**
Councillor Quibell to follow up with Community Hall Society on state of RFP.

12. **NEW BUSINESS:**

- NB1 **SWAG for Councillors**
Councillor Middleton inquired about District of Hudson's Hope Logoed shirts/coats to wear while attending District functions or when attending meetings/conference/events. Policy already in place.

Staff to assist in getting items for Councillors.

13. **PUBLIC INQUIRIES:**

- PI1 **Hudson's Hope Soccer – Jason Naisby**
Requesting donation of tent, garbage bins, and tables for soccer tournament June 6 & 7th, 2015.

RESOLUTION NO. 121

M/S Councillors Middleton/Heiberg

THAT:

"Council to approve donation of tent, garbage cans and table pending on availability of staff available to set up and deliver."

CARRIED

14. **ADJOURNMENT:**
Mayor Johansson declared the meeting adjourned (8:18 p.m.)

Diarized Last Review/Action

DIARY

Conventions/Conferences/Holidays

DY1	PRRD: Solid Waste Disposal	05/12/14
DY2	Airport Resurface and Redevelopment	05/12/14
DY3	Grubjesic Driveway	05/12/14
DY4	Co-Op Correspondence Re: Card Lock	11/12/13
DY5	Communications Expenditure	08/11/14
DY6	Premiers BC Natural Gas Forum	08/11/14
DY7	Capital Projects Meeting (every 6 months)	10/14/14
DY8	Financial Assistance Grant Policy	03/09/15
DY9	2015 Community Coal and Energy Forum	03/23/15
DY10	Special Events Contract	05/01/15
DY11	Herbicide/Pesticide Bylaw	05/01/15
DY12	2016 Budget Meetings to start in February	05/11/15

Certified Correct:

Clerk / Minute Taker

Chair



Royal Canadian Gendarmerie royale
Mounted Police du Canada

Security Classification/Designation

Cpl. Trevor LN Romanchych
Detachment Commander
Hudson's Hope Detachment
RCMP

Your File

Mayor and Council
District of Hudson's Hope
9904 Dudley Drive
Hudson's Hope, BC

Our File

2015-06-04

Mayor and Council

**Hudson's Hope RCMP
Report to Mayor and Council for April and May, 2015**

Total Files to date for Hudson's hope Detachment: **188**
(last year at this time 2014: 169)

Prisoners lodged to date 2015: **5**
(last year at this time 2014: 8)

Domestic assaults to date for 2015: **2**
(last year at this time 2014: 3)

Impaired Drivers to date 2015: **7**
(last year at this time 2014: 3)

April 2015

Total calls for service: 44
Assaults: 1
Impaired Drivers: 2
Mischief: 1
Collisions: 3 (1 Impaired)
3 fires (2 grass fires - Arson / 1 structure fire - undetermined)

May 2015

Total calls for service: 46
Assaults: 0
Impaired Drivers: 3
Mischief: 3 (2 willful damage at dump - 1 May long weekend party at Geddes Bay)
Collisions: 4 (2 Impaired)

May Long weekend was uneventful and all persons having fun were safe

DI

Operational Issues:

Vacant Clerk Position: Narrowed down to three applicants and our human resources should have a decision on the successful candidate by mid June. Confirmation of qualifications and security interviews / checks to be completed one decided. Due to Back log at RCMP Department Security Services, timeline could still be 3-4 months away before position can be fill officially.

Member Resources: Cst Bernier due to transfer to Kamloops at the end of June. His last day of work in Hudson's Hope is June 13 but will be in town using up days off owed to him.

There is a delay in the arrival of new member to Hudson's Hope due to resource issues in South East BC. The members expected start date in Hudson's Hope is July 25.

Hudson's Hope Detachment is running at 2 members from June 1 through July 25.

Cst RICHARDSON is to take the Carbine training second week in June. This will give Hudson's Hope Detachment two trained operators. IARD training (Active Shooter) is soon to follow.

Over the last year the Hudson's Hope member's have averaged the following unfettered days regular days off:

Constables: 140 regular days off

76 Unfettered (not on call, called into work, attend meetings and such)

54% of their days off are actual clear days off

NCO i/c: 135 regular days off

50 Unfettered (not on call, called into work, attend meetings and such)

37% of his days off are actual clear days off

Hudson's Hope Detachment was approved to bring in a Reservist (retired member) for June 1 - 30 but no reservists were available to attend to work as a member in Hudson's Hope. Hudson's Hope has been approved to bring in a Reservist for July 16 - Aug 16 for relief work while members take leave. No reservist identified to date, Most likely will go unfilled.

Detachment Plan B, approved to bring in a regular member from other detachment for June 24 - July 7 to provide some relief for the Detachment. Cpl Romanchych to send out the request within the North District in hope of finding an available releasable member.

Community Involvement:

The DARE program is almost finished with grade 5/6 students. The students are looking forward to the DARE graduation. The members attend the school on a regular basis to visit the students.

Cst Bernier is coaching T-Ball and Cst Richardson in coaching soccer.

Other:

Cpl Romanchych is starting to consult YRB and the Ministry of Highways to determine the traffic volume trend on Highway 29 from past, present and future possibilities. This is part of planning for the Johnson Creek TransCanada Pipeline camp possible increase and the continued boom in the oil and gas industry in the Hudson's Hope Back yard.

Cpl Romanchych along with the Chetwynd Detachment commander to work together in the coming months to get some answers on how the Johnson Creek TransCanada Pipeline camp may impact the emergency services in Hudson's Hope and Chetwynd. The camp is Located in Chetwynd detachment's jurisdiction.

Cpl Romanchych has been liaising with RCMP crime analyst as of late.

Attached are some graphs showing a downward trend in the Criminal Code case burden for Hudson's Hope, Downward trend in property crime and a slight increase in violent crime for 2014.

All Peace area detachments are sharing offender information with the analyst to determine trends and common offenders. This will enable detachment to work together to address offenders that are spreading issues between the communities in the Peace.

Any spikes in certain offences are identified and any offender with a similar method of doing things will be brought to the attention of the investigating detachment in generating possible leads.

Sincerely,

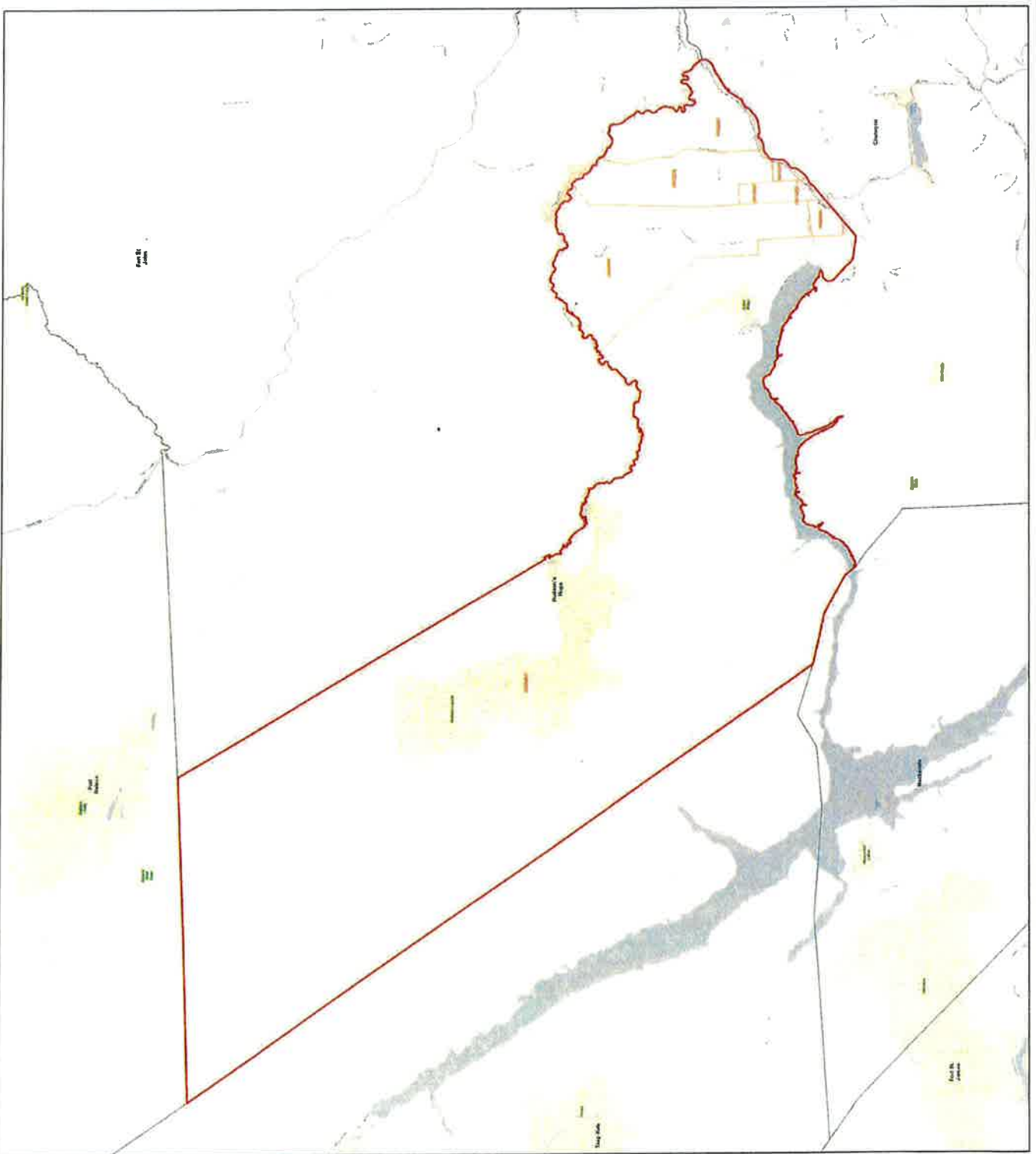
A handwritten signature in dark ink, appearing to be 'Trevor LN Romanchych', with a long horizontal flourish extending to the right.

Cpl. Trevor LN Romanchych
Detachment Commander
Hudson's Hope Detachment

Hudson's Hope Jurisdiction and Atom Boundary



- Legend**
- Jurisdiction Boundary
 - Atom Boundary
 - Point
 - First National Reserve
 - Fresh Water
 - Major Road
 - Minor Road
 - Other Road
 - Ferry
 - Other Outbuilding
 - U.S.A. State Boundary



Hudsons Hope Provincial Detachment Workload Summary

	2010	2011	2012	2013	2014
Population	1,211	1,191	1,209	1,266	1,245
Police Strength	3	3	3	3	3
Criminal Code Total Offences					
Case Burden (CC Total per Member)	81	85	102	79	57
Crime Rate (CC Total per 1,000 Pop.)	27	28	34	26	19
	67	71	84	62	46
Criminal Code Property Offences					
Case Burden (CC Property per Member)	53	57	69	48	29
Crime Rate (CC Property per 1,000 Pop.)	18	19	23	16	10
	44	48	57	38	23
Criminal Code Persons Offences					
Case Burden (CC Persons per Member)	13	18	20	10	12
Crime Rate (CC Persons per 1,000 Pop.)	4	6	7	3	4
	11	15	17	8	10
Public Calls For Service					
	308	341	411	407	421
Public Calls For Service per Member	103	114	137	136	140

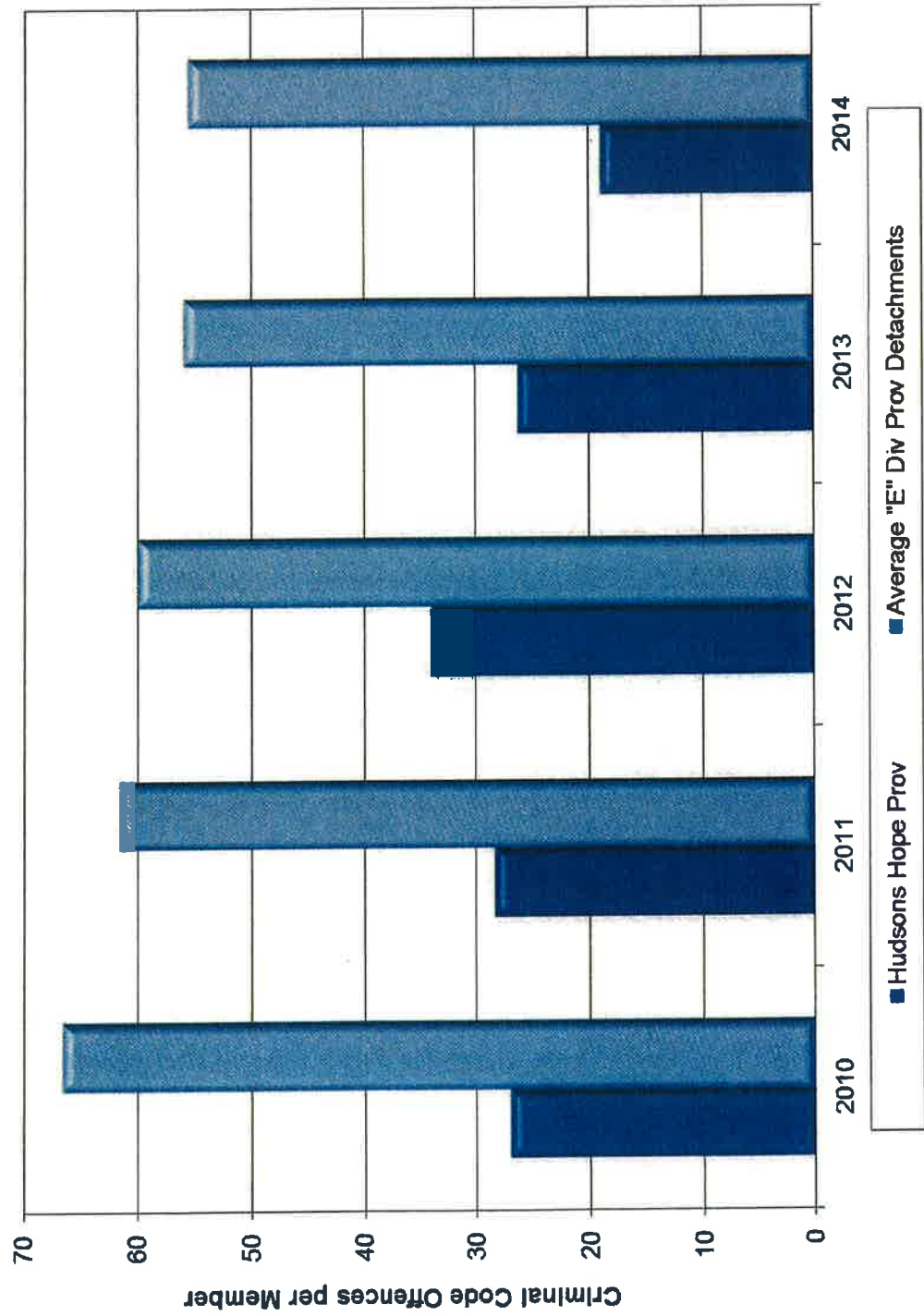
Average "E" Div Prov Detachments

	2010	2011	2012	2013	2014
Case Burden (CC Total per Member)	67	62	60	56	56
Case Burden (CC Property per Member)	36	33	31	30	31
Case Burden (CC Persons per Member)	14	13	13	12	11
Crime Rate (CC Total per 1,000 Population)	76	71	70	66	66
Crime Rate (CC Property per 1,000 Population)	41	38	36	35	36
Crime Rate (CC Persons per 1,000 Population)	16	15	15	14	13
Public Calls For Service per Member	239	239	250	269	275

Prepared by: Tara Haarhoff and Holly Shum, EDCAS, RCMP "E" Div HQ

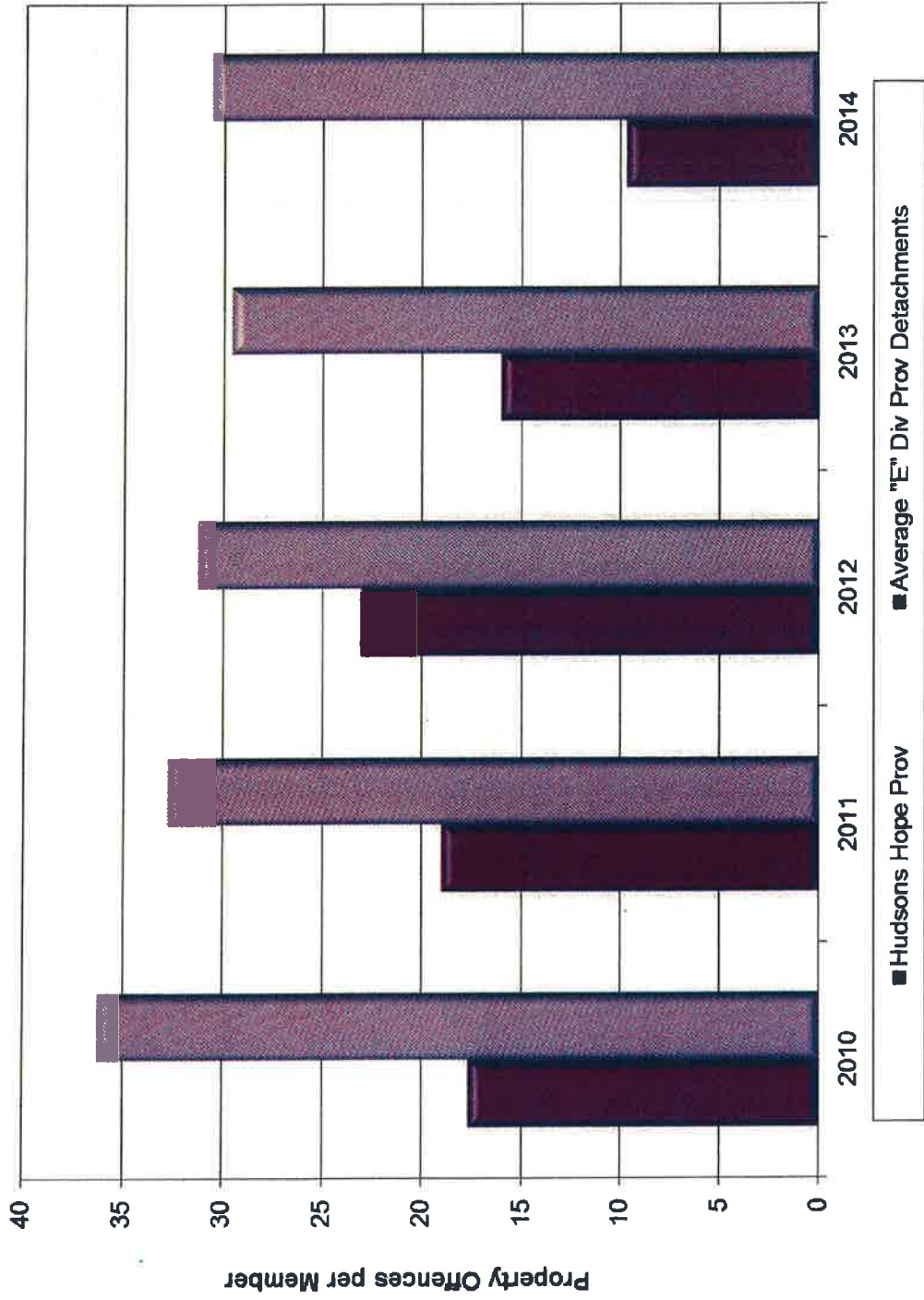
Hudsons Hope Provincial Detachment Workload Summary

Total Criminal Code Case Burden



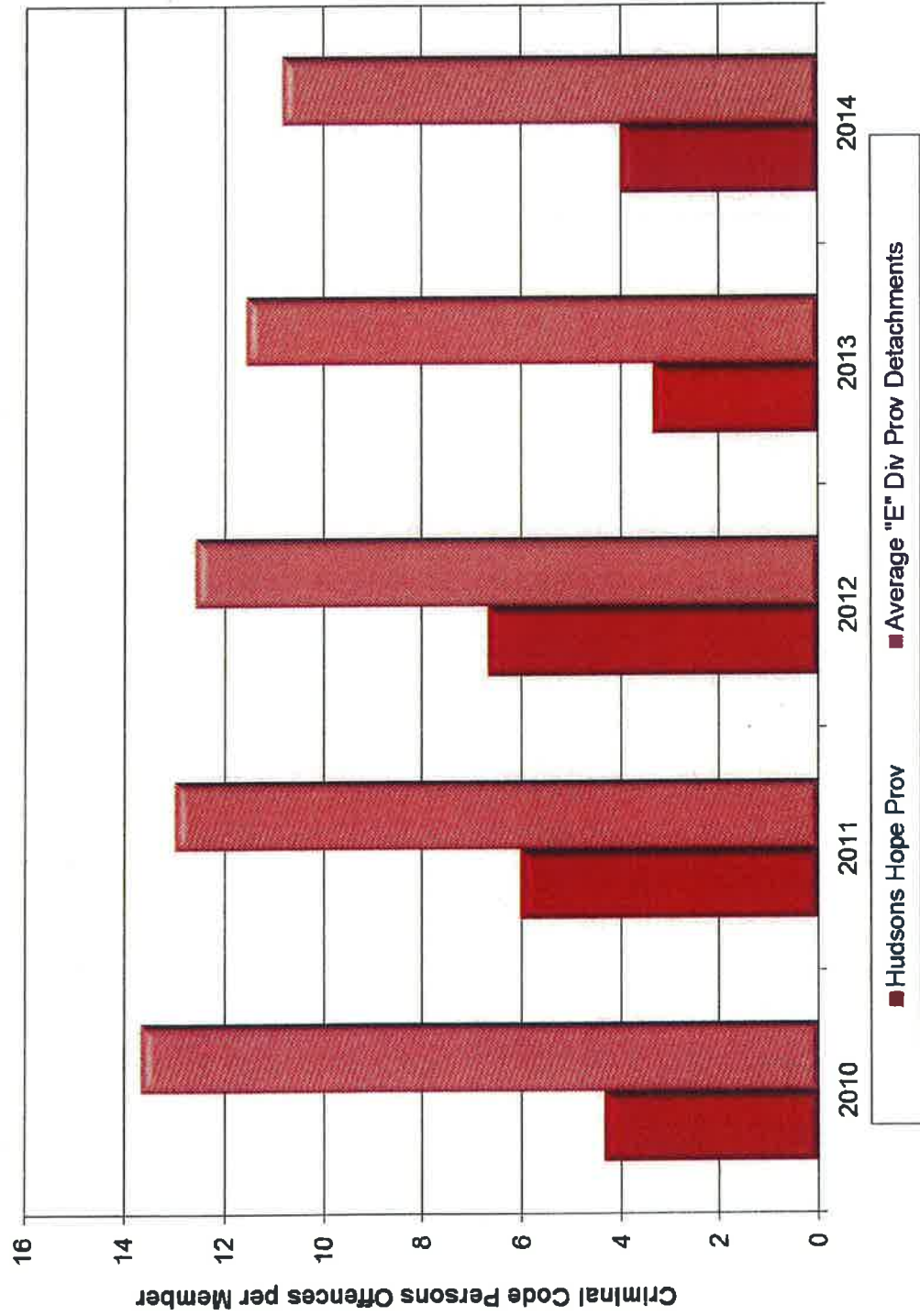
Hudsons Hope Provincial Detachment Workload Summary

Property Crimes Case Burden

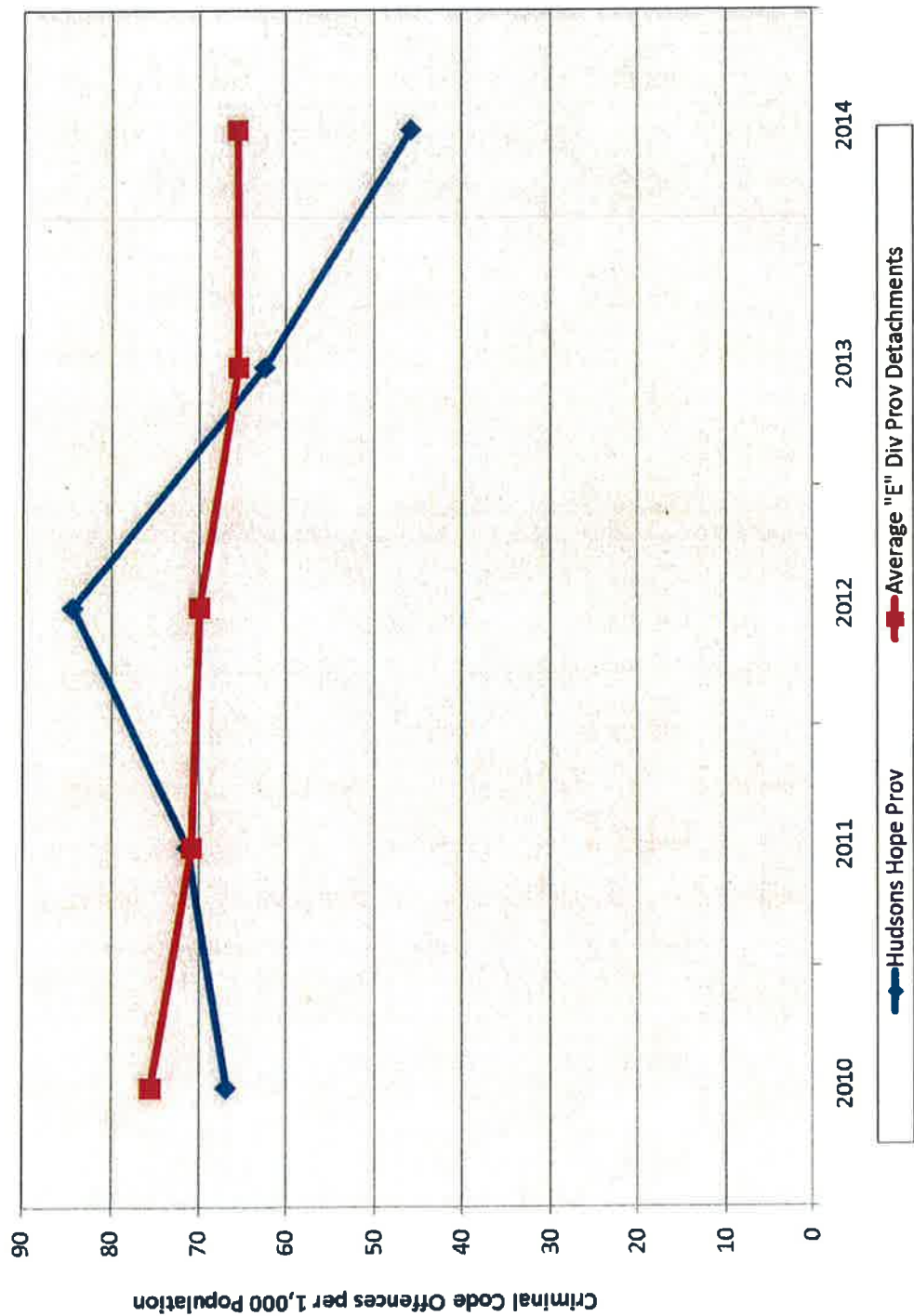


Hudsons Hope Provincial Detachment Workload Summary

Violent Persons Crimes Case Burden

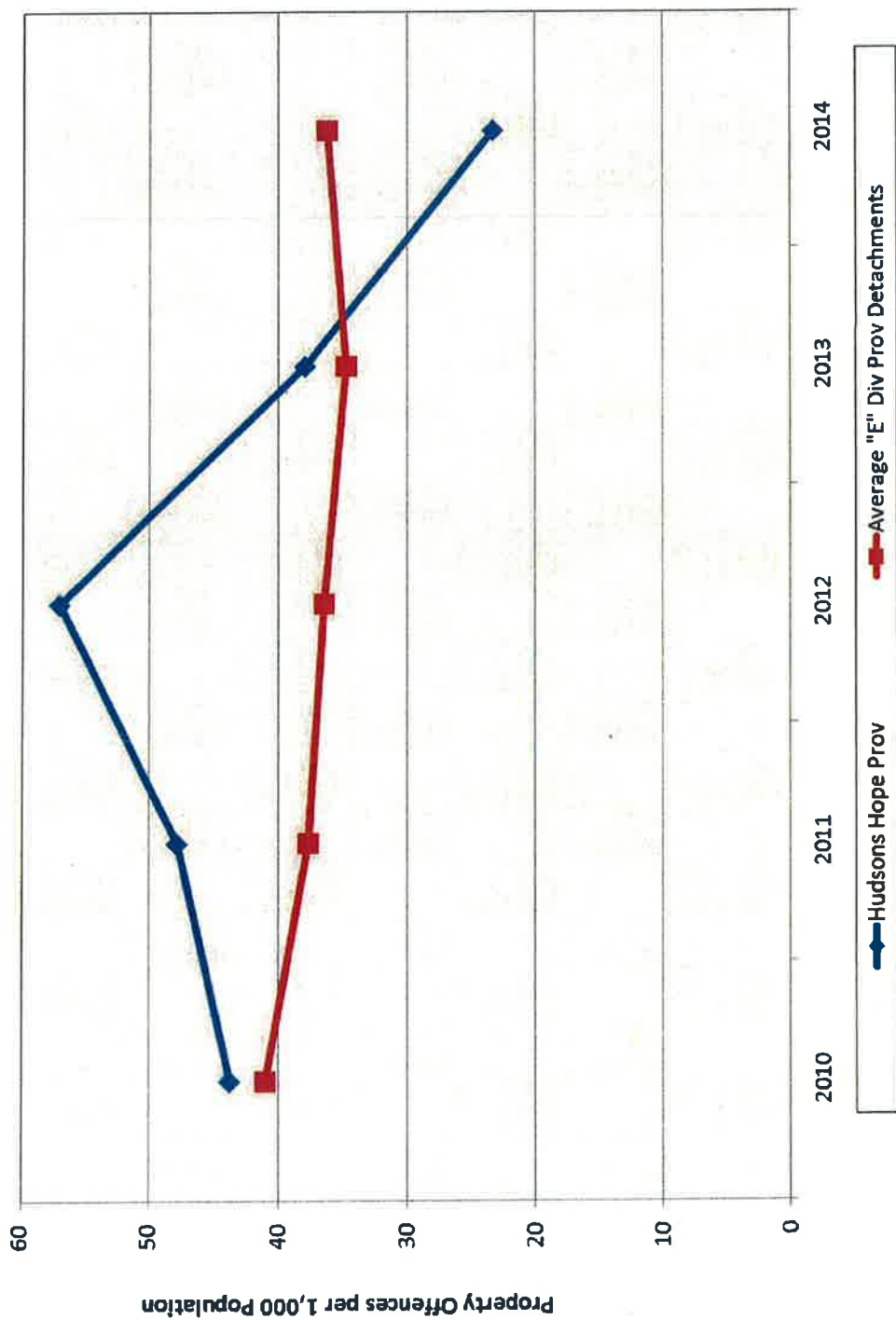


Hudsons Hope Provincial Detachment Workload Summary **Total Criminal Code Offences Crime Rate**



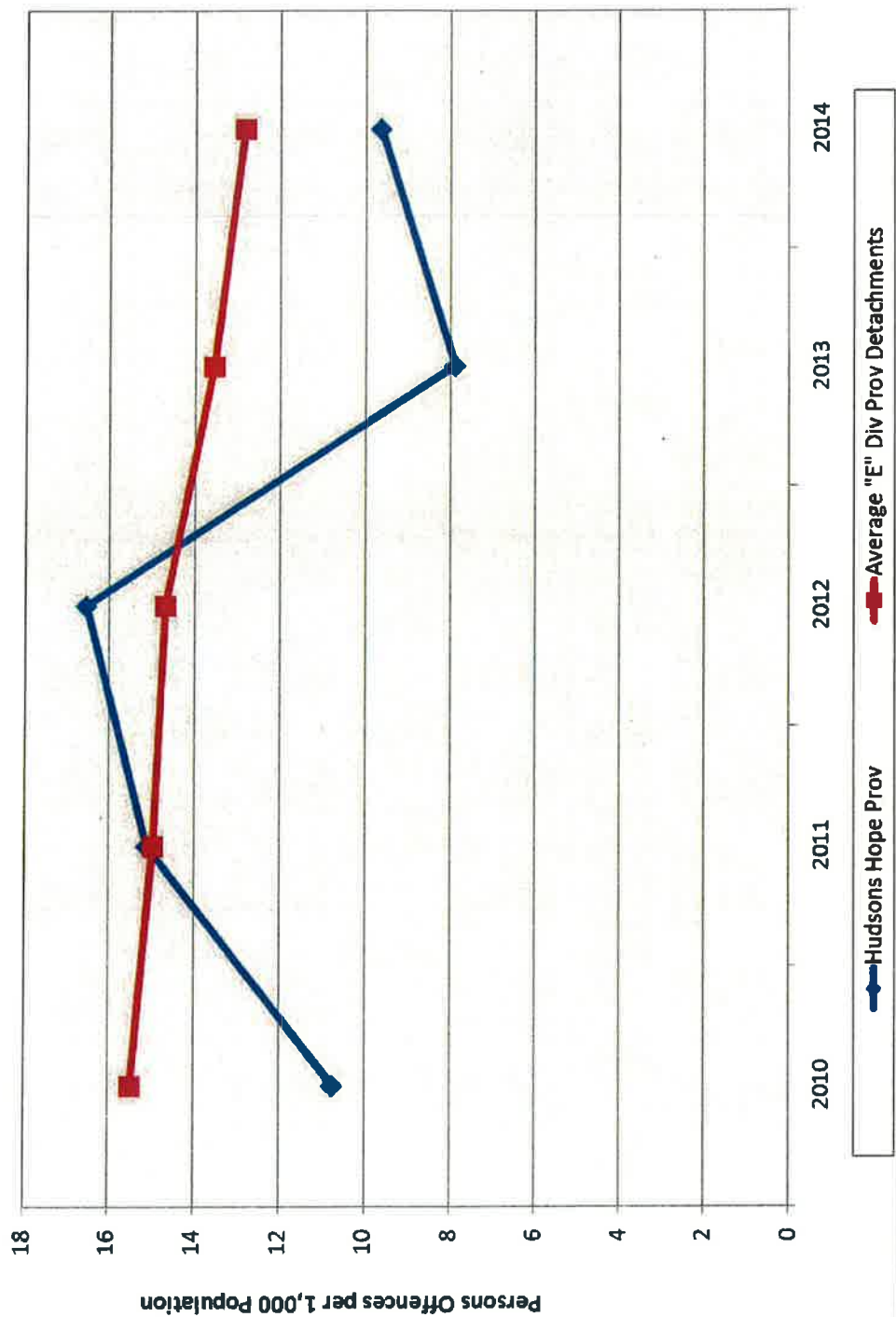
Hudsons Hope Provincial Detachment Workload Summary

Property Offence Crime Rate

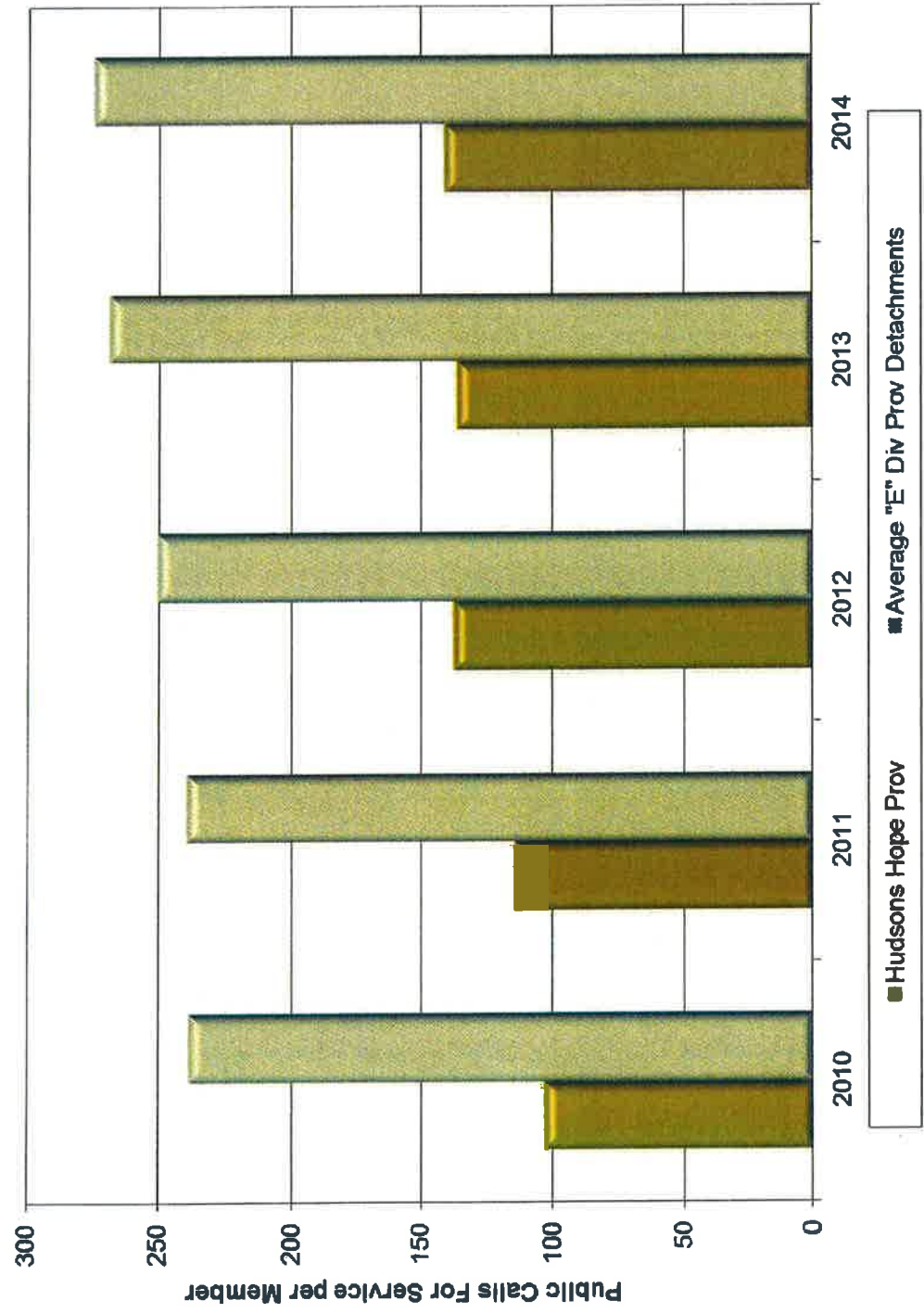


Hudsons Hope Provincial Detachment Workload Summary

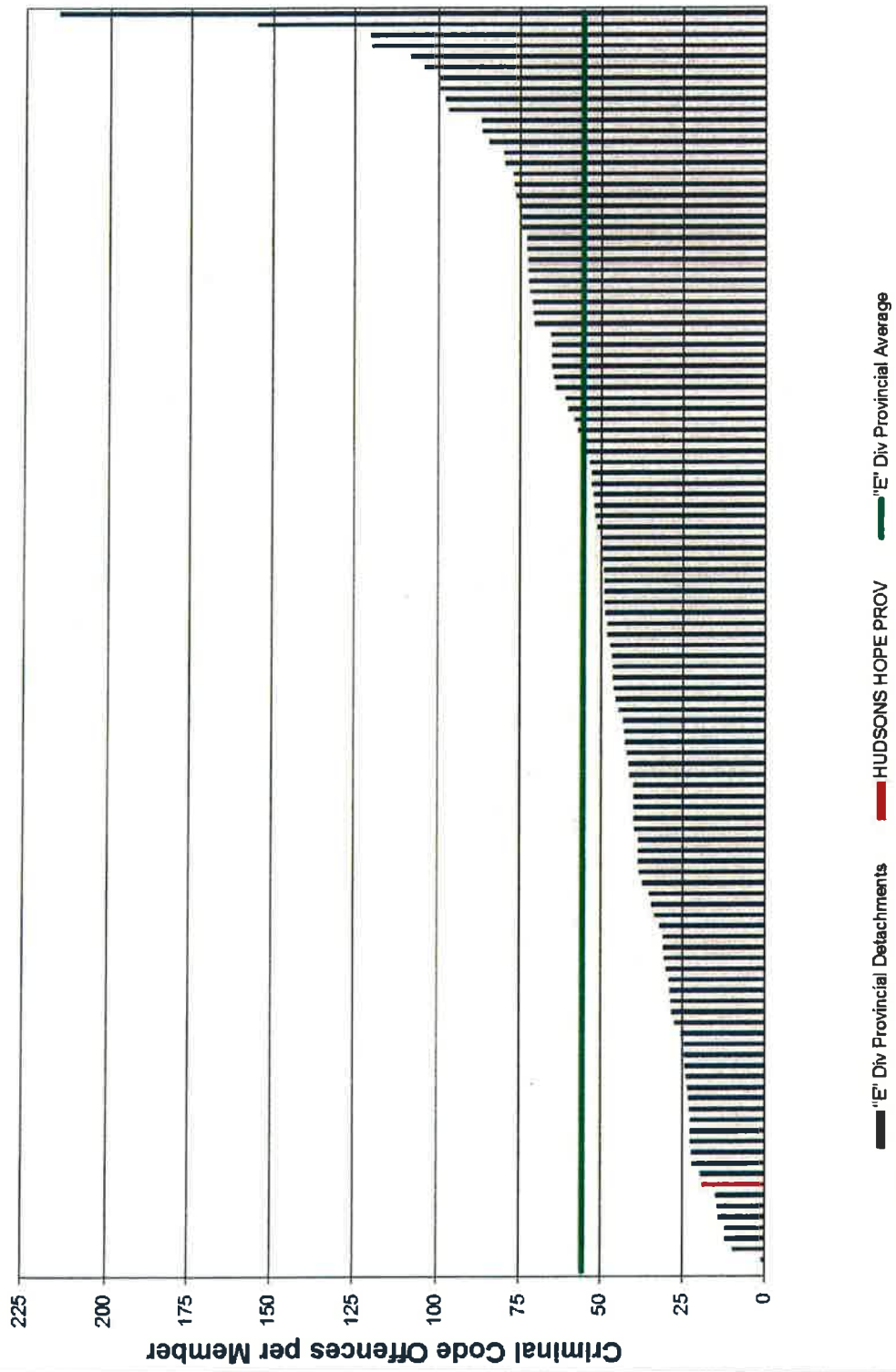
Violent Persons Offence Crime Rate

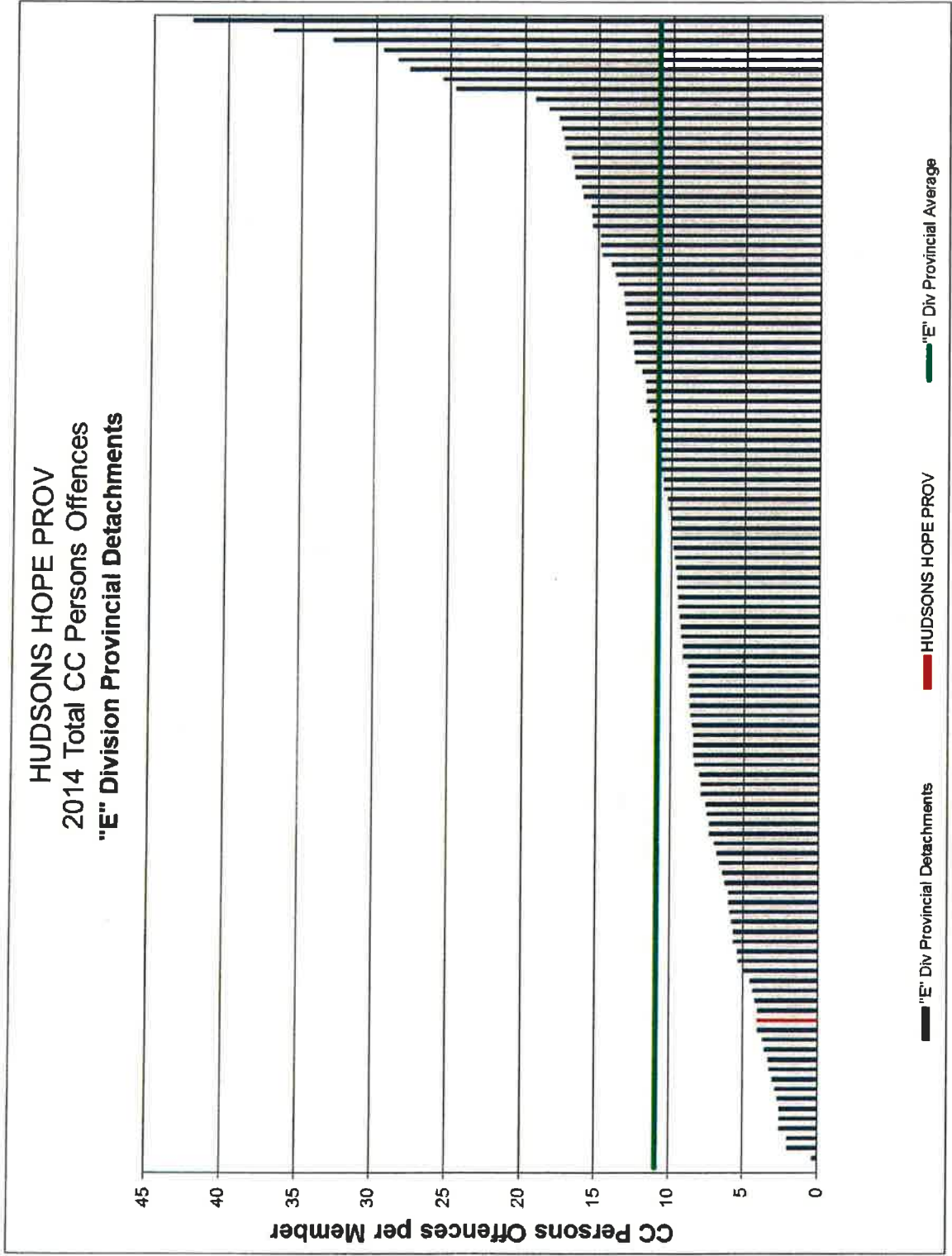


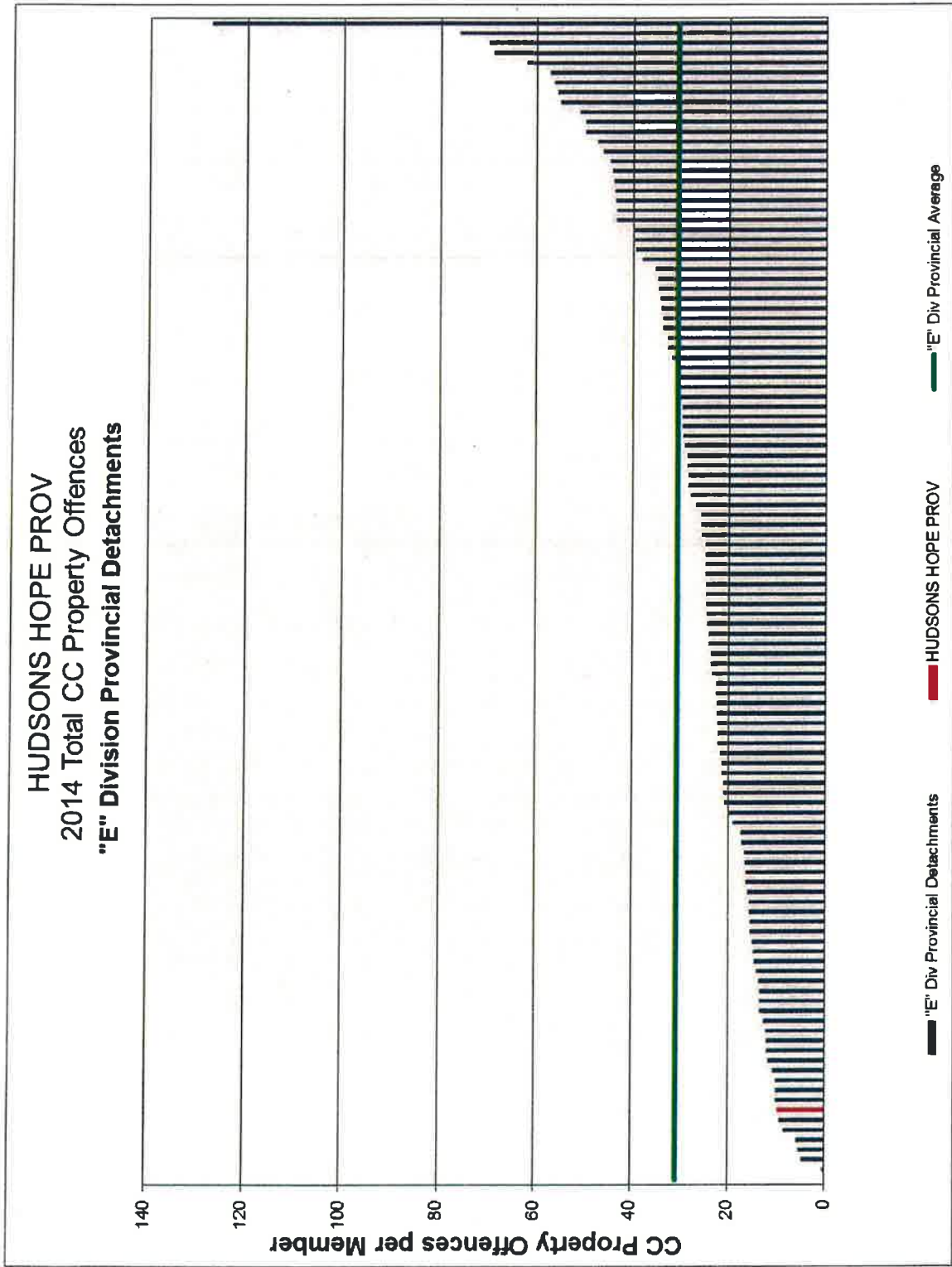
Hudsons Hope Provincial Detachment Workload Summary **Public Calls For Service per Member**



HUDSONS HOPE PROV 2014 Total Criminal Code Offences "E" Division Provincial Detachments







THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor Gwen Johannson and Council
SUBJECT: Corporate Strategic Plan 2015-2020
DATE: 3 June 2015
FROM: Dwylla Moraice Budalich, Deputy Clerk

RECOMMENDATION:

That:

ADMINISTRATORS COMMENTS:

Tom Matus, Administrator

INFORMATION:

Complete copy was not in package for May 25, 2015 Regular Council Meeting. Council requested complete copy be issued.

Report Prepared by:



Dwylla Moraice Budalich

SR1

District of Hudson's Hope
Corporate Strategic Plan 2015-2020



a 20-20 vision for our community

**A vibrant, diverse and livable community
supported by sustainable, managed growth
within a healthy natural environment**

DRAFT: May, 2015

Note: Logo up top. Put vision statement on cover.

District of Hudson's Hope

Hudson's Hope, British Columbia

DRAFT

Corporate Strategic Plan 2015-2020

A 20/20 Vision for our Community

DRAFT

Introduction

The **2015-2020 Corporate Strategic Plan** provides a new direction for the District of Hudson's Hope. The plan was developed by members of Council and senior staff to reflect and support the Official Community Plan (OCP), Integrated Community Sustainability Plan (ICSP) and Economic Development Plan. It is expected to take effect July 1, 2015 and it replaces the 2012-2014 Corporate Strategic Plan.

The 2015-2020 Corporate Strategic Plan sets out the following:

- A Vision Statement
- A Mission Statement
- A Values Statement (guiding principles)
- Strategic Objectives
- Supporting Actions.

The Plan is a framework to help Council and senior management work effectively and harmoniously over the next five years in tackling challenges before the District and embracing opportunities for community prosperity and sustainable growth. It demonstrates the commitment of Council to provide quality services, build a safe, sustainable and complete community, support a wide variety of economic opportunities and foster a high quality of life for the residents of Hudson's Hope.

The Council realizes that priorities change with time, and it is the Council's intention to commit to ongoing strategic planning and adaptive management. Accordingly, the Plan will be reviewed by Council and senior staff annually and adjusted as needed to respond to emerging challenges and to benefit from new opportunities.

Vision

A vibrant, diverse and livable community supported by sustainable, managed growth within a healthy natural environment

Mission

To provide strong, cost-effective leadership that supports a high quality of life for residents

Values

- **Accountability** – Taking ownership and accepting responsibility for decisions and actions emanating from those decisions
- **Community** – Demonstrating respect and consideration for all relevant interests
- **Cooperation** – Working together and supporting one another
- **Commitment** – Pledging to carry out the business of the District in a cost-effective and timely manner that is consistent with the best interests of residents
- **Fairness** – Ensuring that all points of view and input are taken into account before making decisions
- **Honesty** – Being sincere, genuine and frank when making decisions
- **Integrity** – Making decisions for and acting in the best interests of the District
- **Nurturing** – Fostering and cultivating a collaborative and learning culture within the District as an organization, in the pursuit of community self-empowerment.

Strategic Objectives

In setting a direction and priorities within the Strategic Plan, Council and staff have taken into consideration the District's past achievements, current multi-year commitments under the OCP, and experience in addressing its most pressing challenges.

The Plan has four strategic objectives for 2015-2020. The first three are priorities for District programs and services, and the fourth is a priority for the District's internal operations. They are:

- I. To provide above-standard municipal infrastructure services
- II. To achieve 20% population growth
- III. To respond to emerging challenges and act on new opportunities
- IV. To ensure a financially sound, competent, responsive and resilient organizational culture.

Supporting Actions

Council and staff have identified specific actions with timelines to be taken to meet each of the four strategic objectives over the next five years.

I. Provide above-standard municipal infrastructure services

2015

- 1. Replace water valve**
- 2. Review zoning and land use policies to ensure appropriate infrastructure sizing**
- 3. Conduct a recreation needs assessment to determine the long-term needs for community**
- 4. Undertake an infrastructure inventory and update regularly to use in decision-making about new investments as part of the asset management plan**

2016

- 1. Put in place a Wildland Fire Protection Program**
- 2. Develop a road management plan as part of the asset management plan**
- 3. Ensure that there is a replacement plan for all new infrastructure and consider operating costs in developing that plan**
- 4. Evaluate cost-recovery methods for existing and new infrastructure**
- 5. Undertake an aquifer study for the community, and actively monitor and maintain the aquifer for the health of residents. Continue to provide high-quality water through the operation of the water treatment plant. The District will be ready to respond on an as-needed basis to questions from residents on wells about the water quality in the aquifer.**

2017

1. Upgrade the sewage treatment and disposal facility
2. Monitor effluent discharge data from the sewage treatment plant and report the results

2018

1. Repair and replace warning sirens as required
2. Monitor water consumption data and report the results

2020

1. Supply and install water meters
2. Upgrade road network (rural drainage upgrades, urban major maintenance)

II. Achieve 20% population growth

2015

1. Continue a partnership with North Peace Economic Development Commission to enhance the museum and to promote community living and business opportunities in the District (Action led by Council)
2. Develop a marketing strategy to help stimulate population growth in the community
3. Meet with the Province to discuss continuation of provincial grants in lieu of District taxes for general purposes and inclusion of grants in lieu of school taxes (Action led by Mayor and CAO)
4. Meet with resource companies to encourage locating resource-based housing for their staff within District boundaries where services exist (Action led by Mayor and CAO)
5. Participate in discussions promoting additional air carriers at Fort St John Airport (Action led by Council)

6. Open up provincial Crown lands for development and light industrial use to accommodate measured growth. Note: Application was submitted in 2015.
7. Use District-owned lands to create new housing opportunities (Example: Atkinson lands)
8. Identify areas for industrial uses and implement appropriate buffers and screening to ensure compatibility with adjacent uses
9. Make serviced land available for a light industrial park

2016

1. Prepare an economic development and marketing strategy to support investment in the District, including downtown improvements

2018

1. Prepare a report on ramifications and impacts of a boundary expansion to include future resource development in the area (Action led by District staff)

III. Respond to emerging challenges and act on new opportunities

2015

1. Review options for Site C Legacy Projects and related initiatives (Action led by Council)
2. Explore ways to enhance working relationships with First Nations, Peace Regional District, School District 60, Northern Health Authority, BC Hydro, RCMP, Province of BC and resource companies (Action led by Council)
3. Explore with the Peace River Regional District the preparation of a regional agriculture plan to enhance and promote agriculture in Hudson's Hope and other areas (Action led by CAO)
4. Prepare a list of "community investment opportunities" to help guide prospective industry investors who want to contribute to the well-being of the District and who ask the question "What do you need?" when seeking to invest. As part of this marketing strategy, prepare an

inventory of the extent and nature of industry investment into the community over the last 10 years

2020

1. Develop a waste reduction strategy

IV. Ensure a financially sound, competent, responsive and resilient organizational culture

2015

1. Review bylaw enforcement function and establish a philosophy for administering bylaw enforcement for the District (Action led by Council)
2. Maintain the Emergency Operation Centre and EOC Training

2016

1. Prepare a human resource development plan for review by Council (Action led by CAO)
2. Complete construction of the new Public Works shop
3. Complete installation of a Financial Systems Plan
4. Prepare a communications strategy that includes public engagement methods, social media, community satisfaction surveys and media relations
5. Ensure utility rates cover the cost of delivery

2017

1. Complete a youth engagement strategy

REQUEST FOR DECISION

Date: 08 June 2015
Originator: Robert Norton, Director of Protective Services
RFD TITLE: Beryl Prairie Fuel Fire Treatment Operational Application

BACKGROUND:

Council has approved \$325,191.11 in the 2015 budget for the completion of the Beryl Prairie fuel fire treatment project in anticipation of the submission of an operational treatment grant application to UBCM.

This project represents the third and final fuel fire treatment project proposed for the District.

One of the submission requirements within the operational application is a resolution from Council indicating support of the proposed project, and a willingness for the District to provide overall grant management through the Director of Protective services as we have done on the other two projects.

If approved, the resolution will be sent to UBCM to be included with the 2015 Beryl Prairie Operational Treatment application.

BUDGET:

The proposed project will have an overall cost of \$325,191.11 with the Operational Fuel Treatment program from UBCM contributing 90% of all eligible costs. A grant total of \$292,671.99 will be requested, leaving a net cost of \$32,519.12 to the District. These numbers are reflected in the 2015 budget.

RECOMMENDATION / RESOLUTION:

"Council supports the proposed 2015 Beryl Prairie fuel fire treatment project application, and the District of Hudson's Hope will provide overall grant management for the proposed project".



Robert Norton, Director of Protective Services



THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor Johansson and Council

SUBJECT: Light Industrial Preliminary Field Reconnaissance (PFR) / Archeological Impact Assessment (AIA)

DATE: June 8, 2015

FROM: Tom Matus, CAO

I have commissioned Landsong in West Moberly to do:

- A) a Desktop Archeological Review which determines the need for an AIA (which has been conducted as per the attached, and recommends an AIA of the entire area); and
- B) a PFR on Monday, June 1st for the first 3 lots. We are hoping that section 1 below will apply, otherwise section 2 below will have to be ascertained, as per Joanna Zofmann of Landsong:

- 1 Conduct a Preliminary Field Reconnaissance (PFR) which does not allow for subsurface testing but does allow for an assessment of the subject area. If the PFR did not identify any areas of archaeological potential then we would prepare a PFR report detailing our findings and recommending that an AIA is not required. If the PFR does identify areas of archaeological potential, we would still have to submit a permit application and conduct an AIA. The PFR could be done in one day and if it was determined that an AIA was required, we would need additional time to conduct our subsurface testing at the identified areas of archaeological potential.

NOTE: PFR completed on Friday, May 29th and did not find any areas to be tested: no archaeological potential within the first 3 lots. Report recommendation to British Columbia Archeological Branch (BCAB) from Landsong to be received by week's end that no AIA be required: response from BCAB/FrontCounterBC varies 30 – 60 days for the go ahead. Further procedures will be submitted at that time.

- 2 Go straight to an AIA which would require the preparation and submission of a permit application to the BC Archaeology Branch. We cannot conduct an AIA without a BC Heritage Inspection Permit in place; an AIA includes the provision for subsurface testing at identified areas of archaeological potential. The permit takes 45 – 90 days to acquire after submission to the BC Archaeology Branch. As soon as the permit is issued we would be able to conduct our assessment.

AIA procedure should it be required:

- A) 60-90 days for the permit application process to the BC Archeological Branch to allow for conducting an AIA, (includes 30 days for fan-out comment);
- B) 2-3 days assessment;
- C) 1 week report;
- D) 60-90 days BCAB review


Tom Matus, CAO

SR3

And, we would like the first two lots to be acted on a.s.a.p. as per our conversation, not just the first lot as we do have an interested party for the second lot.

Tom Matus, CAO

Office: 250-783-9901
Cell: 250-783-0942
Fax: 250-783-5741



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

Email: cao@hudsonshope.ca

www.hudsonshope.ca

From: Tom Matus
Sent: Thursday, May 14, 2015 2:15 PM
To: 'joanna@landson.ca'
Subject: FW: Crown Land Application for Industrial Sale File 8015813

Hello Joanna,

I am forwarding you the email I received from Joyce in regard to our Crown land application as well I have attached info that we had submitted along with our application to FrontDeskBC.

Regards,

Tom Matus, CAO

From: Veller, Joyce C FLNR:EX [<mailto:Joyce.C.Veller@gov.bc.ca>]
Sent: Tuesday, May 05, 2015 8:51 AM
To: Tom Matus
Subject: Crown Land Application for Industrial Sale File 8015813

Hello Tom,

I am pleased to inform you that I have finally had a chance to finish processing your industrial application. Attached are an acceptance letter requesting you to advertise your project in the newspaper, an ad example for your use in advertising, and an Archaeological Notification letter for you to take into consideration should a sale be offered.

Have a great day.

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

Tom Matus

From: Joanna Zoffmann <joanna@landsong.com>
Sent: May-26-15 12:25 PM
To: Tom Matus
Subject: RE: Crown Land Application for Industrial Sale File 8015813
Attachments: 2015 Landsong Consulting Services Rate Sheet.pdf; (159565) District of Hudson's Hope Subdivision Desktop Review Letter May 25.15.pdf

Hello Tom,

Please find attached a letter detailing the Desktop Archaeological Review that was conducted for the proposed industrial sale and subdivision. You will note that an archaeological impact assessment (AIA) is recommended.

I can proposed two options in relation to the AIA:

1. Go straight to an AIA which would require the preparation and submission of a permit application to the BC Archaeology Branch. We cannot conduct an AIA without a BC Heritage Inspection Permit in place; an AIA includes the provision for subsurface testing at identified areas of archaeological potential. The permit takes 45 – 90 days to acquire after submission to the BC Archaeology Branch. As soon as the permit is issued we would be able to conduct our assessment.
2. Conduct a preliminary field reconnaissance (PFR) which does not allow for subsurface testing but does allow for an assessment of the subject area. If the PFR did not identify any areas of archaeological potential then we would prepare a PFR report detailing our findings and recommending that an AIA is not required. If the PFR does identify areas of archaeological potential, we would still have to submit a permit application and conduct an AIA. The PFR could be done in one day and if it was determined that an AIA was required, we would need additional time to conduct our subsurface testing at the identified areas of archaeological potential.

Please let me know how you would like to proceed. I recommend conducting a PFR as our review and results are based on desktop information only (although we are familiar with the Jamieson Woods area) and it is possible we might be able to avoid an AIA. Whereas Option 2 is not always the most cost effective as it requires additional time if it is determined an AIA is required, we could conduct the PFR in one day and if we don't find any areas of archaeological potential the archaeology fieldwork would be complete.

I have attached our rate sheet for your reference. A cost estimate for the PFR and/or AIA can be provided as well; I can also provide one for the desktop review.

Regards,

Joanna Zoffmann | Operations Manager



Phone: 250-788-3813 | **Fax:** 250-788-3816 | **Cell:** 250-788-6855

Email: joanna@landsong.com | landsong@landsong.com

Box 70, 2262 Highway 29, Moberly Lake, BC V0C 1X0

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May 25, 2015
(via email)

Tom Matus, CAO
District of Hudson's Hope
9904 Dudley Drive, PO Box 330
Hudson's Hope, BC V0C 1V0
Phone: 250-783-9901
Fax: 250-783-5741

Re: FrontCounter BC File #159990-170835, Ministry File #8015813 – Application for a Crown Land Sale under the Industrial Policy for District of Hudson's Hope Proposed Light Industrial Subdivision, located on Crown land within NE 1/4 Section 19 Township 81 Range 25 W6M Except Blocks a, B & C, SW 1/4 Section 29 Township 81 Range 25 W6M Except Block A, and SE 1/4 Section 30 Township 81 Range 25 W6M District Plan 16795

On May 22, 2015 Tom Matus of the District of Hudson's Hope contacted Landsong Heritage Consulting Ltd. (Landsong) to review the archaeological potential of the Application for a Crown Land Sale under the Industrial Policy for District of Hudson's Hope Proposed Light Industrial Subdivision, located on Crown land within NE 1/4 Section 19 Township 81 Range 25 W6M Except Blocks a, B & C, SW 1/4 Section 29 Township 81 Range 25 W6M Except Block A, and SE 1/4 Section 30 Township 81 Range 25 W6M District Plan 16795 in response to a notification from FrontCounter BC, File #159990-170835.

The letter from FrontCounter BC stated that the proposal submitted by the District of Hudson's Hope fell into the following category: **Direct Overlap with an area of significant archaeological potential**. The letter furthermore stated that it was necessary for the District of Hudson's Hope to hire an eligible consulting archaeologist to determine if an archaeological impact assessment was warranted.

The proposed Project is located in northeastern British Columbia, approximately 3 km northeast of the town of Hudson's Hope and directly adjacent to Highway 29. The District of Hudson's Hope proposes to purchase a portion of Crown land with a total area of approximately 24.6 ha (Subject Area "A" 7.85 ha; Subject Area "B" 5.87 ha; Subject Area "C" 10.84 ha). This acquisition of land will facilitate the development of a new eighteen (18) lot light industrial subdivision located on Highway 29. It is Landsong's understanding that the proposed Project consists of an approximately 33 ha survey area containing eighteen (18) lots with typical dimensions of 80 m x 125 m, two treed buffers of 10 m x 871.5 m and 10 m x 645 m, and a frontage road 10 m in width. Ground disturbance and tree removal, including clearing, grubbing, grading and infrastructure works, will occur with the construction of the proposed Project.

Landsong conducted a Desktop Archaeological Review of the proposed Project on May 25, 2015. The Desktop Review included a site file search of previously recorded archaeological sites utilizing the British Columbia Heritage Resource Inventory Application (H.R.I.A.) and Remote Access to Archaeological Data

(R.A.A.D.). The Study also included a review of available Project area mapping including topographic maps and orthophotography, and analysis of the Peace District Potential Model. The Desktop Study was not conducted under a BC Heritage Inspection Permit and it did not include field reconnaissance or subsurface testing.

The focus of the Desktop Review was to identify topographic features indicative of moderate to very high archaeological potential within and adjacent to the proposed Project area and to determine the requirements for an Archaeological Impact Assessment (AIA). Archaeological potential includes ratings of: Low, Moderate, High and Very High.

Findings from the Desktop Review include the following:

- Using R.A.A.D. and H.R.I.A., one previously recorded archaeological site was identified within 500 m of the proposed Project area, approximately 323 m south of the closest Project boundary. Thirteen (13) additional previously recorded archaeological sites were identified within 2000 m of the proposed Project area.
- The Peace District Potential Model indicates that the proposed Project is located within areas of low to high archaeological potential. No other potential modeling is currently available for the proposed Project area.
- A review of available orthophotography and topographic mapping indicates that the proposed Project is located an elevation of ~527 m asl. The Project area is located approximately 300 m northwest of the Peace River however there are no identified riparian areas or watercourses running through the Project area. Terrain is generally level potentially containing some small topographic rises and/or undulations. A sand dune and associated bank is located within the southwest portion of Subject Lot "A". Small topographic rises, undulations, sand dunes and banks are often indicative of higher archaeological potential.
- A review of available orthophotography indicates that the forest cover within the Project area consists of spruce, pine (much of which is beetle-killed) and sparse poplar which is generally associated with imperfectly to moderately well drained terrain typical of areas exhibiting higher archaeological potential.

Based on proximity to the Peace River, historical accounts of frequent use by aboriginal peoples and early settlers and terrain and vegetation indicative of archaeological potential, it is Landsong's opinion that the proposed Project be **subject to an Archaeological Impact Assessment (AIA)**.

The recommended AIA must be conducted under a Heritage Conservation Act (HCA) Permit issued by the BC Ministry of Forests, Lands and Natural Resource Operations, Archaeology Branch (BC Archaeology Branch). Landsong can prepare a HCA Permit Application for review by the District of Hudson's Hope and submission to the BC Archaeology Branch. It should be noted that the estimated time to acquire a permit is between 45 – 90 days.

If you have any questions, please contact our office.

Sincerely,



Leah Brainerd, B.A.

Landsong Heritage Consulting Ltd.

Tom Matus

From: Joanna Zoffmann <joanna@landsong.com>
Sent: May-27-15 12:24 PM
To: Tom Matus
Subject: RE: Crown Land Application for Industrial Sale File 8015813 - Cost Estimates
Attachments: 2015.1 Cost Estimate District of HH Subdivision, desktop review, May 27.15.pdf; 2015.2 Cost Estimate District of HH Subdivision, summer PFR, May 27.15.pdf; 2015.3 Cost Estimate District of HH Subdivision, summer PFR, May 27.15.pdf

Hello Tom,

As discussed yesterday I have attached the following cost estimates for your review:

1. 2015.1: estimate for costs associated with Desktop Archaeological Review & Letter
2. 2015.2: estimate for costs associated with a Preliminary Field Reconnaissance (PFR) of Lots 1, 2 & 3 only
3. 2015.3: estimate for costs associated with a PFR of the entire proposed light industrial subdivision

I was not sure if you wanted to include any of the local aboriginal communities in the PFR so these costs have not been included at this time. Participation of aboriginal communities is at your discretion. However, please be advised that if an AIA is required the permit application will be sent to the local aboriginal communities for a 30-day comment period and they may request participation in any AIA fieldwork. Again, participation is at your discretion.

Furthermore, I took the liberty of providing an estimate to complete a PFR on the entire proposed light subdivision area (estimate 2015.3). I know that you are particularly interested in getting Lots 1, 2 & 3 cleared but figured I should provide you with costs to do the entire area.

Please review and let me know if you have any questions. Also let me know if you would like us to proceed with the PFR and advise if you would like only Lots 1, 2 & 3 assessed or the entire subdivision area. I have a crew available at any time to do the assessment; just need one days' notice (i.e. if you give the go ahead on a Wednesday a crew can be on site for Thursday).

Regards,

Joanna Zoffmann | Operations Manager



Phone: 250-788-3813 | **Fax:** 250-788-3816 | **Cell:** 250-788-6855

Email: joanna@landsong.com | landsong@landsong.com

Box 70, 2262 Highway 29, Moberly Lake, BC V0C 1X0

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From: Tom Matus [mailto:cao@hudsonshope.ca]

Sent: May 21, 2015 4:55 PM

To: Joanna Zoffmann

Subject: RE: Crown Land Application for Industrial Sale File 8015813

**District of Hudson's Hope - Application for Crown Land Sale & Subdivision -
Desktop Review**

Date: May 27, 2015

Estimate #: 2015.1

TABLE 1: ESTIMATED COSTS FOR DESKTOP ARCHAEOLOGICAL REVIEW

PROJECT COMPONENTS:

- Desktop Archaeological Review of Proposed Light Industrial Subdivision; 18 lots @ ~80 m x 125 m, 2 treed buffer areas @ 10 m x 871.5 m & 10 m x 645 m, 10 m frontage road

Expenses:	Totals
Archaeological Site File Search (\$85/hr x 2 hrs)	\$170.00
Desktop Review & Letter (\$85/hr x 3 hrs)	\$255.00
Administration & File Management (\$95/hr x 2 hrs)	\$190.00
TOTAL ESTIMATED PFR COSTS:	\$615.00

NOTE 1: Invoices are subject to 5% GST.

**District of Hudson's Hope - Application for Crown Land Sale & Subdivision -
PFR Lots 1, 2 & 3**

Date: May 27, 2015

Estimate #: 2015.2

TABLE 1: ESTIMATED COSTS FOR PFR LOTS 1, 2 & 3

PROJECT COMPONENTS:

- Preliminary Field Reconnaissance (PFR) of Lots 1, 2 & 3 within Subject Area "A"

ASSESSMENT DETAILS:

- Low to High Archaeological Potential
- LS Crew: 2 crew for .5 days
- Access: truck & foot

Expenses:	Totals
Field Director/Supervisor (\$105/hr x 6 hrs)	\$630.00
Field Archaeologists/Assistants (\$90/hr x 6hrs)	\$540.00
Trucks - Day Rate (\$350/day x 1 day)	\$350.00
PFR Reporting (\$95/hr x 4 hrs)	\$380.00
GIS Mapping (\$90/hr x 2 hrs)	\$180.00
PFR Report Reproduction (\$15/report x 3)	\$45.00
Daily EHS Fee (\$95/day x 1 day)	\$95.00
Administration & File Management (\$95/hr x 4 hrs)	\$380.00
Project Management & Senior Review (\$120/hr x 2 hrs)	\$240.00
TOTAL ESTIMATED PFR COSTS:	\$2,840.00

NOTE 1: If the PFR can be conducted in less time and with lower cost, we will do so accordingly. Additional time may be required owing to unforeseen circumstances such as inclement weather, access difficulties, project scope changes or archaeological sites requiring mitigation & artifact analysis, in addition to time allowed for in the estimate above. If additional time is required, you will be contacted immediately prior to any additional charges and a revised estimate will be submitted.

NOTE 2: Invoices are subject to 5% GST.

District of Hudson's Hope - Application for Crown Land Sale & Subdivision - PFR

Date: May 27, 2015

Estimate #: 2015.3

TABLE 1: ESTIMATED COSTS FOR PFR

PROJECT COMPONENTS:

- Preliminary Field Reconnaissance (PFR) of Proposed Light Industrial Subdivision; 18 lots @ ~80 m x 125 m, 2 treed buffer areas @ 10 m x 871.5 m & 10 m x 645 m, 10 m frontage road

ASSESSMENT DETAILS:

- Low to High Archaeological Potential
- LS Crew: 2 crew for 2 days
- Access: truck & foot

Expenses:	Totals
Field Director/Supervisor (\$105/hr x 24 hrs)	\$2,520.00
Field Archaeologists/Assistants (\$90/hr x 24 hrs)	\$2,160.00
Trucks - Day Rate (\$350/day x 2 days)	\$700.00
PFR Reporting (\$95/hr x 8 hrs)	\$760.00
GIS Mapping (\$90/hr x 4 hrs)	\$360.00
PFR Report Reproduction (\$15/report x 3)	\$45.00
Daily EHS Fee (\$95/day x 2 days)	\$190.00
Administration & File Management (\$95/hr x 6 hrs)	\$570.00
Project Management & Senior Review (\$120/hr x 2 hrs)	\$240.00
TOTAL ESTIMATED PFR COSTS:	\$7,545.00

NOTE 1: If the PFR can be conducted in less time and with lower cost, we will do so accordingly. Additional time may be required owing to unforeseen circumstances such as inclement weather, access difficulties, project scope changes or archaeological sites requiring mitigation & artifact analysis, in addition to time allowed for in the estimate above. If additional time is required, you will be contacted immediately prior to any additional charges and a revised estimate will be submitted.

NOTE 2: Invoices are subject to 5% GST.

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: MAYOR JOHANSSON and COUNCIL

SUBJECT: ACTION and other UPDATES

DATE: June 8, 2015

FROM: Tom Matus, CAO

CAO Anticipated Travel:

Tom and Dwylla: 2015 ICIS User Conference Series, Dawson Creek

June 10th

Tom Vacation:

June 11th – July 9th

ICIS User Conference

I will also be discussing with Dale Sparrow our Civic Spatial Grant and Cadastral data assessment.

New Horizons Lease Agreement

Have requested New Horizon's to complete the application so as to send to MIABC to allow the District of Hudson's Hope to sponsor the New Horizon's Club as an Associate Member for insurance. I have also forwarded information to them regarding a federal grant of \$25K, New Horizons for Seniors Program (NHSP) which I am sure they would be eligible – deadline July 10th, 2015.

Valve Insertion Project

Valve installation is complete, awaiting asphaltting. Though we had stayed within budget for 16 valves (as was budgeted) we only installed 14 valves (as was required). Awaiting final tally which will accompany full report from staff.

Baker Subdivision Application

Received all responses from agencies and have informed Mr. Baker by letter that he may proceed with the subdivision plan for approval by the Approving Officer for registration at the Land Titles Office.

Archeological Study

I have commissioned Landsong (in West Moberly) to do this study as per the report *included in this agenda package*.

Community Energy Leadership Program

We submitted an Expression of Interest (EOI) to the Province's new Community Energy Leadership Program (CELP Program) to construct a photo-voltaic solar array on top of the arena roof and we have been shortlisted. The Ministry of Energy and Mines (Ministry)'s Call for Applications is being sent out to 53 local governments and First Nations in BC. There is only \$250,000 in funding in the first year (2015/16), and with funding ranging from \$20,000 to \$80,000, the Ministry will only be able to award three to twelve projects in this round. See our application included in this agenda package – a resolution will be required.

Management Assistant

The report for the MA job description is *included in this agenda package* as well as proposed wage.



Tom Matus, CAO

SR4

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor Johansson and Council

SUBJECT: Management Assistant

DATE: June 8, 2015

FROM: Tom Matus, CAO

The Management Assistant 1 year term position and salary has been approved in the budget.

For your information the full job description is attached for your perusal.

This position is to be advertised immediately with a closing time and date of 4:30pm, Friday, July 10, 2015



Tom Matus, CAO

SR5



**DISTRICT OF HUDSON'S HOPE
POSITION DESCRIPTION**

Class Title: Management Assistant
Department: Administration
Date: June 2015

POSITION SUMMARY

Reporting to the Chief Administrative Officer (CAO), or his/her designate, the Management Assistant (MA) performs a variety of middle management duties and support tasks including but not limited to research support and computer data entry. Priority responsibility is assisting the CAO, secondary responsibility is assisting the Approving Officer, Foreman and Director of Protective Services in research support and data entry, as required; working on grant funding research and specific projects for economic development; and works maintenance management / asset management computer support. The MA is required to exercise independent judgment and action within the limits of established procedures and job parameters.

DUTIES AND RESPONSIBILITIES

1. Research support for the CAO, Foreman and Director of Protective Services as required.
2. Provides computer data entry support for CAO, Foreman and Director of Protective Services as required.
3. Research and complete grant funding applications.
4. Assist in maintaining a variety of economic development initiatives and research and implement new economic initiatives.
5. Assist Approving Officer in processing lands applications and permits and building permits.
6. Assists Managers in budgeting research; and other financial duties.
7. Assists in maintaining the works maintenance management / asset management computer system.
8. Assist in researching and drafting bylaws and policies.
9. From time to time be required to attend Council meetings.
10. Performs related duties as required.
11. Able to work additional hours, as required.

NOTE:

The duties and responsibilities listed above are not set forth for the purpose of limiting the assignment of work and are not to be construed as a complete list of duties normally to be performed under a job title or those duties temporarily performed outside the normal line of work.

The incumbent will routinely encounter information associated with the privacy of individuals or that is sensitive in nature; accordingly, confidentiality must be maintained at all times.

REQUIRED QUALIFICATIONS, KNOWLEDGE AND SKILLS

1. Accurate keyboarding skill at a speed of 50 w.p.m. Able to accurately touch add.
2. Knowledge of, and experience in using the proper form of business letters and business English, and, record managements systems.
3. Must be courteous with the public at all times and able to maintain harmonious relationships with staff members.
4. Knowledge of, and experience with the Microsoft Office Suite, especially word-processing, spreadsheets and desktop publishing.
5. Able to meet specified deadlines and to work under general supervision.
6. Post-Secondary school education or equivalent education and experience will be considered
7. Valid BC Driver's Licence (minimum Class 5).

DESIRED ABILITIES AND EXPERIENCE

1. Completion of business, college or secretarial courses and relevant computer courses or equivalent practical experience.
2. Office experience with a local government.
3. Knowledge or and experience with bookkeeping procedures.
4. Proficiency using the Internet and email.

By signing below I acknowledge the role, duties and responsibilities of the position of the Management Assistant for the District of Hudson's Hope.

By signing below I certify the above role, duties and responsibilities of the Management Assistant for the District of Hudson's Hope.



Tom Matus, CAO

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor Johansson & Council
DATE: 05 June 2015
FROM: Dwylla Moraice Budalich, Deputy Clerk
SUBJECT: 2015 Leo & Ethel Rutledge Scholarship

RECOMMENDATION:

THAT: *"Council form a committee to determine who will be this year's recipient of the District's Leo & Ethel Rutledge Scholarship."*

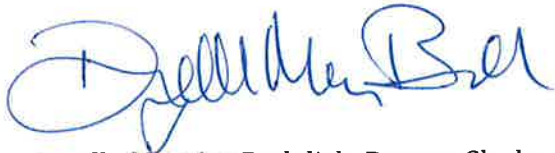
AND THAT: *"The committee select the recipient prior to the June 19, 2015."*

INFORMATION:

Staff has received several applications for the District's Leo & Ethel Rutledge Scholarship. Once committee members are chosen staff will distribute application packages to each member.

Graduation day is scheduled for Friday, June 26, 2015.

Report Prepared by:



Dwylla Moraice Budalich, Deputy Clerk

SR6

REQUEST FOR DECISION

RFD#: CM 8SR	Date: June 8, 2015
Meeting#: CM060815	Originator: Tom Matus, CAO
RFD TITLE: Community Energy Leadership Program	

BACKGROUND:

We submitted an Expression of Interest (EOI) in April to the Province's new Community Energy Leadership Program (CELP Program) to construct a photo-voltaic solar array on top of the arena roof and we have been shortlisted. The Ministry of Energy and Mines (Ministry)'s Call for Applications is being sent out to 53 local governments and First Nations in BC. There is only \$250,000 in funding in the first year (2015/16), and with funding ranging from \$20,000 to \$80,000, the Ministry will only be able to award three to twelve projects in this round. See our application included in this agenda package – a resolution will be required.

We also submitted an application to the Federal Gas Tax Fund's Strategic Priorities Fund for a larger solar array program that includes the arena. This CELP is specific to the arena.

DISCUSSION:

A final draft application is attached for perusal which, for the most part, John Kenny of Urban Systems, (and I), have worked on. As noted on page 9 of 14 of the application the total amount for this project is \$430,000.00. CELP can provide up to an \$80,000.00 grant. These programs were not in the 2015 budget.

The payback for this project is 14.8 years as per page 4 of Urban Systems Memorandum Assessment document. Hence, this is a return on investment project with further savings to be realized.

We would require a motion to state that we would continue with this project prior to executing a contribution agreement with the Province.

We may borrow, if need be, via a Liabilities Under Agreement loan whereby a Loan Authorization Bylaw is not required, (LA Bylaws or required for long term borrowing: 10 years and more).

Speaking with MFA: we may borrow through the MFA under the "Liabilities Under Agreement" section 175 of the CCA. For a 5 year loan we need to provide to the MFA a resolution, an RFD or Report to Council and a Liabilities Servicing Limit Certificate. The variable rate is currently 1.49%.

As per Jane's email which reads as follows:

1. A security issuing bylaw is the bylaw that is prepared for long term borrowing. In order to go to long term, you must have a LA bylaw, with a certificate of approval first. The MFA issues bonds twice per year, one in the spring and one in the fall with varying terms.
2. A revenue anticipation bylaw would be an option if the anticipated revenue that you would be collecting to pay back the loan is all grant funds.

3. The Liability under agreements (LUA) loans, under our short term program, are for loans with a maximum of 5 years and require a resolution, a council / staff / board report, and a Liability servicing limit certificate, submitted with the application. Shelley approves each loan separately based on the information in the council report. This program is a variable rate program, with the rate based on a daily CDOR rate, which is 1.49% today.

Once we have received the application, if a LUA is the type of loan you are going to apply for, I will prepare the short term loan agreement and promissory note and send them to you for signatures. Once these come back signed the file is ready and you would then drawdown the funds that you need by submitting a request for advance found in the same area of the website as the application.

To note we are hoping that we will receive further funding under the Strategic Priorities Funding programing under the Federal Gas Tax Fund: expected notification being October 2015.

As per page 10 of 14 of the application we will initiate application with BCH for the Net Metering Program.

This project is to be substantially completed by March 31, 2016.

BUDGET:

\$430,000.00 charged to General Capital Works, M&E Reserve Funds.

-\$ 80,000.00 credit to General Capital Works, M&E Reserve Funds.

\$350,000.00 net debit to General Capital Works, M&E Reserve Funds.

As mentioned above we have applied to the FGTF-SPF for \$1,350,000 to do four solar arrays atop District of Hudson's Hope buildings.

At this time we are projecting a \$100,000.00 expense for paving where we had budgeted \$300,000.00; we have purchased the fuel tank for \$15K, (smaller tank sufficed), where we budgeted \$38K; we are also within the budget for the valve insertion project.

RECOMMENDATION / RESOLUTION:

Resolution:

"That Council authorizes the project to proceed prior to the execution of a Contribution Agreement with the Province."



Tom Matus, CAO

Tom Matus

From: John Kenney <JKenney@urbansystems.ca>
Sent: June-04-15 4:03 PM
To: Tom Matus
Cc: Eric Sears; Jake Hughson
Subject: Draft CELP Application
Attachments: 2015-06-02_business case review.pdf; HudsonsHope_CELP_150620.docx

Hey Tom,

Please find attached my first cut at the CELP application for the solar project at the Rink.

To be honest, this was one of the more onerous applications that I have had to work on in recent years. It has taken me 10.5 hrs to put this all together (thus far). Hopefully that discourages a few communities from applying and therefore enhances the District's chances for a successful application.

A few things to consider moving forward.

- I have weaved in some important context regarding Site C and the District's desire to show that there are viable alternatives (I understand this to be a key driver for the District's ambitious solar plan). And knowing a few of the folks at the other end and their perspectives on energy in BC, I think this may help the District's efforts.
- Please see the "financing" section to ensure that I have accurately captured how the District intends to finance the difference if funding is not acquired.
- As you will see, I have offered Urban assistance in facilitating the procurement process for the proposed project. We've done this for a few communities over the past few years for solar projects. If you would like to see something different on that front, or require additional details just let me know.
- If you have any comments on the business case assessment (also attached) please do not hesitate. This will need to be submitted with the application.
- Did you still need a hand with a Council Resolution? This will be required for the application.

Once you have read through the attached, please feel free to give me a call.

Regards,

John Kenney



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Kamloops, BC V2C 6G4
T: 250 374 8311 x 7220
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MEMORANDUM

Date: June 3, 2015
To: Tom Matus, CAO, District of Hudson's Hope
From: John Kenney, Urban Systems
File: 0664.0015.15
Subject: Solar PV Business Case Assessment for Hudson's Hope Arena

Introduction:

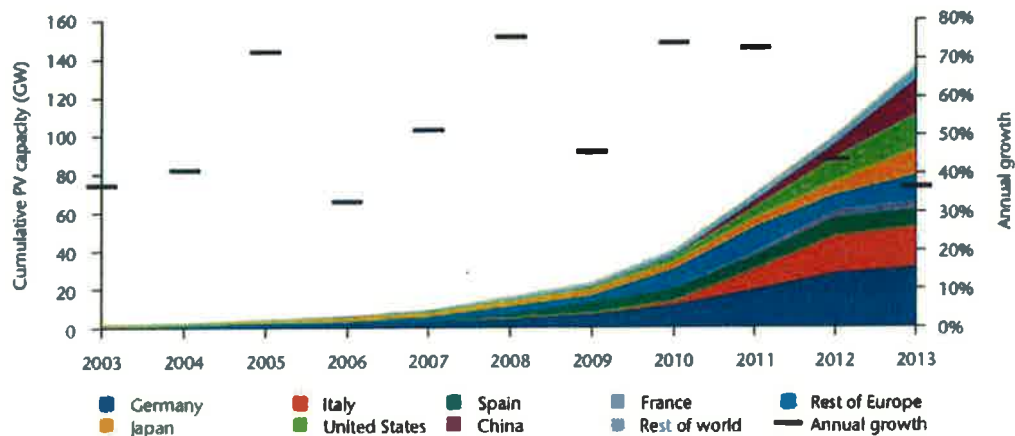
This memorandum presents a Business Case Assessment for the construction of a solar photovoltaic (PV) system in the District of Hudson's Hope. More specifically, it offers an assessment of a conceptualized grid-tied, roof-mounted solar PV project to be installed on the District's local Arena complex.

The Business Case Assessment herein is a desktop assessment and includes a preliminary screening of the proposed site, and an assessment of the project economics. No direct measurements, quotes, (civil, structural, electrical) engineering, or field visits were completed for this assessment. This information should be considered preliminary, be used to build support for the proposed project, and determine if further analysis is warranted.

Context:

The solar PV energy market is on the cusp of a major transformation. As illustrated in Figure 1 below, the cumulative solar PV capacity grew at 49% per year on average since 2003 and is accelerating upward.

Figure 1: Global Cumulative Growth of PV Capacity



Source: International Energy Agency, 2014

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This transformation has been and continues to be driven by:

- sharp declines in module costs;
- enabling policies that allow solar PV systems to be connected to the electrical grid and be credited for power generated;
- subsidies and fee-in-tariffs to encourage technology penetration;
- increasing pressure on governments to address climate change and air quality concerns;
- new business models led by the private sector that overcome the traditional financial barriers to solar PV installation; and.
- the trend of increasing electricity prices from the traditional grid.

As a result - at a global scale - solar PV has emerged as a significant, reliable and affordable electricity source. Forecasts indicate that the recent trends described above will continue; further increasing the presence of solar PV. Consider that the US Department of Energy's SunShot Initiative is on a mission to reduce utility scale solar PV prices to \$60 / MWh or \$1 per watt by 2020. As of February 2014, only three years into the decade-long SunShot Initiative, the solar industry is already more than 60% of the way to achieving SunShot's cost target (based on 2010 baseline figures) ¹. Further reductions in the cost of utility scale projects will make solar PV far more economical at both large and small scales than it is today.

Solar Power in the District of Hudson's Hope:

The feasibility of a solar PV energy project depends on factors such as equipment and installations costs, local solar radiation, site shading conditions, local climate conditions, and interconnection with the electrical grid. Central generation applications are becoming increasingly cost-competitive, however in most applications in British Columbia still require funding support.

As the District continues to assess ways to enhance its energy sustainability profile, it has committed to developing a series of large solar PV projects, including:

- 100 – 150 kilowatt (kW) grid-tied system at the local arena;
- 22 kW grid-tied system at the Community Hall;
- 76.5 kW grid-tied system at the Curling Rink; and
- 27 kW grid-tied system at Connected buildings.

Of these project proposals it is understood that the District wishes to develop the proposed system at the local arena. To help characterize this opportunity, the following preliminary project concept review has been prepared.

¹ SunShot Initiative. <http://energy.gov/eere/sunshot/mission>

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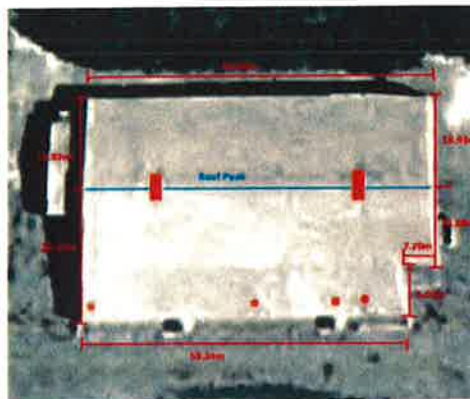
Project Configuration and Assumptions:

Referencing aerial imagery and available site photos (see Figure 2, and 3 below) it is estimated that there is sufficient roof space for a 150 kW on the South Facing roof². However, it is recommended that this project be downscaled to 100 kW to ensure it qualifies for BC Hydro's Net Metering Agreement (offering a much more administratively efficient means to connect the project to the local distribution grid).

Figure 2: Proposed Project Site



Figure 3: Aerial Imagery of the Arena and Approximately Roof Dimensions



Based on a review of the available site information, the following project has been configured for this Business Case Assessment:

- Project Type: Roof mounted (fixed), Grid-Tied Solar PV project
- Estimated Required Roof Area: ~750 square meters

² Again, no structural assessments have been completed for this assessment. It is recommended that the District complete a comprehensive structural and building load assessment prior to the installation of a project on the arena to ensure the building's integrity.

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- Module Type: Canadian Solar mono-Si CS6P 240W
- Number of Modules: 416 modules
- Inverter: 416 Enphase Micro inverters
- Slope: 53 degrees
- Azimuth: South

Results

To estimate the project development cost of this project concept, an assumed installed cost per watt rate of \$3.75 per watt was used, plus a contingency of 15% for unknown site conditions. This is considered to be a reasonable cost estimate based Urban Systems understanding of solar PV economics, and referenced quotes presented to the District by a regional PV supply and installation firm. Therefore, the project configuration described above would have a capital cost of approximately \$430,000 (excluding applicable taxes). It is probable that the actual costs for the proposed project will differ than the capital cost estimate summarized above. For this analysis it is assumed that the project will not require project financing. Should financing be required the results presented below will differ.

The developed project configuration is estimated to have a maximum annual power output of 186 megawatt hours per year and an energy production cost of approximately \$116 per megawatt hour. The estimated annual revenue/cost savings from this project is estimated to be approximately \$18,600 per year based on an assumed rate of \$99.99 per megawatt hour. This rates has been selected based on BC Hydro's Net Metering Program.

Discussion/Conclusion

The analysis completed demonstrates that the solar resource in District of Hudson's Hope is sufficient for a large solar project, however, without a subsidy or a reduced capital cost such a project would yield marginal financial results. As a result, the District wishes to secure grant funding of \$80,000 from the Community Energy Leadership program to help offset the project's initial capital costs. If this grant is secured, he project would result in a positive business case for the District of Hudson's Hope. More specifically, it will result in:

- An energy production cost of approximately \$95.06/MWh (less than Site C);
- A benefit cost ratio of 1.04 (anything greater than one indicates a positive business case);
- An equity payback period of 14.8 years;
- A positive net present value.

Based on the positive impact of securing grant funding, it is recommended that the District of Hudson's Hope secure grant funding to support the development of the proposed solar PV projects prior to commencing construction.

Community Energy Leadership Program

CELP – 2015/2016

Application Form

Steps:

1. Read the Community Energy Leadership (CELP) 2015/16 Program Guide
2. Complete the Application Form
3. Gather all supporting documents
4. Submit your CELP Application Package:
by 5:00pm, Pacific Daylight Time, Tuesday, June 23, 2015

Submit by Email to:

CELP@gov.bc.ca

Leah Davies, Coordinator, Community Energy Programs,
Communities and Transportation Branch
Ministry of Energy and Mines

Note - Electronic submissions in PDF format are preferred

In order to be eligible to apply for 2015/16 CELP funding, your local government or First Nation must first meet all mandatory criteria noted in the CELP 2015/16 Program Guide (Section 3.2 of Guide).

PLEASE READ THE **CELP 2015/16 PROGRAM GUIDE** (Guide) before starting to complete this Application Form. It is particularly important for applicants to cross-reference the relevant components of the Form below with Guide Table 2 (p.7) pertaining to CELP evaluation criteria and supporting documentation.

The Application Form must be completed in full and submitted with supporting documentation. Applicants should be aware that information collected is subject to the Freedom of Information and Protection of Privacy Act.

If you require further assistance, please contact:

Leah Davies
Email: CELP@gov.bc.ca

For Administrative Use Only

A. General Applicant Information

Legal Name of Applicant: District of Hudson's Hope (Local Government or First Nation only)

Primary Staff Contact Name: Tom Matus

Title of Primary Staff Contact: Chief Administrator Officer

Primary Council/Board Contact Name: Gwen Johansson

Title of Council/Board Contact: Mayor

Phone Number (one of above): 250-783-9901

Email Address: cao@hudsonshope.ca

The **Community** - Provide a brief description of your local government or First Nations community, including location, population and description of current energy systems: The District of Hudson's Hope is located in Northeastern BC between Fort St. John and Chetwynd along Highway 29. It holds two of BCHydro's dams and reservoir: The Peace Canyon and the W.A.C. Bennet dams plus the Williston Reservoir.

The population of District of Hudson's Hope stands at 970 as of 2011.

Current energy is hydroelectricity and heating is Fortis Gas.

The District of Hudson's Hope is the third oldest community in British Columbia. Throughout its history, Hudson's Hope has faced significant change. From its roots in trading and prospecting to its current role in energy and resources and beyond, the community of Hudson's Hope has learned to adapt and change to suit its conditions. Its continued presence is a testament to this community's resiliency in the face of a changing world. Currently, Hudson's Hope faces change again, associated with the development of major industrial projects in energy - including Site C - oil and gas, and the mining sectors.

Hudson's Hope recognizes that regardless of the pressures it may face, sustainability is a key to its long term viability and success. Moving forward, the community understands the need to position and prepare itself for change in a way that meets the needs of the current community and the expectations of future generations. In this spirit, Hudson's Hope intends to develop a series of solar power projects which will support a diversity of community objectives and priorities related to energy sustainability, resiliency, community pride, and the protection of our community's unique and highly valued identity.

This CELP application is intended to fund one of the many solar projects that the District intends to develop; more specifically the roof top solar project at the District Arena.

B. Initial Screening – Mandatory Criteria

Please check to confirm that your application will meet all of the Mandatory Criteria below:

- ☒ The completed project Application Form and supporting documentation are submitted by email to CELP@gov.bc.ca by **5:00pm, Pacific Daylight Time, Tuesday, June 23, 2015**.
- ☒ The proponent, the project and proposed costs are all eligible as defined in this Guide (see Section 2: Eligibility).
- ☒ The application confirms that the proponent is covering a minimum of 5% of the total project costs, that no more than 33% of total project costs are being requested from the Program, and that the CELP portion will be applied 100% to the portion owned by the proponent.
- ☒ The application clearly stipulates that the project will be completed, or will be significantly close to completion, on or prior to March 31, 2016.
- ☒ If approved by the Ministry, the project will be duly authorized by a Resolution of the appropriate Municipal Council, Regional District Board or First Nations Council, or it is clearly stated in the Application that this will take place before the execution of a Contribution Agreement.
- ☒ The proposed project must not already have received funding through the Innovative Clean Energy Fund.
- ☒ For local governments only: Local Government applicants are a signatory to the Climate Action Charter.

C. Project Relevance & Feasibility

Project Name: Hudson's Hope Area - Solar PV Project



a **renewable energy** (generation) project, or



an **energy efficiency** project, or



a **combination energy efficiency / renewable energy** project.

1.1 Community Leadership – See Guide Table 2, Section 4.1.1 for information to include in this section. In addition, please reference key excerpts (pages and sections) of your community's most relevant energy-related plan (attach the relevant plan).

The proposed solar PV project at the District Arena is very important to the community of Hudson's Hope for a number of reasons. But perhaps most importantly, the project will represent our community's identity and desire to support a sustainable energy future and to contrast traditional energy projects that developed in our community. For example, the Site C project is - in many ways - a key driver for the District to become a "solar community". In total, our community will lose

approximately 4200 acres of land due to the reservoir requirements. Based on a review of the Site C Environmental Impact Statement Hudson's Hope believes that the project will have a diversity of significant and unavoidable impacts to our community. While some preliminary impact mitigation measures have been identified, the unavoidable direct and indirect impacts that are to arise from the Project will likely adversely impact the quality of life of the residents of our community. This can be concluded as Hudson's Hope has identified fourteen (14) major direct impacts to the community.

Because of these likely impacts, and the long history of high-impact energy development in our community, the District intends to "lead by example" by developing a project that is symbolic to our community's vision for a more sustainable energy future. Furthermore, the proposed project will provide a tool to help tell the District's story, express the community's core values and deliver financial cost savings to the District's operations.

In addition to the context provided above, this project will also contribute to a multitude of the District of Hudson's Hope Council's goals and objectives as outlined in its Official Community Plan (OCP) and Integrated Community Sustainability Plan (ICSP). Included below are several excerpts from our OCP and our ICSP that refer directly to the District's commitment to the use of clean energy by the municipality and the residents.

Our Official Community Plan reads as follows:

"Actions to Promote Energy and Emissions Sustainability

- Promote energy-efficient and environmentally friendly design and construction for all new development within the District.
- Review the potential of having an energy self-sufficient community by exploring alternative energy technologies such as wind, solar, and biomass
- Continue to review opportunities to reduce energy used in the District's operations. These could include changes to the operation of the arena, community hall, corporate fleet, municipal hall and/or the water treatment and distribution system
- Encourage residents to pursue home energy retrofits in their homes, including considering the provision of information resources, assistance in filling out grant applications, and/or connecting homeowners with energy auditors or other energy tradespeople
- Review opportunities to generate energy from agricultural wastes in the community"

Our Integrated Community Sustainability Plan reads in part:

"Climate Change Mitigation and Adaptation

British Columbia requires municipalities to achieve a 33% reduction in greenhouse gas emissions (GHGs) below reduction in greenhouse gas emissions (GHGs) below 2007 levels by 2020, and Hudson's Hope also signed UBCM's Climate Action Charter in 2008 to commit to strive for operational carbon neutrality by 2012. Corporate GHGs were not measured since 2007, but were rising by 10-12% a year at that time. 73% of total corporate emissions were created by corporate vehicles and recreational facilities. The District has recently undertaken a number of projects to reduce emissions including a heat recovery system at the arena, solar hot water heating at the pool,

and purchasing more efficient trucks. In 2007, community-wide GHG emissions were 6,931 tonnes CO₂E, while community energy use was 145,704 GJ.

A second review in 2010 determined that electricity use, natural gas, propane, and heating oil consumption decreased despite a small increase in population and that the main sources were fuels for heating air and water in buildings and solid waste decomposition. Large municipal assets, such as the curling rink, vehicle fleet, and solid waste facility also make a significant contribution to the community's emissions totals. Over the next three decades, annual temperatures are projected to increase and precipitation will also change. This would cause drier spring and summers, warmer and wetter winters, improvements in growing conditions that may require irrigation, and a longer frost free period. The ability of the community of Hudson's Hope to adapt to climate change is unknown.

However, given the implications of climate change for the community may be significant, adaptation planning should be considered as a part of decision-making."

As well:

"Energy and Greenhouse Gas Emissions

Some work has been done to determine the amount of energy used and greenhouse gas emissions in both the District's corporate operations and in the community as a whole. At the corporate level, municipal buildings and vehicle fleet account for the bulk of corporate energy use within Hudson's Hope. Of these, municipal buildings account for most of reported energy use. A two year study (2005-2007) suggested that energy consumption by the municipality was rising 10-12% each year. Rising energy consumption was also corroborated by the cost of consumption, which rose from approximately \$198,000 in 2005/2006 to \$228,000 in 2006/2007.

In recent years, the District has undertaken a number of projects to reduce energy consumption and greenhouse gas emissions at municipal facilities. These include:

- Installation of a heat recovery system at the arena;
- Provision of solar hot water heating at the pool;
- Purchase of efficient truck for public works; and
- Implementation of a leak detection program for water infrastructure.

Community-wide energy consumption and greenhouse gas emissions have been summarized by the BC Ministry of Environment, which has produced Community Energy and Emissions Inventories (CEEs) for municipalities and regional districts throughout BC in 2007 and 2010. In 2007, community-wide GHG emissions were 6,931 tonnes CO₂E, while community energy use was 145,704 GJ. In 2010, the inventory omitted transportation-related emissions, which means that the 2007 and 2010 data cannot be directly compared. Other salient points from the review of the 2007 and 2010 inventories include:

- Community-wide electricity use, natural gas, propane, and heating oil consumption decreased despite a small increase in population;
- Most of the District's emissions come from the use of fuels for heating air and water in buildings; and
- Emissions from solid waste decomposition represent a significant proportion of the District's greenhouse gas emission inventory.

Large municipal assets, such as the curling rink, vehicle fleet, and solid waste facility also make a significant contribution to the community's emissions totals. This study does not account for these or other municipal buildings (last surveyed in 2006).

Declining greenhouse gas emissions and energy consumption levels from buildings in Hudson's Hope suggests that some initiatives are being implemented in the community to reduce greenhouse gas.

However, there is no formal account of what these implementation activities are at. As of 2010, the Peace River Regional District was examining the feasibility of alternative energy sources in the Peace River Region that could reduce the greenhouse gas emissions of the community. For example, significant geothermal potential was reported near Hudson's Hope. The same resource suggests that the Peace River Regional District suggests that the Peace River Regional District has significant wind, solar and biomass (forest and agricultural waste) that could be used for energy generation. At the time of investigation, none of these technologies was considered feasible due to cost or technological viability.

While it is not known what, if any, progress has occurred since 2010, all of energy sources likely remain at the pre-feasibility or feasibility stages of design. Cogeneration is a further consideration."

The above inserts from our OCP and ICSP are a testament to the District of Hudson's Hope commitment to reduce GHGs and incorporate best practice energy conversations and energy production.

1.2 Project Management, Plan & Schedule – See Guide Table 2, Section 4.1.2 for information to include in this section. Identify your community's management team, and use key excerpts (and refer to page and / or section) from your project plan to describe project purpose, plan and schedule (attach project plan and schedule).

Project Team:

- Project Champion: Gwen Johansson, Mayor
- Project Leader (Staff): Tom Matus, CAO
- Project Procurement/Management Support: Urban Systems

The following provide a high-level overview of the key tasks required to move the proposed project from its current state to construction through to operations. It is important to note that the proposed project will developed through a design-build contract as per best practices in the solar PV sector. To facilitate this approach the District's project team will complete the proposed tasks:

Task 1: Project Kick-off Meeting and Initiation

Following funding approval, the District will initiate the project with a kick-off meeting. The kick-off meeting will include a meeting in Hudson's Hope with the project team members and include a site visit.

The following activities are included in this task:

- Attend kick-off meeting

- Site visit
- Project initiation and Net Metering application initiation
- Confirm project concept/scope, operations and maintenance, financing and schedule

Schedule: July, 2015

Task 2: Procurement Process, Proposal Review and Evaluation Period

The District intends to facilitate a competitive procurement process to support the selection of a proponent for the required design-build services for the proposed solar PV project. It is important to note that the design-build approach ensures that there is a reasonable expectation that the project will be constructed on time on budget.

The following activities are included in this task:

- Develop performance specifications including:
 - o Confirming system size, efficiency, equipment type, O & M requirements, training requirements, warranty, after care options, and other performance specifications that will ensure that the community's interests are protected.
- Develop competitive procurement process including:
 - o Defining contract type
 - o Project background
 - o Performance specifications
 - o Supporting drawings
 - o Evaluation criteria
 - o Identify timelines for construction and payment
- Distribute an invitation to submit proposals to vendors
- Answer proponent questions
- Evaluate proposals and confirm assumptions
- Meet with leading proponent
- Award and facilitate contract (type to be determined)

Schedule: July-August, 2015

Task 3: Construction

The District will then work with its advisors to support the construction of the proposed project. This will include two site visits to review that the work completed meets the intended performance criteria and quality.

The following activities are included in this task:

- Confirm design information provided by the contractor prior to construction
- Review contractor field reports
- Review invoices
- Complete two site visits with field reports during the construction phase
 - o Start of construction
 - o Substantial completion – check for deficiencies

Schedule: August – October, 2015

Task 4: Commissioning and Operation

The selected proponent will be responsible for the commissioning of the system, however the District's project team will complete the following activities to make sure that the system is operating as intended upon completion and that adequate measures are in place for training and maintenance for the operation of the project:

- Review operation and maintenance manual
- Site visit during commissioning
- Completion report of work undertaken

Schedule: November, 2015

Once operational it is expected that the proposed project will be operated and maintained by the District's Arena staff, with direct support from public works staff as required.

- a) Construction Start Date: August 1, 2015 b) Construction End Date: October 31, 2015
c) If committed milestone date (pre-March 31, 2016) is different than the Construction End Date, please describe the milestone that will be achieved by March 31, 2016 (or "N/A"): N/A
d) Who will own the completed project? District of Hudson's Hope
e) What assurance can you provide the Province that sufficient staffing or other resources will be in place to reliably operate and maintain the facility/equipment over its lifetime? The operational and maintenance costs of the proposed project is to be minimal. It is expected that existing staff will be able to monitor the performance of the proposed system and ensure that it is operating as designed. it is planned that due to the fact the panels will be fastened flat to the roof minimal maintenance is required for snow clearing and winds will not have any adverse affect on the panels.

1.3 Technical Feasibility & Preparedness – See Guide Table 2, Section 4.1.3 for information to include in this section. Use excerpts of relevant documentation to demonstrate feasibility and preparedness (attach feasibility study/business plan).

Summarize project viability and readiness The project will be a "design build" project as is the case for most solar PV project installations. Therefore, once funding/financing is secured the design-build project will be initiated as outlined above.

See the attached business case summary prepared by Urban Systems regarding the proposed solar PV project.

Identify all licenses, approvals, permits and their status The proposed project will not require any environmental permits, licenses or approvals. However, it will require a Net Metering Agreement with BC Hydro. The administrative and time requirements in securing a Net Metering agreement with BC Hydro are considered to be low, and given that BC Hydro is required by the BC Utilities Commission to facilitate Net Metering agreements, the District is confident that it will be able to secure an Agreement. Further, the proposed project will meet the requirements outlined at the following website: <https://www.bchydro.com/energy-in-bc/acquiring-power/current-offerings/net-metering/who-can-apply.html>

Identify technical team and track record Key professional advisors from Urban Systems will be retained by District throughout this initiative. The primary role of the Urban Systems team will be to serve as the project's "owner's engineer", help facilitate the procurement process, and provide technical and advisory services as required.

Urban Systems has worked with many communities throughout Western Canada to investigate the feasibility of a variety of renewable energy project opportunities and support their development. Resumes of the Urban Systems team are available upon request.

1.4 Budget & Financial Feasibility - See Guide Table 2, Section 4.1.4 for information to include in this section. Provide an attached project budget, including itemized cost estimate of project components, monthly project costs, a status of funding/financing commitments, and post project-completion annual revenue or energy cost savings. Provide a summary of the project budget below:

Total before-tax estimated cost of the project? \$ 430,000

Total of your **own budget contribution** (at least 5%)? \$ 21,500

Provide the legal name of all **funding partners**, how much funding, and their role in the project:

a) Legal name: Union of BC Municipalities (UBCM) \$ 1,350,000 (for multiple solar PV projects that represent the District's approach to becoming a solar community. Role: Funding has been requested (i.e. remains unconfirmed) to construct the proposed project through the Strategic Priorities Fund.

b) Legal name: _____ \$ _____ Role: _____

c) Legal name: _____ \$ _____ Role: _____

Requested **funding from CELP?*** (\$20,000 to \$80,000; maximum 33% of total project costs)
\$ 80,000

If a funding shortfall exists, demonstrate the capacity to access necessary funds

This particular project is identified in our 2015 5 Year Capital Plan.

Depending on the amount of grant funding received we will provide for borrowing through the Municipal Financial Authority (MFA) of BC. The District will accommodate the required financing through a Liabilities Under Agreement loan process with the MFA.

1.5 Risks - See Guide Table 2, Section 4.1.5 for information to include in this section. Outline what factors, if any, could possibly delay the proposed project/milestone from being completed by March 31, 2016, and risk mitigation measures.

Any project of this kind will inherently includes a number of sources of risk for the owners/developer(s). Based on the District's assessment of the proposed project, the primary sources of risk and potential mitigation measures are as follows:

Risk 1: Project Funding

Mitigation Strategy: The District has, in principle, Council support to secure partial project financing. While significant financing resources are available and will be accessed to support the proposed project, the community seeks grant funding to minimize the demands of the project's capital costs upon the community and ensure financing is available for other community needs and services.

If the requested grant funding is not secured the District will re-evaluate the project and determine if it will proceed with project construction under a 100% financed scenario.

Risk Ranking: Moderate

Risk 2: Capital cost overruns

Mitigation Strategy: It will be important to continually evaluate, in detail, the expected capital costs for this project. Furthermore, it will be important to revisit the contingencies that have been proposed to ensure that any cost overrun is managed effectively to minimize the impact on the project's feasibility.

The District will also work closely to manage project costs to ensure overruns are avoided. Key strategies include: entering a fixed price contract for project equipment and construction, maintaining an appropriate contingency (currently at 15%); engaging qualified project suppliers; clearly articulating roles and expectations for all involved in the project's development; etc.

Furthermore, given the modularity of solar, if capital cost overruns are forecasted the District will reduce the total size of the project (i.e. from 100 kW to 75 kW <for example>) to ensure the project does not exceed the District's available budget.

Risk Ranking: Low

It should be noted here that the District of Hudson's Hope receives the lowest amount in unconditional funding in the Peace River Regional District due to formulas that are heavily based on per capita elements in the funding formula.

Risk 3: Net Metering Approval/Interconnection

Mitigation Strategy: Once funding is approved, the District will initiate formal discussions with BC Hydro's Net Metering Program leader (Alevtina Akbulatova). From these discussions, the District will put forward an application to the Net Metering Program. Through this application process, BC Hydro will outline any interconnection requirements and if any specific upgrades are required. The District does not anticipate significant upgrades as the Arena is serviced with 3-phase power.

Risk Ranking: Low

Risk 4: Community Support for the Proposed Project Could Decline.

Mitigation Strategy: The District will continually provide project updates to the community to ensure project status is known. It is important to note that to date, there is strong support for the proposed solar project and the other solar projects proposed throughout the District.

Risk Ranking: Low

D. Energy and Greenhouse Gas Savings

See Guide Table 2, Section 4.2.0 for information to include in this section.

Compared to business-as-usual over the life of the completed project, what is the:

annual projected **energy saved (if energy efficiency) or produced (if renewable energy)**:
183,000 kWh (kWh or gigajoules), and the

annual projected **greenhouse gas emissions reduced**: ~1.83 (tonnes of CO₂e)

(Use the Energy&GHG Calculator provided.)

E. Employment and Economic Benefits

See Guide Table 2, Section 4.3.0 for information to include in this section.

Describe the employment benefits of the project (e.g. details on the types and numbers of jobs, and training):

A general rule of thumb used to estimate employment creation within the renewable energy sector of British Columbia is 2 jobs per megawatt constructed and 0.2 full time jobs to support operations and maintenance. This rule of thumb has been used to calculate the estimated employment benefits of the proposed project.

Employment hours that the project will create during the two phases (see *Guide 4.3.0*):

during the construction phase – ~82.25 employment hours; and

during the operations and maintenance phase – ~8.25 employment hours per year.

Describe the broader economic benefits to the community and / or clean energy sector in B.C.:

With the District producing its own electrical power, the community will work to insulate itself from the scheduled (and any future) electricity rate increases over the coming decades. This is expected to result in significant cost savings for the District in terms of its operational costs and therefore enables the District to maintain competitive tax structures. In turn this encourages economic growth, new business and residential expansion.

Furthermore, with solar PV arrays covering the Arena, and one day most of our District buildings, we will be visibly showing our strong commitment to a clean environment and a secure future for our children. This will help build community pride and a stronger sense of place and optimism for all our residents.

F. Other Benefits to the Community

Describe **other anticipated benefits** to the community (See Guide Table 2, Section 4.4.0 for information to include in this section).

The following provides a summary of the expected benefits of the proposed solar PV project and more broadly our community's commitment to maximizing the utilization of solar PV on existing community buildings.

Benefit 1: Contribute to the District's Economic Development and Sustainability

It is recognized that a community-based clean energy project may be a significant economic development initiative for District. It is envisioned that the community's strong interest and long-term investments in the clean energy sector (in particular solar) may one day provide the community with sustainable energy independence. This vision is also expected to translate as savings in energy costs that could be used to support other community-based economic development opportunities throughout the community.

Benefit 2: Attract and Facilitate Community Investment

It is the intent of the District to use this foundational project as the basis of the community's future energy development and investments into clean energy opportunities.

Benefit 3: Build Community Capacity in the Clean Energy Sector

An important objective for this project is the development of community based capacity in the clean energy sector. It is recognized that this solar PV project will provide the required seed (funding) to enable the community to support long-term environmental and economic sustainability and develop the knowledge and capacity to select and pursue other clean energy opportunities.

Benefit 4: Reduce Environmental Footprint and Energy Costs

It is widely recognized that the energy costs in the community are very high due to a number of factors, including local weather, building conditions, fuel costs and location. It is also understood that these costs are likely to increase significantly over the next decade. The District is committed to finding innovative ways to reducing the community's energy costs – including through the increased uptake of solar PV. Furthermore, District wishes to reduce the environmental footprint associated with current energy use, increase energy security, and reduce energy costs while promoting a more vibrant community.

Benefit 5: Support Assessment Management Plan

The proposed project closely aligns with the District's asset management efforts and associated planning processes. This is because the project will help to reduce the cost of electricity and therefore the operational costs of the arena (and other buildings that will host future projects).

Benefit 6: Enhanced Service to the Community

One of the key drivers for the District to increase the uptake of solar PV technologies and work towards becoming a "solar community" is to enhance the services provided to the community by the District. For example, currently the arena represents a significant portion of the District's operational costs. Given that power represents a significant portion of such costs, we are often forced to close the Arena to the public during certain periods of the year. With the installation of the proposed project, the District expects that it will be able to keep the arena open year round – providing enhanced recreational opportunities throughout the entire year.

Benefit 7: Leading by Example

Through the widespread adoption of solar PV, the District wishes to become a “solar community”. In doing so, it will be setting an example to both our own residents and other communities who wish to realize the diverse social, economic and environmental benefits of community-based energy projects. Furthermore, we expect our leadership in the adoption of solar PV technologies will attract new businesses and residents to our community, as the District intends to strategically market such investments throughout the Peace Region and beyond.

G. Innovation and Replicability

Describe project **innovation and replicability**. See Guide Table 2, Section 4.5.0 for information to include in this section. While solar PV technologies are proven and a widely adopted technology globally and throughout certain regions in Canada, the uptake of solar PV technologies in BC is in its infancy. Consider that in British Columbia there are approximately 371 Net Metering agreements in place, and as of June 2015 there are no solar PV projects greater than 53 kW (confirmed through email correspondence with BC Hydro's Net Metering Program). Therefore the proposed solar PV project would represent the largest installed solar PV project Net Metering and second largest project only to the Sun Mine Project in Kimberly BC.

In the context of Hudson's Hope this is considered to be a highly innovative project. This is so, given that our community has long been at the center of development for BC Hydro's power generation capacity – impacted by two existing large hydroelectric dams and the proposed Site C project. Therefore, our community has become very familiar – through first-hand experience - with the impacts associated with a “centralized energy system”. We have come to appreciate that energy production includes a number of externalities that are not often considered in traditional decision-making processes. In this spirit, we have sought and continue to seek resources to become a model community for sustainable energy solutions. Where our community is able to generate its own electricity using innovative and environmentally friendly technologies. The proposed project represents our first meaningful investment and endeavour into supporting this envisioned energy future for our community.

We expect that this innovative project will provide significant opportunities for learning about energy generation and Hudson's Hope unique history with the power generation sector, and how our community is striving to re-define its future and the future for energy in British Columbia. As such, we intend to widely profile our project, the critical success factors that other communities must consider, and learnings that other communities can leverage with respect to this emerging technology.

Our Mayor is a strong advocate for energy sustainability and her interest and availability to participate in interviews, webinars or conferences to share project outcomes is very high.

H. Funding Need and Leveraging

Describe the project **funding need and leveraged funding**. See Guide Table 2, Section 4.6.0 for information to include in this section. (Note, the total project budget will be used to determine the value of leveraged funding.)

Funding from CELP is considered to be critical to the success of the proposed project. While other funding applications have been submitted to programs in support of this project (as disclosed above), the CELP funding is seen as being fundamental. This is so, given that if grant funding is secured (at least \$80,000), our Council is likely to be more willing to borrow the difference through the MFA. Therefore, the funding from the CELP would enable the District to access an additional \$350,000 of capital to

develop the proposed project. as noted above the District of Hudson's Hope receives the least amount of unconditional grant funding in the Peace River Regional District due to heavily weighted per capita element funding formulas.

Thank you for completing your Application.

Please print this Form and sign below as the Council/Board representative for the project, attesting to the accuracy of the information in the Application Form above, and use the checkboxes below to confirm that:

<input checked="" type="checkbox"/>	On behalf of my community, I have read the CELP 2015/16 Program Guide and meet all of the mandatory criteria in order to apply for this year's Program funding (Section 3.2.1 of Guide).
<input checked="" type="checkbox"/>	Attached, or forthcoming, is a Resolution from our Council/Board authorizing the project to proceed prior to the execution of a Contribution Agreement with the Province.

Once signed, please scan the document and convert to a pdf before submitting to CELP@gov.bc.ca.



Signature



Date



Print Full Name

Please go back to page 1 for next steps.

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor Gwen Johansson and Council
SUBJECT: Cemeteries Management Amendment Bylaw No. 851, 2015
DATE: 3 June 2015
FROM: Tom Matus, CAO

RECOMMENDATION:

That: "Council give reading of first, second and third reading of the Cemeteries Management Amendment Bylaw No. 851, 2015."

ADMINISTRATORS COMMENTS:



Tom Matus, Administrator

B1



Cemeteries Management Amendment BYLAW NO. 851, 2015

A bylaw to amend the Cemetery Management Bylaw No. 755, 2009 Schedule A: to regulate Marker size.

WHEREAS every operator of aa cemetery must adopt Bylaws for the Internment or other disposition of the deceases respecting the organization, operation and management of the cemetery, including the setting of Fees, the size, call and kind of Memorials and materials used for Memorials; and the rights, privileges and responsibilities of the operator, Internment Right Holder, and their relatives, other users, suppliers, Funeral Providers, Memorial dealers and the general public;

NOW THEREFORE under its statutory powers, including Section 8(f) of the Community Charter, S.B.C. c26, the Council of the District of Hudson's Hope, in a duly assembled open meeting, enacts as follows:

PART 1 - INTRODUCTION

1. Title

This Bylaw shall be cited as the "District of Hudson's Hope Cemeteries Management Amendment Bylaw No. 851, 2015".

2. The "District of Hudson's Hope Cemeteries Management Amendment Bylaw No. 755, 2009" is hereby amended by the following:

- a) Amending Schedule "A" section 1 Adult Internment Maximum Dimension by deleting "50 cm x 75 cm (20" x 30")" and replacing with "91.5 cm x 61 cm (36" x 24)".

8. This Bylaw shall come into effective on the date this bylaw is adopted.

Read a First Time this 8th day of June, 2015.

Read a Second Time this 8th day of June, 2015.

Read a Third Time this 8th day of June, 2015.

Adopted this this ____ day of _____, 2015.

MAYOR

CLERK

Certified a true copy of Bylaw No. 851, 2015

this __ day of _____, _____.

Clerk

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor Johansson and Council
SUBJECT: Amendment to Property Tax Exemption Bylaw #834, 2014
DATE: June 8, 2015
FROM: Tom Matus, CAO

Section 2 of the above mentioned bylaw has erroneous information in that the folio number and legal description info is incorrect.

The attached bylaw 3852 corrects section 2 with the proper folio number and legal description.



Tom Matus, CAO

B2



**Hudson's
HOPB**

FL RDL 4" P Of HE fEAet

**BYLAW NO.
852, 2014**

A Bylaw to amend the Property tax Exemption Bylaw No, 834, 2014

WHEREAS on or before October 31st in any year, the Council may by bylaw, exempt land or improvements, or both, referred to in the *Community Charter* (the "Charter"), from taxation for a maximum of 10 calendar years;

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

1. This Bylaw may be cited as "Property Tax Exemption Bylaw Amendment No. 852, 2015".
2. The "Property Tax Exemption Bylaw No. 834, 2014" is hereby amended by:

deleting section 2. in its entirety;

and replacing it with the following:

"2. (g) all of the land surrounding the building commonly referred to as the Hudson's Hope Evangelical Free Church, legally described as Lot 9, Block 1, Plan PGP4115, Section 18, Township 81, Range 25, Meridian W6, Peace River Land District and Parcel B, Block 1, Plan PGP4115, Section 18, Township 81, Range 25, Meridian W6, Peace River Land District (Parcel Identifiers: 013-680-196 and 018-157-319, BCAA Folios: 00568.000 and 00569.100) registered in the name of the Hudson's Hope Evangelical Free Church (Document Numbers: 881039961 and 881039963)

Read a first time this	8 th day of June, 2015
Read a second time this	8 th day of June, 2015
Read a third time this	8 th day of June, 2015
Adopted this	

Gwen Johansson,
MAYOR

Tom Matus,
CAO

Certified a true copy of Bylaw No. 834
This ____ day of _____, 20____.

Clerk



BYLAW NO. 834, 2014

A Bylaw to amend the Property tax Exemption Bylaw No, 754, 2008

WHEREAS on or before October 31st in any year, the Council may by bylaw, exempt land or improvements, or both, referred to in the *Community Charter* (the "Charter"), from taxation for a maximum of 10 calendar years;

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

1. This Bylaw may be cited as "Property Tax Exemption Bylaw Amendment No. 834, 2014".
2. The "Property Tax Exemption Bylaw No. 754, 2008" is hereby amended by striking section 2. (g) from the said bylaw and replacing with the following:

2. (g) all of the land surrounding the building commonly referred to as the Hudson's Hope Evangelical Free Church, legally described as Lot 9, Block 1, Plan PGP4115, Section 18, Township 81, Range 25, Meridian W6, Peace River Land District and Parcel B, Block 1, Plan PGP4115, Section 18, Township 81, Range 25, Meridian W6, Peace River Land District (Parcel Identifiers: 013-680-196 and 018-157-319, BCAA Folios: 00568.000 and 00569.100) registered in the name of the Hudson's Hope Evangelical Free Church (Document Numbers: BB1039961 and BB1039963)
3. The Property Tax Exemption Bylaw Amendment No 832, 2013 is hereby repealed.

Read a first time this

24th day of March, 2014

Read a second time this


24th day of March, 2014


Read a third time this

24th day of March, 2014

Adopted this

14th day of April, 2014


Gwen Johansson,
MAYOR


Tom Matus,
CAO

Certified a true copy of Bylaw No. 834
This ____ day of _____, 20____.

Clerk

Box 478
Hudson's Hope, B. C.
V0C 1V0
May 26, 2015

Mayor and Council
District of Hudson's Hope, B. C.
Box 330
Hudson's Hope, B. C.
V0C 1V0

Dear Mayor and Council:

Re: Lack of action regarding cemetery

One year ago, a letter was written to you regarding the deplorable condition of the cemetery. To date, it doesn't appear that one single thing has changed. It has the appearance of a poorly maintained cow pasture, without the benefit of the cattle to keep the grass down.

It would seem to me that the B. C. Hydro homecoming this summer should spark some sense of pride in the town 'Fathers' to get the grave sights and markers levelled, the grass mowed and some sort of maintenance program in place. Could the town groundskeepers not have the cemetery included as one of their responsibilities?

No doubt a number of visitors will have occasion to visit the cemetery, and they will be truly shocked that this formerly well-groomed, peaceful sanctuary has fallen into such disrepair. For the most part, these graves are people who once lived in and contributed to this community and they deserve, at the very least, for their final resting place to be treated with respect.

Yours truly,

L.M. Harwood

Lenore Harwood

Wally Harwood

Wally Harwood

C1



May 27, 2015

Dear Mayors and Regional District Chairs:

As we prepare for the upcoming 2015 UBCM Convention in Vancouver this September, I wanted to let you know that my caucus colleagues and I are once again looking forward to listening to the discussions around the issues and initiatives that affect British Columbia's communities and the people who live there. Our work depends on your input and your insight, and my colleagues and I will be there to listen and to learn about your priorities.

The theme this year, *Excellence in Action*, is a wonderful way to recognize the successful track we have worked on together to build our province, to highlight our strengths and to lead the way to securing a future for British Columbians today and for many years to come.

If you would like to request a meeting with me or a Cabinet Minister on a specific issue during this year's convention, the online registration form at <https://UBCMreg.gov.bc.ca> will go live on June 15th. The invitation code is MeetingRequest2015 and it is case sensitive.

It'll be great to see you at the UBCM Convention. If you have any questions, please contact my UBCM Meeting Request Coordinator, Tim Wong, via his email address which is: UBCM.Meetings@gov.bc.ca or by phone at 604-775-1600.

Sincerely,

A handwritten signature in blue ink that reads "Christy Clark". The signature is fluid and cursive, with the first name "Christy" and the last name "Clark" clearly distinguishable.

Christy Clark
Premier

C2



Tumbler Ridge Global Geopark Inaugural Event



Dear Mayor Johansson,

We are pleased to extend to you an invitation to the Tumbler Ridge Global Geopark inaugural event being held on June 29th. This event is to celebrate the hard work of the many volunteers that have worked tirelessly over the past two years to create the wonderful opportunity the Peace Region now enjoys in having the second Global Geopark in North America. The Geopark network is an UNESCO designation that signifies an area of great geological significance and uniqueness. Tumbler Ridge's Geopark is also a celebration of the industry that sustains the Peace Region and within its borders supports industries including mining, oil and gas, forestry, and wind power.

We are pleased to announce that we have confirmed the Minister of Jobs, Tourism, and Skills Training, Shirley Bond as well as BC's Lieutenant Governor, Judith Guichon as attendees to our wonderful event. The official start will be at 3:30pm on June 29th at the Dinosaur Discovery Gallery in Tumbler Ridge. Tours of the museum will be offered followed by a reception that will include a First Nations welcome and performance as well as a repatriation ceremony for a 12,000 year old buffalo skull that was originally discovered at the Tumbler Ridge Golf and Country Club. Following this, at 5:30, a sit down dinner at the Tumbler Ridge Golf and Country Club will be provided for all guests where a number of short presentations regarding the Geopark will be delivered.

Please RVSP before June 22nd to:

Jordan Wall
Edo@dtr.ca or 250-242-4242

Sincerely,

Don McPherson
Mayor
Tumbler Ridge


Sincerely,

Sue Kenny
President
Tumbler Ridge Global Geopark

C3

**You Are Cordially Invited
To Attend The Inauguration Ceremony Of The**

Tumbler Ridge **GLOBAL GEOPARK**



JUNE - 29 - 2015

3:30 pm *Dinosaur Discovery Gallery
Reception, Tours,
First Nations Ceremony,
Buffalo Skull Repatriation*

5:30 pm *Tumbler Ridge Golf Course
Dinner*

**RSVP to Jordan Wall;
Edo@dtr.ca 250.242.4242**

Clerk

From: Minister, STSB STSB:EX <STSB.Minister@gov.bc.ca>
Sent: Thursday, May 28, 2015 2:28 PM
Cc: Lewis, Kaaren JTST:EX; Hunter, Jaclynn JTST:EX; Kincross, Sean JTST:EX; 'gmacisaac@ubcm.ca'
Subject: 2015 Open for Business Awards

Ref: 109309

Dear Mayor and Council:

As Chair of British Columbia's (BC) Small Business Roundtable (Roundtable), I am pleased to inform you that the Roundtable is now accepting community submissions for the 2015 Open for Business Awards (Awards).

Launched in 2013, this award recognizes communities that are undertaking initiatives and partnerships to reduce the cost and complexity of doing business in BC. As an incentive, the Province has awarded \$10,000 each to sixteen communities which have best demonstrated they are operating within the spirit of the BC Small Business Accord (Accord): www.jtst.gov.bc.ca/sbaccord/.

The Province is pleased to extend this invitation to First Nations communities to celebrate and recognize their achievements to support economic development. Please note that the deadline for submitting an application is **July 17, 2015**, with the finalists announced in August. The winners will be announced during the annual Union of British Columbia Municipalities Convention in Vancouver in September.

I encourage your staff and government officials to contact your local business improvement association, chamber of commerce, economic development officers and small business community to invite their input in your Award submission.

The Open for Business Awards Best Practices Guide (www.smallbusinessroundtable.ca/sm_busi_roundtable/media/images/Open_For_Business_Best_Practices_Guide_2015.pdf) highlights local government initiatives that are in the spirit of the Accord and helped distinguish finalist communities as open for business. These best practices were identified by the Roundtable through the evaluation of past award submissions and represent communities that have reduced regulatory overlap, leveraged partnerships to improve government interactions with small businesses and maximized local economic development for the small business community.

Information about the Roundtable, the Accord and the Award is available in the application provided, as well as at www.smallbusinessroundtable.ca.

The Roundtable Secretariat is available to support the preparation of your application and can be contacted by telephone at 250 952-0403 or by email to: roundtablesecretariat@gov.bc.ca.

We look forward to receiving your submission in June.

Sincerely,

Naomi Yamamoto
Minister

CH

pc: Ms. Kaaren Lewis
Assistant Deputy Minister
Tourism and Small Business Division

Ms. Jackie Hunter
Executive Director
Small Business and Regulatory Reform Branches

Mr. Sean Kincross
Manager, Small Business Branch
Secretariat, Small Business Roundtable



Williston Lake Resort

May 30, 2015

Dear Tom

With this letter we wish to remark on the fact that the workers and contractors from Progress Energy have to stay in camp.

We would appreciate if the community would attempt to change this situation. All the small business such Hotels, RV Parks, Groceries stores, Gas Station are reliant of the contractors and workers that swing by in and around Hudson's Hope. When the workers and contractors would get the opportunity to choose there accommodations the businesses in town get the chance to catch at least a little from the business that goes on in and around town.

We really would appreciate if the community would act for the small business in town and try to negotiate a solution with the incoming Oil and Gas Company's.

Best regards

Harry Bolliger

P.O. Box 451 • Hudson's Hope • B.C. • V0C 1V0

Tel: (250) 412-2700 • Fax: (250) 483-1572

Canada

www.williston-lake.com

email: lodge@williston-lake.com

C5

Clerk

From: Jessica Vestergaard <prov@bcss.org>
Sent: Monday, June 01, 2015 10:22 AM
To: Clerk
Subject: Event Invitation - BC Schizophrenia Society
Attachments: AGM 2015 Poster.jpg

Dear Mayor Johansson, councillors, and municipal staff,

Please join us for an engaging and informative panel discussion: Debunking Myths Surrounding Schizophrenia, Psychosis, and Violence. This will be a six-person panel featuring a consumer, family member, psychiatrist, reporter, police representative, and use-of-force expert. Register [here](#) to attend. This event will also be livestreamed and available via webinar, please reply to this email to register for the webinar. If you have any questions please do not hesitate to contact me at 604-270-7841.

Sincerely,

Jessica Vestergaard
Administrative Coordinator
British Columbia Schizophrenia Society
Phone: 604-270-7841 Fax: 604-270-9861

C6



A REASON TO HOPE. THE MEANS TO COPE.
BRITISH COLUMBIA SCHIZOPHRENIA SOCIETY

Debunking Myths Surrounding Schizophrenia, Psychosis, and Violence

BC SCHIZOPHRENIA SOCIETY AGM

Join us for an engaging panel discussion with consumer, family, police, psychiatry, and media representatives.

**Sunday, June 28th
1:00 pm - 3:30 pm**

**Harbour Centre – Fletcher
Challenge Theatre
555 W Hastings Street
Vancouver, BC**

Refreshments will be served

SPACE IS LIMITED

To register:

e-mail

prov@bcss.org

or phone

604-270-7841

**This presentation will be available
nation-wide through a live webinar.**

**Please contact us for more
information and registration.**

Clerk

From: Brenda Piper <salesmanager@northeastnews.ca>
Sent: Monday, June 01, 2015 4:43 PM
To: Clerk
Subject: Aboriginal Day
Attachments: Aboriginal Day promo.pdf

Hi

We are doing an aboriginal day awareness page or two depending on how much interest we have. We will have some facts of interest and maybe a couple of traditional recipes.

Please contact me for more information or if you would like to book an ad.

Thank you

Brenda Piper
Publisher / Sales Manager
Northeast NEWS
250-787-7030
salesmanager@northeastnews.ca

C7

June 21, 2015

NATIONAL ABORIGINAL DAY

A culture to celebrate!

Pride of place for Canada's Aboriginal peoples

National Aboriginal Day takes place on June 21, 2015. It's an official day of celebration when the nation honours the contribution of Aboriginal peoples to Canadian society. And there's a lot to celebrate: among the roughly 1,836,000 Aboriginal people in Canada, there are entrepreneurs, artists, professionals and academics that inspire us all to be thankful for Canada's Aboriginal roots.

Deadline June 11

Published June 18

Bus Card	B/W \$40	Colour \$70
1/8 page	B/W \$125	Colour \$155
1/4 Page	B/W \$265	Colour \$295
1/2 page	B/W \$510	Colour \$580

Ask about our other sizes.

BOOK TODAY! Call 250-787-7030

Brenda Piper

salesmanager@northeastnews.ca

Kristine Budac

sales@northeastnews.ca

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Read Our Entire Newspaper Online Each Week!



Tom Matus

From: Prince Rupert Gas Transmission <princerupertgas@transcanada.com>
Sent: June-01-15 2:58 PM
To: Prince Rupert Gas Transmission
Subject: Prince Rupert Gas Transmission- Construction Update
Attachments: 2015 06 01- Construction Update- PRGT.pdf

Hello,

In an effort to ensure local communities are aware of PRGT's ongoing activities, we would like to share that should the project receive the necessary approvals, PRGT may be commencing preliminary construction work associated with the preparation of ancillary sites, including construction camps, as early as July 1st. Please review the attached letter and feel free to contact PRGT with questions at any time using the contact information provided.

Sincerely,

John Dunn
Vice President – Prince Rupert Gas Transmission
TransCanada

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C8



June 1, 2015

TransCanada Corporation
450 – 1st Street S.W.
Calgary, AB, Canada T2P 5H1

www.transcanada.com/

Hello,

Since early 2013, Prince Rupert Gas Transmission (PRGT) has been engaging with our neighbours, communities and Aboriginal groups about our project. Last November, we received approval from the BC Environmental Assessment Office and recently received the first of a number of BC Oil and Gas Commission (OGC) approvals. We anticipate receiving the balance of these OGC permits in June.

In order to proceed with the first construction activities (preparing construction camps and ancillary sites) PRGT will require the approval of our customer Pacific NorthWest LNG. This early construction work could begin as early as July 1st. Should we not receive remaining permits, and approval to proceed by our customer, this early construction work would not begin at this time. Major mechanical construction of PRGT will proceed only after we receive a positive Final Investment Decision from our customer later this year.

The initial construction activity will be limited to site clearing and preparing construction camp sites, clearing the related sites for stockpiling construction material, and upgrading roads along the route. It is expected that the effect on land and local communities will be minimal as most of the camps will be built on already disturbed land, and any new areas required will be very small. The establishment of these camps as early as possible is one of the most effective ways of limiting impact on local communities, as it allows our workers to be housed in self-contained camps with their own services.

PRGT and our construction contractors will be engaging with local businesses and service providers about the various job and business opportunities that will be made available throughout the course of construction of PRGT. Further information on this engagement will be provided in the coming weeks.

We are committed to engaging with communities and will be sharing information and working with communities to identify and manage issues through regular engagement activities.

Please don't hesitate to contact us should you have any questions or concerns.

Email: princerupertgas@transcanada.com
Toll Free: 1.855.253.0099 (Toll-free)

Sincerely,

John Dunn
Vice President – Prince Rupert Gas Transmission
TransCanada

Prince Rupert
Gas Transmission Project

Dwylla Moraice

From: Tom Matus
Sent: Tuesday, June 02, 2015 8:28 AM
To: Dwylla Moraice
Subject: FW: BC Hydro - WAC Bennett Dam crest road - expect delays June 8 to September 8, 2015

Good Morning Dwylla,

Please include the following in the next agenda as information.

Thanks,

Tom Matus, CAO

From: Gammer, Bob [mailto:Bob.Gammer@bchydro.com]
Sent: Monday, June 01, 2015 5:28 PM
To: Tom Matus; chris.cvik@prrd.bc.ca; Karen Goodings; Gwen Johansson
Subject: FW: BC Hydro - WAC Bennett Dam crest road - expect delays June 8 to September 8, 2015

Hi Gwen, Karen, Tom and Chris,

FYI regarding work on the WAC Bennett Dam crest road over the summer.

Bob

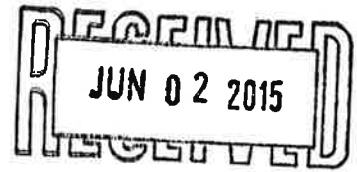
From: Gammer, Bob
Sent: May 28, 2015 10:06 AM
To: hhpsa@pris.ca
Subject: BC Hydro - WAC Bennett Dam crest road - expect delays June 8 to September 8, 2015

Please expect delays when using the road across the W.A.C. Bennett Dam between June 8 and September 8 this summer. BC Hydro will be grouting instrumentation casings on the dam crest road. The project requires short sections of the downstream (south) lane to be closed off with traffic barriers and posted signage for the grouting work. Traffic will be single lane, intermittently, through the work area for the duration of the project. Traffic management will be monitored during the project and may be adjusted if required.

For more information, please contact BC Hydro at tel. 250 561-4858.

Bob Gammer	Northern Region
Manager	Phone: 250 561-4858 pax: 64858
Community Relations	Cell: 250 961-0676
BC hydro	Email: bob.gammer@bchydro.com

C9



Dear Mayor Gwen & District of Hudson's Hope

My name is Ben Jackson. I'm fourteen years old, in grade eight and I High School Rodeo and my home town is here in Hudson's Hope. In HSRodeo I have five events; Calf Roping, Team Roping, Ribbon Roping, Chute Dogging, and Goat Tying. I have three horses that I will be rodeoing on this spring and summer season. Houston is my calf roping and ribbon roping horse, Smith is my team roping horse and Sierra is my goat tying horse.

My parents Ray and Sharon Jackson have been very supportive and helpful in helping me be successful in rodeo. In 2014 I made B.C. Jr. Provincial Finals in four events and ended up 3rd in B.C. in ribbon roping, in August my mom and I traveled to Nanton, Alberta for Jr. Canadian Finals where I placed 8th in Canada. On average I practice five times a week here in Hudson's Hope and I take good care of my tack and animals.

This month we had the Jr. Provincial Finals here in Hudson's Hope. I won the Calf Tying and am Jr. Provincial Champion 2015. My partner Kate & I won season leader buckles for Ribbon Roping. I also get a season leader buckle for Calf Tying. The top four in each event are to go to Nationals, and I placed 4th in all other events, so I get to go to Des Moines in all five of my events. The top five in each event get to go to the Canadian Finals in July, so I get to go compete there as well. I'm very excited about our trip to Iowa. We will travel across Canada with two horses & my Mom driving. There is a lot to organize.

To get to Jr. Nationals in Des Moines this June 22 – 28 will take quite a bit of money and sponsors are very helpful. This is where you come in. I would be very pleased and proud if you would let me represent you as my sponsor in this competition. Sponsor money helps with the horses feed and care. Anything will help ☺ .

Thank you for your time.

Sincerely,
Ben Jackson.

CJO



June 5, 2015

TO: UBCM Members
ATTN: ELECTED OFFICIALS

FROM: Chair Rhona Martin
Chair, Nominating Committee

RE: **Call for Nominations for UBCM Executive**

UBCM is the collective voice for local government in BC. The membership signals the directions it wants to pursue during the Annual Convention. The members elect an Executive during the Convention to ensure the directions set by the general membership are carried forward. The Executive also provides direction to UBCM between Conventions.

This circular is notice of the UBCM Executive nomination process, including information about the positions open for nomination and the procedures for nomination. The deadline for advance nominations is **Friday July 31, 2015**.

1. Positions Open to Nomination

The following Executive positions are open for nomination:

- President
- First Vice-President
- Second Vice-President
- Third Vice-President
- Director at Large (5 positions)
- Small Community Representative
- Electoral Area Representative
- Vancouver Metro Area Representative (2 positions)

Information on the responsibilities and commitments of UBCM Executive members is attached as Appendix B. Information on nominations and elections procedures is attached as Appendix C. The relevant extract from the UBCM Bylaws is attached as Appendix D.

2. Qualifications for Office

Each candidate must be an elected official from a UBCM member local government.

A candidate for Small Community Representative must be from the council of a village, or a municipality with a population not greater than 2,500.

A candidate for Electoral Area Representative must be an Electoral Area Director on a regional district board.

A candidate for Vancouver Metro Area Representative must be an elected official from either or both a member municipality of the GVRD, or the GVRD Board.

3. Nomination Process

A candidate must be nominated by two elected officials from a UBCM member local government, using the attached nomination and consent form (Appendix A).

ubcm.ca

The Nominating Committee reviews the qualifications of each candidate. The members of the 2015 Nominating Committee are:

- Chair Rhona Martin, Immediate Past President, UBCM, Chair
- Councillor Brian Frenkel, North Central Local Government Association
- Councillor Chad Eliason, Southern Interior Local Government Association
- Director Rob Gay, Association of Kootenay & Boundary Local Governments
- Councillor Corisa Bell, Lower Mainland Local Government Association
- Councillor Barbara Price, Association of Vancouver Island & Coastal Communities

4. Advance Nominations & Nominating Committee Report

The Nominating Committee will prepare a Report on Nominations including, at the candidate's option, a photo and 300-word biography. The Report on Nominations will be distributed to all UBCM members for their consideration, in mid-August.

To be included in this report, nominations must be received by **Friday July 31, 2015**.

Nominations submitted for inclusion in the Report on Nominations are deemed advance nominations. It is to a candidate's advantage to submit an advance nomination, since the candidate's name, photo and biography will appear in the Report on Nominations distributed to every UBCM member elected official prior to Convention.

5. Nominations Off the Floor

Any qualified candidate may be nominated "off the floor" at the Convention.

Nominations from the floor will be solicited at specific times during the Convention. Please refer to the Report on Nominations or the Convention Program for these times.

As with advance nominations, the candidate must be nominated by two elected officials from a UBCM member local government.

6. Further Information

The Call for Nominations, Nomination & Consent Form, and related background information are available on the UBCM website under Convention > Nominations & Elections.

Inquiries about the UBCM Executive nominations process should be directed to:

Chair Rhona Martin	Chair email: rmartin@csrd.bc.ca
Chair, Nominating Committee	Chair tel: 250.517.9471 (cell)
60-10551 Shellbridge Way	250.836.4509 (home)
Richmond BC V6X 2W9	

UBCM Contact:

Marie Crawford	Email: mcrawford@ubcm.ca
Associate Executive Director	Tel: 604-270-8226 ext. 104

1515/60/Call for Nominations-Items/Call for Nominations

1 NOMINATIONS FOR THE 2015/2016 UBCM EXECUTIVE

We are qualified under the UBCM Bylaws to nominate¹ a candidate and we nominate:

Name: _____

Position (Mayor/Chair/Councillor/Director): _____

Local government: _____

Nominated for: _____

NOMINATED BY:

Name: _____ Name: _____

Position: _____ Position: _____

Muni/RD: _____ Muni/RD: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

CONSENT FORM

I consent to this nomination and attest that I am qualified to be a candidate for the office I have been nominated to pursuant to the UBCM Bylaws². I will also forward by **July 31, 2015** to the Chair of the Nominating Committee, the following documentation:

- Nomination & Consent Form, completed and signed;
- Portrait photograph* (resolution: 300 ppi; size: 600x400 px; format: TIFF or JPEG); and
- Biographical information*. The maximum length of such information shall be 300 words. If the information provided is in excess, the Nominating Committee Chair shall return it once for editing; if it still exceeds 300 words the Nominating Committee Chair shall edit as required.

* Photo and bio will be published in the Report on Nominations.

CANDIDATE:

Name: _____ Position: _____

Local government: _____

Nominated for: _____

Signature: _____ Date: _____

Photograph, biographical information, and completed Nomination & Consent Form should be submitted to the attention of the Chair, Nominating Committee, via email: mcrawford@ubcm.ca.

Submission Deadline: July 31, 2015

¹ Nominations require two elected officials of members of the Union [Bylaw 4(b)].

² All nominees to the Executive shall be elected representatives of a member of the Union [Bylaw 3(c)].
Nominees for Electoral Area Representative, Small Community Representative and Vancouver Metro Area Representative must hold the appropriate office.

BACKGROUND INFORMATION FOR CANDIDATES TO THE UBCM EXECUTIVE

1. RESPONSIBILITY OF UBCM EXECUTIVE

Under the UBCM Bylaws:

The Executive shall have the power and it shall be their duty to put into effect the will of the Union as expressed by resolutions at any of its meetings. Between meetings they shall manage the affairs of the Union and shall report all the transactions of the year to the Annual Convention.

2. UBCM EXECUTIVE STRUCTURE

Executive

- President
- First Vice-President
- Second Vice-President
- Third Vice-President
- Director at Large (5 positions)
- Small Community Representative
- Electoral Area Representative
- Vancouver Representative
- GVRD (Metro Vancouver) Representative
- Immediate Past President
- Area Association Rep. (5 positions)
- Vancouver Metro Area Rep. (2 positions)

Committees

The President appoints Executive members to Committees – of which the following are currently active:

- Presidents
- Resolutions
- Convention
- Community Safety
- Environment
- Healthy Communities
- First Nations Relations
- Community Economic Development

Each Executive member generally serves on two committees.

3. EXECUTIVE MEETINGS

The full Executive meets six times a year, over 2-3 days, following this general pattern:

- Friday, the last day of the Annual Convention (1 hour)
- Second or third week of November
- Second or third week of January
- Second or third week of April
- Third full week of July
- Sunday preceding the Annual Convention (half day)

Executive meetings, other than the two coinciding with Convention, usually take place over a Thursday and Friday. Committee meetings are held Thursday and the full Executive meets on Friday.

Committee Chairs or Table Officers may be called on for more frequent representation. In addition, certain Committees' activities require attendance at meetings or conferences throughout the year.

Executive member travel expenses and a per diem for meals and incidentals are reimbursed for all activities on behalf of UBCM.

However, for Executive members attending the Annual Convention, UBCM provides reimbursement only for the added expenses that would not normally be incurred by attending as a delegate from a local government.

UBCM EXECUTIVE NOMINATION & ELECTION PROCEDURES

UBCM EXECUTIVE STRUCTURE

The ongoing administration and policy work of the UBCM is governed by an Executive Board that is elected and appointed at the Annual Convention. The Board is comprised of 21 members, with the following structure:

13 Elected Positions

President
 First Vice-President
 Second Vice-President
 Third Vice-President
 Director at Large (5 positions)
 Small Community Representative
 Electoral Area Representative
 Vancouver Metro Area Representative (2 positions)

8 Appointed Positions

Immediate Past President
 Vancouver Representative
 GVRD (Metro Vancouver) Representative
 Area Association Representatives: AKBLG, AVICC, LMLGA, NCLGA & SILGA

NOMINATING COMMITTEE

In accordance with the UBCM Bylaws, a **Nominating Committee** is appointed to oversee the nomination and election process. The Committee is comprised of the Immediate Past President and representatives of the five Area Associations.

The **Nominating Committee** reviews all nomination documents to verify that nominees meet the qualifications for office. It is not the role of the Nominating Committee to recommend any one candidate. The Committee's mandate is to ensure that nominations are complete and in accordance with policies and procedures.

NOMINATION PROCESS

May/June

Nominating Committee will circulate a Call for Nominations notice that will contain the following information:

- positions open for nomination
- process for nomination
- qualifications for office
- role of Nominating Committee
- closing date for nominations to be included in the Report on Nominations
- general duties of an Executive member

The Call for Nominations will include instructions on how to access additional information on UBCM Executive responsibilities and how to submit a nomination.

July 31, 2015

Advance nominations close.

Following the July 31 advance nominations deadline, the Nominating Committee will review nominees' qualifications and prepare a Report on Nominations. For all qualifying nominees, photos and biographical information received by the advance nominations deadline will be included in the Report on Nominations.

Mid-August

The Report on Nominations will be distributed to all UBCM members and will include the following information for each candidate:

- name and the position for which he or she has been nominated
- portrait photograph
- biographical information

On-Site at Convention

Any qualified candidate may be nominated off the floor of the Convention. The specific times when nominations will be accepted from the floor are given below.

ELECTION PROCESS

Step 1 – Election of Table Officers

WEDNESDAY, SEPTEMBER 23

- 9:20 a.m. Nominating Committee presents the list of advance nominees for Table Officer positions: President, First Vice-President, Second Vice-President, and Third Vice-President.
- 11:55 a.m. Nominations from the floor for Table Officer positions.
- 2:15 p.m. Candidate speeches if necessary.
- 2:30-5:00 p.m. Elections for Table Officer positions (as necessary).

THURSDAY, SEPTEMBER 24

- 8:00-9:00 a.m. Elections continue for Table Officer positions (as necessary).

Step 2 – Election of Remaining Executive Positions

THURSDAY, SEPTEMBER 24

- 8:30 a.m. Nominating Committee presents the list of advance nominees for the remaining Executive positions: Director at Large, Small Community Representative, Electoral Area Representative and Vancouver Metro Area Representative.
- 11:25 a.m. Nominations from the floor for the remaining Executive positions.
- 11:30 a.m. Candidate speeches if necessary.
- 2:30-5:00 p.m. Elections for the remaining Executive positions (as necessary).

FRIDAY, SEPTEMBER 25

- 7:30-8:30 a.m. Elections continue for the remaining Executive positions (as necessary).

For further information on the nomination and election process, please contact the Chair of the UBCM Nominating Committee.

**EXTRACT FROM THE UBCM BYLAWS:
EXECUTIVE COMPOSITION, NOMINATIONS & ELECTIONS**

UBCM BYLAWS SECTIONS 2 TO 5

2. OFFICERS:

The Officers of the Union shall be: President, First Vice-President, Second Vice-President, and Third Vice-President.

3. EXECUTIVE:

(a) There shall be an Executive which shall be composed of:

- the Officers of the Union;
- the Immediate Past President, who shall be the last president to have completed the term of office as President;
- a Vancouver Representative, who shall be a member of the Vancouver City Council;
- a Small Community Representative, who shall be a member of a Council of a Village or a municipality with a population not greater than 2,500;
- an Electoral Area Representative, who shall be an Electoral Area Director of a Regional Board;
- a GVRD Representative who must be a member of the GVRD Board;
- five Directors representing the five Area Associations as defined in Section 21;
- five Directors at Large; and
- two representatives ("Vancouver Metro Area Representatives") who must be elected members of either or both a council of a member municipality of the GVRD or of the GVRD Board.

The members of the Executive shall be the Directors of the Union.

- (b) The Officers, the Directors at Large, the Small Community Representative, the Electoral Area Representative and the Vancouver Metro Area Representatives, shall be elected annually at the Annual Convention, and except as herein otherwise provided, shall hold office until their successors are elected at the next Annual Convention. The Vancouver Representative shall be appointed annually by the Vancouver City Council, the GVRD Representative shall be elected annually by the Board of the GVRD, and the five Area Association Directors shall each be appointed by their respective Area Associations as identified in Section 21. All such appointments shall be communicated to the Nominating Committee by the appointing body pursuant to Section 4(b).
- (c) Except for the Immediate Past President, all members of the Executive, including Officers of the Union, shall hold office only so long as they remain elected representatives of a member of the Union. If a person holding the office of Immediate Past President ceases to be an elected representative of a member of the Union while holding the office such person shall only hold the office for the remainder of the then current term.

- (d) No person shall hold a position as Officer of the Union unless elected as an Officer by the membership of the Union and no person shall be elected more than twice, whether consecutively or otherwise, as President of the Union.

In the event of a vacancy occurring amongst the Officers, the next ranking Officer willing to serve shall fill the vacancy, provided that if the office of President cannot for any reason be filled as aforesaid, the Executive shall call a special election for the office of President and such election may be held by a mail ballot pursuant to the rules and procedures established and determined by the Executive.

In the event of a vacancy:

- amongst the Officers, other than President, the Executive may appoint, from amongst persons qualified to be elected to the Executive, Acting Directors at Large equal to the number of vacancies;
 - amongst the Directors at Large, the Small Community Representative, the Electoral Area Representative, or the Vancouver Metro Area Representatives, the Executive may appoint a person qualified to hold the office to fill the position for the term remaining;
 - in the position of Vancouver Representative, GVRD Representative or amongst the five Directors appointed by the Area Associations such vacancies shall be filled in the manner of the original appointment.
- (e) The Union shall pay the expenses of the Executive incurred on authorized business of the Union, except for attendance at the annual Convention. For attendance at the Executive meeting immediately preceding the annual Convention such expenses shall be limited to the per diem rates and extra hotel accommodation costs incurred for the period of that Executive meeting only. No travelling expenses nor any part of other expenses ordinarily incurred by Executive members in attending the annual Convention will be borne by the Union. In the event that the Immediate Past President no longer holds municipal office, while still remaining a member of the Executive, his or her expenses incurred in attending the annual Convention and the Executive meeting immediately prior to it shall be paid by the Union.

4. NOMINATIONS FOR ELECTION OF OFFICERS AND EXECUTIVE:

- (a) There is constituted a committee of the Executive to be known as the Nominating Committee consisting of the Immediate Past President (if any) and the five appointed Area Association Directors provided that where any of the five appointed Area Association Directors declares an interest in seeking election to the Executive of the Union, the Area Association that appointed such Area Association Director may name another elected official of a member of the Union to serve on the Nominating Committee.
- (b) The Nominating Committee shall elect a Chair from amongst the members of the Committee and shall prior to the Annual Convention:
- issue a call for nominations for each of the positions of Officer of the Union and for the positions of Small Community Representative, Electoral Area Representative, the five Directors at Large, and the Vancouver Metro Area Representatives;
 - encourage potential nominees to come forward as candidates for office and as requested provide information to such person relating to duties, responsibilities and roles pertaining to the various offices;

- review the credentials of nominees to ensure that each nominee is qualified to hold office pursuant to Section 4(j);
 - accept qualified nominees nominated by two elected officials of members of the Union;
 - obtain the name of a qualified person who has been appointed by the City of Vancouver to assume office as the Vancouver Representative, the name of the GRVD Representative and the names of the five Area Association Directors who have each been appointed to assume the office of Area Association Director by the respective Area Association;
 - at least 30 days prior to the Annual Convention, prepare and provide to all members of the Union a report on nominations accepted for each office that have been received by the close of business on the last business day of July and on the persons appointed by the City of Vancouver, by the GVRD and the five Area Associations. Such report shall be neutral and the Nominating Committee shall not recommend any nominee or group of nominees.
- (c) In making its report the Nominating Committee, taking into consideration the names of appointees submitted by the City of Vancouver, the GVRD and the five Area Associations, shall ensure they are balanced and representative nominations including:
- that sufficient nominations are received;
 - that each general area of the Province is represented on the Executive nominated or appointed.

The Nominating Committee shall not recommend any nominee or group of nominees.

- (d) The Chair of the Nominating Committee, during the morning session of the first day of the Annual Convention, shall present the nominations for the positions of Officers on the UBCM Executive, i.e. President, First Vice-President, Second Vice-President, and Third Vice-President. After the Chair's report on these positions has been read, the Chair shall call for nominations from the floor for each of the positions of Officers, in addition to the names presented by the Nominating Committee.
- (e) If, at the close of nominations, only one candidate for each position of Officer stands validly nominated, the Chair of the Nominating Committee shall forthwith proclaim the candidate elected.
- (f) If, at the close of nominations, more than one candidate stands validly nominated for any of the positions of Officers, the Chair of the Nominating Committee shall cause an election to be held.
- (g) On the second day of the Annual Convention at the time after the results of the election of Officers has been announced, the Chair of the Nominating Committee shall present the nominations for the positions of:
- Small Community Representative;
 - Electoral Area Representative;
 - for the five positions of Director at Large; and
 - the two Vancouver Metro Area Representatives.

After the Chair's report on these positions has been read, the Chair shall call for nominations from the floor for each of the positions of Small Community Representative, Electoral Area

Representative, for the five positions of Director at Large, and the two Vancouver Metro Area Representatives.

- (h) If, at the close of nominations: only one person stands validly nominated for the position of Small Community Representative, or only one person stands validly nominated for the position of Electoral Area Representative, or in the case of the five positions of Directors at Large, only five persons stand validly nominated; or in the case of the two Vancouver Metro Area Representatives, only two persons stand validly nominated, the Chair of the Nominating Committee shall forthwith declare the only candidates in each of the categories to be elected.
- (i) If, at the close of nominations, more than one person stands validly nominated for the positions of Small Communities Representative, Electoral Area Representative, or in the case of the five positions of Director at Large, more than five persons stand validly nominated, or in the case of the two Vancouver Metro Area Representatives more than two persons stand validly nominated, the Chair shall cause an election to be held.
- (j) Where a nomination is made from the floor, the nominators must advise the Chair that the nominee is qualified pursuant to Section 3 to hold the office and that he or she has consented to be nominated. The Chair shall forthwith ask the nominee to confirm such consent from the floor and if the nominee is not present on the floor at the time of nomination, the nominators may either withdraw the nomination or immediately provide the Chair with the written and signed consent of the nominee.
- (k) Nominations shall require two nominators. The nomination shall state only the candidate's name, elected office, municipality, regional district or other membership affiliation, and Area Association, and that the consent of the person nominated has been received.

5. ELECTION OF OFFICERS AND EXECUTIVE:

- (a) If, at the close of nominations, more than one candidate stands validly nominated for each position of the Officers, and for the position of Small Community Representative, and for the position of Electoral Area Representative, or in the case of the five positions of Director at Large, more than five such candidates stand, or in the case of the two Vancouver Metro Area Representatives, more than two candidates stand, the Chair of the Nominating Committee shall cause elections to be held as may be required.
- (b) The election of Officers shall be held on the afternoon of the first day and the morning of the second day of the Annual Convention.
- (c) The election of Small Community Representative, Electoral Area Representative, the five positions of Director at Large, and the two positions of Vancouver Metro Area Representative shall be held on the afternoon of the second day and the morning of the third day of the Annual Convention.
- (d) If any election is to be held, ballot papers shall be prepared and distributed. In the case of an election for Officer positions, one ballot shall be used. In the case of elections for Small Community Representative, Electoral Area Representative, the five positions of Director at Large, and the two Vancouver Metro Area Representatives, individual ballots shall be used for each category. The names of the candidates shall be printed alphabetically in order of surnames on the ballots, and shall show only the candidates' names, official positions, municipality, regional district or other member affiliation and Area Association. Before any

ballot is taken, any person nominated may decline or withdraw his or her name by giving two hours' notice thereof following the time of the candidates' speeches.

- (e) Scrutineers shall be appointed by the President and it shall be among the duties of such Scrutineers to count the votes on such ballots and declare the result of such elections to the Chair of the Nominating Committee who shall report the results of the elections to the Convention. In the case of a ballot vote being held for the five positions of Director at Large, and the two Vancouver Metro Area Representatives, all ballots marked for more than the number to be elected shall be counted as spoiled ballots.
- (f) All elected representatives from members who are present at the Convention shall be entitled to vote for Directors at Large. Only representatives from Small Communities members who are present at the Convention shall vote for the Small Community Representative, only representatives from Electoral Areas who are present at the Convention shall vote for the Electoral Area Representative, and only representatives of the GVRD and the delegates from its member Municipalities may vote for Vancouver Metro Area Representatives. No vote by proxy shall be recognized or allowed.
- (g) In the event that the result of election for the position of any Officer of the Union, Small Community Representative or Electoral Area Representative cannot be declared because of an equality of votes between two or more persons receiving the greatest number of votes, then the Chair shall hold a run-off election amongst those persons who received equal votes.

In the case of an election for the position of Vancouver Metro Area Representative, the Chair shall declare elected the two candidates who receive the highest number of votes. If a candidate cannot be elected because of an equality of votes between two or more candidates, the Chair shall hold a run-off election for the positions remaining undeclared in which the only candidates shall be the unsuccessful candidates in the original election who do not withdraw.

In the case of an election for office as Director at Large, the Chair shall declare elected the five candidates who received the highest number of votes, provided that if a candidate cannot be declared elected because of an equality of votes between two or more candidates, the Chair shall hold a run-off election for the positions remaining undeclared in which the only candidates shall be the unsuccessful candidates in the original election who do not withdraw.



HUDSON'S
HOPE
PLAYGROUND OF THE PEACE

Box 330
9904 Dudley Drive
Hudson's Hope BC V0C 1V0
Telephone 250-783-9901
Fax: 250-783-5741

June 3, 2015

Florian Kund
Ministry of Transportation
Fort St John, BC
Florian.kund@gov.bc.ca

BY EMAIL

Dear Mr Kund:

In early April, I spoke with you about the "H" signs in Hudson's Hope. You said that if I would send a letter asking that they be removed, you would be able to do that. I have now spoken to representatives in Northern Health and they agree that the "H" signs signify medical services being available 24 hours/day seven days per week and that Hudson's Hope does not offer that service. That being so, please remove the signs so that people are not misled about the medical services offered here.

Thank you,
Regards,

Gwen Johansson, Mayor

Cc: Tom Matus Cao@hudsonshope.ca
Clerk@hudsonshope.ca

CR1



**HUDSON'S
HOPE**
PLAYGROUND OF THE PEACE

Box 330
9904 Dudley Drive
Hudson's Hope BC V0C 1V0
Telephone 250-783-9901
Fax: 250-783-5741

May 26, 2015

Julie Bourdon
Stakeholder & Community Relations Advisor
Progress Energy Canada LTD

Dear Julie:

As you know, business people in and around Hudson's Hope who offer accommodations or RV facilities have expressed concern about Progress' requirement that employees live in camps provided by the company.

The point made by local entrepreneurs is that they have made significant investments in order to offer services to the gas field workers and that Progress' policy threatens their investment and is harmful to the local community. They further point out that Progress' policy conflicts with the province's rationale that industrial development is desirable because it creates jobs and local business opportunity.

I understand that the company implemented this directive based on a desire to reduce traffic, dust, and noise, and to keep their workers near the worksite in a controlled environment. We recognize that companies are entitled to run their business as they see fit. However, there is also a need for local benefits to accrue from exploitation of local resources.

The District of Hudson's Hope supports local entrepreneurs as they seek to build their businesses. In this case, perhaps a first step would be to get together to talk things over. We would like to suggest that Progress schedule a meeting in Hudson's Hope where local business people and Progress representatives could meet to discuss resolutions to the accommodation issue as well as to explore what other opportunities might exist for partnerships.

If it would be helpful, I would offer to facilitate such a meeting.

Yours truly,

Gwen Johansson, Mayor

Cc: Pat Pimm, MLA,
Lynx Creek RV Park,
Beattie RV Park
Gary Heyer

CR2

Clerk

From: Caroline Beam
Sent: Wednesday, June 03, 2015 9:59 PM
To: Clerk
Cc: Gwen Johansson; Tom Matus; Heather Middleton
Subject: Farmers' market

Please include the following report in Monday's agenda:

Concerning the delegation from Faye and Caitlyn regarding the farmers' market last meeting:

I have spoken with both Layton and Alanna Rhymer about putting a permanent structure in Beattie park. Both felt that due to structures already present (including buried light cords and sprinkler systems, as well as a large number of picnic tables due to be set out), a permanent structure would not be advisable.

Neither felt that using the parking lot was a good idea, due to high vehicle usage of this area.

Layton suggested that the arena parking lot be considered as a location. He said we could provide access to the washrooms there, and there would be plenty of room. With some signage to improve exposure, this might be a viable option.

Lannie believes that Beattie park is the best location, given the playground, visibility and easy accessibility of this spot. She feels that if tents and tables are used, there should be no problem. It sounds like there would be no problem concerning scheduled maintenance of the park, or anything like that.

If the farmers' market group would like a larger location, the pool park might be a possibility as well.

I am wondering what our role should be in this. Can we facilitate organization between the district and the farmers' market group? What about providing tents for vendors?

As a side note, Alanna noted that there is a collection of picnic tables associated with the walkway that need to be put out. They must accompany the walkway, so are limited to Beattie Park, but there are so many that perhaps we could relocate the benches currently in the park to someplace that needs more, like the pool park.

Thank you.

Caroline

CR3