



DISTRICT OF HUDSON'S HOPE

AGENDA

Council Chambers

Tuesday February 14th, 2017 at 6:00 PM

1. Call to Order:

2. Delegations:

D1 Corporal Trevor Romanchych –RCMP report

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3. Notice of New Business:

Mayor's List

Councillors Additions

CAO's Additions

4. Adoption of Agenda by Consensus:

5. Declaration of Conflict of Interest:

6. Adoption of Minutes:

M1 January 23, 2017 Regular Council Meeting

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M2 January 30, 2017 Special Council Meeting

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7. Business Arising From the Minutes:

8. Staff Reports:

SR1 CAO Action and Other Updates

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SR2 RFD- Office printer/scanner/fax/photocopier

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SR3 RFD- Visitor Services Innovation Fund

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SR4 RFD- Omicron Business

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SR5 RPT- Building bylaw amendment

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SR6 RFD- Solar Array Evaluation Criteria Form

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SR7 RFD- Sub Regional Agreement for Building Inspection Services

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SR8 RFD- Arena Disco Party

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9. Bylaws:

B1 Bylaw 879-Amending Financial Plan

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B2 Bylaw 880- Amended Fees & Charges

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- 10. Correspondence** Page 72
- C1 2017 FCM Annual Conference Page 73
 - C2 Figure Skating Club donation request Page 74
 - C3 2017 NCGLA Conference Page 78
 - C4 Greta Goddard- Fit For Life Sponsorship Page 80
 - C5 PRRD- Notification of Operational Change Page 82
 - C6 District of Tumbler Ridge- request for support Page 84
 - C7 2017 NCGLA Community Leadership awards Page 86
 - C8 Letter from Northern Environmental Action Team Page 87
 - C9 Letter from Hudson's Hope School PAC
- 11. Reports by Mayor & Council on Meetings and Liaison Responsibilities** Page 78
- CR1 Councillor Heiberg- Joint Meeting PRRD and School District #60
- 12. Old Business:**
- 14. Public Inquiries:**
- 15. Adjournment:**



Royal Canadian Mounted Police
Gendarmerie royale du Canada

Security Classification/Designation

Non-sensitive

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

Your File

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

Our File

2017-02-06

Mayor and Council

**Hudson's Hope RCMP
Report to Mayor and Council**

Total Files to date for Hudson's Hope Detachment 2017: 36
Total file count for 2016: 456
Total file count for 2015: 480

Prisoners lodged to date 2017: 0
Total Prisoners lodged 2016: 13
Total Prisoners for 2015: 20

Domestic assaults to date for 2017: 0
Total for 2016: 4
Total for 2015: 5

Impaired Drivers to date 2017: 0
Total for 2016: 14
Total for 2015: 15
Total for 2014: 7

Checkstop program road blocks:
2016 total: 28
2015 total: 31
2014 total: 14

Non-sensitiveRoad Safety

Total # of written violations / warnings for 2016: 305
Total # of written violations / warnings for 2015: 229
Total # of written violations / warnings for 2014: approx 30

Total # of collisions for 2016: 31 / # Collisions involving fatality on Hwy: 1
Total # of collisions for 2015: 28 / # Collisions involving fatality on Hwy: 0
1 fatal off road vehicle collision off public highway
Total # of collisions for 2014: 46 / # Collisions involving fatality on Hwy: 3 (six deaths)

Theft under \$5000

Total 2016: 5
Total 2015: 5
Total 2014: 5

Theft Over \$5000 (does not include vehicles)

Total 2016: 2 (Gas Industry area)
Total 2015: 0
Total 2014: 1 (theft from remote construction site)

Theft of Auto / Truck

Total 2016: 1 and 1 recovered jet boat
Total 2015: 3 vehicles (one still missing) 1 heavy equipment (Rcvrd) 3 trailers (one still missing)
Total 2014: Two light generator trailers (one recovered) One sled (Still missing)
(2014 to date: 7 recovered stolen vehicles in HH from other areas (3 jet boats))

Mischief:

To date 2016: 16 (11 damage to property, 5 by act)
Total 2015: 17 (5 damaged gates along roads, 7 damage to property other, 4 by act)
Total 2014: 18 (9 damage to property, 9 by Act)

Break and Enter:

To date 2016: 6 (2 unable to prove or disprove as insecure residences, 3 gas industry area, 1 residence)
Total 2015: Two commercial (one remote compressor site) / One residential (estate dispute)
Total 2014: one residential (unable to prove or disprove) 1 commercial (Ski Hill equipment Hut)

Mental Health Act:

2016: 5
2015: 5
2014: 7

Non-sensitive

Operational:

One member due to transfer out of Hudson's Hope summer 2017. Training requirements for Jet Boat Operation and sled operations

Other:

Members continue to be engaged in speed / safety enforcement campaigns in the following areas; Beattie Drive School zone, Canyon Drive, Beryl Prairie Road, Farrell Creek Road and Highway 29 to Halfway River.

Detachment in consultation with Ministry of Transportation for Beattie Drive School zone. Detachment seeking to have the signage / visibility increased for the School zone signs. Detachment is gathering data to discuss the 13km area on the Farrell Creek Road as is very common for MVI / rollovers. Some being tankers carrying hazardous materials. Detachment to seek increased signage for the 90 degree corner.

Members continuing with efforts to reduce impaired driving in the Detachment area.

Detachment working with the local emergency services for conducting a community information session in regards to the dangers of Fentanyl and also awareness information for Landlords renting to tenants.

Members involved in the Hudson's Hope School running Elementary intramural sports during the winter and also reading stories to the Kindergarten / Grade one class.

Planning to be started for the coming May Long weekend 2017. Last 2 years have been attended less by campers and ATV/UTV enthusiasts due to colder, snowy / wet weather. Williston Lake Reservoir is low and is expected to stay low as work continues with the project at WAC Bennett Dam. The extended shoreline could draw more motor sport enthusiasts during this weekend.

Detachment has replaced the old 2006 Tahoe with a new 2015 pursuit Tahoe. The 2007 pick up has been identified for replacement and is expected to be replaced this year with a Tahoe. This will give the detachment 2 utility vehicles and one pick up.

New Detachment ATV's should arrive this month.

Upgrades for the detachment have been identified for summer 2017, safety and security, cell block upgrades along with the possibility of a chain link compound to be installed. We are hoping that it will be approved for completion this year.

Members will continue to work to be proactive and visible within the community.

RCMP North District Mandatory priorities for detachment Annual Priority Plans 2017/2018 are to include the following 3 priorities:

- #1 - Reducing Property Crime
- #2 - Reducing the Total number of Criminal Code Offences
- #3 - Reducing Violent Crime in Northern British Columbia

I am recommending keeping our local initiatives from the previous year:

- Community / Youth Engagement
- Enhance Road Safety


Cpl Trevor Romanowych
NCO i/c Hudson's Hope Detachment



REGULAR COUNCIL MEETING
January 23, 2017
6:00 P.M.
MUNICIPAL HALL COUNCIL CHAMBERS

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

Staff: CAO, Tom Matus
Director of Protective Services, Robert Norton
Corporate Officer, Tammy McKeown

Other:

1. **CALL TO ORDER:**
The meeting called to order at 6:15 p.m. with Mayor Gwen Johansson presiding.
 2. **DELEGATIONS:**
 3. **NOTICE OF NEW BUSINESS:**
Mayors Additions: addition to CR1
Councillors Additions:
Staff Additions: SR5, SR6, SR7, C9, C11, C12
 4. **ADOPTION OF AGENDA, AS AMENDED, BY CONSENSUS:**
 5. **DECLARATION OF CONFLICT OF INTEREST:**
 6. **ADOPTION OF MINUTES:**
- M1 **December 5, 2016 Committee of the Whole** 0550-01
RESOLUTION NO.012/17
M/S Councillors Heiberg/Miller
"The minutes of the December 5, 2016 Committee of the Whole Meeting be adopted as presented."
CARRIED
- M2 **December 12, 2016 Special Council Meeting** 0550-01
RESOLUTION NO.013/17
M/S Councillors Gillis/Heiberg
THAT:

- "The minutes of the December 12, 2016 Special Council Meeting be adopted as presented."*
CARRIED
- M3 **December 12, 2016 Regular Council Meeting** 0550-01
RESOLUTION NO.014/17
M/S Councillors Gillis/Heiberg
THAT:
"The minutes of the December 12, 2016 Regular Council Meeting be adopted as presented."
CARRIED
- M4 **December 14, 2016 Committee of the Whole Meeting** 0550-01
RESOLUTION NO.015/17
M/S Councillors Miller/Quibell
THAT:
"The minutes of the December 14, 2016 Committee of the Whole Meeting be adopted as presented."
CARRIED
- M5 **December 19, 2016 Special Council Meeting** 0550-01
RESOLUTION NO.016/17
M/S Councillors Gillis/Quibell
THAT:
"The minutes of the December 19, 2016 Special Council Meeting be adopted as presented."
CARRIED
- M6 **January 11, 2017 Special Council Meeting** 0550-01
RESOLUTION NO.017/17
M/S Councillors Middleton/Miller
THAT:
"The minutes of the January 11, 2017 Special Council Meeting be adopted as amended."
CARRIED
7. **BUSINESS ARISING OUT OF THE MINUTES:**
- BA1 **NEBC Resource Municipalities Coalition** 6750-01
 - Mayor Johansson to contact other Municipalities that have pulled out of the Coalition to discuss their concerns and reasoning for leaving.
- BA2 **Smart-Hubs** 1349-01
 - Discussion in regard to notifying public of benefits of utilizing Smart- Hubs in outlying areas.
- BA3 **Bullhead Mountain Curling Club** 0230-20
0810-20
 - Discussion in regard to lease agreement, subleasing arrangements. Staff to review lease to determine rules and regulations in regard to Club subleasing facility to third parties.

- BA4 **Council Procedure Bylaw** **3900-02**
- Discussion in regard to amending the bylaw to stipulate that Council members, who will not be attending a meeting, must notify the other members in a timely manner. Staff to research other Municipalities' Bylaws and Policies in regard to mandatory notification of absenteeism.
8. **STAFF REPORTS:** **0110-01**
- SR1 **CAO Report- Action and other Updates**
- **Shop Design:** See SR6
 - **Wastewater facility upgrade:** Discussion in regard to change of scope, concerns were voiced in regard to capacity.
 - Staff to contact Urban Systems to determine additional engineering costs
 - Staff to re-tender the project based on original tender that was sent out the week of May 9th, 2016.
 - **Transfer Site:** See SR4
 - **Solar Panels:** See SR7
- SR2 **CEC Appointments** **0540-01**
- Discussion in regard to transparency of decision making.
 - RFD should have stated "There were three interested candidates; Councillors Heiberg, Gillis and Miller. After careful consideration Councillors Heiberg and Miller were suggested to sit on the committee"
 - Date of Appointments to take effect to be changed from January 16th, 2017 to January 23rd, 2017
- RESOLUTION NO.020/17**
M/S Councillors Heiberg/Beam
THAT:
"That Council accept the appointments of the CAO, Councillors Miller and Heiberg to the Community Engagement Committee, meeting the conditions set out in the Partnering Relationship Agreement. Appointments to be taken effect as of January 23rd, 2017 and to be reviewed by council annually
CARRIED
- SR3 **Acting Mayor Schedule** **0530-01**
- Change Councillor Beam to February/May
 - Change Councillor Heiberg to August/November
- RESOLUTION NO.021/17**
M/S Councillors Quibell/Heiberg
THAT:
"Council approve the Acting Mayor schedule for the 2017 Calendar year, as amended."
CARRIED
- SR4 **RFD- Transfer Site Agreement** **5360-03**
- Discussion in regard to maximum hours if hourly rate implemented
RESOLUTION NO.019/17
M/S Councillors Miller/Heiberg
THAT:

"Council approve the following documents:

- 1 Transfer Site Materials Recovery Policy;
- 2 Transfer Site Maintenance Services Agreement;
- 3 Transfer Site Maintenance Services Addendum Agreement
(for Prime Contractor re WorkSafeBC requirements, if necessary)."

CARRIED

SR5 **RFD- Surplus sale** **1280-20**

- Discussion in regard to possible uses by the District

RESOLUTION NO.022/17

M/S Councillors Gillis/Miller

THAT:

"Staff retender the 2017 Mountain View Office Trailer with a minimum bid of \$45,000."

CARRIED

Councillor Quibell opposed

SR6 **RFD- Integrity Change Order #2** **0810-20**

RESOLUTION NO.018/17

M/S Councillors Gillis/Miller

That:

"Council approve the Integrity Post Structures Change Order for kitchen cabinet in the amount of \$8,150.00 plus tax."

CARRIED

SR7 **RFD- Solar Panels** **0970-01**

- Council requested that the draft RFP from Urban Systems be brought forward to the next meeting.
- Subcommittees to be created for the Wastewater and the Solar Panel projects. Council members that are interested in sitting on the subcommittees are to inform staff.

9. **BYLAWS:** **3900-02**

B1 **Bylaw 878- Inter-Community Business License**

RESOLUTION NO.023\17

M/S Councillors Heiberg/Middleton

THAT:

1. "That the report regarding District of Hudson's Hope ICBL Bylaw No. 878, 2017 be received.

2. That District of Hudson's Hope ICBL Bylaw No. 878, 2017 be given First, Second and Third readings."

CARRIED

7:35 Councillor Beam left the meeting

7:39 Councillor Gillis stepped out of the meeting, returning at 7:41

7:42 Councillor Middleton stepped out of the meeting returning at 7:44

B2 **Bylaw 878- Amending Financial Plan** **3900-02**

- Discussion in regard to necessary changes
- Discussion in regard to forming a Finance Committee
 - Budget Committee already in existence

- Editable copy of spreadsheet to be forwarded to Council and Budget Committee

RESOLUTION NO.024/17
M/S Councillors Quibell/Gillis

That:
"Council approve First, Second and Third Reading of the 2016, Amending Annual Financial Plan Bylaw# 879, 2017".
CARRIED

10. **CORRESPONDENCE:**
C1 **PMT Sec.17 timeframe extension**
See CR1

- C2 **Heritage BC-Call to Action**
FOR INFORMATION

- C3 **Joint meeting School District 60**
RESOLUTION NO.025/17
M/S Councillors Quibell/Middleton
That:
"Council authorize members of Council to attend the Joint Meeting with School District 60 on January 24, 2017 in Fort St John."
CARRIED

- C4 **BCNFR/NDIT invitation**
FOR INFORMATION

- C5 **Hudson's Hope Minor Hockey**
RESOLUTION NO.026/17
M/S Councillors Quibell/Miller
THAT:
"Council approve the donation of a District of Hudson's Hope swim pass to the Hudson's Hope Minor Hockey Association".
CARRIED

- C6 **Muscular Dystrophy**
FOR INFORMATION

- C7 **Request for letter of support- Hudson's Hope Museum**
RESOLUTION NO.027/17
M/S Councillors Middleton/Miller
THAT:
"Council provide a letter of support to the Hudson's Hope Historical Society Museum to assist them with their application to the BC Hydro "GO" fund."
CARRIED

- C8 **BCEDA- Minister's Dinner**
FOR INFORMATION

- C9 **Copy of letters of support District of Hudson's Hope Telepharmacy**
FOR INFORMATION

C10 **Correspondence – BC Interior Community Foundation**
FOR INFORMATION

C11 **Canadian Spirit Resources Water License**
FOR INFORMATION

C12 **NCLGA Resolution submission deadline**
FOR INFORMATION

**REPORTS BY MAYOR & COUNCIL ON MEETINGS AND
LIAISON RESPONSIBILITIES**

CR1 **Response to MARR**

- Mayor Johansson to send out draft copy of response to MARR, in regard to s.17 application, to Council to review.
- Electronic motion to be made.

12. **OLD BUSINESS:**
OB1 **Stops of Interest Nominations**
FOR INFORMATION

- Staff to submit Nominations to EngageBC

OB2 **RPT- Property Tax Revenue Per Capita**

- Discussion in regard to Municipal priorities
- Bring to Budget meeting

OB3 **Budget Meetings**

- To be rescheduled for Monday January 30th, 2017 at 4PM
- Both O&M and Capital Asset budgets to be discussed
- O&M Budget to be discussed at beginning of meeting

13. **NEW BUSINESS:**

NB1 **Geo-Science Presentation**

- To be held on February 9th at 7PM at the District of Hudson's Hope Community Hall

NB2 **PRRD- Emergency Services Dispatch**

- Discussion in regard to decision to move Emergency Services Dispatch to North Island

14. **PUBLIC INQUIRIES:**

15. **ADJOURNMENT:**
Mayor Johansson declared the meeting adjourned at 8:54 pm

DIARY
Diarized
Conventions/Conferences/Holidays
Beryl Prairie Playground
UBCM resolution - Alternate Director

07/25/16
10/11/16

Certified Correct:

CAO/Tom Matus

Chair/Mayor Gwen Johansson



SPECIAL COUNCIL MEETING
January 30, 2017
4:00 P.M.
MUNICIPAL HALL COUNCIL CHAMBERS

Present: Council: Mayor Gwen Johansson
Councillor Dave Heiberg
Councillor Nicole Gilliss
Councillor Travous Quibell
Councillor Heather Middleton

Absent: Councillor Kelly Miller
Councillor Caroline Beam

Staff: CAO, Tom Matus
Director of Finance, Rhonda Eastman
Public Works, Ed Reschke
Corporate Officer, Tammy McKeown

Other:

1. **CALL TO ORDER:**
The meeting called to order at 4:12p.m. with Mayor Gwen Johansson presiding.
2. **NOTICE OF NEW BUSINESS**
Mayor's List-
Councillors Additions
CAO's Additions
3. **ADOPTION OF AGENDA, AS AMENDED, BY CONSENSUS:**
4. **DECLARATION OF CONFLICT OF INTEREST:**
5. **DISCUSSIONS:**
- D1 **O&M Budget Discussion**
 - Discussion in regard to water treatment/pumphouse
 - Reservoir cleaning- 4 divers have come
 - Still require new ladder for large reservoir, the divers will install it when they are here next.
 - Lid was built for the small reservoir, it still needs to be installed.
 - Operating at a deficit on Water funds
 - Transfer to be made from Water Utility Fund
 - Surplus is allocated to planned projects

- GGS

- Tax revenues are based on prior year as the current tax rates have not been received.
- 1003-4206- PRA(Fair Share)
 - rename BCH-PRA to CMA
- 1003-4208 Federal Gas Tax Grant
 - In Capital Revenue- remove from O&M
- 1003-4209 and 4210 BCH-PRA Funding
 - to be moved to Capital Revenue
- 1003-4209 Fuel Fire Treatment Project
 - Project completed, revenues expected were accrued from 2016.
- 1005-4111 Fortis 3% franchise Fee
 - **staff directed to confirm amounts.**

4:50pm Councillor Gillis arrived

- 1002-5127 Scholarship/Grad Expense
 - Itemize each Scholarship and the amount budgeted towards the Grad expense.
 - Increase by \$2,000 to cover the scholarship for the Youth Councillor and for the Student of the year.
 - Consider adding Volunteer Appreciation as a line item.
- 1003-5038 Grants in Aid
 - Determine if this should be recorded at 15% of property tax.
 - **Bring Grants Policy back for review**
- 1005-5024 Custodian
 - Addition of Custodial line item for the Public Works Shop.
 - Change amount to \$40,000
 - Contract for cleaning to come back to Council
- 1005-5036 Bulletin Ads
 - rename to Bulletin Ads Postage
 - **Staff directed to provide the total cost associated to the Bulletin**
- 1005-5107 Legal
 - **Staff directed to provide total fees associated to legal costs.**
- 1005-5128 Site C
 - remove "BCH Grant is depleted.."
 - \$70,000 remaining that can be allocated elsewhere
 - Change amount to \$10,000, identify purpose of remaining amount
- 1005-5130 Bank Charges & Payroll Costs
 - increase budget amount by double
- 1005-5131 Retail Sales
 - **staff directed to confirm there is no duplication of Swag expense.**
 - **Staff directed to create purchasing policy regarding retail inventory**
- 1005-5765 to 5770 Transfers

- Locate Policy/Bylaw for Transfers
 - Line items to be added:
 - Community Hall
 - Paving Fund
- Protective Services
 - 1200-5002 Wages & Overhead
 - Wages for Safety Officer will be up to \$70,000
 - Bylaw Officer- CAO to get guidance
 - Staff directed to provide Training update report
 - Staff directed to provide report in regard to possibility of using Bylaw Officer for Animal Control
 - 1200-5208 Fire Prevention (Deleted not in use)
 - Remove line item
- Bylaw & Lands Development
 - 1300-5002 Wages & Overhead
 - Include Safety Officer
 - 1301-5110 Insurance
 - Animal control liability insurance, discuss at time of contract renewal
 - 1800-5034 Bylaw Development
 - Increase budget amount to \$5000
 - 1800-5304 GIS Training
 - \$3,000 to be allocated
- Public Works
 - 1007-5117 Protective Clothing
 - Increase budget amount to \$9,500
 - 1400-5025 Custodian Expense
 - Increase budget amount to \$800
 - 1400-5117 Protective Clothing/First Aid
 - Check on what is needed for the Respirator Fit Testing Equipment
 - Possible Capital item
 - 1401-5113 Highway 97 Sign Rental
 - Staff directed to review agreement
 - 1401-5124 Contracted Services
 - Remove note in regard to Sidewalk assessment
 - Increase budget amount to \$25,000
 - 1710-5120 Materials & Supplies
 - Invite groundskeeper to Council meeting
 - Consider perennials
 - 1402-5002 Tarring runway
 - Staff directed to locate runway engineering report
- Environmental Health
 - 1500-5400 O&M Environmental
 - Staff directed to bring back total amount used for the Tree Planting Incentive
 - 1600-5501 Medical Services Group
 - Remove note regarding incentive
 - Greenhouse Gas Emissions- Staff to check if report is completed
- Recreation

- 1708-4331 Donations
 - Have SEC provide amounts
- 1701-5901 O&M Pool
 - Supplies need to be included in budget amount (life jackets etc.)
- 1702-5106 Publications
 - Increase budget amount to \$15,000
- 1702-5903 O&M Visitor Information Center
 - Remove note regarding sink & taps
 - Ensure O&M requests for this year are included in budget amount
- 1703-5038 Grant in Aid
 - Enter budget amount for line item
- 1706-5132 Tree Program
 - Rename to BC Hydro Tree Program
- 1707-5124 Contract Services (Personal Tch Answ)
 - Allocate \$1000 to line item
- 1707-5905 O&M Campgrounds
 - Staff directed to provide a report on necessary maintenance required
- 1708-5031 Special Events Expenses
 - Remove detailed list
 - Increase budget amount to \$18,000
- 1708-5311 Families in Motion
 - Clarify what all is included in line item
- EDO
 - 1900-5026 Contract Services
 - Remove Economic Development Plan
 - Relocate Airport Runway under Light Industrial Zone

D2 Capital Asset Budget Discussion

- Water Capital
 - 4001-5706 Water Infrastructure Capital
 - Remove FY 2020 note
- Sewer Capital
 - 5001-5703 Machinery & Equipment
 - Remove line items

Discussion in regard to Reserve Fund Policy, Councillor Middleton to bring forward

- General Capital
 - 1100-5714 REC: L&B
 - Grass Removal-Discussion in regard to replacement material to be used. Staff to bring back options to consider
 - 1100-5715 REC:M&E
 - Remove allocation for Dinosaur Lake Playground
 - Increase budget amount for Cameron Lake Playground to \$60,000

- Remove Jacuzzi/Spray Park
- Report for Arena Flooring to be forwarded to CAO
- Remove ATV campground Skatepark upgrade and Basketball court upgrade
- Light Industrial Park
 - Remove from budget
- 1100-5717 DPW: M&E
 - Staff to provide report on safety equipment
 - Remove EK35
- Staff directed to Provide Updated Reserve Totals.
- Next Budget meeting set for February 20, 2017 at 5PM

6. **CORRESPONDENCE:**

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

8. **ADJOURNMENT:**

Mayor Johansson declared the meeting adjourned at 8:00pm.

DIARY

Diarized

Conventions/Conferences/Holidays

Beryl Prairie Playground

07/25/16

UBCM resolution - Alternate Director

10/11/16

Certified Correct:

CAO/Tom Matus

Chair/Mayor Gwen Johansson

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: MAYOR JOHANSSON and COUNCIL
SUBJECT: ACTION and other UPDATES
DATE: February 14, 2017
FROM: Tom Matus, CAO

Staff Anticipated Travel:

CAO: CAO Forum - Victoria

CAO: MATI® Advanced Communication Skills for Local Government Professionals

CAO: MATI: Leadership in Local Government Organizations

CO: MATI® Foundations - UBC-Okanagan Campus in Kelowna

Feb. 22-24, 2017

April 23-28, 2017

June 18-23, 2017

August 13-18, 2017

Shop Design

Shop construction project is continuing, expected completion date is end of February 2017. Notable items to install: septic tank, oil separator tank, sprinkler system, electrical and telephone.

Wastewater Facility Upgrade

We are working on other avenues to obtain a contractor for this project – as requirements met that satisfied the NWPTA. Re-tendering this project in February is the current plan. I've discussed with Eric to reduce the scope of work to serve its population only: Eric had already begun this task and should have something to us very shortly. The plan is to advertise the basic design, (what is required by the community, accommodating growth – say a 1500 population) and to request incremental upgrades costs.

BCH – CMA

Partner Relationship Agreement and Escrow Agreement signed Purchas & Sale Agreement vetted by our legal, should be signing this agreement before March 31, 2017. AQAT team to be struck: Councillor Dave Heiberg, Tom Matus-CAO, Darin Thompson-BCH.

The minutes of the last meeting are attached.

Transfer Site Scavenging Policy

Approved.

Transfer Site Maintenance Agreement

Approved. Contract to be advertised this month.

Solar Array

5 proponents have been identified for invitation, Tender package is being developed by Urban Systems. Will present to Council prior to advertising.

BMCC

In regard to the disposition of proceeds which the BMCC derives from rentals outside of the kitchen rental, the rental agreement with BMCC is silent on this matter other than what follows:

No Assigning or Subletting

28. *The Club shall not assign this Agreement, and the Club shall not sublet all or any part of the Building except that the Club may sublease the kitchen. No sublease of the kitchen by the Club will release the Club from its obligation to observe or perform the Club's obligations under this Agreement, including the Club's indemnity.*

Liquor License

29. *The club may hold a Liquor License in the building, subject though to the following terms:*

- (a) *The Club must not license the entire Building or part of the Building for a use that is controversial or otherwise inappropriate for a building owned by a municipal government;*
- (b) *Before licensing, or altering the licensing, the Club must provide the District with all information requested by the District;*
- (c) *The Club shall not enter into any licences of the Building or part of it unless the licensee obtains liability insurance of \$5 million or such greater amount required by the District from time to time; and*
- (d) *No license by the Club will release the Club from its obligation to observe or perform the Club's obligations under this Agreement, including the Club's indemnity.*

I believe why the agreement is silent on this matter is that at the time of the agreement discussions we may have felt that this revenue would assist the BMCC in meeting its rental agreement, financial obligations.

Site C Berm Construction

Design of the Berm is beginning as per John Bodnarchuk's following email:

"This is further to my previous email advising that BC Hydro had obtain the services of Kerr Wood Leidal (KWL) to complete the design of the Hudson's Hope Shoreline protection. KWL has asked for available information on the water intake and pump house which will need to be relocated to a higher elevation during protection berm construction prior to the creation of the reservoir. It would be appreciated if we could obtain from the District as-built drawings of the pump house, water intake, photographs, or any relevant information which would assist KWL in their understanding of the current system.

My thought is that after KWL has had an opportunity to review and consider the information as described above we will likely need to set up a meeting between the District's engineering consultant for the water system and KWL."

I have requested the services of L&M to assist with this process which they have agreed. I have furnished the requested documents to John Bodnarchuk.

School Zone Speed Signs

I received the following email from Amelia Adams of MoTI in regard to changing the speed signs in the school zone, I told them to proceed, no indication of when it will be done, though it seems soon, at least this year:

"I've been in discussion with the Hudson's Hope RCMP about the school zone through town, in particular about concerns that most drivers that are speeding through the zone are from out of town and claim to have not seen the school zone signs.

From these discussions, it appears that the current speed reader boards only work intermittently and can sometimes distract drivers from the actual school zone. I've spoken with our engineer and he was able to confirm that solar powered speed reader boards really don't get enough sunlight to work properly this far north, especially during the winter. Our engineer has recommended that we oversize the existing school zone signs (the school warning sign as well as the 30kph tab underneath) and then add confirmatory signs closer to the school. Oversizing the signs will make them more visible and they will stand out more clearly to drivers passing by and the confirmatory signs will act as a reminder to drivers as they approach the actual school.

Looking at the area, if we were to make these changes to the existing signs and add confirmatory signs, it would be best to have the existing speed reader boards removed. In part because they are located in the same area where the confirmatory signs would go, and partly because their effectiveness decreases with their unreliability, which could cause confusion to drivers.

Before moving forward with this plan, I would like to hear any concerns or questions that may have. Please let me know if there is any other information that I can provide."

Further correspondence from Const. Bill McKenna:

"Just to keep everyone in the loop:

ISSUE: Speed concerns in school zone

CONCERNS: public safety due to darkness, road conditions during morning hours 8-9 am, increase in commercial trucks, small and confusing signs

INFORMATION GATHERING: HH RCMP conducted Radar enforcement in school zone over several weeks making observations of the zone itself and spoke with drivers. Reader boards were noted to be either non-functioning or working intermittently and had time of day issues (flashing warning an hour later than should be). The majority of drivers indicated that they did not see a school zone sign, others would say the sign wasn't flashing so thought it was 50 Km/hr etc. North bound school sign follows several other speed decreasing signs and is mixed in with advertisement and district signs. South bound sign is close to a tree limb but still visible and is followed by the flashing reader board when it works. Drivers tend to increase speed once past Holland St going south bound as they do not know when the school zone ends. The next speed change is 70 km just south of Arena Road where the school zone starts northbound.

INITIAL EFFORTS: Fluorescent tape was placed on the school signs to attract attention. Increased Radar Enforcement and police presence in the zone during early mornings. Educational blurbs in the local bulletin. Written warnings issued to drivers to educate them about potential fines and points if fined in the future. Consultation with MOT regarding signs, school zone size, commercial/hazardous materials traffic.

I agree with Amelia that the reader boards should be removed as they are confusing to drivers and distract the eye away from the actual school zone signs. Drivers indicate they see the flashing sign but don't know why they should be slowing down or to what speed they should be going. Likely due to passing by the school sign while looking at the flashing board. There are also white strobe lights that flash in the eyes of motorists that is a safety concern.

I think a single, larger school and 30 km sign at one spot southbound and one northbound would be the best solution at this time. It will be easier for drivers to locate and less confusing as it is now. If and when changes are made, we will conduct enforcement and compare driver behaviour with our initial observations to see if it was effective.

Thank you for your input on this matter.

Cst Bill McKenna
General Duty
Hudson's Hope RCMP
P.O. Box 240
10317 Gething St.
Hudson's Hope, B.C.
V0C 1V0
tel: 250-783-5241
Fax: 250-783-9480"



Tom Matus, CAO

REQUEST FOR DECISION

RFD#:	Date: 2017-02-07
Meeting#: 02142017	Originator: Tammy McKeown
RFD TITLE: Replacement of Office Printer/Scanner/Fax	

BACKGROUND:

The existing main office printer has started to have a number of maintenance issues. These issues are affecting the efficiency of the office due to delays caused to printing and scanning jobs.

An RFQ was put out requesting quotes based on the existing printer's specifications. The closing date for the RFQ was January 31, 2017. Two companies, Ideal Office Solutions and Deltek Business Communications, responded with the attached quotes. Based on the following comparison, it was determined that leasing the Cannon C5560i from Ideal Office was the best choice for the specifications that the District Office requires and in regard to cost.

COMPARABLE QUOTES FOR PHOTOCOPIER

	Ideal Office Solutions		Deltek Business Communications	
	Option 1	Option 2	Option 1	Option 2
Purchase Price	\$11,418.40	\$12,314.40	\$12,908.44	\$12,204.00
Model	Cannon C5550i	Cannon C5560i	Toshiba e-5506AC	Toshiba e-5005AC
Engine Speed	up to 50 ppm	up to 60ppm	up to 65 ppm	up to 50ppm
Fax capability	yes	yes	yes	yes
Paper sizes: letter to 12X18	yes	yes	yes	yes
Finishing systems	staple, booklet, holepunch	staple, booklet, holepunch	holepunch, saddlestitch, staple	holepunch, saddlestitch, staple
Scanning Systems	180ipm	180ipm	240ipm	240ipm
Document feeder capacity	150 pages	150 pages	300 pages	300 pages
Mailbox Document Storage	30,000 max	30,000 max	see spec	see spec
Service Contract (per page)	.0095/black	.0095/black	.008/black	.009/black
(covers service, parts, labour and tone)	.0595/color	.0595/color	.065/color	.069/color
Estimated monthly service costs (based on historical usage)	\$960.75/month	\$960.75/month	\$2034.51/month	\$1201.89/month
Delivery/setup	included	included	included	included
Lease term (60 Months)	\$199.90/month	\$215.00/month	\$229.75/month	\$220.65/month
Cost of lease for term	\$11,994.00	\$12,900.00	\$13,785.00	\$13,239.00
annual cost -purchase 1st year	\$22,947.40	\$23,843.40	\$25,322.56	\$25,426.68
subsequent	\$11,529.00	\$11,529.00	\$12,414.12	\$13,222.68
annual cost-lease	\$13,927.80	\$14,109.00	\$15,171.12	\$15,870.48

Further, an analysis was done to either purchase the photocopier outright or lease the photocopier. It was found that leasing the photocopier for an extra cost of \$585 over the

five year lease would provide warranty for the same period, as opposed to purchasing the copier with a warranty period of only 3 years, for \$585 less than the lease.


RECOMMENDATION / RESOLUTION:

That: "Council approve the 60-month lease of the Canon 5660i from Ideal Office Solutions, at a lease cost of \$14,109.00/year".

A handwritten signature in black ink, appearing to read 'T. Matus', is written over a horizontal line.

Tom Matus, CAO

Ideal OS Proposed Systems

 ideal os OFFICE SOLUTIONS	Current System Canon imageRUNNER Advanced C5051	Option 1. Canon imageRUNNER Advanced C5550i	Option 2. Canon imageRUNNER Advanced C5560i
Engine Speed (Black)	51 ppm	50 ppm	60 ppm
Engine Speed (Color)	45 ppm	50 ppm	60 ppm
Network Print/Scan Wireless Secure Connect Mobile & Portable Device PCL & Postscript HHD Encryption Kit	No No No No	Yes Yes Yes Yes	Yes Yes Yes Yes
Faxing Fax Board Network Fax	Yes Yes	Yes Yes	Yes Yes
Finishing Systems- Job Separator Trays Booklet Finisher Hole Punch New Staple Less Stapling New Convenience Stapler	2 Trays Yes Yes No No	3 Trays Included Included New New	3 Trays Included Included New New
Scanning Single Pass Duplex Scanning Feeder Capacity Skip Blank Page Auto & Free Size Network Scan Color Scan to Email, File, etc. Scan to Word (Doc Editing)	Yes 120ipm 100 Sheets No No Yes Yes No	180 ipm 150 Sheets Yes Yes Yes Yes Yes	180 ipm 150 Sheets Yes Yes Yes Yes Yes
Mailbox Document Storage Advanced Print Management	Yes No	Yes Yes	Yes Yes
Paper Capacity & Options Paper Supply Proposed Option: 1,350 Sheet paper Supply Option: 2,700 Sheet paper Supply	4 x 550 + 100	4 x 550 + 100 Option Option	4 x 550 + 100 Option Option
Purchase Cost Option: 1,350 Sheet paper Supply Option: 2,700 Sheet paper Supply		\$10,195.00 \$495.00 \$1,095.00	\$10,995.00 \$495.00 \$1,095.00
Lease Cost (FMV 60 month term) Option: 1,350 Sheet paper Supply Option: 2,700 Sheet paper Supply		\$199.90/month \$10.00/mo. \$22.00/mo.	\$215.00/month \$10.00/mo. \$22.00/mo.
Service & Supply CPC Black Pages: 6,484 per month Color Small Pages: 14,790 per month Color Large Pages: 322 per month Monthly Service Cost Monthly Service Savings	Current Rates \$0.013 per image \$0.095 per image \$0.119 per image \$1,527.66/month n/a	Proposed Rates \$0.0095 per image \$0.0595 per image \$0.0595 per image \$960.75/month \$566.91	Proposed Rates \$0.0095 per image \$0.0595 per image \$0.0595 per image \$960.75/month \$566.91



Delttek Business & Communication
Solutions
10059 - 100 Avenue
Fort St. John, BC, V1J 1Y7
Tel: 250-787-7470

SALES QUOTE

CONTACT: Tom Matus
COMPANY: District of Hudson's Hope

DATE: 1/12/2017
SALES REP: Bill Yerbury

ADDRESS: P.O. Box 330, 9904 - Dudley Drive
CITY/PROV: Hudson's Hope, BC, V0C 1V0
TELE: 250-783-9901
EMAIL:
FAX: 250-783-5741

EMAIL: billy@hitechgp.com
PO #:
Expires: 2/12/2017
REF#:

MODEL	QTY	DESCRIPTION	Payment	AMOUNT
	1	SYSTEM PRICING	\$46,741.00	\$46,741.00
TOSHIBA e-5506AC	1	55PPM COLOUR LASER MFP/ 65PPM BLACK		\$0.00
0	0	9" COLOUR TILTING DISPLAY		\$0.00
0	1	300 SHEET DUAL SCAN DOCUMENT FEEDER		\$0.00
0	0	240 DUPLEX SCANS PER MINUTE		\$0.00
0	1	2280 SHEET PAPER CAPACITY		\$0.00
0	1	NUMERIC KEY PAD		\$0.00
0	1	SADDLE STITCH FINISHER STAPLER/FOLDER		\$0.00
0	1	HOLE PUNCH		\$0.00
0	1	FAX ON BOARD		\$0.00
0	0	1200 x 1200 dpi with PS 3		\$0.00
	1	Delivery and set up in Hudson's Hope included		\$0.00
				\$0.00
	1	Government Discount	-\$20,000.00	-\$20,000.00
	1	Special Manufacturers discount	-\$10,000.00	-\$10,000.00
	1	Delttek Special Customer discount	-\$5,244.00	-\$5,244.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
			Eco Fee	\$15.00
			Sub Total	\$11,512.00
			PST Tax	\$805.84
			GST Tax	\$575.60
			Total	\$12,908.44

An optional service agreement is offered at a rate of \$0.008/page BW and
\$0.065/page Color covering parts, labor and toner

Lease Payment	Lease Months
\$229.75	60

Expressed monthly, invoiced quarterly

THANK YOU FOR THIS OPPORTUNITY!

I HOPE TO HEAR FROM YOU SOON, TEL: 250-219-1565

Check out our website www.hitechgp.com



Delttek Business & Communication
Solutions

10059 - 100 Avenue
Fort St. John, BC, V1J 1Y7
Tel: 250-787-7470

SALES QUOTE

CONTACT: Tom Matus
COMPANY: District of Hudson's Hope

ADDRESS: P.O. Box 330, 9904 - Dudley Drive
CITY/PROV: Hudson's Hope, BC, V0C 1V0
TELE: 250-783-9901
EMAIL:
FAX: 250-783-5741

DATE: 1/12/2017
SALES REP: Bill Yerbury

EMAIL: billy@hitechgp.com
PO #:
Expires: 2/12/2017
REF#:

MODEL	QTY	DESCRIPTION	Payment	AMOUNT
		1 SYSTEM PRICING	\$43,168.00	\$43,168.00
TOSHIBA e-5005AC	1	50 PPM COLOUR LASER MFP		\$0.00
0	0	9" COLOUR TILTING DISPLAY		\$0.00
0	1	300 SHEET DUAL SCAN DOCUMENT FEEDER		\$0.00
0	0	240 DUPLEX SCANS PER MINUTE		\$0.00
0	1	3200 SHEET PAPER CAPACITY		\$0.00
0	1	NUMERIC KEY PAD		\$0.00
0	1	SADDLE STITCH FINISHER STAPLER/FOLDER		\$0.00
0	1	HOLE PUNCH		\$0.00
0	1	FAX ON BOARD		\$0.00
0	0	1200 x 1200 dpi with PS 3		\$0.00
	1	Delivery and set up in Hudson's Hope included		\$0.00
	1	Government Discount	-\$20,000.00	-\$20,000.00
	1	Special Manufacturers discount	-\$10,000.00	-\$10,000.00
	1	Delttek Special Customer discount	-\$2,300.00	-\$2,300.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$15.00
		Eco Fee		\$10,883.00
		Sub Total		\$761.81
		PST Tax		\$544.15
		GST Tax		\$12,203.96
		Total		

An optional service agreement is offered at a rate of \$0.009/page BW and
\$0.069/page Color covering parts, labor and toner

Lease Payment	Lease Months
\$220.65	60

Expressed monthly, invoiced quarterly

THANK YOU FOR THIS OPPORTUNITY!

I HOPE TO HEAR FROM YOU SOON, TEL: 250-219-1565

Check out our website www.hitechgp.com

REQUEST FOR DECISION

RFD#:	Date: Feb 8th, 2017
Meeting#:	Originator: Emily Nusse SEC
RFD TITLE: Visitor Services Innovation Fund Application	

BACKGROUND:

Hudson's Hope has been successful in attaining funds from DestinationBC for an "Info on the Go" Kiosk concept.

The proposal is to develop a mobile information kiosk which will setup at local and neighboring locations and events to anticipate and encourage an increase in visitation as well as length of stay in the Hudson's Hope region.

The District of Hudson's Hope would like to introduce a mobile information Kiosk in the form of a 10' x10' canopy tent and roaming information booth to expand the method and delivery of visitor services for the 2017 season. The visitor center in Hudson's Hope welcomes over 2000 visitors annually between the months of May-September. There is a draw to the Hudson's Hope area to witness the impressive WAC Bennet Hydroelectric dam, the newly discovered dinosaur trackway, and to experience the vast outdoor recreation activities that the surrounding geography offers. Hudson's Hope is the "Playground of the Peace," and we would like to be available at the high traffic areas to deliver information and services to visitors at their convenience.

DISCUSSION:

The biggest challenge will be to determine if we have staff capacity to move forward with the proposed project. We are in a unique position as the Information Center is ran by the municipality and not a private contract. This allows us to brand this tent as "DOHH" while being able to transform it into an Info Kiosk with the extra hardware and appropriate DestinationBC Visitor Services branding. There is potential to have DOHH merchandise on display in the tent when it is in different locations or at the Farmer's Markets. If pool regulation allows and it will not be a tripping hazard it could possibly assit as a shade option at the swimming pool as well.

Taking into account the existing program budget, we evaluated your application against the program criteria. Your application for the 2017 Innovation Fund has been approved, in principle, in the amount of \$4,000.

Details regarding your funding will be provided in a General Service Agreement (contract); funding is not confirmed until a contract has been signed. A member of the Visitor Services team will contact you in the next four weeks to review your contract. Please note that 50% of the approved funds will be dispersed in April upon receipt of

the signed contract. The balance will be paid upon completion of the project, submission of a detailed post project report and an invoice with eligible receipts.

BUDGET & TIMELINE:

10x10 Tent Frame—272
4 Peak Canopy Tent—775
4 Full Size Sidewalls 1 with Art Logo—350
2 ½ Sidewalls & Hardware with Art Logo—200
4 Feather Flags with VIC "I"—375
Roller Bag—75
Art Charge—25
Weight Bags x 4—52
2 x VIC Official Information I's—50
1 Ipad—1050
Mobile Counter Display with Art Logo—300
Whiteboard & Display—103.31
2 Stools—80
Dolley—119.99
Multi-brochure unit x 2—120
TOTAL: \$3947.30

Below is a projected timeline for when and where the "Info on the Go" Kiosk will be used:

- Late April/Early May-Train new visitor staff on setup/takedown of mobile kiosk.
- Mid May-Mid September Setup bi-monthly for one evening on a weekend evening from 5-8pm at the local campgrounds.
- Late May-Setup at the Hudson's Hope Fishing Derby
- June-August-work with BCHydro Public and Community Relations Department to discuss any opportunity to setup at the WAC Bennet Dam Visitor Center during special events.
- May-September-Setup bi-monthly at local Farmer's Market
- May-September-Research opportunities to setup as a vendor at neighboring community's events.
- October-May—Find opportunities to setup at Tourism Conferences and community, sporting and music events in Neighboring communities.

RECOMMENDATION / RESOLUTION:

That:

*"The Council of The District of Hudson's Hope will decide:
If the District of Hudson's Hope would like to move forward and sign this contract between
DestinationBC and the District."*



Emily Nusse, SEC



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

2017 DestinationBC Visitor Services Innovative Fund Program
Application for Hudson's Hope Visitor Centre

"Info On The Go." Kiosk

Contact Information

Organization: District of Hudson's Hope

Contact: Emily Nusse

Address: Box 330

Hudson's Hope, BC

V0C 1V0

Tel: 250-783-9901

Email: sec@hudsonshope.ca

Project Description

The District of Hudson's Hope would like to introduce a mobile information Kiosk in the form of a 10' x10' canopy tent and roaming information booth to expand the method and delivery of visitor services for the 2017 season. The visitor center in Hudson's Hope welcomes over 2000 visitors annually between the months of May-September. There is a draw to the Hudson's Hope area to witness the impressive WAC Bennet Hydroelectric dam, the newly discovered dinosaur trackway, and to experience the vast outdoor recreation activities that the surrounding geography offers. Hudson's Hope is the "Playground of the Peace," and we would like to be available at the high traffic areas to deliver information and services to visitors at their convenience.

The timing of introducing this mobile kiosk coincides with the 75th anniversary of the construction of the Alaska Highway. Hudson's Hope is one of the 8 communities which makes up the "NorthEast BC Community Consortium." The objective of this consortium is to "encourage visitors to explore the Alaska Highway Corridor and generate awareness about the route by promoting the 75th Anniversary of the Alaska Highway in 2017." The Consortium is working to heighten the awareness of this historical anniversary. Hudson's Hope lies on highway 29 which is one of the outlying communities of the Alaska Highway Route. There will be several opportunities to promote the region and all the communities within it which will require an efficient method of setting up an effective and organized method for providing visitor information and services. The "Info on the Go" will be a great resource to use to promote visitation numbers and increase the length of stay for existing visitors to Hudson's Hope.

Proposal

To develop a mobile information kiosk which will setup at local and neighboring locations and events to anticipate and encourage an increase in visitation as well as length of stay in the Hudson's Hope region.

Timeline

The quote for the design and pricing of the Mobile Tent and hardware has been received by Impact Canopies.

Below is a projected timeline for when and where the "Info on the Go" Kiosk will be used:

- Late April/Early May-Train new visitor staff on setup/takedown of mobile kiosk.
- Mid May-Mid September Setup bi-monthly for one evening on a weekend evening from 5-8pm at the local campgrounds.
- Late May-Setup at the Hudson's Hope Fishing Derby
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- May-September-Setup bi-monthly at local Farmer's Market

- May-September-Research opportunities to setup as a vendor at neighboring community's events.
- October-May—Find opportunities to setup at Tourism Conferences and community, sporting and music events in Neighboring communities.

Measurable

To measure the success of the "Info on the Go" kiosk, a visitor-tracking sheet will be kept. An update on the Hudson's Hope Visitor Information Facebook page as well as the District of Hudson's Hope will be posted when and where the Kiosk is setup. Qualitative feedback will be collected in the form of random customer satisfaction surveys for those visitors who would like to receive further information about Hudson's Hope Information and Services.


Budget Summary & Funding Request

The "Info on the Go" Kiosk will be budgeted with the following: taxes & shipping fees have been included.

ITEM	COST
10x10 Tent Frame	\$272
4 Peak Logo Tent Canopy	\$775
4 Full Size Sidewalls 1 with Art Logo	\$350
2 ½ Sidewalls & Hardware with Art Logo	\$200
4 Feather Flags with VIC "i"	\$375
Roller Bag	\$75
Art Charge	\$25
Weight Bags x 4	\$52
2 x VIC Official Information I's	\$50
1 Ipad	\$1050
Mobile Counter Display with Art Logo	\$300
Whiteboard & Display	\$103.31
2 stools	\$80
Dolley	\$119.99
Multi-brochure holder Unit x 2	\$120.00
TOTAL:	\$3947.30

Design

Below is a draft of the design of the tent canopy. The color scheme coincides with the District of Hudson's Hope Brand. There is confirmation that the Visitor Information Center "i" brand will be made as Velcro attachments and also on 4 feather flags that will stand above the top of the tent.



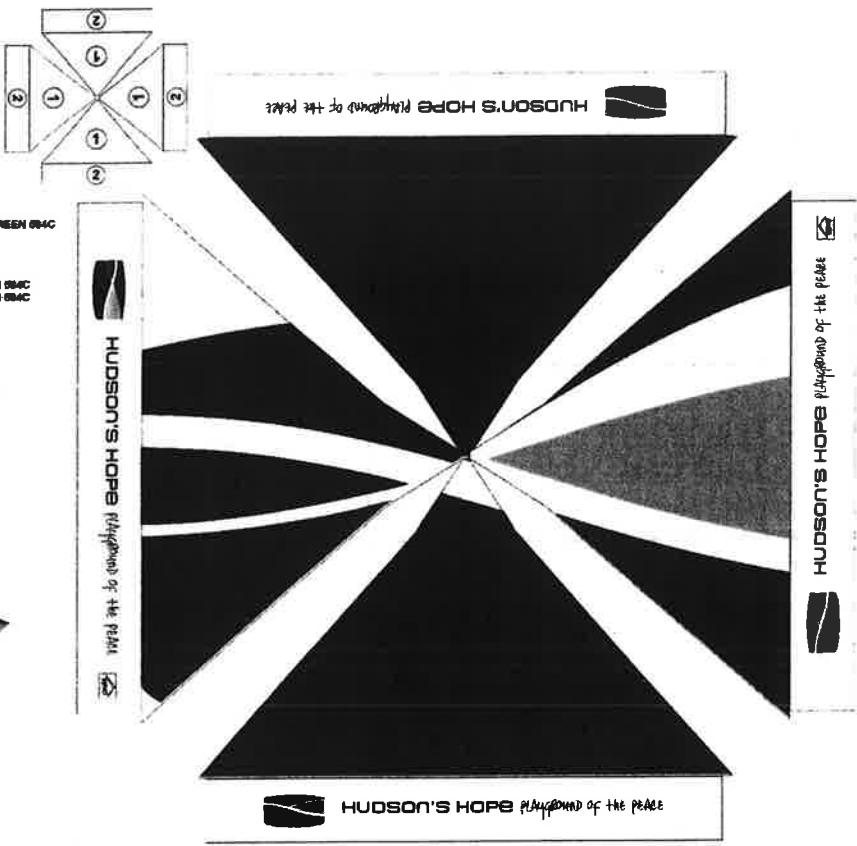
CL Frame Size 10' X 10'


Job Name: HUDSON'S HOPE - 40057
 Sales Rep: GREG
 Date: 11/8/16
 Revison: 03 (MC)

Print Type: Digital
 Panel: WHITE, GREEN 7780C, BLUE 2848C, BLUE 7488C, GREEN 894C
 Valance: WHITE
 Bias: STOCK WHITE
 5000

Logo #1: GREEN 7780C, BLUE 2848C, BLUE 7488C, GREEN 894C
 Logo #2: GREEN 7780C, BLUE 2848C, BLUE 7488C, GREEN 894C
 Logo #3:
 Logo #4:
 Logo #5:
 Logo #6:
 Logo #7:
 Logo #8:

Notes: ALIGNMENT NEEDED





RENDERING NOT TO SCALE
 If no further changes needed, approve, sign and return to Impact Canopies.
 Once approved by customer, Impact Canopies is no longer responsible for
 any changes made without approval. Stock fabric uses Pantone colors for
 customer reference only; they are not 100% accurate. If the customer does
 not specify Pantone colors, artwork provided will be printed as is. Proof is ok
 with corrections or changes.

Order(s) will be scheduled for production only when proofs have
 been approved and returned to us with the required signature below.

Approved by _____ Date _____

Once approved, Order cannot be cancelled.

www.impactcanopy.com Canada: 877.776.5655 USA: 877.840.3524

Summary

The "Info on the Go" Kiosk will act as the initial contact point to the community of Hudson's Hope. We will continue to work with our neighboring communities to brainstorm ideas of promoting the region as a whole and find events to setup at as information vendors. The Kiosk will bring the information and services to the visitor.

Emily Nusse

From: Tunkara, Karen DBC:EX <Karen.Tunkara@destinationbc.ca>
Sent: Wednesday, February 01, 2017 10:04 AM
To: Emily Nusse
Subject: 2017 Visitor Services Innovation Fund notification - Hudson's Hope

January 31, 2017

Emily Nusse
District of Hudson's Hope
sec@hudsonshope.ca

RE: Notification of funding decision for 2017 Visitor Services Innovation Fund

Dear Emily Nusse;

Thank you for your application to Destination British Columbia's 2017 Visitor Services Innovation Fund (Innovation Fund).

The Innovation Fund was developed based on feedback from Visitor Centres representing all regions of the province; in 2014 and 2015. The 2016 Innovation Fund was successfully delivered last year based on learnings from the 2015 Pilot Projects which tested new innovative approaches to visitor services.

The response to the Innovation Fund has been tremendous again this year. Overall, the total value of applications received was over \$314,000 with 52 communities represented! Destination BC is once again committing \$300,000 for this fund. Through a comprehensive evaluation process, all of the applications have been assessed and funding decisions have been made.

Taking into account the existing program budget, we evaluated your application against the program criteria. Your application for the 2017 Innovation Fund has been approved, in principle, in the amount of \$4,000.

Details regarding your funding will be provided in a General Service Agreement (contract); funding is not confirmed until a contract has been signed. A member of the Visitor Services team will contact you in the next four weeks to review your contract. Please note that 50% of the approved funds will be dispersed in April upon receipt of the signed contract. The balance will be paid upon completion of the project, submission of a detailed post project report and an invoice with eligible receipts.

We look forward to working with your organization to enable innovative and future-forward visitor services in Hudson's Hope. Enabling the Visitor Services Network and their sponsor organizations to expand the delivery of visitor services creates a more contemporary approach to serving our guests' needs as they travel throughout BC.

Please note: Destination BC will issue a formal announcement on funding for the program once all contracts have been signed. Please do not issue any public communication about your funding until you have consulted with our team. Destination BC must be consulted, review your announcements, and can provide a quote from the corporation.

If you have any questions, please contact me at 250-356-5630 or Karen.Tunkara@destinationbc.ca.

Sincerely,

Karen Tunkara

Visitor Services Network Manager

Destination British Columbia

700 – 1483 Douglas Street

Victoria, British Columbia

Canada V8W 3K4

T 250.356.5630

F 250.356.8246

E Karen.Tunkara@DestinationBC.ca

Consumer HelloBC.com

Corporate DestinationBC.ca



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REQUEST FOR DECISION

RFD#:	Date: February 9, 2017
Meeting#: cm011417	Originator: Tom Matus, CAO
RFD TITLE: Omicron Business	

BACKGROUND:

Council had approved a draft Omicron Subdivision Plan #A101R for development at a meeting held January 5, 2017. After further analysis by Omicron they had found that due to existing Utility Rights of Ways this subdivision plan is no longer viable:

Omicron's notation:

"Existing Utility Rights-of-Ways

The sanitary and water mains run through 4 lots on the Option A101R plan and would render them unbuildable. To proceed with the approved layout, the service mains would need to be relocated, resulting in an interruption of these services during construction." Subdivision plan A101R depicting the location of the above referred to mains is attached.

As well, the cost of relocating the mains was not in their estimate, only the removal of the existing, disconnected 4" mains. The relocation of the 6" and 8" mains would be an additional cost to the estimate price, resulting in an estimate above the maximum \$2,200,000.00 budget.

DISCUSSION:

AQAT Minutes:

- 1 For Council's info, the AQAT Minutes #1-2017 is attached to this RFD.
- 2 Omicron has provided a new subdivision plan #A103 which is attached to this RFD. In its purview, as per the Partnering Relationship Agreement sections 4.3 the Atkinson Quality Assurance Team has approved, at its Meeting #2-2017, on February 8, 2017, the new Omicron subdivision plan as it is a configuration that would stay within budget. Subdivision Plan #A103 is attached to this RFD, PRA sections follow:
 - (a) Within 15 days of the Condition Fulfillment Date, the District will engage the Construction Manager to undertake all aspects of the subdivision and servicing of the Atkinson Lands as contemplated in this Article 4, provided that the terms and conditions of any agreement between the District and the Construction Manager, or any amendment thereof, or change orders issued thereunder, shall be approved in advance by the Atkinson Quality Assurance Team.
 - (f) Subject to this Agreement, the District, considering the advice of the Atkinson Quality Assurance Team, will exercise all supervision and control over Construction Manager.

3 Purchase Policy

Omicron Prime Contractor

Even though BCH was the protagonist behind Omicron's selection for the Prime Contractor for the development of the Atkinson Subdivision we should invoke our Purchasing Policy edict for sole sourcing, by motion, as we are the signees of any contractual agreement with Omicron Construction Management Ltd.

BUDGET:

Atkinson Subdivision Development cost: \$2,200,000.00. The District of Hudson's Hope will receive, through the Escrow Agreement with BCH, \$2,200,00.00.

RECOMMENDATION & RESOLUTION:

That:

"Council approve, the AQAT approved, new Omicron Subdivision Plan #103A".

That:

"Council evoke the District of Hudson's Hope Purchase Policy section 1 Policy Objectives subsection i. vi. and direct Administration to prepare and enter into a Prime Contractor Agreement with Omicron Construction Management Ltd for the development of a subdivision at what is commonly known as the Atkinson Property, at a cost no greater than \$2,200,000.00, as referred to in both the Partnering Relationship Agreement and the Escrow Agreement which the District of Hudson's Hope has entered into with the British Columbia Hydro and Power Authority."

That:

"Council approves Omicron as the "Atkinson Construction Manager" as per the Partnering Relationship Agreement section 1.1(d) and 4.3(a)".



Tom Matus, CAO



**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

AQAT MEETING MINUTES #1-2017
3:20 pm, FEBRUARY 2, 2017
CAO OFFICE

10 mins - Opening - Focus for this type committee	- Darin
20mins - terms of reference within the agreement, what more do we need	- All
10 mins - action items and meeting munities	- Darin
5 - mins -meeting frequency	- all
20 mins - open discussion	- all

First order of business

Darin to act as secretary and record the meetings as well as set up any future meetings.

Discussions

- We need to formalize the Draft subdivision
 - Action Tom to draft up a letter referencing the resolution to accept the Draft Subdivision plan on drawing
RESOLUTION NO. 004/17
M/S Councillors Gillis/Miller
THAT:
"Council approve the Omicron Conceptual Design #A101R as the conceptual design of choice for the Atkinson Lands subdivision, with a range of lot sizes from 11,000 square feet to 15,000 square feet."
CARRIED
- There needs to be one person from the quality assurance team who will have signing authority for the AQAT. The person need to confirm by resolution before signing on behalf of the AQAT
 - Action - Tom Matus will have signing authority and we agreed that decisions will be made through a motion and followed up with an email to all on the AQAT.
- We need to know what Omicron requires for payment and we need to discuss what that payment schedule is compared to the Agreement.
 - Action - Tom to have discussion with Omicron and get back to the AQAT for further review.
- The Construction manager needs to be selected and that selection needs to be communicated to the AQAT group to ensure the Milestone within the agreement has been meet
 - Action - Tom to send Email confirming the Construction manager has been selected and it is Alex Girdner from Omicron
- The meetings need to be set up and for the immediate time , need to be fairly often until we get through some of the milestones
 - Action - Darin to set up the next meeting - **Complete Feb 8th 2017 at 3:15 Peace area time**, note - further discussion on regular meetings will need to be done
 - Need to review the agreement and pull out the terms of Reference for the AQAT

- o Action – Darin to provide to the AQAT Complete (see below email)

Action Item - terms of reference – Darin to confirm

Terms of reference is within the agreement for the most part when you include the above action items.

The Partnership agreement section 4

Purpose

BC Hydro and the District agree to work together collaboratively and in good faith, in accordance with the terms of this Agreement, to develop the Atkinson Lands for the purposes of increasing the housing options available to BC Hydro's employees

Financing for Atkinson Neighbourhood Development

amount shall be held by the Escrow Agent and shall be disbursed by the Escrow Agent to pay properly incurred Atkinson Subdivision and Servicing Costs, at the joint direction of the Atkinson Construction Manager and the Atkinson Quality Assurance Team, subject to the terms and conditions of this Article 4 and the Escrow Agreement.

Subdivision & Redevelopment Process

Atkinson Construction Manager to undertake all aspects of the subdivision and any amendment or change orders issued shall be approved in advance by the Atkinson Quality Assurance Team.

Any Changes

The Atkinson Quality Assurance Team will work with the Atkinson Construction Manager to propose adjustments to the scope of the subdivision and servicing works for the Atkinson Lands to reduce the Atkinson Subdivision and Servicing Costs as needed to avoid exceeding the available funds, taking into account the Minimum Atkinson Requirements and at all times complying with the specifications and standards.

Purchase and Sale of BC Hydro Lots

As soon as reasonably practicable following the approval of the Draft Subdivision Plan, and in any event no later than March 15, 2017, the Atkinson Quality Assurance Team shall select lots as the BC Hydro Lots from the subdivision of the Atkinson Lands in accordance with the Draft Subdivision Plan. The final selection of the BC Hydro Lots shall be subject to approval from BC Hydro acting reasonably.

Adj: 5:10 pm.

Minutes approved this 9 day of February, 2017.



Darin Thompson, BCH

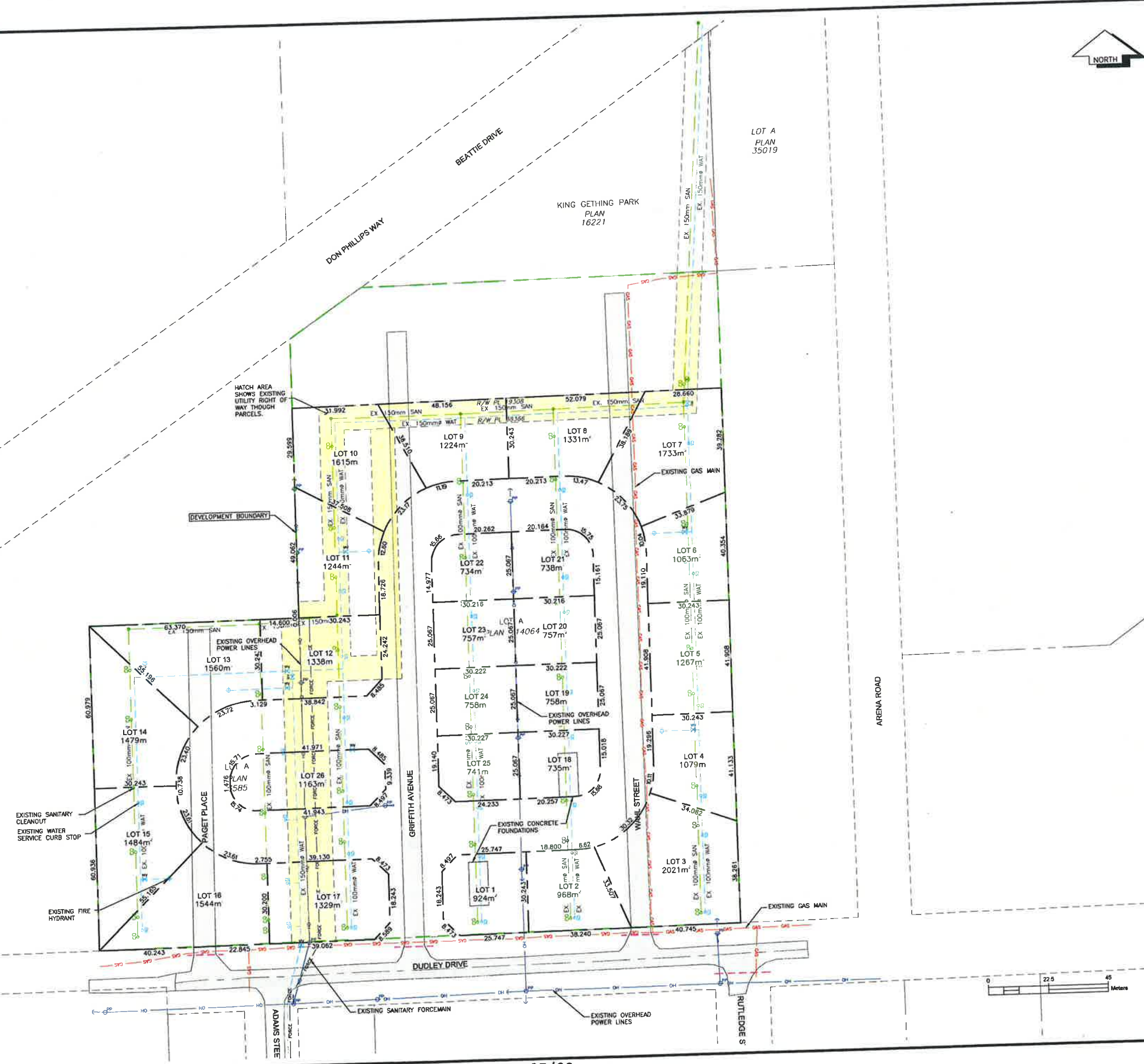


Dave Heiberg, Councillor



Tom Matus, CAO

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LEGEND	
EXISTING	
	EX. TEST PIT & DRILL HOLE
	EX. BENCHMARK & SURVEY HUBS
	EX. LEGAL LINE
	EX. LEGAL R.O.W. & EASEMENT
	EX. SANITARY & MANHOLE
	EX. SANITARY FORCE MAIN
	EX. STORM & MANHOLE
	EX. SINGLE & DOUBLE CATCH-BASIN w/ CB LEADS
	EX. CATCH-BASIN MANHOLE
	EX. CULVERT
	EX. FIRE HYDRANT & VALVE ASSEMBLY
	EX. WATERMAIN & VALVE
	EX. BLOW-OFF ASSEMBLY
	EX. CURB STOP
	EX. ROAD & SIDEWALK
	EX. ROAD SIGN(S)
	EX. SHOULDER
	EX. TOE OF SLOPE
	EX. DITCH or SWALE
	EX. FENCE
	EX. OVERHEAD LINES
	EX. UNDERGROUND LINES
	EX. POWER POLE & ANCHOR
	EX. GAS MAIN
PROPOSED	
	PR. LEGAL LINE
	PR. LEGAL R.O.W. & EASEMENT
	PR. SANITARY & MANHOLE
	PR. STORM & MANHOLE
	PR. SINGLE & DOUBLE CATCH-BASIN w/ CB LEADS
	PR. CATCH-BASIN MANHOLE
	PR. CULVERT
	PR. DITCH or SWALE
	PR. FIRE HYDRANT & VALVE ASSEMBLY
	PR. WATERMAIN & VALVE
	PR. GRAVEL SHOULDER
	PR. ASPHALT
	PR. CURB & SIDEWALK
	PR. ROAD SIGN(S)
NO.	DATE
REVISION	DR.

ENGINEERING LIMITED

1210 FOURTH AVENUE
PRINCE GEORGE, B.C.
V2L 3J4
TEL (250) 562-1977
FAX (250) 562-1967

DRAWN:	DDA
CHECKED:	JRB
ENGINEER:	JRB
SURVEY FILE:	
DRAWING FILE:	C3015-1286-13BASE-OP1.dwg
CORRESPONDENCE:	
GRID:	
DATE:	27/01/2017
SCALE:	HORZ. 1:750

OMICRON CANADA INC.
ATKINSON SUBDIVISION
OPTION 1

CONSULTANTS PROJECT No.
1286-13
DRAWING No.
OPT-1

SHEET No.	REV. No.
1 OF 1	0

A101R

LOT AREAS	
Name	Area

1	1060 m ²
2	1075 m ²
3	1075 m ²
4	1075 m ²
5	1075 m ²
6	1075 m ²
7	1075 m ²
8	1075 m ²
9	1032 m ²
10	1534 m ²
11	1645 m ²
12	2638 m ²
13	1023 m ²
14	1054 m ²
15	1056 m ²
16	1057 m ²
17	1059 m ²
18	1040 m ²
19	1147 m ²
20	1936 m ²
21	1514 m ²
22	2043 m ²
23	1167 m ²
24	1033 m ²
25	1033 m ²
26	1034 m ²
27	997 m ²

NOTE: ALL LOT DIMENSIONS ARE IN METRES AND REFERENCED FROM L&M ENGINEERING LTD. DRAWINGS.



PLANTING SHOWN ON THE SITE PLAN IS INDICATIVE AND ASSUMES SOME PLANTING BY FUTURE PROPERTY OWNERS. NOTE THAT BUDGET PRICING BY OMICRON ALLOWS FOR ONLY ONE TREE PER LOT.

ARENA ROAD

DUDLEY DRIVE

1 SITE PLAN - OPTION 3
SCALE: 1:500

ATKINSON
BC HYDRO
38/88

SITE PLAN (OPTION 3)
1:500
02/08/17

A103

THE DISTRICT OF HUDSON'S HOPE


REPORT TO: Mayor Gwen Johannson and Council
SUBJECT: Building Bylaw Amendment
DATE: 2017-02-09
FROM: Tammy McKeown, Corporate Officer

Council had directed Staff to create an amending building bylaw in order to incorporate driveway surfacing requirements. It has been determined that the requested driveway requirements already exist and are encompassed under Schedule B of the "District of Hudson's Hope Zoning Bylaw No. 823, 2013"

Schedule B- Off street Parking and Loading Requirements
Section 7.0- Standards
Subsection 6

All required off-street parking and loading areas in an R-zone, C-zone, P-zone or RU1 zone must:

- (a) Be surfaced with a permanent surface of asphalt, concrete or similar pavement, or other hard surface such as interlocking paving stones, so as to provide a surface that is durable and dust-free and must be graded and drained so as to properly dispose of all surface water; and
- (b) Have fences or curbs to prevent the crossing of sidewalks and boulevards except at authorized entrances and exits.



Tom Matus, CAO

REQUEST FOR DECISION

RFD#:	Date: February 9, 2017
Meeting#: CM011417	Originator: Tom Matus, CAO
RFD TITLE: Solar Array Evaluation Criteria Form	

BACKGROUND:

A Request for Expression of Interest for the District of Hudson's Hope's Solar Array project which closed December 20, 2016. As noted earlier the proponents selected for Invitation for Request for Proposals were:

Skyfire Energy Inc	222
Hakai Energy Solutions	210
Terratek Energy Soluitons	209
Vancouver Renewable Energy Corp	196
Peace Energy Co-op	191

It was also noted at that meeting that the District of Hudson's Hope Council would be presented with the Evaluation Criteria form for their further review and input as to the criteria weighting/scoring of the Evaluation Criteria elements.

DISCUSSION:

Urban Systems has prepared a draft Evaluation Criteria Scoring Table form for Council's perusal.

It is requested that Council peruse this form and render a decision as to its practicability; and approval.

BUDGET:

n/a

RECOMMENDATION / RESOLUTION:

That:

- 1 "Council approve the Submission Evaluation Scoring Table as presented";
- 2 "Council approve the Submission Evaluation Scoring Table as amended and attached to this RFD."


Tom Matus, CAO



**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

EVALUATION FORM

1. Evaluation Team

The evaluation of Proposals will be undertaken on behalf of the District by an evaluation team appointed by the District, which may consist of one or more persons (the "Evaluation Team"). The Evaluation Team may consult with others including District staff members and third party consultants as the Evaluation Team may in its discretion decide as required.

2. Evaluation Process

The Evaluation Team will evaluate the proposals submitted based on the categories outlined in the Submission Evaluation Scoring Table.

Submission Evaluation Scoring Table

Categories	Points (Maximum 10)	Weighing	Weight Score
1. Design Concept and Methodology		3.0	
2. Cost and Value of Solution		2.5	
3. Project Schedule		1.0	
4. Innovation		1.5	
5. Community Benefit		1.0	
6. Maintenance and support systems		1.0	
TOTAL SUBMISSION SCORE			_____ out of 100

Points for submissions will be based on the following:

- Each category of a Proponent's Submission will be given a score out of 10 (with 10 being the highest).
- The points will be multiplied by the weighting to determine the weighted score for the category.
- A Proponent's submission total score will be the sum of the weighted category scores.

9.3 Evaluation Criteria

District of Hudson's Hope will evaluate all proposals based on the following criteria. To ensure consideration for this Request for Proposal, your proposal should be complete and include all of the following criteria:

- Overall design concept: proposed solution(s) must meet the scope and needs included herein and be presented in a clear and organized manner.
- Project methodology: Proponents will be evaluated on their proposed approach to optimization of the systems and their approach to confirming the design needs. Proponents are also encouraged to include details on how they would address any changes to the design based on any differences in the initial assumptions or initial concepts.
- Value and cost: Proponents will be evaluated on the cost of their solution(s) based on the work to be performed in accordance with the scope of this project and the optimization of the potential installations.
- Innovation: We understand that this project is at the leading edge of how communities can begin to become more energy self-sufficient. We encourage proponents to highlight how they are leading in the industry and what innovative features you or your suppliers can provide that other firms cannot.
- Community Benefits: Community awareness and education is important for the District. In order for this project to be a success the community needs to be aware and educated on the use and benefits of solar. Proponents are encouraged to include and highlight how this can be accomplished as part of this project. There is also the potential for community members to inquire about whether they can have panels installed while this project is being undertaken in the community. Proponents are encouraged to highlight how this may be able to be accommodated outside of this contract.
- Project schedule: The submissions will be evaluated based on the proposed schedule compared to the proposed schedule outlined in the RFP and comparing the schedules of other submissions.
- Maintenance and support systems. Proponents are encouraged to highlight their typical approach to maintenance and support and training for the final systems.

A copy of the proposal evaluation form is included in Appendix B.

REQUEST FOR DECISION

RFD#:	Date:
Meeting#:	Originator: Tom Matus, CAO
RFD TITLE: Sub-Regional Building Inspector	

BACKGROUND:

Since January 12, 2017, we have had meetings with PRRD and other interested municipalities in regard to a potential framework and funding model for a Sub-regional Building Inspector. At the January 12, 2017 PRRD meeting the following resolutions were made:

R-11
December 21, 2016 – Chris
Cvik, Chief Administrative
Officer

REQUEST FOR RECONSIDERATION – SUB-REGIONAL BUILDING INSPECTION
RD/17/01/

MOVED Director Ackerman, SECONDED Director McPherson,
That the following resolution released from the October 27, 2016 Closed Board Meeting
and confirmed in open meeting on November 10, 2016:

"That the Building Inspection function remain as is and a sub-regional Building
Inspection service not be pursued at this time."

be reconsidered.

CARRIED.

R-12
December 20, 2016 – Chris
Cvik, Chief Administrative
Officer

SUB-REGIONAL BUILDING INSPECTION

RD/17/01/

MOVED Director McPherson, SECONDED Director Johansson,
That a draft resolution for sub-regional building inspection service be prepared for the
Board's consideration at a future meeting.

CARRIED.

RD/17/01/

MOVED Director Rose, SECONDED Director Hiebert,
That any financial model for a sub-regional building inspection service will not add
additional cost over required budgeted amounts for the electoral areas.

CARRIED.

At the February 9, 2017 PRRD meeting the Board approved proceeding with an early recruitment process for a Level III building inspector. PRRD is currently reviewing draft job descriptions that will also need to go through their Labour-Management Committee.

DISCUSSION:

The PRRD currently has Building Bylaw 653, 1989, which is the service establishment bylaw. All four electoral areas participate under the bylaw. The PRRD currently has one full-time Level I Building Inspector paid for by the four rural areas. There is also a Level I Building Inspector who has been on medical leave since January 2015 with no confirmed return to work date.

The municipalities discussed entering into a five-year agreement to hire a Level III Building Inspector who would be based out of the PRRD Office in Dawson Creek. The new position would be a cost shared between the municipalities based on a formula that uses population and assessment.

The reason that we are looking to create this new position is that qualifications for Building Inspectors are in the process of changing. A new Building Act goes into effect in February 2017. At that time, a Building Inspector will have six months to become a member of the Building Officials' Association of BC (BOABC) and three and one-half (3.5) years to become certified for the level of work they are performing (either Level I, II, or III). There has been no confirmation on whether this timeline will be changed.

Municipalities in the regional district are finding it increasingly difficult to attract and retain qualified Building Inspectors. The new changes to the Act will make it difficult to have a higher level qualified employee on staff at all times when they would not be utilized full-time. Contracting for these services is an option, but it is getting more difficult and expensive to find qualified Building Inspectors and requires a large amount of time to administer these contract services.

BUDGET:

The following two funding models were considered:

OPTION A					OPTION B				
Just By Assessment					Population				
Full budget incl. 2 FTE 145,000	Tax Rate = 0.02978								
	Converted Assessment	Charge			Half Budget 72,500	Half Budget 72,500			
								TOTAL Assessment & Population	
								Total	
Tumbler Ridge	77,495,791	\$23,080	16%		2,647	13%	9,351	11,540	16%
Dawson Creek	253,356,543	\$75,454	52%		11,944	58%	42,194	37,727	52%
Hudson's Hope	37,810,564	\$11,261	8%		1,033	5%	3,649	5,630	8%
Taylor	42,550,313	\$12,672	9%		1,500	7%	5,299	6,336	9%
Pouce Coupe	11,402,580	\$3,396	2%		713	3%	2,519	1,698	2%
Chetwynd	64,257,367	\$19,137	13%		2,686	13%	9,489	9,569	13%
Total	486,873,158	\$145,000	100%		20,523	100%	72,500	72,500	100%

RECOMMENDATION / RESOLUTION:

- 1. That subject to the signature ALL of the signatories to the agreement, the District of Hudson's Hope enter into a five-year agreement for the provision of Building Inspection Services.**
- 2. That the Mayor and CAO to sign on behalf of the District of Hudson's Hope.**



Tom Matus, CAO

THIS AGREEMENT, made in duplicate and dated for reference the ____ day of ____ 2017, is

BETWEEN

The PEACE RIVER REGIONAL DISTRICT, a regional district under the *Local Government Act*, and incorporated pursuant to the laws of the Province of British Columbia with an office located at 1981 Alaska Avenue, Box 810, Dawson Creek, BC, V1G-4H8
(hereinafter referred to as "PRRD")

and

District of Chetwynd
Box 357, Chetwynd, BC V0C 1J0

and

City of Dawson Creek
Box 150, Dawson Creek, BC V1G 4G4

and

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

and

Village of Pouce Coupe
Box 190, Pouce Coupe, BC V0C 2C0

and

District of Taylor
Box 3000, Taylor, BC V0C 2K0

and

District of Tumbler Ridge
Box 100, Tumbler Ridge, BC V0C 2W0

(hereinafter referred to collectively as "the Signatories")

WHEREAS:

- A. The PRRD may enter into agreements with a public authority respecting activities, works or services, including agreements to undertake, provide and operate activities, works and services and;
- B. The Signatories are desirous of, and have consented to, having the PRRD provide building and plumbing Inspection Services ("the Inspection Services") across the entire Peace River Regional District including within municipal boundaries,

NOW THEREFORE THIS AGREEMENT WITNESSES that in consideration of the promises and the mutual covenants hereinafter contained and in consideration of the payment of \$5 by each of the signatories to the PRRD, receipt of which the PRRD acknowledges, the parties hereto agree as follows:

Definitions

In this agreement, the following terms have the following meanings:

"Building Bylaw" means a bylaw or bylaws adopted by any Signatory to the agreement to regulate building and plumbing within their jurisdiction and as may be amended from time to time.

"Building Code" means the *British Columbia Building Code* established pursuant to the Building Regulations of British Columbia, B.C. Regulations 351/92, as amended or re-enacted from time to time, and includes the British Columbia Plumbing Code.

"Building Inspector" means a Level 3 Registered Building Official pursuant to the *Building Officials Association Act*.

"PRRD" means Peace River Regional District.

Term

1. This Agreement shall commence on the ____ day of ____, 2017 for a five year term ending January 31, 2021. The agreement may be renewed for up to three additional five year terms.

Review

2. The funding model and service cost will be reviewed annually by the PRRD with the Signatories. Requests to opt-in to the service will be considered only at the annual review.

Termination

3. This agreement shall continue in force until it is terminated by any party. Notice of termination must be provided by written notice of the intention to terminate and is to be received by the PRRD no later than eighteen (18) months' before the end of the term. Notice of Termination may be served by any party to the agreement by registered letter, to the address indicated at the beginning of this Agreement. Any such notice will be

deemed to have been delivered on the second business day following that on which it was mailed.

Intent

4. This agreement shall set out the manner and the terms by which the sub-regional building inspection service shall operate. The PRRD will be the employer of the Building Inspector, and as such, shall direct, manage, and evaluate his work performance. The Building Inspector shall provide Inspection Services in accordance with the applicable Building Bylaw(s) in each jurisdiction services, and always in conformance with the Building Code. The Building Inspector shall not be responsible to ensure compliance with zoning bylaws, sign bylaws, development permit area regulations, or other associated regulations specific to each municipality. The Signatories agree that the Building Inspector shall provide the Inspection Services in their respective jurisdictions.
5. **"Inspection Services"** means and includes only the following:
 - a. Working with other local government staff to administer and implement the requirements of Building Bylaw;
 - b. Reviewing plans and applications for construction, repair and alteration of buildings and plumbing for conformance with the applicable Building Bylaw, and the Building Code;
 - c. Issuing permits pursuant to applicable Building Bylaw and other applicable regulations;
 - d. Inspecting permitted construction for compliance with applicable regulations, and preparing written inspection reports pursuant to Building Bylaw for submission to the applicable municipality;
 - e. Advising owners and contractors of required corrections or changes, and inspecting to confirm corrections have been made;
 - f. Issuance of stop work orders pursuant to applicable Building Bylaw;
 - g. Calculating building permit fees pursuant to applicable Building Bylaw;
 - h. Answering inquiries related to Building Bylaw matters, and Building Code compliance;
 - i. Receiving complaints and coordinating investigations of bylaw infractions related to building Inspection Services. Following municipal procedures and processes to ensure conformance to Building Bylaw. For clarity, the Building Inspector does not act as a bylaw enforcement officer for any bylaw other than the Building Bylaw.
 - j. Enforcing relevant provisions of the Building Code. May request inspections by the Health Inspector, Electrical Inspector, Gas Inspector, or Fire Commissioner, when deemed necessary.
 - k. Recommending action to be taken in cases of violations.

- l. Working with Bylaw Enforcement Officers as required, to investigate, report and enforce Building Bylaw contraventions.
- m. Assisting Fire Departments on plan reviews and site inspections.
- n. Submitting application review documentation, inspection reports and investigation reports.
- o. Ensuring that documentation as required by Building Bylaw is obtained.
- p. Submitting monthly activity reports and other reports when requested, including appearing before local government Council if necessary.
- q. Assisting with the preparation of annual operating budgets for the building inspection function if requested.

For clarity, Inspection Services do not include:

- r. Collecting fees;
 - s. Establishing and managing building permit files;
 - t. Issuing fines;
 - u. Reviewing applications for compliance with any municipal bylaws or regulations other than the Building Bylaw and the Building Code.
6. When requested by a Signatory, the PRRD agrees to dispatch the Building Inspector to provide the Inspection Services during normal workday hours, subject to maintaining previously scheduled commitments, but not unreasonably being withheld. The parties agree that the scheduling of the availability of the Building Inspector to provide the Inspection Services shall be mutually agreed upon by the parties following the signing of the agreement, and may be amended from time to time to accommodate special projects, workload adjustments, vacation coverage, and other factors which arise during the term of the contract. At all times the parties shall endeavor to cooperate fully in establishing and maintaining a reasonable schedule for the benefit of the public, the PRRD, and the Signatories to this agreement.
7. The PRRD and all Signatories agree that this agreement was drafted in good faith to govern the terms of the provision of Inspection Services by the PRRD to each Signatory; furthermore, the parties agree that issues may arise during the initial term of the agreement not contemplated by the parties nor addressed in this agreement. In such an instance, the parties agree to communicate and cooperate to attempt to resolve any such issues to the satisfaction of all parties. The PRRD and the Signatories reserve the right to propose modifications to the agreement during this initial term. Any proposed modification to the agreement must be made in writing, and circulated to all parties for a minimum of thirty days. Any modification to the agreement must be made in writing and signed by authorized representatives of all parties to the agreement.

Service Costs

8. The 2017 annual estimated cost for the service is \$150,000. Each municipality shall pay its proportionate share of the cost calculated using the calculation based on half of the cost (72,500 in 2017) apportioned based on provincial population figures from the previous year and half the costs apportioned according to the completed current year converted assessment values as of January 1st, as agreed upon by the parties and illustrated in the service cost calculation table shown in Appendix A. The service costs will be pro-rated if the service does not function for a full twelve months in 2017.
9. The service will also be funded by re-allocation of \$5,000 from the Electoral Area budgets currently targeted for contracted building inspection Services.
10. The PRRD reserves the right to offer the Inspection Services to public authorities not named in this agreement, subject to an applicable hourly fee to be determined by the PRRD and invoiced upon provision of service. Any public authority who wishes to opt in to the service after the commencement of the service must indicate its intent in writing; such request only to be considered at the time of the annual review specified in Section 2 above. The cost to any new signatory to join the service shall be calculated in the same manner and using the same formula outlined in Appendix A attached hereto, and all other Signatories' costs shall be adjusted accordingly.
11. The PRRD shall deliver an annual invoice to each Signatory no later than the last day in February for the amount payable as per the cost allocation formula agreed upon by the parties and illustrated in Appendix A – Service Cost Calculation. The annual invoice shall be due and payable no later than August 31st annually.

Insurance

12. The PRRD and all of the Signatories are and will continue to be members of the Municipal Insurance Association of British Columbia (MIA BC). Each party to this agreement will provide at least 6 months' notice if membership in MIA BC will change. Upon such notice, either party may request review of the terms of contract.
13. The PRRD shall be added as an additional insured to each of the Signatories respective liability insurance policies for the purposes of building inspection. Confirmation shall be provided in writing with a copy from the insurance provider.
14. The PRRD shall indemnify and hold harmless the Signatories from and against any and all claims, actions, causes of action, demands, or suits of any kind arising from the PRRD's provision of the Inspection Services under this Agreement but in any case excluding any claims, actions, causes of action, demands, or suits that arise from the gross negligence or willful default of the Signatories or its employees, servants, agents, volunteers and contractors.
15. The Signatories shall indemnify and hold harmless the PRRD from and against any and all claims, actions, causes of action, demands, or suits of any kind arising from the PRRD's

provision of the Inspection Services under this agreement, but in any case excluding any claims, actions, causes of action, demands, or suits that arise from the gross negligence or willful default of the Regional District or its employees, servants, agents, volunteers and contractors.

16. Each party agrees to procure and maintain in force at its own cost during the entire term of this Agreement, a comprehensive general liability policy, policies and/or program.
17. The PRRD agrees to procure and maintain, as part of the service cost, during the entire term of this Agreement, automobile insurance on owned and/or leased vehicles as required by the laws of British Columbia, and as required under any motor vehicle lease agreement.
18. The PRRD agrees to procure and maintain, as part of the service cost, during the entire term of this Agreement, workers' compensation coverage for all employees and volunteers employed by the PRRD to provide Inspection Services.
19. The Signatories agree that they shall reimburse the PRRD for any deductible amount that the PRRD is obliged to pay in relation to a claim arising from services provided according to this contract in their respective municipality.
20. The applicable Signatory shall reimburse the PRRD for any damages award or portion thereof that actually results from a claim and that is not covered by the PRRD's errors and omissions insurance.
21. The applicable Signatory shall reimburse the PRRD for any staff costs actually incurred by the PRRD in dealing with a claim arising from the provision of the Inspection Services provided within the jurisdiction of its municipality, unless the claim, action, cause of action, demand, or suit arises from the gross negligence or willful default of the Regional District or its employees, servants, agents, volunteers and contractors. The PRRD shall provide reasonable proof of such costs upon request.

Freedom of Information and Protection of Privacy

22. The PRRD and the Signatories acknowledge and agree that the printed, electronic and other records produced and maintained by the Building Inspector for the purpose of or in connection with the provision of Inspection Services are submitted to the Signatories for their records and as such, are under the custody and control of the Signatory and governed by the *Freedom of Information and Protection of Privacy Act* (B.C.) ("FIPPA"). The parties agree to meet all statutory requirements and obligations under FOIPPA. The Signatories shall process any requests under FOIPPA in a timely fashion and copy the PRRD on any such response in relation to requests which affect or involve the Inspection Services.

Dispute Resolution

23. In the event of any dispute or disagreement arising from the interpretation or application of this Agreement, or in the event of any breach or alleged breach by any party, first written notice may be provided by any party to the other party (ies) describing the nature of the breach or alleged breach, or the disagreement or dispute. In the event that such notice is given, the parties shall:
- a. immediately proceed to negotiate in good faith to resolve the matter to the mutual satisfaction of both parties; and
 - b. if a resolution satisfactory to both parties is not achieved within 60 (sixty) days of the first written notice being delivered to either party, then either party may serve a second written notice upon the other party that the matter is to be referred to binding arbitration; and
 - c. a single arbitrator shall be appointed by Agreement of the parties within 90 (ninety) days of the second written notice being delivered, and failing such Agreement, the arbitrator shall be appointed pursuant to the *Commercial Arbitration Act* to hear both parties to the dispute and the decision of that arbitrator shall be final, conclusive and binding on both parties, with costs payable in respect of the arbitration to be determined by the arbitrator.

General

24. Time shall be of the essence in this agreement.
25. This agreement shall not be assigned by any party hereto except with the prior written consent of the others, which consent shall not be unreasonably withheld.
26. This Agreement enures to the benefit of and is binding upon the parties, their respective heirs, executors, administrators, trustees, receivers, successors and permitted assigns.
27. The waiver by a party of any failure on the part of the other party to perform in accordance with any of the terms or conditions of this Agreement is not to be construed as a waiver of any future or continuing failure, whether similar or dissimilar.
28. The headings in this Agreement are inserted for convenience and reference only and in no way define, limit or enlarge the scope of meaning of this Agreement or any provision of it.
29. Wherever the singular, masculine and neuter are used throughout this Agreement, the same is to be construed as meaning the plural or the feminine of the body corporate or politic as the context so requires.
30. No remedy under this Agreement is to be deemed exclusive but will, where possible, be cumulative with all other remedies at law or in equity

31. If any term of this agreement is held to be invalid or illegal or unenforceable by a court having the jurisdiction to do so, that term is to be considered to have been severed from the rest of this agreement, and the rest of this agreement remains in force unaffected by that holding or by the severance of that term.
32. This agreement is to be construed in accordance with and governed by the laws applicable in the Province of British Columbia. Nothing in this agreement shall negate or fetter the legal authority of either party.
33. Any reference in this Agreement to an enactment, statute, regulation or order of Province, or the Government of Canada, means such enactment, statute, regulation or order as same may be amended, replaced or reenacted from time to time
34. This agreement is the entire agreement between the parties regarding its subject, and terminates and supersedes all other representations, warranties, promises and agreements both written and oral regarding its subject. This Agreement may not be modified except by an agreement in writing signed by both parties.

APPENDIX A – SERVICE COST CALCULATION**2017 Cost Information and Calculation**

Just By Assessment			Population		Population Half Budget	Assessment Half Budget	12 Month TOTAL Assessment & Population		9 Month TOTAL Assessment & Population		
145,000	Converted				72,900	72,500	Total		Total		
Assessment	Charge										
Tumbler Ridge	86,053,960	\$25,136	2,647	13%	9,351	12,568	17%	21,919	15%	16,439	15%
Dawson Creek	253,588,120	\$74,073	11,944	58%	42,194	37,037	51%	79,230	55%	59,423	55%
Hudson's Hope	38,510,683	\$11,249	1,033	5%	3,649	5,625	8%	9,274	6%	6,955	6%
Taylor	43,289,497	\$12,645	1,500	7%	5,299	6,322	9%	11,621	8%	8,716	8%
Pouce Coupe	10,906,068	\$3,186	713	3%	2,519	1,593	2%	4,112	3%	3,084	3%
Chetwynd	64,055,122	\$18,711	2,686	13%	9,489	9,355	13%	18,844	13%	14,133	13%
Total	496,403,450	\$145,000	20,523	100%	72,900	72,500	100%	145,000	100%	108,750	100%

IN WITNESS WHEREOF the parties have caused its Corporate Seal to be affixed in the presence of its duly authorized officers as of the dates set out below:

The ____ day of ____ 2017,

The Corporate Seal of the PEACE RIVER
REGIONAL DISTRICT has been affixed
to this document in the presence of:

Bradley Sperling, Chair

Chris Cvik, Chief Administrative Officer

)
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)
)
)
)
)

c/s

The ____ day of ____ 2017,

The Corporate Seal of the DISTRICT OF
CHETWYND has been affixed to this
document in the presence of:

Merlin Nichols, Mayor

Carol Newson, Corporate Officer

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)
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c/s

The ____ day of ____ 2017

The Corporate Seal of the DISTRICT OF
TAYLOR has been affixed to this
document in the presence of:

Rob Fraser, Mayor

Tyla Pennel, Corporate Officer

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c/s

Tammy McKeown, Corporate Officer

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c/s

REQUEST FOR DECISION

RFD#:	Date: 2017-02-10
Meeting#:	Originator: Cindy Edgar, Arena
RFD TITLE: Disco Party	

DISCUSSION:

The Arena is hosting a Disco Party on February 25th. I am requesting that this be a free skate for all attendees. I am also requesting \$200 to decorate and purchase prizes.

BUDGET:

\$200 for decorations and prizes

RECOMMENDATION / RESOLUTION:

Council approve free skating at the Hudson's Hope Arena on February 25th, 2017 and that they approve the allocation of \$200 for decorations and prizes.

REQUEST FOR DECISION

RFD#:	Date: February 9, 2017
Meeting#: CM012317	Originator: Tom Matus, CAO
RFD TITLE: Amending Financial Plan Bylaw #879, 2017	

BACKGROUND:

First, Second and Third Readings have been given to *Amending Financial Plan Bylaw #879, 2017* on January 23, 2017.

DISCUSSION:

Changes to page Schedule A of the Financial Bylaw were necessary to properly reflect the 2016 Budget details: due to a figure (Rural Grant) from the 2015 Schedule A was not deleted, the Water Fund Transfer was off \$2026, also three expenditures were not reduced from the GGS total when detailing the fund transfers for Protective Services Fund - \$126,100.00, Machine & Equipment Fund - \$231,854.00, and Office Equipment Fund - \$72,401.00.

BUDGET:


\$2,026.00 increase *from* Water Fund to cover budgeted water operating expenses.

The Protective Services Fund, Machine & Equipment Fund and Office Equipment Fund transfer fund figures do not affect the budget, this was a previous reporting error as listed on Schedule A.

RECOMMENDATION / RESOLUTION:

That Council:

"Adopt the *Amending Annual Financial Plan Bylaw# 879, 2017*".



Tom Matus, CAO



BYLAW NO. 879, 2017

A Bylaw to Adopt an Amended Financial Plan for 2016

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 public meeting assembled, enacts as follows:

- 1 This Bylaw shall be cited as the "Amended Annual Financial Plan Bylaw No. 879, 2017".
2. Annual Financial Plan Bylaw No. 862, 2016 is hereby amended by deleting Schedule "A", and adding a new Schedule "A" which is attached to and forms part of this Bylaw, is adopted as the Financial Plan of the District of Hudson's Hope for the years 2016 to 2020.

Read a First Time on this the 23rd day of January, 2017.
Read a Second Time on this 23rd day of January, 2017.
Read a Third Time on this 23rd day of January, 2017.
Adoption of Bylaw on this day of , 2017.

Gwen Johansson, Mayor

Corporate Officer

Certified a true copy of Bylaw No 879, 2017
this day of .

Corporate Officer

Amending Bylaw 879-2017 - Schedule A

	2016	2017	2018	2019	2020
General Operations					
General Revenue					
water (incl W/tr Res Xfr)	230,806	237,730	244,862	252,208	259,774
sewer (incl Swr Res Xfr)	122,080	124,521	127,012	129,552	132,143
Property Taxes	2,119,089	2,119,089	2,119,089	2,119,089	2,119,089
grants in lieu	1,445,283	1,445,283	1,445,283	1,445,283	1,445,283
grants other	1,000,698	798,333	798,333	798,333	798,333
GENERAL GOVERNMENT SERVICES	55,268	55,268	55,268	55,268	55,268
collection Other Gov'ts	3,153,148	3,184,679	3,216,526	3,248,691	3,281,178
Revenue From Other Sources (icbc/fire)	149,250	149,250	149,250	149,250	149,250
protective services	1,000	1,000	1,000	1,000	1,000
Bylaw/Lands	13,800	13,800	13,800	13,800	13,800
Environmental & Public Health	278,260	281,043	283,853	286,692	289,559
Recreation	85,150	86,002	86,862	87,730	88,607
EDO	61,100	50,000	50,000	50,000	50,000
to/(-)from General Fund					
General Operations Revenue	-\$ 8,714,931	-\$ 8,545,997	-\$ 8,591,137	-\$ 8,636,896	-\$ 8,683,284
General Expenditure					
water	230,806	235,422	240,130	244,933	249,832
sewer	122,080	124,521	127,012	129,552	132,143
Legislative	163,202	166,466	169,795	173,191	176,655
Grants	37,500	38,250	39,015	39,795	40,591
GGs	796,081	812,003	836,363	861,454	887,297
Collection Other Gov'ts	3,153,148	3,216,211	3,280,535	3,346,146	3,413,069
ICBC	86,755	86,755	86,755	86,755	86,755
Protective Services	295,202	301,106	307,128	313,270	319,536
Bylaw/Lands	167,368	170,715	174,129	177,612	181,164
Public Works	933,517	952,188	971,231	990,656	1,010,469
Environmental & Public Health	456,376	465,503	474,813	484,310	493,996
Recreation	1,009,649	1,029,842	1,050,439	1,071,447	1,092,876
EDO	92,300	50,000	50,000	50,000	50,000
Protective Services Fund:	126,100	126,100	126,100	126,100	126,100
Machine & Eqp (DPW) Fund	231,854	231,854	231,854	231,854	231,854
Office Equipment Fund	72,401	74,401	74,401	74,401	74,401
to/(-)from General Fund	740,593	464,661	351,436	235,419	116,545
Total General Operations Expense	\$ 8,714,931	\$ 8,545,998	\$ 8,591,137	\$ 8,636,896	\$ 8,683,284
Surplus/(deficit) must be 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
CAPITAL OPERATIONS					
Transfer from Funds, Reserves; Capital Revenue					
Water Capital Fund	37,000	25,000	25,000	25,000	25,000
Sewer Capital Fund	868,360	200,000	-	-	-
Sewer Operating Fund	-	5,000	5,000	5,000	5,000
General Capital Reserve	2,609,766	215,000	395,000	395,000	470,000
SPF Grant	1,350,000	-	-	-	-
NDIT	30,000	-	-	-	-
BCF Grant Funding	1,585,333	-	-	-	-
BC Bike	-	-	-	-	-
from: Gas Tax Deferred Revenue	-	-	-	-	-
Gas Tax Fund	94,307	-	-	-	-
Borrowing	-	-	-	-	-
Protective Services Fund	142,000	-	-	-	-
to/(-)from General Fund					
Total Capital Revenue	6,716,766	445,000	425,000	425,000	500,000
Capital Operations Expenditure					
Water Capital Reserve	37,000	25,000	25,000	25,000	100,000
Sewer Capital Reserve	2,548,000	-	-	-	-
General Capital Reserve	4,131,767	420,000	400,000	400,000	400,000
Debt Payment (Sewer Capital)	-	-	-	-	-
to/(-)from General Fund					
Total Capital Operations Expense	6,716,766	445,000	425,000	425,000	500,000
Surplus/(deficit) must be 0	0	60/88	-	-	-

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor and Council
SUBJECT: Bylaw No. 880, 2017 & Internet Campground Reservation Policy
DATE: February 7, 2017
FROM: Becky Mercereau, Office Assistant

RECOMMENDATION:

THAT:


"Council approve First, Second, and Third readings of "AMENDED FEES AND CHARGES BYLAW NO. 880, 2017".

AND THAT:

"Council revise the Internet Campground Reservation Policy as presented."

ADMINISTRATOR COMMENTS:

Report Approved by:


Tom Matus, CAO

INFORMATION:

During the October 11, 2016 meeting Council gave the following direction which was recommended by our staff report.

RPT-Campground Year End Report

- Noise Patrol- work with Cpl. Romanchych as he is working on plan with Chetwynd Detachment
- Budget items:
 1. Purchase of 'Rules' sign for Dinosaur Lake.
 2. Upgrades to playground equipment at Cameron Lake.
- *Referred to staff for implementation into Campground Policy:*
 1. Discounted fees for additional units in camp sites, set maximum allowable per site.
 2. Set limit on reservation fees per booking.
 3. Implement a service fee for transactions completed by call-center

In Bylaw 880, we have repealed many bylaws that had old fees listed, and we are consolidating all the fees into our Fees and Charges Bylaw No. 843, 2014. This has a lot of housekeeping items.

I have only amended the Campground Fees section, which is listed as Schedule "I". I have recommended an additional unit fee the discounted rate of \$15.00. We have also put the maximum limit of \$18.00 for the reservation service charge which is the same practice as BC Parks. Lastly, we have added the \$5.00 service fee that we will charge when we do a campers reservation for them over the phone.

The policy has been revised to show these changes as well.

I have also added wording for when there is a double booking (camp attendant books on the ground and a customer is booking at the same time), to allow the camp attendants booking to take priority. This only happened once last year.

Report prepared by: Becky Mercereau
Becky Mercereau, Office Assistant



BYLAW NO. 880, 2017

A Bylaw to amend the District of Hudson's Hope Fees and Charges Bylaw No. 843, 2014 and Parks, Campgrounds and Facilities Regulation Bylaw No. 588, 1999.

WHEREAS pursuant to Section 194 of the *Community Charter*, Council may, by bylaw impose a fees and charges payable in respect of any service it considers necessary or desirable;

AND WHEREAS Council deems it necessary and desirable to exercise the authority provided by the *Local Government Act* to cover costs or providing various services and information;

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 "Amended Fees and Charges Bylaw No. 880, 2017."
2. "District of Hudson's Hope Fees and Charges Bylaw No. 843, 2014" is hereby amended by adding a new Schedule "G", Schedule "H", and Schedule "I" which are attached to this bylaw.
3. The following Bylaws are repealed:
 - Campgrounds and Community Recreation Facilities Fees Establishment Bylaw No. 599, 1999;
 - Campground Fees Amendment Bylaw No. 638, 2002;
 - Campground Fees Amendment Bylaw No. 700, 2006;
 - District of Hudson's Hope Fees and Charges Bylaw No. 764, 2009;
 - District of Hudson's Hope Fees and Charges Amendment Bylaw No. 774, 2009;
 - Campgrounds and Community Recreation Facilities Fee Amendment Bylaw No. 746, 2008;
 - Amended Fees and Charges Bylaw No. 852, 2015;
 - Amended Fees and Charges Bylaw No. 856, 2015;
 - District of Hudson's Hope Fees and Charges Amendment Bylaw No. 857, 2015.
4. "Parks, Campgrounds and Facilities Regulation Bylaw No. 588, 1999" is hereby amended by deleting Schedule "B" which is attached to that bylaw.
5. This bylaw shall come into force and effect upon the date of the Adoption of this Bylaw.

Read a First Time on this day of , 2017.

Read a Second Time on this day of , 2017.

Read a Third Time on this day of , 2017.

Adoption of Bylaw on this day of , 2017.

Gwen Johansson, Mayor

Tom Matus, CAO

Certified a true copy of Bylaw No. 880, 2017

this ____ day of _____, _____.

Schedule "G"

Arena Fees:	
Drop-in Admission	\$10.00
Family Drop-in	\$6.00
Adult Drop-in (19 yrs and over)	\$5.00
Senior/Youth Drop-in (13 - 18 yrs)	\$3.00
Child Drop-in (12 and under)	Free
Infant (3 years and under)	
10x Pass	\$60.00
Family 10x Pass	\$30.00
Adult 10x Pass (19 yrs and over)	\$25.00
Youth 10x Pass (13 - 18 years)	\$15.00
Child 10x Pass (12 and under)	
Season Pass	\$125.00
Family Season Pass	\$75.00
Single Season Pass	
Arena Rental (Hourly Rate)	\$100.00
Adult and Junior Hockey	\$50.00
Hudson's Hope Minor Hockey/Figure Skating	\$50.00
School/Non-Profit Groups	

Schedule "H"

ADMINISTRATIVE	TOTAL FEE
NSF Cheque	\$30.00
Property Tax Certificate	\$20.00
BULLETIN ADVERTISING	
"For Sale" rate per month	\$10.00
¼ page ad – rate per month	\$30.00
¼ page ad – 6 month prepaid rate	\$150.00
¼ page ad – 1 year prepaid rate	\$270.00
½ page ad – rate per month	\$50.00
½ page ad – 6 month prepaid rate	\$250.00
½ page ad – 1 year prepaid rate	\$450.00
Full page ad – rate per month rate	\$80.00
Full page ad – 6 month prepaid rate	\$400.00
Full page ad – 1 year prepaid rate	\$720.00
PHOTOCOPYING	
Photocopies – all sizes (black and white)	\$.50
Photocopies – all sizes (colour)	\$1.00
Zoning Bylaw	\$25.00
Official Community Plan Bylaw	\$30.00
Map – 3 x 3 District Map	\$30.00
Map – 18" x 36" Townsite Map	\$15.00
Map – 11" x 17" Lynx Creek Subdivision Map	\$10.00
Map – 11" x 17" Beryl Prairie Subdivision Map	\$10.00
Laminating per page	\$2.00
Faxing	\$2.50 initial page each addition page \$0.50

Schedule "I"

Campgrounds	
Daily Fee per unit (for first unit in site)	\$20.00
Additional unit fee (paid by each additional unit in a site already occupied)	\$15.00
Reservation Fee	\$6.00 per night up to \$18.00 maximum per booking
Service Fee when District Office staff complete reservation over the phone for customer	\$5.00
Season Pass (for Residents only)	\$200.00
7 Night Punch Card	\$100.00
Firewood: for each bundle sized 1.25 cubic feet	\$5.00



INTERNET CAMPGROUND RESERVATION POLICY

Council Resolution No. 100/15

Effective Date: May 1, 2015

Revised February 23, 2016

Revised:

Section: Public Works
Administration

Purpose:

The District of Hudson's Hope Internet Campground Reservation Policy allows you to book a campsite so that you can travel to your favourite park or try something new with the confidence of knowing your site is assured. You can use this program to view site availability, and reserve a site.

Definitions:

The Internet Campground Reservations will be run through Checkfront online booking system. The following campgrounds are included in this reservation system:

- King Gething Park;
- Alwin Holland Park;
- Dinosaur Lake Park; and
- Cameron Lake Park

Camping Units mean a tent, camper, trailer, motor home or any other unit constructed, intended or equipped to be used as temporary sleeping quarters by travellers.

Policy Application:

The District will use the Internet Campground Reservation system for the purpose of allowing customers to reserve campsites in the District run campgrounds. Customers will be able to book campsites for the current year starting on May 1st of the year. A non-refundable reservation service fee of \$6.00 per night per campsite will be charged to a maximum of \$18.00 per booking. This fee covers the operational costs and ensures the reservation service pays for itself and is not subsidized by the taxpayers.

Procedures or Guiding Principles:

Rules and Regulations:

- Reservations will open for the season on May 1st annually at 9:00 am local time.
- Reservations are taken on a "first come-first served" basis and may be made online at www.hudsonshope.ca.
- Full pre-payment of all camping fees is required.
- The maximum stay in one campsite is seven (7) nights.
- Check out time is 11:30 am. Check-in time is 1:00 pm.
- There is a non-refundable reservation service fee of \$6.00 per night to a maximum of \$18.00 per booking.
- Approximately 1/2 of the campgrounds sites are available for reservation. The remaining sites will be

taken on a "first come-first served" basis and cannot be reserved. You can see which sites are reservable on our website.

- Season Pass holders will be provided with a promo code to make reservations, but will still be required to pay the non-refundable \$6.00 reservation service fee to a maximum of \$18.00 per booking..
- You may book only one camping unit per campsite at reservation. Additional camping units MAY be allowed if space permits, at the discretion of the campground attendants. IF allowed, a discounted fee of \$15.00 will be charged for each unit and must be paid by cash.
- Campground Attendants visit the park twice daily. Firewood can be purchased from the campground attendants for \$5.00 per bundle. Cash only.
- A reserved campsite is held until 4:00 pm on the day following the scheduled arrival date. At this time, the original reservation is cancelled and the campsite is released for resale.
- To help you plan your stay, we have added photos and campsite specific information. Please note there may be minor differences in the campsite information and photos may not be available for every site; these differences are not grounds for refunds. These details are intended to assist visitors to select an appropriate campsite when the reservation is made, and to receive their specific site when they arrive. If you want to camp close to a friend, near a trail or by the water, you can now select the site that meets your needs.
- Reservations need to be completed one day in advance. As the campground attendants are making bookings in the campgrounds at the same time, if there happens to be a double booking on the same day, the online reservation will be fully refunded or you can be moved to an agreed upon site. We will contact you as soon as possible if this occurs to remedy the situation.
- If you need to contact the District Office to have your reservation completed by a staff member, an additional \$5.00 service fee will be applied. You can avoid this charge by reserving online. Our contact number is 250-783-9901.
- Changing a Reservation can be made by contacting the District Office at 250-783-9901, during regular business hours:
 - There is a non-refundable change fee of \$6.00 per change to entire reservation
 - Changes to date or campsite location can be completed depending on availability, but must be requested at least 2 days before arrival.
 - If a date change occurs on same day of arrival, 2 night's camping fees will be forfeited.
 - Changing to a different campground is considered a cancellation, the reservation charge will not be refunded and all cancellation penalties apply. Changing sites within the same park may occur without penalty, but must be pre-approved by the Campground Attendant and depends on availability.
- Cancelling a Reservation can be made by contacting the District Office at 250-783-9901, during regular business hours:
 - The original reservation charge is non-refundable.
 - There is a non-refundable cancellation charge of \$6.00 per reservation.
 - If you want to cancel your reservation we require **more** than 7 days' notice for all user fees to be refunded, this does not include the non-refundable fee of \$6.00
 - If you want to cancel your reservations 7 days or **less** before your scheduled arrival date you will forfeit one night charge and the non-refundable fee of \$6.00
 - If you want to cancel your reservations **on the day of arrival**, you will forfeit two nights charges and the non-refundable fee of \$6.00
 - If you do not show for your reservation by 4:00 pm on the day following the scheduled arrival date all fees are forfeited. The campground attendant will have the right to give the site away to another customer.
 - Refunds are NOT given for an eviction, vacating your campsite early, or due to inclement weather.

- Refunds will be completed by contacting the District Office at 250-783-9901, during office hours.
- The District will only consider refunding forfeited user fees if:
 - The customer attempted to cancel their reservation or notified the District of their circumstances (unless they were unable to) and,
 - The customer has verified the District's website for updates and,
 - There are grounds for refund. The following guidelines are intended to provide rationale in terms of what are and what are not grounds for a refund:

Not Grounds for a Refund:

- **Wildlife:** The presence of interactions with any kind of wildlife (insects, bears, squirrel, etc.), even if the wildlife damages or destroys personal property, are not grounds for a refund. The one exception is if the park is closed or park visitors are advised to stay away due to safety reasons (cougar, problem bear, wolf, etc.). This notice would be posted on the District website and in the park.
- **Weather and ambient conditions:** No refunds will be considered for inclement weather (cold, rain, hail, snow, heat, flooding, etc.), even if extreme weather warnings are issued. Ambient conditions (such as the presence of smoke, or adjacent wildfires) will not be grounds for a refund unless the conditions prevent access to the park or there is a declared state of emergency. Customers should check the District website for updates in relation to this (if no updates are present, assume the park is open and accepting reservations).
- **Park conditions:** Request for refunds related to in-park conditions must be directed to the District Office at 250-783-9901, during regular business hours. (Unsatisfactory conditions, poor customer service, etc.)
- **Leaving early:** Vacating your campsite early is not grounds for a refund.
- **General illness or pre-existing conditions:** If someone in the camping party gets ill but does not require medical assistance (see Medical below) or if there are common or expected conditions in the park that trigger an existing condition (i.e., allergic to bees and stung in park, or campfire smoke triggers asthma attack, etc.) would not be considered grounds for a refund.
- **Errors in making a reservation:** Refunds will not be granted for errors that customer make on their reservations.
- **Penalty window in effect:** Making and cancelling your reservation within the penalty window is not grounds for a refund.
- **Vehicle breakdown/issues related to equipment:** No refunds will be given for vehicle breakdowns, problems related to vehicles or equipment failure.
- **Change in Plans:** A change of plans, included but not limited to getting called into work or if child care or pet care arrangements fall through.

Grounds for a Refund:

- **Incorrect charges:** Occasionally the reservation system experiences technical problems which may result in incorrect charges. Refunds will be considered for customers who are incorrectly charged. The refund will only be for the difference between what they were charged and the correct amount owing.
- **Park conditions that prevent access or cause evacuations:** Refunds would only be considered if customers are unable to enter/approach a park because of emergencies such as road closure or/and natural disaster or if an evacuation is ordered. In such cases, the onus is on the visitor to check the

District website for updates.

- **Medical:** The District will only consider issuing refunds for serious medical reasons that prevent customers from honouring their reservation. Requests for medical refunds require a doctor's note or proof that a member of the camping party was seriously injured or admitted to the hospital (there are no exceptions to this). Dates on the medical note or documents must coincide with the arrival date in order to support the request.
- **Death in the immediate family:** The District will consider refunding forfeited user fees if there is a death in the immediate family. The District still requires the customer will do their best to cancel their reservation so that other customers can access the inventory. A death certificate or obituary notice that clearly demonstrates the deceased's relationship with the reservation holder must be submitted to the District to review the request.
- **Serious motor vehicle accident:** If the reservation holder or member of the camping party is involved in a serious motor vehicle accident that prevents them from honouring their reservation, a refund will be considered. An accident report, dated near the customer's arrival date is required to support the request for a refund.

More information on regulations can be obtained in the Parks, Campgrounds and Facilities Regulations Bylaw No. 588, 1999 and our District of Hudson's Hope Fees and Charges Bylaw No. 843, 2014.



2017 Annual Conference and Trade Show Ottawa

June 1-4, 2017

Shaw Convention Centre, Ottawa

More than 1,500 municipal leaders are heading to Ottawa, June 1—4, for Canada's largest municipal-federal conference. With the focus of this year's conference on municipalities as nation-builders, FCM's 2017 Annual Conference and Trade Show will showcase how the municipal sector is helping to shape our country's future.

For more information, contact [Natalina Conner](#), Events Registration Coordinator.

[Plan your trip](#)

[Visit the 2017 Ottawa Trade Show](#)

Page Updated: 31/01/2017

Federation of Canadian Municipalities

24 Clarence Street

Ottawa, Ontario

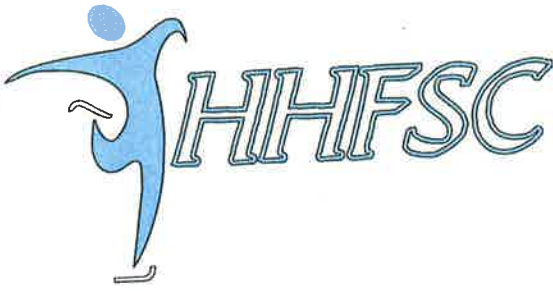
K1N 5P3

T. 613-241-5221

F. 613-241-7440

Email: info@fcm.ca

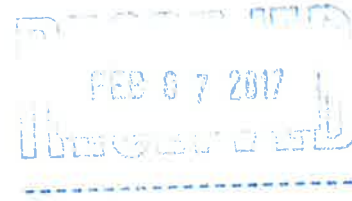
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Hudson's Hope Figure Skating Club
PO Box 264
Hudson's Hope, BC V0C 1V0

January 11, 2017

To Whom It May Concern:



Dear Sirs/Madams:

We are writing on behalf of the Hudson's Hope Figure Skating Club, we are a small skating group based in Hudson's Hope with growing numbers now over 45 young local skaters. We run Pre-CanSkate, CanSkate and StarSkate programs with local coaches.

Over the last year, with help from businesses like yours, we have been able to purchase a jumping harness and a spinning disc! We would love to continue upgrading and adding equipment and teaching props to our club.

We have an annual Skating Carnival at the end of each season, which we use as a fundraiser, and we are looking for donations that we can use for door prizes and raffle draws at the show. This year's Carnival is scheduled for Saturday, March 11, 2017 at the Hudson's Hope Arena.

If you are able to donate any type of item or a cash donation, it would be greatly appreciated.

Please contact our Fundraising Coordinator, Heather Middleton at the numbers below if you are able to support our club.

Thank you in advance!

Sincerely,

Bonnie Pringle
Club Coordinator
Home Ph. (250) 783-5362
Cell Ph. (250) 783-0742

Heather Middleton
Fundraising Coordinator
Cell Ph. (250) 783-1043
Email: heather.orr@gmail.com

Subject: FW: Important notice from the NCLGA
Attachments: Resolutions Package 2017.pdf; Nominations Package.pdf
Importance: High

From: Oliver Ray [<mailto:oray@nclga.ca>]
Sent: Monday, January 23, 2017 3:29 PM
To: NCLGA ADMIN <admin@nclga.ca>
Cc: Bonnie S <bseitz@nclga.ca>
Subject: Important notice from the NCLGA
Importance: High

Good afternoon Community Leaders,

Attached to this email is the nominations package for people who wish to run for a seat on the NCLGA Board as well as the annual resolutions package. As you may know, this information is also posted on our website throughout the year:

Resolutions: <http://www.nclga.ca/conventions/resolutions>
Nominations: <http://www.nclga.ca/documents/NCLGA-Nominations>

We would also like to encourage you to register for the 2017 NCLGA Convention at your earliest convenience. Space is limited and registration volume so far is higher than the previous three NCLGA conventions: <http://www.nclga.ca/conventions/2017-convention>

Thank you, and we look forward to seeing everyone in May!

Oliver Ray
Executive Director

"The Elected Voice of Central & Northern BC"
North Central Local Government Association
206 - 155 George Street
Prince George, BC V2L 1P8
Office: (250) 564-6585

Twitter: @NCLGA
Website: <http://www.nclga.ca>





Resolutions Package 2017:
North Central Local Government
Association

Foreword

The North Central Local Government Association (NCLGA) made changes to its resolutions process following the creation of its new, Four-Year Strategic Plan in September 2014.

After years of roundtable discussions, strategic planning sessions at AGMs, and careful deliberation by the NCLGA Board and its committees, a series of changes have been put in place to ensure a more standardized and effective resolutions process.

Many of these changes bring the NCLGA's procedures up-to-date with other local government organizations, such as the Union of British Columbia Municipalities (UBCM), and the Federation of Canadian Municipalities (FCM). Other changes establish lines of responsibility for resolutions, and open up channels of communication. The NCLGA hopes that with these changes, we may bring closure to a substantial amount of resolutions, both new and old.

Finally, the NCLGA is now opening up its call for resolutions earlier than usual. This gives local governments more board meetings to discuss, formulate, edit, and submit substantial and informed resolutions that will guide both our regional and provincial work going forward.

Highlights:

- Federal, provincial, or local categorization
- Requirement of additional background information
- Formatting requirements
- Three-year timeline
- Increased communication to sponsor communities
- Packages to be distributed in December, early call for resolutions

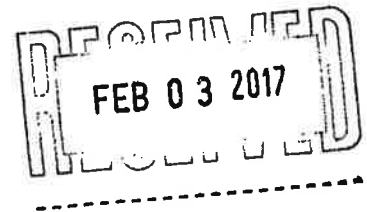
Resolutions 101

Resolution: a written motion adopted by a deliberative body.

Resolutions are used as marching orders for the NCLGA. Each year, local government councils and boards submit resolutions to the NCLGA. These are specific calls to action, instructing the NCLGA to do something on behalf of all member communities in the region. Resolutions submitted before the deadline (March 3rd, 2017) are discussed at the AGM & Convention each May. There, it is decided by the membership which resolutions to adopt or not. Adoption of the resolution signals the full support of all NCLGA member communities. This adds significant strength to the NCLGA's calls for change when advocating for the resolution's proposed action.

Resolutions follow a specific format, and must be submitted by a member community in order to reach the floor at the NCLGA AGM & Convention. The NCLGA does not take resolutions from non-members. After the AGM & Convention, all adopted resolutions are sent to UBCM for further advocacy. However, only resolutions that address issues of a province-wide concern are adopted by UBCM.

- The deadline for submitting resolutions to NCLGA is 60 days before the AGM & Convention (March 3rd, 2017).
- Only NCLGA members may submit resolutions. Resolutions are not accepted from hospital districts, industry, or other organizations.
- Resolutions may be sent back to communities asking for specific changes to be made (punctuation, formatting, etc). For example, the enactment clause must specifically ask the NCLGA to do something. If NCLGA is not mentioned in this clause, resolutions will be sent back and the member will be asked to change the wording.
- If resolutions come in that are very similar in nature, sponsor communities may be asked to agree to a merged resolution. In this instance, both communities will receive recognition as having sponsored it – this streamlines the resolutions process and reduces time spent debating resolutions at the AGM & Convention.
- If the resolution is of a regional nature (pertaining to a northern highway for example), be aware that UBCM may reject it as being "too regional" and will request that NCLGA advocate for it on their own.



Fit For Life Request 2017

Greta Goddard
BCRPA Fitness Instructor

January 31, 2017

Dear Council,

I am requesting that the District of Hudson's Hope continue to sponsor Fit for Life with the same monetary support of \$2610.00 for the 2017 year.

Fit for Life has proved to be an extremely valuable community program. It is a lighter intensity exercise program designed to accommodate folks who have low mobility issues and a limited range of motion. The program is geared primarily to seniors, but over the years, it has served many age groups and fulfilled many needs. The very structured and focused exercises combined with instructions on proper technique and form allow participants to work within and simultaneously challenge their abilities. It also provides a safe environment for those who are new to fitness programs and for those who are recovering from injuries. In addition to the physical benefits, it also allows for a social connectivity. It's an excellent program and definitely fulfills a need in the community.

The District of Hudson's Hope has generously sponsored this program since its inception in 2009. Unlike the increasing costs for everything around us, prices have remained low and unchanged for the past seven years. This can be attributed to the District's ongoing support allowing for an economical and affordable rate. The longevity of the program is testimony to its success.

Thank you on behalf of all the participants for offering a program with such benefits. The measure of success is obvious from their comments.

Participant Comments:

"If it weren't for your class, I don't know what I would do."

"It gets me out of the house."

"Finally, something I can do."

"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 coach 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."

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.

Expenses include:

Rental fee: \$672.00 per session

Equipment purchases and replacement costs: \$150 annually

Insurance costs: \$140 annually

BCRPA renewal and membership: \$800 per year

Note: this is an estimate. Amount depends on the costs of renewal courses and travel costs.

Participant rates:

\$64 for seniors (\$2.00 per class), \$112 for adults and \$5.00 per drop in

In 2016, fees collected amounted to \$865.00

At present, there are five regular participants and approximately eight folks who drop in "regularly" to participate.

Previous District sponsorship:

\$320 per 8 classes = \$1280 per session. X 2 = \$2560.00. Insurance costs: \$50 per year.

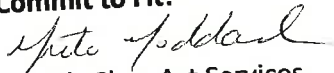
This sponsorship has been instrumental in making the program work.

I sincerely hope the District will consider continuing the sponsorship for 2107 Fit for Life.

Thank you for supporting this program. Please contact me if you would like more information.

Greta Goddard

Commit to Fit!



Greta's Class Act Services

Fitness and Special Event Planning

Box 687

Hudson's Hope, BC

VOC 1V0

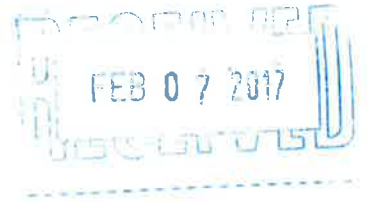
Tel: 250-783-0855

hndclassactfitness@gmail.com

www.hvuhudsonshope.com



PEACE RIVER REGIONAL DISTRICT



February 2, 2017

District of Chetwynd
Box 357
Chetwynd, BC V0C 1J0

City of Dawson Creek
Box 150
Dawson Creek, BC V1G 4G4

District of Tumbler Ridge
Box 100
Tumbler Ridge, BC
V0C 2W0

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

District of Hudson's Hope,
Hudson's Hope, BC
V0C 1V0

District of Taylor
Box 300
Taylor BC, V0C 2K0

Village of Pouce Coupe
PO Box 190
Pouce Coupe, BC V0C 2C0

Dear Mayor and Council:

Re: Notification of Operational Change to PRRD Recycling Program

As you know, the Peace River Regional District (PRRD) provides for processing of household and commercial recyclables via private contractor through a series of drop-off depots, both manned and unmanned, throughout the region. In late 2016, the Regional Board awarded its recycling services contract to R-3 Recycle It Resource Recovery (R-3), for a five year term.

To that end, effective March 1, 2017, we would like to notify you that the PRRD recycling program will be offered through R-3, located at 10095-85 Ave, Fort St. John, BC. Through its contract with the Regional District, R-3 will be providing for:

- Collection and processing of recyclable materials dropped off at their recycling depot drop-off locations in the Region.
- Post-processing of municipally collected curbside material.
- Service through existing local partners in Dawson Creek and Chetwynd.

In order to guarantee the success of the Regional Recycling program through its new prime contractor, R-3 (and its partners), we are encouraging all stakeholders to participate in supporting R-3 Recycle-It and its partners to successfully achieve improved recycling services within our member municipalities.

A staff representative from the PRRD will be contacting your office in the near future to provide additional information on the transition to the new service provider and to answer any questions that you may have.

Sincerely,



Chris Cvik, CAO
Peace River Regional District

Cc: Dan Rose, Chair PRRD Solid Waste Committee
Paulo Eichelberger, General Manager of Environmental Services

diverse. vast. abundant.

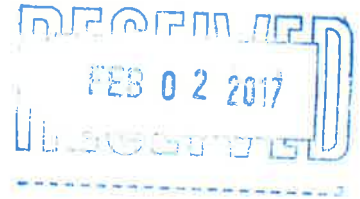
PLEASE REPLY TO:



Box 810, 1981 Alaska Ave, Dawson Creek, BC V1G 4H8 Tel: (250) 784-3200 or (800) 670-7773 Fax: (250) 784-3201 Email: prrd.dc@prrd.bc.ca
9505 100 St, Fort St. John, BC V1J 4N4 Tel: (250) 785-8084 Fax: (250) 785-1125 Email: prrd.fsj@prrd.bc.ca



DISTRICT OF TUMBLER RIDGE



January 26, 2017

File: 0110-20/CO

City of Dawson Creek
10105 12A Street
Dawson Creek, BC V1G 3V7

District of Chetwynd
5400 Hospital Road, Box 357
Chetwynd, BC V0C 1J0

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

Village of Pouce Coupe
5011 49 Avenue, PO Box 190
Pouce Coupe, BC
V0C 2C0

District of Hudson's Hope
Box 330
Hudson's Hope, BC V0J 1V0

District of Taylor
Box 300
Taylor, BC V0C 2K0

Dear Mayor and Council:

Re: Support for Gwillim Lake Upgrades

Council at its January 23, 2017 meeting resolved that a letter be sent to the municipalities to garner support in writing a letter to the Minister of Environment to request upgrades at the Gwillim Lake Park.

The District is concerned about the dock area and the boat launch. The dock isn't anchored properly which in turn causes the dock to float around creating an issue of safety for boaters and other users of the dock. The increase in users to the park has caused a parking issue. Parking lots are full and when boaters remove their boats from the water at the end of the day there isn't space left for parking. Council would like to see upgrades to this area to assist in alleviating the issue.

Council is also requesting that the Ministry gives consideration to year round access to the Park. Currently the access is restricted because the road into the park was not designed for safe winter travel. Council would like to see the original lake road opened for winter access.

Activity to the area has increased with more outdoor enthusiasts coming to experience the boating and camping opportunities that the area has to offer, in addition to the area being given the prestigious designation of a UNESCO Global Geopark, the beauty of the Park brings in many visitors to the Peace Region area and beyond.

You can send a letter of support to the following address:

Municipal Hall, Box 100, Tumbler Ridge, BC V0C 2W0 Phone: (250) 242-4242 Fax: (250) 242-3993
Website: www.DistrictofTumblerRidge.ca

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The Honourable Mary Polak
Minister of Environment
PO Box 9047, Stn Prov Gov't
Victoria, BC V8W 9E2

Or email: ENV.minister@gov.bc.ca

Thank you for considering the District's request.

A handwritten signature in blue ink that reads "Aleen Torrance".

Aleen Torrance, CMC
Corporate Officer

Subject: FW: NCLGA Awards- Call for Nominations (Please Share)

From: Oliver Ray
Sent: Thursday, February 09, 2017 10:57 AM
To: Oliver Ray <oray@nclga.ca>
Cc: Kaila Nielsen (<knielsen@nclga.ca>) <knielsen@nclga.ca>
Subject: NCLGA Awards- Call for Nominations (Please Share)
Importance: High

Good Afternoon NCLGA members,

Are you proud of your community's accomplishments? Would you like your community to be recognized at our convention and more broadly through social media and the news?

Announcing the second-annual NCLGA Community Leadership Awards! In accordance with our principal function of promoting the environmental, social and economic wellbeing of our member communities, the NCLGA has created awards to showcase a community in each of these categories.

To nominate your community, simply provide a brief letter describing a fantastic community project, event, or activity that you are proud of. A winner will be chosen in each category and presented an award during your 2017 NCLGA Convention in Terrace. We are intentionally making this process as easy and seamless as possible. If your community has excelled in any of the following categories, let us know:

- Environmental Stewardship
- Social Responsibility
- Economic Development

NCLGA staff will collect all nomination letters for the Board's consideration.

The Rules:

1. Nominations must come in the form of a letter to the NCLGA's Executive Director (no requirements as to length, and letters can either be hardcopy or email attachments).
2. Nomination Letters must be received by Sunday, March 13th, 2017
3. Letters must clearly state which award the nomination is for
4. These awards are for communities, not individuals. Recipient communities must be NCLGA members in good standing.
5. Nomination letters can come from any individual representing a local government (elected or not), and there is no limit on the amount of nominations per community. ***An official resolution is not required. Winners are chosen based entirely on their project or event, and not on the quality of their nomination (i.e. you don't even have to spell check, let alone prepare a glossy, multi-page presentation).***
6. You may resubmit nominations from last year.

What you get if your local government wins:

1. Your community will be publicly recognized during your 2017 NCLGA convention.
2. A representative from your community will have an opportunity to speak to all assembled delegates about your community's project or event.

3. Your community will receive a beautiful award to permanently display at your local government office.
4. Award recipients will have their achievements highlighted more broadly through our social media channels, newsletter and via press release to the entire NCLGA's media network.

These awards are an opportunity for Northerners to share best practices, to get others thinking outside the box, and to promote knowledge sharing amongst our members. It is our firm belief that communities in central and northern BC continuously punch above their weight, make exceptional gains with limited resources, and manage to rise above the fray time and time again. We want to make sure we share our successes as much as possible, so others might benefit.

Sincerely,

Oliver Ray
Executive Director

"The Elected Voice of Central & Northern BC"
North Central Local Government Association
206 - 155 George Street
Prince George, BC V2L 1P8
Office: (250) 564-6585

Twitter: @NCLGA
Website: <http://www.nclga.ca>





10027 - 100 Street
Fort St. John, BC
V1J 3Y5
Tel: (250) 785-6328
1-888-689-6328
Fax: (250) 785-6378
info@neat.ca www.neat.ca

February 3, 2017

Mayor and Council
District of Hudson's Hope

Re: NEAT's Application for Learn to Can Funding from BC Hydro's Go Fund

This letter is to advise you that NEAT has applied for funding from BC Hydro's Go Fund for the Learn to Can program with support from United Way of Northern BC. If approved, there will be two sessions taking place in Hudson's Hope during 2017.

We have partnered with the Friends of Hudson's Hope Thrift Store to identify and offer canning and preserving classes to residents that would benefit from improved food skills but face an economic barrier.

This program will facilitate six residents in each session who will learn to waterbath can with a general introduction to pressure canning and fermenting. Participants will receive a canning starter kit with a canning pot, jar lifters, jars, funnels and other canning supplies, as well as, a step-by-step canning manual.

We are excited to be offering this program and look forward to providing you with a program report later in the year. If you have further questions, please contact our Program Coordinator Karen Mason-Bennett directly at 250-785-6328 or email Karen@neat.ca.

Sincerely,

A handwritten signature in black ink, appearing to read "Colleen Brown", written over a horizontal line.

Colleen Brown
President, NEAT BOD

Converting Awareness Into Action

February 9, 2017

RE: Letter of Support for Hudson's Hope Public Library's Young Adult Programs

To Whom It May Concern,

Hudson's Hope School Parents Advisory Council would like to extend our full support of the Hudson's Hope Public Library's Young Adult Program.

We have had a very good relationship with the Librarians at the Hudson's Hope Public Library and through this relationship have gained many benefits for our students and staff. Through the North East Library Federation Initiatives, they have been able to provide presentations in our school from multiple children & youth genre authors, and even a magician and a hoop dancer/author!

Our Public Library also gifts a book to each of our Grade 1 students at the end of each year. These books are strategically chosen by the public librarians in consultation with the Grade 1 teachers in order to engage the students in a story that is handpicked for their tastes and reading ability. These stories are often part of a series in order to entice the children in to the library to borrow the next book in the series and to keep them reading through the summer months.

We are very excited about the Young Adult Programs being offered in the library and have heard feedback from many parents and the youth themselves about the amazing things they are learning and engaging in during their programs.

The combination of the supports we afford through PAC, through the Public Library, and the School & District, provide our students and community with the learning culture that we all need to excel in life.

The Hudson's Hope Public Library has our full support to continue in their endeavors to provide quality educational supports for the children of our community through their young adult engagement initiatives.

Yours Sincerely,

Amber Norton

PAC President

Joint Meeting PRRD and School District #60.

Jan. 24th, 2017.

Councillor's Gillis and Heiberg attending.

Key agenda items:

- School busing. SD #60 received \$425,000 in 2016 to help cover busing costs with the understanding that the District would not charge parents. Actual costs are about \$540,000, so still a short fall. There is no guarantee that this funding will remain in place for future years.

The busing formula has not been changed and is not likely to be changed. The Tech Review Committee, of which Kevin (staff) sits, is a closed committee and makes recommendations to the Minister. This committee has Provincial representation, so Northern, rural Districts have little voice.

Considerable discussion as to how local governments can support SD #60. Key phrase "access education".

- New schools / School acquisition Tax. Hudson's Hope is exempt from this tax as there is no need for purchasing more property for future growth. Is an issue in other communities.

- Shared space. Many examples of local government partnerships with SD #60. We added the Community Gym concept / climbing wall as HH examples.

- Bigger picture: how can local government support SD #60? Need to work toward developing clear communication and speak with a common voice. Identify specific needs / issues and work together to provide support.