



DISTRICT OF HUDSON'S HOPE

AGENDA

Council Chambers

Monday, April 13, 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 March 23, 2015 Regular Council Meeting Minutes

Page 1

6. Business Arising Out of the Minutes:

7. Delegations:

D1 Justin Matchett: Sewer Extension Thompson Subdivision

Page 7

D2 Spectra Energy: Update

Page 9

D3 BC Hydro: WAC Bennett and Peace Canyon Visitor Centres

Page 11

8. Staff Reports:

SR1 Temporary Use Permit: TC-PRGT Temporary Work Campsite 104A

Page 13

SR2 Valve Excavation Contract

Page 39

SR3 Strategic Priorities Fund: Asset Management Grant

Page 47

SR4 Strategic Priorities Fund: Capital Infrastructure – Valve Replacement

Page 49

SR5 Protective Services Update

Page 51

SR6 Service Agreement with IT Partners

Page 54

SR7 Parcel Tax Roll Review Panel

Page 56

SR8 Monkey Business Gymnastics

Page 58

SR9 Campground Year-End Report and Reservation Information

Page 59

9. Bylaws:

B1 Subdivision and Development Servicing Bylaw No. 848, 2015 Page 70

10. Correspondence:

C1 Fort St. James Site C decision moratorium request Page 195

C2 TransCanada Invitation Page 196

C3 Military Services Recognition Book Page 197

C4 Darlene Todd: Cemetery Bylaw Page 200

C5 Preliminary Layout Review Letter for Baker Subdivision Page 202

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

CR1 Councillor Gilliss: Appointment of Acting CAO Page 204

12. Old Business:

13. New Business:

14. Public Inquiries:

15. Adjournment:



March 23, 2015

6:00 P.M.

MUNICIPAL HALL COUNCIL CHAMBERS

Present: Council: Mayor Gwen Johansson
Councillor Travous Quibell
Councillor Nicole Gilliss
Councillor Kelly Miller

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

Absent: Councillor Heather Middleton
Councillor Caroline beam
Councillor Dave Heiberg

Other: 2 in gallery

1. **CALL TO ORDER:**
The meeting was called to order at 6:15 p.m. with Mayor Johansson presiding.

2. **NOTICE OF NEW BUSINESS:**

Mayors Additions:
None

Council Additions:
None

CAO Additions:
Tom Matus included Agenda Additions D1 and SR10 to the Agenda.

3. **ADOPTION OF AGENDA BY CONSENSUS:**
The March 23, 2015 Regular Council meeting agenda was adopted by consensus.

4. **DECLARATION OF CONFLICT OF INTEREST:**
None

5. **ADOPTION OF MINUTES:**

0550-01

M1 **March 9, 2015 Regular Council Meeting Minutes**

RESOLUTION NO. 054

M/S Councillors Gilliss/Miller

THAT:

"The minutes of the March 9, 2015 Regular Council Meeting be adopted as written."

CARRIED

M2 **March 16, 2015 Special Council Meeting Minutes**

RESOLUTION NO. 055

M/S Councillors Miller/Quibell

THAT:

"The minutes of the March 16, 2015 Special Council Meeting be adopted as written."

CARRIED

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

BA1 **Request on Aggregate Quarry Materials Bundle of Applications for Land Act, Water Act, Forest Act and Mines Act Tenure**

Staff to get further information on length of license versus the length of the project.

BA2 **Clubs and Organizations: Financial Assistance Grants 2015**

Update on insurance policies.

BA3 **Strategic Priorities Fund: Capital Infrastructure Opportunity**

Staff provided a preliminary update on the progress of the grant application. Staff currently applying for Valve Insertions and Reduction of Energy Consumption components.

BA4 **Meeting with Tim Bennett**

Councillor Miller provided a brief summary on the meeting held with Tim Bennett from the Ministry of Forests, Lands and Natural Resource Operations. Further updated to be provided at a later meeting.

BA5 **Peace River Local Government Association Meeting on April 30th.**

Mayor Johansson to attend.

7. **DELEGATIONS:**

D1 **Cpl Trevor Romanchych: Policing Report for January and March 2015**

2015/2016 Fiscal Year Annual Performance Planning

Community Priority Issues: Acknowledgment of Consultation

Cpl Romanchych read to the report as presented.

Council to discuss Municipal priorities at the next meeting. To be forwarded to the RCMP.

D2 **TransCanada: Prince Rupert Gas Transmission**

RESOLUTION NO. 056

M/S Councillors Gilliss/Quibell

THAT:

"Waive regular procedure to allow TransCanada to speak as a delegation."

CARRIED

Representation from TransCanada was present at the meeting to speak to the Temporary Use Permits that were submitted.

- Clarification on site locations
- Only work camp being proposed is application 104A on Johnson Creek Rd.
- Have received the Environmental Assessment permit
- Waiting on Petronus announcement that is to be made in June. TransCanada has currently been told to move forward with the acquisition of these permits and they will know more once Petronus receives their federal permitting.
- Each site within municipal boundaries will have security but no fencing proposed at this time

- Work Camp on Hayward property is their priority as they would like it to be move in ready by August 2015.

RESOLUTION NO. 057

M/S Councillors Quibell/Gilliss

THAT:

"That Council approve in principle the Temporary Use Permits: TC-PRGT Temporary Stockpile Site 102B, TC-PRGT Temporary Stockpile Site 104A, TC-PRGT Temporary Stockpile Site 105A and TC-PRGT Temporary Stockpile Site 106A and to proceed with the technical review."

CARRIED

8. **STAFF REPORTS:**

SR1 **Action and Other Updates by CAO**

Staff to research sewer expansion process and report back to Council.

See if there are alternate locations for valves.

SR2 **Sewer Main Survey Plan for Thompson Subdivision**
FOR INFORMATION

SR3 **Temporary Use Permit: TC-PRGT Temporary Stockpile Site 102B**
FOR INFORMATION (See Delegations)

SR4 **Temporary Use Permit: TC-PRGT Temporary Stockpile Site 104A**
FOR INFORMATION (See Delegations)

SR5 **Temporary Use Permit: TC-PRGT Temporary Stockpile Site 105A**
FOR INFORMATION (See Delegations)

SR6 **Temporary Use Permit: TC-PRGT Temporary Stockpile Site 106A**
FOR INFORMATION (See Delegations)

SR7 **Emergency Management BC Elected Officials Workshop**
Council to notify Staff should they choose to attend.

SR8 **Light Industrial Report**
FOR INFORMATION

Mayor Johansson to sit on the Light Industrial Committee in place of Richard Brown.

Some editing to be done to the Management Plan.

SR9 **Intern Update**
FOR INFORMATION

9. **CORRESPONDENCE:**

C1 **NCLGA Board Appointment & Elections**
FOR INFORMATION

C2 **Valley Gardens: Business Losses Ministry of Agriculture**
Mayor Johansson to write a letter of response.

- C3 **FCM Membership Survey**
FOR INFORMATION
- C4 **District of Tumbler Ridge: Tourism**
Staff to write a letter of support
- C5 **2015 Community Coal and Energy Forum**
Diarize.
- C6 **City of Port Moody: Proposed Closure of Burrard Thermal Plant**
FOR INFORMATION
- C7 **Ministry of Health Confidential Pre-briefing Meeting Invitation**
RESOLUTION NO. 058
M/S Councillors Miller/Quibell
THAT:
"Council approve travel and expenses for anyone wishing to attend the pre-briefing by the Ministry of Health in Fort St. John on March 25, 2015."
CARRIED
- C8 **Minerals North 2017**
FOR INFORMATION
- C9 **FCM's 2015 Conference and Tradeshow**
FOR INFORMATION

Councillor Miller left the meeting (7:25p.m.)

Councillor Miller joined the meeting (7:28 p.m.)

- C10 **Child Find British Columbia**
RESOLUTION NO. 059
M/S Councillors Gilliss/Quibell
THAT:
"National Missing Children's Month and Missing Children's Day
- WHEREAS Child Find British Columbia, a provincial member of Child Find Canada is a non-profit, registered charitable organization, incorporated in 1984; AND
- WHEREAS The Mandate of Child Find British Columbia is to educate children and adults about abduction prevention; to promote awareness of the problem of missing children, and to assist in the location of missing children; AND
- WHEREAS Child Find has recognized Green as the colour of Hope, which symbolizes a light in the darkness for all missing children; AND
- WHEREAS Child Find's annual Green Ribbon of Hope Campaign will be held in the month of May and May 25th is National Missing Children's Day; AND
- THEREFORE BE IT RESOLVED THAT
I, Mayor Gwen Johansson of the District of Hudson's Hope, do hereby proclaim May as Child Find's Green Ribbon of Hope month and May 25th as National Missing Children's day. I urge our citizens to wear a green ribbon as a symbol of Hope for the recovery of all missing children; and to remain vigilant in our common desire to protect and nurture the youth of our Province.

CARRIED

C11 **Local Elections Expense Limit**
FOR INFORMATION

10. **REPORTS BY MAYOR & COUNCIL ON MEETINGS AND LIAISONS RESPONSIBILITIES:**

CR1 **Mayor Johansson: Fair Share Report**

RESOLUTION NO. 060

M/S Councillors Miller/Quibell

THAT:

"That Hudson's Hope Council endorse the two resolutions passed at the March 12, 2015 Peace River Regional Board Meeting, as shown below, and further, that the Hudson's Hope position be forwarded to the Ministry of Community, Sport and Culture, the PRRD and Don Lidstone.

PRRD Motions:

Moved Director Bumstead / Seconded Director Nichols:

That the Peace River Regional District is the appropriate organization to coordinate negotiation with the Province of BC on the extension of the Fair Share M.O.U. and, further, that the Peace River Regional District engage the services of Blair Lekstrom, Lidstone and Company, and CAO Chris Cvik as lead negotiators; and, further, that the Province of BC be notified that the Peace River Regional District is represented by this team and are prepared to commence negotiations as early as March 18, 2015; and, further, that member municipalities in support of this motion separately inform the Province of BC that they are represented by this team, that negotiations on their behalf will be coordinated by the Peace River Regional District and that they are prepared to commence negotiations as early as March 18, 2015.

CARRIED

Contrary to the Motion: Vice Chair Fraser; Director Stewart; Alternate-Director Christiansen

Motion:

Moved Director Bumstead / Seconded Director Plowright:

That the Peace River Regional District Board authorize the CAO to enter into a contract with Mr. Lekstrom at a rate of \$1500 per day, to a maximum of five days per month, plus expenses, for the purpose of renegotiation of the Fair Share M.O.U. and to engage Lidstone and Company at its hourly rate, to a maximum of \$7500 per month, plus expenses, subject to the member municipalities in support of this motion separately confirming to the Peace River Regional District that they agree to have Fair Share negotiations coordinated by the Peace River Regional District and commit to contributing to the costs of the activity in proportion to the Fair Share proceeds to be received in 2015 and, further, that the Peace River Regional District agrees to pay a proportional share of the costs based on Fair Share proceeds received by the electoral area directors in 2015."

CARRIED

CR2 **Mayor Johansson: Participation in Conference of the College of Applied Biology**
FOR INFORMATION

CR3 **Councillor Heiberg: Regional District Meeting Updates**
FOR INFORMATION

11. **OLD BUSINESS:**
None

12. **NEW BUSINESS:**

NB1. **Letter from Valerie Bashforth**
RECEIVED FOR INFORMATION

13. **PUBLIC INQUIRIES:**
None

14. **ADJOURNMENT:**

IN-CAMERA MEETING Pursuant to Section 90 2. (b) Under the Community Charter.

RESOLUTION NO. 061

M/S Councillors Gilliss/Quibell

THAT:

"Council recess the regular meeting of Council to go in-camera pursuant to the Community Charter Section 90 2. (b)" (7:45 p.m.)

CARRIED

Mayor Johansson declared the meeting adjourned (8:36 p.m.)

	DIARY	Diarized	Last Review/Action
	Conventions/Conferences/Holidays		
DY1	<i>PRRD: Solid Waste Disposal</i>		05/12/14
DY2	<i>Airport Resurface and Redevelopment</i>		05/12/14
DY3	<i>Grubjesic Driveway</i>		05/12/14
DY4	<i>Co-Op Correspondence Re: Card Lock</i>		11/12/13
DY5	<i>Communications Expenditure</i>		08/11/14
DY6	<i>Premiers BC Natural Gas Forum</i>		08/11/14
DY7	<i>Capital Projects Meeting (every 6 months)</i>		10/14/14
DY8	<i>Financial Assistance Grant Policy</i>		03/09/15
DY9	<i>2015 Community Coal and Energy Forum</i>		03/23/15

Certified Correct:

Clerk / Minute Taker

Chair



DISTRICT OF HUDSON'S HOPE

Delegation to Council Request Form

Name of person or group wishing to appear before Council: _____

JUSTIN MATCHETT

Subject of presentation: _____

SEWER EXTENSION THOMPSON SUB

Purpose of presentation:

- information only
- requesting a letter of support
- requesting funding
- other (provide details)

INSTALLATION OF SEWER EXTENSION AND CLARIFICATION OF BENIFITS AND LOTS SERVED

Contact person (if different than above): _____

Telephone number: 778 887-0995

Email address: justin-matchett@hotmail.com

Will you be providing supporting documentation? Yes No

If yes: handouts at meeting publication in agenda (one original due by 4:30 the Wednesday prior to your appearance date)

Technical requirements:

- flip chart
- multimedia projector
- laptop
- other paper work

Rules for Delegations:

1. fifteen minute maximum
2. name of person and or group and subject will be published in agenda (available to public and on internet)
3. direct your presentation to Council
4. Council may have questions
5. be courteous and polite
6. be respectful
7. is not a debate
8. don't expect an immediate answer
9. may not be on date requested as limit of three delegations per meeting on a first come, first served basis
10. bring enough handouts if your material is not published in agenda (the District will not provide reproduction services)

Helpful Suggestions:

- have a purpose
- get right to your point and make it
- be concise
- be prepared
- don't waste time
- state your request if any
- multiple-person presentations are still ten minutes maximum
- may be people in gallery who support or oppose you
- the Recording Secretary may ask for any relevant notes from you if not handed out or published in the agenda

I understand and agree to these rules for delegations

JUSTIN MATCHETT
Name of Delegate or Representative of Group


Signature

30, MAR. 2015
Date

For Office Use	
<input type="checkbox"/> Approved	<input type="checkbox"/> Rejected
By (signature): _____	<input type="checkbox"/> Mayor <input type="checkbox"/> CAO
Appearance date if applicable: _____	
Applicant informed of approval/rejection on (date): _____	
By (signature) _____	Date: _____



DISTRICT OF HUDSON'S HOPE
Delegation to Council Request Form

MEETING,
APRIL 13, 2015

Name of person or group wishing to appear before Council: SPECTRA ENERGY.
GLENN AUGER - COMMUNITY COORDINATOR
KEVIN WARAWA - AREA BUSINESS LEADER

Subject of presentation: _____

Purpose of presentation:

- information only
- requesting a letter of support
- requesting funding
- other (provide details)

SPECTRA ENERGY UPDATES FOR
MAYOR AND COUNCIL

Contact person (if different than above): _____

Telephone number: 250-401-1101

Email address: gauger@spectraenergy.com

Will you be providing supporting documentation? Yes No

If yes: handouts at meeting
 publication in agenda (one original due by 4:30 the Wednesday prior to your appearance date)

Technical requirements: flip chart
 multimedia projector
 laptop
 other _____

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- the Recording Secretary may ask for any relevant notes from you if not handed out or published in the agenda

I understand and agree to these rules for delegations

Idem Auger GLENN AUGER
Name of Delegate or Representative of Group

Idem Auger
Signature

MARCH 19, 2015
Date

For Office Use	
<input type="checkbox"/> Approved	<input type="checkbox"/> Rejected
By (signature): _____	<input type="checkbox"/> Mayor <input type="checkbox"/> CAO
Appearance date if applicable: _____	
Applicant informed of approval/rejection on (date): _____	
By (signature) _____	Date: _____



DISTRICT OF HUDSON'S HOPE

Delegation to Council Request Form

Name of person or group wishing to appear before Council: BC HYDRO, BOB GAMMER

Subject of presentation: WAC BENNETT AND PEACE CANYON VISITOR CENTRES

- Purpose of presentation: [x] information only, [] requesting a letter of support, [] requesting funding, [] other (provide details)

Contact person (if different than above):

Telephone number: 250 561-4858

Email address: bob.gammer@bchydro.com

Will you be providing supporting documentation? [] Yes [] No

- If yes: [] handouts at meeting, [] publication in agenda (one original due by 4:30 the Wednesday prior to your appearance date)

- Technical requirements: [] flip chart, [x] multimedia projector, [] laptop, [] other

Rules for Delegations:

1. fifteen minute maximum
2. name of person and or group and subject will be published in agenda (available to public and on Internet)
3. direct your presentation to Council
4. Council may have questions
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- may be people in gallery who support or oppose you
- the Recording Secretary may ask for any relevant notes from you if not handed out or published in the agenda

I understand and agree to these rules for delegations

BOB GAMMER

Name of Delegate or Representative of Group

Bob Gammmer

Signature

MARCH 27/15

Date

For Office Use	
<input type="checkbox"/> Approved	<input type="checkbox"/> Rejected
By (signature): _____	<input type="checkbox"/> Mayor <input type="checkbox"/> CAO
Appearance date if applicable: _____	
Applicant informed of approval/rejection on (date) _____	
By (signature) _____	Date: _____

REQUEST FOR DECISION

RFD#: CM 8SR	Date: April 13, 2015
Meeting#: CM041315	Originator: Tom Matus, CAO
RFD TITLE: Temporary Use Permit: TC- PRGT Temporary Work Campsite 104A	

BACKGROUND:

The TransCanada, Prince Rupert Gas Transmission Ltd. (PRGT) has applied for a Temporary Use Permit (TUP) for use as a work camp site for the purpose of facilitating the construction of the PRGT LNG pipeline. The location of the intended property use is District Lot 1282, approximate area 17.5 hectares which is located approximately in the center within the boundary of the District of Hudson's Hope. The existing use of the property is Pasture/Trees and the Adjacent Use is Pasture/Trees/Residence/ALR Lands (an application by the applicant has already been submitted to the ALC). Current zoning is RU3 Rural Resource. The property owners are Charlton Brock Hayward and Judy Anne Hayward.

Included in this report are:

TUP Application, Certificate of Title, Authorization of Owner form, to scale Sketches/maps, diagrams of the construction/campsite layout, campsite description, and two excerpts from the PRGT Part B-2 - Assessment of Potential Environmental Effects, Application for an Environmental Assessment Certificate: Section 5 Air Quality; and the latest rendition of PRGT's Dust Control Plan.

DISCUSSION:

Please see the document in the back-up package entitled "Campsite, Stockpile Site and Laydown Yard" for further description of activity for the construction of offices, fuel storage, warehouses, equipment: (bulldozers, delivery, loaders, pickup trucks, fuel trucks, water trucks, side booms, excavators, tractor trailers, vehicles, etc.)" at this site. Site development is scheduled to take 90 – 120 days.

All landowners have set their signature on the Authorization of Owner forms. The final draft TUP is attached. This land is within the Agricultural land Reserve and will require permitting, from the AL Commission, usually obtained through the District of Hudson's Hope.

TUP Procedure

Our Official Community Plan (OCP) section 2.12 Temporary Uses depicts the following:

Temporary use permits may be issued for a three year period, and may be renewed once, provided that the temporary commercial or industrial use:

- .1 is not noxious or undesirable because of smoke, noise, vibration, dirt, glare, odour, radiation, electrical interference, or an offensive trade within the meaning of the *Health Act*, as amended from time to time;
- .2 does not have a negative impact on adjacent lands;
- .3 does not create a significant increase in the level or demand for services;
- .4 does not permanently alter the site upon which it is located;
- .5 complies with all the conditions specified by Council in the Temporary Commercial or Industrial Use Permit; and
- .6 complies with other provincial and federal enactments.

Although our current Zoning Bylaw notes that zone RU3 Rural Resource allows for Resource Development defined as “...any activity required to develop natural resources from the land. This includes exploration and extraction activities and can also include related processing plants.”

Our OCP section 2.5.2 Industrial (Un-serviced), further restricts the use of stockpile sites to areas, (in our Zoning Bylaw), designated as zone M2 Light Industrial; which is the reason for this Temporary Use Permit application.

Our new Development Procedures Manual dictates the following procedure for the approval of a Temporary Use Permit, (in summary):

Approving Officer (AO) drafts a report with a Technical Review which includes the following to be presented to Council – with recommendations, (as is the purpose of this report):

Impacts on adjacent properties

Possible impact in regard to the construction of the property in that dust contamination of adjacent properties, an Ancillary Site Access Strategy citing traffic management plan has been submitted but not particularly a dust control report for the construction of the site. There is a resident building situated approximately 100 meters to the east owned by the Haywards whom are the applicants.

Views and privacy

The residential building located in close proximity to the east is owned by the Haywards whom are the applicants.

Appropriateness of use

The area does facilitate this type of use and seems to be an ideal location though I expect that the Ministry of MoTI or FLNRO will certainly have their comments and conditions.

Health and safety

Public: with the submission of final traffic plans, with Council review and input, health and safety concerns will be addressed. Contractor: health and safety is governed by Worksafe BC.

Height

Height will be set at, (to be dictated in the permit), at industry standards pertaining to size, (length and diameter) for pipe stockpiling for this size project.

Setbacks

Currently there are no setbacks stated in any of our governing documents for this type of development. Again, to follow industry standards, taking into concern the proximity of adjacent residences.

Length of time the proposed use will operate

The applicant has asked the permit to expire in December, 2015: the LGA section 921 (11) (b) dictates that a permit can be no longer than 3 years, it may be renewed once.

Other appropriate planning considerations.

As per LGA section 921 (8) which reads as follows:

As a condition of the issue of a permit, a local government may require the owner of the land to give an undertaking to

- (a) demolish or remove a building or structure, and
- (b) restore land described in the permit to a condition specified in the permit by a date specified in the permit.
- (c) Under section 924 of the Local Government Act, approval of the Ministry of Transportation is required if the application is for a commercial or industrial development over 4,500m² gross floor area within 800 metres of a controlled access highway.
- (d) It may be prudent to require security in the form of an Irrevocable Letter of Credit from PRGT as per the LGA section 921 (12) provides which reads in whole:
 “In addition to any security required under section 925 (1), a local government may require, as a condition of issuing the permit, that the owner of the land give to the local government security to guarantee the performance of the terms of the permit, and the permit may provide for
 - (a) the form of the security, and
 - (b) the means for determining
 - (i) when there is default under the permit, and
 - (ii) the amount of the security that forfeits to the local government in the event of default.”

This will ensure that all work is completed as per the permit. We don't want to be responsible for the cost of clearing out the stockpile yards, etc. should a permit expire. (somewhat similar to the Paquette “laydown” yard).

Council then approves, in principal or not, to proceed with completing the Technical Review which includes:

- 1) Referral to Government Agencies – at the discretion of the AO;
- 2) Notify the Public by publishing a notice in a local newspaper at least 3 and not more than 14 days before the adoption of the resolution to issue the permit:
- 3) The notice must state:
 - a. the purpose of the proposed permit;
 - b. the land that is the subject of the proposed permit;
 - c. the date, time and place where copies of the proposed permit may be inspected; and
 - d. the date, time and place where the application will be heard.
- 4) If approval to proceed AO completes the above and report back to Council with a draft permit for final consideration of Council, whom has four options:
 - a. By resolution, issue the Temporary Use Permit;
 - b. By resolution, issue the Temporary Use Permit as amended;
 - c. Request additional information before a resolution is passed; or
 - d. Deny the application for a Temporary Use Permit.

A Position Paper is attached in regard to Work Camps which was motioned on November 22, 2012.

BUDGET:

\$500 revenue to Lands Use Application Fees.

RECOMMENDATION / RESOLUTION:

Recommendation:

That Council discuss all elements of the TUP as listed above and review the final draft Temporary Use Permit as presented; and that Council, today, make a motion that reads as per the following:

Resolution:

"That Council Authorize the Approving Officer or designate to approval in principle the Temporary Use Permit for the campsite identified by PRGT as Camp 104A located at District Lot 1282 in the District of Hudson's Hope and to proceed with the completing of the technical review which includes the referral to affected Government agencies and notifying the public by publishing a notice in a local newspaper at least 3 and not more than 14 days before the adoption of the resolution to issue the permit; and to report back to Council at the April 27th Regular council meeting for a final consideration, where Council has four options:

- a. By resolution, issue the Temporary Use Permit;
- b. By resolution, issue the Temporary Use Permit as amended;
- c. Request additional information before a resolution is passed; or
- d. Deny the application for a Temporary Use Permit."



Tom Matus, Approving Officer

TEMPORARY COMMERCIAL USE PERMIT NO. 2015-04

Issued by: The District of Hudson's Hope
Box 330, 9904 Dudley Drive
Hudson's Hope BC V0C 1V0

(the "**District**")

Issued to: Prince Rupert Gas Transmission Ltd.
450 – 1st St. SW
Calgary, AB
T2P 5H1

(the "**Permittee**")

With respect to the following lands:

PID 023-713-046
DISTRICT LOT 1282 PEACE RIVER DISTRICT

(the "**Lands**")

And more specifically, with respect to the hatched area marked as
"Proposed Site 104 A" on the Individual Ownership Plan attached as Schedule A
hereto.

(the "**Campsite**")

1. This Temporary Commercial Use permit ("**Permit**") is issued pursuant to Section 921 of the *Local Government Act*.
2. This Permit is not a building permit, development permit or development variance permit.
3. Subject to the conditions set out in this Permit, the accommodation of workers, service areas ancillary to the accommodation of workers (such as for water, sewage, generators and propane), water wells and effluent ponds, and the storage of equipment, all related to the construction of a Liquefied Natural Gas transmission pipeline by the Permittee, are a permitted use within the Campsite on the Lands.
4. This Permit is valid May 1, 2015 to April 30, 2018, inclusive (the "**Term**").
5. The Permittee shall ensure that the Lands are used strictly in accordance with this Permit at all times.
6. This Permit pertains only to the land use and structures described specifically in this Permit. No approval of any other land use or structure on the Lands is implied by this Permit or by any schedules attached hereto.

{00318143; 1 }

7. The Permittee shall not construct offices or warehouses, or store equipment or materials outside of the Campsite.
8. Equipment and materials in the Campsite shall comply with the District of Hudson's Hope current Building Bylaw and Zoning Bylaw Section 16 M2 Zone: Light Industrial (un-serviced).
9. The Buildings or structures constructed by the Permittee on the Lands for the temporary work camps shall comply with the District of Hudson's Hope's current Building Bylaw.
10. The Campsite shall remain fenced and gated at all times with fencing and gating meeting the following conditions of the District of Hudson's Hope current Building Bylaw and Zoning Bylaw Section 16 M2 Zone: Light Industrial (un-serviced).
11. Buildings, structures, equipment and stored materials in the Campsite shall be set back from the fence as per requirements in the current District of Hudson's Hope Zoning Bylaw Section 16 M2 Zone: Light Industrial (un-serviced).
12. The Permittee shall submit a dust control plan to the District for review and approval.
13. The Permittee authorizes the District to share its Temporary Use Application package with other agencies that may be affected by the issuance of the Permit.
14. The Permittee shall ensure that its activities on the Lands do not permanently alter the Lands.
15. The Permittee shall deliver all plans pertaining to its activities on the Lands, including, without limitation, plans relating to traffic, construction and storage of equipment and materials, as well as the Permittee's emergency operation plan for the Campsite, to the District for review and approval.
16. The Permittee shall submit to the District any drug and alcohol policy or employee Code of Conduct applicable to employees working at the Campsite.
17. The Permittee shall provide the District with a copy of the Campsite employee work schedule.
18. If during the Term the Permittee amends or updates plans or policies pertaining to its activities on the Lands, or creates new plans or policies, it shall deliver such plans or policies to the District. This does not authorize any change in regard to the permitted use of the Lands as described in section 3.
19. The Permittee shall provide the District with the name of any security firm or personnel operating on the Campsite, who will make best efforts to liaise with the District and the Hudson's Hope detachment of the RCMP on matters of Campsite security and community safety.

20. The Permittee shall obtain the approval of the Ministry of Transportation if the Permit is for a commercial or industrial development within 800 meters of a controlled access highway and with a gross floor area over 4,500 m².
21. The Permittee shall comply with all of the bylaws of the District applicable thereto, except as specifically varied or supplemented by this Permit.
22. This Permit does not relieve the Permittee or the owners of the Lands from obtaining any other approvals required by the District or any other jurisdiction, or from complying with any other bylaw, law or regulation. This Permit is not a representation or warranty that any bylaw, law or regulation has been complied with.
23. On or before the end of the Term, all materials, equipment, buildings and structures must be removed from the Lands, except where those materials, equipment, buildings and structures are owned by the owners of the Lands or were situated on the Lands prior to the issuance of the Permit, and the Lands shall be left in condition satisfactory to the Approving Officer of the District.
24. The Permittee shall execute the Letter of Undertaking attached as Schedule B.
25. The Permittee shall provide the District with an unconditional irrevocable letter of credit, satisfactory in form to the Approving Officer of the District, in the amount of \$1,000,000.00 as security for the Permittee's compliance with this Permit (the "Security"). The ILOC must be provided to the District of Hudson's Hope Approving Officer prior to the issuing of the Permit.
26. If the Approving Officer considers that there has been a breach of a provision of this Permit, and the Permittee fails to correct the breach within fifteen (15) days of written notice from the Approving Officer, the District may cash all or part of the Security to reimburse the District for acting in default of the Permittee. Any remaining portion of the Security will be returned to the Permittee at the end of the Term. If the cost of any remedial work exceeds the amount of the Security, the Permittee will pay such excess amount to the District immediately upon receipt of the District's invoice for the same.
27. The Permittee shall post this Permit at the entrance to the Campsite for the Term of the Permit.

Tom Matus
Approving Officer

Certified a true and correct copy of Temporary
Commercial Use Permit No. 2015-04 issued by
Resolution of District of Hudson's Hope Council
Passed on the ____ day of ____, 2015.

Tom Matus, Approving Officer

I acknowledge that I have read and understand the terms and conditions upon which this Permit is issued:

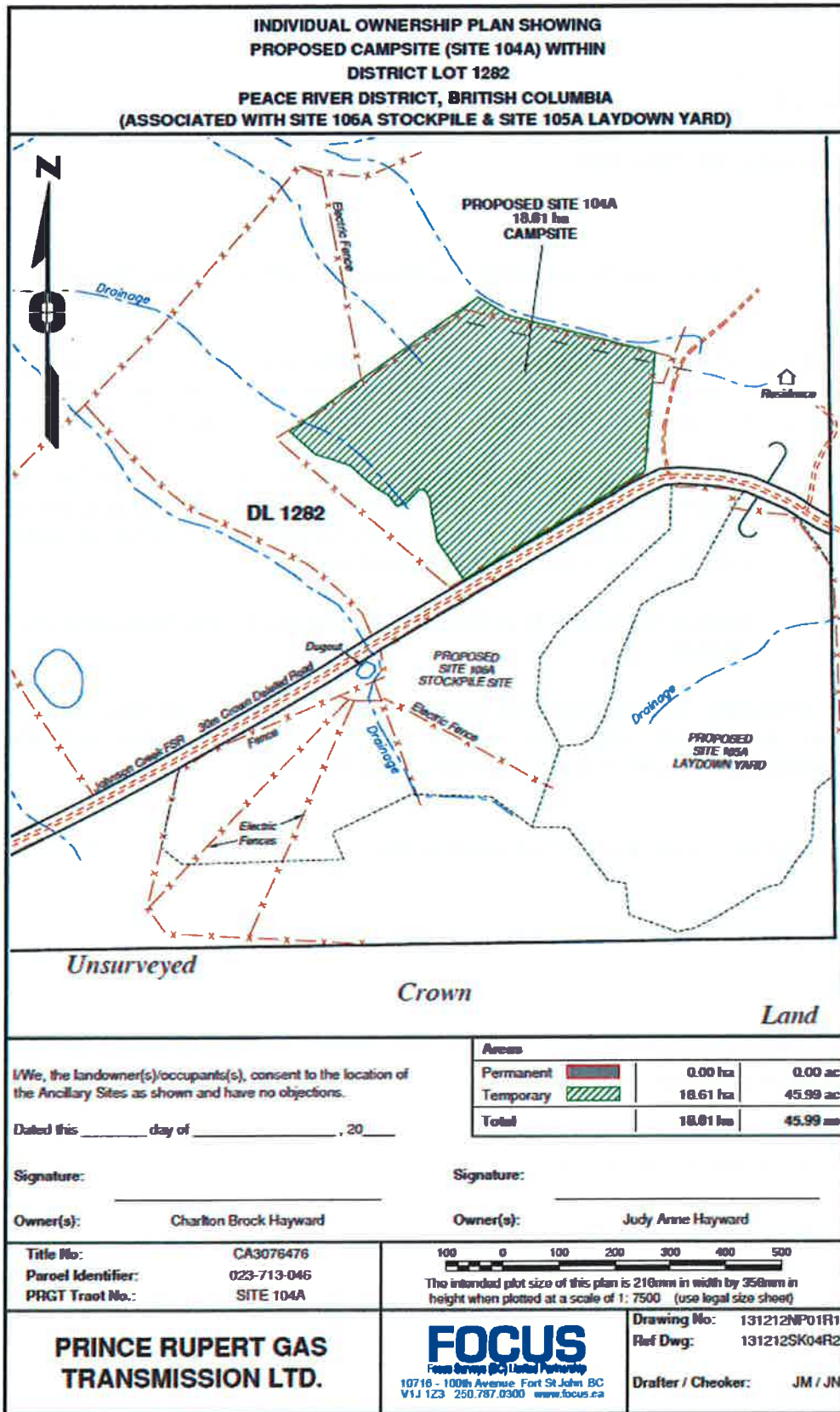
Prince Rupert Gas Transmission Ltd., per:

Authorized Signatory of
Prince Rupert Gas Transmission Ltd.

Printed Name of Signatory

DRAFT

Schedule A
Individual Ownership Plan – District Lot 1282



**Schedule B
Letter of Undertaking**

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

Dear Sir:

RE: Temporary Commercial Use Permit No. 2015-04 (the "Permit")

1. In consideration of the District of Hudson's Hope (the "District") accepting and processing the above application for a temporary commercial use permit, Prince Rupert Gas Transmission Ltd. (the "Permittee"), undertakes to, at the expiration of the Permit:
 - i. demolish and remove any building or structure on the lands as defined in the abovementioned Permit (the "Lands") except where those buildings and structures are owned by the owners of the Lands or were situated on the Lands prior to the issuance of this Permit; and
 - ii. restore the Lands to a condition satisfactory to the Approving Officer of the District.
2. The Permittee understands and accepts that if it fails to comply with the undertakings herein, the District may enter on the Lands and carry out the demolition, removal or restoration of the Lands at the expense of the Permittee.

This Undertaking is executed by the Permittee this _____ day of _____, 2015.

Prince Rupert Gas Transmission Ltd., per:

Authorized Signatory of
Prince Rupert Gas Transmission Ltd.

Printed Name of Signatory

Signed, sealed and delivered in the presence of:

Signature of Witness

Address of Witness

Printed Name of Witness

LOCAL GOVERNMENT ACT

(Part 26)

NOTICE OF PERMIT

TO: Registrar
Land Title Office
153, 1011 4th Avenue
Prince George, BC, V2L 3H9

TAKE NOTICE that the land described below is subject to a permit issued by the Council of the District of Hudson's Hope.

PARTICULARS OF PERMIT

Permit Description

- (a) Type of Permit: Temporary Commercial Use Permit
- (b) Statutory Authority: section 921 of the *Local Government Act*

Legal Description of Land Affected:

PID 023-713-046
DISTRICT LOT 1282 PEACE RIVER DISTRICT

Issue Date: _____, 2015

Expiry Date: _____
(for Temporary Commercial or Industrial Permit only)

FURTHER PARTICULARS OF THE PERMIT MAY BE OBTAINED
FROM THE DISTRICT OF HUDSON'S HOPE

AND FURTHER TAKE NOTICE that in the case of a Temporary Commercial or Industrial Permit, you are hereby authorized to cancel the notation of the filing of this notice against the title to the land affected by it on or after the expiry date specified above without further application from us and we consent to a cancellation of the notation on the basis of effluxion of time.

USE THIS BOX ONLY FOR AN AMENDMENT TO A LAND USE CONTRACT BY WAY OF PERMIT UNDER s. 982 OF THE *LOCAL GOVERNMENT ACT*:

THIS NOTICE relates to the amendment of Land Use Contract No. _____, which is registered as a charge against the above described land.

PARTICULARS OF THE AMENDMENT MAY BE OBTAINED
FROM THE DISTRICT OF HUDSON'S HOPE.

Dated: _____

DISTRICT OF HUDSON'S HOPE

by _____
Clerk

PRGT Dust Control and Suppression

Throughout the construction phase of the PRGT project, dust control and suppression will be implemented along all unpaved roads and ancillary sites such as stockpile sites and camp sites as required that are utilized by the project.

Controlling road dust is key to ensuring safe travel along these roads as well as maintaining the road surface by avoiding loss of gravel and reducing potholes as well as other road damage.

Dust control is the application of a dust suppressant to gravel roads to minimize road dust and gravel loss. Any products used are environmentally safe and pre-approved. These treatments are applied for safety as well as maintaining the integrity of the road. Once applied, the dust that would normally be generated from passing vehicles is minimized.

Road surface conditions and traffic volume dictate the amount, timing and frequency of applications.

The same process will be used at the ancillary sites as required.

Some of the key areas for application would include:

- Vicinity of residences
- Subdivisions
- Intersections
- Approaches
- Within areas of industrial activity's
- Along roads with high volume traffic activity

TransCanada will follow conditions outlined in all road use agreements with respect to dust suppression.

There are many different methods which can be used to control dust from unpaved roads. It is best to choose a method that will be most effective and economical. When planning a dust suppression program, the dust suppressant material or technique should be:

Environmentally safe

Easily applied using locally available road maintenance equipment

Workable and responsive to maintenance activities

Reasonably effective at controlling dust

Not degrading to ride quality or use of the road

Relatively harmless to vehicles using the road

Posing little hazard or inconvenience to users of the road and adjacent residents

Cost effective

Some of the more common products used are calcium chloride, magnesium chloride, resins (tree sap), natural clays and water. They are generally applied using a pressurized spreader bar from a water truck. Areas of application are continually monitored for further treatments as necessary.

The pipeline contractor will be responsible to ensure dust control measurements are implemented as required. TransCanada retains oversight of this and will direct the contractor to undertake more dust suppression if required.

Table 5-22: Summary of Project Residual Effects: Air Quality

Project Phase	Mitigation Measures	Residual Effect Characterization							Confidence	Follow-up and Monitoring	
		Context	Magnitude	Extent	Duration	Frequency	Reversibility	Likelihood			Significance
Change in Air Quality											
Construction – Emissions and Wastes	<ul style="list-style-type: none"> Procedures to control road dust through application of water Use of low-sulphur diesel fuel for construction equipment Reduce idling, where practical Contractor will ensure equipment is well maintained Where practical, use multi-passenger vehicles for transport of crews Comply with local government bylaws and BC Regulations (Open Burning Smoke Control, Forest Fire Prevention and Suppression) when burning land clearing debris Limit smoke production including limiting pile size, minimizing moisture content, and maintaining loose burning piles with minimal soil Assist tugs will use low-sulphur fuel if available 	D	L	5 km	MT	C	R	H	N	M	<ul style="list-style-type: none"> If air quality complaints are received, investigate source and apply mitigation as needed.
		Design and Operation – Emissions and Wastes	<ul style="list-style-type: none"> Best achievable technologies for large stationary combustion sources Low-sulphur diesel fuel for mobile equipment Reduce idling, where practical Contractor will ensure equipment is well maintained Where practical, use multi-passenger vehicles for transport of crews 	D	M	R	LT	C	R	H	

5.5.2 Assessment of Change in Air Quality

5.5.2.1 Project Mechanisms for Change in Air Quality

Project construction activities will be performed by heavy, diesel-fired equipment that may be mobile or stationary. During construction, diesel-fired marine vessels will be used for the installation of the marine pipeline sections. Diesel combustion associated with equipment operation will release CACs into the atmosphere. The movement of equipment and vehicles on the cleared project footprint may generate fugitive dust.

The operation of the Project involves the transmission of sweet natural gas through a pipeline over a distance of up to 900 km. At full build-out, eight compressor stations will be required to meet the increased design volumes (3.6 bcf/d). The eight compressor stations will be operating continuously during operations. Each compressor station will have the following sources of air emissions:

- two natural gas generators (each approximately 520 kW)
- two natural gas boilers (each approximately 400 kW)
- two natural gas turbine compressors (each approximately 26 MW).

The mechanism for a change in air quality is the compressor stations releasing emissions to the ambient air causing a change in air quality.

5.5.2.2 Mitigation for Change in Air Quality

The following mitigation will be implemented:

- Where traffic, as a result of the Project, creates a hazardous or irritating level of dust to nearby residents, dust control on existing access roads will be achieved through application of water.
- Comply with local government bylaws, the BC Open Burning Smoke Control Regulation and the Forest Fire Prevention and Suppression Regulation when burning land clearing debris.
- Implement techniques to limit smoke production including limiting pile size, minimizing moisture content, and maintaining loose burning piles with minimal soil.
- During design, consider best achievable technologies for large stationary combustion sources.
- Use of low-sulphur diesel fuel (this is already mandated under the EC – Sulphur in Diesel Fuel Regulations).



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

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

APPLICATION - TEMPORARY USE PERMIT

IMPORTANT

- Incomplete applications will not be accepted

SECTION 1- APPLICANT (PLEASE PRINT)

Name: I/We hereby make application to the District of Hudson's Hope for a Temporary Use Permit

Owner Name Charlton Brock Hayward & Judy Anne Hayward
Please print first and last name

Owner Address P.O. Box 2415 City Chetwynd Prov. BC Postal Code V0C 1V0

Owner Contact Phone Number 250.788.2763 Email N/A

Applicant Name (if different from owner) Prince Rupert Gas Transmission Ltd.

Applicant Address 450-1st St SW City Calgary Prov. AB Postal Code T2P 5H1

Applicant Contact Phone Number 403.920.6491 Email keri-lynn_bruce@transcanada.com

PLEASE NOTE: IF APPLICANT IS NOT AN OWNER, A LETTER OF CONSENT IS REQUIRED

SECTION 2 - DESCRIPTION OF PROPERTY

AS INDICATED ON STATE OF TITLE CERTIFICATE

Civic Address _____ Parcel Identifier (PID) 023-713-046

Lot/ Parcel 1282 Block I Plan _____ Roll No. _____

Existing Use of Subject Property Pasture

Existing Use of Adjacent Properties Pasture, Trees, Residence (East)

Present Zoning RU3

Official Community Plan Map Designation _____

This information is collected for the administrative and/or operational functions of the District of Hudson's Hope as authorized by the Local Government Act. This information has been collected, and will be used and maintained, in accordance with the Freedom of Information and Protection of Privacy Act. Should you have any questions above, please contact the District's CAO at 250-783-9901.

SECTION 3 - DESCRIPTION OF TEMPORARY USE APPLIED FOR:

(Two Site Plans Attached. The site plan should include legal information, setbacks, parking, access, outer perimeter of all buildings and structures, topographic features, watercourses, and any relevant cross sections, elevations, or detail drawings.)

Detailed Description of Temporary Use Applied for, including uses, buildings or structures:

Temporary camp site (104A)
-Please see attached descriptions

Proposed conditions under which the temporary use will be carried out:

construction of the Prince Rupert Gas Transmission LNG
pipeline

Commencement Date of Proposed Temporary Use:

April 2015

Estimated Date When Temporary Use Will Cease:

December 2018

ADDITIONAL INFORMATION: (Reasons and comments in support of application. Use separate sheet or attach plans if required.)

In making this application, the owner agrees to permit access to the property at all reasonable times by District of Hudson's Hope staff, members of council or consultants authorized by the District of Hudson's Hope, for purposes of conducting inspections of the property.

I/We Prince Rupert Gas Transmission Ltd. make application to the District of Hudson's Hope for the issuance of a Temporary Use Permit.

I also certify that the information contained herein is correct to the best of my knowledge and belief. I understand this application including any plans submitted is public information. I authorize reproduction of any plans/reports for the purposes of application processing and reporting.

6-Feb-15 (Date) [Signature] (Applicant's Signature)

This application is made with my full knowledge and consent.
7-Feb-15 (Date) [Signature] (Registered Owner's Signature)

SUBMISSION REQUIREMENTS (please check either "Provided" or "Not Provided")	If "Not Provided" please explain	
	Provided	Not Provided
Application Fee	✓	
Current State of Title Certificate	✓	
Letter of Consent from the Owner (only required if the Applicant is not the Owner)	✓	

Campsite, Stockpile Site and Laydown Yard

The sites have been placed in previously cleared areas with direct access to existing road infrastructure wherever possible in order to limit the amount of clearing that will take place, and to allow the use of existing roads rather than requiring the construction of new ones. The areas selected are also evaluated for the amount of ground disturbance that will be required to level the sites for the placement of the facilities.

Site Development:

Once all permits have been received for the project (including the OGC permit for the pipeline, the EA certificate for the pipeline, and all associated permits) the Prime Contractor and all associated sub-contractors (camp, clearing etc.) will begin site preparation for the camp, stockpile and laydown yard. Site development is anticipated to take 90 to 120 days, at which time the camp will be established and the first crews will move on site. The current plan is for the site to begin as a pioneering camp which will house 200 to 300 men for the initial stage of the right of way preparation; eventually expanding to a full size camp housing 800 to 1000 men. Both of these builds will require a service area for water, sewage, generators, propane etc. to run the camp. Camp sites may also include water wells and effluent pond. Equipment associated with the camp will consist of front end loaders, contractor/ personal vehicles, water/sewer, delivery trucks, fuel trucks etc.

The laydown yard (contractor yard) and stockpile site are generally developed at the same time as the camp, and equipment may be moved on and off the site during various stages of pipeline construction. The laydown yard will be used to setup temporary offices for the contractor, TransCanada construction management team as well as temporary warehouse structures for storing materials. The site will also have fuel storage for project vehicles and construction equipment. Equipment associated with the contractor's yard will consist of bulldozers, excavators, front end loaders, pickup trucks, fuel trucks, water trucks, side booms, tractor trailers, delivery vehicles, etc. The stockpile site will be used to stockpile approximately 60,000 m of pipe. Project assemblies (valves / fittings) as well as left over construction material (left over pipe from project). Equipment associated with the stockpile will consist of pipe trucks/trailers, pickup trucks, mobile office trailer, crane, side booms and excavators. This site may also be used for additional parking if required. All of the sites (camp, laydown and stockpile) may be fenced around the site perimeter.

Detailed site development plans will be available once the all of the contracts for the pipeline, clearing contractor, camp provider etc. have been awarded and the contractors have all had an opportunity to meet and develop these plans.

Management Plan, Traffic Management, Reclamation and Security:

Detailed management plans, traffic strategies and site specific reclamation plans will be developed by the contractors (Prime, Camp, Clearing etc.) once all contracts have been awarded. The PRGT Project team has considered traffic management when choosing the location for these sites, and a high level access strategy is attached to this document explaining the reasons for site selection and the type of controls that are included in a traffic management plan. The site will have 24 hour on site security, and may be fenced as necessary.

Attachments:

Included in this package are the following attachments:

- A sketch showing a typical camp layout – specific site design depends on a number of factors and the final layout for the sites will be determined by the contractors
- Sample photos of existing campsites and stockpile site
- Access strategy

Ancillary Site Access Strategy

PRGT recognizes that our presence in the community influences traffic flows. To ensure that disruptions and traffic hazards are identified and controlled, a traffic management plan will be produced by our prime contractors once a contract has been awarded. Prior to awarding the prime contract PRGT has considered traffic and its effects on the community and area as outlined below in when picking the site location.

It is assumed that the pipeline contractor will be working six (6) days on and one (1) day off. This being the case there would be one initial influx of traffic to get the workers into the camp site and one more once the job is completed and the workers move on to the next camp. Along with the camp there is also a proposed contractor yard and stockpile site. There will be the initial shipping of pipe from a designated rail siding to the stockpile site that may increase the traffic volume through the community. Once the pipe is in the stockpile yard, transportation to the right of way will occur utilizing the right of way whenever practical.

Locating the ancillary sites to minimize traffic is only the first step of managing traffic in the area. As stated in paragraph one once the prime contract has been awarded a full traffic management plan will be produced. In the absence of this document below is a high level summary outlining some of the control measures that are typically implemented in a traffic management plan.

- Project orientation (mandatory to all workers) with a section speaking to traffic and the local communities
- Ensuring construction equipment and materials are not stored or parked in such a manner to cause a traffic hazard
- All drivers of company vehicles are competent and possess the proper licensing for the equipment they are operating. Copies of driver licensing will be filed onsite
- Driving hazards shall be evaluated on an on-going basis and communicated to drivers through safety meetings and bulletins
- Compliance with pipeline contractors HS&E policies and procedures regarding vehicle care and control.
- Vehicles required to travel on logging roads will be equipped with a radio and proper channels to communicate vehicles position to other drivers
- Flag persons will be utilized when required. All flag persons will have received recognised training in proper flagging techniques. Flag persons will wear appropriate PPE including high visibility outer clothing (e.g. vest, full body suits), hard hats and will have proper "slow/stop" paddles for controlling traffic
- Protective measures will be used to prevent damage to the roadway surface by tracked equipment
- Signage denoting the nature of identified hazards shall be erected along the right of way and storage locations
- "Truck turning" signs will be posted well in advance of a location where trucks will be entering or exiting road ways

- **Construction and project vehicles are not permitted to park along the edge of the roadway, except if they are in the bar ditch, or other means have been taken to prevent the public from being exposed**
- **Driving hazards associated on rural and secondary roads will be identified by job safety analysis and control measures will be in place accordingly. The JSA will be reviewed by all personnel on the project upon first day of hire in correlation with the new hire orientation**
- **Journey management plans will be implemented including; limited travel times, fuel logs, travel logs, vehicle inspection forms, etc.**
- **Dust control where required**
- **Speed enforcement and discipline plans**

TITLE SEARCH PRINT

2015-02-11, 13:17:50

Requestor: Sandy Sohlbach

Folio/File Reference: TC 130316

****CURRENT INFORMATION ONLY - NO CANCELLED INFORMATION SHOWN****

Land Title District PRINCE GEORGE
Land Title Office PRINCE GEORGE

Title Number CA3076476
From Title Number PL20611

Application Received 2013-04-15

Application Entered 2013-04-20

Registered Owner in Fee Simple
Registered Owner/Mailing Address: CHARLTON BROCK HAYWARD, Businessman
JUDY ANNE HAYWARD, Businesswoman
PO BOX 2415
CHETWYND, BC
V0C 1J0
AS JOINT TENANTS

Taxation Authority PEACE RIVER ASSESSMENT DISTRICT

Description of Land
Parcel Identifier: 023-713-046
Legal Description:
DISTRICT LOT 1282 PEACE RIVER DISTRICT

Legal Notations
THIS TITLE MAY BE AFFECTED BY THE AGRICULTURAL LAND COMMISSION ACT,
SEE AGRICULTURAL LAND RESERVE PLAN 21608

Charges, Liens and Interests
Nature: STATUTORY RIGHT OF WAY
Registration Number: PB25413
Registration Date and Time: 1988-06-14 12:55
Registered Owner: BRITISH COLUMBIA HYDRO AND POWER AUTHORITY
Remarks: INTER ALIA

Nature: UNDERSURFACE AND OTHER EXC & RES
Registration Number: PL20612
Registration Date and Time: 1997-04-03 11:13
Registered Owner: THE CROWN IN RIGHT OF BRITISH COLUMBIA
Remarks: SECTION 47 LAND ACT

TITLE SEARCH PRINT

Requestor: Sandy Sohlbach

Folio/File Reference: TC 130316

Nature: TIMBER RESERVATION
 Registration Number: PL20613
 Registration Date and Time: 1997-04-03 11:13
 Registered Owner: THE CROWN IN RIGHT OF BRITISH COLUMBIA

Nature: MORTGAGE
 Registration Number: CA3076477
 Registration Date and Time: 2013-04-15 10:01
 Registered Owner: RAYMOND LLOEFFLER BROOKES

Nature: OPTION TO LEASE
 Registration Number: CA4029987
 Registration Date and Time: 2014-10-20 16:43
 Registered Owner: PRINCE RUPERT GAS TRANSMISSION LTD.
 INCORPORATION NO. BC0959260

Nature: PRIORITY AGREEMENT
 Registration Number: CA4029988
 Registration Date and Time: 2014-10-20 16:43
 Remarks: GRANTING CA4029987 PRIORITY OVER CA3076477

Duplicate Infeasible Title

NONE OUTSTANDING

Transfers

NONE

Pending Applications

NONE

REQUEST FOR DECISION

RFD#: CM 8SR	Date: April 13, 2015
Meeting#: CM041315	Originator: Tom Matus, CAO
RFD TITLE: Valve Excavation Contract	

BACKGROUND:

As Council is aware we are doing a 14 valve insertion project to our water main. We had in the last two years tendered the excavation work portion of this project and both time Jason Young has been the lowest bidder. In 2013 the bids were apparently too high so the work was not commenced. In 2014 we had high bids and Jason Young provided the same bid as he did in 2013; we had bid the valve insertions at the same time but received no bids. We have since been able to secure the valves for this construction year and have reduced the order by two valves.

DISCUSSION:

This year we had an interested contractor who had not previously bid on the excavation work ask to be considered to do this excavation work. After discussion with legal counsel it has been advised that we go ahead and offer the work directly to Jason Young Contracting mainly due to the multiple times he has bid and has been the low bidder.

Staff has revised and reduced the scope of work (as per the attached documents) and is awaiting a revised contract from WSP Group. We have notified Jason Young contracting of the revised work and he has sent in a revised bid. This process has all been approved by our legal counsel.


BUDGET:

Jason Young Contracting has provided a new bid of \$186,582.38. This to be allocated to the Water Capital Works, M&E Reserve Fund.

RECOMMENDATION / RESOLUTION:

That Council:

“Award the Valve Excavation Work contract of \$186,582.38 for the 14 water main valve insertions, invoking its privilege through the Purchasing Policy section 1.i.vi. and its advice from legal counsel.”



Tom Matus, CAO

April 6, 2015

**JASON YOUNG CONTRACTING LTD
Box 2375 Chetwynd BC, V0C 1J0
GST# 838063691**

QUOTE

<u>DESCRIPTION</u>	<u>PRICE</u>
Original Quote for Water Valve Excavation Program	\$323,940.00
Adjustments:	
Deduction for valve expose	-\$25,000.00
Deduction for ashfault	-\$110,000.00
Deduction for Nelson Boxes	-\$3,000.00
SUBTOTAL FOR 16 VALVES	\$185,940.00
SUBTRACT 2 VALVES:	
Change from 16 valves to 14 valves	-\$23,242.50
\$185940.00 /the original 16 valves= \$11621.25 price per valve	
\$11621.25 x 14 valves	
Supply Dig Boxes	\$15,000.00
SUBTOTAL FOR 14 VALVES	\$177,697.50
GST	\$8,884.88
TOTAL	\$186,582.38

Tom Matus

From: Tom Matus <cao@hudsonshope.ca>
Sent: April-01-15 2:31 PM
To: Jason Young (jyconltd@telus.net); tab & jason young
Subject: FW: Letter to Hudson Hope Council Members
Attachments: jasonyoungcontracting.pdf

Hi Jason,

Further to my email below: we will be implementing the work changes to reduce as per my previous email and we will be requiring "cages" to be used in the excavation as opposed to the 3:1 dig requirements. This would allow us to avoid encroaching into the paved portion of Highway 29 thus reducing our asphaltting expense.

Could you please provide me with a quote for the work taking into account all the reductions I mention in regard to the required work? This would be good to have for the Council meeting.

Regards,

Tom Matus, CAO

From: Tom Matus [mailto:cao@hudsonshope.ca]
Sent: Tuesday, March 31, 2015 11:15 AM
To: tab & jason young
Subject: RE: Letter to Hudson Hope Council Members

Hi Jason,

Some items we are considering changing in the "Work" for the excavation of the valves:

- 1 The \$25K: for ascertaining pipe diameter will not be necessary as PFC states they would have to bring with them 3 different size "sleeves" of which we only will have to pay restocking for one sleeve for each valve—this cannot be determined on site, must be determined before they get here and this is the only way;
- 2 The \$3K: for PVC risers and nelson boxes: We have 12 blue brute piping in stock which we will use rather than the PVC: we will check for nelson boxes;
- 3 The \$110K: We propose to do all the asphaltting as we need to do other asphaltting in town. I also note that this figure also includes the restoration of "Asphalt or Gravel" where the District of Hudson's Hope would supply the sand and gravel from our pit: you note you will "load and haul" not supply: and
- 4 Reduction from 16 to 14 valves.

I'm thinking this will significantly change the price so you will need to change the price you have noted in your letter.

Or, possibly we go to invitational tender to two contractors. I am seeking advice on this so I have info for Council: Council will no doubt ask for this info to ensure their position, either way.

Regards,

Tom Matus, CAO

JASON YOUNG CONTRACTING LTD
Box 2375 Chetwynd BC V0C 1J0
250-788-5017

To: District Of Hudson's Hope Council Members
From: Jason Young
RE: Excavation Tender for Valve Replacement

March 25, 2015

To Whom It May Concern:

My name is Jason Young and I am the owner of Jason Young Contracting Ltd based out of Chetwynd BC. I have bid on the valve replacement project in Hudson Hope twice over the past two years and both times I was the lowest bidder for the Excavation Portion of the tender. Graham McCoubrey at Focus Corporation told me that I was the successful bidder.

The bid results were made public on BC Bids and there was an e-mail sent out to all the bidders notifying them of the bids and the results. The job was put on hold due to the fact that the district did not find anyone to do the valve insertion portion of the project due to the fact that portion of the bid was too high with only 1 bidder. Later I received an e mail from Tom Matus stating that the valves were going to be purchased and delivered for a spring or summer start.

As spring is approaching I called Tom to see where things stood on the valve job and come to understand that the original amount of valves to be replaced was being reduced from 16 to 14. This would not be a problem in my mind, as I would just adjust my price accordingly for the 2 valves not being replaced. This is not a whole new project, only an amendment to the job reducing 2 valves.

I was told that another Bid would have to be completed, this to me does not seem ethical to send out another tender on the same job to reduce 2 valves when all bids were posted publicly. Who's to say anyone can take all the bids from last year, undercut them and then submit as their own? I also feel that I have put a lot of time into bidding this job twice, why do we need to go through this process all over again just to adjust for 2 valves when I will adjust my price accordingly.

Please consider my request to hold the original tender I was awarded for the price adjustment as follows:

\$323,940.00 original bid

\$20, 246.25 price per valve (16 valves for original bid)

\$283,447.50 total price for 14 valves (\$20,246.25 x 14 valves)

Sincerely

Jason Young



Subject: Hudson's Hope Tenders Bids

Date: Friday, 29 August, 2014 4:40:19 PM Pacific Daylight Time

From: Graham McCoubrey

To: cao@hudsonshope.ca

Hello Tom,

Focus received one submission for the Valve replacement tender:

1. IDL Projects – \$412,048.00

Focus received three submission for the Excavation Tender:

1. Young Contracting – \$323,940.00
2. LB Chapman – \$619,860.00
3. IDL Projects – \$713,322.00

These submission results are preliminary. A full review of the tenders is required prior to making recommendations or award.

Thank you to all who submitted.

Graham McCoubrey
Regional Manager Northern BC/AB,
Land/Municipal Engineering Services



Focus Corporation
10716-100th Avenue
Fort Saint John, BC, Canada, V1J 1Z3
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Engineering • Planning • Geomatics
10716 - 100th Ave, Fort St. John BC V1J 1Z3
Phone: (250) 787-0300 Facsimile: (250) 787-1611

ADDENDUM NO. ONE

OWNER: District of Hudson's Hope **PROJECT:** Water Valve Installation Program

TENDER FOR: Water Valve Excavations **DATE:** April 23, 2013
TENDER NO.: 2013-060300047 **TENDER CLOSING DATE:** April 26th, 2013

TO ALL BIDDERS:

1. **Question:** Can two valves be exposed with one excavation, if they are close together?

Answer: Yes – providing that the excavation is limited to within the public right-of-way (does not encroach onto private land), and the excavation meets safety standards.

2. **Question:** What are the backfill requirements for the paved sections of road?

Answer: Backfill is to match existing. We suggest using the following specification for the purposes of preparing your tender package.

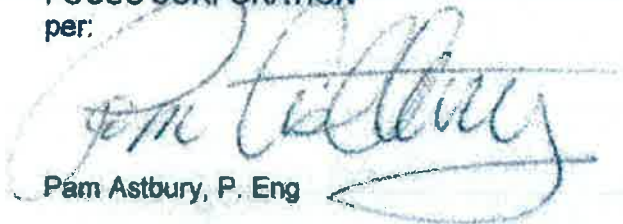
Pit run: 450mm 550 mm
Crush: 150mm 150mm
Asphalt: 75mm 75mm

3. **Information:** Roadways are to remain open where possible. If an alternate route is possible, road closures will be permitted.

4. **Clarification:** The Schedule of Quantities lists "layout survey" as one of the tasks. The record drawings that are available may have a degree of uncertainty so survey layout may lead to poor results. Instead, we have determined that "field layout" is more appropriate. In this case, using actual valve locations to triangulate pipe locations will have the best results. This will be done with the assistance of DoHH staff.

These items shall be incorporated into the Contract Documents. This Addendum shall be signed and submitted with the Tender Form. Please ensure that the Revised Schedule of Quantities (attached) is submitted.

FOCUS CORPORATION
per:



Pam Astbury, P. Eng

Acknowledged by:



Bidder's Signature
July 22, 2014
Date

UNIT
PRICE
CONTRACT

DISTRICT OF HUDSON'S HOPE
WATER VALVE INSTALLATION PROGRAM
FORM OF TENDER

FT

2013-060300047

6.1.2 fail or refuse to commence the *Work* as required by the *Notice to Proceed*,

then such failure or refusal will be deemed to be a refusal by us to enter into the *Contract* and the *Owner* may, on written notice to us, award the *Contract* to another party. We further agree that, as full compensation on account of damages suffered by the *Owner* because of such failure or refusal, the *Bid Security* shall be forfeited to the *Owner*, in an amount equal to the lesser of:

6.1.3 the face value of the *Bid Security*; and

6.1.4 the amount by which our *Tender Price* is less than the amount for which the *Owner* contracts with another party to perform the *Work*.

OUR ADDRESS is as follows:

5107 42nd Street Box 2375 Chetwynd
BC V0C 1S0

Phone: 250 788 2874 / 250 788 5017

Fax: 250 788 2891

Attention: Jason Young

This Tender is executed this
22 day of July, 2014.

Contractor:

Jason Young Contracting Ltd
(FULL LEGAL NAME OF CORPORATION, PARTNERSHIP OR INDIVIDUAL)


(AUTHORIZED SIGNATORY)

(AUTHORIZED SIGNATORY)

UNIT
PRICE
CONTRACT

DISTRICT OF HUDSON'S HOPE
WATER VALVE INSTALLATION PROGRAM
APPENDIX 1 - SCHEDULE OF QUANTITIES

FT1
2013
2013-060300047

Item NO.	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TENDERED AMOUNT
A. GENERAL					
A.1	Mobilization, Demobilization, Admin, & Insurance	LS	1	24,000	24,000
A.2	Surveys: Layout, Quantity, Record	LS	1	10,000	10,000
A.3	Site Clean Up	LS	1	10,000	10,000
A.3	Traffic Management	LS	1	18,000	18,000
B. EXCAVATION & EXPOSURE					
B.1	Excavation & exposure of watermain and valve in preparation for new valve installation.	EA	16	3875	62,000
B.2	Supply and Installation of Bedding Sand	EA	16	1875	30,000
B.3	Supply and Installation of Nelson Box and 150mm PVC Riser Pipe for new and re-installation of existing box and riser.	EA	16	187.50	3000
B.4	Backfill and Compaction of Native Materials to top of subgrade	EA	16	2933.75	46,940
C. RESTORATION					
C.1	Restoration of Asphalt or Gravel Surface, including supply and installation of sub-base and base to match existing conditions.	EA	16	6875	110,000

- ① - This price is of District of Hudson Hope supplies gravel and sand from their pit "We load and Haul".
- ② - Separate cost for Exposing pipe to find proper diameter of water line so Pacific Flow can bring proper valves \$25000 for all 16 valve.

REQUEST FOR DECISION

RFD#: CM 8SR	Date: April 13, 2015
Meeting#: CM041315	Originator: Tom Matus, CAO
RFD TITLE: Strategic Priorities Fund: Asset Management Grant	

BACKGROUND:
 Through the Gas Tax Fund Agreement a Strategic Priorities Fund is established. Three funding grant applications are allowed: one for asset management Capacity Building and two for capital infrastructure.

DISCUSSION:
 Resolutions from Council are required for the applications to be submitted for this grant funding. This particular grant is for a Long Term Asset/Infrastructure Capacity Management Building & Planning Project which is to train an employee to compile historical financial and maintenance asset data to input into our Works Management Program which this program will then be integrated with our Accounts payable and soon to acquire GIS program.

Please note the application is not able to be printed off the internet/SPF website.

BUDGET:
 Requested funding = \$39,500.00

Long Term Asset/Infrastructure Capacity Management Building & Planning Project

Recruitment / Advertising Expense	\$ 1,000
Training of Asset Management Trainee	\$ 24,000
functions: data compilation, data entry, computer report specifications asset monitoring, preventive maintenance scheduling, etc.	
GIS computer program and GIS server accessibility	\$ 4,500
Consultants integration of computer GIS, Accounts Payable module and Works Management Program	\$ 10,000

total

\$ 39,500
=====

RECOMMENDATION / RESOLUTION:

That Council:

Approve the Strategic Planning Fund - Long Term Asset/Infrastructure Capacity Management Building & Planning Project application requesting a grant amount of \$39,500.00.



Tom Matus, CAO

REQUEST FOR DECISION

RFD#: CM 8SR	Date: April 13, 2015
Meeting#: CM041315	Originator: Tom Matus, CAO
RFD TITLE: Strategic Priorities Fund: Capital Infrastructure – Valve Replacement	

BACKGROUND:	
Through the Gas Tax Fund Agreement a Strategic Priorities Fund has been established. Three funding grant applications are allowed: one for asset management Capacity Building and two for Capital Infrastructure.	
DISCUSSION:	
Resolutions from Council are required for the applications to be submitted for this grant funding. This particular grant is for a “District of Hudson’s Hope Water Valve Replacement Program – Excavation Project” which is to do live insertion of 14 water valves on the water main at specific strategic locations throughout the community.	
Please note the application is not able to be printed off the internet/SPF website.	
BUDGET:	
Requested funding = \$447,642.00	
District of Hudson's Hope Water Valve Replacement Program – Excavation Project	
Planning and Design Expense	\$ 10,000
Materials:	\$ 113,500
14 valves and insertion	
14 risers and nelson boxes	
Construction	
Asphalting	
excavation	\$ 283,447
Contingency:	\$ 40,695
total	\$ 447,642 ----- =====

RECOMMENDATION / RESOLUTION:

That Council:

“Approve the Strategic Planning Fund “District of Hudson’s Hope Water Valve Replacement Program – Excavation Project” application requesting a grant amount of \$447,642.00.”



Tom Matus, CAO

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor and Council
SUBJECT: Protective Services Update
DATE: 13 April 2015
FROM: Robert Norton, Director of Protective Services

INFORMATION:

This report is a synopsis of the activities of the various branches of the Protective Services Division.

Fire Department

Strategic Goals 2015

In 2015 the strategic goals for the department will be to continue to improve upon our operational readiness in terms of the urban interface wildfire threat, increase our rural water delivery capacity, and improve the training qualifications of the membership to the new provincially-mandated structural training standard.

These three objectives will be accomplished through the following tactics:

Urban Interface Wildfire Threat

- Fire department members will be qualified to provincial wildfire firefighting standard SPP-WFF 1
- Burn permit system will continue to be enforced
- Water delivery capabilities will be improved with new water tender and dry hydrant installations in Lynx Creek and Beryl Prairie.
- Community wildfire response plan updates.
- Lynx Creek strategic wildfire prevention initiative project to be completed 30 June 2015.

Rural Water Delivery Capacity

- New water tender anticipated to be delivered July 2015.
- Dry hydrants to be installed in Beryl Prairie and Lynx Creek.

Training Standard Compliance

- Qualify in-house instructors to deliver training curriculum.
- Improve training documentation.
- Develop and implement training schedules to meet all requirements of provincially-mandated training.

Response

In 2015 Hudson's Hope Fire Rescue has responded to 13 calls for service.

Ambulance Assist	3
False Alarm	3
Motor Vehicle Incidents	2
Investigations (no fire)	1
Hazardous Materials Response	2
Public Service	1
Structure Fire	1

Training and Membership

Members of Hudson's Hope Fire Rescue have completed a wide variety of training during this reporting period, including critical incident stress awareness training in Grande Prairie, and air brakes training in Charlie Lake. Upcoming training in Vernon and Fort St. John will include training in-house instructors to facilitate the department attaining the new provincially-mandated training standards.

Efforts have begun to implement the new training standards from the Fire Commissioner's Office, and as of this date approximately 40% of the Exterior Fire Fighter competencies have been completed.

A hazardous materials awareness training workshop was also provided by the department for the local RCMP detachment to improve the safety of local emergency responders as they deal with the numerous motor vehicle incidents occurring in our service area.

Ed Forrester has retired from the department after 4 years of service, and Trent Winnicky is the newest member of Hudson's Hope Fire Rescue.

Emergency Preparedness

District staff continue to complete emergency preparedness training including Emergency Operations Center ops, Incident Command, and exercise design and delivery courses.

The Director of Protective Services was invited by Emergency Management BC and the Justice Institute of BC to co-host a webinar on emergency operations center leadership on 19 March 2015 which was attended by emergency management organizations from across the province. This proved to be an excellent venue to showcase the successes we experienced during the Mt. McAllister Wildfire event of 2014. Emergency Management BC has also indicated that they will be utilizing the District of Hudson's Hope and the Mt. McAllister wildfire as an example of effective emergency management operations during its Elected Officials workshops throughout the province.

The Lynx Creek strategic wildfire initiative treatment is in the final clean up and pruning stages, and operations are expected to be completed by end April 2015, with final reporting to be submitted NLT 30 June 2015.

Wildfire Management Branch has once again graciously offered to conduct trail clean up, danger tree removal, and fire fuel treatment for the District at no cost. Efforts in 2015 will include trail clean up, danger tree removal and additional debris removal in the Jamieson Woods area.



Robert Norton, Director of Protective Services

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor and Council
DATE: March 30, 2015
FROM: Laurel Grimm, Deputy Clerk
SUBJECT: Service Agreement – IT Partners

RECOMMENDATION:

Council advise Staff to proceed with signing a fully managed service agreement with IT Partners.

ADMINISTRATOR COMMENTS:

ITP attends to our calls for computer repairs only when they have time which is frustrating, causes downtime and is more costly to fix. Currently we pay approximately the same amount as this new agreement will be but receive far less service.

I highly recommended this agreement with ITP.



Tom Matus, CAO

INFORMATION

The District has not had a signed IT Service Agreement for the past few years which has had a negative impact on staff productivity and efficiency.

We are currently on a “break/fix” model which means that the only time we get IT support is when we call in to report a problem, they than fix the immediate problem, and bill us hourly.

I have been in many discussions with IT Partners and other similar service providers looking to distinguish what our needs are and what the most efficient way to address them is. Many municipalities are on a fully managed service plan with their IT providers. This model provides a much higher level of support than a break/fix model and includes more overhead than we have seen in the past.

Last year we paid \$16, 605.30 on IT Service Calls (break/fix) and \$5,450.54 on monthly maintenance and back-up.

The fully managed plan would be \$1,791.30 monthly and would include the following services on top of any support for reactive issues as they arise:

1. **Centralized Services** ensures tools are performing to the best of their ability in the environment and provide reports for senior personnel to review;

2. **Network Administrator** is responsible for analyzing data given to him by support and centralized service teams, ensures the environment conforms to best practices, and further enhances environment;
3. **vCIO** analyzes technical data and meets with client to explain the business risk and business opportunities that exist with the technology vCIO develops and maintains both short term and long term business strategies. The vCIO will meet with us at least quarterly to review the strategies and discuss opportunities for improved efficiencies and implementation of technology developments and/or enhancements that will provide cost savings, productivity improvements, or competitive advantages for us;
4. **GIS** maintain a GIS infrastructure which includes once a month data updates to the system. Basic system identified as legal land descriptions, properties, and water and sewer lines.

All our GIS capabilities are already set up and ready to be run. As a subset of this agreement we would have to purchase the actual GIS Hardware which has been included in the budget for discussion for 2015. However, maintenance and data updates are included in this price and are ready to be fully functional as soon as the hardware is approved in the budget.

I have personally spoken to quite a few other companies that are on a fully managed service plan and they cannot say enough positive things about switching from a break/fix model. The amount of money and staff time that is being spent ratifying issues that could be easily dealt with with a little foresight is substantial. The IT service providers would also take over any third party conversations that Staff is currently tasked with handling i.e. Telus, MAIS, etc. as well as continue to maintain all our current hardware/software applications, maintenance, back-ups, etc. etc.

This service agreement will be more than what has been previously budgeted for, however, it is about the same amount that we have been paying on our current model and as you can see we receive a substantially higher level of service.

Report prepared by:



Laurel Grimm, Deputy Clerk

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor and Council
DATE: March 30, 2015
FROM: Laurel Grimm, Deputy Clerk
SUBJECT: Parcel Tax Roll Review Panel

RECOMMENDATION

THAT: *"Council appoint _____, _____ and _____ to the 2015 Parcel Tax Roll Review Panel."*

AND FURTHER MORE: *"Council allow staff to advertise the first sitting of the Parcel Tax Roll Review Panel for Monday, May 4, 2015 at 6:00 p.m."*

ADMINISTRATOR COMMENTS:

I support the recommendation.



Tom Matus, CAO

INFORMATION

The Community Charter section 200 (1) states that a council may, by bylaw, impose a parcel tax in accordance with this Division to provide all or part of the funding for a service.

Each year, in which a parcel tax is imposed, the Council must:

- appoint at least 3 persons (members of Council) as the members of the Parcel Tax Roll Review Panel;
- establish the time and place for the sitting of the panel, and
- have advance notice of the time and place published in accordance with section 94 of the *Community Charter*.

The purpose of the parcel tax roll review is to give the affected property owners an opportunity to inspect the parcel tax roll and to request that the roll be amended respecting:

- an error or omission respecting a name or address on the parcel tax roll;
- an error or omission respecting the inclusion of a parcel;
- an error or omission respecting the taxable frontage of a parcel; and
- an exemption that has been improperly allowed or disallowed.

The proposed date for the Parcel Tax Roll Review Panel meeting is Monday, May 4 2015 at 6:00 pm. This will allow sufficient time for notices to be sent to all property owners and for the required ads to be placed in the newspaper. Once complete, the majority of the members will be required to sign a certificate authenticating the parcel tax roll.

This meeting is set up to hear complaints and make corrections:

(1) Subject to subsection (2), a person may make a complaint to the parcel tax roll review panel on one or more of the following grounds:

- (a) there is an error or omission respecting a name or address on the parcel tax roll;
- (b) there is an error or omission respecting the inclusion of a parcel;
- (c) there is an error or omission respecting the taxable area or the taxable frontage of a parcel;
- (d) an exemption has been improperly allowed or disallowed.

(2) A complaint must not be heard by the parcel tax roll review panel unless written notice of the complaint has been given to the municipality at least 48 hours before the time set for the first sitting of the review panel.

Currently the Municipality has two tax roles 1) Twelve Mile Road and 2) Adams Street which will be available for review prior to the meeting. There have been no changes made.

Report prepared by:



Laurel Grimm, Deputy Clerk

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor and Council
SUBJECT: Monkey Business Gymnastics
DATE: March 16, 2015
FROM: Becky Mercereau, Office Assistant

RECOMMENDATION:

THAT: *"Council engage Monkey Business Gymnastics to run a summer camp program in Hudson's Hope from July 27 to July 31, 2015."*

ADMINISTRATOR COMMENTS:

Report Approved by:



Tom Matus, CAO

INFORMATION:

We were contacted by Leah Sieben from Monkey Business Gymnastics, who is interested in bringing her gymnastic summer camps to Hudson's Hope once again this summer. She ran a Kindercamp for 3-5 year olds and a Tumbling camp for 6-12 year olds for the last two years, and last year she did a Parent and Tot camp as well that was well received. We received \$5,587.50 with the registrations and we paid \$5,000.00 for the program.

This program was initially contracted to provide a service to the community, not to be a money making program, although we did make \$587.50 last year.

The Contractor fees will be a minimum of \$5,000.00 or a 70/30 split of gross revenue (70% to the contractor), being whichever amount is greater.

She has tentatively booked Hudson's Hope in for July 27 to July 31, 2015, dependant on Council approval. We would be required to provide the facility like last year. The community hall is currently not booked for the dates that she is available to come to Hudson's Hope. We could also approach the school about using their gym facilities.

Report prepared by: _____
Becky Mercereau, Office Assistant

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor and Council
SUBJECT: Campground Year-End Report and Reservation Information
DATE: September 17, 2014
FROM: Becky Mercereau, Office Assistant

INFORMATION

2014 Revenue & Occupancy

Attached you will find detailed information on the 2014 revenue and occupancy for our four municipal campgrounds. Occupancy was down about 450 units from the last two years, which would most likely be due to the evacuation and worries from travelers coming into the area due to the fire.

This year we allowed the campground attendants to sell the 10 Punch Card passes, instead of people having to come into the office to buy them. This pass was very popular this year and we sold \$8,300 worth of passes in comparison to \$2,200 in 2013. Campers save \$5 a night, and there is no stipulation that you need to be a Hudson's Hope resident, as is with the Season Pass.

Comment Cards

Comment cards are handed out by the campground attendants. We received 44 cards back and the information from these cards is attached. We got a lot of positive feedback on our parks! We also asked for suggestions on how to improve our parks, most of which included upgrades on the playgrounds and noise control.

Campground Reservation System

This year it was budgeted to develop a campground reservation system for our municipal campgrounds. We receive calls at the District Office and the Visitor Center on a regular basis asking if we take reservations. The reservation system will allow people from out of town to ensure they will have a spot at our campgrounds if they decide to drive here. Many people are not willing to risk the chance of not getting a campsite on a busy weekend on a first come first serve basis campground, especially if they are driving a distance to come here.

We would like to have the system up and running for the start of next season. We have installed all the site number markers and have the online maps completed. We will use a third party booking system for taking payments and bookings.

There are a few questions that I would like to hear comments on from Council:

1. Would you like all sites reservable or have ½ first come first serve. (Most provincial sites I have researched have about ½ of them available. If someone stops in and is in a reserved

site we would have an option for them in a first come spot instead of asking them to leave completely)

2. Would you like to see a surcharge when campers reserve? (Perhaps \$3-5 dollars extra, as we will be losing the income of people who go out and put their camper on a spot on Wednesday and pay for those extra nights to ensure they have a campsite. Provincial sites do charge a surcharge for reservations)
3. Would you like to keep the Season Camp Pass and/or the 10 Punch Card Pass and if yes we will have a promo code so they are able to reserve online. Or the passes could perhaps only be used in the non-reservable sites or if a reservable site wasn't being used?

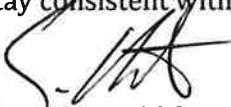
Report Prepared By:

BMercereau

Becky Mercereau, Office Assistant

ADMINISTRATOR COMMENTS:

I would recommend we follow established protocols that other campgrounds currently use so as to stay consistent with BC campground etiquette and protocols.



Tom Matus, CAO

2014 District of Hudson's Hope Campground Revenue & Occupancy Information

Prepared by: Becky Mercereau

Includes:

2014 Occupancy Data

2014 Occupancy Chart

2014 Revenue Data

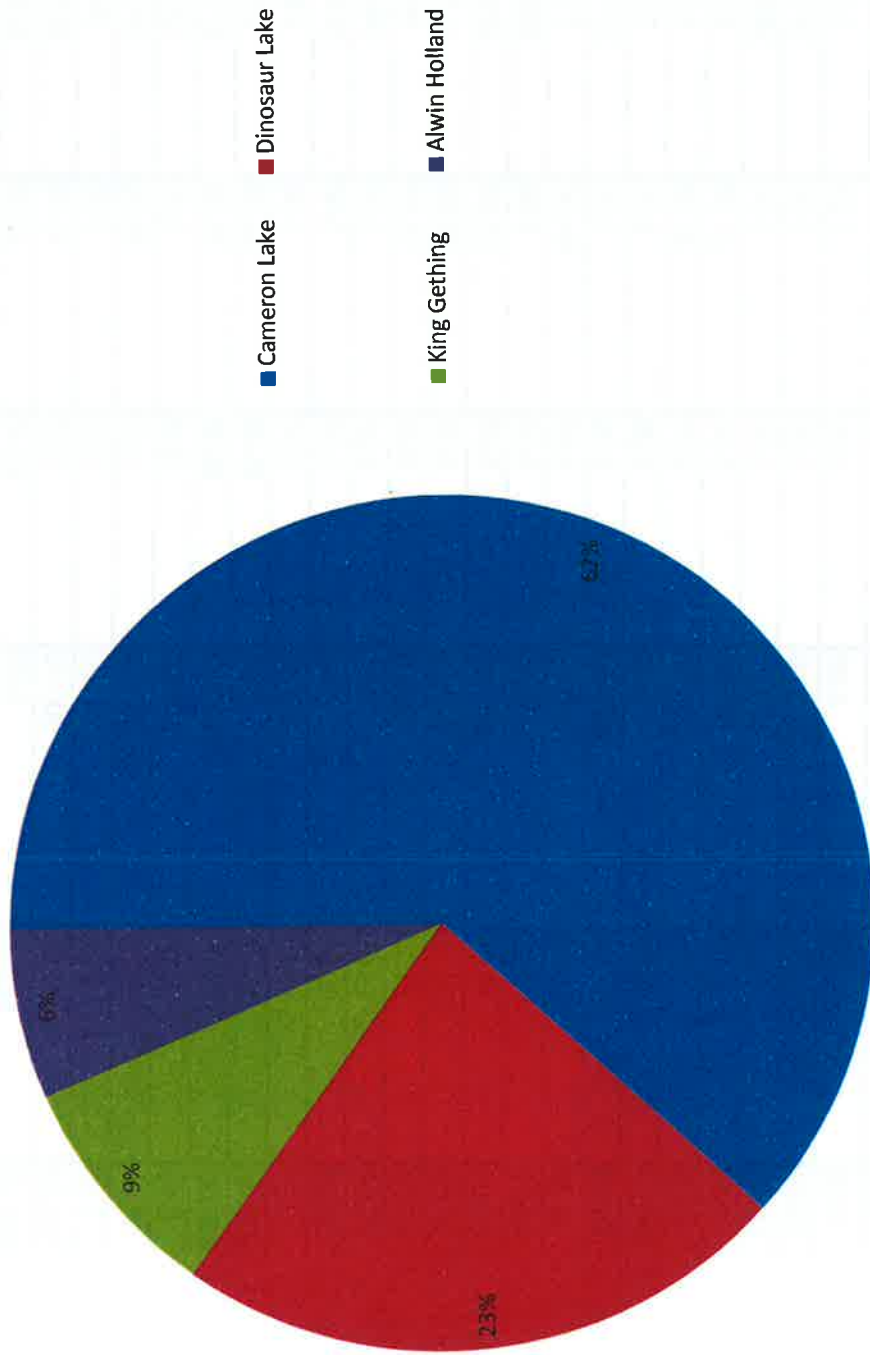
2014 Revenue Summary

2014 Revenue Chart By Location

District of Hudson's Hope Campgrounds
Occupancy Data for 2014

Month	Cameron Lake	Dinosaur Lake	King Gething	Alwin Holland
May	201	100	16	17
June	282	135	80	18
July	320	82	33	34
August	507	174	54	68
Totals	1310	491	183	137
			Grand total	2121

2014 DOHH Campground Occupancy Data by Location



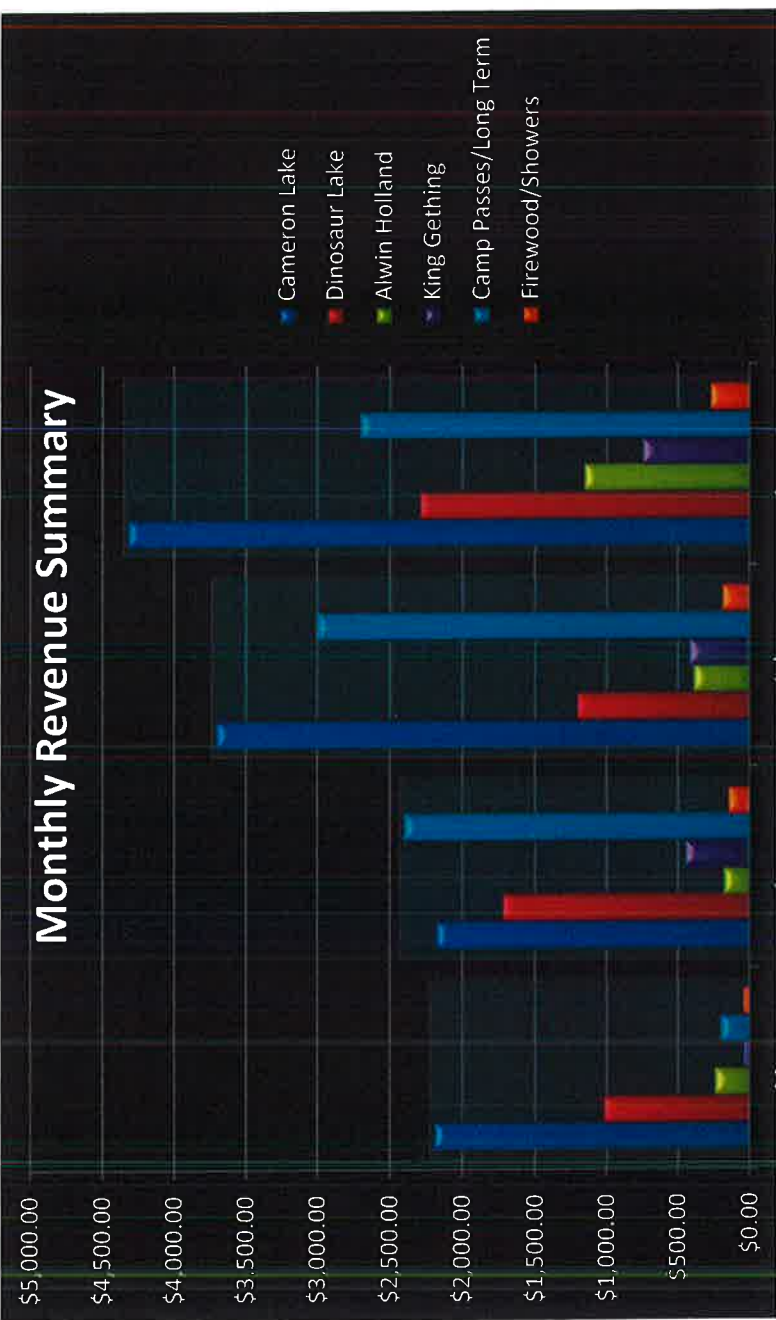
on's Hope Campground Revenue 2014

Bill	King Gething	Passes/Long Term	Fire Wood	Showers	Total
0.00	15.00	200.00	0.00	46.00	441.00
0.00	15.00	0.00	0.00	0.00	1095.00
165.00	15.00	0.00	0.00	0.00	1650.00
75.00	0.00	0.00	0.00	0.00	450.00
0.00	0.00	0.00	0.00	0.00	105.00
15.00	210.00	100.00	0.00	0.00	1510.00
15.00	0.00	400.00	0.00	0.00	1330.00
0.00	0.00	100.00	0.00	47.00	297.00
0.00	0.00	300.00	0.00	37.00	382.00
105.00	75.00	0.00	0.00	0.00	765.00
45.00	135.00	1100.00	0.00	0.00	2075.00
0.00	30.00	400.00	0.00	64.00	719.00
45.00	45.00	1200.00	0.00	0.00	1680.00
60.00	15.00	500.00	0.00	65.00	1090.00
30.00	120.00	500.00	0.00	27.00	1172.00
45.00	75.00	500.00	0.00	56.50	961.50
75.00	75.00	0.00	5.00	0.00	1400.00
30.00	30.00	0.00	0.00	0.00	1240.00
0.00	45.00	300.00	0.00	0.00	435.00
105.00	15.00	0.00	15.00	22.00	937.00
465.00	225.00	1100.00	25.00	33.00	2778.00
0.00	0.00	800.00	0.00	0.00	1205.00
90.00	90.00	200.00	0.00	39.00	1019.00
0.00	0.00	100.00	0.00	0.00	280.00
105.00	135.00	300.00	0.00	43.00	1573.00
300.00	120.00	0.00	32.00	30.00	2232.00
0.00	15.00	0.00	0.00	0.00	255.00
30.00	90.00	100.00	0.00	0.00	610.00
120.00	75.00	100.00	27.00	35.00	1017.00
45.00	0.00	0.00	10.00	0.00	530.00
920.00	\$1,665.00	\$8,300.00	\$114.00	\$544.50	\$31,233.50

2014 Monthly Campground Revenue Summary

	Cameron Lake	Dinosaur Lake	Alwin Holland	King Gething	Camp Passes/Long Term	Firewood/Showers
May	2190.00	1020.00	240.00	45.00	200.00	46.00
June	2175.00	1725.00	180.00	450.00	2400.00	148.00
July	3705.00	1210.00	390.00	420.00	3000.00	190.50
August	4325.00	2295.00	1155.00	750.00	2700.00	274.00
Total	\$ 12,395.00	\$ 6,250.00	\$ 1,965.00	\$ 1,665.00	\$ 8,300.00	\$ 658.50

Monthly Revenue Summary



Hudson's Hope Campgrounds Comment Cards 2014							Totals
GENERAL INFORMATION		First Visit	2-5 Visits	More than 6			
How often have you visited HH within the past year?		18	18	5			41
							0
OVERALL EXPERIENCE		Outstanding	Good	Adequate	Needs Improvement	Poor	N/a
Overall Experience		25	18		1		44
							0
Was the visit to the Campground:		Main Destination	Planned	Stop over	Sponaneous		
		19	11	8	6		44
SATISFACTION		Very Good	Good	Average	Poor	Very Poor	N/A
Responsiveness of Staff to Visitors Concerns		26	7	2	2	1	40
Friendliness & Courtesy of Staff		39	2	3			44
Cleanliness of Campground		30	8	3	1	1	44
Cleanliness of our Restrooms		30	6	1	1	1	41
Park Information Services		18	16	5	2		42
Control of Noise		21	13	3	2	4	44

SUGGESTIONS:

Everything was fantastic! Love this park. The lawns in campgrounds were not mowed and quite long, but that wasn't a huge deal. Kids love the park. Suggestion is maybe a bench in playground for parents to sit and watch? We will be back!! Thank you.

Toilets need chemicals to control the bad odour.

Found a nice spot but no place to pay so we had to leave. Please make a sign where to pay.

Please install water source.

Need more sites for summer. Playground is in need of more equipment.

Would like to see moveable grates on fire pits that spin on and off.

Need park guy to do work after 7 pm, do wood.

Would like to see bigger playground for children, more sandy beaches, have picnic tables and fire pits in day time camp areas, possibly a volleyball court, and a ramp with diving board further out into lake for adults and teens.

Noise control - This was a huge issue. When Lori was informed of the issue of 2 campsites going until 4 am, we were told that if not for the parties 20 years ago, there would be no Cameron Lake. Very disappointed by this.

Duck droppings in main swimming area are needing to be cleaned up.

You should add recycle bins. Profits could go towards park improvements. Please improve the children's playground.

Need someone to check on that all parties shut down by midnight

Possibly trimming back trees for larger units on roadways?

People were driving ATV's in the park, we told them they weren't allowed. Park staff should check when people bring them in.

I love to come here. Everything is great... but if asked to improve on anything, I would like to see improvement on the playground.

Some sites have no firepits.

Morons in a pick up truck racing back and forth thru parking lots at 1:00 am. Should have been arrested.

Day time area needs picnic tables and fire pits.

Water - would be nice to have a fresh water source.

ATV with 2 people from 12 am-3 am going up and down road.

Restrooms ran out of toilet paper and could use hand sanitizers in them.

A designated tenting area rather than just RV sites. Checking for graffiti, as our picnic table had swastikas on it which are not welcoming. Generator went on ALL NIGHT from the 2 RV's right on the lake. Only shut off for about 4 hours, CRAZY! Perhaps a sign with instructions on how to use a genie!!

COMMENTS:

Camping fee is very reasonable. Free firewood delivered at 5 pm was a treat!

It's a beautiful lake, thanks for having us!

Overall very nice but separate campsites would be nice instead of big parking lots.

Beautiful campground and we will be back.

Love coming here. Look forward to come back lots this summer.

Nice layout! Great Park Ranger!

Cleanest park in BC!

This is one of the best facilities in Northern BC. Keep up the good work!!

Always very friendly staff, that do the best that can be done with the people here.

Very clean park.

Nice, clean, peaceful place and not crowded. Good to find a nice provincial like campground in this location.

We had a wonderful stay here. You were really friendly and helpful. Thank you.

Staff attendant was awesome. Went beyond normal work hours to ensure we had firewood on a chilly evening.

Very nice stay. Pleasant staff.

Great little campground. More towns should do the same. Thanks for the pleasant stay.

Thank you - it was perfect!

This was a wonderful, spontaneous stop for us on our way to Alaska. We wanted to visit the Dams and decided to try a "local" (not private) campground. It was clean, quite, and had lots of firewood. The staff was courteous, helpful, knowledgeable, friendly, nice to talk with.

The man that delivered firewood was very pleasant and very hardworking. I would suggest giving him a raise before he is offered another job.

Park attendants were very good.

Free wood was awesome and punch pass was offered to me which was a bonus to save \$5/night.

REQUEST FOR DECISION

RFD#: CM 8SR	Date: April 13, 2015
Meeting#: CM041315	Originator: Tom Matus, CAO
RFD TITLE: Subdivision and Development Servicing Bylaw #	

BACKGROUND:

In 2013 Council awarded a contract to Focus Corporation (now WSP Group), to develop a Subdivision and development Servicing Bylaw.

DISCUSSION:

After many reviews between myself and Focus, and having had this document wetted with Bill Buholzer, lawyer with Young and Anderson. We have come to a finalisation of the Subdivision and Development Servicing Bylaw. It has been noted by WSP Group that Council, as part of the contract with Focus, wished this document to be presented to the public prior to passing this bylaw.

BUDGET:

To-date we have spent approximately \$25,000 with Focus and approximately \$4,000 with Young and Anderson. Budgeted amount was approximately \$66,000.00.

RECOMMENDATION / RESOLUTION:

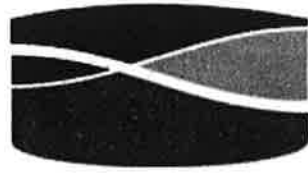
Recommendations:

Considering the time and effort that was put into developing and finishing the bylaw Council can begin the bylaw readings;

Or present the bylaw to the public prior to bylaw readings. To note: it is not required by the Local Government Act nor the Community Charter Act to submit the Subdivision and Development Servicing Bylaw to a Public Hearing.



Tom Matus, CAO



HUDSON'S
HOPE
PLAYGROUND OF THE PEACE



**Subdivision and
Development Servicing
Bylaw No. 848, 2015**

Table of Contents

1.0	Bylaw.....	4
2.0	Title	4
3.0	Definitions.....	4
4.0	Administration	6
4.1	Compliance with Bylaw	6
4.2	Authorization to Enter	6
4.3	Violation.....	6
4.4	Offence.....	6
4.5	Penalties.....	6
4.6	Severability.....	6
4.7	Standards of Measure.....	7
4.8	Schedules Form Part of Bylaw	7
5.0	Subdivision and Development Requirements and Regulations.....	7
5.1	Subdivision Approval Information	7
5.2	Minimum Frontage	7
6.0	Works and Services Required as a Condition of Subdivision or Development.....	7
6.1	Level of Service	7
6.2	Subdivision Requirements	8
6.3	Insurance.....	8
6.4	Application and Inspection Fees	9
6.5	Final Subdivision Approval.....	9
6.6	Maintenance	9
6.7	Starting Works and Services Construction.....	10
6.8	Engineering Drawings	10
6.9	Construction after Approval of Subdivision or Building Permit.....	10
6.10	Excess Capacity of Works and Services.....	10
6.11	Latecomer Agreements.....	11
6.12	Latecomer Charges	12
6.13	Master Municipal Specifications and Guidelines.....	12

7.0	Servicing Requirements for Subdivisions under the Land Title Act	12
7.1	Highways	12
7.2	Water Distributions System	12
7.3	Sanitary Sewage System	13
7.4	Storm Drainage Collection System.....	13
7.5	Street Lighting, Electrical and Communications Wiring and Gas Distribution System	13
7.6	Statutory Right of Way Agreement.....	13
8.0	Servicing Requirements for Highways abutting a site being Subdivided or Developed	13

List of Schedules

Schedule A – Service Levels

Schedule B – Highways, Lanes and Walkways - Regulations, Standards and Specifications for Design

Schedule C – Water Systems - Regulations, Standards and Specifications for Design

Schedule D – Sanitary Sewers - Regulations, Standards and Specifications for Design

Schedule E – Stormwater Systems - Regulations, Standards and Specifications for Design

Schedule F – Street Lighting, Electrical, Communications Wiring, Cablevision and Gas Distribution System
- Regulations, Standards and Specifications for Installation

Schedule G – Submissions and Approvals - Standards for Preparation

Schedule H – Standard Subdivision Development Agreement Document

Schedule I – Statutory Right of Way Document

Schedule J – Confirmation of Professional Assurance and Certificates

1.0 **BYLAW**

Whereas it is deemed advisable and expedient to regulate the provision of works and services in connection with the subdivision and development of land within the District of Hudson's Hope, pursuant to the powers granted by the Local Government Act.

Now therefore the Municipal Council of the District of Hudson's Hope in open meeting assembled enacts as follows:

2.0 **TITLE**

This Bylaw may be cited as the "Subdivision and Development Servicing Bylaw".

3.0 **DEFINITIONS**

In this Bylaw and the schedules attached thereto, unless the context otherwise requires:

"Applicant" means a person applying for the approval of a subdivision.

"Approving Officer" means a person appointed to that position by the District under the Land Title Act.

"District" means The District of Hudson's Hope, or the land lying within the corporate boundaries of The District of Hudson's Hope as the context may require.

"Construction Completion Certificate (CCC)" means the written document as set out in Schedule "J" of this Bylaw by which the District confirms that the Developer has installed and completed the works and services in accordance with this Bylaw.

"Construction Inspector" means a person who, under the direction of the District, inspects the construction of the works and services.

"Construction Schedule" means a schedule indicating the planned start and completion dates of the major activities involved in installing the works and services.

"Consulting Engineer" means a professional engineer, registered under the Engineers and Geoscientists Act in British Columbia, who is engaged by or whose firm is engaged by a Developer to perform services required by this Bylaw.

"Day" means working day as generally recognized by the construction industry in the District and for clarification does not include Saturdays, Sundays and other holidays which the construction industry in the District recognizes as non-working days.

"Developer" means the party or contractor who has the authority to act on behalf of and represent the Owner in carrying out works and services under this Bylaw.

"Develop or Development" means an activity that requires a building permit.

“Director of Public Works” means the person appointed to that position by the District, or the Superintendent of Public Works, and their designate.

“Estimated Cost” means the total cost of constructing works and services estimated by the Owner’s Consulting Engineer and approved by the Director of Public Works.

“Excess or Extended Services” has the meaning prescribed by the Local Government Act.

“Final Acceptance Certificate (FAC)” means the written document as set out in Schedule “J” of this Bylaw by which the District confirms that the Developer has fulfilled the warranty obligations and all other requirements of this Bylaw in relation to works and services.

“Final Subdivision Approval” means the approval granted by the Approving Officer when all relevant requirements of this Bylaw, the Local Government Act, the Land Title Act and any other relevant bylaws and legislation have been fulfilled.

“Highway” includes a highway, road, lane, bridge, viaduct and any other thoroughfare open to public use, but does not include a private right-of-way on private property.

“Lane” means a highway abutting the rear of a lot.

“Latecomer” means an Owner of benefiting lands identified under Section 6.11 of this Bylaw who wishes to connect to or use Excess or Extended Services.

“Latecomer Agreement” means an agreement between the Owner and the District prepared and entered into under Section 6.11 of this Bylaw.

“Latecomer Charges” means those charges determined and imposed by the District in accordance with Section 6.11d) of this Bylaw.

“Mean Annual Rainfall” means the arithmetically averaged total amount of precipitation recorded during a given year.

“Owner” means the registered owner of the site being subdivided or their agent authorized in writing.

“Professional Engineer” means a person who is registered or duly licensed as such under the provisions of the Engineers and Geoscientists Act of British Columbia.

“Quality Control and Assurance Form” means the form as set out as Schedule “I” of this Bylaw.

“Record Drawings” means the drawings prepared after construction is complete that represent the work that was accomplished under the contract.

“Subdivide or Subdivision” means the division of land into two or more parcels, whether by plan, apt descriptive words or otherwise.

“Works and Services” includes highways, sidewalks, boulevards, boulevard crossings, transit bays, street lighting, wiring, electrical distribution systems, water distribution systems, fire hydrant

systems, sewage collection and disposal systems, drainage collection and disposal systems and such other infrastructure or systems as are required by this bylaw in connection with the subdivision or development of land.

"Zone" means zone as created by District of Hudson's Hope Zoning Bylaw No. 823, 2013.

All other words, terms and expressions in this Bylaw shall be interpreted in accordance with their definitions in the Community Charter, the Land Title Act, the Local Government Act and the Interpretation Act.

A reference in this Bylaw to another bylaw of the District is a reference to that bylaw as amended from time to time and to any future bylaws relating to the same subject matter.

4.0 ADMINISTRATION

4.1 Compliance with Bylaw

- a) No person shall subdivide or develop land in the District contrary to the provisions of this Bylaw.

4.2 Authorization to Enter

- a) The Director of Public Works or designate is hereby authorized to enter at all reasonable times upon any property or premises to inspect it in connection with their duties under this Bylaw and to ascertain whether the provisions of this Bylaw are being complied with.

4.3 Violation

- a) Every person who violates any of the provisions of this Bylaw shall be deemed to be guilty upon summary conviction of an offence under this Bylaw.
- b) No person shall prevent or obstruct or attempt to prevent or obstruct the entry of an officer authorized by Section 4.2

4.4 Offence

- a) Each day's continuance of an offence under Sections 4.1 and 4.3 constitutes a new and distinct offence.

4.5 Penalties

- a) Any person who violates any of the provisions of this Bylaw shall, on summary conviction, be liable to a penalty not exceeding \$10,000 plus the cost of prosecution.

4.6 Severability

- a) If any section, subsection, clause, sentence or phrase of this Bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, the invalid portion shall be severed and the portion that is invalid shall not affect the validity of the remaining portions of this Bylaw.

4.7 Standards of Measure

- a) Metric units are the standard units of measure in this Bylaw. If units are not noted, metric units are to be assumed.
- b) Imperial units of measure shown after metric units in any schedule to this Bylaw are for information purposes only and do not form part of this bylaw.

4.8 Schedules Form Part of Bylaw

- a) Schedules A through J are attached to and form part of this Bylaw.

5.0 SUBDIVISION AND DEVELOPMENT REQUIREMENTS AND REGULATIONS

5.1 Subdivision Approval Information

- a) An Owner who wishes to subdivide land shall provide to the Approving Officer, such information as the Approving Officer may require, including without limitation pre-design reports described in Schedule "G", preliminary designs, feasibility studies and cost estimates, to establish that the proposed subdivision can be provided with Works and Services in accordance with this Bylaw.
- b) An Owner who applies to develop land shall, concurrently with making a building permit application, provide to the Director of Public Works such information as the Director may require, including without limitation pre-design reports described in Schedule "G", preliminary designs, feasibility studies and cost estimates, to establish that the proposed development can be provided with Works and Services in accordance with this Bylaw.

5.2 Minimum Frontage

- a) No parcel being created by any subdivision shall have less than 1/10 of its perimeter fronting on a highway, except that the Approving Officer may exempt any parcel from this provision.

6.0 WORKS AND SERVICES REQUIRED AS A CONDITION OF SUBDIVISION OR DEVELOPMENT

6.1 Level of Service

- a) Unless otherwise approved or mandated, all subdivisions and developments shall conform to the required level of service as prescribed in Schedule A according to the parcel's zoning as defined in the Zoning Bylaw. In the case of a parcel that is split-zoned, the Approving Officer or Director of Public Works, as the case may be, shall determine which level of service shall apply to the entire parcel if the provision of different service levels in accordance with Schedule A would not be in accordance with sound civil engineering practice.
- b) The water, sewer and drainage collection systems required under 6.1 a) must be connected at the expense of the Owner to the District water, sewer and drainage collection systems.
- c) The Owner must alter pre-existing Works and Services to comply with standards prescribed in Schedule A of the Bylaw unless the Director of Public Works determines that the existing Works

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

6.2 Subdivision Requirements

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

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

- i) a community water system
- ii) a community sewer system
- iii) a community gas distribution system
- iv) a community radio or television receiving antenna
- v) a radio or television broadcasting antenna
- vi) a telecommunication relay station
- vii) an automatic telephone exchange
- viii) an air or marine navigational aid
- ix) electrical substations or generating stations, or
- x) any other similar public service or quasi-public service facility or utility.

6.3 Insurance

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

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

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

6.4 Application and Inspection Fees

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

6.5 Final Subdivision Approval

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

6.6 Maintenance

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

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

6.7 Starting Works and Services Construction

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

6.8 Engineering Drawings

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

6.9 Construction after Approval of Subdivision or Building Permit

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

6.10 Excess Capacity of Works and Services

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

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

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

6.11 Latecomer Agreements

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

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

6.12 Latecomer Charges

- a) The interest rate applicable to latecomer charges under Section 939 of the Local Government Act will equal the prime lending rate of the chartered bank used by the District, less one percent.

6.13 Master Municipal Specifications and Guidelines

- a) The provisions of this Bylaw are to be applied in conjunction with the Master Municipal Specifications and Standard Detail Drawings in Volume II of the Platinum Edition of the Master Municipal Construction Documents (2009) published by the Master Municipal Construction Documents Association, including:
 - i. the definitions of such terms used in the Master Municipal Specifications and Standard Detail Drawings as are set out in the General Conditions in Volume II; and
 - ii. all documents supplemental to the Master Municipal Specifications, the Standard Detail Drawings and the relevant definitions set out in the General Conditions that are issued from time to time by the Association, but excludes all references to measurement and payment in the Master Municipal Specifications.
- b) Where the provisions of this Bylaw are in conflict with the Master Municipal Specifications and Standard Detail Drawings, the provisions of this Bylaw shall govern the matter.
- c) The provisions of this Bylaw are to be applied in conjunction with the Master Municipal Design Guideline Manual, 2005, published by the Master Municipal Construction Documents Association.
- d) Where the provisions of this Bylaw are in conflict with the Master Municipal Design Guideline Manual, the provisions of this Bylaw take precedence.

7.0 SERVICING REQUIREMENTS FOR SUBDIVISIONS UNDER THE LAND TITLE ACT

7.1 Highways

- a) All highways created or modified by plan of subdivision shall adhere to design for dimensions, location, alignment, and gradient requirements as prescribed in Schedules A and B of this Bylaw and be cleared, graded and surfaced in accordance with design standards set out in Schedules A and B of this Bylaw.
- b) Sidewalks, curbs and gutters shall be provided where highways are created as required in Schedule A and constructed in accordance with the standards prescribed in Schedule B of this Bylaw.

7.2 Water Distributions System

- a) A complete water distribution system shall be constructed for each parcel in a subdivision in accordance with the standards set out in Schedule C, and shall include the standard service

connection, which will be connected by trunk water mains to an existing community water system.

7.3 Sanitary Sewage System

- a) A sanitary sewage collection and disposal system shall be constructed for each parcel in a subdivision as required in Schedule A in accordance with the standards contained in Schedule D, which includes the standard service connection which shall be connected by trunk sewer mains to an existing community sanitary sewerage system.

7.4 Storm Drainage Collection System

- a) A storm drainage collection system shall be constructed for the highway system and each parcel in a subdivision as required in Schedule A in accordance with the standards contained in Schedule E, which includes the standard service connection which shall be connected by trunk drainage mains to an existing drainage system of the District.

7.5 Street Lighting, Electrical and Communications Wiring and Gas Distribution System

- a) Street lighting shall be provided in subdivisions where highways are created as required in Schedule A and constructed in accordance with the standards prescribed in Schedule F of this Bylaw.
- b) Each parcel of a subdivision shall be provided with power supply consistent with the standards described in Schedule A and Schedule F of this Bylaw. Where telephone, cablevision, fibre optics and gas services are to be provided, such services shall be provided consistent with the standards set out in Schedule A and Schedule F of this Bylaw.

7.6 Statutory Right of Way Agreement

- a) The Developer shall at its sole expense obtain for the benefit of the District and in the District's standard form for such instruments, any statutory right of way required for any portion of the Works that is located on any land that is not a highway, to prepare any required plan of statutory right of way and to register any such right of way or plan in the Land Title Office.

8.0 SERVICING REQUIREMENTS FOR HIGHWAYS ABUTTING A SITE BEING SUBDIVIDED OR DEVELOPED

As a condition of the approval of a subdivision or the issuance of a Building Permit, Council may by resolution in any case, require that the Applicant provide works and services on that portion of a highway immediately adjacent to the site being subdivided or developed, up to the centreline of the highway in the case of highway works, if such requirements are attributable to the subdivision or development. Works and Services which may be required include:

- a) Highway improvements including clearing, grading, surfacing, and sidewalk, curb and gutter improvements in accordance with the standards set out in Schedules A and B of this Bylaw.
- b) Water system improvements including construction of water distribution components in accordance with the standards set out in Schedule C of this Bylaw.

- c) Sewer system improvements including construction of sewage collection system components in accordance with the standards set out in Schedule D of this Bylaw where Schedule A of this Bylaw requires the development of a sewer system.
- d) Drainage system improvements including the provision of drainage facilities as required in Schedule A of this Bylaw, and construction of specific drainage system improvements in accordance with the standards set out in Schedule E of this Bylaw.
- e) Where the provisions of Schedule A require underground wiring, all power, telephone and cablevision, ducting and junction facilities shall be installed in accordance with the provisions of Schedule F of this Bylaw.

SCHEDULE A

Service Levels

1.0 ESTABLISHMENT OF SERVICE LEVELS

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

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

Definitions:

R - means required

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

N/A - means not applicable

1.1 Zoning

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

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

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

SCHEDULE B

Highways, Lanes and Walkways - Regulations, Standards and Specifications for Design

1.0 INTRODUCTION

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

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

2.0 HIGHWAY, LANE AND WALKWAY CLASSIFICATION

Highway Classification:

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

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

Road classifications also include the following:

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

2.1 Geotechnical Evaluation

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

2.2 Consistency with OCP

The provisions of the District of Hudson's Hope Official Community Plan are to be adhered to with regard to the classification, location, and standard of all proposed highways within a subdivision development.

3.0 DESIGN PARAMETERS

3.1 Design Speed

Unless otherwise accepted, roadways shall be designed to the following minimum standards as specified in the Transportation Association of Canada, Geometric Design Guide for Canadian Road Manual. Values are listed in Table B-2.

3.2 Cross Section Elements

Recommended road cross-section elements are shown in Table B - 1. Details are in general compliance with the TAC Geometric Design Guide, except as follows:

Pavement width is measured between curb faces rather than gutter edges as indicated in the TAC guide. This has the effect of making curb Jane widths appear greater than they appear in the TAC guide.

Right-of-way and pavement widths shown in Table B - 1 are subject to increases to accommodate the following:

- Intersections
- Turn lanes
- Bike lanes
- Snow storage

Requirements of divided roads, street trees and landscaping are as established by the District. In the absence of specific landscaping requirements, topsoil with sod or hydroseed is required on medians and boulevards. Where the width is insufficient for maintenance of vegetation, hard surfaces may be permitted.

Road Classification	Right-of-Way Width (m)	Pavement Width Curb-to-Curb Including Median (m)	Curb Type	No. Of Sidewalks	Parking
Arterial					
Undivided – 4 Lane	25	15	Barrier	2	N/A
Rural	20	7.2 + Shoulders	N/A	N/A	N/A
Collector					
Commercial and Industrial	25	15	Barrier	2	Both Sides Off-peak
Multi-Family Residential	22	12.2	Barrier	2	Both Sides
Single Family Residential					
Urban	20	11	Barrier	2	One Side
Rural	20	7.2 + Shoulders	N/A	N/A	N/A
Local					
Commercial/Industrial	20	11	Barrier	2	Both Sides
Multi-Family	20	11	Barrier	2	Both Sides
Single Family Residential					
Urban	20	10	Rollover	1	Both Sides
Rural	20	7.2 + Shoulders	N/A	N/A	N/A
Lane	6	5.2	Rollover	N/A	N/A
Walkway and Bike Path	3	2.5	N/A	N/A	N/A

Table B - 1 - Road Classification

3.3 Alignments

Alignment guidelines should be generally in accordance with the TAC Geometric Design Guide, except where superseded by the following. Numerical guidelines are summarized in Table B - 2.

Classification	Min. Design Speed (km/h)	Max. Super Elevation (%)	Min. Radius (m)	Grade (%)		K-Value				Minimum Sight Distance (m)	
				Min	Max ^{3,4}	Crest Curves		Sag Curves		Stopping	Decision
						Min	Desir	Min	Desir		
Arterial Road	70	6 ¹	190 ²	0.5	8	20	25	15	25	110	200-270
Collector Road	50	6 ¹	11 ²	0.5	10	7	10	7	12	65	140-190
Local Road	50	3	80	0.5	10	7	10	6	10	65	140-190
Lane	30	0	20	1.0	10	4	5	4	7	45	110-160
Driveway Multi-Family	30			0.5	10						
Driveway Single Family				0.5	10						
Emergency Access	30			1.0	12						
Walkway				1.0	12						

Table B - 2 - Alignment Guidelines

¹Maximum super-elevation reduced to 4 % where there are intersecting roads or private accesses.

²Minimum radii approaching intersections within the decision sight distance range: 400 m for Arterials and 250 m for Collectors.

³Maximum grades approaching intersections are 2 % less than indicated. Reduction applies for length equal to Stopping Sight Distance.

⁴Reduced maximum grades are recommended for cold climates as indicated in 4.3.2.

3.3.1 Horizontal Alignment

All horizontal alignment elements shall be designed in accordance with the Alignment and Lane Section of the current edition of the Transportation Association of Canada Geometric Design Guide for Canadian Roads.

3.3.2 Vertical Alignment

All vertical alignment elements shall be designed in accordance with the Alignment and Lane Section of the current edition of the Transportation Association of Canada Geometric Guide for Canadian Roads.

Vertical curves shall be designed to provide safe stopping sight distances.

Vertical curves shall be provided at all grade changes greater than 1 %.

Vertical curve length is calculated by the equation $L = KA$ where:

- L = the length of the vertical curve in metres.
- K = a constant related to lines and geometry of a parabolic curve.
- A = is the algebraic difference in grades in percent.

Consideration may be given to allowing increased grades where short sections of steeper grades can be utilized to improve the geometric design of intersections for increased safety, or where alternate access at grades less than 12 % is available.

3.4 Road Structure

The minimum road works structure is as shown in Table B - 3. Each road structure is to be designed based on site specific soil conditions and traffic loadings. The road works structure must be designed by a qualified Geotechnical Engineer.

ROAD CLASSIFICATION	COMPACTED SUB- BASE THICKNESS (SGSB)	COMPACT BASE THICKNESS (CBC)	COMPACTED ASPHALT THICKNESS
Arterial	BC MOTI 2012 Standard Specifications for Highway Construction	BC MOTI 2012 Standard Specifications for	BC MOTI 2012 Standard Specifications for Highway Construction
Collector	300 mm	50 mm	75 mm
Industrial/Commercial	450 mm	75 mm	100 mm
Local	300 mm	50 mm	50 mm
Cul-de-sac	300 mm	50 mm	50 mm
Lane	300 mm	75 mm	50 mm

Table B - 3 - Road Structure

3.5 Curb Return Radii

A minimum of 9 m curb return radii shall be provided at all intersections.

The minimum property corner cut shall be 6 m x 6 m.

3.6 Intersections

Intersections are to be designed and located within a range of angles between 70 degrees and 110 degrees.

The grade of the minor road will normally be changed to conform to the cross section of the major road. The grade of the road with the higher classification shall predominate.

No through road grade exceeding 8 % shall be permitted at intersections.

Side street grade at an intersection shall be equal to the cross slope of the major road for a distance of 20 m on both sides of the intersection.

The minimum spacing between intersections is:

- Along Collector Streets – 60 m.

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

3.7 Cul-de-sacs

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

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

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

3.8 Lanes and Driveways

3.8.1 Residential Access to Arterial Roads

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

3.8.2 Number of Driveways

Urban residential Zones:

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

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

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

3.8.3 Driveway Location and Width

Residential Zones:

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

Commercial, Industrial, Institutional, Comprehensive and Multifamily Developments:

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

3.8.4 Driveway Grades

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

3.8.5 Driveway Letdown and Curb Return

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

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

3.8.6 Access Management

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

3.8.7 Queuing Storage

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

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

Table B - 4 - Queuing Storage

3.9 Walkways

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

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

Table B - 5 - Sidewalk Widths

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

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

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

3.10 Wheel Chair Ramps

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

3.11 Traffic Control Devices

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

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

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

3.12 Boulevards/Streetscapes

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

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

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

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

3.12.1 Street Trees

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

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

Trees shall not be planted within:

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

4.0 MATERIALS

4.1 General

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

All crushed gravel when tested according to ASTM C136 and ASTM C117, or latest revised issue, to have a generally uniform gradation and conform to following gradation limits and 60 % of material passing each sieve must have one or more fractured faces. Determination of the amount of fractured material shall be in accordance with the Ministry of Transportation and Infrastructure's Specification I-11, Fracture Count for Coarse Aggregate, Method "A", which determines fractured faces by count. The plasticity index for crushed gravel is to not exceed 6.0.

4.2 Pit Run Gravel

To be well graded granular material, substantially free from clay lumps, organic matter and other extraneous material, screened to remove all stones in excess of maximum diameter specified in material description (300 mm Pit Run Gravel, 200 mm Pit Run Gravel, 100 mm Pit Run Gravel). Material to compact to specified density and conform to following gradations:

Sieve Designation	Percent Passing		
300 mm dia	---		(100)
200 mm dia	---		(100)
100 mm dia	---		(100)
75 mm	---		100
50 mm	70	-	100
25 mm	50	-	100
4.75 mm	22	-	100
2.36 mm	10	-	85
0.075 mm	2	-	8

Recycled concrete free from contaminated and other extraneous material, conforming to the specified gradations may be used as pit run gravel.

4.3 Select Granular Sub Grade

To be well graded granular material, substantially free from lumps and organic matter, screened if required to conform to following gradations:

Sieve Designation	Percent Passing		
75 mm			100
25 mm	50	-	85
0.150 mm	0	-	15
0.075 mm	0	-	8

4.4 Granular Base

To be 19 mm crushed gravel conforming to following gradations:

Sieve Designation	Percent Passing		
19 mm dia			100
12.5 mm dia	75		100
9.5 mm dia	60		90

4.75 mm	40		70
2.36 mm	27	-	55
1.18 mm	16	-	42
0.600 mm	8	-	30
0.300 mm	5	-	20
0.075 mm	2	-	8

4.5 Pavement

Asphalt cement: to CGSB-16.3-M90, Grade 80-100

Reclaimed asphalt pavement (RAP): Crush and screen so that 100 % of reclaimed asphalt pavement material passes 37.5 mm screen before mixing.

Aggregates: to MMCD Platinum section 31 05 17 – Aggregates and Granular Materials and following requirements:

Crushed stone or gravel consisting of hard, durable, angular particles, free from clay lumps, cementation, organic material, frozen material and other deleterious materials.

Gradations to be within limits specified when tested to ASTM C136 and ASTM C117.

Sieve Designation		Percent passing				
		*Lower	*Lower	*Upper	*Upper	*Fine Mix
25.0	mm	100				
19	mm		100	100		
12.5	mm	70-85	84-99	84-99	100	
9.5	mm		73-88	73-88		100
4.75	mm	40-65	50-68	50-68	55-75	80-100
2.36	mm	32-53	35-55	35-55	38-58	64-89
1.18	mm	26-44	27-46	27-46	28-47	48-76
0.600	mm	18-36	18-36	18-36	20-36	32-60
0.300	mm	10-26	10-26	10-26	10-26	16-42
0.150	mm	4-17	4-17	4-17	4-17	6-23
0.075	mm	3-8	3-8	3-8	3-8	4-10

- * Lower Course #1: Arterial and Collector, lower course only
 Lower Course #2: Local, lower course only
 Upper Course #1: Arterial and collector, upper course only
 Upper Course #2: Local, surface course only
 Fine Mix: Skim patch on existing asphalt surface