



DISTRICT OF HUDSON'S HOPE
REGULAR COUNCIL MEETING AGENDA
Council Chambers
Monday, January 14, 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:

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6. Business Arising Out of the Minutes:

7. Staff Reports:

SR1	Trademark Use Policy	Page 4
SR2	LGMA 2014 Spring Conference	Page 6
SR3	Snow Removal on Stowe Road	Page 18
SR4	Local Government Management Internship Program	Page 19

8. Bylaws

B1	12 Mile Electrical Road Parcel Tax Amendment Bylaw No. 831, 2014	Page 40
B2	Property Tax Exemption Bylaw No. 832, 2013	Page 44
B3	Annual Financial Plan Amendment Bylaw No. 833, 2014	Page 49

9. Correspondence

C1	Evelyn Edinger: Letter to Council and Response	Page 77
C2	City of Fort St. John: 10 th Annual High on Ice Festival 2014	Page 92
C3	Coleman Mercereau: Weight Room at BCH Apartments	Page 93
C4	BC Women's Institute: Response Re: Donation Request	Page 95
C5	Coleman Mercereau: 3 on 3 Hockey Tournament	Page 98

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|-----|---|----------|
| C6 | Ministry of Community, Sports and Cultural Development: Second Phase of Local Government Elections Reform | Page 99 |
| C7 | City of Dawson Creek: Regional Coalition | Page 100 |
| C8 | NCLGA: Resolution Submission Deadline | Page 105 |
| C9 | Talisman Energy Inc. Reports | Page 108 |
| C10 | Ministry of Community Sports and Cultural Development: Expense Limits Discussion Paper | Page 109 |
| C11 | Greta Goddard: Fit for Life | Page 110 |
| C12 | Hudson's Hope Playschool: Financial Assistance Grant Report | Page 111 |
| C13 | Double "H" Saddle Club: Financial Assistance Grant Report | Page 113 |
| C14 | Steve & Grace: Public Works Thank You | Page 114 |
10. Reports by Mayor & Council on Meetings and Liaison Responsibilities
11. Old Business:
12. New Business:
13. Public Inquiries:
14. Adjournment:



**SPECIAL COUNCIL MEETING
JANUARY 6, 2014
4:30 P.M.
MUNICIPAL HALL COUNCIL CHAMBERS**

**Present: Council: Mayor: Gwen Johansson
Councillor: Kelly Miller
Councillor: Dave Heiberg
Councillor: Travous Quibell
Councillor: Richard Brown**

**Staff: CAO: Tom Matus
Deputy Clerk: Laurel Grimm
Director of Public Works: Mike Carter**

Other: 8 in gallery

- 1. CALL TO ORDER:**
The meeting was called to order at 4:30 p.m. with Mayor Gwen Johansson presiding.
- 2. ADOPTION OD AGENDA BY CONSENSUS:**
The January 6, 2014 Special Council meeting agenda was adopted by consensus.
- 3. DECLARATION OF CONFLICT OF INTEREST:**
NONE
- 4. ADOPTION OF MINUTES:** **0550-01**

December 17, 2013 Council Meeting

RESOLUTION NO. 001

M/S Councillors Quibell/Heiberg

THAT:

"The minutes of the December 17, 2013 Council Meeting be adopted as written."

CARRIED

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

BA1 **BA1 - LED Sign Installation at the Hudson's Hope School** **1770-01**
School District No. 60 and the Hudson's Hope Lion's club will speak to determine if there is additional interest from outside of the School District.

BA2 **BA2 - Medical Services Working Group**
The Hudson's Hope Health Clinic to be added to the Medical Services Working Group contact list.

BA3 **NB1 - Snow Removal on Stowe Road**
No update available at this time.

6. **STAFF REPORTS:**

SR1 **Cumulative Environmental, Community Health Effects of Multiple Natural Resource Developments in Northern BC.**

RESOLUTION NO. 002

M/S Councillors Brown/Heiberg

That:

"Council authorize travel and expenses for two members of Council to attend the Cumulative Environmental, Community and Health Effects two day event in Prince George."

CARRIED

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

CR1 **Site "C"**
Cumulative Impacts Public Hearing in Fort Saint John on January 18, 2014. Mayor Johansson is preparing the presentation and wished to discuss key points and focus areas with Council and gather feedback.

May be necessary for Hudson's Hope to obtain the services of a Hydrologist for Lagoon data.

8. **OLD BUSINESS:**

NONE

9. **PUBLIC INQUIRIES:**

PI1 **Ross Peck: Cumulative Impacts Resources North Association**

- Peace River representative for Resources North Association
- Focus on Integrated Land Management
- Current funding has started to faze out and are currently looking for other funding sources
- IS there a role for Resources North to act as an independent broker to facilitate some discussions?
- Application forms available for prospective members at no fee
- Would like to see community input on cumulative effects
- Looking to get municipal participation

- Currently 16 members sit on the board

	<i>Diarized</i>	<i>Last Review/Action</i>
10. DIARY		
<i>Conventions/Conferences/Holidays</i>		
NCLGA AGM & Convention May 7-9, 2014	10/28/13	
Premier's BC Natural Gas Forum Jan. 22-23	10/28/13	
Co-Op Correspondence Re: Card Lock	11/12/13	

ADJOURNMENT:

RESOLUTION NO. 003

M/S Councillors Quibell/Heiberg

THAT:

"The Regular Council Meeting for January 6, 2014 be adjourned"(4:57 p.m.)

CARRIED

Certified Correct:

Minute Taker

Chair

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor Johansson and Council
DATE: 08 January 2014
FROM: Laurel Grimm, Deputy Clerk
SUBJECT: Trademark Use Policy

RECOMMENDATION

THAT: *"Council adopt the Trademark Use Policy."*

INFORMATION

Council Resolution No. 284, December 9, 2013, stated that "The District of Hudson's Hope logo is only to be used by the District of Hudson's Hope."

A policy has been drafted to that effect.

Report Prepared By:



Laurel Grimm, Deputy Clerk

TRADEMARK USE POLICY

Council Resolution No. */14

Effective Date: January 13, 2014

Section: **Administration**

Purpose:

This policy is to govern and outline the procedures for the authorization of use by individuals and organizations in using the District of Hudson's Hope's Playground of the Peace trademark/logo.

Policy Details or Policy Objectives:

To control the use of the District of Hudson's Hope trademark/logo, in ensuring that the trademark/logo is used by the District of Hudson's Hope only, and in complete entirety, and that no other corporations, companies or firms may use the trademark/logo.

This does not apply to any companies/corporations or firms with whom the District has partnered with, endorsed or sponsored.

REQUEST FOR DECISION

RFD#: 010914 7sr1	Date: January 9, 2014
Meeting#: 010914	Originator: Tom Matus, CAO
RFD TITLE: LGMA 2014 Spring Conferences	

BACKGROUND:

The Local Government Management Associations (which comprises regional associations) is an association to assist Chief Administrative Officers in BC; it schedules parent forums and regional conferences to professionally develop CAOs throughout the province of British Columbia.

The District of Hudson's Hope has a Staff Training Policy in place whereby staff must be approved by resolution to attend, among other things, conferences.

DISCUSSION:

Two conferences are scheduled early in 2014: the parent LGMA CAO Forum is scheduled for February 19th – 21st in Vancouver; and the North Central LGMA is scheduled for April 8th – 10th in Prince George. The agenda and draft agenda are attached, respectively. In that these conferences target CAOs in the field of leadership development, and can be regionally specific, it is expected that CAOs, through training and networking, will benefit greatly from attending these two conferences.

BUDGET:

	LGMA Vancouver, Feb 19-21	NCLGMA, Prince George, April 8-10
Registration:	\$577.50	Unknown at this time
Air/Road Travel:	\$485.81	\$372.90
Per diems:	\$240.00	\$165.00
Hotel:	\$717.65	\$500.00 (approx)
	<hr/>	<hr/>
Total:	\$2020.96	\$1037.90 + cost of registration
	<hr/>	<hr/>

RECOMMENDATION / RESOLUTION:

That Council approve the expenditure for the CAO to attend both the 2014 LGMA CAO Forum and the NCLGMA Spring Conferences to be held in Vancouver and Prince George, respectively, at an estimated cost of \$3,500.00, against the 2014 budget.



 Tom Matus, CAO



LGMA

LOCAL GOVERNMENT
MANAGEMENT ASSOCIATION
OF BRITISH COLUMBIA

2014 CAO FORUM

February 19 - 21, Renaissance Vancouver Harbourside Hotel



Registration &
Accommodation



Collaborating in
Conflict & Relationship
Building



Welcoming Reception
& Networking



Fire Services
Education



Emerging Trends in
Collective Bargaining



Board/Council - Staff
Relations



Cross-Jurisdictional
Service Delivery



"Nuts &
Bolts"



A New Way of
Governing



Ministry
Dialogue



Legal Issues and
Updates



CAO Contracts &
Performance Reviews

GET CONNECTED



The CAO Forum is an annual offering for local government chief administrative officers (CAOs) to meet with their colleagues and discuss issues of mutual concern in a congenial atmosphere.

The Forum will feature interactive, two-way discussions with speakers on subjects of interest to local governments and provide an excellent

opportunity for frank and open dialogue (detailed program description follows). Regular CAO Forum activities will include the popular "nuts and bolts" session, where CAOs can informally discuss common problems and the solutions that are working for others.

REGISTRATION:

Registration will be available online at <http://www.civicinfo.bc.ca/event/cao2014.asp>

Registration deadline: February 14, 2014

COST & CANCELLATION POLICY:

LGMA Members \$550 + GST;

Non Members \$650 + GST (Registration limited to CAOs)

Requests for refunds/cancellations will be accepted until February 10, 2014, subject to a \$50 cancellation fee. No refunds after February 10, 2014.

ACCOMMODATION:

Standard rooms will be offered at the Renaissance Vancouver Harbourside Hotel, 1133 West Hastings Street, at a rate of \$139.00 per night plus applicable taxes. More information on the hotel may be found at <http://www.marriott.com/hotels/travel/yvrrd-renaissance-vancouver-hotel-harbourside>

Phone 1-800-905-8582 for reservations and quote group code "LGMA CAO FORUM" (special rate in effect until January 20; subject to availability after this date). Or reserve online at: https://resweb.passkey.com/Resweb.do?mode=welcome_ei_new&eventID=10817426

The LGMA gratefully acknowledges the financial support of



STEWART McDANNOLD STUART
Barristers & Solicitors

YA YOUNG ANDERSON

WEDNESDAY, FEBRUARY 19

1:00 - 4:00 PM

OPTIONAL, PRE-FORUM WORKSHOP (included in Forum fee)

"COLLABORATING IN CONFLICT & BUILDING RELATIONSHIPS THAT SOLVE PROBLEMS"



JAMIE CHICANOT
Conflict Resolution Trainer
and Facilitator
ADR Education

The role of CAOs is unique and challenging as they need to be able to effectively work with staff and elected officials, as well as collaborate with their colleagues from different jurisdictions in order to ensure effective service delivery to the community and citizens. Although conflict is normal and to be expected, when disagreement occurs it can be challenging to collaborate; tendencies to compete, avoid and escalate differences are frequent.

Putting collaboration into practice requires a skillful integration of attitude (values and philosophy), process (methods and models) and skills (behaviours and actions). The objective of this workshop will be to help CAOs build upon and expand their current skill sets. Given the ever-changing dynamics of relationships within the political and employment landscape, continuous improvement is essential in order for CAOs to bridge differences, foster collaboration, and build durable solutions that can maintain and even enhance relationships within the local government context.

7:00 - 9:00 PM

WELCOMING RECEPTION & NETWORKING

Greetings from



CORIEN SPEAKER
President
Local Government
Management Association

THURSDAY, FEBRUARY 20

7:30 – 8:30 AM BREAKFAST PRESENTATION

FIRE SERVICES EDUCATION UPDATE



Janis Bell
CAO
Cariboo Regional District



Peter Weeber
CAO
Village of Queen Charlotte

8:30 – 10:00 AM

COST CONTAINMENT - EMERGING TRENDS IN COLLECTIVE BARGAINING



ERIC HARRIS, Q.C.
Harris & Co



LAURA CIARNIELLO
Director, Corp Services
District of Saanich



KEVIN RAMSAY
City Manager
City of Port Moody

As governments everywhere undertake core service reviews and look for ways to trim budgets, Boards and Councils are directing CAOs to rein in collective agreement cost increases. What do you need to do to respect your employer's ability to pay for employee wages without hefty tax increases to fund them? Can you counter the pervasive public view that local government wages are out of line with the private sector while providing the support to your employer to attract talented workers and maintain a healthy work environment? This panel of legal, human resource and local government experts will share some practical tips to engage with union counterparts in the

collective bargaining process and help you develop your strategies for managing staff costs including:

- whether unions have been receptive to concessionary agreements;
- how recent local government settlements compare with those in the private sector;
- what to take into account in determining annual costs of contract provisions;
- the areas where benefit costs are rising; and
- options to consider when negotiating with cost containment in mind.

Learn more about emerging trends in collective bargaining and what you need to have in your toolkit to ensure a process that respects the value of the public services your local government delivers and, most critically, the people who deliver them.

THURSDAY, FEBRUARY 20

10:00 – 10:30 AM BREAK

10:30 – 12:00 PM

BOARD/COUNCIL-STAFF RELATIONS



MIKE FUREY
CAO
Resort Municipality
of Whistler



BRIAN CARRUTHERS
CAO
R.D. of Central Kootenay



RON MATTIUSSI
City Manager
City of Kelowna

Every administrator knows the key to survival is being able to manage your relationship with your Board or Council. You accept that you work in a public forum and that elected officials have the prerogative to disagree with the policies or technical advice you bring forward, however the increasingly common public humiliation of staff at all levels can crush morale and lead to increased stress in the workplace. But what can you do to survive and thrive?

These seasoned administrators from both larger and smaller municipalities and a regional district will share how they have successfully used their abilities to communicate, manage

conflict, and engage in dispute resolution to ensure healthy, respectful and dynamic Board/Council and staff relations. Benefit from their experiences in clarifying their roles versus those of elected officials, and using tools such as codes of conduct and ethics to gain respect from their elected officials for the expertise of staff and the evidence-based solutions they bring to their communities.

12:00 – 1:30 PM LUNCH & SPEAKER, Representative of Young Anderson

1:30 – 3:00 PM

CROSS-JURISDICTIONAL SERVICE DELIVERY



FRED BANHAM
CAO
Peace River R.D.



RON POOLE
CAO
District of Kitimat

There is a growing demand from citizens for more and new local government services, even as administrators are being tasked with finding ways to deliver more with fewer resources.

Preserving, protecting, and growing services for our communities under the threat of declining revenues is challenging: scaling back programs and services is tactically and politically difficult; increasing taxes and borrowing is both economically unsustainable and politically unpalatable; and growing their way out isn't a viable option either for most local governments, as growth projections and cost curves simply do not align. Amalgamation has been a dirty word in BC for years but short of merging, what other options exist to help deliver the service levels citizens expect?

THURSDAY, FEBRUARY 20



CHRIS PEASE
CAO
City of Colwood



KEN WATSON
City Manager
City of Port Alberni

Cross-jurisdictional collaboration is emerging as a potential solution to increasing capacity. Can the already well-established regional district model of governments and their partners working across traditional boundaries be successfully used in municipal settings to dramatically reduce costs while preserving and improving local service provision? Find out what is being tested and adopted or reworked in roundtable discussions with colleagues from regional districts and similar-sized municipalities, and share your experiences in a plenary discussion.

3:00 - 3:30 PM BREAK

3:30- 5:00 PM

"NUTS AND BOLTS" SESSION



Facilitator:
DANIEL SAILLAND
CAO
Village of Pemberton

The ever-popular session where CAOs can informally discuss common problems and the solutions that are working for them.

5:30-6:00 PM

NO HOST RECEPTION

6:00 PM

DINNER &

DIALOGUE: A NEW WAY OF GOVERNING



VAUGHN PALMER
Provincial Political
Columnist



MARTYN BROWN
former
Premier Campbell's
Chief of Staff

Often at the pinch-point of partisan politics, Chief Administrative Officers must support locally elected officials and their communities to deliver responsive local government with transparency, integrity, and professionalism. But in the blood-

sport that can be BC politics, how can CAOs foster a positive culture at the council or board table, while supporting elected officials to deliver on the mandate they have earned through elections? Join well-known political commentator Vaughn Palmer as he explores what is required for new political leadership in BC with Martyn Brown, the former chief of staff to Premier Gordon Campbell. Brown has recently published his reflections on his extensive experience in BC politics and government, arguing a new way of governing and new forms of political engagement that champion innovation and open dialogue.

FRIDAY, FEBRUARY 21

7:30 – 8:30 AM BREAKFAST & LGMA UPDATE

8:30 – 9:30 AM
MINISTRY DIALOGUE



BECKY DENLINGER
Deputy Minister
Community, Sport, and
Cultural Development

The annual opportunity to have a frank and open dialogue with the Deputy Minister responsible for local government.

9:30 – 10:30 AM
LEGAL ISSUES, COURT CHALLENGES, FIRST NATIONS UPDATES



DON LIDSTONE, Q.C.
Lidstone & Company

Don will provide a legal update on matters of interest to municipalities and regional districts.

10:30 – 11:00 AM
BREAK AND HOTEL CHECKOUT

11:00 AM – Noon
CAO CONTRACTS AND CAO PERFORMANCE REVIEWS



Facilitator:
JERRY BERRY
Principal Advisor
Jerry Berry Consultants



Presenter:
ROBERT LONG
City Manager
City of Prince Rupert



Presenter:
PETER STEBLIN
City Manager
City of Coquitlam

With lots of movement among CAOs around BC, and changing norms around CAO contracts and severance entitlement, get the latest advice on what you need to include in your contract discussions and why setting and structuring a performance review with your Board or Council really is in your best interest.

12:00 PM
ADJOURN (NOTE: LUNCH ON FRIDAY IS NOT INCLUDED)

NCLGMA Spring Conference April 8 - 10, 2014 in Prince George

**NCLGMA 2014 Spring Conference to be
Held April 8 - 10, 2014 in Prince George**



Join us for the 2014 North Central Local Government Management Association conference at the Sandman Signature Hotel in Prince George. The event has been scheduled for April 8 - 10 and we are pleased to announce that Dave Meslin has been booked as a keynote speaker. A full agenda will be provided shortly and updates will be posted on the LGMA website as they come available.

To make your hotel room reservation at the Sandman Signature Hotel just quote Group: NCGLMA(AGM) to qualify for the preferred rate.

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NORTH CENTRAL LOCAL GOVERNMENT MANAGEMENT ASSOCIATION

2014 AGM AND CONFERENCE

Draft agenda as at October 7, 2013

Tuesday	
9:00 am - 3:00 pm	Election Workshop
9:00 am - 3:00 pm	Long term Financial Planning – Session 2 & 3
7:00 pm - late	Wine and Cheese Social
Wednesday morning	
7:30 am - 8:30 am	Hot buffet breakfast and networking
8:30 am - 8:45 am	Official welcome and opening remarks
8:45 – 9:00 am	LGMA update
9:00 – 9:15	Northern Development update
9:15 – 9:30	MFA update
9:30 – 9:45	MIA update
9:45 – 10:00	Civic Info update
10:00 – 10:15	Networking break
10:15 – 11:15	Contract Law – Michael Hargraves, Stewart McDannold Stuart
11:15 – Noon	Jordan Bateman, Canadian Tax Payers Association
Wednesday – afternoon	
12:00 - 1:00 pm	Networking lunch
1:00 pm - 2:30 pm	Keynote speaker Dave Meslin, The Antidote to Apathy
2:30 – 3:00 pm	Legal update – Valkyrie Law Group
3:00 pm - 3:15pm	Refreshment break
3:15 pm – 4:15 pm	Communications Planning – Joel McKay, NDIT Communications Manager

4:15 pm - 5:00 pm	Nuts and Bolts Session
6:30 pm - late	BANQUET
Thursday	
7:30 am - 8:30 am	Hot buffet breakfast and networking
8:30 am - 9:00 am	Annual General Meeting and Elections
9:00 am – 9:45 am	Ministry of Community, Sport and Cultural Development update (TBA)
9:45am – 10:00 am	Networking Break
10:00 am – 11:30 am	Keynote Speaker Terry Small, the Brain Guy, Independent Scholar, and Learning Skills Specialist
11:30 am – 11:45 noon	Closing remarks.



District of Hudson's Hope

Land of Dinosaurs and Dams

STAFF TRAINING POLICY

Council Resolution No.
Effective Date: August 10, 1998

Section: Administration

Procedures or Guiding Principles:

1. From time to time, the Council may authorize, by resolution, an employee to upgrade his/her knowledge or working skills by attending a seminar, workshop or conference related to municipal operations. The Council encourages a balanced distribution of opportunities to attend such programs amongst the staff, when levels of skill and education permit. In most cases, there is no requirement to attend such courses. Although an employee's regular earnings will be maintained while he/she is away; no overtime will be paid for attendance or while travelling to and from the location of these workshops, seminars and conferences. Related expenses will be reimbursed as set out in the Expense Policy.
When deemed appropriate by the municipality, training for casual or seasonal staff will be offered on a voluntary basis. All expenses related to the course will be paid or reimbursed; however, no wages will be paid for his or her time to attend.
2. When an employee attends a course, which has been paid for, by the municipality, any manuals or course materials may be deemed municipal property.
3. Municipal employees are encouraged to improve their skills and qualifications. If a desired course of study is related to the vocation of the employee and is deemed to be of interest and value to the municipality, financial assistance may be made available as follows:
 - (a) Applications for assistance must be made in writing to the Council before enrolment. The application should cover details about the program, including costs, length of course, etc.
 - (b) If approved, the employee must submit receipts for reimbursement. Half the course fees and related expenses will be paid at the commencement. The remainder will be paid upon proof of successful completion.
 - (c) A leave of absence with pay may be granted to employees who are required to write examinations for approved courses, which take place during regular working hours.

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor Johansson and Council
SUBJECT: Snow Removal on Stowe Road
DATE: January 9, 2014
FROM: Tom Matus, CAO

ADMINISTRATORS COMMENTS:

Background:

Council has requested clarification of snow removal practises on the Stowe Road.

Discussion:

After speaking with Ed Reschke, Lead Hand I have ascertained the following:

The Wegen, Boring and Stowe roads, (each 1 mile long), were constructed by the District at least 25 years ago: graveled and ditched – there is no indication if they were built to “municipal standards” but they were built by the District of Hudson's Hope – hence they are maintained.

The road off of Stowe Road which Lance Ramsey lives on was never built by the District of Hudson's Hope – hence it is not maintained. Possibly a gas company “punched” a road/path along this line for access.

Apparently, Lance does not live there full-time, (approximately 5 weeks per year); he has no power other than a generator, it is not known what other utility arrangements he may have.



Tom Matus, CAO

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor Johansson and Council
SUBJECT: Local Government Management Internship Program
DATE: January 8, 2014
FROM: Tom Matus, CAO

RECOMMENDATION:

That Council approves the expenditure contribution of \$15,000.00 to the Local Government Management Internship Program delivered by the Northern Development Initiative Trust.

WHEREAS local governments can make application to receive a \$35,000 grant from the applicable Northern Development regional development account to host an intern under the Local Government Management Internship Program;

AND WHEREAS local governments wishing to host an intern are expected to show their commitment to the vision and goals of the Local Government Management Internship Program by committing sufficient financial and staffing resources to host an intern and by providing training and exposure opportunities for an intern;

THEREFORE BE IT RESOLVED that the District of Hudson's Hope Council support the application to host a Local Government Management Intern.

ADMINISTRATOR'S COMMENTS:

This program requires the District of Hudson's Hope to hire a mentee/trainee for one year and the District is required to provide a cash contribution to this program. The CAO recommends that the District contribute \$10,000 to the salary and \$5,000 for training purposes to this program. The Intern will be trained in various aspects/disciplines of District business, predominantly Economic Development and Lands Administration, the Work Plan is attached for your perusal.

The Internship Mentor Program proposal application has been submitted to NEPDC/NDIT for grant funding. Council needs to approve this application by resolution.

Administration determines that the addition of an Intern will assist in the implementation of the Economic Development Strategic Plan completed in 2010. The proposed start date is targeted for April 1, 2014 - grant approval pending.



Tom Matus, CAO

Adobe Reader 8.0+ is required to complete this application form.

If you are using an earlier version, you will not be able to save any information you enter into the form.

Adobe Reader is a free download available at: <http://www.adobe.com/products/acrobat/readstep2.html>**1. Application Type (Single or Joint)**

Is this a single or joint application of more than one local government? A local government may also apply jointly with a First Nations.



Single application



Joint application

Lead applicant: Tom Matus, CAO, District of Hudson's Hope

Partner applicant: N/A

✦ Note: The lead applicant is responsible for project and financial reporting. Upon submission of complete reporting, the cheque(s) will be made payable to the lead applicant.

If this is a joint application, please indicate how you plan to work together to provide opportunities for the intern.

2. Lead Applicant Profile

Local government:

District of Hudson's Hope

Address (street, city, postal code):

Box 330, Hudson's Hope BC V0C 1V0

Telephone:

250-783-9901

Fax:

250-783-5741

3. Primary Contact Information (Chief Administrative Officer or equivalent position)

Name: Tom Mathus	Title: CAO
Telephone: 250-783-9901	Email: cao@hudsonshope.ca

4. General Requirements

Grant: Applicants may be eligible for a grant of \$35,000 from the applicable regional development account to host an intern which must be used to contribute \$30,000 towards the salary and benefits (a minimum salary base of \$40,000 is required). The local government must pay statutory benefits which include CPP, EI premiums and 4% vacation pay in addition to the salary. The local government may choose to offer additional benefits (medical, dental, etc.) to the intern. \$5,000 of the grant must be used towards training and travel expenses.

Purpose and use of grant: The grant will be used to contribute to funding the costs of hosting an intern in the local government. This intern will be gaining training and experience in the practices of local government, pursuant to a work plan agreed to by the local government and Northern Development Initiative Trust. The intern will be an employee of the local government for the term of the internship.

Local governments selected to host interns will be required to sign a grant agreement. Northern Development shall provide the grant to the local government in two instalments: 50% of the grant shall be paid by December 31st upon receipt of the complete interim report from the local government (due November 30th); the remaining 50% shall be paid upon receipt of the complete final report from the local government (due 30 days following completion of the internship).

Consent: Application packages of local governments who are selected to host an intern will be made public upon request by other municipalities to enable sharing of information and continuous improvement of internship work plans. By completing and signing the application form, applicants are providing consent to the publication of their application.

5. Project Budget

How will you allocate the program grant and what will your local government be contributing towards salaries and expenses?

Expense item:	Program grant:	Community contribution:	Total:
Salary (minimum \$40,000) and benefits	\$ 30,000	\$ 10,000	\$ 40,000
Training and Travel (minimum \$5,000)	\$ 5,000	\$ 5,000	\$ 10,000
TOTAL PROJECT BUDGET:	\$ 35,000	\$ 15,000	\$ 50,000

+ Note: Interns must attend the program orientation session, MATI Foundations session, and the North Central Local Government Management Association spring conference. Northern Development economic development training is required.

What does your local government (or governments) have to offer an intern in the various aspects of local government operations (for example, indicate learning opportunities, management training resources, etc.)?

The District of Hudson's Hope will provide the intern with a wide range of exposure to many different aspects of local government. With a senior management team of four qualified and experienced personnel, we can offer an intern a wide variety of knowledge and skills on which to draw. Many individuals in our organization have additional roles and responsibilities within the local government setting and this will provide the intern with additional training opportunities. Our staff and Council members are involved at the executive level on many different organizations that directly affect northern communities such as the North Central Municipal Officers Association, North Peace Economic Development Commission, Peace River Regional District, Northern Development Initiative Trust and the Municipal Insurance Association. We also work with local First Nations such as the Treaty 8 Tribal Association and West Moberly First Nations. Our affiliation with these organizations will offer the intern a vast exposure to how we work corroboratively with our peers and partners. We are also dealing with major economic development within our boundaries such as oil and gas, coal, and the proposed BC Hydro Site C project. These will offer the intern an opportunity to learn how local governments deal with current and potential impacts on a small community. Our District is also very involved with local organizations such as the HH Library and HH Historical Society and our own Visitor Information Centre so the intern will get exposure to dealing with local non-profit organizations. Finally, we will provide opportunities for the intern to learn further skills from the NPEDC Economic Development Officer by sitting in on meetings between the EDO and the District to discuss economic development opportunities for the District. The Intern will also assist the Approving Officer with subdivision and building development applications.

We are committed to offering an intern a major opportunity to experience the challenges and opportunities that a small community to offer and to assist the intern with career growth and development.

What approach would you use to provide interns with exposure to key aspects of local government structure, management and operations and develop competencies in local government administration? What activities or projects would you have an intern involved with if you were a host (see sample workplan on website)?

The District of Hudson's Hope plans on using a hands-on approach in training and offering real experience. With full exposure to all aspects of municipal operations we will be providing direct training opportunities with each department head during the work experience. This will provide the intern an opportunity to learn firsthand how smaller local governments deal with multiple issues and how local managers have to often have multiple responsibilities. We may also offer the intern an opportunity to expand his or her horizons by planning and implementing a project of their own that will assist the District in either or both the short and long term. We also have a multitude of resource related projects such as oil and gas, coal and Site C that we will expose to the intern and provide an opportunity to grow.

We have a number of projects that we need to have moved forward in the next few years including:

1. Improvements to our water and sewer infrastructure.
2. Re-paving the runway of our airport
3. New Public Works Building
4. Developing a new industrial park
5. Implementation of our 2010 Economic Development Strategic Plan

As an example of how the intern will work with staff at evaluating the feasibility of these projects and preparing a plan on how to move forward.

We will also be sending our intern to a number of meetings between municipalities such as the PRRD, NPEDC, NCGLA, etc. so that he or she can be exposed to how collaborative government works in the North East.

Who is the proposed mentor for the intern and what position does this person hold?

The proposed mentor will be the CAO, Tom Matus. Tom has had extensive experience at the local government level in various jurisdictions. He is presently a mentor to Senior Administrative Officers (CAOs) in the Northwest Territories working collaboratively with the Gov't of the NWT Department of Municipal and Community Affairs through its Mentorship Prg. Tom has held the position as CAO in 5 communities in three jurisdictions in northwestern Canada; he has also held middle management positions in the Gov't of the NWT. He has 3rd and 4th level university courses at UVic.

What is the willingness and ability of your local government(s) to contribute staff and financial resources to the project? Please explain.

The District of Hudson's Hope is committed 100% to providing financial and mentor support for the intern. This includes all of our managerial and administrative staff who often wear a number of hats. This will ensure that the intern receives as much training and exposure to local and regional government as possible including the support of the NPEDC's Economic Development Officer. Areas of expertise that we will provide includes development services, engineering, protective services, administration, recreation and finance. This will also include such services as bylaw enforcement and input to major developments occurring within our jurisdiction.

Attached you will find a resolution of support from our Council which is indicative of the support that the intern can expect.

6. Authorization

This section must be completed and signed by all applicants.

We are prepared to enter into a grant contract with the Northern Development Initiative Trust governing the use of the grant as per the terms and conditions outlined in the Northern Development Local Government Management Internship Program Guidelines if this application is approved.

Name: Gwen Johanssen
Mayor or Chair

Signature:

Title: Mayor

Date: November 30, 2013

Name: Tom Matus
*Chief Administrative Officer
(or equivalent)*

Signature:

Title: CAO

Date: November 30, 2013

If joint application, please provide additional signatures:

Name: N/A
Mayor or Chair or Chief

Signature:

Title:

Date:

Name:
*Chief Administrative Officer
(or equivalent)*

Signature:

Title:

Date:

7. Application Checklist

Please ensure each of the following are included in your host local government grant application package:

Completed and signed Local Government Management Internship grant application package (including signatures from all applicants)

Signed Resolution (Appendix 1 or letter of support from Mayor/Chair to host intern (Appendix 2)

Copy of local government workplace standards or signed local government management internship program code of conduct policy statement (Appendix 3)

8. Submitting Your Application

Completed host local government grant application packages (with all required attachments) should be provided to Northern Development by email or mail by **November 30th**:

Email: info@northerndevelopment.bc.ca

Mail: Northern Development Initiative Trust
301 – 1268 Fifth Avenue
Prince George, B.C. V2L 3L2

Appendix 1: Sample Host Local Government Resolution

WHEREAS local governments can make application to receive a \$35,000 grant from the (*insert applicable regional development account*) Northern Development regional development account to host an intern under the Local Government Management Internship Program;

AND WHEREAS local governments wishing to host an intern are expected to show their commitment to the vision and goals of the Local Government Management Internship Program by committing sufficient financial and staffing resources to host an intern and by providing training and exposure opportunities for an intern;

THEREFORE BE IT RESOLVED that the (*insert local government name*) Council/Board support the application to host a Local Government Management Intern.

Appendix 2: Host Local Government Letter of Support (*must be on letterhead*)

Subject: Support to Host an Intern under the Local Government Management Internship Program

On behalf of Council/Board of (*insert local government name*), I am writing to indicate our support in hosting an intern for 12 months under the Local Government Management Internship Program. Council/Board is committed to the vision and goals of the Program and is prepared to commit sufficient financial and staffing resources to host an intern and to provide training and exposure opportunities for an intern. Please find attached a resolution of the Council/Board and our completed grant application package.

Sincerely,

Mayor/Chair

Attachments:

- Host Local Government Management Internship grant Application Form
- Signed Resolution
- Local Government Workplace Standards or Signed Local Government Internship Program Code of Conduct Policy Statement
- Workplan

Appendix 3: Host Local Government Code of Conduct Policy Statement

A safe and healthy work environment for all employees is vitally important to the successful operation of the local government. The employer supports a policy of providing a safe work environment that is designed, constructed, operated, and maintained in accordance with established occupational health and safety standards. The employer is committed to the principle that no job or task is so important that it cannot be performed without taking full account of the health and safety risks involved, and protecting against these risks by taking every precaution reasonable in the circumstances.

The employer will comply with all applicable legal requirements relating to occupational health and safety. The employer and all employees must jointly make all reasonable efforts to provide a safe and healthy work environment.

The employer promotes a work environment that is free from discrimination and sexual harassment where all employees are treated with respect and dignity. Employees have the right to employment without discrimination.

Discrimination includes incidences of harassment because of race, colour, ancestry, place of origin, religion, family status, marital status, physical disability, mental disability, sex, age, sexual orientation, political belief or conviction of a criminal or summary conviction offence unrelated to an individual's employment.

Sexual harassment is a form of discrimination and is defined as any unwelcome comment or conduct of a sexual nature that may detrimentally affect the work environment or lead to adverse job related consequences for the victim of the harassment.

Discrimination and sexual harassment violate the fundamental rights, dignity and integrity of the individual. Where discrimination or sexual harassment is found to have occurred, the employer may implement remedial action.

I hereby certify that I have read and will comply by this code of conduct:

Name: Tom Matus,
Chief Administrative Officer
(or equivalent)

Signature:



Title: CAO

Date: November 30, 2013

Performance / Work Plan

This Performance Plan Template has been developed to aid the District of Hudson's Hope supervisors and management in developing the Internship employee performance goals and objectives for the performance period. Supervisors are required to review the requirements of the Internship and develop performance expectations in the form of documented performance goals and objectives, detailing any related tasks and activities associated with the goal or objective, the timeline for achievement, identified requirements to facilitate achievement and any obstacles that may hinder achievement. Goals and objectives should follow the S.M.A.R.T acronym, in that they are specific, measureable, achievable, reasonable and timely. Creation of employee goals and objectives should be a collaborative effort between the employee and the supervisor.

Once completed, both employee and supervisor are required to sign and date the Performance Plan Form with a copy remaining with the employee, one with the supervisor and another to remain on the employee's file.

The contents of this form will be re-visited at the end of the performance period to assess individual achievement and/or progression towards the established Internship goals and objectives.

Employee Name: **Intern**

Position Held: **LOCAL GOVERNMENT MANAGEMENT INTERN**

Performance Period: From: **April 1, 2014** To: **March 31, 2015**

Goal/Objective: Governance

Related Tasks/Activities:
GOVERNANCE

- 1 Learning how to advise and address Council at Council meetings;
- 2 Continuing researching Council queries from Council meetings;
- 3 Continuing understanding the relationship of CAO and Council;
- 4 Continuing understanding Council's responsibility to the community: Council meeting agendas;
- 5 Continuing understanding the preparation or revision of by-laws and motions;
- 6 Continuing understanding all Council business and how it is conducted within relevant legislation, policies and procedures;

Timeline for Achievement:

On-going throughout the one year training/mentoring period, 1st assessment to be done on or about September 30, 2014. The timeline may be vague but the nature of the position and the

opportunities that are presented demands observance of all disciplines concurrently, due to timelines other employees have in their duties. All employees will have an opportunity to assist in the development of the Intern but only when circumstances permit, in that the Intern will move from discipline to discipline.

Additional Requirements for Achievement (i.e., training, development):

Attending courses through the LGMA MATI PROGRAM:

<u>Course</u>	<u>Expected Course Date</u>
a) Advanced Communication Skills for Local Government Professionals	April 27 – May 2, 2014
b) Foundations Program	August 10 -15, 2014

Additional Comments/Obstacles to Achievement:

The Intern will be encouraged to partake in discussions and impart ideas and understanding of issues being discussed at duly assembled Council regular meetings and Council committee meetings in order to understand the governance responsibilities of Council, vis-à-vis the CAO's role with Council in meeting the governance responsibility of Council through the CAO.

There are numerous tasks but any one is not frequent and consistent. The tasks are spread out over a lengthy time period whereby many different issues arise over the set period and are thus dealt with as they arise.

Actual Results/Progression:

1&2 Advising Council / Research Council queries from Council meetings:

The Intern will observe the CAO at Council meetings and observe protocol and comportment between the CAO and Council; learn how to research queries through observing the CAO and Deputy Clerk (DC), working with the DC in researching and complying with Council's requests:

- Gather and analyze information, data and reports
- Inquire to other employees
- Conduct research such as reviewing Hansard BC
- Consult with organizations such as the LGMA, CAMA and UBCM
- Type correspondence, reports, etc.

3 Understanding the relationship of CAO and Council:

Through the observation of the CAO the Intern will understand how important the CAO's relationship is with Council and how the Council relies on the CAO's advice.

4 Council meeting agendas / Council's responsibility to the community:

The Intern through the attendance of Council meetings will observe while assisting the CAO

and the Deputy Clerk with the development of the Council meeting agendas, what issues Council addresses as the leadership of the community; how to prioritize issues with Council:

- Prepare and distribute the agenda and required materials
- Notify Council Members of the meeting times and dates
- Assist the DC in arranging special meetings

5 Understand the preparation or revision of by-laws and motions:

The Intern will assist the CAO and DC in revising or creating new policies or bylaws through researching existing bylaws of other communities or creating new ones with the CAO.

6 Understanding how all Council business is conducted within relevant legislation, policies and procedures:

Through the creation of policies and bylaws the Intern will have to read BC Acts and Regulations in the formation of policies and bylaws ensuring the continuity of these governing documents with each other: ensuring they do not conflict or contradict each other.

7 The CAO's continued discussion, instruction and mentoring between the CAO and Intern, on a daily basis, will guide the Intern in local government management development.

Date: _____

Employee Name: _____ Signature: _____

Supervisor Name: _____ Signature: _____

Goal/Objective: Budget / Finances

Related Tasks/Activities:

BUDGET / FINANCES

Job Shadowing the CAO, Deputy Treasurer, Office Assistants

- 1 Assist in the preparation and development of the fiscal year financial budget
- 2 Understanding the concept of Variance Budget Reporting
- 3 Understanding Payroll
- 4 Understanding Accounts Payable
- 5 Understanding Accounts Receivable
- 6 Contract and Program Expenditure Reporting
- 7 Grant Writing

Timeline for Achievement:

On-going throughout the one year mentoring/training, 1st assessment to be done on or about September 30, 2014. The timeline may be vague but the nature of the position and the opportunities that are presented demands observance of all disciplines concurrently, due to timelines other employees have in their duties. All employees will have an opportunity to assist in the development of the Intern but only when circumstances permit, in that the Intern will move from discipline to discipline.

Additional Requirements for Achievement (i.e. training, development):

Building knowledge in:

- a. Budgeting, Reporting & Monitoring
- b. Payroll administration
- c. Intro to Computerized Acct Apps
- d. Municipal Contracts, Tenders, and Proposals
- e. Grant/Proposal Writing

Additional Comments/Obstacles to Achievement:

Shadowing the above mentioned positions can only occur during opportune times as work timelines for the Interns must be adhered to. The Interns will explain procedures and processes to the Intern, time permitting, and, every effort will be made to ensure training and familiarization in these fields occurs. It is understood that all the itemized tasks herein listed are done intermittently hence the apparent perception of the large load of tasks. There are numerous tasks but any one is not frequent and consistent. The tasks are spread out over a lengthy time period whereby many different issues arise over the set period and are thus dealt with as they arise.

Actual Results/Progression:

The following processes and procedures will be taught to the Intern for each of the tasks/activities:

1&2 Assist in the preparation and development of the fiscal year financial budget:

- a. Estimate revenues and expenses
- b. Review and analyze financial statements and reports
- c. Conduct financial analysis and cash flow forecasting
- d. Review and analyze variance reports
- e. Conduct research into funding opportunities
- f. Assist in preparing for the annual audit
- g. Become familiar with the General Ledger

3 Understanding Payroll Processes and Procedures

The Intern will learn how to:

- a. Set-up a new employee payroll profile:
 - i. Create earning and deduction codes

- b. Process a payroll run from start to finish:
 - i. data entry of timecards to the issuing of paychecks.
- c. Assist in the issuance of T4 Slips:
 - i. reconciliation of employee earnings against DAS taxes remitted.

4 Understanding Accounts Payable Processes and Procedures

The Intern will learn how to:

- a. set-up vendor accounts
- b. date entry of vendor invoices
- c. initiate weekly vendor cheque-run pay outs
- d. understand and complete Accounts Payable Reconciliations

5 Understanding Accounts Receivable Processes and Procedures

The Intern will learn how to:

- a. set-up client accounts
- b. date entry of client invoices
- c. initiate monthly client invoicing
- d. understand and complete Accounts Receivable Reconciliations

There are numerous tasks but any one is not frequent and consistent. The tasks are spread out over a lengthy time period whereby many different issues arise over the set period and are thus dealt with as they arise.

Date: _____

Employee Name: _____ Signature: _____

Supervisor Name: _____ Signature: _____

Goal/Objective: Human Resources

This area of expertise may not be covered due to its sensitivity to other employees and Union Agreement requirements.

Related Tasks/Activities:

Human Resources Supervisory – Job Shadow CAO

The Intern will be taught how to manage all municipal staff in order to ensure a productive, positive and healthy work environment

1. Ensure that accurate job descriptions are in place
2. Assist in recruiting and orientating staff
3. Learn the concept of evaluating, and developing staff
4. Learn the concept in providing leadership, guidance and counseling to staff
5. Learn how to supervise staff and delegate responsibilities

6. Learn how to take corrective action when required
7. Attend Staff meetings

Timeline for Achievement:

On-going throughout the one year mentoring/training, 1st assessment to be done on or about September 30, 2014. The timeline may be vague but the nature of the position and the opportunities that are presented demands observance of all disciplines concurrently, due to timelines other employees have in their duties. All employees will have an opportunity to assist in the development of the Intern but only when circumstances permit, in that the Intern will move from discipline to discipline.

Additional Requirements for Achievement (i.e. training, development):

It is deemed beneficial for the Intern to attend all courses offered through MATI:

<u>Course</u>	<u>Expected Course Date</u>
Human Resources, Planning and Development	TBD

Additional Comments/Obstacles to Achievement:

The Intern will not have any direct supervisory interaction with any of the employees. The Intern will job shadow the CAO and observe and learn how the CAO deals with personnel issues as they arise. The Intern will learn through observation how to implement disciplinary measures: follow the Employee Bylaw and or Union Agreement. Any legal issues will not be made privy to the Intern.

Actual Results/Progression:

1. Ensure that accurate job descriptions are in place
 - The Intern will review and reclassify all job descriptions with the CAO
2. Assist in recruiting and orientating staff
 - The Intern will participate in any interviews and staff Performance Appraisals with the CAO
3. Learn the concept of evaluating, and developing staff
 - The Intern will participate in the discussions with staff on employee development planning with the CAO
4. Learn the concept in providing leadership, guidance and counseling to staff
 - The Intern will job shadow the CAO and observe and learn the skills required in interacting with employees in matters of employee job satisfaction
5. Learn how to supervise staff and delegate responsibilities
 - The Intern will observe the CAO in the skill of directing employees in matters of their job duties and responsibilities

6. Learn how to take corrective action when required

- The Intern will, in most instances participate with the CAO in the duties of administering disciplinary actions that may be required other than those instances that require a legal opinion.

Date: _____

Employee Name: _____ Signature: _____

Supervisor Name: _____ Signature: _____

Goal/Objective: Land Administration

Related Tasks/Activities:
LAND ADMINISTRATION

Timeline for Achievement:

March 31, 2015. The timeline may be vague but the nature of the position and the opportunities that are presented demands observance of all disciplines concurrently, due to timelines other employees have in their duties. All employees will have an opportunity to assist in the development of the Intern but only when circumstances permit, in that the Intern will move from discipline to discipline.

Additional Requirements for Achievement (i.e. training, development):

Job shadowing the CAO and Courses:

<u>Course</u>	<u>Expected Course Date</u>
MATI Community Planning Program	October 5 – 10, 2014
MATI School for Statuary Approving Officers Program	October 19 – 24, 2014

Additional Comments/Obstacles to Achievement:

Through the studying and becoming familiar with the District of Hudson's Hope Zoning and Official Community Plan bylaws. The Intern will work with and attend to the public assisting them to comply with the tenets of the Zoning bylaw and policies; adhere to the Approving Officer's principles, duties and requirements.

Actual Results/Progression:

Due to the sporadic nature of land development needs the progression will be spread over the Internship mentoring/training term.

The Intern will assist the Director of Protective Services and the public in:

Determining cost of, completing and issuing of subdivision, Land and Building Development Applications/permits; Enforcing bylaw regulations; following land administration policies and procedures, i.e.: assisting in issuing Preliminary Layout Approvals and Service Agreements. Implementing and adhering to the principles of the Approving Officer's "Checklist".

1st assessment to be done September 30, 2014.

Date: _____

Employee Name: _____ Signature: _____

Supervisor Name: _____ Signature: _____

Goal/Objective: Economic Development

Related Tasks/Activities:

To implement the District of Hudson's Hope's Economic Development Strategic Plan of 2010; and to work with the Economic Development Officer of the North Peace Economic Development commission to achieve this goal.

Timeline for Achievement:

March 31, 2015. First assessment on or about September 30, 2014. The timeline may be vague but the nature of the position and the opportunities that are presented demands observance of all disciplines concurrently, due to timelines other employees have in their duties. All employees will have an opportunity to assist in the development in that the Intern will move from discipline to discipline circumstances permitting.

Additional Requirements for Achievement (i.e. training, development):

Any MATI or other courses that NPEDC can recommend the District of Hudson's Hope will endeavour to ensure attendance by the Intern.

Additional Comments/Obstacles to Achievement:

We solicit the EDO of NPEDC to help in the coaching and mentoring of the Intern at her convenience with the implementation of our 2010 EDSP. We understand this opportunity is only at the convenience of the NPEDC.

Actual Results/Progression:

Business surveys will be done within the first six months to ascertain what businesses perspectives and what they envision for this community and how they may feel the District of Hudson's Hope can assist this ideal. As well, the Intern will make aware to businesses what grant opportunities exist through NDI and NPEDC and will assist them in grant writing proposals to procure grants.

Date: _____

Employee Name: _____ Signature: _____

Supervisor Name: _____ Signature: _____

NORTHERN DEVELOPMENT INITIATIVE TRUST

LOCAL GOVERNMENT MANAGEMENT INTERNSHIP PROGRAM 2014 - 2015

INTERNSHIP MENTOR PROFILE

The mentor will be the CAO, Tom Matus. Tom has over 20 years of extensive experience at the local government level as a CAO in 5 communities, each governed under a different municipal legislative status, covering three jurisdictions of northwestern Canada; he has also held middle management government positions with the Gov't of the NWT. He has been elected President of the Local Government Administrators of the Northwest Territories for three terms. He is presently a mentor to Senior Administrative Officers (CAOs) in the Northwest Territories working collaboratively with the Gov't of the NWT Department of Municipal and Community Affairs through its Mentorship Program; and, has trained an SAO/CAO trainee for the Hamlet of Tuktoyaktuk, NWT through the Advancing Local Government Administrator Program ALGAP of the GNWT – Dept of MACA. Tom is ideally suited to mentor and train an intern in any administrative capacity.



HUDSON'S
HOPE
PLAYGROUND OF THE PEACE

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

APPENDIX 1

NORTHERN DEVELOPMENT INITIATIVE TRUST

LOCAL GOVERNMENT MANAGEMENT INTERNSHIP PROGRAM 2014 - 2015

DISTRICT OF HUDSON'S HOPE COUNCIL RESOLUTION

WHEREAS local governments can make application to receive a \$35,000 grant from the applicable Northern Development regional development account to host an intern under the Local Government Management Internship Program;

AND WHEREAS local governments wishing to host an intern are expected to show their commitment to the vision and goals of the Local Government Management Internship Program by committing sufficient financial and staffing resources to host an intern and by providing training and exposure opportunities for an intern;

THEREFORE BE IT RESOLVED that the *(insert local government name)* Council/Board support the application to host a Local Government Management Intern.

Motion #:

Date:



HUDSON'S
HOPE

PLAYGROUND OF THE PEACE

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

APPENDIX 2

November 30, 2013

Northern Development
Initiative Trust
301-1268 5th Ave,
Prince George, BC V2L 3L2

Subject: Support to Host an Intern under the Local Government Management Internship Program

Dear Sirs,

On behalf of Council of District of Hudson's Hope, I am writing to indicate our support in hosting an intern for 12 months under the Local Government Management Internship Program. Council is committed to the vision and goals of the Program and is prepared to commit sufficient financial and staffing resources to host an intern and to provide training and exposure opportunities for an intern. Please find attached a resolution of the Council and our completed grant application package.

Sincerely,

Mayor Gwen Johansson

Appendix 3:

NORTHERN DEVELOPMENT INITIATIVE TRUST

LOCAL GOVERNMENT MANAGEMENT INTERNSHIP PROGRAM 2014 - 2015

HOST LOCAL GOVERNMENT CODE OF CONDUCT POLICY STATEMENT

A safe and healthy work environment for all employees is vitally important to the successful operation of the local government. The employer supports a policy of providing a safe work environment that is designed, constructed, operated, and maintained in accordance with established occupational health and safety standards. The employer is committed to the principle that no job or task is so important that it cannot be performed without taking full account of the health and safety risks involved, and protecting against these risks by taking every precaution reasonable in the circumstances.

The employer will comply with all applicable legal requirements relating to occupational health and safety. The employer and all employees must jointly make all reasonable efforts to provide a safe and healthy work environment.

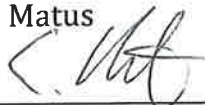
The employer promotes a work environment that is free from discrimination and sexual harassment where all employees are treated with respect and dignity. Employees have the right to employment without discrimination. Discrimination includes incidences of harassment because of race, colour, ancestry, place of origin, religion, family status, marital status, physical disability, mental disability, sex, age, sexual orientation, political belief or conviction of a criminal or summary conviction offence unrelated to an individual's employment.

Sexual harassment is a form of discrimination and is defined as any unwelcome comment or conduct of a sexual nature that may detrimentally affect the work environment or lead to adverse job related consequences for the victim of the harassment. Discrimination and sexual harassment violate the fundamental rights, dignity and integrity of the individual. Where discrimination or sexual harassment is found to have occurred, the employer may implement remedial action.

I certify that I have read and will comply with this code of conduct:

Name: Tom Matus

Signature: _____



Title: Chief Administrative Officer

Date: November 30, 2013

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor Johansson and Council
DATE: 06 January 2014
FROM: Laurel Grimm, Deputy Clerk
SUBJECT: 12 Mile Electrical Road Parcel Tax Amendment Bylaw No. 831, 2014

RECOMMENDATION

THAT: *"Council give first three readings to the 12 Mile Electrical Road Parcel Tax Amendment Bylaw No. 831, 2014."*

INFORMATION

When the electrical service was extended to properties on Twelve Mile Road in 2007, a parcel tax was proposed to be levied to pay the debt for this capital cost and it is based on a single amount for each parcel that benefits from this electrical extension project.

Due to additional residents being tied in we have had to adjust the amount to be levied from \$493.16 to \$422.71 for the annual rate of taxable frontage.

Report Prepared By:



Laurel Grimm, Deputy Clerk



BYLAW NO. 831, 2014

A Bylaw to amend the Twelve Mile Road Local Area Service Establishment and Parcel Tax Roll Bylaw No. 749, 2008

WHEREAS the Municipal Council finances in part the cost of works and services for the electrical extension by a frontage tax levy;

AND WHEREAS it is deemed expedient and necessary to amend tax on frontage on owners of land by amending Bylaw No. 749, 2008;

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

1. This Bylaw shall be cited as the "12 Mile Electrical Road Parcel Tax Amendment Bylaw No. 831, 2014".
2. Bylaw No. 749, 2008 shall be amended by striking Section 3(c) of the said bylaw and substituting therefore the following:
 - 3 (c) The annual rate shall be \$422.71 of taxable frontage.
3. The sum required to be raised annually by the parcel tax is \$3,468.45
4. 12 Mile Electrical Road Parcel Tax Amendment Bylaw No. 794, 2011 is hereby repealed.

Read a first time this

____th day of _____, 2014

Read a second time this

____th day of _____, 2014

Read a third time this

____th day of _____, 2014

Adopted this

____ day of _____, 2014

Gwen Johansson,
MAYOR

Tom Matus,
CAO

Certified a true copy of Bylaw No. 831
This ____ day of _____, 20____.

Clerk

DISTRICT OF HUDSON'S HOPE

Bylaw No. 794

INFORMATION
ONLY

A bylaw to amend the District of Hudson's Hope Frontage Tax

Bylaw No. 749, 2008.

HEREAS the Municipal Council finances in part the cost of works and services for the electrical extension by a frontage tax levy;

AND WHEREAS it is deemed expedient and necessary to amend tax on frontage on owners of land by amending Bylaw No. 749, 2008;

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

1. This Bylaw shall be cited as the "12 Mile Electrical Road Parcel Tax Amendment Bylaw No. 794, 2011".
2. Bylaw No. 794 shall be amended by striking Section 3(c) of the said bylaw and substituting therefore the following:

3(c) The annual rate shall be \$493.16 of taxable frontage.
3. The sum required to be raised annually by the parcel tax is \$2,958.96.

Read for a First Time on the 14th day of February, 2011

Read for a Second Time on the 14th day of February, 2011.

Read for a Third Time on the 14th day February of, 2011.

Adopted on the 14th day of February, 2011


MAYOR


CLERK

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

Clerk

INFORMATION
ONLY

DISTRICT OF HUDSON'S HOPE

Bylaw No. 749

A bylaw to impose a parcel tax on owners of land for an electrical extension on Twelve Mile Road.

WHEREAS the Council of the District of Hudson's Hope is empowered by the *Community Charter* to impose and levy a parcel tax to meet the cost of providing all or part of the funding for a service;

WHEREAS certain costs have been incurred by the District of Hudson's Hope in constructing an electrical extension by way of a local improvement;

AND WHEREAS it is deemed expedient and desirable to impose and levy a parcel tax on land benefiting from the works to meet the District's costs:

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

1. This Bylaw shall be cited as the "Twelve Mile Road Parcel Tax Bylaw No. 749, 2008".
2. The work consists of an electrical extension that has been constructed on Twelve Mile Road and a tax is hereby imposed and levied upon the owners or occupiers of land which abut, or are deemed to abut the work.
3.
 - (a) The parcel tax shall be levied in each year on each parcel of land to which this tax applies, for a period of fifteen (15) years.
 - (b) The parcel tax shall be the product of the taxable parcels and the annual rate.
 - (c) The annual rate shall be \$512.34.
4. The sum required to be raised annually by the parcel tax is \$3074.04.

Read for a First Time on the 28th day of April, 2008.

Read for a Second Time on the 13th day of May, 2008.

Read for a Third Time on the 13th day of May, 2008.

Adopted on the 13th day of May, 2008.

MAYOR

CLERK

Certified a true copy of Bylaw No. 749
this ____ day of _____, 20 ____.

Clerk

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor Johansson and Council
DATE: 06 January 2014
FROM: Laurel Grimm, Deputy Clerk
SUBJECT: Property Tax Exemption Bylaw Amendment No. 832, 2013

RECOMMENDATION

THAT: *"Council give final reading to the Property Tax Exemption Bylaw Amendment No. 832, 2013."*

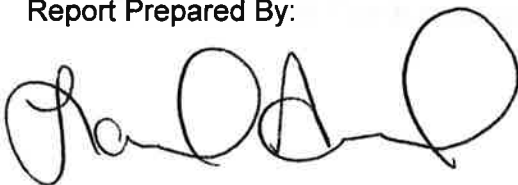
INFORMATION

Council gave first three readings of the Property Tax Exemption Bylaw Amendment on December 9, 2013.

BC Assessment conducted a review of exempt properties in 2013 and determined that the parcel of land attached to the Hudson's Hope Evangelical Free Church Legal Description: Lot 12, Block 1, Plan PGP4115 Section 18, Township 81, Range 25, W6M Peace River Land District PID 013-665-227 Folio 00571.000 is not an exempt property and needs to be removed from the Property Tax Exemption Bylaw.

This change will take effect in 2014. The only parcels that qualify for tax exemption is that land which the church is on and the parking lot adjacent to it.

Report Prepared By:

A handwritten signature in black ink, appearing to read 'Laurel Grimm', written in a cursive style.

Laurel Grimm, Deputy Clerk



BYLAW NO. 832, 2013

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

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

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

1. This Bylaw may be cited as "Property Tax Exemption Bylaw Amendment No. 832, 2013".
2. The "Property Tax Exemption Bylaw No. 754, 2008" is hereby amended by striking section 2. (g) from the said bylaw and replacing with the following:

2. (g) all of the land surrounding the building commonly referred to as the Hudson's Hope Evangelical Free Church, legally described as Lot 9, Parcel B (PG8042) and Lot 12, Block 1, Plan 4115, Part of the NW¼ of Section 18, Township 81, Range 25, West of the 6th Meridian, Peace River District (Parcel Identifiers: 013-680-196, 018-157-319, BCAA Folios: 00568.000 and 00569.100) registered in the name of the Hudson's Hope Evangelical Free Church (Title Nos. PE29728, PG8042 and PF16017).

Read a first time this

9th day of December, 2013

Read a second time this

9th day of December, 2013

Read a third time this

9th day of December, 2013

Adopted this

____ day of ____, 2013

Gwen Johansson,
MAYOR

Tom Matus,
CAO

Certified a true copy of Bylaw No. 832
This ____ day of _____, 20____.

Clerk

INFORMATION
ONLY

DISTRICT OF HUDSON'S HOPE

Bylaw No. 754

A bylaw to exempt certain properties from taxation.

WHEREAS on or before October 31st in any year, the Council may by bylaw, exempt land or improvements, or both, referred to in section 224 of the *Community Charter* (the "Charter"), from taxation under section 197 (1)(a) of the Charter for a maximum of 10 calendar years;

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

1. This Bylaw may be cited as "Property Tax Exemption Bylaw No. 754, 2008".
2. Pursuant to section 224 (2) of the Charter, the whole of the taxable assessed value of the land and improvements of the following real properties shall be exempt from taxation under section 197 (1)(a) of the Charter for the calendar years 2009 to and including 2018
 - (a) Lot 1, Section 19, Township 81, Range 25, West of the 6th Meridian, Peace River District, Plan 19094 (Parcel Identifier: 004-341-210; BCAA Folio 01035.000), used principally as a community recreational grounds and commonly referred to as the Gary Powell Memorial Hall and the Rodeo Grounds;
 - (b) all of the land surrounding the building owned by the Peace Valley Community Church, legally described as Lots 1 and 2, Block 2, Plan 12607, Part of the NE¼ of Section 13, Township 81, Range 26, West of the 6th Meridian, Peace River District (Parcel Identifiers: 012-377-660 and 012-377-821; BCAA Folios: 04303.000 and 04304.000), used as a place of worship and as a community youth drop-in centre;
 - (c) Lot 1, Section 24, Township 81, Range 26, West of the 6th Meridian, Peace River District, Plan 32144 (Parcel Identifier: 006-969-569; BCAA Folio 04955.000), used principally as a community riding arena and commonly referred to as The Guelly Pavilion;
 - (d) Lot 2 except Plan 33250, District Lot 420, Caribou District situate within Peace River District, Plan 20207 (Parcel Identifier: 008-430-446, Folio: 40420.010) and Lot 1, District Lot 420, Caribou District situate within Peace River District, Plan 21846 (Parcel Identifier: 009-215-166; BCAA Folio: 40420.020), registered to the Hudson's Hope Historical Society (Inc. #7697), used as a museum and commonly referred to as the Hudson's Hope Museum;

- (e) Lot A, Section 19, Township 81, Range 25, West of the 6th Meridian, Peace River District, Plan 2031 (Parcel Identifier: 011-340-568; BCAA Folio: 01655.000), registered to Helen Rand Ruxton and dedicated as a memorial to a pioneer family;
 - (f) Part E½ of NE¼, District Lot 1090, Peace River Land District and Part W½ of NW¼, District Lot 1091, Peace River Land District, except 88' strip (no parcel identifier; BCAA Folios 41090.010 and 41091.010), registered in the name of Hudson's Hope Rod & Gun Club.
 - (g) all of the land surrounding the building commonly referred to as the Hudson's Hope Evangelical Free Church, legally described as Lot 9, Parcel B (PG8042) and Lot 12, Block 1, Plan 4115, Part of the NW¼ of Section 18, Township 81, Range 25, West of the 6th Meridian, Peace River District (Parcel Identifiers: 013-680-196, 018-157-319 and 013-665-227; BCAA Folios: 00568.000, 00569.100 and 00571.000), registered in the name of the Hudson's Hope Evangelical Free Church (Title Nos. PE29728, PG8042 and PF16017);
 - (h) all of the land surrounding the building commonly referred to as St. Peter's Church and the attached parish hall, legally described as Lot A, District Lot 420, Plan 33250, Part of the NW¼ of Section 18, Township 81, Range 25, West of the 6th Meridian, Peace River District (Parcel Identifier: 011-916-354; BCAA Folio: 40420.040), registered in the name of The Anglican Synod of the Diocese of Caledonia; and
 - (i) all of the land surrounding the building commonly referred to as the Hudson's Hope Health Centre, legally described as Lot 2, Section 13, Township 81, Range 26, West of the 6th Meridian, Peace River District, Plan PGP39983 (Parcel Identifier: 023-424-141; BCAA Folio: 17101.510).
3. Pursuant to section 224 (2) of the Charter, the whole of the taxable assessed value of the improvements of the following real properties shall be exempt from taxation under section 197 (1)(a) of the Charter for the calendar years 2009 to and including 2018:
- (a) improvements located on Lots 9, 10, 11, 17, 18 and 19, Block 2, Section 18, Township 81, Range 25, West of the 6th Meridian, Peace River District, Plan 4115 (Parcel Identifiers: 013-680-013 and 013-680-030; BCAA Folio 00594.000), used principally as a community curling facility and commonly referred to as the Bullhead Mountain Curling Club; and

- (b) improvements located on Lots 9, 10 and 11, Block 2, Section 18, Township 81, Range 25, West of the 6th Meridian, Peace River District, Plan 4115 (Parcel Identifier: 013-023-519; BCAA Folio 00586.000), used principally as a community hall and commonly referred to as the Hudson's Hope Community Hall.
- 4. Pursuant to section 224(2) of the Charter, the whole of the taxable assessed value of the land and improvements of the following real properties shall be exempt from taxation under section 197 (1)(a) of the Charter for the calendar years 2009 to and including 2011.
 - (j) Peace River Land District, all that unsurveyed Crown Land adjacent to DL 1027 together with those parts of DL 1026 and DL 1027 purpose of commercial alpine ski hill and recreation area (no parcel identifier; BCAA Folio 41027.100), registered in the name of Hudson's Hope Ski Association.
- 5. Tax Exemption Bylaw No. 707, 2006 is repealed.

Read for a First Time on the 8th day of September, 2008.

Read for a Second Time on the 29th day of September, 2008.

Read for a Third Time on the 15th day of October, 2008.

Adopted on the 15th day of October, 2008.

L M Hurwood
MAYOR

C Bonnick
CLERK

Certified a true copy of Bylaw No. 754
this ____ day of _____, 20__.

Clerk

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor Johansson and Council
DATE: 08 January 2014
FROM: Rhonda Eastman, Deputy Treasurer
SUBJECT: Annual Financial Plan Amendment Bylaw No. 833, 2014

RECOMMENDATION

THAT: *"Council give first, second and third readings to the Annual Financial Plan Amendment Bylaw No. 833, 2014."*

INFORMATION

This bylaw is to amend the Annual Financial Plan Bylaw No. 821, 2013 replacing the current Schedule "A", "B" and "C" with a revised Schedule "A", "B" and "C".

This is to accommodate the changes from the completed school tax roll to the revised tax roll on supplementary adjustments.

There is an attachment in Schedule "A" which outlines the funding sources, property taxation objectives and policies, distribution of property taxes, permissive tax exemptions and Council's goals and policies for the next 5 years which was exerted from the Official Community Plan Bylaw No. 822, 2013.

These are provincial requirements and it is recommended that they be adopted prior to budget discussions for 2014.

Report Prepared By:



Rhonda Eastman, Deputy Treasurer



THE DISTRICT OF HUDSON'S HOPE

Bylaw No. 833, 2014

A bylaw to amend the Annual Financial Plan Bylaw No. 821, 2013

1. This Bylaw shall be cited as the "Annual Financial Plan Amendment Bylaw No. 833, 2014."
2. The Annual Financial Plan Bylaw No. 821, 2013 is hereby amended by deleting Schedule "A" and adding a new Schedule "A" which is attached to and forms a part of this Bylaw for the financial plan of the District of Hudson's Hope for the year 2013 to 2017.
3. The Annual Financial Plan Bylaw No. 821, 2013 is hereby amended by deleting Schedule "B" and adding a new Schedule "B" which is attached to and forms a part of this Bylaw as the financial plan for the District of Hudson's Hope for the year 2013 to 2017.
4. The Annual Financial Plan Bylaw No. 821, 2013 is hereby amended by deleting Schedule "C" and adding a new Schedule "C" which is attached to and forms a part of this Bylaw as the financial plan for the District of Hudson's Hope for the year 2013 to 2017.

Read a first time this	day of
Read a second time this	day of
Public hearing held on this	day of
Read a third time this	day of
Approved by the Ministry of Transportation on the	day of
Adopted this	day of

Gwen Johansson,
MAYOR

Tom Matus,
CAO

Certified a true copy of Bylaw No. 833
This ____ day of _____ 2013

Clerk

District of Hudson's Hope
Schedule "A" to Bylaw # 833
Financial Plan for 2013 - 2017

	2013	2014	2015	2016	2017
Revenue					
Taxation					
Property Value Taxes	1,879,557	1,346,325	1,353,056	1,361,174	1,369,292
Parcel Taxes	8,445	8,445	8,445	8,445	3,849
Other Taxes, Collections	3,304,838	2,773,589	2,787,457	2,804,182	2,820,907
Grants in Lieu of Taxes	1,352,088	1,137,320	1,137,320	1,137,320	1,137,320
Sales of Services (Fees and Charges)	579,026	402,295	404,306	432,655	461,004
Proceeds from Borrowing			1,500,000	500,000	1,500,000
Revenue From Other Sources					
Interest	3,000	5,770	5,827	5,973	6,119
Grants from Other Governments	1,044,688	2,674,784	2,901,156	1,906,563	1,829,627
Other	315,106	134,142	365,027	333,776	302,525
Transfers from Funds:					
Reserve Funds	787,230	285,787	888,500	900,000	791,462
Development Cost Charges		-	-		-
Prior Years Surplus Appropriated	2,373,778	-	-		-
	11,647,756	8,768,456	11,351,095	9,390,088	10,222,104
Expenditures					
Fiscal Services					
Debt Interest	4,373	4,373	116,241	116,241	116,241
Debt Principal	4,072	4,072	174,314	174,341	174,368
Transfers to Other Governments	3,304,838	2,773,589	2,787,457	2,804,182	2,820,907
Other Fiscal Services	10,000	5,583	5,611	5,583	5,555
Capital Projects	3,567,636	2,130,000	4,369,000	1,900,000	2,385,000
Deficiency		-	-		-
Other Municipal Purposes					
General Government Services	1,279,000	1,168,631	1,203,689	1,227,764	1,252,319
Protective Services	332,750	230,356	231,508	261,600	291,692
Transportation Services	625,500	481,146	483,551	521,406	559,261
Environmental Health Services	138,120	117,891	118,480	129,047	139,614
Public Health & Welfare Services	36,500	5,075	5,101	5,101	5,101
Environmental Development Services	492,000	359,337	361,133	729,785	853,848
Recreation and Cultural Services	882,149	788,738	792,681	810,093	827,505
Water System	219,000	174,406	175,593	176,734	177,875
Sewerage	151,000	94,904	96,380	97,856	99,332
Transfers to Funds:					
Contribution to Reserve Funds	600,818	430,355	430,355	430,355	430,355
Development Cost Charges		-	-		-
	11,647,756	8,768,456	11,351,095	9,390,088	10,138,972

A financial plan or budget is a long range plan expressed in monetary terms. It is a forecast of income and expenditures for a specified period and combines a number of departmental plans, such as parks, recreation, capital and water and sewer utilities into a unified plan. The financial plan provides legal limits for spending and reflects expected results or objectives.

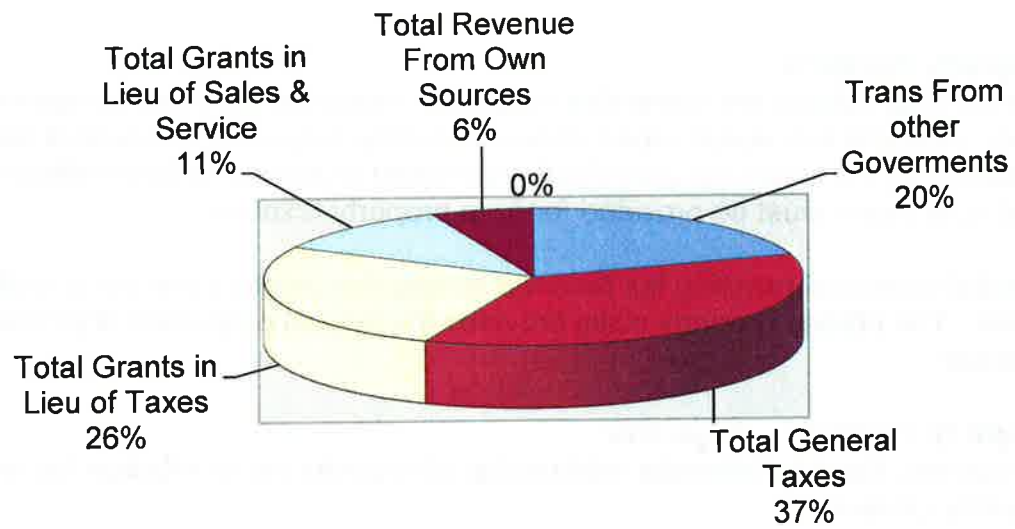
In accordance with Section 165(3.1) of the *Community Charter*, the District of Hudson's Hope is required to include in the Five Year Financial Plan, objectives and policies regarding each of the following:

1. The proportion of total revenue that comes from each of the funding sources described in Section 165(7) of the *Community Charter*.
2. The distribution of property taxes among the property classes, and
3. The use of permissive tax exemptions.

Funding Sources

The first pie chart shows the proportion of total revenue proposed to be raised from each funding source in 2013. Transfers from Other Governments form the greatest proportion of revenue but this can fluctuate from year to year depending upon the grants available. Property taxation forms the second largest portion of planned revenue and offers a number of advantages, for example, it is simple to administer and it is fairly easy for residents to understand. It offers a stable and reliable source of revenue for services that are difficult or undesirable to fund on a user-pay basis. These include services such as general administration, fire protection, and recreation services. Grants in Lieu of Taxes account for the third largest portion of planned revenue and is equal to property taxation. This is largely attributable to the Grant in Lieu of Taxes received from BC Hydro as there are two hydro-electric dams within the municipal boundaries.

Sources of Revenue 2013



Funding Sources – Objective

To increase the proportion of revenue that is received from sources other than taxation, where possible.

Funding Sources – Policies

- The District will review all fee schedules to ensure they are adequately meeting both the capital and delivery costs of the service, where feasible.
- Where possible, the District will endeavor to supplement revenues from other sources, rather than taxation, to lessen the burden on its limited property tax base.

Property Taxation

The funding options are somewhat limited for municipal services compared to those available for capital expenditures and utility purposes, because a municipal budget must be balanced, and shortfall between revenue and expenditures to fund operations must be provided for from property taxation.

The distribution of property tax revenue among the property classes is outlined below. The utilities property class provides the largest proportion of property tax revenue.

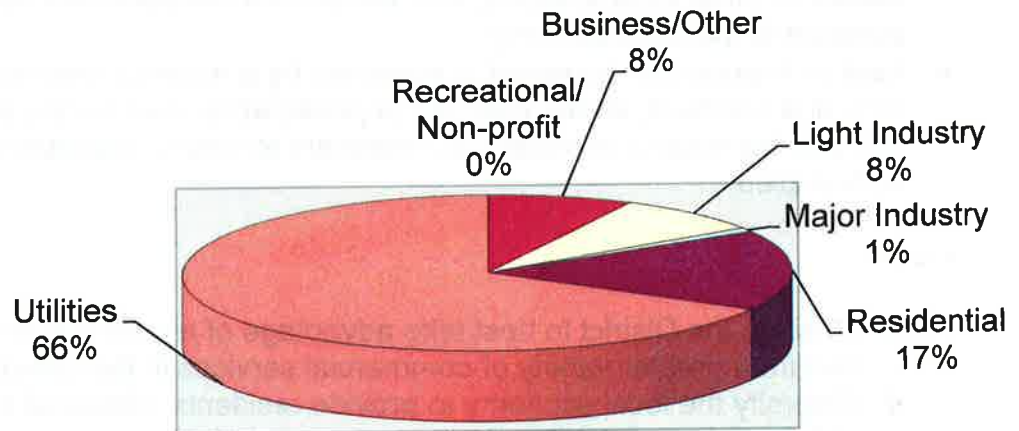
Property Taxation – Objective

To maintain the proportionate relationship of property tax distribution between the property classes.

Property Taxation – Policies

- Continue to monitor the increase in oil and gas activities within the District of Hudson's Hope and the impact on town services as a result to determine whether an increase in the tax rate for Major and Light Industries (Classes 4 and 5) is required.
- Align the distribution of tax rates among the property classes with the social and economic goals of the community, particularly to encourage a range of employment opportunities.
- Regularly review and compare the District's distributions of tax burden relative to other municipalities in the Peace River Regional District.

Distribution of Property Taxes



Permissive Tax Exemptions

The District has an existing permissive tax exemption policy that guides the administration and approval of tax exemptions. The eligibility criteria for permission tax exemptions are those contained in Section 224 of the *Community Charter* and include the following:

- For land or improvements that are owned or held by a charitable, philanthropic or other not for profit corporation, and the council considers are used for a purpose that is directly related to the purposes of the corporation.
- land or improvements that are owned or held by a municipality, regional district or other local authority, and the council considers are used for a purpose of the local authority.
- land or improvements owned or occupied by a religious organization, as tenant or licensee, for the purpose of public worship or for the purposes of a hall that the council considers is necessary to land or improvements so used or occupied.

Goals:

- ❖ Position the District to best take advantage of resource sector growth to secure a greater variety of commercial services in the community
- ❖ Diversify the local economy to provide residents additional services to reduce the impacts of periodic downturns in the economy
- ❖ Encourage entrepreneurship in the community to support commercial growth

Council Policies:

General

1. Continue to implement the Economic Development Strategic Plan 2010
2. Recognize that addressing key social issues such as new housing and improved access to healthcare are fundamental to continued economic development in the community
3. Develop a 'buy local' campaign to promote people shopping at local stores and to promote people using local agriculture
4. Work to create a cohesive town centre area that can be used to attract commercial activity that is complementary and creates a synergy
5. Consider the development of tax revitalization zones, where alternative taxation can be employed to incent new commercial growth
6. Develop a BRE (Business Retention & Expansion) committee to encourage commercial activity in the District

7. Explore the potential of developing a community forest for Hudson's Hope which would enable the municipality to generate revenue from forestry activity
8. Work with neighbouring First Nations to identify opportunities to collaborate on economic joint ventures

Industry Coordination

9. Lobby for the development of a cumulative socio-economic impact assessment for Hudson's Hope, which will study in greater detail the impacts of expansion in the resource industries
10. Work with the provincial and regional government to protect key natural resources that are vital to sustaining and expanding the local tourism industry
11. Work with local resource industries to develop an understanding of what their commercial and service needs include, and provide that information to prospective entrepreneurs to help them develop a business case for new opportunities

Collaboration and Partnerships

12. Continue to work with other communities such as Chetwynd and Tumbler Ridge, local First Nations, the Northern Development Initiative and the North Peace
13. Economic Development Commission to promote regional economic development
14. Work with Northern Lights College, SD # 60, and local industries to develop
15. training programs to ensure that local residents are adequately prepared to take advantage of jobs in the trades and supportive service industries
16. Work with local resource industries to develop a Community Amenity Package to encourage their staff and their operations to use existing businesses and community facilities as much as possible
17. Encourage the development of a local Business Association, and work with them to establish a business improvement area in the town centre

Tourism

18. Develop a Tourism Investment Attraction Strategy which will highlight the community's tourism assets (i.e. forests, rivers, lakes, wildlife, dinosaur

fossils, etc.), note gaps, and develop a strategy for attracting investment and tourists to the area

Agriculture and Local Food Production

19. Encourage the expansion of the agriculture industry by protecting high quality agricultural land and working with local farmers to better understand how they can promote the development of the agricultural economy
20. Support the continued development of local food opportunities by developing community gardens, encouraging backyard gardens, and working with local restaurants to source food locally where possible
21. Continue to support the Hudson's Hope Farmers Market
22. Develop and implement a Regional Agriculture Plan in partnership with the Peace River Regional District
23. Consider developing a local steering committee to lead/enable agriculture development and food security initiatives

Marketing

24. Develop a marketing package for Hudson's Hope that will summarize key commercial and industrial gaps/opportunities, land and building availability, and local demographics
25. Promote Hudson's Hope as being a key part of the Peace Region's agricultural industry
26. Continue to promote local tourism, with an emphasis on encouragement of tourists from the north Peace region

Technology

27. Determine whether additional economic development opportunities may be possible with the introduction of enhanced internet service to Hudson's Hope

District of Hudson's Hope
Schedule "B" to Bylaw # 833
Annual Budget

GENERAL OPERATING FUND	
Revenue	
Taxes	1,883,025
Grants in lieu of taxes	1,352,088
Sales of services	208,858
Other revenue from own sources	2,417,104
Transfers from other governments	1,044,688
Other transfers, Collections for other governments	3,304,838
	10,210,601
Expenditure	
General government services and administration	1,279,000
Protective services	332,750
Transportation services	625,500
Environmental health services	138,120
Public health and welfare services	36,500
Environmental development services	492,000
Recreation and cultural services	882,149
Fiscal services:	
Debt charges	11,703
Transfers to own funds:	
General Capital Fund	2,543,636
Water Operating Fund	
Sewer Operating Fund	
General Capital Works, Equipment Fund	72,401
Public Works Capital, Machinery and Equipment Reserve Fund	213,354
Protective Services Capital Works, Machinery and Equipment Reserve Fund	126,100
General Operating Fund	150,785
Transmission of collections for other governments	3,304,838
Other fiscal services	
MFA Payment: Twelve Mile Road	1,765
	10,210,601

District of Hudson's Hope
Schedule "B" to Bylaw # 833
Annual Budget

Schedule "B"	
WATER OPERATING FUND	
Revenue	
Sales of service	859,343
Taxes	
Other revenue from own sources	
Transfers from reserves	223,657
Other transfers	
	1,083,000
Expenditure	
Environmental health services	219,000
Transfers to own funds:	
Water Capital Works, Machinery and Equipment Reserve Fund	
Fiscal Services	
Water Capital Works Projects	864,000
	1,083,000
SEWER OPERATING FUND	
Revenue	
Sales of service	265,844
Taxes	4,977
Other revenue from own sources	
Transfers from reserves	83,334
Other transfers	
	354,155
Expenditure	
Environmental health services	151,000
Transfers to own funds:	
Sewer Capital Works, Machinery and Equipment Reserve Fund	38,178
Fiscal Services	4,977
Sewer Capital Works Projects	160,000
	354,155

Distri Hudson's Hope
Schedule "C" to Bylaw # 833

Capital Expenditure Program from 2013 to 2017									
	2013	2014	2015	2016	2017	Total	Operating	Reserves	Long Term Debt
GENERAL CAPITAL FUND									
Engineering Structures	180,000	750,000	250,000	750,000	750,000	2,680,000			
Buildings	130,500		2,434,000			2,564,500			
Machinery and Equipment	1,070,000	80,000	535,000		235,000	1,920,000			
Land									
Other	1,147,000	250,000	150,000	150,000	150,000	1,847,000			
	2,527,500	1,080,000	3,369,000	900,000	1,135,000				
WATER CAPITAL FUND									
Engineering Structures	864,000	1,050,000	1,000,000	1,000,000	1,500,000	5,414,000			
Buildings									
Machinery and Equipment									
Land									
Other		-	-						
	864,000	1,050,000	1,000,000	1,000,000	1,250,000				
SEWER CAPITAL FUND									
Engineering Structures	160,000								
Buildings									
Machinery and Equipment									
Land									
Other	160,000		-	-	-				
	3,551,500	2,130,000	4,369,000	1,900,000	2,385,000		4,758,743	3,652,979	3,550,000
Total									2,373,778
SOURCE OF FUNDS									
General Revenue	390,492	794,213	2,480,500		1,093,538				
Surplus	2,373,778								
Transfers from Reserves	787,230	285,787	888,500	900,000	791,462				
Grants		-	-						
Long Term Borrowing		1,050,000	1,000,000	1,000,000	500,000				
	3,551,500	2,130,000	4,369,000	1,900,000	2,385,000				

DISTRICT OF HUDSON'S HOPE
Annual Financial Plan Bylaw No. 821, 2013

A bylaw to adopt the District of Hudson's Hopes' 2013 Annual Financial Plan.

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

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

1. This Bylaw shall be cited as the "Annual Financial Plan Bylaw No. 821, 2013."
2. Schedule "A", attached to and made part of this Bylaw, is adopted as the financial plan of the District of Hudson's Hope for the years 2013 to 2017.
3. Schedule "B", attached to and made part of this Bylaw, is adopted as the annual budget of the District of Hudson's Hope for the year ending December 31, 2013.
4. Schedule "C", attached to and made part of this Bylaw, is adopted as the capital expenditure program of the District of Hudson's Hope for the years 2013 to 2017.

Read for a First Time on the 22nd day of April, 2013
Read for a Second Time on the 22nd day of April, 2013
Read for a Third Time on the 22nd day of April, 2013
Adopted on the 13th day of May, 2013


MAYOR


CLERK

Certified a true copy of Bylaw No. 821
this ____ day of _____ 2013

Clerk

District of Hudson's Hope
Schedule "A" to Bylaw # 821
Financial Plan for 2013 - 2017

	2013	2014	2015	2016	2017
Revenue					
Taxation					
Property Value Taxes	1,879,557	1,346,325	1,353,056	1,361,174	1,369,292
Parcel Taxes	8,445	8,445	8,445	8,445	3,849
Other Taxes, Collections	3,279,913	2,773,589	2,787,457	2,804,182	2,820,907
Grants in Lieu of Taxes	1,352,088	1,137,320	1,137,320	1,137,320	1,137,320
Sales of Services (Fees and Charges)	579,026	402,295	404,306	432,655	461,004
Proceeds from Borrowing			1,500,000	500,000	1,500,000
Revenue From Other Sources					-
Interest	3,000	5,770	5,827	5,973	6,119
Grants from Other Governments	1,044,688	2,674,784	2,901,156	1,906,563	1,829,627
Other	315,106	134,142	365,027	333,776	302,525
Transfers from Funds:					-
Reserve Funds	787,230	285,787	888,500	900,000	791,462
Development Cost Charges		-	-		-
Prior Years Surplus Appropriated	2,373,778	-	-		-
	11,622,831	8,768,456	11,351,095	9,390,088	10,222,104
Expenditures					
Fiscal Services					
Debt Interest	4,373	4,373	116,241	116,241	116,241
Debt Principal	4,072	4,072	174,314	174,341	174,368
Transfers to Other Governments	3,279,913	2,773,589	2,787,457	2,804,182	2,820,907
Other Fiscal Services	10,000	5,583	5,611	5,583	5,555
Capital Projects	3,567,636	2,130,000	4,369,000	1,900,000	2,385,000
Deficiency		-	-		-
Other Municipal Purposes					
General Government Services	1,279,000	1,168,631	1,203,689	1,227,764	1,252,319
Protective Services	332,750	230,356	231,508	261,600	291,692
Transportation Services	625,500	481,146	483,551	521,406	559,261
Environmental Health Services	138,120	117,891	118,480	129,047	139,614
Public Health & Welfare Services	36,500	5,075	5,101	5,101	5,101
Environmental Development Services	492,000	359,337	361,133	729,785	853,848
Recreation and Cultural Services	882,149	788,738	792,681	810,093	827,505
Water System	219,000	174,406	175,593	176,734	177,875
Sewerage	151,000	94,904	96,380	97,856	99,332
Transfers to Funds:					
Contribution to Reserve Funds	600,818	430,355	430,355	430,355	430,355
Development Cost Charges		-	-		-
	11,622,831	8,768,456	11,351,095	9,390,088	10,138,972

District of Hudson's Hope
Schedule "B" to Bylaw # 821
Annual Budget

GENERAL OPERATING FUND	
Revenue	
Taxes	1,883,025
Grants in lieu of taxes	1,352,088
Sales of services	208,858
Other revenue from own sources	2,417,104
Transfers from other governments	1,044,688
Other transfers, Collections for other governments	3,279,913
	10,185,676
Expenditure	
General government services and administration	1,279,000
Protective services	332,750
Transportation services	625,500
Environmental health services	138,120
Public health and welfare services	36,500
Environmental development services	492,000
Recreation and cultural services	882,149
Fiscal services:	
Debt charges	11,703
Transfers to own funds:	
General Capital Fund	2,543,636
Water Operating Fund	
Sewer Operating Fund	
General Capital Works, Equipment Fund	72,401
Public Works Capital, Machinery and Equipment Reserve Fund	213,354
Protective Services Capital Works, Machinery and Equipment Reserve Fund	126,100
General Operating Fund	150,785
Transmission of collections for other governments	3,279,913
Other fiscal services	
MFA Payment: Twelve Mile Road	1,765
	10,185,676

District of Hudson's Hope
Schedule "B" to Bylaw # 821
Annual Budget

Schedule "B"	
WATER OPERATING FUND	
Revenue	
Sales of service	859,343
Taxes	
Other revenue from own sources	
Transfers from reserves	223,657
Other transfers	
	1,083,000
Expenditure	
Environmental health services	219,000
Transfers to own funds:	
Water Capital Works, Machinery and Equipment Reserve Fund	
Fiscal Services	
Water Capital Works Projects	864,000
	1,083,000
SEWER OPERATING FUND	
Revenue	
Sales of service	265,844
Taxes	4,977
Other revenue from own sources	
Transfers from reserves	83,334
Other transfers	
	354,155
Expenditure	
Environmental health services	151,000
Transfers to own funds:	
Sewer Capital Works, Machinery and Equipment Reserve Fund	38,178
Fiscal Services	4,977
Sewer Capital Works Projects	160,000
	354,155

District of Hudson's Hope
Schedule "C" to Bylaw # 821

Capital Expenditure Program from 2013 to 2017										
	2013	2014	2015	2016	2017	Total	Operating	Reserves	Long Term Debt	Surplus
GENERAL CAPITAL FUND										
Engineering Structures	180,000	750,000	250,000	750,000	750,000	2,680,000				
Buildings	130,500		2,434,000			2,564,500				
Machinery and Equipment	1,070,000	80,000	535,000		235,000	1,920,000				
Land										
Other	1,147,000	250,000	150,000	150,000	150,000	1,847,000				
	2,527,500	1,080,000	3,369,000	900,000	1,135,000					
WATER CAPITAL FUND										
Engineering Structures	864,000	1,050,000	1,000,000	1,000,000	1,500,000	5,414,000				
Buildings										
Machinery and Equipment										
Land										
Other										
	864,000	1,050,000	1,000,000	1,000,000	1,250,000					
SEWER CAPITAL FUND										
Engineering Structures	160,000									
Buildings										
Machinery and Equipment										
Land										
Other	160,000									
	3,551,500	2,130,000	4,369,000	1,900,000	2,385,000		4,758,743	3,652,979	3,550,000	2,373,778
SOURCE OF FUNDS										
General Revenue	390,492	794,213	2,480,500		1,093,538					
Surplus	2,373,778									
Transfers from Reserves	787,230	285,787	888,500	900,000	791,462					
Grants										
Long Term Borrowing		1,050,000	1,000,000	1,000,000	500,000					
	3,551,500	2,130,000	4,369,000	1,900,000	2,385,000					

DISTRICT OF HUDSON'S HOPE ANNUAL BUDGET
BYLAW # 821

REVENUE		2013 Prov.
GENERAL TAXES		
1111	MUNICIPAL TAXES	(1,879,557)
1111.01	TWELVE MILE RD ELECT EXT TAXES	(3,468)
TOTAL GENERAL TAXES		(1,883,025)
GRANTS IN LIEU TAXES		
1270	BC HYDRO GRANT IN LIEU	(118,366)
1271	BC HYDRO DAMS/RESERVOIR GRANTS	(1,225,042)
1273	FEDERAL GOVMT GRANTS	(6,245)
1273	PROVINCIAL GOVMT GRANTS	(2,435)
TOTAL GRANTS IN LIEU OF TAXES		(1,352,088)
SALES & SERVICES		
1401	GARBAGE FEES	(72,098)
1402	CAMPGROUND FEES	(42,000)
1403	DOG LICENCES & FINES	(2,500)
1404	TELUS 1% REVENUE GRANT	(2,841)
1406	ARENA FEES	(20,000)
1407	SWIM POOL FEES	(12,000)
1408	BC HYDRO 1% REVENUE GRANT	(8,470)
1409	FORTIS GAS 1% REVENUE GRANT	(5,791)
1411	EASTLINK COMMUNICATIONS 1% REV GRNT	(563)
1412	HUNTING & FISHING LICENCES	(300)
1414	MISCELLANEOUS REVENUE (Risk Mngmt grant/Talisman Fire Dp)	(34,995)
1415	TELUS TOWER RENTAL	(4,300)
1422	CEMETERY FEES	(3,000)
TOTAL GRANTS IN LIEU/SALES & SERVICES		(208,858)
OTHER REVENUE FROM OWN SOURCES		
1510	BUSINESS LICENCES	(3,600)
1512	SITE C TECHNICAL REIMBURSEMENT	(125,000)
1517	BUILDING PERMITS	(25,000)
1517.1	LAND USE APPLICATION FEES	(5,000)
1545	FORTIS GAS 3% FRANCHISE FEE	(17,506)
1550	BANK INTEREST	(6,500)
1560	TAX PENALTIES	(12,500)
1580	TAX INTEREST	(3,000)
1590	PRIOR YEAR'S SURPLUS (gen surplus includes capital)	(1,618,759)
1591	ICBC COMMISSION	(120,000)
1592	TRANSFERS FROM RESERVES	(480,239)
TOTAL REVENUE FROM OWN SOURCES		(2,417,104)
TRANSFERS FROM OTHER GOVERNMENTS		
1620.1	STRATEGIC COMM INVT GRNT	(202,365)
1620.4	BC TOURISM GRANT (network prog grnt)	(6,250)
1621	FAIR SHARE	(555,702)
1624.3	PROV GOVT GRNT (NDI grant/com rec program)	(83,576)
1624.4	COMMUNITY WORKS FUNDING (GAS TX) (c-c) Gas Tx Swr	(90,795)
1624.5	FEDERAL MOUNTAIN PINE BEETLE PROJECT	(106,000)
TTL TRANS FROM OTHER GOVERNMENTS		(1,044,688)
SUB TOTAL		(6,905,763)

**DISTRICT OF HUDSON'S HOPE ANNUAL BUDGET
BYLAW # 821**

		2013 Prov.
COLLECTIONS FOR OTHER GOVERNMENTS		
1981	MINISTER OF FINANCE - SCHOOL TAX	(2,751,071)
1982	PEACE RIVER REGION DISTRICT	(174,753)
1983	PEACE RIVER REGION HOSPITAL	(214,271)
1983.1	BC ASSESSMENT AUTHORITY	(38,003)
1983.2	MUNICIPAL FINANCE AUTHORITY	(69)
1983.3	POLICING TAX	(101,746)
TTL COLL FOR OTHER GOVERNMENTS (2010)		(3,279,913)
TOTAL REVENUE		(10,185,676)

DISTRICT OF HUDSON'S HOPE ANNUAL BUDGET
BYLAW # 821

EXPENSES		2013 Prov.
GENERAL GOVERNMENT SERVICES		
2111	COUNCIL INDEMNITIES	72,000
2190	ACTING CAO	125,000
2190.1	DIRECTOR OF PUBLIC WORKS	86,000
2191	CONSULTANT FEES/OTHER FEES	100,000
2192	INSIDE EMPLOYEES (part time - full time)	295,000
2193	UTILITIES (HYDRO & GAS)	12,000
2194	CUSTODIAN WAGES	27,000
2194.1	CUSTODIAN EXPENSES	4,000
2196	MAINTENANCE	28,000
2197	LEGAL FEES	50,000
2198	AUDIT/TCA	55,000
2199.1	WCB	12,500
2199.12	ASSOCIATION FEES (UBCM,NCMOA)	5,000
2199.13	INSURANCE LIABILITY / GENERAL/APPRAISALS	97,000
2199.14	ELECTIONS	10,000
2199.15	COUNCIL TRAVEL EXPENSES	40,000
2199.16	COUNCIL TRAINING/WORKSHOPS	7,000
2199.171	PAYROLL CLEARING	7,000
2199.2	PUBLIC RELATIONS (NOTE:citizen of yr)	20,000
2199.21	EQUIPMENT SERVICE AGREEMENTS	17,000
2199.22	IT & COMPUTER UPGRADES	35,000
2199.23	STAFF TRAVEL	15,000
2199.24	EMPLOYEE TRAINING	20,000
2199.25	OSH EXPENSES/WAGES	5,000
2199.27	BULLETIN / WAGES	6,000
2199.3	POSTAGE	4,500
2199.35	COURIER CHARGES	6,000
2199.4	OFFICE SUPPLIES	25,000
2199.5	ADVERTISING (TX SALE,REZONG/JOB PSTGS)	10,000
2199.6	TELEPHONE / FAX/ INTERNET/ WEBSITE/COUNCIL CELLS	42,000
2199.8	BENEFITS (MSP,PBC,BC LIFE)	41,000
TOTAL GOVERNMENT SERVICES		1,279,000

**DISTRICT OF HUDSON'S HOPE ANNUAL BUDGET
BYLAW # 821**

EXPENSES		2013 Prov.
PROTECTIVE SERVICES		
2240	TOWER RENTAL/DISPATCH	14,200
2240.1	FIRE DEPT. / EQUIPMENT/FIREWORKS	56,500
2240.2	BUNKER GEAR	10,500
2240.3	REPAIRS & MAIN PUBLIC WORKS/DTY OFFCR	16,000
2240.4	MANAGER OF PROTECTIVE SERVICES	82,000
2240.5	TRAINING & CONF FEES MANAGEMENT	4,500
2241	FIRE DEPARTMENT STIPEND	30,000
2241.1	FIREMEN TRAINING	21,000
2241.4	QUICK RESPONSE VEHICLE LEASE (2012 paid)	
2241.5	VEHICLE INSPECTIONS	12,000
2241.6	VEHICLE REPAIRS	23,000
2241.7	SCBA TESTING / MAINT & REPAIRS	5,100
2242	WARNING SYSTEM MAINTENANCE	2,000
2242.1	MEP EXPENSES/OUT OF DIST RESPONSE FIRE DEPT	4,200
2243	ANIMAL CONTROL STIPEND	28,500
2243.1	ANIMAL CONTROL EXPENSES	3,900
2246	BUILDING INSPECTIONS/BYLAW ENFORCEMNT	19,350
TOTAL PROTECTION SERVICES		332,750

DISTRICT OF HUDSON'S HOPE ANNUAL BUDGET
BYLAW # 821

EXPENSES		2013 Prov.
TRANSPORTATION SERVICES		
2310	SURVEY/MAPPING/GIS	30,000
2310.1	GIS TRAINING	5,000
2312	PUBLIC WORKS MAINT	40,000
2312.1	WORKSHOP WAGES	55,000
2312.12	STAND BY PAY	20,000
2312.2	UNALLOCATED WGS (HOLIDAYS/BNKD O/T)	70,000
2312.21	SICK LEAVE WAGES	20,000
2312.22	STATUORY HOLIDAYS	20,000
2312.3	EMPLOYEE GEN TRADES TRAINING	4,000
2320	ROAD TRANSPORT/INSPECTIONS/PLOW PRTS	27,000
2321	GRADER MAINTENANCE	17,000
2321.1	GRADER WAGES	15,000
2322	ROADWAY SURFACES/DITCHING/CONTRACTS	105,000
2322.1	ROADWAY SURFACES WAGES	70,000
2322.2	LOADER / TIRES	12,000
2322.5	INVASIVE PLANT MANAGEMENT	2,500
2322.6	SWEEPER	5,000
2326	TOWER RENTAL/RADIO LICENCES	2,000
2327	MOTOR FUEL PRODUCTS	65,000
2329	STREET LIGHTING	35,000
2332	AIRPORT EXPENSES	2,000
2333	AIRPORT WAGES	4,000
TOTAL TRANSPORTATION SERVICES		625,500
ENVIRONMENTAL SERVICES		
2430	GARBAGE TRUCK MAINTENANCE	4,000
2430.1	GARBAGE TRUCK LEASE #1	6,120
2431	GARBAGE TRUCK WAGES	64,000
2431.02	VAC TRUCK	1,000
2431.03	SEWER FLUSHER	1,000
2432	CHETWYND LANDFILL FEES	30,000
2432.1	CARDBOARD RECYCLING WAGES	20,000
2432.21	LANDFILL CLEANUP EXPENSES	10,000
2432.24	ENERGY PLANS & PROJECTS	2,000
TOTAL ENVIRONMENTAL SERVICES		138,120
PUBLIC HEALTH & WELFARE SERVICES		
2516	CEMETERY	6,500
2518.1	DOCTOR	30,000
TOTAL PUBLIC HEALTH & WELFARE SERVICES		36,500

DISTRICT OF HUDSON'S HOPE ANNUAL BUDGET BYLAW # 821

EXPENSES		2013 Prov.
ENVIRONMENT SERVICES		
2629	COMM DEV PRJ//D. SHANKEL/AGE FRIENDLY GRANT	39,000
2629.01	COMMUNITY DEVELOPMENT WAGES	10,000
2629.1	PINE BEETLE WILD FIRE	106,000
2629.2	CHRISTMAS LIGHTS / EXPENSE/WAGES	12,000
2629.3	OCP / ZONING/BYLAWS/SUBD BYLAWS	195,000
2629.4	SITE C TECHNICAL CHARGES	125,000
2629.5	SUSTAINABLE SHARING PROJECTS	5,000
TOTAL ENVIRONMENT SERVICES		492,000
RECREATION & CULTURAL DEVELOPMENT SERVICES		
2711.3	SPECIAL EVENTS & EXPS	20,000
2711.5	SPECIAL EVENTS COORDINATOR CONTRACT	20,000
2712	TOURISM PROMO/TRADE & CONF BROCH	45,000
2712.1	INFO CENTRE WAGES	40,000
2712.2	INFO CENTRE TRAINING	1,000
2712.3	SPECIAL EVENTS (winter carnival donation offset)	11,648
2712.4	INFO CENTRE BUILDING	8,000
2713	SWIM POOL EXPENSES	40,000
2713.1	SWIM POOL WAGES (SEASONAL STAFF)	69,000
2713.2	SWIM POOL WAGES (PUBLIC WORKS)	15,000
2713.4	EMPLOYEE TRAINING (POOL)	6,000
2717	MUNICIPAL GROUNDSKEEPER	47,000
2717.01	MUNICIPAL GROUNDSKEEPER EXPENSES	25,000
2718	PARK SUPPLIES & EXPENSES	20,000
2718.1	PARK MAINTENANCE WAGES (PUBLIC WORKS)	50,000
2718.2	CAMPGROUND TEMPORARY EMPLOYEE WGS	36,000
2718.3	HIGHWAY 97 SIGN RENTAL/MAINTENANCE	2,000
2719	ARENA WAGES	120,000
2720	ARENA EXPENSES	120,000
2720.1	ARENA TRAINING	1,500
2724	MUSEUM OPERATING	50,000
2725	LIBRARY OPERATING	88,698
2726	LIBRARY EXPENSES	1,000
2726.1	LIBRARY WAGES (PUBLIC WORKS)	1,000
2727	SCHOLARSHIP / GRAD EXPENSES	4,000
2727.2	COMMUNITY HALL OPERATING	15,000
2727.4	MISCELLANEOUS GRANTS IN AID	25,303
TOTAL RECREATION DEV SERVICES		882,149

2822.1 Buildings

District off Accessibility Impr	45,500.00
Public Works Shop Design	20,000.00
Landfill oil containment	30,000.00
New Horizon siding	15,000.00
Engineering Comm Hall	20,000.00

TOTAL	130,500.00
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2822.2 Protective Services

Thermal Imaging Camera	8,500.00
Replacement water tender	300,000.00

TOTAL	308,500.00
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TOTAL	-
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2822.7 Machinery and Equipment

Pickup Truck	35,000.00
Street Sweeper	250,000.00
Vacum/Jetrodder	350,000.00
Backup Generator	100,000.00
Office Furniture	15,000.00
Garbage Truck	280,000.00
Geographic Info System	30,000.00
Electric Rechg Program	10,000.00

TOTAL	1,070,000.00
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2822.5 Engineering Structures

Gravel crushing	150,000.00
Airport Resurfacing	30,000.00

TOTAL	180,000.00
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2822.82 Parks & Recreation

Downtown Enhancement	20,000.00
Trails	100,000.00
Logo	50,000.00
Tennis Court backboards	20,000.00
Pool playground install	15,000.00
Ball Diamond	200,000.00
ATV campground	18,500.00

TOTAL	423,500.00
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2822.72 Arena

Light in parking lot	15,000.00
Refrigeration	400,000.00

TOTAL	415,000.00
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DISTRICT OF HUDSON'S HOPE ANNUAL BUDGET
BYLAW # 821

WATER OPERATING FUND		2013 Prov.
WATER SALES OF SERVICE - REVENUE		
1990	WATER USERS CHARGE	(101,366)
1990.1	WATER STAND - RESIDENTIAL DOWNTOWN	(3,000)
1990.2	WATER STAND - COMMERCIAL	(65,000)
1990.3	WATER STAND - RESIDENTIAL BERYL PRAIRIE	(3,500)
1991	WATER CONNECTION AND SERVICE CHARGES	(40,000)
1991.01	WATER PRIOR YEAR SURPLUS	(646,477)
TOTAL SALES OF SERVICE WATER		(859,343)
TRANSFERS FROM OTHER FUNDS		
1993	TRNSFER FROM GENERAL OPTG FUND (2811.4)	
1993.02	DEFERRED REV FR PREV YR (CAP PROJ)	
1993.1	TRNSFER FROM RESERVES	(223,657)
1993.2	WATER TREATMENT GRANT	
TOTAL TRNSF FROM OTHER FUNDS		(223,657)
TOTAL WATER REVENUE		(1,083,000)
WATER EXPENSES		
ENVIRONMENTAL HEALTH SERVICES		
2900	WATER SUPPLY WAGES	90,000
2901	ADMINISTRATION/LICENCES/ENGINEERING	3,000
2901.1	WATER EMPLOYEE TRAINING	15,000
2902.1	WATER TESTING ANALYSIS	5,000
2903	SERVICE OF SUPPLY (MAIN/PARTS/VALVE/PMP)	30,000
2904	WATER CONNECTION COSTS	30,000
2906	PUMPING	35,000
2906.1	BERYL PRAIRIE WELL	6,000
2903.12	BERYL PRAIRIE WAGES	5,000
TOTAL ENVIRONMENTAL HEALTH SERVICES		219,000
OTHER FUNDS		
2912.2	TRANS TO WATR CAP WKS, MACH, EQUIP FND	
2912.3	WATER CAPITAL PROJECTS	864,000
TOTAL OTHER FUNDS		864,000
TOTAL WATER OPERATING EXPENSES		1,083,000

DISTRICT OF HUDSON'S HOPE ANNUAL BUDGET
BYLAW # 821

SEWER OPERATING FUND		2013 Prov.
SEWER SALES OF SERVICES - REVENUE		
1997	SEWER USERS CHARGE	(67,302)
1997.1	SEWER LAGOON DUMPS	(85,000)
1998	SEWER CONNECTION & SERVICE CHARGES	(5,000)
1998.01	SEWER PRIOR YEAR SURPLUS	(108,542)
TOTAL SEWER SALES OF SERVICE		(265,844)
TRANSFERS FROM OTHER FUNDS		
1998.2	TRANSFER FROM GENL OPTG FUND (2811.4)	(83,334)
1998.3	TRANSFER FROM RESERVES	(4,977)
1998.4	MFA: ADAMS STREET BYLAW # 630	(88,311)
TOTAL TRNS FROM OTHER FUNDS		(88,311)
TOTAL SEWER REVENUE		(354,155)
SEWER EXPENSES		
ENVIRONMENTAL HEALTH SERVICES		
2914	SEWAGE COLLECTIONS & DISPOSAL WAGES	78,000
2915	ADMINISTRATION / LICENCES	1,000
2915.1	SEWER REPAIRS / MAINTENANCE/HEATER	25,000
2915.11	SEWER CONNECTION COSTS	7,000
2915.2	SEWER EMPLOYEE TRAINING	7,000
2916	SEWER LIFT STATION PUMPS	15,000
2917	SEWER LAGOON MAINTENANCE	18,000
TOTAL ENVIRONMENTAL SERVICES		151,000
OTHER FUNDS		
2920	TRNSFS TO SEWER CAP/MACH & EQUIP FUND	38,178
2920.01	SEWER CAPITAL PROJECTS	160,000
2920.2	MFA: ADAMS ST SEWER DEBT PAYMENT #630	4,977
TOTAL OTHER FUNDS		203,155
TOTAL SEWER OPERATING EXPENSES		354,155

2912.3 Water Capital Projects

Booster Station	500,000.00
Meters	82,000.00
Valve Replacement	250,000.00
Water Main Pre-design	20,000.00
YRB Water Main costs	12,000.00

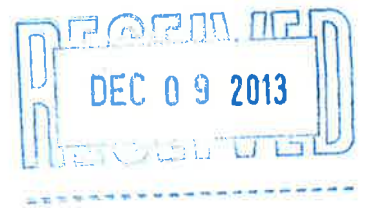
TOTAL	864,000.00
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2920.01 Sewer Capital Projects

2012	Sewer Ext Thompson	160,000.00
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2012

TOTAL	160,000.00
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Mayor and Council
District of Hudson's Hope

December 4th, 2013

Attn: Administrator

First of all for any of the council that does not know me, I'd like to start with a little family history. My family has resided in this community for the past 50 years. I have included a letter I received from the District of Hudson's Hope to show that we've been good, long-term residents of this town.

We started a business, a Drive-in Restaurant, we started the Jam at the Dam Music Festival and the enclosed letter will show the efforts we went through to improve the home that was originally my Mom & Dads. All five of my children live here. We pay our taxes and put what we can back into the community which included my baking dozens of buns for the Friends of Hudson's Hope fund raiser as well as for the Christmas Hampers. My mother and my daughter donated many 'unpaid' hours to the Museum and to securing our local history records. The bottom line is that we've made it our home and put back what we could and asked for nothing in return.

The last few years, I've seen a real change in this town. We used to be a real community-minded town and it showed in all the local events. People would come for miles to the Hudson's Hope Rodeo and Parade. We had close to a thousand people at the first couple of music festivals. There isn't even a rodeo anymore OR a music festival. Ask yourselves why? I can't speak for anyone else, but I certainly can for myself and my family.

My sons own land across the river. They finally had to put up a gate to stop people, for the same reason we all put up a fences and gates. No one would respect their property lines and they we're constantly having to clean up garbage and broken glass, etc., as well as deal with thefts of personal property. They left a phone number on the gate so that people could call to enter, but the District decided they owned the road and they could not have a gate. (By the way, the District had 200 years, prior to us buying the property to utilize the location as a public park.) We finally managed to get that straightened out and proved that it is all private property with no help from the District.

I had friends who were here working on a pipeline job and staying in my yard in their RV's. These fellows raised money for the local school kids two years in a row and presented it to the school. I was informed by the District that they couldn't stay here or I'd be fined up to \$2000 a day. Even though there were no other accommodations available ANYWHERE in the District and then I was informed that I could not even have company stay in MY RV in my OWN yard. I have a one bedroom home and USED TO BE able to use my RV as a guest home.

I guess the final straw for me was when my son, Troy's, truck, parked on his own land, was almost washed away with the BC Hydro spill, due to negligence on the District's part in informing all possibly affected residents of the upcoming spill. I wrote all the letters, presented the District with all the documentation, and never even received the common courtesy of a letter or a phone call. I guess you're all too busy making up bylaws to tell us what we cannot do, because we're all too stupid to think for ourselves.

I for one can still think for myself. I've always encouraged my family and friends to vote, because I really thought it would make a difference. Apparently it does NOT and I will NOT be a part of this façade of a "so called" democracy as proven in the recent Building Bylaw.

Sincerely,
Evelyn Edinger

Soon to NOT be a resident of Hudson's Hope

A handwritten signature in cursive script, reading "Evelyn Edinger".



District of
HUDSON'S HOPE

9904 - 100th AVE.
BOX 330
HUDSON'S HOPE, B.C., V0C 1V0
PHONE: (604) 783-9901
FAX: (604) 783-5741

May 29, 1996

Ms. Evelyn Peck
c/o P.O. Box 106
Hudson's Hope, B.C.
V0C 1V0

Dear Ms. Peck;

On behalf of the Hudson's Hope Municipal Council I would like to take this opportunity to thank you for your efforts in cleaning up your lot.

As you know, this community is competing in a national contest called Communities in Bloom. We are competing in a class of communities with a population base of less than 5,000 citizens.

Your efforts have not gone unnoticed, and I would encourage you to continue the work you have started. Thank you.

Yours truly,

Jim McBride
Fire Chief/ Bylaw Enforcement Officer

JMc/hlg



HUDSON'S
HOPE
PLAYGROUND OF THE PEACE

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

December 17, 2013

Ms. Evelyn Edinger
P.O. Box 106
Hudson's Hope, BC
V0C 1V0

COPY

Re: Letter Dated December 4th, 2013

Dear Ms. Edinger,

I am in receipt of your above dated letter, at December 9th, 2013, thank-you for taking the time to apprise me of your concern in regard to your son Troy's truck.

As per your claim that you "...never even received the common courtesy of a letter or a phone call" I have researched this subject and have attached a total of three letters of correspondence from the previous CAO, John Locher and our Deputy Clerk, Laurel Grimm to you specifically related to the matter of your son Troy's truck, which I believe was sent to you, as you see they were written. If for some reason they did not get to you we apologize.

The letters seem self-explanatory and the staff at the District of Hudson's Hope office seems to have exhausted their avenues of response in this matter, as per John Locher's letter to you dated August 9th, 2013. Please note the letter I had sent to the Municipal Insurance Association of BC, Assistant Claims Manager on October 18, 2013 with the attached claim from Troy Godsmen and the position of the District of Hudson's Hope as we see it.

I have not heard anything from the claims manager as yet; I will follow up with the claims manager and will notify you of any reply I receive.

Should you have any questions in regard to this matter please do not hesitate to contact me.

Sincerely,

Tom Matus, CAO



District of Hudson's Hope

9904 Dudley Drive, PO Box 330, Hudson's Hope, B.C. V0C 1V0
Tel: (250) 783-9901 Fax: (250) 783-5741
E-mail: district@hudsonshope.ca www.hudsonshope.ca

09 August 2012

Ms. Evelyn Edinger
Box 106
Hudson's Hope, BC
V0C 1V0

Dear Ms. Edinger:

Re: Lot 1 Plan 2839

Further to your telephone inquiry and letter dated August 8, 2012, the following information is provided.

1. The District of Hudson's Hope Director of Protective Services visited the subject property, with the RCMP, on July 06, he did not undertake a survey of the property, other than visual, and the RCMP did not undertake a survey at that time. They did notice what appeared to be an abandoned vehicle in the Maurice Creek channel.
2. The subject lot is zoned Rural 1 – RU1 and I have attached an excerpt from our Zoning Bylaw detailing the permitted uses on the property.
3. The District received a Information Bulletin from BC Hydro on June 25th advising that they would be commencing a spill on June 26th. A copy of the Information Bulletin is attached and BC Hydro advised that they did not expect flooding downstream of the Peace Canyon dam. On June 29th the District received mapping from BC Hydro indicating the properties that could be impacted. The District visited those properties on June 29th on a familiarization tour and to ensure no residences or improvements were being flooded. The Information Bulletin from BC Hydro was reprinted in the District's monthly Bulletin with the Public Service Announcement with the link to the Bulletin issued on June 29. The Bulletin was distributed to the Public, in hard copy, on July 09.
4. We are not aware of the timeframe between increased discharge at the Peace Canyon Dam and the water cresting at Maurice Creek, that information should be available from BC Hydro. In the attached Information Bulletin, BC Hydro indicated that they would be spilling between 570 and 1,415 cubic meters per second. They further indicated that, including the water used by the generating units, the total discharge downstream of the Peace Canyon Dam was expected to be between 2,150 and 3,000 cubic meters per second. The normal maximum discharge from the Peace Canyon Dam is 1,982 cubic meters per second.

Should there be any additional information that I may be able to provide, please let me know.

Sincerely,

John Locher
Chief Administrative Officer

cc. Director of Protective Services



District of Hudson's Hope
ZONING BYLAW
Bylaw No. 750, 2009

SECTION 6:

RURAL 1 - RU1

Permitted Uses

6.1 In the RU1 zone, the following uses and no other uses are permitted:

- .1 agricultural use;
- .2 automotive wrecking, storage of old machinery parts or junk yards;
- .3 bed and breakfast;
- .4 campground, RV park or resort;
- .5 commercial kennels;
- .6 commercial recreation;
- .7 golf courses
- .8 guest ranches;
- .9 heavy equipment and construction storage yards;
- .10 home occupation;
- .11 intensive agriculture;
- .12 landfill sites and transfer stations;
- .13 large animal hospital and veterinary clinic;
- .14 marinas;
- .15 resource development;
- .16 shooting range and clubhouse;
- .17 single-detached dwelling; and
- .18 accessory buildings and accessory dwelling units.

Regulations

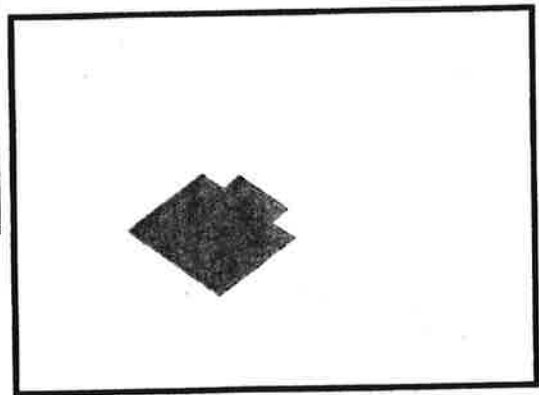
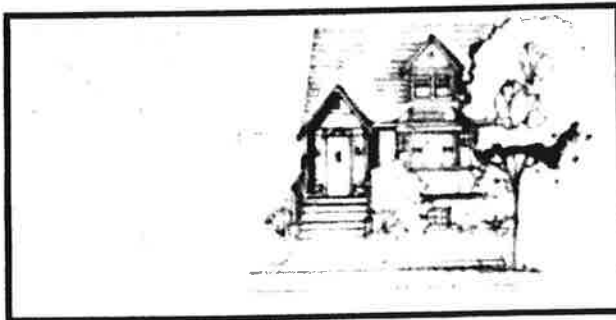
6.2 On a parcel located in an area zoned as RU1, no building or structure will be constructed, located or altered, and no plan of subdivision approved which contravenes the regulations set out in this Section 6. Column I sets out the matter to be regulated and Column II sets out the regulations.

Column I	Column II
.1 Maximum number of principal buildings	1 dwelling unit/parcel
.2 Maximum building height	15 m
.3 Minimum parcel area	62 ha
.4 Maximum parcel coverage of buildings	20 %



District of Hudson's Hope
ZONING BYLAW
Bylaw No. 750, 2009

.5 Minimum setback of principal building from front parcel line where the permitted use is: <ul style="list-style-type: none">- Industrial- Residential- Agricultural	10 m 7.5 m 6 m
.6 Minimum setback of principal building from side parcel lines where the permitted use is: <ul style="list-style-type: none">- Industrial- Residential use- Agricultural	10 m 10 m 6 m
.7 Minimum setback of principal building from rear parcel line where the permitted use is: <ul style="list-style-type: none">- Industrial- Residential- Agricultural	10 m 7.5 m 6 m



Other Regulations

- 6.3 The following signs and notices are permitted:
One "for rent", "for sale", professional practice, home craft or occupation identity sign, not exceeding 3 m² in area on any parcel in addition to any directional signage.



District of Hudson's Hope
ZONING BYLAW
Bylaw No. 750, 2009

Accessory Buildings

6.4 Notwithstanding the other provisions of this Bylaw, accessory buildings are permitted provided that they are:

- .1 except for detached carports or garages, placed no nearer than the rear wall of the principal building to the front parcel line;
- .2 placed at least 1 m from any rear or side parcel line so as to have the same side yard from any flanking street as the principal building, provided that the principal building conforms to the minimum setback requirements as set out in this Bylaw; and
- .3 in the case of detached carports or garages opening onto a lane, at least 2 m from any such lane.

Spill scheduled at W.A.C. Bennett and Peace Canyon Dams

Hudson's Hope – The first prolonged release of water in a decade is scheduled to start Tuesday, June 26 from the W.A.C. Bennett Dam and Peace Canyon Dam near Hudson's Hope. The two facilities will continue to generate power during this time.

The spill may continue, uninterrupted, until mid-August, dependent upon inflows into Williston Reservoir. BC Hydro's Peace River facilities are designed to spill; it is considered to be a normal operation during the infrequent periods of excess inflows and water supply.

By spilling earlier, before Williston Reservoir is full, BC Hydro can release a smaller volume of water, minimizing the likelihood of a larger spill later on in the season. A spill of this size is not expected to cause flooding. Communities downstream of Peace Canyon Dam have been notified and should the spill operation change, BC Hydro will continue to keep communities informed. A similar spill was last observed in 2002.

The spill is a result of BC Hydro's need to manage high system reservoir levels brought on by higher than average snowpacks and recent rainfall throughout the B.C. Interior. The inflow forecast for Williston is currently 125 per cent of normal for the remaining runoff season.

BC Hydro is expected to spill between 570 and 1,415 cubic metres per second (m^3/s), (20,000 to 50,000 cubic feet per second) of water at both dams. Including the water used by the generating units, total discharge downstream of Peace Canyon Dam is expected to be between 2,150 and 3,000 m^3/s (75,000 and 105,000 cfs). By comparison, the maximum normal discharge from Peace Canyon Dam is 1,982 m^3/s .

BC Hydro may change the total downstream discharge, or end the spill without notice. For everyone's safety, the public is reminded that they must stay well away from the spillway structures of either facility and may not stop on the W.A.C. Bennett Dam crest road to view the spill. Safe locations for public viewing of the spills are at the W.A.C. Bennett Dam Visitor Centre, or the Peace Canyon Dam Visitor Centre. Both facilities are open daily except Tuesdays through the Labour Day weekend.

Visit BC Hydro's web site at www.bchydro.com

-30-

For more information please contact:
Bob Gammer, Community Relations
Direct: 250-561-4858
Web: www.bchydro.com/media

AUG 8 / 2012

MR. JOHN LOCHER.
DISTRICT OF HUDSON'S HOPE.

AS PER YOUR REQUEST THE
INFORMATION I AM REQUESTING IS AS
FOLLOWS

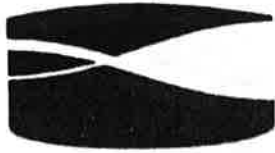
#1, DID THE DISTRICT REP AND
RMP WHO WENT TO MORRICE CREEK AFTER
THE FLOOD DO ANY KIND OF SURVEY?

#2 ZONING ON PROPERTY BELONGING
TO KEITH WATSON, TROY GODSMAN, STEVE GODSI.
SOUTH SIDE OF THE PEACE AND INCLUDING THE
MOUTH OF MORRICE CREEK. PLEASE PROVIDE MAP
WITH ZONING.

#3 WHEN WAS THE DISTRICT NOTIFIED
OF THE SPILL? WERE THEY INSTRUCTED TO
NOTIFY RESIDENTS ALONG THE RIVER? HOW
MUCH TIME ELAPSED BETWEEN BC HYDRO NOTIFYING
THE DISTRICT AND THE DISTRICT NOTIFYING THE
GENERAL PUBLIC THRU THE BULLETIN?

#4 HOW LONG AFTER SPILLWAYS
ARE OPENED BEFORE CRESTED WATER REACHES
MORRICE CREEK AREA? WAS THE DISTRICT
NOTIFIED RE: THE VOLUME BEING SPILLED?

WHEN YOU HAVE THIS INFORMATION
READY FOR ME MR. LOCHER PLEASE



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

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

June 10, 2013

Ms. Evelyn Edinger

Box 106

Hudson's Hope, BC

V0C 1V0

Dear Ms. Edinger:

Here is the letter that was sent in reply to your correspondence date August 8, 2012. Please let me know if you have any further questions.

Regards,

Laurel Grimm, Deputy Clerk

DISTRICT OF HUDSON'S HOPE



District of Hudson's Hope

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

Tel: (250) 783-9901 Fax: (250) 783-5741

E-mail: district@hudsonshope.ca www.hudsonshope.ca

09 August 2012

Ms. Evelyn Edinger
Box 106
Hudson's Hope, BC
V0C 1V0

Dear Ms. Edinger:

Re: Lot 1 Plan 2839

Further to your telephone inquiry and letter dated August 8, 2012, the following information is provided.

1. The District of Hudson's Hope Director of Protective Services visited the subject property, with the RCMP, on July 06, he did not undertake a survey of the property, other than visual, and the RCMP did not undertake a survey at that time. They did notice what appeared to be an abandoned vehicle in the Maurice Creek channel.
2. The subject lot is zoned Rural 1 – RU1 and I have attached an excerpt from our Zoning Bylaw detailing the permitted uses on the property.
3. The District received a Information Bulletin from BC Hydro on June 25th advising that they would be commencing a spill on June 26th. A copy of the Information Bulletin is attached and BC Hydro advised that they did not expect flooding downstream of the Peace Canyon dam. On June 29th the District received mapping from BC Hydro indicating the properties that could be impacted. The District visited those properties on June 29th on a familiarization tour and to ensure no residences or improvements were being flooded. The Information Bulletin from BC Hydro was reprinted in the District's monthly Bulletin with the Public Service Announcement with the link to the Bulletin issued on June 29. The Bulletin was distributed to the Public, in hard copy, on July 09.
4. We are not aware of the timeframe between increased discharge at the Peace Canyon Dam and the water cresting at Maurice Creek, that information should be available from BC Hydro. In the attached Information Bulletin, BC Hydro indicated that they would be spilling between 570 and 1,415 cubic meters per second. They further indicated that, including the water used by the generating units, the total discharge downstream of the Peace Canyon Dam was expected to be between 2,150 and 3,000 cubic meters per second. The normal maximum discharge from the Peace Canyon Dam is 1,982 cubic meters per second.

Should there be any additional information that I may be able to provide, please let me know.

Sincerely;

John Locher
Chief Administrative Officer

cc. Director of Protective Services



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

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

09 August 2013

Ms. Evelyn Edinger
PO Box 106
Hudson's Hope, BC
V0C 1V0

Dear Ms. Edinger:

Mayor Johansson has advised that you had anticipated a formal response from Council with respect to your presentation to Council on January 14, 2013. Council received your presentation for information and a formal reply was therefore not generated.

In your letter to Council you indicate that documentation from BC Hydro indicates that it is the District's responsibility to notify residents along the river of a spill from one of the dams that will cause elevated levels. The District's responsibilities do not include notifications of events that are within expected ranges be it water levels or weather, etc. We are required under the Emergency Program Act to respond and take the appropriate actions when an emergency occurs or is forecast to occur. The notification from BC Hydro indicated that the spill was within normal allowances and would increase 5000 cfs above the normal full output level of 70,000 cfs. This represents a 7% increase.

Regardless of the signage that BC Hydro has placed extensively in the region providing the public notice of fluctuating river levels, we did post the BC Hydro notice on our website with our online monthly Bulletin on June 29th and published the BC Hydro Information Bulletin in our hard copy monthly Bulletin which was distributed on July 9th.

As detailed in my letter dated 09 August 2012, our Director of Protective Services visited the property with the RCMP on July 06 and they noted what appeared to be an abandoned vehicle in the Maurice Creek channel. We assume that this is the vehicle that you are referring to.

We have yet to receive any notice of claim from the owner of the vehicle and at this late date, should we receive that claim, it will be difficult to determine the circumstances surrounding the water damage that you reported to your son's vehicle.

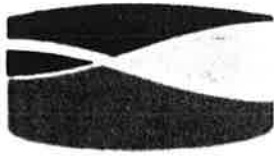
Should your son wish to submit a claim for damages to his vehicle, photographs showing the location of the vehicle when it flooded along with an estimate to repair the vehicle would be required to substantiate the claim.

Please accept my apology that you did not receive a formal reply after your January presentation to Council. Should you have any questions regarding any of my comments above, please feel free to call me at (250)783-9901 or stop by the District office at your convenience.

Sincerely,

John Locher
CAO

cc. CIP
Dir Prot Svcs



**HUDSON'S
HOPE**

PLAYGROUND OF THE PEACE

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

18 October 2013

Municipal Insurance Association of BC
1050 Homer Street, Suite 390
Vancouver, BC
V6B 2W

Attention: David Tupper, Assistant Claims Manager

Dear Mr. Tupper:

Re: **Water Damage Claim – Troy Godsman**

Please find attached a claim from Mr. Troy Godsman for damage that allegedly occurred to his vehicle in July of 2013.

As detailed in the attached correspondence, on June 25, 2012, BC Hydro issued an Information Bulletin with respect to a Spill Scheduled to start on June 26, from the W.A.C Bennett and Peace Canyon Dams. BC Hydro estimated the total discharge to be between 2,150 and 3,000 m³/s compared to the maximum normal discharge of 1,982 m³/s.

The District of Hudson's Hope received the Information Bulletin from BC Hydro and posted a copy of the notice on our website on June 29th with a copy also included in the District's monthly newsletter, the Bulletin, which was distributed on July 9th. The District's Director of Protective Services and the RCMP visited the Godsman property on July 06 and noted what appeared to be an abandoned vehicle in the Maurice Creek Channel.

Ms. Evelyn Edinger (mother of the claimant), submitted a notice of the incident by telephone call and letter of August 08, 2012 and the District's response dated 09 August 2012 is attached. In January 14, 2013 Ms. Edinger attended a Regular Council meeting and presented information that she had received from BC Hydro. A copy of the presentation is attached and was received for information by Council. In early August 2103, Ms. Edinger advised the Mayor that she had not received a formal response from Council and the Chief Administrative Offices response to that request dated 09 August 2013 is attached. Subsequent to Ms. Edinger receiving the letter, the owner of the vehicle in question, Mr. Troy Godsman submitted the brief attached claim dated 18 August 2013. The claim did not include the requested photographs or estimates to repair the vehicle.

We do not believe that the District or BC Hydro have any responsibility for the reported damage to the vehicle as there are posted warning signs advising of fluctuating river levels and the spill was not an emergency. Could you please have this issue referred to an adjuster for investigation?

Sincerely;

Tom Matus
Chief Administrative Officer

Aug 18 2013
TroyGodsman
PO Box 106
Hudson's Hope
BC V0C 1V0

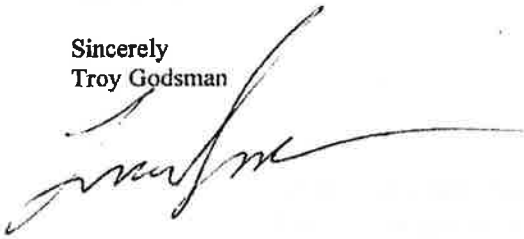
Mr John Locker
Attn: Mayor and council

Further our conversation on Aug 16th in your office.

I hereby submit a claim for my 1997 F350 4*4 XLT super cab 7.3l power stroke turbo diesel with 189000kms .

Last year when looking to replace it the only one I found with less than 200000kms was in Kamloops valued at \$16500.

Sincerely
Troy Godsman

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

RECEIVED
DEC 30 2013

December 23, 2013
File: 8100-20



City of Fort St. John
10631-100th Street
Fort St. John, BC
Canada V1J 3Z5

(250) 787-8150 City Hall
(250) 787-8181 Facsimile

www.fortstjohn.ca

District of Hudson's Hope
Mayor Gwen Johansson and Councillors
Box 330
Hudson's Hope, BC V0C 1V0

RECEIVED
DEC 30 2013

Mayor Gwen Johansson and Councillors,

**RE: 10th High On Ice Festival 2014
Mayor's Ice Carving Challenge**

The High on Ice Festival is a fantastic family event that takes place in Fort St. John this February. It is one of British Columbia's ice carving events and offers a full weekend of fun: professional and amateur ice carving, snow sculpting competition, toboggan races, sleigh rides, ice fishing derby, pond hockey tournament, over the line tournament, children's activities and much more.

You are hereby challenged to compete in the High on Ice Festival Mayor's Ice Carving Challenge, February 8th from 9:00am-4:00pm. Pride and glory for your community are up for grabs along with the coveted trophy!

If you would like to accept my challenge, please contact Paola Banks at 250.794.3262 or pbanks@fortstjohn.ca by February 3, 2014. Once you have accepted the challenge, additional information will be provided to you.

We hope to see you either in the Mayor's Challenge or out just enjoying the weekend in the Energetic City!

Yours truly,

Mayor Lori Ackerman
City of Fort St John

/pb

Coleman Mercereau
GMS Health and Wellness Rep
Hudson's Hope BC

District of Hudson's Hope

Re: Weight room at BCH apartments

Hudson's Hope Town Council,

This letter is written to express my concerns around the addition of or lack of adding a weight room/exercise facility to the apartment complex that BC Hydro will be building in the upcoming spring.

My understanding is that council and the mayor expressed concerns over this potential weight room/exercise facility to the senior management in BC Hydro. The concerns were public access to non BC Hydro employees, potential opportunity lost for establishing a private business, and creating a divide between BC Hydro employees and non BC Hydro town members.

Many of the residents in Hudson's Hope are active; many are making treks to other communities such as Chetwynd or Fort St. John to have access to the facilities. These residents are not only paying monies to use these facilities (and in turn, adding to the municipal government revenues) they are also spending money in the gas stations and grocery stores as well. It makes it more convenient for them, while they are present at the recreation facility, to add in a shopping trip. Unfortunately, this does not assist in supporting the local businesses in Hudson's Hope that also provide these services.

There is a weight room in Marg's Mini Mart. The original intent of this weight room was for the owner of Marg's to have a warm location for him to focus on his competitive bodybuilding aspirations. It has since evolved to allowing the public in the facility. This location has a very limited space along with no change room or shower facilities.

I am asking the council and mayor to reconsider their position with regards to the addition of a weight room/exercise facility to these apartments. I believe that there is an opportunity here for Hudson's Hope as a community to benefit from the addition of this facility. It does not have to be a BC Hydro employee only facility. I am sure there are many options that can be made available if Council is interested and willing to enter into discussions with BC Hydro on this topic.

At the BC Hydro Edmonds and Dunsmuir locations they have a weight room/exercise facility called Surges. This is location that offers a variety of Health and Wellness opportunities from weights to yoga to Pilates along with nutritional and professional training services. BC Hydro contracts out the operations of Surges but supplies the locations and equipment. There are opportunities that we can look at that might include the purchase of discounted equipment that has been used at the Surges facility.

It is my hope, as a Health and Wellness Representative at BC Hydro, that BC Hydro and the District of Hudson's Hope could work together to make this facility beneficial to the entire community of Hudson's Hope. I would like to work with you to see if we can overcome the concerns that Council has around such a facility, including providing access to members of the community. Such a facility can be set up so that together BC Hydro and the District Of Hudson's Hope make all residents of Hudson's Hope a healthier, fitter and more productive community.

The opportunity to have a facility similar to this is now, prior to the construction commencing. As far as I know, there are no private businesses willing to invest in setting up an exercise facility in Hudson's Hope. I am confused as I do not understand why the District would have prevented such a facility from being built without exploring opportunities to partner with BC Hydro and deliver on a common goal, enhancing the services that the Community provides to encourage residents to live here. If a facility is made for all residents why is that a bad thing?

I am sending a similar letter to the regional Director of Northern Operations, Darin Thompson, to restart the conversation on this matter. I am always available to answer any questions that may arise from this letter. Feel free to contact me at home 250-783-9937, at work 250783-5104, or on my cell 250-783-0752. I look forward to hear your response.

Sincerely

Coleman Mercereau



British Columbia Women's Institute

PO Box 36

Barriere, BC V0E 1E0

Telephone – 1-250-672-0259

Fax – 1-250-672-0259

Email – bcwi@bcwi.ca

Website – www.bcwi.ca

RECEIVED
DEC 13 2013

December 12, 2013

Sent via Email

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

**RE: How will supporting BCWI in its endeavour to stop
Site C benefit the District of Hudson's Hope**

Dear Ms. Grimm:

BCWI is concerned that the loss of valuable productive agriculture land in the District of Hudson's Hope is just as important as the loss elsewhere in the valley. In a time of climate change, this loss could have an impact on food security for future generations and the loss of prosperous permanent settlements from destruction of agricultural lands which can never be recovered.

Further, landowners in the Peace River Valley do depend, to varying extents on the District of Hudson's Hope to meet their needs and many become members of the Hudson's Hope community. We are well aware of the many detrimental impacts that Site C, if approved could cause for your community. Our efforts to ensure that the dam doesn't proceed based on agricultural related concerns, serve to strengthen the case for not approving the dam in general. Should the dam not be approved, then the District of Hudson's Hope will be relieved of its many concerns regarding the detrimental impacts that the community would suffer from Site C.

BC is losing valuable productive farmland at an alarming rate not only by the threat of Site C but also by the oil and gas industry and coalbed methane. BC needs to preserve every precious acre.

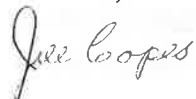
BCWI has hired Eveline Wolterson, an agricultural expert to submit a written report on the gaps in BC Hydro's analysis of the value of agricultural land in the Peace River Valley. She will also attend the hearings in Fort St. John in January to present before the Joint Review Panel. The costs for Ms. Wolterson's work are much higher than the funding received from the Canadian Environmental Assessment Agency to assist with these expenses. Enclosed is a copy of Ms. Wolterson's written submission for your review. This will give you a good idea of the details associated with the range of agricultural issues that she will address with the Panel.

Women interested, informed and involved in building a better tomorrow

I look forward to your reply.

Sincerely For Home & Country

Jill Copes
President, BCWI



JC/bb

Encl:



British Columbia Women's Institute

PO Box 36

Barriere, BC V0E 1E0

Telephone – 1-250-672-0259

Fax – 1-250-672-0259

Email – bcwi@bcwi.ca

Website – www.bcwi.ca

November 1, 2013

Director Karen Goodings, Area B
Director Arthur Hadland, Area C
Mayor Gwen Johanssen, Hudson's Hope

INFORMATION
ONLY

Dear Karen, Arthur, Gwen:

British Columbia Women's Institute would like to make a request to the Peace River Regional District Rural Directors of Area B and C and the District of Hudson's Hope to provide funding for BCWI to continue in the process of completing our participation in the environmental assessment process (EA) on Site C. We are now in the third and final phase of the EA where there will be hearings conducted by a joint review panel. BCWI and Peace Valley Environment Association have jointly hired agricultural consultants Eveline Woltersen, Wendy Holm and Joan Sawiki to prepare and present at the hearings on the importance of preserving the valuable agriculture land to be flooded by Site C. While some funding has been allocated to us from the Canadian Environmental Assessment Agency to help with the costs of having these experts participate on our behalf, considerably more money is required for them to prepare adequately. A donation up to \$10,000.00 to assist in ensuring that the Joint Review Panel is fully informed of both the short and long-term devastating effects that this project will have on the farming community and local economy would be most appreciated.

If Site C were to proceed, this would result in the largest removal of agricultural land in the history of the Agricultural Land Commission. Approximately 16,000 acres of agricultural land, Classes 1 to 7 would be immediately impacted by the project. Over 17,000 acres of forest in the valley will also be impacted. Additionally approximately 24,000 acres of agriculture and forested land combined will also be affected by the anticipated erosion. This brings the total amount of land impacted by this project to over 57,000 acres. In a time when traditional food producing lands are being depleted and the importance of local food production is widely recognized, it makes no sense to put this valuable agricultural land in our region at such risk.

Our agricultural experts have worked hard to date, submitting comments regarding the costs of this project in Phases 1 and 2 of the Site C EA. Phase 3 is our final opportunity to present the most convincing and detailed case possible to the Joint Review Panel as they make a determination on this project.

I look forward to your response and if you need more information please do not hesitate to call me.

Sincerely, For Home & Country

Jill Copes
President, British Columbia Women's Institute

Women interested, informed and involved in building a better tomorrow

Hudson's Hope Gentlemen's Hockey League
Hudson's Hope BC

District of Hudson's Hope

Re: Hudson's Hope 3 on 3 Hockey Tournament

Hudson's Hope Town Council,

This letter is in regards to the usage of the Hudson's Hope arena on February 22nd 2014 for a licensed function. We will be having a 3 on 3 hockey tournament on February 22nd we have a few teams coming from out of town as well as local participation. We are requesting that as part of this function permission to hold a "beer garden" at the arena.

Several of the local gentlemen's hockey league players have their Serving it Right certificate and will be on site the entire time of the permit. Travis Winnicky will hold the permit for this event. He has held permits for these types of events at the arena for old timers' hockey tournaments as well as at many dances in the community hall.

We plan on sectioning off a part of the stands to keep underage people out of the licensed portion of the arena. Rides for patrons will be provided for those individuals in need.

If there are any questions please do not hesitate to ask. Coleman Mercereau 250-783-9937 (H) 250-783-5104 (W) 250-783-0752 (C).

Sincerely

Coleman Mercereau

RECEIVED
JAN 08 2014

There is a discussion paper
Havrel has it.
Gwen



December 12, 2013

Ref: 154580

Her Worship Mayor Gwen Johannson
and Members of Council
District of Hudson's Hope
Box 330
Hudson's Hope, BC V0C 1V0



Dear Mayor Johannson and Councillors:

I am writing today to invite your local government's input on the second phase of local government elections reform.

I wrote to all local governments on August 27, 2013 to announce the release of a White Paper on Local Government Elections Reform. As noted in the White Paper, I have initiated targeted stakeholder engagement on expense limits in November 2013. The intent is to develop and introduce expense limits legislation in time for the next local elections *after* 2014. Given the diversity of views on the topic and the complex policy issues, I want to start discussions on expense limits early and be in a position to introduce expense limits with plenty of lead-time before the next elections after 2014.

Expense limits would ultimately be added into the proposed *Local Elections Campaign Financing Act*. This two-phase approach allows campaign participants to first become familiar with a new, separate Act with new rules around transparency, accountability and enforcement before adding expense limits into local elections.

Information gathered through talking to key stakeholders, such as local governments, will help inform the development of expense limits. I will be having regular discussions with the Union of British Columbia Municipalities' Executive as we move forward. However, I also wanted each local government to have an opportunity to share perspectives on expense limits, and issues related to expense limits. I would appreciate your thoughts on questions and issues around campaigning for office. For example,

- In your community, do you think the cost of campaigning is a deterrent to people considering running for office?
- What are the most significant cost pressures in local campaigns?
- Are campaign finance issues different in small communities than in large communities, and if so, in what ways?

.../2



FORT ST JOHN
The Energetic City



January 2, 2014

Peace Region Municipalities and Electoral Areas
By Email

RECEIVED
JAN 03 2014

Dear Mayors, Councils and Electoral Area Directors,

We, the Mayors of Taylor, Dawson Creek and Fort St. John are taking the initiative to suggest that all Peace Region Municipalities and Electoral Area Directors hold a preliminary planning meeting that will hopefully lead to the re-establishment of a Regional Coalition; similar to the coalitions that so successfully represented the Peace Region interests with the Province and industry in securing Fair Share Agreements in 1994, 1997 and 2005.

We are very fortunate that Premier Clark has already committed in May of 2013 to extending the Fair Share Agreement to 2030. However, this positive news has been accompanied by increasing concern on our part with rumors of provincial review of the indexing formulae.

To ensure unilateral action by the Province is avoided our three communities have written to the Premier and Ministers expressing our support for continuation of the existing Fair Share program including its indexing and distribution formulas. We have also indicated that we would entertain a structured process to deal with extension of the Fair Share agreement as long as the process was structured and enshrined in a MOU mutually developed and agreed to by the Province and the Peace Region.

Copies of our correspondence are attached for your information.

We would advocate each community and electoral area consider similar communication to the Premier and Ministers to express your specific perceptions and positions.

We are all separate and independent signatories to the Fair Share agreement and we do not at this point have a mutually approved and mandated coalition in place to represent our collective interests.

We have also expressed our concerns to the Province as to the need for immediate action in terms of initiating integrated and comprehensive socio-economic planning that should

be a shared priority with the Province in order that Peace Region Municipalities and electoral areas are provided with a more detailed understanding of the cumulative impacts of natural gas, mining, forestry, power generation and Site C developments on our communities and electoral areas.

We are facing massive demands and impacts on community and regional infrastructure, on our services, water supplies, and the environment and we believe that these impacts will know no borders and will impact all of our municipalities and electoral areas simultaneously.

It goes without saying that we cannot plan, control or respond to this rapid growth in isolation of each other and that ideally we will be much better equipped if we face the future in a cooperative and coordinated coalition of mutual interests.

We recognize the individual rights of each community and electoral area to represent the best interest of their citizens in terms of the Fair Share agreement and the vast economic growth that is underway and which will likely accelerate rapidly with announcement of LNG and other major projects.

We strongly believe that the reconstitution of a Regional Coalition is in the best mutual interests of all Peace Region Municipalities and electoral areas.

In that regard we are suggesting the Peace Region Municipalities and electoral areas plan an organizational meeting at the earliest opportunity. We are prepared to host the initial meeting in Taylor on January 30, 2014 at 10:00 am. Venue information will be circulated at a later date.

In the event that the Province agrees to meeting with us prior to the organizational meeting referenced above, we are hopeful that Chair Goodings would be available to accompany us to Victoria.

Please RSVP for this meeting to Tracy Kucera at 250-789-3392 or tkucera@districtoftaylor.com.

Yours truly,



Dale Bumstead
Mayor, Dawson Creek



Lori Ackerman
Mayor, Fort St. John



Fred Jarvis
Mayor, District of Taylor



December 3, 2013

Via Email: premier@gov.bc.ca

Premier Christy Clark
PO Box Stn Prov Govt
Victoria, BC V8W 9E1

Dear Premier Clark:

RE: Fair Share Program

On behalf of our communities we wanted to express our sincerest appreciation for your announcement this spring that the Peace Region's Fair Share program would be extended to 2030.

Our communities were deeply concerned with the uncertainty created by the March, 2020 expiry date of the existing agreement falling in the midst of the vast Natural Gas and LNG growth and expansion that will be underway at that point in time.

The Natural Gas Workforce Action Plan is calling for a fourfold increase in the workforce in NEBC over the next 10 years and our communities will be fully challenged with expanding our community infrastructure and services to accommodate the vast increase in our population and the transient work force.

Our communities are committed to fulfilling our role in facilitating and supporting the biggest resource development undertaken in BC's history, however, we will need to have financial certainty and predictability in order to properly plan and expand our community infrastructure and services in line with your economic goals.

We are awaiting communication from your Minister of Community, Sport and Cultural Services who has responsibility for the Fair Share program as to the process by which the Province will open discussions as to the parameters by which the existing Fair Share Program will be extended to 2030.

The Conference Board of Canada study released in January, 2013 concluded that 75% of the total industry investment, job creation and economic activity involved in development of BC's Natural Gas and LNG facilities will occur in the upstream. That means in Northeastern BC, the area's defined as the Peace Region and Northern Rockies. The Province is using job creation numbers ranging from 75,000 to 100,000 new jobs.

It goes without saying that the ability of the Peace Region communities to support your jobs plan is directly linked to the current Fair Share program and its future extension.

This Province's LNG targets call for 3 to 5 plants to be up and running within 6-7 years and upstream natural gas infrastructure and capacity will need to be developed simultaneously by the Industry.

...2



December 3, 2013
Letter to Premier Clark

Page 2

Industry tells us that, to bring three LNG plants online, \$150 billion will have to be invested in the Northeast of BC.

The one essential ingredient to making this all possible will be ensuring that the communities have adequate community infrastructure and services to accommodate a vast population increase in both the permanent and transient workforce. The standard for services and facilities must be sufficiently attractive to be the basis for successful recruitment of workers and families. These communities must be developed as permanent resource centre communities that offer a consistent high quality of life.

At this juncture we submit that economic impact planning and identification of essential Provincial and community infrastructure and services requirements needs to start now as an integral element in ensuring that BC's massive LNG and Natural Gas Development is achieved.

Premier, we are prepared to work hand and hand with your government to ensure this magnificent opportunity materializes.

Sincerely,

Mayor Lori Ackerman
Fort St. John

Mayor Dale Bumstead
Dawson Creek

Mayor Fred Jarvis
District of Taylor

CC:

Minister Oakes
Minister de Jong
Minister Coleman
Minister Bennett
Minister Pimm
MLA Bernier



December 3, 2013

Via Email: CSCD.Minister@gov.bc.ca

Honorable Minister Oakes
Minister of Community, Sport and Cultural Services
PO Box 9056
Stn Prov Govt
Victoria, BC V8W 9E2

Dear Minister Oakes:

RE: Fair Share Program

The Premier announced this spring that the Fair Share program would be extended to 2030.

It goes without saying that the Premier's announcement did not include any reference to the existing Fair Share Agreement which simply recognizes and acknowledges that there is a formal signed agreement in place between the Province and each of the 7 municipalities and the 4 electoral areas in the Peace Region. The current agreement does not expire until March of 2020.

The existing Fair Share agreement also contains provisions that it cannot be opened without the agreement of the Peace Region municipalities and electoral areas.

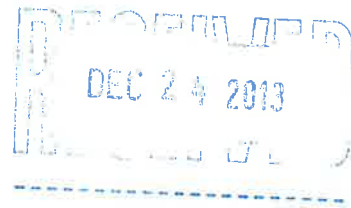
We have every expectation that the Province will continue to respect the veracity and integrity of the existing Fair Share Agreement!

While the existing Agreement must be honored by the Province we acknowledge two reasons for the Province to propose a series of discussions with the Peace Region communities. The first is to open discussion on the extension of the existing agreement to 2030 and the second is the pressing mutual need to implement a planning process as to how Peace Region communities will prepare for significant four fold increases in the permanent and transient workforce as identified by the Natural Gas Workforce Action Plan.

The Peace Region municipalities will be challenged to the extreme with expansion of community infrastructure and services to accommodate the population explosion that is inherent in meeting the Province's economic objectives for LNG and Natural Gas expansion.

The municipalities that are signatory to this letter are prepared to advocate to their counterparts in the Peace Region that if a satisfactory process could be mutually developed between the Province and the Peace Region municipalities and electoral areas that it would be in their interest to participate if a formal process was in place.

... 2



December 18, 2013

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

Re: Resolution Submission Deadline: March 7th, 2014

Dear Mayor and Council,

The North Central Local Government Association's 59th Annual General Meeting and Convention will be held May 7th - 9th, 2014 in Fort St. John. The Executive of the NCLGA encourages you to submit your resolutions on issues of concern for debate at the Convention. These resolutions are vital to the Association, as the issues identified and endorsed at this meeting help to focus the work plan for the Executive and staff during the year ahead.

We strongly encourage you to draft and submit your resolutions early. Resolutions must be submitted to the NCLGA office prior to the deadline of **Friday, March 7th, 2014**. We work with a tight schedule to allow enough time for the resolutions to be forwarded to UBCM for comment and then returned to us for compilation into the Annual Report prior to convention. All five of the Area Associations submit resolutions to UBCM during the same time period, which can create challenges for the UBCM staff.

In an effort to streamline the resolution process, both at our own Convention and at UBCM, if resolutions are received that cover the same topic we may combine them to form one resolution giving all sponsors credit.

Enclosed please find:

- a sample resolution with preparation guidelines.
- examples of well written resolutions.
- criteria for the Best Crafted Resolution Gold Star Award.

If you would like to research whether a topic has come up in previous years there is a searchable database of resolutions dating back to the Year 2000 on the NCLGA website at: www.nclga.ca. If assistance or advice is needed with the drafting of your resolutions please do not hesitate to contact staff at the NCLGA office.

Sincerely,



Regional Councillor Kim Eglinski
Resolutions Chair, NCLGA

Encl.

SAMPLE RESOLUTION

SHORT TITLE

SPONSOR'S NAME

WHEREAS ;

AND WHEREAS :

THEREFORE BE IT RESOLVED that the NCLGA .

(Note: A second “operative” clause, if it is absolutely required, should start as follows:

AND BE IT FURTHER RESOLVED that .

Guidelines on Preparing Resolutions

The construction of a resolution:

Each resolution should address **only one specific subject**.

All resolutions must contain a **preamble and an operative clause**.

The preamble clause (“whereas”) describes the issue, and the operative clause (“therefore be it resolved”) outlines the action that NCLGA is being requested to undertake.

The resolution should answer three questions:

- 1) What is the problem?
- 2) What is causing the problem?
- 3) What is the best way to solve the problem?

The preamble should contain no more than two “whereas” clauses. If the sponsor feels that the rationale is not fully stated within the two “whereas” clauses, supporting background documentation should be provided.

The operative clause should be as short as possible, and clearly describe the action being requested.

EXAMPLES OF WELL WRITTEN RESOLUTIONS NCLGA GOLD STAR WINNERS

MEDICAL TRANSPORTATION IN RURAL BC

DISTRICT OF STEWART

WHEREAS the current lack of adequate medical transportation for people who need access to regular specialized medical services located in hub communities throughout the NCLGA Region;

AND WHEREAS accessible transportation is key to the effective treatment and recovery of British Columbians in small rural and remote communities:

THEREFORE BE IT RESOLVED that NCLGA and UBCM lobby the Provincial Government to further support the development of medical transportation services that meet the needs of all rural British Columbians.

PALLIATIVE CARE IN RURAL BC

DISTRICT OF STEWART

WHEREAS the current model of palliative care services does not address the critical needs of small rural and remote Communities in British Columbia;

AND WHEREAS lack of palliative care does not allow for residents to end their life with dignity in their home community near family and friends:

THEREFORE BE IT RESOLVED that NCLGA and UBCM members endorse and support the development of palliative care services in rural British Columbia.

WIRELESS HIGH SPEED INTERNET

DISTRICT OF HUDSON'S HOPE

WHEREAS the lack of access to high-speed internet adversely affects the economic well being of communities;

AND WHEREAS the unused spectrum formerly needed by stations transmitting analog television signals could be used to transmit internet service:

THEREFORE BE IT RESOLVED that NCLGA and UBCM petition the federal government (Industry Canada) to approve a portion of the unlicensed spectrum for use as wireless regional area networks at the earliest possible date.



Pond A Assessment

Talisman Energy Inc.
at
Talisman Farrell
c-083-I/094-B-01

Prepared by: Chris Weissbach, ASCT

Sept 9, 2013

SS2 Site12 Comp101 Fort St John, B.C. V1J 4M7

HESL Job #: 130903.02

O: 250-827-3024 F: 250-827-3029 Web: www.hesl.ca



Remediation Report

Talisman Energy Inc.
Talisman Farrell
c-083-I/094-B-01 Pond "A"

Prepared by: Janine Esdale

Reviewed by: Chris Weissbach (ASCT)

October 9, 2013

HESL Job #: 131007.01

SS2 Site12 Comp101 Fort St John, B.C. V1J 4M7

O: 250-827-3024 F: 250-827-3029 Web: www.hesl.ca



Remediation Report

Talisman Energy Inc.
Talisman Farrell
c-083-I/094-B-01 (Core Road)

Prepared by: Stevi Esdale

Reviewed by: Chris Weissbach (ASCT)

November 26, 2013

HESL Job #: 131125.01

SS2 Site12 Comp101 Fort St John, B.C. V1J 4M7

O: 250-827-3024 F: 250-827-3029 Web: www.hesl.ca



Environmental Site Assessment

For
Talisman Energy Inc.
at
Talisman Farrell
c-083-I/094-B-01 (Core Road)

Rev 1.3

HESL Job #: 131007.02

Prepared by: Chris Weissbach, ASCT

Revised: Oct 7, 2013

SS2 Site12 Comp101 Fort St John, B.C. V1J 4M7

O: 250-827-3024 F: 250-827-3029 Web: www.hesl.ca

Clerk

From: CivicInfo BC [info@civicinfo.bc.ca]
ent: December-13-13 11:01 AM
fo: info@civicinfo.bc.ca
Subject: Message from the Ministry of Community, Sport and Cultural Development

This message is being sent by CivicInfo BC to all local governments in British Columbia on behalf of the Ministry of Community, Sport and Cultural Development.

Subject: Expense Limits Discussion Paper
Intended Recipient(s): Mayors/Chief Administrative Officers/Corporate Officers
Attachments: None. See message below.

If you have received this message in error, we ask that you forward it along to the appropriate person in your office.

MESSAGE:

The Ministry of Community, Sport and Cultural Development is inviting comments on expense limits in local elections from local governments, boards of education and the public. All local governments and boards of education will be receiving a letter from the Minister of Community, Sport and Cultural Development inviting their feedback. The letter includes a discussion paper on expense limits. Local governments are welcome to provide a response that reflects a discussion of their councils and boards. Alternatively, or in addition to a response from councils and boards, individuals are also invited to provide their comments.

The discussion paper on expense limits is available at www.cscd.gov.bc.ca/LocalGovtElectionReform/expenselimits.htm. **Written comments on the paper, and on expense limits generally, are invited until January 31, 2014.** Comments or questions can be emailed to localgovelectionreform@gov.bc.ca.

Feedback on the discussion paper and stakeholder engagement will be assessed with a view to introducing expense limits legislation that, if approved, will come into effect for local elections after 2014.

Expense limits build on the foundation of the proposed Local Elections Campaign Financing Act, which government intends to introduce for the Legislature's consideration in Spring 2014. The legislation proposes a number of changes that, if passed, will take effect in time for the November 2014 elections.

For more detail on the proposed legislation for 2014, see the White Paper on Local Government Elections Reform <<http://www.cscd.gov.bc.ca/LocalGovtElectionReform/whitepaper.htm>>.

The information transmitted herein is confidential and may contain privileged information. It is intended solely for the person or entity to which it is addressed. Any review, retransmission, dissemination, taking of any action in reliance upon, or other use of this information by persons or entities other than the intended recipient is prohibited. If you received this in error, please notify the sender and delete or destroy all digital and printed copies.

December 09, 13

Dear Council members,

I would sincerely like to express my thanks for your continued sponsorship for the "Fit For Life" program. This program has been an incredible addition to the community. Fit for Life is a low key exercise class designed to accommodate folks who have low mobility and a limited range of motion. It's an excellent program and fulfills a need in the community.

Classes are held each Monday and Thursday for four weeks for a total of 32 classes per session. Session 1 runs from January to May. Session 2 runs from September to December. The program is definitely working. The measure of success is obvious from the comments.

Participant Comments:

"Finally something I can do!"

"It keeps me standing straighter."

"I use to have problems with my legs. They would just shake and keep me awake at night. Since I have started this class, I don't have any more problems."

"I can get out of my bathtub."

"It gives you energy. I can do things."

"I had to climb a mountain and I did it!"

"I feel good." "It's fun!" "More people should do it."

"I need this."

"I lost something under my couch and I just bend down and picked it up. I couldn't do that before."

"It's important to stay active. That's how you stay young."

"You have been more help to me than all the doctors I have seen."

There are now nine regular participants and on occasions there are six folks who drop in to participate. Participants pay a small fee for the program. This fee does not cover the cost of running the program, but is a great incentive to keep everyone coming. The District has previously allocated \$1280 per session and has also covered a portion of the insurance costs. This amount covers the rent, and a nominal instructor fee. It does not include BCRPA membership , renewal courses , equipment or other fees which can easily run over \$1000 a year.

Given the success of this program, I am hoping that Council will once again approve sponsorship for 2014. Thank you on behalf of all the participants for offering a program with such benefits. Thank you for your time and consideration.

Sincerely,



Greta Goddard

BCRPA Fitness Instructor



Hudson's Hope Playschool

PO Box 611, 10112 Macintosh Crescent, Hudson's Hope, BC V0C 1V0

250-783-5505



January 1, 2014

District of Hudson's Hope
PO BOX 330
Hudson's Hope, BC
V0C 1V0

RECEIVED
JAN 02 2014

Dear Mayor Johansson and Council:

On behalf of the current and future children who attend the Hudson's Hope Playschool, we would like to thank the District of Hudson's Hope for awarding us a financial assistance grant for 2013.

The grant money, along with the money raised through fundraising, made it possible for the Hudson's Hope Playschool to purchase a Discovery Centre for the children. As indicated in our grant application, this item will be available for loan to the Strong Start Centre if requested.

The Discovery Centre arrived during class time, so the children had an opportunity to turn this unexpected drop off into a learning experience. The children assisted in putting the new centre together, which is something that most children in larger communities would not have the opportunity to do. The playschool kids were able to use some small tools, including a hex key during the assembly and were able to get the sense of accomplishment as a result of putting it together.

The learning opportunities are endless. As children begin to understand the physical properties of sand they have the ability to design and create. It develops cognitive skills, cause and effect when they add water to the sand, problem solving (when their tower starts to collapse), predictions and expansion of language (more vs less, heavy vs light).

We have had this 'Magic Sand' Discovery Centre for several weeks now, and it is an instant hit with the children. They have been very excited to see the neat and innovative properties of sand. By adding just a little bit of water to the sand, it can be moulded into shapes, much like playing with sand at the beach. After the sand dries, it goes back to its original consistency. This has led to many learning opportunities for the children, prompting questions, investigation and play.

Thank you for your continued support in developing and growing the children of Hudson's Hope!

Tyler Schwartz
President, Hudson's Hope Playschool

Jayne Fletcher
Instructor, Hudson's Hope Playschool

Cc: Hudson's Hope Planning Committee

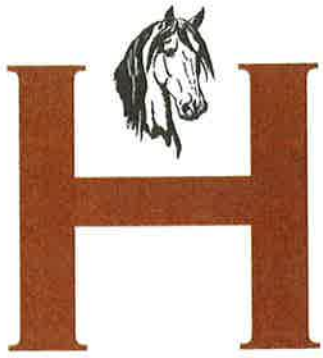


Hudson's Hope Playschool

PO Box 611, 10112 Macintosh Crescent, Hudson's Hope, BC V0C 1V0

250-783-5505





DOUBLE "H" SADDLE CLUB



Thank You For Your 2013 Donation

The Double H Saddle Club would like to take this opportunity to thank you for your donation to our Revitalization Project in spring 2013. We appreciate the generosity and community spirit the District of Hudson's Hope has shown us. This fall our club was approached by the BC High School Rodeo and were asked once again to host the 2014 Jr. Provincial Finals Rodeo. This honor has never been offered to a town two years in a row. We feel this offer is a direct result of all our efforts shown in spring, so the club has come back with a resounding yes!

Plans are in the works to continue with this revitalization project. There are still areas on the grounds that require updating or maintenance. We would ask that the District keep the Double 'H' Saddle Club in mind in your 2014 Community Contributions & Advertising Budget.

Sincerely,

Sharon Jackson, Fundraiser (250)783.5220



THANK YOU

We have had a lot of snow so far this winter, and the people responsible for removing the snow have done an excellent job. Please pass on our "Thank You" to everyone involved for the safer streets and outstanding quality of work.

Sincerely,
Steven' Grace