

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

# **AGENDA**

Council Chambers

Monday, January 12, 2014 at 7:00 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 December 8, 2014 Inaugural Council Meeting Minutes

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

### **7. Delegations:**

D1 BC Hydro – Darin Thompson and Bob Gammer

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### **8. Staff Reports:**

SR1 Bylaw No. 846, 2015 – Council Procedure Bylaw Amendment

Page 11

SR2 Work Clothing and Apparel Purchasing Policy

Page 36

SR3 CAO Report – Actions and other Updates

Page 38

SR4 BC on the Move Survey

Page 41

SR5 Request for Decision – Small Town Love: Hudson's Hope

Page 46

SR6 Request for Decision – Light Industrial Crown Land Tenure Application

Page 48

SR7 Request for Decision – Light Industrial Lots – Community Institutional Crown Land Tenure Application

Page 49

SR8 Geocache Project/Northern Health Grant

Page 51

SR9 MIABC 2015 Associate Members Insurance

Page 62

SR10 Intern Update

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9. **Correspondence:**
  - C1 Greta Goddard – Fit for Life Program Page 70
  - C2 WSP Canada – Focus Corporation: new structure Page 71
  - C3 Ministry of Jobs, Tourism & Skills Training and Minister Responsible for Labour – Land Development Page 72
  - C4 The Consulate General of the People's Republic of China in Vancouver – Relationship with China Page 74
  - C5 NEBC Resource Municipalities Coalition – Community Speakers Series Page 76
10. **Reports by Mayor & Council on Meetings and Liaison Responsibilities**
11. **Old Business:**
12. **New Business:**
13. **Public Inquiries:**
14. **In-Camera Meeting: *Pursuant to the Community Charter Section 90.1 (k)***
15. **Adjournment:**



**INAUGURAL COUNCIL MEETING  
December 8, 2014  
7:00 P.M.  
MUNICIPAL HALL COUNCIL CHAMBERS**

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

**Absent:** Councillor Travous Quibell

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

**Other:** 9 in gallery

***Prior to the Meeting being called to order, the Mayor and Councillors took their Oaths of Office administered by the Chief Elections Officer and the Mayor made her inaugural address.***

**1. CALL TO ORDER:**  
The meeting was called to order at 7:00 p.m. with Mayor Gwen Johansson presiding.

**2. NOTICE OF NEW BUSINESS:**

**Mayor Additions:**

Mayor Johansson would like to include Council Orientation and the BC Natural Resource Forum in Prince George under New Business; a Water Report was also included under Old Business.

**Council Additions:**

Councillor Heiberg would like to include an update on the Peace River Regional District under Council Reports.

**CAO Additions:**

No Additions at this time.

**3. ADOPTION OF AGENDA BY CONSENSUS:**  
The December 8, 2014 Inaugural Council meeting agenda was adopted by consensus.

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

5. **ADOPTION OF MINUTES:**

0550-01

M1 **November 24, 2014 Regular Council Meeting Minutes**

**RESOLUTION NO. 231**

M/S Councillors Heiberg/Gilliss

**THAT:**

"The minutes of the November 24, 2014 Regular Council Meeting be adopted as amended."  
**CARRIED**

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

BA1 **SR2: BC Hydro 2<sup>nd</sup> Apprentice Tradeshow Hall Rental**

Staff to send a letter to BC Hydro agreeing to support the tradeshow by providing the use of the community hall and janitorial services.

BA2

**NB1: Spectra Energy Correspondence Hudson's Hope Icon**

Staff to follow up with Spectra on their mapping error.

7. **DELEGATIONS:**

**RESOLUTION NO. 231**

M/S Councillors Heiberg/Miller

**THAT:**

"Council waive regular Agenda Procedure, to move the delegation later in the meeting, to accommodate the arrival of one of the presenters."  
**CARRIED**

8. **STAFF REPORTS:**

SR1 **Action Items and Other Updates by CAO**

The CAO provided a brief synopsis of his report. The Cao will proceed with screening the applicants for the foreman position. Once the Personnel Committee is established they can then further the hiring process.

SR2 **Staff Clothing Wear Policy Relating to BCGEU Agreement**

Staff draft a Clothing Wear Policy based on the report from the CAO.

SR3 **Temporary Traffic Camera Installation in Hudson's Hope  
FOR INFORMATION**

SR4 **Children First Grant Agreement**

Brief synopsis of the report by CAO.

**RESOLUTION NO. 231**

M/S Councillors Heiberg/Middleton

**THAT:**

"Pending approval from our Insurer that the Municipality is covered, Council approve the Children's First Contractual Agreement with the Fort St. John Child Development Center in the amount of \$3,700.00."  
**CARRIED**

**DELEGATION:**

**D1 TransCanada: Prince Rupert Transmission Project Update  
Present: Bob Hudson and Catie Underhill**

(7:35 p.m. Councillor Gilliss left the meeting)

Presentation of PowerPoint Re: Project Update. Questions raised:

- Mayor Johansson asked what TransCanada's plans are regarding the "spinning off from power Generation". TransCanada reply was that they are looking at dropping down the power business to a subsidiary company. (still under TransCanada control)
- Mayor Johansson also noted that Petronus has stated they are shaving costs in the design and engineering and looking to outsource to other countries. How does this affect TransCanada? Bob stated that those comments were directed to the LNG plants. The TransCanada design and engineering is 95% complete and will not be outsourced. TransCanada is also responsible for all safety aspects.
- Is the Prince Rupert Transmission Project regulated under the NEB? No, as this pipeline is only situated in British Columbia it is solely regulated by the Oil and Gas Commission. Therefore, there is no hearing process just a filing and application process.
- TransCanada to inform Council when they decide on a location for site 102.
- Groundwater testing was conducted at the corner of Beryl Prairie and Canyon Drive and some possible contamination was identified. TransCanada does not want to use this site because of that reason and will look into sharing those test results with the Municipality.
- The Johnson Creek camp presence will be there for approximately 3 years subject to final approvals.
- Camp should be fully operational by spring 2016 with approximately 700 employees.
- Peak to be reached in early 2017.
- Mayor Johansson questioned what opportunities will be available for local businesses. Most employment opportunities will be done through the prime contractor.

**RESOLUTION NO. 231**

**M/S Councillors Miller/Middleton**

**THAT:**

**"To amend regular procedure to allow TransCanada to continue their presentation past the allotted 15 minutes."**

**CARRIED**

- Local residents can go onto princerupertgas.com to put their business name into the database. This database will then be provided to the prime contractors.
- Funding opportunities available for the community need to be submitted before Friday this week.

**SR5 2015 Council Meeting Calendar**

Will wait to make any decisions until after the procedure bylaw amendment is adopted. Staff to draft a new Procedure Bylaw Amendment.

**SR6 Communications Expenditure**

**RESOLUTION NO. 231**

**M/S Councillors Heiberg/Miller**

THAT:

"Council approve an expenditure of up to \$2000.00 to Communications for the purchase of seven new mobile devices."

CARRIED

- SR7      **Municipal Signage Update**  
Council to discuss items in the 2015 budget.

- SR8      **Response Guide to FOI Requests Policy**  
RESOLUTION NO. 231  
M/S Councillors Heiberg/Gilliss  
THAT:  
"Council adopt the Response Guide to Freedom of Information Requests Policy."  
CARRIED

- SR9      **Committee and Board Appointments**  
RESOLUTION NO. 231  
M/S Councillors Miller/Middleton  
THAT:  
"Council appoint Mayor Johansson as the Director and Councillor Heiberg as the alternate Director for the Peace River Regional District Board."  
CARRIED

RESOLUTION NO. 231  
M/S Councillors Heiberg/Gilliss  
THAT:  
"Councillor Nicole Gilliss and Member at Large, Richard Brown, to the North Peace Airport Society."

And further that:

"Mayor Gwen Johansson and Councillor Caroline Beam be appointed to the North peace Economic Development Commission."  
CARRIED

- SR10     **Use of Personal Email Accounts for Public Business**  
FOR INFORMATION

- SR11     **Intern Updates**  
FOR INFORMATION

9.  
C1        **CORRESPONDENCE:**  
**Annual Military Service Recognition Book**  
FOR INFORMATION

- C2        **Fire Department Muscular Dystrophy Fundraising 2014**  
FOR INFORMATION



C3      **Northern Development Initiative Trust Economic Development Capacity Building Fund – 2013**  
FOR INFORMATION

C4      **UBCM Group Insurance for Elected Officials**  
FOR INFORMATION

C5      **Visitor Centre Network Meeting Notes**  
FOR INFORMATION

C6      **TransCanada Community Fund**

RESOLUTION NO. 231

M/S Councillors Middleton/Miller

THAT:

"Council submit the following two projects, which are in priority sequence, to TransCanada for funding requests so that they may choose which project they would like to support:

1. Permanent Washroom Facility at the Hudson's Hope Softball Diamonds
2. Playground Equipment for the Beryl Prairie Fire Hall."

**CARRIED**

Staff should look at having a prioritized list available with rough cost estimates. To be completed during the next Strategic Planning Meeting.

C7      **Farewell Tribute Honouring Former Mayor Fred Jarvis**  
FOR INFORMATION

C8      **BC Hydro Response to Site C Proposal Presented by Rob Botterell**  
Staff to write a letter in response.

C9      **Ministry of Forests, Lands and Natural Resource Operations UBCM Response**  
Staff to schedule a meeting.

C10      **Ministry of Community, Sports and Cultural Development UBCM Response**  
Staff to ask to schedule a meeting. Forward a copy of this letter to the CAO and Karen Goodings.

C11      **UBCM: Notification of Executive Vacancies**  
FOR INFORMATION

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

CR1      **Mayor Johansson Water Report**  
The PRRD passed a resolution stating that \$100,000 each year, for two consecutive years, be allocated to ground water sampling if that amount could be matched. The funding was matched by the Real Estate Foundation so the PRRD program proceeded. In addition the Ministry of Forestry, Lands and Natural Resource Operations did some water testing under the understanding that this

information would be shared. Data was to be shared by November 15, 2014. So far, the data collected under the government sampling program has not been made public. It is needed but the PRRD consultant to make his report complete. Mayor Johansson is following up.

**CR2 Mayor Johansson BC Natural gas Resource Forum**

Three spots are available to attend this forum.

**CR3 Councillor Heiberg Peace River Regional District**

There were two important items up for discussion at the last meeting 1) Recruitment of physician funding and 2) Building Bylaw No. 2131. Councillor Heiberg gave an overview of the two key items up for discussion.

**11. NEW BUSINESS:**

**NB1 Mayor Johansson Curling Rink Incident**

Staff to look into the hit and run incident at the curling rink and staff to notify the insurance company.

**12. OLD BUSINESS:**

None

**13. PUBLIC INQUIRIES:**

None

**14. ADJOURNMENT:**

**RESOLUTION NO. 238**

**M/S Councillors Heiberg/Miller**

**THAT:**

**"The Regular Council Meeting for September 15, 2014 be adjourned" (8:18 p.m.)**

**CARRIED**

	<b>DIARY</b>	<b>Diarized</b>	<b>Last Review/Action</b>
	<b>Conventions/Conferences/Holidays</b>		
<b>DY1</b>	<i>PRRD: Solid Waste Disposal</i>	<i>05/12/14</i>	
<b>DY2</b>	<i>Airport Resurface and Redevelopment</i>	<i>05/12/14</i>	
<b>DY3</b>	<i>Grubjesic Driveway</i>	<i>05/12/14</i>	
<b>DY4</b>	<i>Co-Op Correspondence Re: Card Lock</i>	<i>11/12/13</i>	
<b>DY5</b>	<i>Communications Expenditure</i>	<i>08/11/14</i>	
<b>DY6</b>	<i>Premiers BC Natural Gas Forum</i>	<i>08/11/14</i>	
<b>DY7</b>	<i>Capital Projects Meeting (every 6 months)</i>	<i>10/14/14</i>	
<b>DY8</b>	<i>BC Hydro 2<sup>nd</sup> Apprentice Trade</i>	<i>11/24/2014</i>	

Certified Correct:

\_\_\_\_\_  
Clerk / Minute Taker

\_\_\_\_\_  
Chair



## BC HYDRO W.A.C. BENNETT AND PEACE CANYON DAM SAFETY PROJECTS UPDATE

The W.A.C. Bennett Dam and Gordon M. Shrum (GMS) Generating Station were built in the 1960s and are cornerstones of BC Hydro's system. The facilities are located on the Peace River west of Hudson's Hope. The Peace Canyon Dam was completed in 1980 and is located downstream of the W.A.C. Bennett Dam on the edge of Hudson's Hope. As part of BC Hydro's plan to ensure safe, reliable power, a number of engineering assessments and projects are underway, or planned to start soon, at the W.A.C. Bennett and Peace Canyon dams. These projects are part of BC Hydro's **ten-year plan** to invest \$1.7 billion annually to renew our infrastructure and make upgrades and repairs to meet growing demand.

### W.A.C. Bennett Embankment Dam

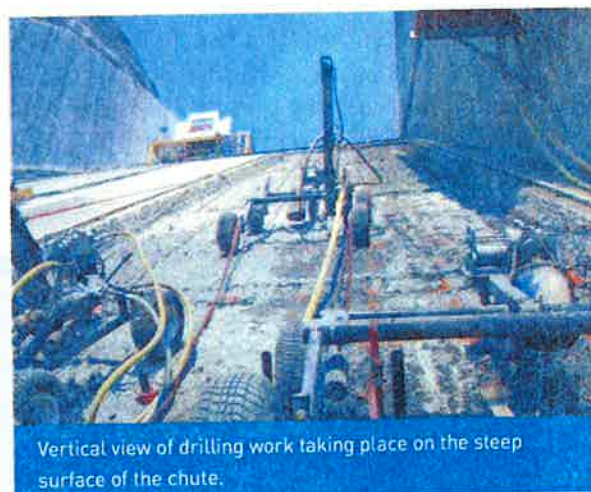
Several project activities aimed at improving the monitoring of dam performance have been completed. The various technical studies completed include: verification of the effectiveness of the dam's filter system, evaluation of the seismic stability of the dam, and characterization of the dam's construction data and development of engineering models to establish a baseline for future monitoring of the dam's performance. In addition, underwater sonar and surface surveys were completed. This project is now being closed and a follow-up project to undertake special/additional studies and complete recommendations for monitoring the performance of the W.A.C. Bennett Dam has been initiated.

### W.A.C. Bennett Dam Core Casings

This project was initiated to address issues with respect to the open casings installed in the core of the dam during original construction and subsequently during the sinkhole repairs in the late 1990s. The project will implement upgrades to the casings, as required, and potentially install new instruments wherever feasible to augment monitoring of the dam performance. Assessment of the open casings installed during the sinkhole repairs and design for grouting the observation wells (OWs) are now complete, and the grouting/instrumentation of six OWs and five open casings in the dam core is planned for late spring/summer 2015. Design to seal 12 more open casings in the dam core and evaluation of options to address issues with the cross-arm settlement casing are also planned during 2015 and 2016.

### W.A.C. Bennett Dam Spillway Chute Upgrade Phase 2

The Bennett Dam spillway chute requires upgrades and repairs to improve the condition of the concrete base of the chute. The scope of the project is to resurface a length of approximately 45 metres across the full width (30 metres) of the steep (40 degree slope) lower portion of the chute, upstream of the flip bucket. Repairs are scheduled to be completed in two construction seasons (April to October) and include concrete removal, installation of new rebar, dowels, new waterstops at construction joints and concrete placement. In addition to the resurfacing work in the steep portion of the chute, localized (patching) repairs in the flat portion of the chute are planned in both construction seasons. The first season of work is now complete and the project has returned the spillway to service until work begins again next spring.



Vertical view of drilling work taking place on the steep surface of the chute.





### **Peace Canyon Spillway Gate Reliability**

Similar to the W.A.C. Bennett Spillway Gate Reliability Project, upgrading the Peace Canyon spillway gate system will ensure reliable operation of the gates, which are used to control the water levels in the reservoir and provide additional system flexibility. The spillway gate system at the Peace Canyon Generating Station consists of six spillway bays with radial gates. The project is in the definition phase and the team is currently undertaking the preliminary design, which is expected to be completed in mid-summer 2015. This project will be adding either new or back up electrical and mechanical components that will increase the overall reliability of the gates.

### **W.A.C. Bennett Spillway Gate Reliability**

Upgrading the spillway gate system will ensure continued reliable operation of the W.A.C. Bennett spillway gates. Spillway gates are used to control the level and periodic discharge of water to ensure that the reservoir is operated within licenced limits. The project is in the definition phase and the team is currently undertaking the preliminary design, which is expected to be completed in March 2015. The project will introduce multiple mechanical and electrical items that will increase the overall reliability of the spillway gate system.

### **W.A.C. Bennett Dam Rip-Rap Upgrade**

Since the construction of the Bennett Dam more than 45 years ago, there has been steady deterioration of the rip-rap (large rock) protecting the upstream slope of the dam. Upgrading the deteriorated portions of the rip-rap will ensure long-term dam safety and erosion protection of the upstream dam slope from impact of waves in the Williston Reservoir during wind storms. This project was initiated in fall 2011. Geotechnical investigations, including drilling and trial blasting for rip-rap at the Sand Flat limestone site, were completed in 2012 and 2013. This site has been selected as the preferred source for rock to be used for the rip-rap upgrade. Additional geotechnical investigations on the upstream face of the dam and at the Sand Flat site were also completed in late spring/summer this year. The preliminary design for the project has started and is planned for completion by April 2015. The current plan is to start rip-rap replacement in summer 2016, after obtaining all permits and regulatory approvals. The placement of the new rip-rap is planned for completion by 2018/2019.

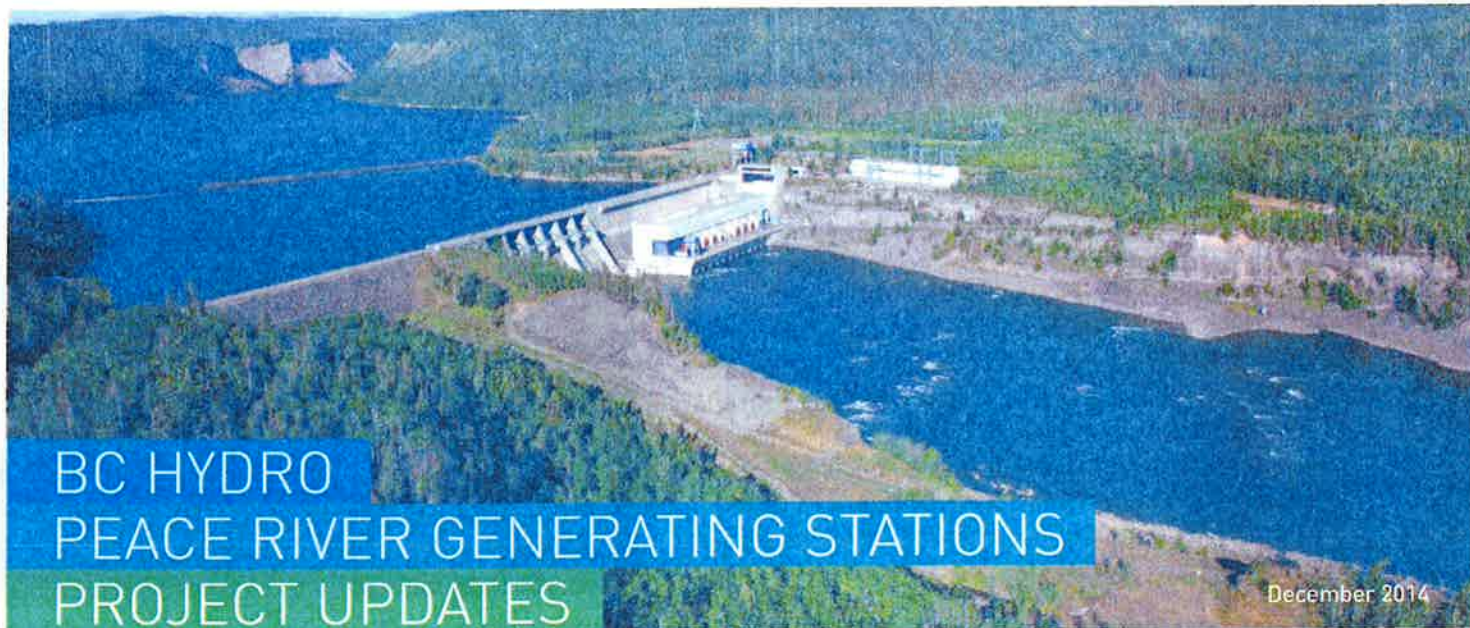
This update is provided to keep residents of the Peace region informed about upgrades and refurbishments being made to the Gordon M. Shrum Generating Station, W.A.C. Bennett Dam and Peace Canyon Dam.

Please contact BC Hydro Community Relations at 250 561 4858 or [bob.gammer@bchydro.com](mailto:bob.gammer@bchydro.com), or BC Hydro Aboriginal Relations at 604 528 7887 or [rodney.hill@bchydro.com](mailto:rodney.hill@bchydro.com) for more information on any of the above projects.

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# BC HYDRO PEACE RIVER GENERATING STATIONS PROJECT UPDATES

December 2014

Peace River dams and generating stations are cornerstones of BC Hydro's system. Several projects are underway, or planned to start soon, that will renew aging equipment at the Gordon M. Shrum (GMS) Generating Station next to the W.A.C. Bennett Dam and the Peace Canyon (PCN) Dam and Generating Station. These projects are part of BC Hydro's **ten-year plan** to invest \$1.7 billion annually to renew our infrastructure and make upgrades and repairs to meet growing demand.

## Peace Canyon Transformer Replacement (\$4.4 million)

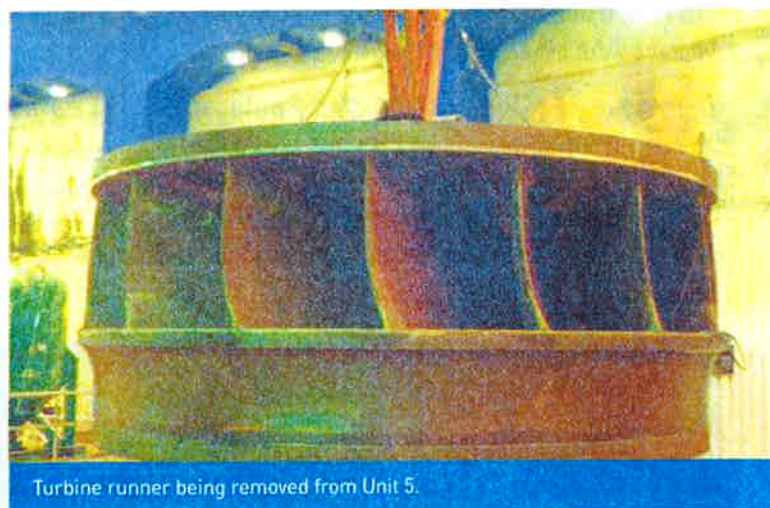
PCN has four generating units producing a maximum capacity of 694 megawatts, using the same amount of water as GMS. The project supplied one new large power transformer to the plant in the spring of 2012. The transformer failed a site acceptance test and had to be returned to the factory in Korea. Following repair of the unit in 2013, the transformer was again transported to PCN. It was successfully put into service in June 2014.

## GMS Transformer Replacement Phase 3 (\$12.5 million)

GMS has 30 transformers that increase the voltage at the station to 500,000 volts to efficiently carry electricity over long distances. Nine transformers were replaced between 2009 and 2011. A transformer was installed in June 2014 and is currently in service, and installation on another transformer began in November 2014. Two more transformers are planned to be installed in mid-2015.

## GMS Units 1 to 5 Turbine Replacement (\$198.6 million)

Five turbines are being replaced to improve turbine efficiency and reliability. Each turbine runner (the rotating part of the turbine) is made of stainless steel, weighs 72,000 kilograms, stands 2.6 metres high and is 5 metres wide. The new units combined will produce an additional 177 gigawatt hours each year, enough to power more than 15,000 homes. Turbines for Units 1, 2 and 4 were replaced and put into service over the past two years. Work on the fourth unit is underway and it is targeted to return to service in January 2015. The last turbine is planned to be replaced by April 2015. Once all five turbines have been replaced, modifications identified in warranty testing will be applied to each unit.



Turbine runner being removed from Unit 5.



### GMS Units 1 to 4 Rotor Pole Rehabilitation (\$38 million)

New rotor poles are being installed and the rotor is being refurbished in Units 1 to 4 at GMS. Rotor poles are mounted on a rotor, the moving part of a generator, and are magnetized by an electric current. As the rotor spins, the magnetic poles sweep across conducting bars, creating the current that forms the electrical output of the generator. Four units have been removed from service to be refurbished; three were successfully refurbished and put back into service over the last two years and the fourth is scheduled to be back in service in January 2015. In addition, Unit 5 was added to the sequence to make weld repairs similar to what was done on the other units. The sequence and timing of the work on these units is coordinated with the GMS Units 1 to 5 Turbine Replacement Project to reduce the amount of time that units are out of service.



An overhead crane being used to lower the turbine shaft into position inside the turbine pit. Afterwards, it would be connected to the turbine runner and then the rotor would be lifted and moved into position to be connected to the turbine shaft.

### GMS Fire Alarm System Replacement (\$10.7 million)

The 20-year-old fire alarm system at GMS was replaced over the past two years. This upgrade will ensure that the fire alarm system meets current code and reliability requirements. A new alarm system was installed, commissioned and verified before the existing alarm system was decommissioned and removed. Work on this project commenced in August 2013. The new fire alarm system was put into service in August 2014 and the old system was removed in October 2014.

### GMS Generator Monitoring System (\$2.5 million)

New shear pins were installed in Units 9 and 10 over the last couple of years. Shear pins are safety devices that are used to counter stress and protect important or expensive components of a mechanical system – in this case, the turbine wicket gates and operating mechanism. The shear pins are designed to fail first if there is a problem in the system, preventing damage to other valuable or difficult to access components. The engineering review conducted on air gap monitoring systems already installed on Units 1 to 4 and Unit 8 is completed. The air gap monitoring system for Unit 5 was installed in coordination with the current Unit 5 outage, which started in mid-March of this year, and is targeted to be returned to service in January 2015.

### GMS G1-10 Control System Upgrade (\$46 million to \$81 million)

This project involves the replacement of unit controls for Units 1 to 10, governor controllers for Units 6 to 10, exciters for Units 9 and 10, controls for intake systems, controls for plant auxiliary systems, GMS plant control room and remote operation controls for GMS and PCN. Unit control upgrade work is already underway on Unit 5 and is scheduled to be completed by January 2015. Unit control upgrade work began on Unit 3 in November 2014.

### GMS G7 & G8 Exciter Transformer Replacement (\$1.8 million)

An exciter transformer controls the magnetic field in the generator system and controls the output voltage. There were previously no spare exciter transformers at GMS. The Unit 7 exciter transformer was replaced in spring 2012. Two additional units were procured. One unit was intended as a spare while the other is being put into service. The spare unit did not meet inspection requirements and is being returned to the contractor for repairs. The second unit was installed and put back into service in November 2014.

This update is provided to keep residents of the Peace region informed about upgrades and refurbishments being made to the Peace River generating stations.

Please contact BC Hydro Community Relations at 250 561 4858 or [bob.gammer@bchydro.com](mailto:bob.gammer@bchydro.com), or BC Hydro Aboriginal Relations at 604 528 7887 or [rodney.hill@bchydro.com](mailto:rodney.hill@bchydro.com) for more information on any of the above projects

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## THE DISTRICT OF HUDSON'S HOPE

**REPORT TO:** Mayor and Council  
**SUBJECT:** Bylaw No. 846, 2015 - Council Procedure Bylaw Amendment  
**DATE:** December 17, 2014  
**FROM:** Laurel Grimm, Deputy Clerk

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### RECOMMENDATION:

**That:** *"Council give first, second and third readings to the Council Procedures Bylaw Amendment No. 846, 2015."*

### ADMINISTRATOR COMMENTS:



Tom Matus, CAO

### BACKGROUND:

Council had requested an amendment be drafted to change the regular Council Meeting times from 7pm to 6pm and to go no later than 9pm every second and fourth Monday of the month.

Report Prepared By:



Laurel Grimm, Deputy Clerk





**BYLAW NO. 846, 2015**

A bylaw to amend the regulations for proceedings of the Council and Committee meetings.

**WHEREAS** pursuant to the *Community Charter*, a local government must establish the general procedures to be followed by council and council committees in conducting their business;

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

**PART 1 - INTRODUCTION**

**1. Title**

This Bylaw shall be cited as the "District of Hudson's Hope Council Procedure Amendment Bylaw No. 846, 2014".

**2. The "District of Hudson's Hope Council Procedure Bylaw No. 765, 2009 is hereby amended by the following:**

**a) Deleting section 11 (2) in its entirety and replacing it as follows:**

(2) Regular Council Meetings shall be held on the second and fourth Mondays of each month, beginning at 6:00 pm.

**b) Deleting section 11 (4) in its entirety and replacing it as follows:**

(4) Regular Council Meetings shall be adjourned at 9:00 pm on the day scheduled for the meetings unless the Council resolves to proceed beyond that time by an affirmative vote of the majority of the Council members present.

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

Read a First Time this \_\_\_\_ day of \_\_\_\_\_, 2015.

Read a Second Time this this \_\_\_\_ day of \_\_\_\_\_, 2015.

Read a Third Time this this \_\_\_\_ day of \_\_\_\_\_, 2015.

Adopted this this \_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

Certified a true copy of Bylaw No. 846, 2015

this \_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Clerk

# DISTRICT OF HUDSON'S HOPE

## Bylaw No. 765

INFORMATION  
ONLY

A bylaw to regulate the proceedings of the Council and Committee meetings.

**WHEREAS** pursuant to the *Community Charter*, a local government must establish the general procedures to be followed by council and council committees in conducting their business;

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

### PART 1 - INTRODUCTION

#### 1. Title

This Bylaw shall be cited as the "District of Hudson's Hope Council Procedure Bylaw No. 765, 2009".

#### 2. Definitions

In this Bylaw:

- (1) "Committee" means a standing, select, advisory or other committee of the Council;
- (2) "Corporate Officer" means the person appointed by Council as the Corporate Officer for the municipality or their designate;
- (3) "Council" means the Council of the District of Hudson's Hope;
- (4) "Councillor" means a Councillor of the District of Hudson's Hope;
- (5) "District" means the District of Hudson's Hope;
- (6) "Hudson's Hope Post Office Bulletin Board" means the bulletin board in the foyer of the Hudson's Hope Post Office located at 9416 Canyon Drive, Hudson's Hope, BC;
- (7) "In Camera Meeting" means a meeting or part thereof closed to the public;
- (8) "Mayor" means the Mayor of the District of Hudson's Hope;
- (9) "Motion" means a resolution;
- (10) "Municipal Hall" means the Hudson's Hope Municipal Hall located at 9904 Dudley Drive, Hudson's Hope, BC;
- (11) "Municipal Website" means the information resource found at an internet address provided by the District;
- (12) "Notice of Meetings" means the notice of Council and committee meetings published in a newspaper and posted at the public notice posting places;
- (13) "Public Notice Posting Places" means the Municipal Hall notice board, and optionally the Hudson's Hope Post Office bulletin board and the municipal website.

**3. Application of Rules of Procedure**

- (1) The provisions of this Bylaw govern the proceedings of Council, Committee of the Whole and all committees of Council, as applicable.
- (2) In cases not provided for under this Bylaw, the Robert's Rules of Order Newly Revised 10<sup>th</sup> Edition apply to the proceedings of Council and all committees of Council to the extent that those Rules are:
  - (a) applicable in the circumstances, and;
  - (b) not inconsistent with provisions of this Bylaw or the *Community Charter*.

**4. Suspension of Rules of Procedure**

- (1) The rules of procedure contained in this Bylaw except those that are governed by statutory provisions, may be temporarily suspended by a majority vote of the Council members present.

**PART 2 – DUTIES, ROLES AND RESPONSIBILITIES OF THE COUNCIL**

**5. Roles and Responsibilities of Members of Council**

- (1) Every Council member has the following responsibilities:
  - (a) to consider the well-being and interests of the District and its community;
  - (b) to contribute to the development and evaluation of the policies and programs of the District respecting its services and other activities;
  - (c) to participate in Council meetings, committee meetings and meetings of other bodies to which the member is appointed;
  - (d) to carry out their duties assigned by the Council; and
  - (e) to carry out other duties assigned by or under the *Community Charter* or any other Act.

**6. Duty to Respect Confidentiality**

- (1) A Council member or former Council member must, unless specifically authorized otherwise by Council:
  - (a) keep in confidence any record held in confidence by the District, until the record is released to the public as lawfully authorized or required; and
  - (b) keep in confidence information considered in any part of an In Camera Council or committee meeting, until the Council or committee discusses the information at a meeting that is open to the public or releases the information to the public.

**7. Roles and Responsibilities of the Mayor**

- (1) The Mayor is the Head and Chief Executive Officer of the District and in addition to the Mayor's responsibilities as a member of Council, the Mayor has the following responsibilities:

- (a) to provide leadership to the Council, including by recommending bylaws, resolutions and other measures that, in the Mayor's opinion, may assist the peace, order and good government of the District;
- (b) to communicate information to the Council;
- (c) to preside at Council meetings when in attendance;
- (d) to provide, on behalf of the Council, general direction to municipal officers respecting implementation of policies, programs and other directions of Council;
- (e) to establish standing committees in accordance with section 76 of this Bylaw;
- (f) to suspend municipal officers and employees in accordance with section 151 of the *Community Charter*;
- (g) to reflect the will of Council and to carry out other duties on behalf of the Council; and,
- (h) to carry out other duties assigned by or under this or any other Act.

#### **8. Designation of Member to Act in Place of Mayor**

- (1) Annually in December, Council shall from among its members designate Councillors to serve on a rotating basis as Acting Mayor in the place of the Mayor when the Mayor is absent or otherwise unable to act.
- (2) In the event the Office of the Mayor becomes vacant, the Council shall designate a member to be Acting Mayor and such Acting Mayor shall continue in office until such time as another Mayor is elected or otherwise appointed.
- (3) The Acting Mayor designated under sections 8(1) or 8(2) has the same powers and duties as the Mayor in relation to the applicable matter.

#### **9. Mayor May Require Council Reconsideration**

- (1) The Mayor may, at any time within 30 days after its adoption, require Council to reconsider and vote again on a matter that was the subject of a vote, provided the matter has not had the approval of the electors, the assent of the electors or already been reconsidered under this section.

### **PART 3 – TIME, LOCATION, NOTICE AND MINUTES OF COUNCIL MEETINGS**

#### **10. Inaugural Meeting of Council**

- (1) Following the general local election, the first Council meeting shall be held within the first ten (10) days of December in accordance with Section 124(2)(g) of the *Community Charter* in the year of the election.
- (2) If a quorum of Council elected at the general local election has not taken office by the date of the meeting referred to in section 10(1), the first Council meeting shall be called by the Corporate Officer and held as soon as reasonably possible after a quorum has taken office.

## **11. Time, Location and Adjournment of Meetings**

- (1) Regular Council meetings shall take place within the Council Chambers at the Municipal Hall except when Council resolves to hold meetings elsewhere in the Municipality.
- (2) Regular Council meetings shall be held on the second and fourth Mondays of each month, beginning at 7:00 pm.
- (3) Regular Council meetings will not be held during the week of the annual general meeting of the Union of British Columbia Municipalities.
- (3) When a meeting falls on a statutory holiday, the meeting will be held on the day following the statutory holiday.
- (4) Regular Council meetings shall be adjourned at 10:00 pm on the day scheduled for the meeting unless the Council resolves to proceed beyond that time by an affirmative vote of the majority of the Council members present.
- (5) The day and hour of a regular Council meeting may be changed or a regular Council meeting may be cancelled by an affirmative vote of the majority of the Council members present.
- (6) Despite section 11(1), in accordance with section 134.1 of the *Community Charter* Council may hold a special Council meeting outside the boundaries of the District to deal with an urgent matter.

## **12. Notice of Council Meetings**

- (1) A schedule of the date, time and place of regular Council meetings shall be made available to the public and notice shall be given annually, on or before January 30, of the availability of the schedule in accordance with section 94 of the *Community Charter*.
- (2) The date, time and place of a regular Council meeting shall be given at least 72 hours before the time of the meeting by:
  - (a) posting a copy of the notice in the Council Chambers at the Municipal Hall;
  - (b) posting a copy of the notice in the public notice posting places; and
  - (c) leaving one copy of the notice for each Council member at the place to which the member has directed notices be sent.
- (3) The notice under section 12(1) shall describe in general terms the purpose of the meeting and be signed by the Mayor or Corporate Officer.

## **13. Notice of Special Council Meetings**

- (1) Except where notice of a special meeting is waived by unanimous vote of all Council members, a notice of the date, time and place of a special Council meeting shall be given at least 24 hours before the time of the meeting by:



- (a) posting a copy of the notice in the Council Chambers at the Municipal Hall;
  - (b) posting a copy of the notice in the public notice posting places; and
  - (c) leaving one copy of the notice for each Council member at the place to which the member has directed notices be sent.
- (2) The notice under section 13(1) shall describe in general terms the purpose of the meeting and be signed by the Mayor or Corporate Officer.
- (3) A Special Meeting may be called only for a specific purpose or purposes and no business may be acted upon except that for which the meeting was called.

#### **14. Electronic Meetings**

- (1) Provided that the conditions set forth in the *Community Charter* governing electronic meetings are met:
  - (a) a member of the Council who is unable to attend at a council meeting may participate in the meeting by either audio only or a combination of both audio and visual means; or,
  - (b) a member of a council committee who is unable to attend at a council committee meeting may participate in the meeting by either audio only or a combination of both audio and visual means; or
- (2) A quorum must not participate electronically.
- (3) The person presiding at a meeting of the Council, a council committee or Special Meeting shall not participate electronically.
- (4) In instances where the Mayor will participate in a meeting of the Council or a Special Meeting electronically, the person designated to act in place of the Mayor shall preside. In absence of the designate, the members present shall elect from among themselves a presiding member for that meeting.
- (5) In instances where the Chair of a council meeting will participate in a meeting of the council committee electronically, the members present shall elect from among themselves a presiding member for that meeting.
- (6) Where all or part of a meeting of the Council or a Special Meeting is closed to the public, electronic participation may not be undertaken by wireless means.
- (7) Members of the Council or of a council committee who are participating in a meeting under this section are deemed to be present at the meeting.

#### **15. Minutes of Council Meetings**

- (1) It is the responsibility of the Corporate Officer to ensure that minutes of Council meetings, representing a summary of the proceedings, are prepared and certified as accurate.
- (2) The minutes of Council meetings shall be signed by the Mayor or Acting Mayor presiding at the meeting.

- (3) The Corporate Officer shall record the time of arrival and departure of Council members at meetings should a member arrive late or depart prior to adjournment of a meeting.

#### **PART 4 – ATTENDANCE OF PUBLIC AT MEETINGS**

##### **16. Application of Rules in this Part to other Bodies**

- (1) In addition to applying to Council meetings, this Part also applies to the meetings of the following:
  - (a) council committees;
  - (b) Committee of the Whole;
  - (c) an advisory body established by Council;
  - (d) a municipal commission established under section 143 of the *Community Charter*;
  - (e) a body that under the *Community Charter* or another Act may exercise the powers of the District of Council;
  - (f) the Board of Variance;
  - (g) a parcel tax roll review panel established under section 204 of the *Community Charter*; and
  - (h) a body prescribed by Provincial regulation.

##### **17. General Rule that Meetings Must be Open to the Public**

- (1) Meetings of the Council must be open to the public except as provided in this Part.

##### **18. In Camera Meetings May be Held**

- (1) A Council meeting or a part thereof may be closed to the public, and shall be called an In Camera meeting. If the subject matter being considered relates to one or more of the following:
  - (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the District or another position appointed by the District;
  - (b) personal information about an identifiable individual who is being considered for a District award or honour, or who has offered to provide a gift to the District on condition of anonymity;
  - (c) labour relations or other employee relations;
  - (d) the security of the property of the District;
  - (e) the acquisition, disposition or expropriation of land or improvements, if the Council considers that disclosure could reasonably be expected to harm the interests of the District;
  - (f) law enforcement, if the Council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;
  - (g) litigation or potential litigation affecting the District;

- (h) an administrative tribunal hearing or potential administrative tribunal hearing affecting the District, other than a hearing to be conducted by the Council or a delegate of the Council;
- (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- (j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the *Freedom of Information and Protection of Privacy Act*;
- (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the Council, could reasonably be expected to harm the interests of the District if they were held in public;
- (l) discussions with municipal officers and employees respecting District objectives, measures and progress reports for the purposes of preparing an annual report under section 98 of the *Community Charter*;
- (m) a matter that, under another enactment, is such that the public may be excluded from the meeting;
- (n) the consideration of whether a Council meeting should be closed under a provision of this section or section 19 of this Bylaw; and,
- (o) the consideration of whether the authority under section 20 of this Bylaw should be exercised in relation to a Council meeting.

#### **19. In Camera Meetings Must be Held**

- (1) A Council meeting or a part thereof must be closed to the public, and shall be called an In Camera meeting, if the subject matter being considered relates to one or more of the following:
  - (a) the consideration of information received and held in confidence relating to negotiations between the District and provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party;
  - (b) a matter that is being investigated under the *Ombudsman Act* which the District has been notified under section 14 of that Act; and,
  - (c) a matter that, under another enactment, is such that the public must be excluded from the meeting.

#### **20. Attendance at In Camera Meetings**

- (1) Council may allow one or more District officers or employees to attend or exclude them from attending In Camera meetings, as it considers appropriate.
- (2) Council may allow a person other than a District officer or employee to attend In Camera meetings if Council considers this necessary, and in the case of In Camera meetings under section 19 of this Bylaw if the person already has knowledge of the confidential information or is a lawyer attending to provide legal advice in relation to the matter.
- (3) The minutes of In Camera meetings must record the names of all persons in attendance.

**21. Resolution Required before In Camera Meetings**

- (1) Before an In Camera meeting is held, Council must state, by resolution passed in a public meeting, the fact that the meeting or part thereof is to be closed, and the basis under the applicable sections 18 or 19 of this Bylaw on which the meeting or part thereof is to be closed.

**22. Bylaws and In Camera Meetings**

- (1) Council must not vote on the reading or adoption of a bylaw at an In Camera meeting.

**23. Expulsion from Meetings**

- (1) If the Mayor, Acting Mayor or other member presiding as Chair at a Council meeting considers that another person at the meeting is acting improperly, the Mayor, Acting Mayor or Chair may order that the person is expelled from the meeting.
- (2) If the person who is expelled does not leave the meeting, a peace officer may enforce the order under section 23(1) as if it were a court order.

**PART 5 – COUNCIL PROCEEDINGS**

**24. Term “Mayor” includes Acting Mayor**

- (1) In the remainder of this Bylaw, the term “Mayor” shall include Acting Mayor.

**25. Quorum**

- (1) A quorum for conducting business at a Council meeting shall be four members.

**26. Call to Order**

- (1) As soon after the time appointed for the meeting as a quorum is present, the Mayor shall take the Chair and call the meeting to order.

**27. Non Attendance of Mayor**

- (1) If the Mayor and the Acting Mayor do not attend the meeting within 10 minutes after the time appointed for the meeting, the Corporate Officer shall call the meeting to order and if a quorum is present, a Chair shall be chosen to preside during the meeting or until the arrival of the Mayor or Acting Mayor.

**28. No Quorum**

- (1) If there is no quorum present within 30 minutes after the time appointed for the meeting, the Corporate Officer shall record the names of the members present at the expiration of the 30 minutes and the Council shall stand adjourned.

## **29. Order of Business**

- (1) The order of business at all regular Council meetings shall be as follows:
  - (a) Public Hearing;
  - (b) Adoption of Minutes;
  - (c) Business Arising from the Minutes;
  - (d) Appeals;
  - (e) Proclamations;
  - (f) Delegations and Petitions;
  - (g) Recommendations from Committees;
  - (h) Staff Reports;
  - (i) Bylaws;
  - (j) Correspondence;
  - (k) Council Reports;
  - (l) New Business; and
  - (m) Public Inquiries
- (2) Section 29(1)(m) is intended to provide an opportunity for members of the public to ask questions about matters that have come before the Council. No debate with the Council or with members of the Council is intended. The presiding member may deal with questions in any manner that he or she believes is appropriate, including limiting the time allowed to anyone to ask questions and requiring that the inquiries be submitted in writing after the meeting.

## **30. Delegations**

- (1) The Council may, in accordance with the agenda or by resolution, allow an individual or a delegation to address the Council at that meeting.
- (2) Written requests to appear before the Council as a delegation must be received by the Corporate Officer before 4:30 pm on the Wednesday prior to the regular council meeting at which they wish to appear.
- (3) Each address must be limited to 15 minutes in length unless a longer period is agreed to by a majority vote of those Council members present.
- (4) Matters presented to the Council by a delegation shall be taken under advisement by the Council and no action shall be taken upon such matters at the meeting at which they are presented, except where the item is referred to the New Business section of the agenda by resolution.
- (5) Where a written request has not been received by the Corporate Officer as prescribed in section 30(2) of this Bylaw, an individual or delegation may address the meeting if approved by a majority vote of the council members present.
- (6) The Council must not permit a delegation to address a meeting of the Council regarding a bylaw in respect of which a public hearing has been held, where the public hearing is required under an enactment as a prerequisite to the adoption of the bylaw.



- (7) The Corporate Officer may schedule delegations to another council meeting or advisory body as deemed appropriate according to the subject matter of the delegation.
- (8) The Corporate Officer may refuse to place a delegation on the agenda if the issue is not considered to fall within the jurisdiction of the Council. If the delegation wishes to appeal the Corporate Officer's decision, they may do so to the Mayor or, in the absence of the Mayor, the member designated to act in place of the Mayor.

### **31. General Rules of Conduct and Debate**

- (1) Every member in speaking to any motion shall address themselves to the Mayor.
- (2) Debates shall be strictly relevant to the motion before the meeting and the Mayor shall warn speakers who violate this rule.
- (3) Members shall address the Mayor as "Mr. Mayor or Madam Mayor" and shall address each other as "Councillor", followed by the name of the person referred to.
- (4) No member shall speak until recognized by the Mayor and no member shall speak more than once on the same motion without the leave of Council, except in explanation of a material part of their speech which may have been misconstrued, and in so doing must not introduce new matters. A reply shall be allowed to a member who has made a substantive motion to Council, but not to a member who has moved an amendment, the previous question, or an instruction to a committee. No member without the leave of Council shall speak to any question, or in reply for longer than ten minutes.
- (5) A question of privilege (an urgent matter dealing with the welfare of the Council as a whole or of a member personally) may be raised at any time and shall be ruled on immediately by the Mayor before resumption of business.
- (6) When two or more members commence to speak, the Mayor shall name the member who, in their opinion, first spoke; but a motion may be made that any member who has commenced to speak "be now heard" and such motion shall be treated as a point of order.
- (7) Points of order to correct a breach in the rules of procedure shall be raised at the time the breach occurs. After the motion has been discussed, it is too late to raise the question as to whether it was in order for the Chair to rule the motion out of order unless the motion is in violation of the law, or of the rules and orders of this Bylaw.
- (8) The Mayor shall preserve order at the meeting and decide points of order which may arise, subject to an appeal by the other members of the Council then present.
- (9) On an appeal by a Council member of the decision of the Mayor on a point of order, the motion shall be immediately put by the Mayor and decided without debate "shall the Chair be sustained?" and the Mayor shall be governed by the vote of the majority of the members then present, excluding the Mayor. In the event of the votes being equal, the motion shall pass as in the affirmative. The names of the Council members voting for or against the motion shall be recorded in the minutes.

- (10) If the Mayor refuses to put the motion "shall the Chair be sustained?", the Council shall immediately appoint a member to preside temporarily and that member shall proceed in accordance with section 31(9). A resolution or motion carried under this subsection is as binding as if carried under section 31(9).

### **32. Phrasing of Motions**

- (1) Motions shall be phrased in a clear and concise manner so as to express an opinion or achieve a result.

### **33. Motions Must be Seconded**

- (1) No motion shall be debated unless it has been seconded.

### **34. Withdrawal of Motion**

- (1) After a motion has been seconded it shall be deemed to be in the hands of Council but the mover may, with the permission of the seconder, withdraw the motion at any time before the decision or amendment.

### **35. Secondary Motions Allowed During Debate**

- (1) When a question is under consideration, no motion shall be received unless:
- (a) **Subsidiary Motions (related to the main motion)**
    - (i) to postpone indefinitely;
    - (ii) to amend;
    - (iii) to refer to a committee;
    - (iv) to postpone to a future meeting;
    - (v) to close debate and take the vote immediately; or
    - (vi) to lay on the table (set aside temporarily)
  - (b) **Privileged Motions (related to matters of immediate importance)**
    - (i) to raise a question of privilege (dealing with the welfare of the assembly or the individual;
    - (ii) to recess (take a short break); or
    - (iii) to adjourn.
  - (c) **Incidental Motions (related to matters of procedure)**
    - (i) to raise a point of order; or
    - (ii) to suspend the rules.

### **36. Order of Motions Allowed During Debate/Certain Motions Not Amenable or Debatable**

- (1) The subsidiary and privileged motions in sections 35(1)(a)(i) through 35(1)(a)(vi) and 35(1)(b)(i) through 35(1)(b)(iii) inclusive contained in this Bylaw shall have precedence in the order in which they are named and the motions to close debate and take the vote immediately, to lay on the table, to raise a question of privilege, to recess, to adjourn, to raise a point of order, or to suspend the rules shall not be amendable or debatable.

### **37. Amendments to the Main Motion**

- (1) Only one amendment shall be allowed at one time and shall be dealt with before the previous motion is decided. Amendments must be strictly relevant to the main motion and not alter in a material way or be contrary to the principle embodied in the main motion.

### **38. Motions to Close Debate and Take the Vote Immediately**

- (1) If a motion to close debate and take the vote immediately carries, the original motion shall be put without any amendment or debate. If a motion to close debate and take the vote immediately fails, then the original motion is once again debatable.

### **39. Motions to Adjourn**

- (1) A motion to adjourn the meeting or debate shall always be in order, but if such a motion should fail to carry, no second motion to the same effect shall be made until some intermediate proceedings have been transacted.

### **40. Reading of the Motion**

- (1) Any member may require the motion under discussion to be read at any time during debate, but not so as to interrupt a member while speaking.

### **41. Reconsideration**

- (1) Notwithstanding Section 9 and Part 7 of this Bylaw, after any motion has been decided, it shall not be reconsidered by Council for a period of six months unless a motion to reconsider is passed by a majority of the members present.
- (2) Section 41(1) shall not apply to any bylaw, motion, proceeding or decision which has been the subject of an appeal under Part 7 of this Bylaw, or which has been returned for reconsideration by the Mayor under section 9 of this Bylaw.
- (3) No motion shall be reconsidered more than once, nor shall a vote to reconsider be reconsidered.

### **42. Notice of Motion**

- (1) A motion may be introduced at a council meeting by a member of the Council as a main motion at the appropriate time in accordance with section 29 of this Bylaw with debate governed by the relevant sections of this Bylaw.

### **43. Voting**

- (1) When debate on a motion is closed and Council is ready to vote, the Mayor shall proceed to put the question "is the Council ready for the motion?". The Mayor shall then proceed by saying, "those in favour of the motion" (or amendment as the case may be) and "those opposed to the motion". Members of Council shall vote by raising their right hand. When the supporters and opponents of the motion or amendment have given their vote for and against, the Mayor shall declare the result.

**44. Decision of Mayor Conclusive**

- (1) After the question is put by the Mayor, no member shall speak to the motion, nor shall any other motion be made until after the result of the vote has been declared and the decision of the Mayor as to whether the question has been finally put shall be conclusive.

**45. Majority Decision unless Otherwise Required**

- (1) Unless otherwise provided by statute or this Bylaw, a motion on a bylaw or resolution, or any other question before Council, is decided by a majority of the Council members present at the meeting, including the Mayor.

**46. One Vote per Council Member**

- (1) Each Council member has one vote on any motion or question.

**47. Voting Compulsory if Present**

- (1) Each Council member present at the time of a vote must vote on the matter.
- (2) If a Council member abstains from voting or does not indicate how they vote, the member is deemed to have voted in the affirmative.

**48. Tie Vote**

- (1) If the vote of the members present at a Council meeting at the time of the vote are equal for and against a motion, the motion is defeated.

**49. Affirmative Vote of Specified Portion of All Members of Council**

- (1) A requirement under an enactment for an affirmative vote of a specified portion of all members of Council means an affirmative vote of that portion of 7 members of Council.

**50. Entry of Votes**

- (1) The names of those who voted against a motion or question shall be entered in the minutes and the Mayor shall read the names aloud to ensure any mistakes are corrected.

**51. Authority to Compel Witnesses**

- (1) A Council has power, under the signature of the Mayor, to summon witnesses for examination on oath respecting matters related to the administration of the District, and has the same power to enforce the attendance of witnesses and compel them to give evidence as is vested in a court of law in civil cases. A member of Council or the Corporate Officer may administer the oath to or take the solemn affirmation of a witness. A witness may be examined, cross examined and re-examined according to the rules and practice of the Supreme Court in civil cases.

## **PART 6 – PUBLIC HEARINGS**

### **52. Opportunity to be Heard**

- (1) All persons who believe their interest in property is affected by the proposed bylaw shall be afforded an opportunity to be heard in person or by a representative in matters contained in the bylaw after first identifying themselves by stating their name and address and the name and address of the person or persons they represent.

### **53. Order of Business**

- (1) The order of Business at a Public Hearing shall be as follows:
  - (a) the Notice of Public Hearing is summarized;
  - (b) any staff reports are identified and any staff recommendations are summarized;
  - (c) any correspondence received is identified;
  - (d) the applicant details his/her application;
  - (e) the Mayor calls for any person to be heard or to present a written submission respecting the bylaw;
  - (f) the applicant responds to new information or factual matters raised by previous speakers or Council.

### **54. Council May Ask Questions**

- (1) Only members of Council may ask questions of any person who has been heard.

### **54. No Reply, Rebuttal or Further Submissions**

- (1) No person, having been heard, may make a reply or rebuttal submission without the leave of Council.

## **PART 7 – APPEALS**

### **56. Appeal of Council Decision within 30 Days**

- (1) Any person may appeal any decision of the Council at a Council meeting within 45 days of the decision being made public but not at any future meeting except that the Corporate Officer may extend the appeal period for a sufficient number of days to include one additional regular Council meeting where there are fewer than three regular Council meetings during the appeal period.
- (2) Notwithstanding section 56(1) no person may appeal:
  - (a) a decision reached after a Public Hearing;
  - (b) a decision to issue any permit after the permit has been issued;
  - (c) a decision to enter into a contract after the contract has been entered into; or
  - (d) a decision authorizing some action to be carried out where the action has been fully or partially carried out.



**57. Corporate Officer Must be Advised of Appeal and Presenters**

- (1) Any person wishing to make an appeal shall so advise the Corporate Officer either orally or in writing at least 6 days in advance of the meeting at which they wish to appeal and shall at the same time provide the names of all persons who will be presenting the appeal.

**58. Appeal Procedure at Council Meeting**

- (1) No person shall speak for more than 5 minutes in presenting an appeal.
- (2) If at any one meeting, the total time of appeals presented to Council exceeds 30 minutes, any appeals not yet heard by Council shall be referred to the following Council meeting.

**59. Council Action Following Appeal**

- (1) After hearing an appeal, Council may either confirm its earlier decision or refer the question to another Council meeting at which public input may be sought at least one week later.

**60. Decisions May Only be Appealed Once**

- (1) No person may appeal any decision of the Council more than once without receiving permission from the Council.

**PART 8 – BYLAWS**

**61. Requirements for Passing Bylaws**

- (1) Before a bylaw is adopted by Council it must be given three readings, all of which may be given at one Council meeting.
- (2) There must be at least one day between third reading and adoption of a bylaw, notwithstanding which, Council may adopt an Official Community Plan, Zoning Bylaw, or Heritage Designation Bylaw at the same meeting at which the plan or bylaw received third reading providing section 63 of this Bylaw does not apply.
- (3) After first reading of a bylaw, the Council may refer it to a committee for further discussion and a report.

**62. Amendments to Bylaws**

- (1) Any amendment to a bylaw shall be made by a motion of Council after the bylaw has received second reading and before it receives third reading. If the bylaw has been amended the motion at third reading shall be "to give the bylaw third reading as amended".

### **63. Bylaws Requiring Provincial or Elector Approvals**

- (1) Where a bylaw requires the approval of the Lieutenant Governor in Council, a minister or the inspector of municipalities, or the approval or assent of the electors, the approval or assent must be obtained after the bylaw has received third reading and before it is adopted.

### **64. Majority of Council Required Unless Specified by Statute**

- (1) Unless otherwise specified by statute, every bylaw shall be passed by an affirmative vote of the majority of the members of the Council present.

### **65. Bylaws Must be Signed and Sealed**

- (1) Once a bylaw is adopted, the Mayor or other member presiding at the meeting at which it was adopted and the Corporate Officer must sign the bylaw and it must be sealed with the Corporate Seal.

### **66. Safe Custody**

- (1) It is the responsibility of the Corporate Officer to maintain and keep in safe custody all bylaws of Council.

## **PART 9 – COMMITTEES AND COMMITTEE PROCEEDINGS**

### **67. Going into Committee of the Whole**

- (1) At any time during a council meeting, the Council may by resolution go into Committee of the Whole.
- (2) In addition to section 67(1) of this Bylaw, a meeting other than a standing or select committee meeting, to which all members of the Council are invited to consider but not to decide on matters of the Town's business, is a Committee of the Whole meeting.

### **68. Notice for Committee of the Whole Meetings**

- (1) Subject to section 68(2) of this Bylaw, a notice of the day, hour and place of a Committee of the Whole meeting must be given at least 24 hours before the time of the meeting by:
  - (a) posting a copy of the notice in the Council Chambers at the Municipal Hall;
  - (b) posting a copy of the notice in the public notice posting places; and
  - (c) leaving one copy of the notice for each Council member at the place to which the member has directed notices be sent.
- (2) Section 68(1) of this Bylaw does not apply to a Committee of the Whole meeting that is called in accordance with section 67 of this Bylaw, during a council meeting for which public notice has been given under sections 12 and 13 of this Bylaw.

**69. Minutes of the Committee of the Whole**

- (1) Minutes of the proceedings of the Committee of the Whole meeting must be:
  - (a) certified by the Corporate Officer;
  - (b) signed by the member presiding at the Committee of the Whole meeting; and
  - (c) open for public inspection in accordance with provisions of the *Community Charter*.

**70. Presiding Members at Committee of the Whole Meetings and Quorum**

- (1) The Mayor shall appoint one of the committee members as Chair of the Committee of the Whole and may do so either at the meeting or in advance.
- (2) The quorum of the Committee of the Whole is the majority of Council members.

**71. Council Rules and Procedure Apply**

- (1) For certainty, the rules and procedures of the Council under Parts 4 and 5 of this Bylaw shall be observed in the Committee of the Whole meeting as far as may be applicable.

**72. Rising without Reporting**

- (1) A motion made at a Committee of the Whole meeting to rise without reporting:
  - (a) is always in order and takes precedence over all other motions;
  - (b) may be debated; and,
  - (c) may not be addressed more than once by any one member.
- (2) On an affirmative vote to rise without reporting, the subject referred to the Committee of the Whole shall be considered disposed of in the negative, and the Mayor shall resume the Chair and proceed with the next order of business.

**73. Reporting**

- (1) When all matters referred to the Committee of the Whole have been considered, a motion to rise and report shall be adopted without debate.
- (2) The Committee of the Whole's report to Council must be presented by the Corporate Officer.

**PART 10 – COMMITTEES AND COMMITTEE PROCEEDINGS**

**74. Appointments on Committees (except Standing Committees) and Other Bodies**

- (1) The Council shall appoint all District representatives on committees and on all boards, commissions or other bodies to which the District is entitled to appoint representatives, except standing committees.

## **75. Voting on Appointments**

- (1) The names of all nominees for an appointment shall be submitted to Council before any vote is taken.
- (2) Any appointment may be made by motion of the Council or on a vote by secret ballot, except for the appointment of Directors to the Peace River Regional District which shall be made by motion in open meeting. A secret ballot other than for Directors to the Peace River Regional District shall be taken in any case in which it is called for by any member of Council.
- (3) In the taking of a vote by secret ballot for any appointment by the Council, the Corporate Officer shall provide each member of the Council with one ballot marked with the Corporate Officer's initials on which each member shall indicate their choice. The nominee or nominees receiving the highest majority of votes from the members of the Council then present shall be declared appointed. In only that case where no nominee received a majority vote on any ballot, the name of the nominee receiving the lowest number of votes shall be dropped and shall not appear on the succeeding ballot or ballots. Ballots shall proceed until the requisite number of nominees has been appointed. The Corporate Officer and/or the Deputy Clerk shall act as scrutineers in the taking of any vote by secret ballot.

## **76. Standing Committees**

- (1) The Mayor must establish standing committees for matters the Mayor considers would be better dealt with by committee and must appoint persons to those committees. At least half the members of a standing committee must be Council members. The Mayor shall be an ex officio member of each standing committee.

## **77. Select Committees**

- (1) The Council may establish and appoint select committees to consider or inquire into any matter and to report their findings and opinions to the Council. At least one member of a select committee must be a Council member. The Mayor shall be an ex officio member of each select committee.

## **78. Advisory Committees**

- (1) The Council may establish and appoint advisory committees to consider and make recommendations to Council on matters set out in the committee's terms of reference or on matters referred by the Council. The Mayor shall be an ex officio member of each advisory committee.

## **79. Councillors May Attend**

- (1) Councillors may attend the meetings of any standing, select or advisory committee, but shall not be allowed to vote; nor may they take part in any discussion or debate except by permission of the majority of the members of the committee.

**80. Appointment of Chair by Mayor or Committee**

- (1) The Mayor may appoint one of the committee members as Chair of the committee in advance. Where the Mayor does not appoint a Chair, the committee shall elect a Chair from among its members.

**81. Quorum**

- (1) Of the numbers of members appointed to compose any committee, a majority shall be a quorum.

**82. Schedule of Regular Committee Meetings/Advance Public Notice of Meetings**

- (1) At the first meeting after appointment annually by the Mayor or the Council, as the case may be, each committee shall establish a regular schedule of meetings including the date, time and place of the committee meetings.
- (2) Advance public notice of the date, time and place of regular committee meetings shall be given in the Notice of Meetings.

**83. Notice of Special Committee Meetings**

- (1) The Chair of a committee may call a special meeting provided that the members of the committee are given at least 24 hours notice of the date, time and place of the meeting and that a notice of the meeting is posted on the Municipal Hall notice board.

**84. Chair May Cancel Meeting**

- (1) The Chair of a committee may cancel a meeting.

**85. Minutes of Committee Meetings**

- (1) It is the responsibility of the Corporate Officer to ensure that the minutes of committee meetings, representing a summary of the proceedings, are prepared and certified.
- (2) The minutes of committee meetings shall be signed by the Chair presiding at the meeting.
- (3) Sections 85(1) and 85(2) also apply to meetings of the following, unless a procedure bylaw provides for other procedures for the taking of minutes by one or more bodies referred to in this subsection, the body is exempted by regulation, or to the extent they are modified by regulation:
  - (a) an advisory body established by the Council;
  - (b) a municipal commission established under section 143 of the *Community Charter*
  - (c) a body that under the *Community Charter* or another Act may exercise the powers of the District or the Council;
  - (d) the Board of Variance;

- (e) a parcel tax roll review panel established under section 204 of the *Community Charter*; and
- (f) a body prescribed by regulation.

**86. Council Rules and Procedures Apply**

- (1) For certainty, the rules and procedures of the Council under Parts 4 and 5 of this Bylaw shall be observed in the committees as far as may be applicable.

**PART 10 – CONFLICT OF INTEREST**

**87. Application of this Part**

- (1) This Part applies to Council members in relation to:
  - (a) Council meetings;
  - (b) committee meetings; and,
  - (c) meetings of any other body referred to in section 16 of this Bylaw.

**88. Declaration Required**

- (1) If a Council member attending a meeting considers that they are not entitled to participate in the discussion of a matter, or to vote on a motion or question in respect of a matter, because the member has a direct or indirect pecuniary interest in the matter or another interest in the matter that constitutes a conflict of interest, the member must declare this and state in general terms the reason why the member considers this to be the case.

**89. Restrictions on Participation following Declaration**

- (1) After making a declaration under section 88 of this Bylaw, the Council member must not:
  - (a) remain or attend any part of a meeting referred to in section 87 of this Bylaw during which the matter is under consideration;
  - (b) participate in any discussion of the matter at such a meeting;
  - (c) vote on a motion or questions in respect of the matter at such a meeting; or
  - (d) attempt in any way, whether before, during or after such a meeting, to influence the voting on any question in respect of the matter.

**90. Withdrawal of Declaration after Legal Advice**

- (1) As an exception to section 89 of this Bylaw, if a Council member has made a declaration under section 88 of this Bylaw and, after receiving legal advice on the issue, determines that they were wrong respecting their entitlement to participate in respect of the matter, the member may:
  - (a) return to the meeting or attend another meeting of the same body;
  - (b) withdraw the declaration by stating in general terms the basis on which the member has determined that they are entitled to participate; and,

(c) after this, participate and vote in relation to the matter.

- (2) For certainty, a Council member who makes a statement under section 90(1), remains subject to section 93 of this Bylaw.

#### **91. Member Must Not be Present**

- (1) When a declaration is made under section 88 of this Bylaw, unless a statement is made under section 90 of this Bylaw, the person presiding at a meeting referred to in section 87 of this Bylaw or any following meeting in respect of the matter must ensure that the member is not present at any part of the meeting during which the matter is under consideration.

#### **92. Recording of Declaration in Minutes**

- (1) When a declaration or a statement is made under sections 88 or 90 of this Bylaw, the person recording the minutes of the meeting must record the member's declaration or statement, the reasons given for it, and the time of the member's departure from the meeting room, and if applicable, of the member's return.

#### **93. Restrictions on Participation if in Conflict Whether or Not Declaration Made**

- (1) This section applies if a Council member has a direct or indirect pecuniary interest in a matter, whether or not the member has made a declaration under section 88 of this Bylaw.
- (2) The Council member must not:
- (a) remain or attend at any part of a meeting referred to in section 87 of this Bylaw during which the matter is under consideration;
  - (b) participate in any discussion of the matter at such a meeting;
  - (c) vote on a question in respect of the matter at such a meeting; or,
  - (d) attempt in any way, whether before, during or after such a meeting, to influence the voting on any question in respect of the matter.

#### **94. Restrictions on Inside Influence**

- (1) A Council member must not use their office to attempt to influence in any way a decision, recommendation or other action to be made or taken at a meeting referred to in section 87 of this Bylaw, by an officer or an employee of the District, or by a delegate under section 154 of the *Community Charter* if the member has a direct or indirect pecuniary interest in the matter to which the decision, recommendation or other action relates.

#### **95. Restrictions on Outside Influence**

- (1) In addition to the restriction under section 94 of this Bylaw, a Council member must not use their office to attempt to influence in any way a decision, recommendation or action to be made or taken by any other person or body, if the member has a direct or indirect pecuniary interest in the matter to which the decision, recommendation or other action relates.

#### **96. Exceptions from Conflict Restrictions**

- (1) Sections 88 to 95 of this Bylaw do not apply if one or more of the following circumstances applies:
  - (a) the pecuniary interest of the Council member is a pecuniary interest in common with the electors of the District generally;
  - (b) in the case of a matter that relates to a local service, the pecuniary interest of the Council member is in common with other persons who are or would be liable for the local service tax;
  - (c) the matter relates to remuneration, expenses or benefits payable to one or more Council members in relation to their duties as Council members;
  - (d) the pecuniary interest is so remote or insignificant that it cannot reasonably be regarded as likely to influence the member in relation to the matter; or
  - (e) the pecuniary interest is of a nature prescribed by Provincial regulation.
- (2) Despite sections 88 to 95 of this Bylaw, if a Council member has a legal right to be heard in respect of a matter or to make representations to Council, and is restricted by one or more of those sections from exercising that right in relation to the matter, the Council member may appoint another person as a representative to exercise the member's right on his or her behalf.

#### **97. Disclosure of Contracts with Council Members and Former Council Members**

- (1) If the District enters into a contract in which a Council member or a person who was a Council member at any time during the previous 6 months, has a direct or indirect pecuniary interest, this must be reported as soon as reasonably practicable at a Council meeting that is open to the public.
- (2) In addition to the obligation under sections 88 to 92 of this Bylaw, a Council member or former Council member must advise the Corporate Officer, as soon as reasonably practicable, of any contracts that must be reported under section 97(1) in relation to that person.

#### **98. Restrictions on Use of Insider Information**

- (1) A Council member or former Council member must not use information or a record that was obtained in the performance of the member's office, and is not available to the general public for the purpose of gaining a direct or indirect pecuniary interest of the Council member or former Council member.

#### **99. Disqualification from Holding Office unless Contravention Inadvertent or Because of Error in Judgement made in Good Faith**

- (1) A person who contravenes section 93, 94, 95, 97, or 98 of this Bylaw is disqualified from holding an office described in, and for the period established by, section 110(2) of the *Community Charter*, unless the contravention was done inadvertently or because of an error in judgement made in good faith.



**PART 11 – REPEAL**

**100. Repeal**

- (1) The District of Hudson's Hope "Procedure for Meeting Bylaw, No. 596, 1999" and all amendments thereto are repealed.

Read a First Time this 12<sup>th</sup> day of January, 2009.

Read a Second Time this 12<sup>th</sup> day of January, 2009.

Read a Third Time this 12<sup>th</sup> day of January, 2009.

Adopted this 26<sup>th</sup> day of January, 2009.

Karen Anderson  
MAYOR

C Bonnick  
CLERK

Certified a true copy of Bylaw No. \_\_\_\_  
this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Clerk



**HUDSON'S  
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## **WORK CLOTHING And APPAREL PURCHASING POLICY**

**Council Resolution No. \*/15**

**Effective Date:**

**Section Administration**

### **Purpose:**

This policy is made to govern the purchase and expenditure of work clothing and apparel supplied by the employer as is required under the current BCGEU Agreement.

### **Definitions:**

Winter Coat:	Insulated coats for winter wear
Winter Coverall:	Insulated coveralls for winter wear
Summer Coverall:	sleeved or sleeveless coveralls
Office Clothing:	apparel as prescribed by the CAO

### **Policy Application**

To purchase work clothing as per current BCGEU Agreements Appendix C of the BCGEU which read as follows:

### **Policy Details or Policy Objectives**

As per the effective BCGEU Agreement the employer is required to provide and replace work clothing at certain costs that are not governed under the BCGEU at certain time intervals throughout the year and/or time intervals over a number of years. This clothing shall remain the property of the Employer.

### **Following are all clothing subject to this policy:**

1. Hard Hat and Liner
2. Gloves (where necessary only)
3. Rain Gear
4. Coveralls - 2 pair per year - Insulated coveralls for winter wear 1 pair every fourth (4<sup>th</sup>) year.
5. Safety Goggles
6. Cost of Safety Boots
7. Coats for Arena Maintenance Personnel
8. Two T-shirts with District Crest annually. (for pool staff and information centre only)
9. Two Pairs Matching Shorts (pool staff only when required)
10. Protective clothing for office requirements.

11. Employer shall ensure coveralls are made available for Temporary/Casual workers and the Groundskeeper to use on an "*as needed basis*".
12. Logo embossed District jackets: be provided to each full-time and regular part-time employees, every three (3) years.

### **Procedures or Guiding Principles**

When purchasing the required work clothing and apparel the following tenets will govern the costs and procedure for purchasing the clothing. All clothing is to comply with the Work Safe Guidelines Part 8 – High visibility and Distinguishing Apparel, minimum Level 2 apparel: subject to the aforementioned all purchases must be approved by the CAO.

#### **Winter Coat and Coverall**

The maximum amount for purchase of a coat and coveralls, will not exceed five hundred (\$500.00) dollars for the total cost which includes both separate items, not each item, every four years.

#### **Summer Coveralls**

The maximum amount for purchase of summer coveralls will not exceed four hundred (\$450.00) dollars per year for the total cost which is the total cost for both separate items, not each item,

#### **Safety Boots**

District will reimburse regular and temporary employees required to wear safety boots up to two hundred dollars (\$200) per year, or four hundred dollars (\$400) every two years for actual costs incurred in purchasing approved safety boots. The employee shall provide the Employer with a receipt and proof that the boot meets the required standard as a condition of reimbursement. The Employer will advise employees regarding the required standard of boot, based on WCB requirements.

#### **Office Requirements**

Subject to the aforementioned clothing and apparel purchases to be approved by the CAO.

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

**REPORT TO:** Mayor Johansson and Council  
**SUBJECT:** ACTION and other UPDATES  
**DATE:** December 8, 2014  
**FROM:** Tom Matus, CAO

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### **Correspondence Sent:**

Chris O'Riley  
Minister Coralee Oakes  
Minister Steve Thomson  
BC Hydro  
MoTI  
PRGT

Site C Liaison Committee  
NEBCRMC  
Light Industrial Area  
2<sup>nd</sup> Apprenticeship Trade Show  
BC on the Move: (see attachment following this report)  
TransCanada Community Fund

### **Children First Initiative**

Signed \$3,700.00 contract with Fort St. James CDC, to run from December 10, 2014 to March 31, 2015; signed contract with Greta's Class Act to coordinate.

### **Arena**

Pronorth came in to do measurements and provided a quote of much more for 3 furnaces totalling 280,000 BTUs. Energetic Energy quote of \$32,000.00 will be accepted. To note Energetic's increased price is still less than Pronorth's but has also more BTUs, from 4 - 100,000 each to 4 - 120,000 each. He is only a two man operation but has requested the help of Wayland Industries; also, he cannot complete the job until January 16<sup>th</sup>, 2015 or even later, due to the delay from whence he submitted his revised quote of December 4<sup>th</sup>.

### **Foreman Position**

11 resumes have been received, 4 that specifically meet the criteria; 2 more that may be considered. Four candidates have been offered interviews to take place in early January 2015.

Recommend Personnel Committee review the four candidates' resumes and direct hiring procedure.

### **PRGT: Trans Canada Community Fund**

Prioritized list sent for this fund. Received feedback from Catie stating that the 2014 funding will be available in 2015 and that we would have time to prioritize further. I noted this project was a priority. She will check to see if it falls under the scope of projects they would fund.

### **Curling Rink Building**

Hit and run damage reported to insurance, they will have an inspector come in and do an assessment understanding that once a contractor begins work on the building more damage may be found. Should commence in 2015. Following is the comment from our insurer, Royal and Sun Alliance:

"In follow up to our conversation, I have been assigned to the handling of your claim in response to the notice given by the broker.

I see on your policy that you have building coverage for the curling rink with a \$2,500 deductible. Based on the details I have, damage resulting from a third party vehicle would be covered.

Since there is no potential for recovery from the at fault third party (being unknown), I am going to assign a contractor to the file rather than an adjuster. What I will be looking for is the assessment or scope of work involved to complete repairs. I will also get an initial quote from them as well with the understanding that there is potential for 'hidden' damage once the wall is opened up and more detail is available. Once the contractor meets with you, they will be able to advise if an engineer is or may be necessary.

I would like to have most of the details organized so that when you move to have repairs done in the spring, it will be straightforward. If there are any concerns about the safety of the structure, we will reassess postponing repairs or what can be done to provide temporary support.

Per the Insurance Act, be aware that you have two years from the date of loss in which to make a claim for damages resulting from an insured peril. The expiry date of your claim would be November 26, 2016. Anything presented after that date would be statute barred unless an action were commenced prior to that date. Attached is a blank proof of loss form for your filing purposes.

Once I have had a chance to talk to the contractor and get the initial detail, you and I can talk further about your claim. Should you have any questions or concerns relating to your claim, please do not hesitate to discuss with me further."

Insurance adjuster directed Northern Capital Restoration and Construction based in Chetwynd to view the building on December 18, 2014. The view was done December 18<sup>th</sup>: awaiting communications with adjuster.

### **Wastewater Wetland Treatment**

I had spoken with Eric Sears at Urban systems about the feasibility of a wastewater wetland treatment site where our current lagoon is situated, his comments are the following:

"I was thinking about your comments regarding the treatment plant and a looking at the potential for incorporating a pond type system into the upgrades. There are a few things that would need to be considered.

The intent of the pond type system would be for the effluent leaving the plant to be evaporated rather than discharged to the ground as it is currently. The concern with this is the required size of the pond as they typically need a large area.

As a rough estimate, the evaporation rate at the Fort St John airport was approximately 580 mm/m<sup>2</sup> last year. To evaporate 200,000 m<sup>3</sup> of effluent (plant design flow), would require approximately 340,000 m<sup>2</sup> or 34 Ha of area. The current infiltration site is only 2.5 Ha. There is some room for expansion but not 34 Ha. The other consideration is the type of material we are dealing with. The current basin is very

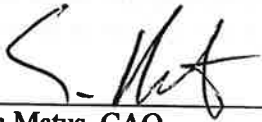
permeable so the effluent goes directly to ground fairly quickly. If an evaporation pond were to be constructed it may need to be clay lined in order to retain some of the liquid.

Another consideration could be a hybrid type system that has a pond type cell that would overflow into a smaller infiltration basin. The sizes of each cell would need to be confirmed through a hydrogeological study that confirms the disposal rate of the soil.

These are just a few thoughts I have with respect to the option. It would be good to talk though some of this if you want to discuss this further or look at some options in more depth."

**NEBCRMC**

Invite to forum in FSJ, 12:00pm – 1:30pm, December 13, 2015. See attachment following this report.

A handwritten signature in black ink, appearing to read 'Tom Matus', is written over a horizontal line.

Tom Matus, CAO



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December 12, 2014

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Vancouver, B.C. V6B 3Y6  
Email: [transportationplan@gov.bc.ca](mailto:transportationplan@gov.bc.ca)

**Re: BC on the Move Survey**

We, the Mayor and Council at the District of Hudson's Hope are pleased to have the opportunity to provide comments in regard to the BC on the Move Survey. Our comments are as follows:

- **Highway 29 @ The Beam Residence, Located Approximately 10 Kilometers East of the Downtown Area of Hudson's Hope.**
  - Numerous accidents involving commercial vehicles has occurred at this location and the only steps that appear to have been taken is the addition of more concrete barriers to keep the vehicles from leaving the highway. Though, this may keep vehicles from leaving the road, it does not mitigate vehicles losing control on that corner, nor does it mitigate the risk to oncoming traffic that could be struck by out of control commercial vehicles.

**We proffer that better signage and lighting, and flashing warning signage be installed at this location.**

- **Farrell Creek Road.**
  - Commercial vehicle traffic on this road has increased immensely, the road remains virtually the same as it was when the traffic volumes were much less. Specifically the sharp corner at the 12km point of the road has seen numerous tanker truck rollover incidents in the past three years; and
  - Dirt accumulates at this T-section, which comes off of Farrell Creek Road onto Highway 29, brought by transport trucks, compounds speed and control for all the vehicles coming into this sharp corner along Highway 29.

**MoTI has replied with the following:**

- i. "A traffic count is planned for this summer. Traffic counts are an important component in quantifying the need for turning lane improvements"
- ii. "MoTI spoke to YRB regarding the hiring of the HH Fire Department to remove accumulated material at this intersection. YRB will look into that option with the HH Fire Department"

**We have not been informed if the above work was actually carried out this past summer.**

We are not entirely satisfied with the proposed remedy of cleaning the Farrell Creek Road intersection with our emergency fire equipment as our Protective Services equipment is not intended for such use as it could be needed elsewhere for emergency purposes, and could potentially dangerously extend the response time to an emergency.

**We proffer ensuring the traffic count to determine traffic, and remedy this situation by installing Turn-off lanes at this T-section and realigning the corner that is situated just a few meters east of the T-section: given the high traffic volume and the severity of this very sharp corner.**

- **Commercial Vehicles Parked Along Highway 29 Within The Town Site.**

- Commercial trucks are effectively blocking the entire lanes they are parked in, and these vehicles often contain hazardous materials which would only compound the impact of an incident involving them.

**We proffer no parking signage be installed along Highway 29 within the town site to help alleviate some of this congestion.**

- **Signal Hill**

We note cracks and pavement splitting at top of this hill. Although this has already been identified by MoTI and they were to repair this in June we have not been notified of such work being done.

We've asked about the feasibility of providing a "pull-out" at top of the hill and we were told it is not in the budget.

**MoTI has also replied with the following:**



- iii. Cracks - Identified by YRB and placed within program for (2014) summer repair.
- iv. Brake Check - MoTI has consulted with CVSE regarding the construction of an official brake check at the top of Signal Hill. We are pleased to announce that we will be constructing a brake check this summer (of 2014) across from the existing pull-out at the top of the hill

**We have not been informed if the above work was actually carried out this past summer.**

**We proffer that a brake check be constructed from the existing pull-out at the top of the Signal Hill a.s.a.p.**

- **Canyon Drive**

We note the following concerns in regard to Canyon Drive:

- i. No shoulders;
- ii. No runaway lanes;
- iii. No brake check;
- iv. Upslope – sinking;
- v. Construct switchbacks?

We have been told that MoTI budget restrains major cost repairs but can do minimal cost repairs adhering to the budget process, but, the Site C project will provide opportunity to address major cost issues.

**MoTI has since replied with the following:**

**Shoulders** – MoTI/YRB will monitor shoulder conditions

**Runaway** – MoTI has explored the options for a runaway lane at this location in the past and it was found that locations for a properly designed runaway lane are limited on this road. Given the unstable soils in the area, the construction of a suitable runaway lane adjacent to Canyon Drive would have a high probability of increasing the soil instability which would negatively impact the existing road base/bed

**Brake check** – MoTI will be constructing a brake check this summer season

**Soil instability** – MoTI/YRB will continue to monitor the slope conditions along Canyon Drive

**We proffer that the road conditions on canyon drive (especially at/on the hill coming at the built up area of Hudson's Hope still requires attention and remedy.**

**And we specifically proffer that at Canyon Drive & Osbourne the T-section at this location is in need of immediate repair with the placing of jersey barriers on the east side of Osbourne at the T-section to prevent vehicles from sliding into the private property that is situated there which is an occurrence several times a year.**

- **Post Office at Canyon Drive/29N Intersection:**

We have identified the following concerns:

Truck traffic is increasing at this corner with ever larger and greater number of transport trucks.

The Turn-off approach to the Post Office is hazardous as it causes all following traffic to have to slow down right after the left turn, where the approach is located.

**MoTI has replied with the following:**

"MoTI has scheduled a traffic count for this intersection. Traffic counts are an important component in quantifying the need for turning lane improvements."

We understand that MoTI is, in fact, installing traffic count cameras on Beattie Drive and Clarke avenue, about 200 meters east of this intersection which is, in fact, the corner of Hwy 29 and Clarke Ave.

**We proffer that MOTI construct a new corner at this location through the purchase of property, which is currently for sale, to widen the east bound corner at Beattie Drive onto Highway 29: again, the property at the southeast corner is presently for sale. And to construct turn-off lanes to and from the Post Office which is right at the T-section on the north side of this location.**

- **Road Lines**

We have observed that:

Paint lines do not last long on Highway 29 and would need repainting by the end of the summer.

**MoTI has replied with the following:**

"Paint quality remains an issue and MoTI continue to work with the private sector to develop new formulas that weather northern climates."

**We proffer that the painting be tendered to require the painting of the lines be done earlier in the year with a better quality of paint; and set a trial period to test new types of paint.**

It is imperative that MoTI consider our comments seriously as commerce, LNG development, and Site C is on the horizon and probably culminate at the same time. Is is prudent to address our concerns sooner rather than later.

Please do not hesitate to contact me for any further clarification or additional information regarding this letter.

Regards,



**Tom Matus, CAO**

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



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## REQUEST FOR DECISION

<b>RFD#:</b>	<b>Date:</b> Jan 12, 2014
<b>Meeting#:</b>	<b>Originator:</b> Devon Flynn, Intern
<b>RFD TITLE: Small Town Love – Hudson's Hope</b>	

### BACKGROUND:

Staff has spoken with NDIT regarding Small Town Love (STL), an NDIT funded economic development project intended on showcasing unique and independent businesses in central and northern B.C. By utilizing an innovative website that incorporates professional local photography and engaging business write-ups, STL celebrates and supports the vibrant independent business community. As part of the STL application to NDIT, a resolution of support is required.

### DISCUSSION:

There are no current localized business associations, chamber of commerce, or organization to focus attention and provide a dedicated system of support for local businesses in Hudson's Hope. Small Town Love will be a big step in improving the economic development of the community from a small scale and local level. The program will help showcase and support independent businesses, those that aren't able to utilize marketing aids normally available to franchises or corporations.

Though a portion of the project takes place online, STL businesses do not have to be computer savvy. A community champion (at this point, the intern) will be responsible for connecting local business owners via email, phone, and in person to encourage and involve as many independent business owners as possible in the STL project.

Any independently owned, non-franchise business located in the community and region (tentatively between Farrell Creek and Moberly Lake) is eligible for the STL project. The cost for investment is a one-time fee of \$100 per business which includes a professional photo shoot, an engaging website profile and the inclusion in the online business community.

The program is anticipated to begin in February. NDIT representatives will be hosting local workshops to explain the program, and begin promoting and registering eligible businesses. From then, photo shoots will be taken, business stories written up, and profiles created. Most of these photo shoots will be in spring/summer when the backgrounds are more aesthetically pleasant. A counterpart Facebook page will also be developed in conjunction with the STL Hudson's Hope website which is tentatively expected to be up and running around the middle of April, 2015.

**BUDGET:**

\$600 per year for website hosting. Northern Development will provide ongoing technical and maintenance support of the website.

**RECOMMENDATION / RESOLUTION:**

THAT Council:

Approve a resolution of support for applying to NDIT's Small Town Love program.

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

## REQUEST FOR DECISION

<b>RFD#:</b>	<b>Date:</b> Jan 12, 2015
<b>Meeting#:</b>	<b>Originator:</b> Devon Flynn, Intern
<b>RFD TITLE: Light Industrial Crown Land Tenure Application</b>	

### BACKGROUND:

Following previous discussions with FLNRO, the District was encouraged to acquire land located on SE ¼ Section 30 TP 81, Range 25; NE ¼ Section 29, TP81, Range 25; and BLK C of NE ¼ of Section 19, TP 81, Range 25 from the Provincial Crown. Proposed within these sections of land is a 150 meter wide x 1.5 kilometer long strip of land running parallel along the north side of Highway 29 which will be developed into 19 1-hectare light industrial-zoned lots as indicated by L & M concept designs.

### DISCUSSION:

Staff and Council have been pursuing a Light Industrial site along Highway 29 for several years. As per a discussion with Marianne Johnson from FLRNO in December 2014 in regards to acquiring this land from the Province, staff was advised to complete *two* Crown Land Tenure applications: 1) Specifically for the 19 1-hectare light industrial-zoned lots indicated by L & M concept designs and 2) Specifically for the remaining area in the NE ¼ of Section 19 TP 81 Range 25, locally known as Jamieson Woods.

This RFD is specific for the Light Industrial crown land tenure application.

### BUDGET:

BC FrontCounter application fee of \$500.00.

### RESOLUTION / RECOMMENDATION:

#### Resolution:

That:

Council approve an application for Crown Land Tenure specific to the SE ¼ Section 30 TP 81, Range 25; NE ¼ Section 29, TP81, Range 25; and BLK C of NE ¼ of Section 19, TP 81, Range 25 of land.

  
Tom Matus, CAO

## REQUEST FOR DECISION

<b>RFD#:</b>	<b>Date:</b> January 12, 2015
<b>Meeting#:</b>	<b>Originator:</b> Devon Flynn, Intern
<b>RFD TITLE: Light Industrial Lots - Community Institutional Crown Land Tenure Application</b>	

### BACKGROUND:

Following previous discussions with FLNRO (see RFD # 7SR Meeting # CM032414, March 24, 2014) the District was encouraged to acquire land located on SE ¼ Section 30 TP 81, Range 25; NE ¼ Section 29, TP81, Range 25; and BLK C of NE ¼ of Section 19, TP 81, Range 25 from the Provincial Crown for the purpose of developing a light industrial zoned area. These are the same lots that are proposed for the 150m wide x 1.5 km strip of land running parallel to Highway 29; however, this tenure will be different than that proposed for those light industrial areas.

### DISCUSSION:

Staff and Council have been pursuing a Light Industrial site along Highway 29 for several years. As per a discussion with Marianne Johnson from FLRNO in December 2014 in regards to acquiring this land from the Province, staff was advised to complete *two* Crown Land Tenure applications: 1) Specifically for the 19 1-hectare light industrial-zoned lots indicated by L & M concept designs and 2) Specifically for the remaining area in the NE ¼ of Section 19 TP 81 Range 25, locally known as Jamieson Woods. A resolution of endorsement is required for the latter's tenure application.

This RFD is specific for the Community Institutional crown land tenure application.

### BUDGET:

BC FrontCounter application fee of \$250.00.

### RESOLUTION / RECOMMENDATION:

#### Resolution:

That:  
Council approve an application for Crown Land Tenure via Community Institutional category for the lands of SE ¼ Section 30 TP 81, Range 25; NE ¼ Section 29, TP81, Range 25; and BLK C of NE ¼ of Section 19, TP 81, Range 25 in conjunction with the Light Industrial Crown Land Tenure application.

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



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

**REPORT TO:** Mayor and Council  
**SUBJECT:** Geocache project/Northern Health grant  
**DATE:** January 12, 2015  
**FROM:** Devon Flynn, Intern

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### **BACKGROUND/RATIONALE:**

At the beginning of July, the IMAGINE Legacy Grant from Northern Health was brought to my attention that included various categories intended on improving the health and well-being of those living, working, and playing in northern B.C. I had a geocaching project in mind that I thought would satisfy these grant conditions, as well as provide an additional way for people to "Play" in the newly rebranded "Playground of the Peace." The application was a short notice shot in the dark, but on November 29, the project was formally awarded a \$2480.00 grant to purchase 20 various sized geocache containers; 5 Garmin eTrex GPS units; trackable items; and several food items and prizes for a launch event.

Geocaching is a hi-tech treasure hunt where people use GPS units to find containers hidden outdoors. The activity has been previously used to successfully promote tourism and economic development in other communities and regions, such as the Gold Country GeoTourism project. I hope to do the same here in Hudson's Hope, although starting at a much smaller, simpler scale. Geocaching can help support the two objectives identified by stakeholders who participated in the March 2011 workshop to develop the Hudson's Hope Tourism Plan: that is 1) increase the number of visitors and 2) increase the length of stay of existing visitors. Geocaching provides an additional incentive for visitors to visit dams, to hike trails, and otherwise extend the length of their stay while they explore more of the community in search of geocaches.

### **INFORMATION:**

The primary goal of the project is to increase the number of geocaches in the Hudson's Hope area and have a launch event promoting this. There are currently nine active geocaches in the Hudson's Hope area, extending as far as Bullhead Mountain to Farrell Creek. The project will entail establishing "community partners," representatives from various Hudson's Hope groups and organizations to help develop and take ownership of geocaches. Rather than simply bringing awareness to the project, the inclusion of community partners is expected to foster meaningful engagement and encourage pride in existing community assets, be they geographical, cultural, or institutional. Ownership will entail having representatives from a group hide a cache in an appropriate area and periodically maintaining them as needed (i.e. when damaged, moved, vandalized, etc.). I'm anticipating having a workshop in the new year to educate the public on the project and establish community partners, as well as any other person or group interested in the project (hiking groups, First Nations, etc.). This workshop will also help address any concerns or questions they may have. Consulting with community partners will help mitigate any potential issues that might arise as the project proceeds, ensuring geocaches are not commercialized, are hidden in suitable spots, and that the project creates a fun, healthy, and safe physical outdoor activity.

**Report Prepared By:**

A handwritten signature in black ink, appearing to read 'Devon Flynn', with a long horizontal flourish extending to the right.

**Devon Flynn, Intern**

# IMAGINE: Legacy Grants

*"Illuminating the North in Health"*

## Grant Application

**\*\*IMAGINE:** Legacy Grants will provide funding to community groups and organizations, who are successful in illustrating their vision of a health promotion or disease or injury prevention project focusing on physical activity and have the spirit of the 2015 Canada Winter Games. These health promotion or disease or injury prevention projects will focus on physical activity and may also include other key health promotion goals including: injury prevention, tobacco-free communities, healthy eating (HE), active living (AL), HEAL for Your Heart, prevention of problematic substance use, HIV prevention, harm reduction and chronic disease prevention. These health promotion or disease or injury prevention projects must also be aligned with the Northern Health Position Statements Addressing Risk Factors. For more information and support, please refer to the following document *Aligning IMAGINE Projects with Northern Health Positions on Modifiable Risk Factors* found at the end of this application.

### PART A: WHO, WHERE & WHEN

Name of Organization: District of Hudson's Hope

Mailing Address: Box 330

City: Hudson's Hope, BC Postal Code: V0C 1V0

Contact Person: Devon Flynn

Contact Phone: 250.783.9901

Contact Email: intern@hudsonshope.ca

Project Name: Hudson's Hope Geocaching

Community: Hudson's Hope Start Date: September End Date: Ongoing

What is (are) the target group(s) for your health promotion or prevention project? (Check all that apply)

- |   |  |  |   |   |
|---|--|--|---|---|
| <input type="checkbox"/> Aboriginal                     | <input checked="" type="checkbox"/> Families | <input checked="" type="checkbox"/> Multi-Generational | <input checked="" type="checkbox"/> Seniors | <input checked="" type="checkbox"/> Schools     |
| <input checked="" type="checkbox"/> Children            | <input type="checkbox"/> Men                 | <input type="checkbox"/> Women                         | <input checked="" type="checkbox"/> Youth   | <input checked="" type="checkbox"/> Communities |
| <input type="checkbox"/> Foreign Workers/New Immigrants |  |  |   |   |
| <input checked="" type="checkbox"/> Other               | <u>Recreational groups; tourists</u>         |  |   |   |

In the spirit of the 2015 Canada Winter Games, please select the type of "Physical Activity" grant you are applying for:

- |  |  |
|--|--|
| <input type="checkbox"/> Physical Activity and Injury Prevention                       | <input type="checkbox"/> Physical Activity and Tobacco-Free Communities      |
| <input type="checkbox"/> Physical Activity and Healthy Eating (HE)                     | <input checked="" type="checkbox"/> Physical Activity and Active Living (AL) |
| <input type="checkbox"/> Physical Activity and HEAL for Your Heart                     | <input type="checkbox"/> Physical Activity and HIV Prevention                |
| <input type="checkbox"/> Physical Activity and Prevention of Problematic Substance Use |  |
| <input type="checkbox"/> Physical Activity and Harm Reduction                          | <input type="checkbox"/> Physical Activity and Chronic Disease Prevention    |
| <input type="checkbox"/> Other Physical Activity Combination (please identify) _____   |  |

# IMAGINE: Legacy Grants

*"Illuminating the North in Health"*

## Provide a brief description of your group/organization:

The District of Hudson's Hope is the administrative office for the community in the Peace River Regional District. The office provides services to the residents of Hudson's Hope, including but not limited to water, sewage, bylaw enforcement and emergency services.

As per various policies in the Hudson's Hope Official Community Plan, the social health of a community is critical to its long term sustainability. This includes promoting the availability of healthy lifestyles and social activities to residents to ensure a high quality of life. The Hudson's Hope Geocaching Project (hereby referred to as "the project") aims to address these issues and contribute to healthy lifestyles for the community members.

## Who will be responsible for handling your grant funding?

Devon Flynn, local government management intern

## Will you be partnering with other groups or organizations for this health promotion or disease or injury prevention project? Please provide details:

This project has the potential to partner with various community groups, including the Hudson's Hope Hiking Club, the Hudson's Hope Visitor Center, Hudson's Hope Museum, Hudson's Hope Recreation Society and other groups. The capacity for these partnerships will be ongoing and may vary. For example, the project proposes a BBQ event to bring awareness to geocaching around Hudson's Hope and encourages people to do so. Lion's Club members may volunteer to cook food donated by through the local grocery store whereas the Visitor Center, Museum, or Library can potentially borrow GPS units to lend to patrons looking to explore local attractions, local historical sites, or a book theme. Other groups could be involved in geocaching as well, including the Hudson's Hope Recreation Society or the Retirement Center. Retired seniors have been shown to be a common demographic for geocaching as they do not work and have ample free time. Geocaching can provide a low-stress physical activity making it ideal for an afternoon activity for Senior Center. With supervision, youth groups like the Hudson's Hope Nature Nuts can also geocache, encouraging physical activity at a young age. Any of these groups are more than welcome to develop their own cache to hide and take care as well.

# IMAGINE: Legacy Grants

*"Illuminating the North in Health"*

## PART B: WHAT, WHY AND HOW (Project Details)

Please describe the goals of your health promotion or disease or injury prevention project:

### Goals:

- 1) Apply for funding
- 2) Purchase GPS units, geocache packages, local trinkets to fill them with, and pre-registration bags (including shirts, geocoins, pass pegs, guides, etc.)
- 3) Hide and register geocaches
- 4) Promote and advertise opening event
- 5) Purchase food for opening event
- 6) Host and facilitate event
- 7) Continue ongoing maintenance of geocaches and areas
- 8) Promote geocaching as a activity to be experienced in Hudson's Hope
- 9) Expand existing geocache list as necessary

### Why is this project needed?

This project is needed because it adheres to many facets of healthy communities. Hudson's Hope was recently rebranded as the "Playground of the Peace." There are numerous recreational activities for those in the area, including ATV'ing, boating, camping, fishing, swimming, and hiking. These are typical activities to rural communities of northern BC, but most of these require equipment or vehicles worth thousands, sometimes tens of thousands of dollars, leaving limited activities for those with constrained budgets. Geocaching is a self-guided activity that provides fully measurable results and a built-in feedback mechanism. After geocaches are found, geocachers record their find (or lack thereof), as well as the status of the cache and any useful comments. The activity is especially cost-effective and potentially free activity (some geocaches are simple enough to find without a GPS).

This is important in a community where high accommodation rents can severely limit one's budget for recreational activities. Geocaching works by showcasing natural and developed assets of a community - scenic views, natural areas, historical sites, parks, etc. Participation by locals creates a pride in one's community and surrounding area as it is explored. Taking on a more positive attitude of what a community "has" rather than "doesn't have" creates an awareness and inventory of these assets and potential developments. This can also be done through the trinkets found inside the geocaches themselves: Local organizations, businesses, or even artisans can leave trinkets like business cards, small art, or coupons, encouraging those who find these treasures to continue exploring the community. Geocaching effectively helps market what a community has, which is an important step towards filling economic gaps.

### Using details, please describe the activities within your project and how will these activities help to reach the goals of the project?

Geocaching is a "hi-tech treasure hunt" which involves the use of handheld GPS units. Participants plug in coordinates (latitude and longitude) and walk to that location in search of a 'cache' which can be as large as a tote bin or as small as a metal bolt. There are usually small trinkets inside and some form of log book to record your visit. There are over a dozen types of caches available to hide and find, each with varying purposes. The most common are traditional, mystery/puzzle, or multi-cache, but some require additional activities or may encourage environmental initiatives. Environmental awareness is often encouraged in geocaching. Caches are always hidden outdoors, but with minimal disturbance to the natural flora and fauna. For example, you may need to roll a log over or need to walk off a path. However, geocaches are never buried underground and never encourage the destruction of nature or private property. The descriptions of caches, usually on the onus of the cache owner, often remind geocachers to be respectful of nature and private property, encourage safety and awareness of local dangers (ex. Waterfalls, wildlife, etc.), and generally exude wholesome and positive geocaching practices. There are already approximately 4 active geocaches present in the immediate Hudson's Hope town site area, several more outside the municipal boundary. Geocaches, according to guidelines, must be at least 161m (0.10miles/528ft) away from each other. Even for a small rural town, this provides plenty of opportunities to create and hide more caches in areas ranging in difficulty. As part of the project, there will be an opening event to celebrate the newly hidden caches. People can pre-register to get a small gift bag with trackables (items intended to be moved from cache to cache) and other goodies. At a designated start time, those in attendance will be set loose to find these new caches for the first time (a "First to Find" honor). Afterwards, a free BBQ event will be held. As an ongoing project, geocaching will be encouraged in the community as a way to be physically active. This will be achieved through notices in the local Bulletin on-line advertisement, through the District website, and in future travel guides and brochures for the town and region.



# IMAGINE: Legacy Grants

## *"Illuminating the North in Health"*

How does this project align with the Northern Health Position Statements? Please refer to the IMAGINE Grants webpage or document entitled, Aligning IMAGINE Projects with Northern Health Positions on Modifiable Risk Factors for more information.

This project aligns with most of Northern Health's Position Statements:

**Healthy Communities/Environment as a context for Health:** Supports the community by recognizing the rural context of the area and utilizing it as a part of the geocaching strategy and appeal. As a community of the north of the province, outdoor physical activities are imperative in improving and supporting a strained health care system.

**Sedentary Behavior and Physical Inactivity/Health, Weight, and Obesity:** As an easy-to-start, hard-to-master game, geocaching provides a physical activity that isn't intimidating for beginners nor too easy for those experienced, but does require some degree of physical movement

**Health Eating:** The outdoor nature of geocaching can encourage healthier mobile diets which may include fruit, granola bars, and water, rather than instant diets that include coffee, microwaveable meals and snacks.

**Tobacco Reduction/Preventing Injury:** Those quitting smoking can gradually ease into geocaching, a physical activity that can discourage smoking and offer a focused goal to distract from nicotine cravings.

What will be the lasting impacts of this health promotion or disease or injury prevention project within your community?

Last impacts will be mental, emotional, as well as physical

**Mental:** Stronger connection to nature; cathartic awareness of one's abilities and strengths

**Emotional:** Deeper appreciation for the community and natural world;

**Physical:** Gradual improvements to physical health and capability; spectrum of cardio activities; potential for related activities (boating, hiking, climbing, etc.).

These easy-to-start outings can increase health and wellness by removing individuals and groups from sedentary settings and reduce the occurrence of chronic diseases like diabetes and obesity.

What are your plans to sustain (continue) this health promotion or disease or injury prevention project beyond this grant funding?

This project demands very little ongoing maintenance. Caches do not typically move once hidden unless intentionally "mugged," though this is rare. Otherwise, the condition of caches are tracked online where owners are alerted and can initiate repairs or replace the cache itself. As the initial owner of expected new caches hidden around Hudson's Hope, the District will perform these actions as necessary. Should geocaching grow in popularity, additional caches will be added. Should any individuals, groups, or organizations borrow a GPS unit, this will be recorded in a logbook to keep track.

What will become of this health promotion or disease or injury prevention project if not supported through IMAGINE: Legacy Grants funding?

Given the potential for a community health initiative, as well as economic development, marketing, and tourism attraction, this project will likely continue if not supported through the IMAGINE Legacy Grant funding and may be funded through other avenues

# IMAGINE: Legacy Grants

## "Illuminating the North in Health"

### PART C: BUDGETING FOR YOUR PROJECT

Use this Budget Worksheet to provide details of the cost for your health promotion or disease or injury prevention project.

What will you spend on this health promotion or disease or injury prevention project?	
<i>(e.g. provide specific details of all anticipated costs)</i>	
x5 large geocache kits, x5 ammo can geocache kits, x5 mighty mega cache container, x5 micro cache capsules	300.00
x10 all-weather logbooks (to replace when full)	30.00
x 40Trackable items (pass pegs, geocoins, etc)	300.00
Various trinkets, knick knacks, pencils, erasers, figurines, key chains, bug repellent wipes	500.00
X50 Cloth bags, Hudson's Hope t-shirts, goodies for pre-registration	500.00
x5 eTrex20 model GPS units	1,000.00
For 100 people, Burgers, hotdogs, buns, soft drinks, juice, condiments	230.00
	2,860.00

What funding will you receive from other sources?	
<i>(e.g. service clubs, government agencies, NGOs, private donations)</i>	
Hudson's Hope Library - redeemable coupons for new books (Approx. x3 books)	50.00
Hudson's Hope Visitor Center - pins, key chains (Approx. 25)	50.00
Hudson's Hope Museum - magnets, mugs, small toys, etc. (Approx. 25)	50.00
	150.00

Do you expect "in kind" supports?	
<i>(e.g. volunteer hours, donated space, equipment, supplies, use of vehicle, etc.)</i>	
Trinkets, knick knacks, small toys to hide in geocaches from the public	
Lion's Club members, District of Hudson's Hope employees, local geocachers to volunteer	
Hudson's Hope Community Hall Society - use of hall	
	0.00

How will the grant funding from Northern Health be spent on your project?	
It will be spent on all purchases listed above. Should there be any additional expenses not listed (ex. replacing a cache) grant funding will be spent accordingly on that	

Total cost of project

2,860.00

Expected funding from other sources

150.00

Expected "in-kind" contributions

0.00

Total of IMAGINE grant money requesting

0.00

# IMAGINE: Legacy Grants

*"Illuminating the North in Health"*

## PART D: ADDITIONAL INFORMATION

Attach any additional information you would like us to review in consideration of your application. This can include diagrams, PowerPoints, reports, letters of support, pictures, stories, etc.

Geocaching website - <http://geocaching.com>  
GPS Units - <http://www.mec.ca/shop/handheld-gps/50566/>  
Geocaching supplies - <http://shop.geocaching.com/default/geocaching-supplies>  
Geocaching trackables - <http://www.gpscentral.ca/geocaching/trackables.html>  
Geotourism - <http://www.goldtrail.com/index.cfm>  
Geocaching as marketing - <http://sallyberry.wordpress.com/2010/07/14/geocaching-a-wonderful-marketing-tool-for-rural-destinations/>  
  
District of Hudson's Hope - [www.hudsonshope.ca](http://www.hudsonshope.ca)  
Museum of Hudson's Hope - <http://www.hudsonshopenmuseum.com/>  
Hudson's Hope Library - <http://hudsonshope.bc.libraries.coop/>

## PART E: SUBMITTING GRANT APPLICATION

Due to many complications with the "submit button" last season, the grant application form will be provided to you via email with the promotions package and/or it can be downloaded from our **IMAGINE Grants** webpage. **All submissions will be accepted via email only.** If you are having difficulty emailing the grant application to us and would prefer to fax or mail it, please call, so we can support you. You will be notified of its receipt within 48 hours of submission. If you have not heard from us within this timeframe, please contact us by phone or email. Thank-you.

### Email

[imagine.grants@northernhealth.ca](mailto:imagine.grants@northernhealth.ca)

### Contact Information

**IMAGINE Grants**  
Centre for Healthy Living  
1788 Diefenbaker Drive  
Prince George, BC V2N 4V7  
Phone: 250-645-6407  
Toll-Free (BC only): 1-855-645-6555  
Fax: 250-612-0810

### Questions?

We will be holding a Question & Answer (Q&A) session via teleconference (*date, time and call-in information to be announced on webpage and by email*) to answer all questions you may have about the application process. If you are attending this session, we highly encourage you to participate, so we can see if this is something that works and can be used again in the future. If you have other questions or cannot attend the teleconference, please do not hesitate to contact us by email or phone and one of us will be happy to support you. We will also be recording the Q&A session and will be posting it onto the webpage for you.

Please be advised that a signed contract letter between Northern Health and successful applicants will be required before release of funds.

If you have been successful for previous grant funding, please be sure that all Evaluation Reports have been submitted; otherwise, your current application may not be accepted for grant funding.

# IMAGINE: Legacy Grants

*"Illuminating the North in Health"*

## Aligning IMAGINE Projects with Northern Health Positions on Modifiable Risk Factors:

For full details on Northern Health's Risk Factor Position Work and Settings Applications visit: [Addressing Risk Factors](#)

The following links are to specifically direct you to the portions of the paper(s), that will help you align your project ideas with our current focus.

## Strategies to Achieve Northern Health's Positions:

The Ottawa Charter for Health Promotion is an international resolution of the World Health Organization. Signed in Ottawa, Canada in 1986, this global agreement calls for action towards health promotion through five areas of strategic action. In concert, these strategies are mutually reinforcing and can create a comprehensive approach to addressing modifiable risk factors.

Sections of each of the papers present examples which support the five strategic action areas outlined in the Ottawa Charter to achieve the same goals outlined in the position. Examples are evidence-based and come from an environmental scan of strategies proven effective in other places within Canada and internationally.

- Build Healthy Public Policy
- Create Supportive Environments (Home, Work, School & Leisure)
- Strengthen Community Action
- Develop Personal Skills
- Reorient Health Services

## The Northern Health Position Papers & Snapshots:

### Sedentary Behaviour & Physical Inactivity- Section 6, pages 3-7

- [\(Snapshot of Sedentary Behaviour & Physical Inactivity\)](#)

### Healthy Eating - Section 4, pages 6-9

- [\(Snapshot of Healthy Eating\)](#)

### Health, Weight & Obesity - Section 9, pages 19-26

- [\(Snapshot on Health, Weight and Obesity\)](#)

### Tobacco Reduction - Section 4, pages 7-9

- [\(Snapshot of Tobacco Reduction\)](#)

### Preventing Injury - Section 6, pages 10-12

- [\(Snapshot of Preventing Injury\)](#)

### Prevention of Problematic Substance Use - Section 7, pages 10-14

- [\(Snapshot of Problematic Substance Use\)](#)

### Environment as a Context for Health - Section 7, pages 13-17

- [\(Snapshot on Environment as a Context for Health\)](#)

# Geocaching HH Budget

Item	Individual C	Units	Total
Hide-an-Ammo can kit	\$ 25.00	5	\$ 125.00
Official ammo can kit with logbook and pencil	\$ 15.00	5	\$ 75.00
Might mega cache container	\$ 13.00	5	\$ 65.00
Micro cache container	\$ 7.00	5	\$ 35.00
Small all-weather logbook	\$ 3.00	10	\$ 30.00
Garmin eTrex 20 GPS	\$ 200.00	5	\$ 1,000.00
Swag	\$ 2.00	40	\$ 80.00
			\$ 1,410.00

Launch Event	Individual	Units	Total
Condiments	\$ 5.00	10	\$ 50.00
Propane	\$ 20.00	2	\$ 40.00
Hotdog buns	\$ 4.00	10	\$ 40.00
Hotdogs (pck of 8)	\$ 5.00	10	\$ 50.00
Burger buns	\$ 5.00	10	\$ 50.00
Burgers (box of 24)	\$ 16.00	4	\$ 64.00
Drinks	\$ 1.00	100	\$ 100.00
			\$ 394.00

<b>Total Project</b>	<b>\$ 1,804.00</b>
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[illegible]



## THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor Johansson and Council  
SUBJECT: MIABC 2015 Associate Members Insurance  
DATE: January 12, 2015  
FROM: Tom Matus, CAO

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### For Council information:

Starting January 2015 Municipalities may sponsor insurance coverage for societies (they being Service Provider or Associate Member) that councils deem are acting on behalf of the council or municipality.

I have extracted certain communications I have had with MIABC that might clear some questions that Council may have:

Please, this Associate Members insurance does it cover the Society's Board members for commercial general liability and from subrogation in the same way Councillors are in that the insurer can go after a Board Member to recover a claim pay out?

As long as the board members are acting on behalf of the local government they will be cover, subject to the exclusions listed in the Liability Protection Agreement 2015. (See attachment included with this report0.

What the District of Hudson's Hope will do is enter into an agreement with the CDC to deliver the program, we will enter into an agreement with Greta's World Class Act to actually work with the kids in this program. Are we insured for the program/children?

"Further to our conversation, I would like to confirm that the District would be covered under its liability policy with MIABC in the event that its negligence causes damage to another party. As discussed, the societies would not be covered, but starting on January 1, 2015 there will be the option of adding them to your policy as Associate Members. I have attached some information outlining the conditions of this coverage."

Please, one question: if there were a claim how would our premiums be affected? Would it affect our comprehensive general liability premium, the Associate Members premium or both?

"Your premium can be affected by the amount of claims made that are over your \$2,500 deductible, this includes the Associate Member. If the Associate Member has a claim and it is over your deductible it could affect Hudson's Hope's premium. It would not affect the \$250 premium for the Associate Member."

Yes, but then how is it that the AM's premium is not affected?


"The reason that the member's (meaning the District of Hudson's Hope) premium is affected is because it is the member who sponsor's the AM for coverage under the member's policy. They are not treated as a separate insured. The \$250 (or \$50-\$100 if the AM is an individual) charged for



each AM is just a flat rate charged to all. If you would like you could write in your agreement with the AM that they are responsible for any deductibles and/or premium increases they cause."

Naming the Service Provider as an Associate Member entitles them to full coverage, up to \$5,000,000, with respect to third party liability claims arising from the provision of the agreed service. As an example, the AM's negligence, while providing a service on your behalf, causes damage to another party and that other party sues the AM, the MIABC would have to defend the AM and pay out the claim if need be. The AM's claim would have the same impact on your premium as if it were Hudson's Hope's claim.

The District of Hudson's Hope's coverage/sponsorship would certainly apply to any societies that operate municipally owned buildings and could apply to organizations or persons that provide a service that the community benefits from i.e. SEC Greta Goddard or other organizations that Council may wish to sponsor.

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

## Expansion of Coverage to the Liability Protection Agreement 2015

At the September 2014 AGM the membership voted in favor of expanding coverage in two significant areas, both of which will take effect as of January 1, 2015.

### Associate Members

Coverage will now be extended to individuals, groups and associations that provide services for, or on behalf of our members, upon request of an MIABC member, up to a limit of \$5,000,000. These individuals, groups and associations must be individually sponsored by a member in order to qualify for "associate member" status. Once accepted as an associate member, these parties will be entitled to full coverage under the Liability Protection Agreement, but only for services provided for, or on behalf of, the sponsoring member.

In order to qualify as an associate member, the following conditions must be met:

- The associate member is sponsored by an existing MIABC member;
- The sponsoring member has a written agreement for the provision of services with the associate member (the "Service Provider Agreement");
- The services provided are services to the community provided for or on behalf of the sponsoring member;
- The Service Provider Agreement has been approved by the sponsoring member's council or board by resolution or bylaw; and
- The MIABC has received payment of a premium from, or on behalf of, the associate member.

It is important to understand that the sponsoring member's deductible will apply to claims brought against the associate member and the sponsoring member will be responsible for the payment of any costs incurred below the deductible. In addition, all claims brought against the associate member will form part of the sponsoring member's claims history and experience rating.



The MIABC has drafted two versions of a service provider agreement template for your convenience. One version contemplates that the sponsoring member will be responsible for payment of the premium and deductible amounts and one contemplates that the associate member will be responsible for these payments. Electronic versions of these forms can be downloaded from our website or obtained by emailing Susan Ackerman at [sackerman@miabc.org](mailto:sackerman@miabc.org) or Megan Chorlton at [mchorlton@miabc.org](mailto:mchorlton@miabc.org).

### Claims for Breach of Contract

Coverage in 2015 will be expanded to include liability for breach of contract. The extension applies only to any **compensatory** damages (damages for what was lost due to the breach) that our members must pay as a result of a breach of contract claim. We will also cover breach of contract arising from the assumed liability of others, but only if the member is found to be at least partially liable for the loss.

Please contact Susan Ackerman at [sackerman@miabc.org](mailto:sackerman@miabc.org) or Megan Chorlton at [mchorlton@miabc.org](mailto:mchorlton@miabc.org) if you have any questions about the implementation of either of these resolutions.



## SERVICE PROVIDER AGREEMENT

This Service Provider Agreement (the "Agreement") is made and entered into this \_\_\_\_ day of

\_\_\_\_, \_\_\_\_ by and in between \_\_\_\_\_

(the "Local Government") and \_\_\_\_\_ (the "Service Provider").

The Service Provider agrees to provide the following services for or on behalf of the Local Government:

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

☐ The term of the Agreement is from the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ and the \_\_\_\_ day of \_\_\_\_\_.

☐ The term of the Agreement is perpetual commencing the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

While providing the agreed service, the Service Provider agrees to comply with: all applicable laws, rules and regulations; the practices, procedures and policies of the Local Government; and any special instructions given to the Service Provider by representative(s) of the Local Government.

The Local Government agrees to obtain commercial general liability insurance coverage from the Municipal Insurance Association of British Columbia (MIABC) naming the Service Provider as an Additional Named Insured entitled to full coverage in the amount of \$5,000,000 with respect to third party liability claims arising from the provision of the agreed service. The Service Provider agrees to carry its own statutory worker's compensation insurance and automobile liability insurance, if appropriate.

The Service Provider agrees to indemnify, defend and hold harmless the Local Government, its agents, servants, employees, trustees, officers and representatives from any liability, loss or damage which the Local Government may suffer as a result of any claims, demands, costs, actions, causes of actions, or judgments, including legal fees, asserted against or incurred by the Local Government arising out of, during, or as a result of the provision of services outlined in the Agreement except such liability, loss, or damage which is the result of, or arising out of, the sole negligence of the Local Government or that is covered by the MIABC liability insurance policy.

- ☐ The Local Government agrees to be responsible for any and all deductible amounts including any claim expenses incurred and policy premium payments.
- ☐ The Service Provider agrees to be responsible for any and all deductible amounts including any claim expenses incurred and policy premium payments.

The Local Government reserves the right to terminate this Agreement and the associated commercial general liability insurance coverage provided to the Service Provider by the MIABC at any time upon written notification to the Service Provider of the termination.

**ON BEHALF OF <LOCAL GOVERNMENT>**

Name:

---

Title:

---

Signature:

---

Date:

---

**ON BEHALF OF <SERVICE PROVIDER>**

Name:

---

Title:

---

Signature:

---

Date:

---

**Intern Update, 1/12/15 – Devon**

<b>Ongoing/Current/Work has begun</b>	
<b>Project</b>	<b>Status</b>
Community Hall	<ul style="list-style-type: none"> <li>• Awaiting NDIT funding</li> <li>• Enabling Accessibility Grant successful – \$17,000! :D (With Progress' \$5000, this makes \$22,000 confirmed)</li> <li>• BC Hydro Energy Efficient Lighting Design funding – not applicable for project rebate, but <i>product</i> rebate. Paul Lythall is looking into the application</li> </ul>
Light Industrial	<ul style="list-style-type: none"> <li>• Applying for Crown Land Tenure</li> </ul>
Arena land	<ul style="list-style-type: none"> <li>• Applying for Crown Land Tenure</li> </ul>
Interpretive Signage	<ul style="list-style-type: none"> <li>• Signage write-ups have been drafted. Awaiting review.</li> </ul>
Election Official Remuneration Policy	<ul style="list-style-type: none"> <li>• In review</li> </ul>
GeoTourism Project	<ul style="list-style-type: none"> <li>• Received \$2480.00 grant from IMAGINE Legacy grant from Northern Health</li> <li>• Will begin workshops and communicating with potential HH community partners in the new year</li> </ul>

<b>Tentative/In the works/Talk only</b>	
<b>Project</b>	<b>Status</b>
NDIT Business Façade Improvement	<ul style="list-style-type: none"> <li>• Awaiting next steps from Renata King and NDIT</li> <li>• Will begin sometime in winter-spring 2015</li> </ul>
NDIT Small Town Love	<ul style="list-style-type: none"> <li>• Submitting official application form</li> <li>• Low-key advertising/promotion to take place in late winter, workshops/open houses in the spring</li> <li>• Requires Resolution of Support</li> </ul>
Community Garden	<ul style="list-style-type: none"> <li>• Additional research ongoing in spare work time</li> </ul>
Various Playground grants	<ul style="list-style-type: none"> <li>• Reconnected with an agent from Habitat. Will look into grants time-permitting</li> </ul>
Green Municipal Fund	<ul style="list-style-type: none"> <li>• Forwarded between Eric Sears (Urban Systems) and Andy Ackerman</li> </ul>

<b>Completed/Waiting for work to take place</b>	
<b>Project</b>	<b>Notes/comments</b>
Civic Spatial Grant(s)	<ul style="list-style-type: none"> <li>• CivicSpatial grant accepted</li> <li>• Survey work post-poned until spring</li> </ul>

ALR Exclusion(s)	<ul style="list-style-type: none"> <li>• Applications (ATV Campground; Airport boundary) have been submitted. Still waiting for responses</li> </ul>
Land Development Prospectus	<ul style="list-style-type: none"> <li>• Prospectus draft sent in Amy Schneider. Awaiting comments</li> </ul>
Community Recreation Program	<ul style="list-style-type: none"> <li>• Final report postponed until project can meet contractual obligations</li> </ul>



## Clerk

---

**From:** cc kids <rgfequet@pris.bc.ca>  
**Sent:** Friday, December 05, 2014 12:14 PM  
**To:** Clerk; Tom Matus  
**Subject:** Fit for Life Council request

Hi Tom and Laurel,

I am sending along a request for Council's consideration to support the Fit for Life program for the 2015 sessions. Thank you so much for supporting this incredible program for the last five years. It is funding will invested.

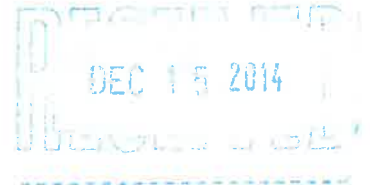
Thanks ,

Greta Goddard  
Greta's Class Act Services  
Fitness & Special Event Planning  
PO Box 687  
10602 Osborne Street  
Hudson's Hope, BC V0C 1V0  
Home: 250 783-5338  
Cell: 250-783-0855  
Email: [rgfequet@pris.bc.ca](mailto:rgfequet@pris.bc.ca)



December 5, 2014

**Subject: Focus Corporation: new structure effective  
as of January 1, 2015 (the "Effective Date")**



Dear Client,

As you know, several months ago Focus Corporation was acquired by WSP Canada Inc. Until today, we continued to operate under Focus. We have now made the commitment to reorganize our operations under a single entity across Canada and to operate under a single brand name, WSP Canada Inc. in order to better serve our clients and partners. This will be effective as of the Effective Date.

Consequently, we will be transferring all of our business, including our existing contract(s) with your organization, and our Personnel to WSP Canada Inc.

Such changes will only have an impact to the extent described below:

#### **Contracts**

Current contracts will remain in effect, but the co-contracting party will become WSP Canada Inc. Please feel free to contact us if you require any additional formalities to be completed to reflect this change.

#### **Invoices to our clients**

All invoices issued to our clients on or after the Effective Date will reflect our new corporate structure, and invoices will then be issued by WSP Canada Inc. Furthermore, as a result of this reorganization, our sales tax numbers will change and the new numbers will be reflected on our invoices.

#### **Payments from our clients**

All payments made on or after the Effective Date should be addressed to WSP Canada Inc.

Please note that our bank accounts numbers will remain the same.

Our partners are important to us and we are fully aware that this transition must be as smooth as possible. If you have any questions or concerns about these changes



DEC - 5 2014

Ref: 106370

Her Worship Mayor Gwen Johansson  
District of Hudson's Hope  
9904 Dudley Drive  
Hudson's Hope, BC V0C 1V0

Dear Mayor Johansson:

It was a pleasure to meet with your delegation at the Union of British Columbia Municipalities Annual Convention (Convention) held in Whistler. I appreciated the opportunity to discuss the issues of significance to your community.

I am sure you will agree that it is important for all levels of government to communicate effectively in order to better serve our communities at large. The Convention provides us with the opportunity to discuss what is important to communities and to the province as a whole.

As the Minister responsible for developing and implementing the province's jobs initiatives, I am proud of the Ministry's contributions to a comprehensive strategy entitled *BC's Skills for Jobs Blueprint: Re-engineering Education and Training*. The Blueprint aims to re-engineer BC's education and apprenticeship systems to provide young people a seamless path from school to the workplace. This plan will assist in putting British Columbians first in line to fill the one million job openings expected by 2022. The plan also prioritizes the education and training needs of British Columbia's Aboriginal people with the goal of significantly increasing their participation in the workforce.

I was very pleased to hear that the District of Hudson's Hope found the Land Development Workshops useful. Working together for the advancement of land acquisition provides a healthy and sustainable economic future for the Province of British Columbia. I understand Ms. Tammy Danshin, Regional Manager, Economic Development Division, will be available to provide you with further assistance. Ms. Danshin may be contacted by telephone at 250 787-3351 or by email to [Tamara.Danshin@gov.bc.ca](mailto:Tamara.Danshin@gov.bc.ca).

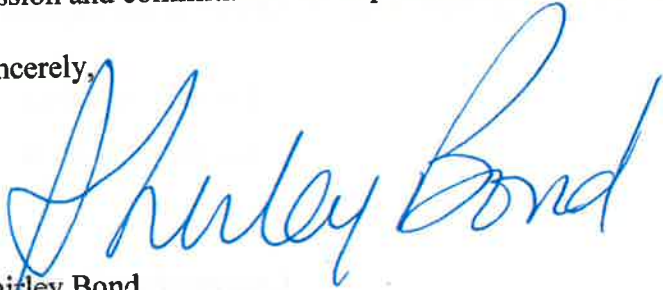
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C3

Her Worship Mayor Johansson  
Page 2

Thank you again for taking the time to share your thoughts and ideas with me. I appreciate your passion and commitment to help build a stronger, economically vibrant community and province.

Sincerely,



Shirley Bond  
Minister

pc: Ms. Shanna Mason  
Assistant Deputy Minister  
Economic Development Division  
Ministry of Jobs, Tourism and Skills Training

Ms. Tammy Danshin  
Regional Manager  
Economic Development Division  
Ministry of Jobs, Tourism and Skills Training



中 华 人 民 共 和 国 驻 温 哥 华 总 领 事 馆  
The Consulate General of the People's Republic of China in Vancouver

3380 Granville Street, Vancouver, B.C.  
Canada V6H 3K3

Tel: 604-731-6963  
Fax: 604-736-4343

December 8, 2014

Johansson Gwen, Mayor  
9904 Dudley Drive  
Hudson's Hope, BC  
V0C 1V0

Dear Johansson Gwen,

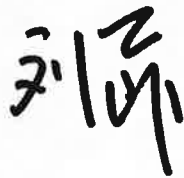
Warmest congratulation to your worship being re-elected as Mayor.

Canada is among the first western countries to establish diplomatic ties with the People's Republic of China. In this early November, Prime Minister Stephen Harper successfully paid his third official visit to China. The leaders from both countries reached broad consensus on deepening bilateral cooperation and signed cooperation agreements worth as much as 2.5 billion Canadian dollars and announced a Joint List of Outcomes covering a wide range of areas, charting a roadmap for future bilateral cooperation.

I am confident that under your leadership and with your dedication and support, the cooperation and friendship between Hudson's

Hope and cities in China will be further strengthened. I look forward to working closely with your worship.

Yours sincerely,

A handwritten signature in black ink, appearing to be the Chinese characters '刘飞' (Liu Fei), written in a cursive style.

H. E. LIU Fei

Consul General (with Rank of Ambassador) of the P.R.C. in  
Vancouver



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## NEBC Resource Municipalities Coalition - Community Speakers Series

NEBC Resource Municipalities Coalition

Tuesday, January 13, 2015 from 12:00 PM to 1:30 PM (MST)

Fort St. John, BC



### Ticket Information

TYPE	END	Free	QUANTITY
NEBC Resource Municipalities Coalition - Community Speakers Series	1d 21h 35m	Free	1

NEBC Resource Municipalities Coalition - Community Speakers Series General Seating - \$25/person Luncheon Fee at the Door. Tickets may also be reserved through Tracy Konashuk from the City of Fort St. John at (250) 794-3266 or contact Lilla Hansen the Fort St. John Chamber of Commerce at (250) 765-6037.

[Register](#)

[Save This Event](#)

### When & Where


**Quality Inn Northern Grand Hotel**

9830 100th Avenue

Fort St. John, BC V1J 1Y5

Canada

Tuesday, January 13, 2015 from 12:00 PM to 1:30 PM (MST)

[Add to my calendar](#)

### Who's Going



Connect to see which of your Facebook friends are going to NEBC Resource Municipalities Coalition - Community Speakers Series.


[Connect with Facebook](#)

Share NEBC Resource Municipalities Coalition - Community Speakers Series

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[Like](#)

### Event Details

## Featuring Guest Speaker

**David Keane, President of the BC LNG Alliance**

### Alliance

The Alliance represents 7 of the major LNG projects proposed for British Columbia including

ExxonMobil, Kitimat LNG, LNG Canada, Pacific Northwest LNG, Prince Rupert LNG, Triton LNG and

### Organizer

**NEBC Resource Municipalities Coalition**

NEBC Resource Municipalities Coalition Luncheon & Launch



[Contact the Organizer](#)

[View organizer profile](#)

[View organizer website](#)

[@NEBCRMC](#)





Woodfibre LNG.

Tickets may also be reserved through Tracy Konashuk from the City of Fort St John at (250)784-3266 or contact Lillia Hansen the Fort St John Chamber of Commerce at (250)785-8037.

Have questions about NEBC Resource Municipalities Coalition - Community Speakers Series?

Contact NEBC Resource Municipalities Coalition

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