



DISTRICT OF HUDSON'S HOPE

AGENDA

Council Chambers

Monday February 27th, 2017 at 6:00 PM

1. Call to Order:

2. Delegations:

D1 Eric Sears, Urban Systems- Wastewater Treatment
Facility Project, Solar Panel Project

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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 February 15, 2017 Regular Council Meeting
M2 February 20, 2017 Special Council Meeting

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7. Business Arising From the Minutes:

8. Staff Reports:

SR1 CAO Action and Other Updates
SR2 RFD- Monkey Business Gymnastics
SR3 RFD- Committee Appointments
SR4 RPT- 2017 Mountain View Trailer
SR5 RFD- Parks & Rec Advisory Committee Chair
SR6 RFD- 2003 Ford F Series Garbage Truck
SR7 RFD- Safety Officer/Bylaw Officer
SR8 RPT- SEC Summary
SR9 NCLGA Resolutions 2017

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9. Bylaws:

B1 Bylaw 881-Annual Financial Plan 2017
B2 Bylaw 878- Inter-Community Business License

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	B3	Bylaw 880- Amended Fees And Charges	Page 109
10.		Correspondence	
	C1	Friends of Hudson's Hope Grant Report	Page 115
	C2	Pat Pimm, MLA-Section 16 applications	Page 118
	C3	Canadian Cancer Society- municipal endorsement	Page 122
	C4	Hudson's Hope Library- amended budget	Page 130
	C5	District of Coldstream- request for support	Page 134
	C6	Government/Telus/Hydro Funspiel invitation	Page 138
	C7	Communities in Bloom	Page 140
11.		Reports by Mayor & Council on Meetings and Liaison Responsibilities	
	CR1	Councillor Beam- Rocks on road at Lynx Creek	Page 144
	CR2	Councillor Beam- Outhouses at Welcome sign pullout	Page 146
12.		Old Business:	
	OB1	NEBC Resource Municipalities Coalition	
	OB2	Council Procedure Bylaw/Policy	
14.		Public Inquiries:	
15.		Adjournment:	



DISTRICT OF HUDSON'S HOPE

Delegation to Council Request Form

Name of person or group wishing to appear before Council:

ERIC SEARS- URBAN SYSTEMS

Subject of presentation: WASTEWATER TREATMENT FACILITY, SOLAR ARRAY PROJECT

Purpose of presentation:

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

Contact person (if different than above):

Telephone number:

Email address:

Will you be providing supporting documentation? ☒ Yes ☐ No

If yes:

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

Technical requirements:

- ☐ flip chart
- ☐ multimedia projector
- ☐ laptop
- ☐ other

Rules for Delegations:

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

Helpful Suggestions:

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

I understand and agree to these rules for delegations

Name of Delegate or Representative of Group

Signature

Date

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

MEMORANDUM

Date: February 21, 2017
To: Tom Matus, Administrator
cc: Eric Sears, P.Eng.
From: Matt Smith, P.Eng.
File: 0664.0039.02
Subject: Wastewater Treatment Facility Design Revisions – Expected Cost Savings

Further to our memo dated, February 21st, 2017, we have been asked to briefly outline the costs savings that we expect to be realized as part of the new design. The following is a breakdown of what we expect to save from the costs associated with the initial design concept:

	Item	Expected Cost Savings
1	Headworks Building (smaller building)	\$300,000
2	Screening and sewage receiving equipment removal	\$500,000
3	Watermain service headworks	\$25,000
4	Electricals savings	\$100,000
5	Excavation	\$650,000
6	Reduced liner size	\$70,000
7	Siteworks and additional piping	\$200,000
	Total	\$1,845,000

The above estimate has been formulated based on trying to reduce the costs of the plant upgrades by approximately \$1,500,00 to \$2,000,000.

If you have any questions or require any other information, please give me a call.

Sincerely,

URBAN SYSTEMS LTD.



Eric Sears, P.Eng.



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9904 Dudley Drive
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REQUEST FOR PROPOSAL (RFP) FOR

**DESIGN BUILD SERVICES FOR A "COMMUNITY SOLAR INITIATIVE" WHICH INCLUDE DESIGN,
SUPPLY AND INSTALLATION OF SOLAR PANELS THAT ARE TO BE INSTALLED ON COMMUNITY
BUILDINGS FOR THE MUNICIPALITY OF THE DISTRICT OF HUDSON'S HOPE, BC**

**MUNICIPALITY OF THE DISTRICT OF HUDSON'S HOPE
9904 Dudley Drive
Hudson's Hope, BC, V0C 1V0**

Issue Date: 

Closing Date: 



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Appendices

- Appendix A – Form of Proposal
- Appendix B – Evaluation Form
- Appendix C – Building Location Map
- Appendix D – BC Hydro Metering Data
- Appendix E – Summary Report from Community Scan



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1. Background

In 2015 The District of Hudson's Hope applied for and received funding under the BC Gas Tax Fund to implement a community solar initiative. The goal of the project is to install photovoltaic (PV) systems on a number of community buildings in order to offset electricity costs to the district and to take a lead role in sustainable energy solutions.

2. Summary

The District of Hudson's Hope is requesting Proposals for the final design, supply and installation of a community solar energy project. This project will promote green energy leadership, support energy self-sufficiency goals, contribute to the community's economic development, be a source of community pride and reduce the District's expenditures on electrical power.

The successful proponent will supply and install PV Systems and all required electrical connections on a number of community buildings that will be required to operate under individual net metering accounts with BC Hydro. The total planned installation is anticipated to be 350 KW.

The District has identified a total of 13 community building and locations where PV Systems could be installed effectively and efficiently to offset the current loads and potentially produce excess power to the grid. These buildings have been reviewed with respect to solar power potential and can each accommodate between 4 KW and 100 KW of panels and the successful proponents will be expected to best optimize the systems to provide the best solution for the District. One of the key goals will be to offset energy costs of the buildings before producing excess power at any individual account.

The purpose of this Request for Proposal (RFP) is to solicit proposals from shortlisted candidate organizations, conduct an evaluation based on criteria listed herein, and select the candidate who best represents the direction the District of Hudson's Hope wishes to go.

The information included in this RFP is not prescriptive or overly detailed. We understand that this project is not an off the shelf solution and we are looking to the industry experts to provide a solution that best meets the spirit of the project and provides the best overall value to the District based on the overall goals of the project; innovation is encouraged. The solar designs that have been undertaken to date and included in Appendix III are to be used as a guide only. They were generated to allow an understanding of the potential but are not necessarily the expected configurations.

3. Proposal Guidelines

3.1 Purpose and Eligibility

The RFP is by invitation only. Only those firms that have successfully been selected through the previous Expressions of Interest process are eligible to submit to this RFP.



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This Request for Proposal represents the guidelines for an open and competitive process. If the organization submitting a proposal must outsource or contract any work to meet the guidelines contained herein, this must be clearly stated in the proposal.

This is a Request for Proposals and is not a contract tender call. No contractual, tort or other legal obligations are created or imposed on the District by this RFP or by submission of any Proposal or by consideration of, or failure or refusal to, consider any Proposal by the District. Further, the Design/Build Agreement, when executed, is the sole source of any contractual obligation on the District with respect to the Project.

Proposals from invited proponents received in response to this RFP will be evaluated and the Proponent judged to have the "best overall proposal" will be designated as the "Preferred Proponent" and selected to enter into negotiations leading to a Design/Build Agreement with the District for this Project.

Throughout this document reference is made to the "Proponent" as the entity preparing the response to the RFP including its Prime Members. The term "Contractor" is used to represent the Proponent after the Agreement is signed.

"Preferred Proponent" is the Proponent judged to have the "best overall proposal" which is selected to enter into negotiations leading to a Design-Build Agreement with the District. If negotiations are unsuccessful, that firm will be formally notified and the next highest rated Proponent be deemed to be the Preferred Proponent and negotiations would be commenced with them. A "contract" is only created upon successful negotiation with a Preferred Proponent and that there is no guarantee that a contract will be formed.

Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organizations being contracted. All costs must be itemized to include an explanation of all fees and costs.

4. Submission of Proposals

Each proponent must submit 2 copies of their proposal titled "Community Solar Initiative", by courier to and must be received by 4:00pm, , 2017 to:

Tom Matus, CAO
District of Hudson's Hope
P.O. Box 330
Hudson's Hope, BC V0C 1V0

Each Proposal shall be valid for a period of 90 days from the Proposal Due Date.

The District reserves the right to reject any or all Proposals without any obligation or any reimbursement to the Proponents. If, in the sole opinion of the District, the Schedule of Prices



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provided by a Proponent is unreasonably low (i.e., the Work could not be completed for the quoted price), the District reserves the right to disqualify the submission.

The District may reject any Proposal in which, in the opinion of the District, the figures displayed in the Schedule of Prices are inherently unbalanced and do not properly reflect the cost to perform the Work identified, or if the proposed Project schedule does not accurately reflect the time required to perform the Work.

5. Inquiries

All inquiries related to this RFP, including whether or not the Contract has been awarded, should be directed in writing to the District.

Tom Matus, CAO
District of Hudson's Hope
P.O. Box 330
Hudson's Hope, BC V0C 1V0
Email: cao@hudsonshope.ca

Or

Eric Sears, Project Manger
Urban Systems Ltd.
Email: esears@urbansystems.ca

Information obtained from any person or source other than the above District representatives may not be relied upon. The District is not required to provide a response to any inquiry. Inquiries should be made no less than five working (5) days prior to Closing Time.

The District reserves the right not to respond to inquiries made less than five working (5) days prior to Closing Time. Inquiries and responses will be recorded and will be distributed to all Proponents at the discretion of the District.

Proponents finding discrepancies or omissions in the RFP, or having questions as to meaning or intent of any provision, should immediately notify the District representative. If the District determines that an amendment is required to the RFP, the District will issue a written addendum to the Proponents. No oral conversation will affect or modify the terms of this RFP or be relied upon by any Proponent.

6. Addenda

If the District determines that an amendment is required to the RFP, the District will issue a written addendum to all Proponents that shall be incorporated into and become a part of this



RFP. Failure to acknowledge and address all addenda in a Proposal may render the Proposal invalid.

7. Right to Modify Terms and Negotiate

The District at its sole discretion, reserves the right to modify the terms of the RFP at any time before the Closing Time. The District reserves the right following the Closing Time, and in accordance with the terms of this RFP, to negotiate with one or more Preferred Proponents any modifications or variation of the terms of the RFP, including any of the documents referred to in the definition of "Contract" herein or any modification or variation of the terms of any Proposal, including price, that the District considers to be in its best interests. For certainty and without limiting the foregoing, the District may, for the purpose of entering into a Contract with any Proponent, amend the description of the work included in this RFP so that it accurately reflects the services to be provided by the Proponent.

8. Examination of Documents and Site

Upon submitting a proposal each Proponent shall be deemed to have carefully examined and understood the guidelines and limitations of the RFP, including all attached Appendices, the contract and the site prior to preparing and submitting a Proposal, with respect to any and all facts which may influence the decision to prepare and submit a Proposal.

Site Visits can be scheduled in advance on an individual basis with the representatives named in Section 5.

9. Proposal Submission Form and Contents

9.1 Package

Proposals must be in a sealed package and marked on the outside with the Proponent's name and title of the Project

9.2 Form of Proposal

Proponents must submit their Proposal in accordance with the instructions set out in Section 17 and include the form included in Appendix A- Form of Proposal.

9.3 Signature

The Proposal should be signed by a person authorized to sign on behalf of the Proponent and include the following:

- a) If the Proponent is a corporation then the full legal name of the corporation should be included, together with the names of the authorized signatories. The Proposal should be executed by one or more of the authorized signatories.



- b) If the Proponent is a partnership or joint venture then the legal name of the partnership or joint venture and the name of each partner or joint venture should be included and each partner or joint venture should sign personally (or, if one or more person(s) having signing authority for the partnership or joint venture should provide evidence to the satisfaction of the District that the person(s) signing have signing authority for the partnership or joint venture). If a partner or joint venture is a corporation then such corporation should sign as indicated in subsection (a) above.
- c) If the Proponent is an individual, including sole proprietorship, the name of the Individual should be included.

10. Proposal Evaluation

10.1 Evaluation Team

The evaluation of Proposals will be undertaken by the Evaluation Team. The Evaluation Team may consult with others including other District staff members, third party consultants and references, as the Evaluation Team may in its discretion decide is required.

10.2 Mandatory Guidelines

The following are the mandatory guidelines:

- a) The Proposals must be received at the Submission Location before the Submission Time.
- b) The proponent must submit the signed form included in Appendix A – Form of Proposal

10.3 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.

11. Award Process

Within 30 days following the Proposal Due Date, the District intends to announce the selection of the Preferred Proponent and the District may negotiate with the Preferred Proponent for a Contract.

The District reserves the right to negotiate changes to the Preferred Proponent's Proposal and the Design/Build Agreement with the Preferred Proponent.

If at any time the District or the Preferred Proponent reasonably forms the opinion that a mutually acceptable agreement is not likely to be reached within a reasonable time, the District or Preferred Proponent may give written notice to terminate discussions, in which event the District may then either open discussions and/or negotiations with another Proponent or Proponents, or terminate the RFP and retain or obtain the Services in some other manner. Proponents will be notified in writing if and when a Contract has been awarded.

12. Execution of Agreement

Upon successful conclusion of negotiations, the District will provide the Successful Proponent with 3 copies of the Design/Build Agreement to be executed. The Agreement will be the CCDC –



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14 Design – Build Stipulated Price Contract. Proponents are encouraged to review this document prior to submission.

Within 7 business days of the Successful Proponent's receipt of these documents, the Proponent shall return them to the District fully executed, together with the Performance Security and other guidelines set out in the contract.

The Successful Proponent shall be required to furnish at its own expense a Performance Bond and Labour and Materials Payment Bond. Both of these bonds shall be referred to as the "Bonds". The Performance Bond shall guarantee the faithful performance of the Contract, and in default thereof, shall protect the Owner against any losses damage arising by reason of failure of the Successful Proponent to faithfully perform the contract. The Bonds are to be issued by a Surety Company licensed in the Province of British Columbia satisfactory to the Owner – each in the amount of 50% of the Contract Price. The performance Bond shall remain in force as a maintenance Bond for the Warranty Period as defined in the contract

13. Project Scope

13.1 Responsibilities of the District

The District will manage the procurement and delivery of the Project. Pursuant to the provisions of the Agreement, the District will monitor the design and construction of the Project as a knowledgeable Owner and may perform quality audits to verify the Contractor's delivery of quality, durable, and environmentally acceptable infrastructure in accordance with the Agreement.

The District will, during the execution of the Work, monitor the progress of the Work to verify that the Contractor is conforming to the Agreement. The District will review the Contractor's conformance to the Agreement, accept payment requests, issue payments, accept substantial performance of the Project and issue the Completion Certificate subject to the procedures defined in the Agreement.

For clarity, nothing in this section creates any contractual or other legal obligation on the District. The Agreement, when executed, is the sole source of any contractual or other obligation on the District with respect to the Project.

13.2 Responsibilities of the Contractor

Responsibilities of the Contractor include, but are not limited to, all responsibilities required to deliver the Project in accordance with the guidelines of the RFP documents. The Contractor's responsibilities are defined in, but in no way limited to, the guidelines of the RFP and the Agreement.

The Contractor will be responsible for dealing with all agencies having jurisdiction over the Contractor and the Project, adjacent landowners, with the general public, and for resolving all issues that arise from its execution of the Work.



The Contractor will be responsible for securing all Governmental Approvals and Permits required for the Project from those agencies having jurisdiction over the Project, unless noted otherwise in the Agreement.

The contractor is responsible to apply for and obtain necessary permits required for the project. These include but are not limited to electrical permits, buildings permits and any other permits required as part of the project delivery.

14. Scope of Work

As previously indicated a prescriptive scope of work is not included, but rather project goals and responsibilities that will allow proponents to provide the solution they feel is the best overall approach for the District. The project approach and scope of work should be developed by the proponent based on the following 3 goals of the community.

- 1) Reduce the District's Energy costs while maximizing the available budget;
- 2) Promote Sustainable Energy Leadership; and
- 3) Providing a system that can be operated and maintained with minimal support.

However, in general we are expecting the successful proponent to design and build a fully functional PV system(s) for the community buildings identified in the RFP submissions. The scope of work shall include, but is not limited to, all costs and responsibilities for project management, engineering, construction, commissioning, quality control, quality assurance and permitting to complete the project.

The scope of work will include but not be limited to:

- Project management and coordination of all activities. This include regular updates and monthly review meetings with the District;
- A complete final design for each of the selected buildings including solar configuration, mounting details, electrical wiring and connections and requirements for connecting to the BC Hydro service;
- Review of roofing and electrical requirements or any necessary upgrades. IF roofing and or electrical upgrades will be required the costs for such upgrades will be borne by the District and not the contractor;
- Coordination and finalization of the net metering agreements with BC Hydro and all other require permits;
- Supply and Installation of all panels, mounting hardware, wiring, conduits, controls and electrical components necessary to yield a fully functioning PV system at each selected site;



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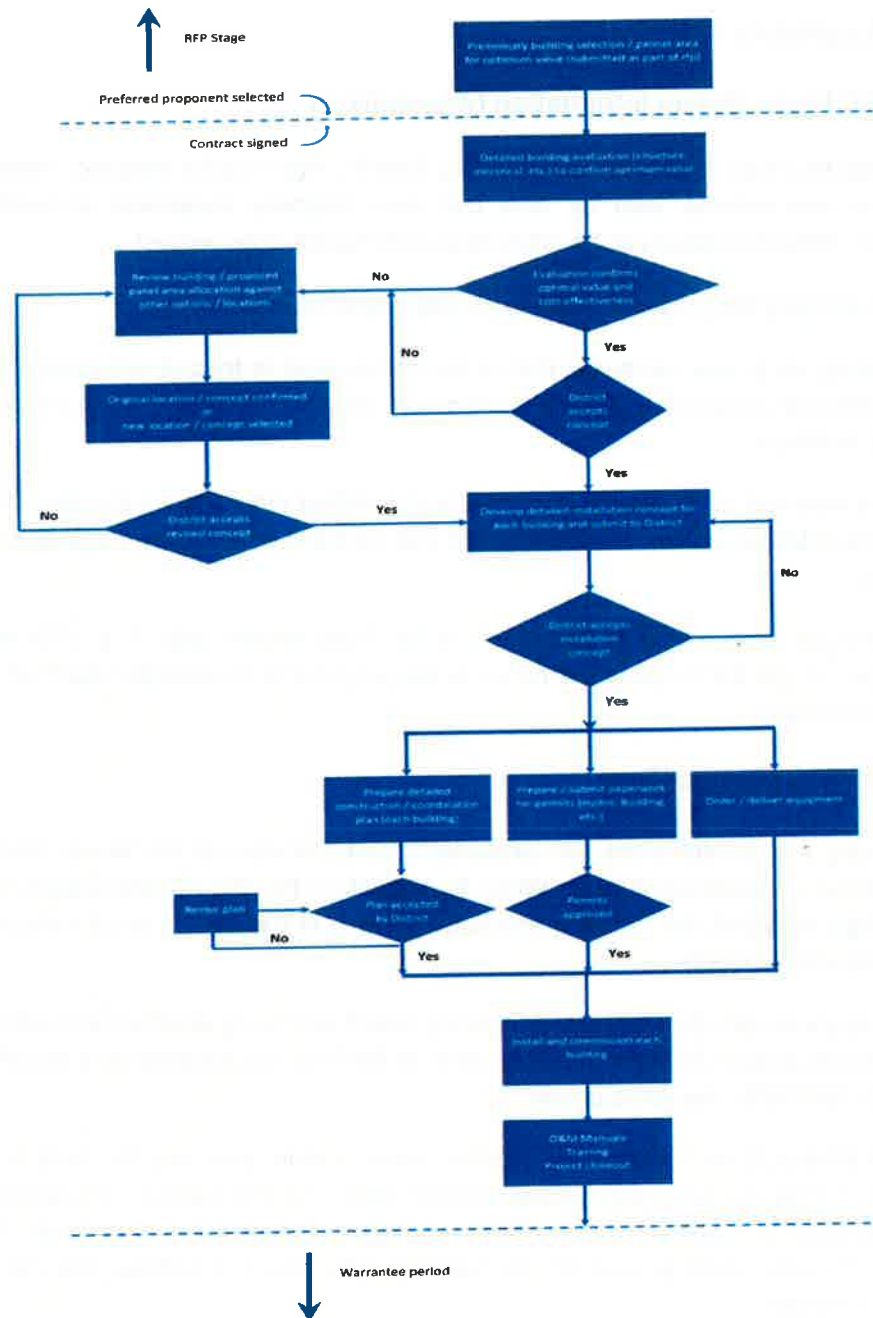
- Quality control;
- Commissioning and testing of each system and a completion report including O&M manual for each individual system;
- Warranties and power production guarantees;
- Necessary project support after completion of the project; and
- A community education and engagement plan.

15. Design Submissions and Anticipated Process

As mentioned the process for the eventual installation will need to be flexible based on the successful proponent's solution, confirmation of collected information and the ultimate design. The following flowchart, Figure 15.1, our intended process to implementation of the systems.



Figure 15.1 - Anticipated Project Activates Flowchart





16. Available Information

16.1 BC Hydro Billing Information (Appendix C)

All available BC Hydro Data has been received from BC Hydro and is included. Please note the information also includes data for sites that were originally considered un-feasible for PV installation. This information can be provided in excel format upon request.

16.2 Summary Report / Feasibility Study (Appendix D)

This feasibility study was conducted from a community scan to try and understand the potential for PV in the community and to provide a preliminary idea on what size systems could be installed on current buildings.

The report reviewed all BC Hydro accounts and identified preliminary information that may be used to size potential arrays. The building roof and electrical service data is also included, where it is known.

The preliminary array sizing in the report is for basic review only. The ultimate size and configuration of the PV systems will be up to the proponents to propose based on the overall goals of the project.

17. RFP Submission

The following section describes the components and elements of the design that are to be included in this proposal submission. While we understand that the ultimate designs may change or need slight revisions, the following should be followed to ensure that a fair comparison of the submissions can be made.

Based on the accounts identified in the summary report, and using all other information provided, the proponents shall provide a concept for each of the buildings/locations to a maximum overall capacity of 350 KW for the entire project.

The 350 KW should be disbursed among the locations while providing the most cost effective solution and also providing the highest amount return for the District. Proponents are not required to propose systems at every building/location identified, but must justify their overall concept. For each building concept, the following information should be provided in a small summary document.

- Solar array details including size, performance and power production;
- Estimated power offset percentage;
- Mounting concept(s) including materials and connection details;

- Any risks and assumptions that were made for each location; and
- Total cost of the array concept including supply installation, permitting, and all other costs associated with the supply, installation and commissioning of a complete and working system.

Proponents are also encouraged to visit the sites to verify information provided or gather supplemental info that can be used to limit the assumptions in the RFP concepts.

In addition to the concepts proponents shall also provide as part of this RFP an information package that includes:

Project Approach and Design Methodology – This should be an overall summary of the proponent's concepts and design methodology that lead to the submitted designs. This section should also highlight items identified in the evaluation criteria.

Solar Array Details – The submissions should include full details on intended panel and inverter equipment that is being proposed.

Community Education Program – As indicated, community engagement and education is an element to a successful project. The proponents are required to submit a Community Education and Engagement Plan that outlines their approach. The cost for this program shall be separate from the building concepts and there is a separate line for this in the pricing form in Appendix A.

Training Plan - The proponents are required to submit a training plan that will outline their approach the training of District staff on the operation and maintenance of the system. The cost for this program shall be separate from the building concepts and there is a separate line for this in the pricing form in Appendix A.

Warranty Information – Detailed warrantee information for all installed items shall be provided including timing and restrictions.

Maintenance and Support Systems – Proponents are to outline their maintenance and support capabilities including any efforts included in the typical system installations that would be included in the original cost, and additional efforts that would be associated with future support and maintenance. The costs of the future support and maintenance will not be included in this contract but will be considered in future budgets.

18. Project Schedule

The anticipated general schedule for the design and construction of the project is as follows:

Closing Date for Proposal Submission – April 10, 2017
Selection of Preferred Proponent (if any) – April 28, 2017
Contract Execution – May 15, 2017
Date of Substantial Completion – October 31, 2017
Final Completion – November 30, 2017

Proponents are encouraged to improve on the Date of Substantial Completion, if possible. A schedule form is included in the proposal form.

19. Site Access

During the RFP stage the proponents are encouraged to visit the site(s) to confirm any required information. The proponents must confirm dates of any site visits with the District so that they can be available to grant access to any buildings and provide any other information.

20. General Conditions

20.1. No District Obligation

This RFP does not commit the District in any way to select a Preferred Proponent, or to proceed to discussions or negotiations for a Contract, or to award any contract, and the District reserves the complete right to at any time reject all Proposals, and to terminate this RFP process for any reason.

20.2. Proponents Expenses

Proponents are solely responsible for their own expenses in preparing, submitting Proposals, and for any meetings, negotiations or discussions with the District or its representatives and contractors relating to or arising from this RFP.

20.3. No Contract

By submitting a Proposal and participating in the process as outlined in this RFP, Proponents expressly agree that no contract of any kind is formed under, or arises from, this RFP, prior to the signing of a formal written Contract.

20.4. Conflict of Interest

A Proponent shall disclose in its Proposal any actual or potential conflicts of interest and existing business relationships it may have with the District, its elected or appointed officials or employees. The District may rely upon such disclosure.



20.5. Solicitation of District Staff, elected members, Contractors

Proponents and their agents will not contact any member of the District council, District staff or District contractors with respect to this RFP, other than the District Representative named in Section 4, at any time prior to entering into a Contract or the cancellation of this RFP.

20.6. Disclaimers/Limitations of Liability

Neither acceptance of a Proposal nor execution of a Contract constitute approval of any activity or development contemplated in any Proposal that requires any approval, permit or license pursuant to any federal, provincial, regional or municipal statute, regulation or bylaw. It is the responsibility of the Proponent to obtain such approval, permit or license prior to commencement of the work under the anticipated Contract.

The District, its elected officials, appointed officers, employees, agents, contractors and volunteers expressly disclaim any and all liability for representations or warranties expressed, implied or contained in, or for omissions from this RFP package or any written or oral information transmitted or made available at any time to a Proponent by or on behalf of the District. Nothing in this RFP is intended to relieve a Proponent from forming its own opinions and conclusions in respect of this RFP. The District, its elected officials, appointed officers, employees, agents, contractors and volunteers will not be liable to any Proponent for any claims, whether for costs, expenses, losses, damages, or loss of anticipated profits, or for any other matter whatsoever, incurred by a Proponent in preparing and submitting a Proposal, or participating in negotiations for a Contract, or other activity related to or arising out of this RFP. By submitting a Proposal, each Proponent shall be deemed to have agreed that it has no right to make such claims.

20.7. Confidentiality

The RFP documents, or any portion thereof and any other confidential information to which a Proponent may have access as a result of this RFP process, may not be used by a Proponent for any purpose other than submission of Proposals. By submitting a Proposal, every Proponent agrees not to divulge, release or otherwise use any information that has been given to it or acquired by it from the District on a confidential basis as a result of or during the course of the RFP process.

20.8. Ownership of Proposals and Freedom of Information

Each Proposal submitted, as well as any other documents received from a Proponent, becomes the property of the District, and as such subject to the Freedom of Information and Protection of Privacy Act ("FOIPPA"). FOIPPA grants a general right of access to such records, but also includes grounds for refusing the disclosure of certain information.

Proponents are asked to specifically identify information contained in their Proposal that is submitted on a confidential basis. Subject to any requirement for access under FOIPPA, the



**HUDSON'S
HOPE**

PLAYGROUND OF THE PEACE

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

District will hold in confidence any such information received from a Proponent. However, the District specifically reserves the right to distribute information about any Proposal internally to its own directors, officers and employees, to its consultants and contractors where the distribution of that information is considered by the District to be necessary to its internal consultation process.

20.9. Time

The timing for the submission and receipt of Proposals and any amendments thereto shall be determined by reference to the District local area network time.

20.10. Acceptance of Terms

The submission of a Proposal constitutes the agreement of the Proponent that all the terms and conditions of this RFP are accepted by the Proponent and incorporated in its Proposal

20.11. Feasibility Study Disclosure

The information contained in the Summary Report contained in Appendix // was complied with the help of Peace Energy Co-op (PEC) of Dawson Creek. All information provided to PEC during the feasibility review and all information generated as part of the feasibility review has been included in the RFP to ensure there is no advantage to PEC in submitting to this RFP. We are committed to providing all necessary information in order to maintain a fair and transparent process for everyone involved.



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APPENDIX A

Form of Proposal



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SUBMITTAL GUIDELINES

1.0 Proposal Form

The Price Proposal Form to be used by Proponents is attached at the end of this Appendix.

Proponents must acknowledge on the Price Proposal Form, all Addenda issued for the RFP. All blanks on the Price Proposal Form must be completed.

Proposals must be executed in the prime firm's name and signed by at least one duly authorized person, whose titles must appear under the signature.



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APPENDIX A - PRICE PROPOSAL FORM

PROPOSAL:

Having carefully examined the Request for Proposal for the Community Solar Initiative, dated //////, 2017 (RFP) as prepared by the District of Hudson's Hope, and Addenda's ___ to ___ inclusive, receipt of which is hereby acknowledged, we propose to perform the Work identified in the RFP and Addenda, described in our Proposal, under the terms and conditions contained in the Project Agreement for the following Price:

	Building/Location Concepts	Estimated PV Potential (KW)	System Cost (\$)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
	Sub-Total PV Systems		
14	Education and Engagement Plan	-	
15	Training Plan	-	
16	Other Costs (specify)	-	
		Sub-Total Submitted Cost	
		GST	
		Total Cost	



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This Price includes all applicable taxes (excluding GST) as well as all fees, licenses and permits for the Work which are legally enacted on the date indicated herein above.

Address:

Phone:

Fax:

Email:

Attention:

This proposal is
executed this

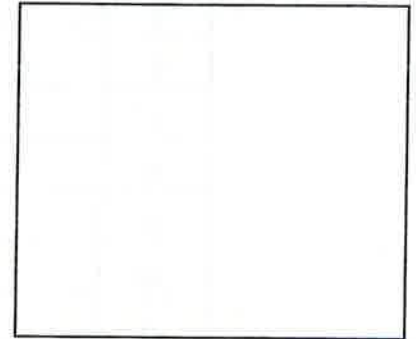
_____ day of _____, 20____.

Proponent:

(FULL LEGAL NAME OF CORPORATION, PARTNERSHIP OR INDIVIDUAL)

(AUTHORIZED SIGNATORY)

(AUTHORIZED SIGNATORY)



Corporate Seal Affixed Hereto



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APPENDIX B

Evaluation Form



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 is enquired.

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.



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APPENDIX C

Building Location Map



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APPENDIX D

BC Hydro Metering Information



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APPENDIX E

Summary Report / Feasibility Study



REGULAR COUNCIL MEETING

February 15, 2017

6:00 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 Caroline Beam
Councillor Kelly Miller
Youth Councillor Tess Herrington

Staff: CAO, Tom Matus
Director of Protective Services, Robert Norton
Special Events Coordinator, Emily Nusse
Corporate Officer, Tammy McKeown

Other:

1. CALL TO ORDER:

The meeting called to order at 6:01 p.m. with Mayor Gwen Johansson presiding.

2. DELEGATIONS:

D1 Corporal Trevor Romanchych –RCMP report

7400-01

- School zone concerns:
 - looking at new signage, possibly new programmable sign and also new school zone signs
- Street lighting along Beattie needs replaced due to safety concerns
- Traffic:
 - expecting Farrell Creek to get busier in 2018
 - discussion in regard to Highway 29 and possibility of new passing lanes
 - Cpl. Romanchych to forward Ministry of Transportation contact to Council
- Information gathering still in process in regard to fentanyl lab.
 - Looking to provide fentanyl awareness training for landlords in the area. Northern Health has been approached to certify local detachment RCMP as trainers.
- Cameron Lake patrol concerns:
 - Cpl Romanchych has discussed issue with counterparts in Chetwynd
 - Issue due to campground being owned privately

- Suggested having it patrolled by District, installing cell phone booster
- Cpl Romanchych to provide contact for Chetwynd Detachment so staff can extend an invitation to attend Council meeting.

3. **NOTICE OF NEW BUSINESS:**

Mayors Additions: Mayor's report

Councillors Additions: Councillor Gillis-NCGLA resolutions

Staff Additions: amendment to B1

4. **ADOPTION OF AGENDA, AS AMENDED, BY CONSENSUS:**

5. **DECLARATION OF CONFLICT OF INTEREST:**

6. **ADOPTION OF MINUTES:**

M1 **January 23, 2017 Regular Council Meeting** **0550-01**
RESOLUTION NO.029/17
M/S Councillors Heiberg/Quibell
"The minutes of the January 23, 2017 Regular Council Meeting be adopted as presented."
CARRIED

M2 **January 30, 2017 Special Council Meeting** **0550-01**
RESOLUTION NO.030/17
M/S Councillors Gillis/Heiberg
THAT:
"The minutes of the January 30, 2017 Special Council Meeting be adopted as presented."
CARRIED
staff directed to include January 30, 2017 minutes in next budget meeting Agenda

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

BA1 **M1:BA1 - NEBC Resource Municipalities Coalition** **6750-01**

- Mayor Johansson to continue to attempt to contact other Municipalities that have pulled out of the Coalition to discuss their concerns and reasoning for leaving. Include under Old Business at next Meeting

BA2 **M1:BA2 - Smart-Hubs** **1349-01**

- Available anywhere you have cell service.
- Discussion in regard to cell service availability in outlying areas

RESOLUTION NO.031/17
M/S Mayor Johansson/Councillor Middleton
THAT:

"Council to write letter requesting Telus to consider providing enhanced cell service in Beryl Prairie area."
CARRIED

- BA3 **M1:BA4 - Council Procedure Bylaw** **3900-02**
- Staff to research other Municipalities' Bylaws and Policies in regard to mandatory notification of absenteeism. Include as Old Business at next Council Meeting
- BA4 **M1:CR1 - Response to MARR** **0400-20**
- MARR has requested a meeting between themselves, the District of Hudson's Hope and Sauteau First Nations. MARR will inform the District when Sauteau is available, after February 20, 2017.
- BA5 **M1:OB1 - Stops of Interest Nominations** **6900-01**
- Nominations have been submitted
- BA6 **M1:NB1 - Geo-Science Presentation** **0540-20**
- **Discussion in regard to presentation that was held**
 - Discovery from airborne geophysical survey flown over a part of northeastern BC's Peace region.
 - Plans conducting research project in the area in regard to methane gas impacts on groundwater resources
 - Have agreed to test samples of from nearby residents' wells
- BA7 **M1:SR7 - RFD- Solar Panels** **0970-01**
- **Discussion in regard to Committees**
 - Mayor Johansson to Chair Solar Panel Committee, Councillors Gillis and Quibell have put names forward to sit on Solar Panel Committee
 - Council to look into regulations in regard to delegation of authority for committees
 - Reporting to Council in regard to completed work, necessary resolutions
 - Concerns in regard to delays faced during prior projects
 - Concern in regard to time-management issue
 - Concern in regard to Budget, discussion in regard to budgeting with a contingency in place
 - Mayor Johansson to prepare Terms of Reference
8. **STAFF REPORTS:**
- SR1 **CAO Report- Action and other Updates** **0110-01**
- **Shop Design** **0810-20**
 - Location for power poles has been determined, estimated cost has not been received. \$150,000 has been budgeted.

- Tanks are to be installed soon, Director of Protective Services will check on installation of sprinkler system
- **Wastewater facility upgrade:**
 - Retender has not been sent out, was planning on submitting once reduced scopes received in order to tender with minimal requirements and then scale up as necessary
 - Waiting on bid documents from Urban System
 - Concerns were voiced over meeting construction schedules

0720-20

RESOLUTION NO.032/17

M/S Councillors Quibell/ Gillis

THAT:

"If bid documents from Urban System have not been received by noon on February 20, 2017, the project is to be retendered based on the original tender."

CARRIED

- **Transfer Site**
 - Tender to be sent out by February 17th, 2017
- **Solar Panels**
 - Staff directed to bring back draft RFP from Urban Systems
- **School Zone Speed Signs**
 - Discussed during RCMP report
 - Talisman had provided original sign and donate \$2,000 towards maintenance
 - Determine where to locate existing signs when new ones are received
 - Further discussion in regard to street lighting due to safety concerns for students walking along these routes.

5360-03

0970-01

5460-01

RESOLUTION NO.033/17

M/S Councillors Gillis/Heiberg

THAT:

"Council prepare a letter to BC Hydro requesting an upgrade to LED Lights along Beattie Drive."

CARRIED

SR2 **RFD- Office printer/scanner/fax/photocopier**

1170-01

RESOLUTION NO.034/17

M/S Councillors Quibell/Heiberg

THAT:

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

CARRIED

SR3 **RFD- Visitor Services Innovation Fund**

1855-01

- SEC to determine if there is a contingency in regard to receiving the funding
- Amend recommendation to include 'dependant on what contingencies for receipt of funding are in place.'

RESOLUTION NO.035/17

M/S Councillors Quibell/Gillis

THAT:

"The District of Hudson's Hope would like to move forward and sign the contract between DestinationBC and the District, dependant on what contingencies for receipt of funding are in place."

CARRIED

SR4

RFD- Omicron Business

**3320-01
6660-20**

- Discussion in regard to sole sourcing of Omicron
- District is only administrating the contract on behalf of BC Hydro.
- Council requested the following information to be included in the minutes:

Even though BCH was the protagonist behind Omicron's selection for the Prime Contractor for the development of the Atkinson Subdivision, protagonist due to the following reasons:

1. *That due to time constraints and Milestones prepared by BCH and agreed to by the District of Hudson's Hope;*
2. *Due to the fact that the money to complete this project is BCH's and not "municipal government public funds". These funds being placed in an Escrow account by BCH and whereby payment to Omicron will come directly from this Escrow account and not from the District of Hudson's Hope as per the Escrow Agreement between the DHH and BCH;*
3. *Due to a Purchase & Sale Agreement whereby the District of Hudson's Hope will benefit and retain proceeds from the sale of 10 serviced lots to BCH;*
4. *Due to the fact that the District of Hudson's Hope will also benefit and retain the proceeds from the sale of all other remaining lots; and*
5. *Due to the fact that BCH's favourable experience and familiarity with Omicron Construction Management Ltd. as Omicron has done good work for BCH in the past and BCH feels comfortable that Omicron will fill its obligation to complete this project on budget and on time; and*
6. *Due to the fact that if this project was tendered publicly it is quite possible that bids would be over BCH's budgeted amount and that any amount over the budget would be the responsibility of the District of Hudson's Hope;*
7. *or should it be decided that retendering was in order this could delay the completion of this project by the end of the 2017 construction season.*

The District of Hudson's Hope Council should invoke our Purchasing Policy, section 1 Policy Objectives subsection i. vi, edict for sole sourcing, by motion, as we are the signees of any contractual construction agreement with Omicron Construction Management Ltd."

RESOLUTION NO.036/17

M/S Councillors Quibell/Heiberg

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 an "Atkinson Construction Manager" 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 Construction Management Ltd. as the "Atkinson Construction Manager" as per the Partnering Relationship Agreement section 1.1(d) and 4.3(a)".
CARRIED

Zoning and OCP Amendments need to be completed for the Atkinson Subdivision

- SR5 **RPT- Building bylaw amendment** **3900-20**
Discussion in regard to amending Zoning Bylaw
RESOLUTION NO.037/17
M/S Councillors Middleton/Heiberg
THAT:
"Staff review Zoning Bylaw #823, 2013 and bring back recommendations giving consideration to the diversity of the community"
CARRIED
8:24PM Councillor Gillis left, returning at 8:26PM
- SR6 **RFD- Solar Array Evaluation Criteria Form** **5500-01**
 - Waiting for draft RFP from Urban Systems
 - Staff directed to bring draft RFP to next Regular Council Meeting
 - Staff to present report on how the five forerunners were selected.
- SR7 **RFD- Sub Regional Agreement for Building Inspection Services** **3760-01**
RESOLUTION NO.038/17
M/S Councillors Middleton/Quibell
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."

THAT:

"The Mayor and CAO to sign on behalf of the District of Hudson's Hope."

CARRIED

SR8

RFD- Arena Disco Party

0810-20

RESOLUTION NO.039/17

8100-01

M/S Councillors Middleton/Heiberg

THAT:

"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."

CARRIED

9.
B1

BYLAWS:

3900-02

Bylaw 878- Amending Financial Plan

RESOLUTION NO.040/17

M/S Councillors Heiberg/Gillis

That:

"Council rescind resolution No.024/17 giving First, Second and Third Reading of the 2016, Amending Annual Financial Plan Bylaw# 879, 2017".

CARRIED

RESOLUTION NO.041/17

M/S Councillors Quibell/Heiberg

That:

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

CARRIED

B2

Bylaw 880- Amended Fees & Charges

3900-02

RESOLUTION NO.042/17

M/S Councillors Quibell/Heiberg

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."

CARRIED

10.
C1

CORRESPONDENCE:

0400-01

2017 FCM Annual Conference

FOR INFORMATION

C2

Figure Skating Club donation request

1770-01

RESOLUTION NO.043/17

M/S Councillors Heiberg/Quibell

THAT:

"Council approve the donation of a District of Hudson's Hope family swim pass to the Hudson's Hope Figure Skating Club".

CARRIED

- C3 **2017 NCLGA Conference** **0400-01**
RESOLUTION NO.044/17
M/S Councillors Heiberg/Quibell
That:
"Council authorize registration and travel cost for members of
Council to attend the 2017 NCLGA Conference."
CARRIED
- C4 **Greta Goddard- Fit For Life Sponsorship** **1770-01**
RESOLUTION NO.045/17
M/S Councillors Heiberg/Middleton
That:
"Council continue to sponsor FIT FOR LIFE with the monetary
support of \$2,610 for the 2017 year, to be used under the criteria
stipulated within the request."
CARRIED
- C5 **PRRD- Notification of Operational Change** **5360-03**
FOR INFORMATION
- C6 **District of Tumbler Ridge- request for support** **0400-50**
RESOLUTION NO.046/17
M/S Councillors Heiberg/Middleton
THAT:
"Council provide a letter of support to the District of Tumbler for the
Gwillim Lake upgrades"
CARRIED
- C7 **2017 NCLGA Community Leadership awards** **0400-01**
FOR INFORMATION
- C8 **Letter from Northern Environmental Action Team** **0230-20**
FOR INFORMATION
- C9 **Letter from Hudson's Hope School PAC** **0230-20**
FOR INFORMATION
11. **REPORTS BY MAYOR & COUNCIL ON MEETINGS AND**
LIAISON RESPONSIBILITIES
- CR1 **Councillor Heiberg- Joint Meeting PRRD and School District** **0400-50**
#60 **0400-70**
 - Upcoming Meeting in March 3, 2017 at NPSS, Minister of Education will be in attendance.
 - Key phrase for rural & remote municipalities is "Equal Access to Education"
- CR2 **Mayor's Report**
 - Physician is settling into the community
 - Met with Dan Davies to discuss MARR and our Municipal boundaries

- Approached by MARR to set meeting with Saulteau
- Discussion in regard to ambulance protocol.

12. **OLD BUSINESS:**

13. **NEW BUSINESS:**

NB1 **NCLGA Resolutions**

0400-01

- Send to staff to edit as necessary
- Resolutions to be brought forward at next General Meeting

14. **PUBLIC INQUIRIES:**

15. **ADJOURNMENT:**

Mayor Johansson declared the meeting adjourned at 9:22 pm

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



SPECIAL COUNCIL MEETING
February 20, 2017
5:00 P.M.
MUNICIPAL HALL COUNCIL CHAMBERS

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

Absent: Councillor Kelly Miller
Councillor Caroline Beam
Councillor Travous Quibell

Staff: CAO, Tom Matus
Deputy Treasurer, Rhonda Eastman
Director of Protective Services
Foreman of Public Works, Layton Bressers
Corporate Officer, Tammy McKeown

Other: 3 in gallery

1. **CALL TO ORDER:**
The meeting called to order at 5:11p.m. with Mayor Gwen Johansson presiding.
2. **DELEGATIONS:**
Elisabeth Haagsman, Double "H" Saddle Club
 - Grant to be used to install proper entrances/exits to bring the building up to fire code as it does not meet the code for a public assembly facility.
 - Building is used by many members of the community, the school utilizes it for their Equestrian Study.
 - Total request for funding is \$8,010.19
3. **ADOPTION OF AGENDA, AS AMENDED, BY CONSENSUS:**
4. **DECLARATION OF CONFLICT OF INTEREST:**
5. **BYLAWS:**
B1 **Bylaw 879- Amending Financial Plan**
RESOLUTION NO.047/17
M/S Councillors Heiberg/Middleton
THAT:
"Council adopt the Amending Annual Financial Plan Bylaw #879, 2017."
CARRIED

6. **FINANCIAL ASSISTANCE APPLICATIONS**

G1 **Hudson's Hope Radio Amateur Club**

- Discussion in regard to usage, will provide a secondary means of communication in emergency situations

RESOLUTION NO.048/17

M/S Councillors Middleton/Heiberg

THAT:

"Council approve the Hudson's Hope Radio Amateur Club Grant application in the amount of \$2000".

CARRIED

G2 **Hudson's Hope Fall Fair Society**

RESOLUTION NO.049/17

M/S Councillors Heiberg/Middleton

THAT:

"Council approve the Hudson's Hope Fall Fair Society

Grant application for the use of the Arena, as well as the set-up and take-down of the marquis tent, municipal picnic tables, and staff support in setting up. Subject to a satisfactory date being set for the fall fair".

CARRIED

G3 **Hope for Health Society**

RESOLUTION NO.050/17

M/S Councillors Heiberg/Gillis

THAT:

"Council approve the Hope for Health Society Grant application for the use of Municipal Safety Cones, Stop/Slow signs, use of photocopier for printing race material, the set-up and take-down of the marquis tent, the use of the smaller District tent, the use of the Hot chocolate back pack, the use of the large sandwich board and transportation of porta-potties to and from the race site.

CARRIED

G4 **Hudson's Hope Playschool**

Discussion in regard to income statement items

RESOLUTION NO.051/17

M/S Councillors Heiberg/Gillis

THAT:

"Council approve the Hudson's Hope Playschool application in the amount of \$1500.

CARRIED

G5 **Double "H" Saddle Club**

RESOLUTION NO.052/17

M/S Councillors Heiberg/Gillis

THAT:

"Council approve the Double "H" Saddle Club application in the amount of \$8010.19.

CARRIED

7. **FINAL REPORTS:**
FR1 **Double "H" Saddle Club**
2016 reporting requirement

FR2 **Hope for Health Society**
2016 reporting requirement

FR3 **Hudson's Hope Playschool**
2016 reporting requirement

8. **DISCUSSIONS**
O&M Budget Discussion

- Protective Services
 - 1200-5002 Wages & Overhead
 - Not feasible to take over animal control due to additional costs that would have to be incurred in relation to facility, call-outs, staffing
- Public Works
 - 1401-5113 Highway 97 Sign Rental
RESOLUTION NO.053/17
M/S Councillors Gillis/Middleton
THAT:
"Staff give notification of termination of the License to Occupy Land for Signage contract held between the District of Hudson's Hope and Alexander Stalker".
CARRIED
 - 1402-5002 Tarring runway
 - Discussion in regard to possible revenue streams
 - Contract for storage of plane, supplies and fuel held with Wicked River Outfitters
- Recreation
 - 1701-5901 O&M Pool
 - Public Works to allocate budgeted funds based on priority of pool O&M
 - 1702-5903 O&M Visitor Information Center
 - Visitor Centre requires a new door to be installed
 - 1707-5905 O&M Campgrounds
 - Playground at Cameron is a safety concern and will need to be removed
 - 4 outhouses are required, have already been included in the budget amount. Location of outhouses to be determined by Public Works
 - 1708-5311 Families in Motion
 - Fit for Life: last contract was in 2014, has been done by request for funding since that time.
 - Reinstate contract, should be put out for tender.

Capital Asset Budget Discussion

- General Capital

- 1100-5714 REC: L&B
 - Grass Removal-replace grass with bricks to enable access to plumbing for future projects
 - Approximate cost of removal is \$30,000
- 1100-5715 REC:M&E
 - Discussion in regard to Arena flooring.
 - Staff is receiving life expectancy information for each option provided. **Staff to provide a report once information received.**
 - Possible grant funding available

- Reserve Funds shown are opening balances.

RESOLUTION NO.054/17

M/S Councillors Middleton/Heiberg

THAT:

"Staff review water and sewer fees and bring back recommendations for rate increases over the next five years".

CARRIED

- Discussion in regard to possibility of zero increase in spending for sewer/water budget items
- Infrastructure has not been upgraded in many years and is starting to fail
- Discussion in regard to Policy for Reserve Funds
- Discussion in regard to designation of capital vs. O&M costs
 - **Staff to get clarification from Auditors in regard to reserve transfers**
- New fund to be created for Community Hall
 - \$30,000 in budget to be allocated to the new fund
 - Change title to Community Hall Reserve
- Peace River Agreement Funds
 - Reporting/applications have been submitted
 - Determine contingencies in regard to use of funds
 - Revenues from grant must be targeted
 - Use to support/supplement projects outlined in Strategic Plan and for existing budget items
 - **CAO to provide information to Council via SharePoint**

D2

- **Safety Officer updated-** position to be posted in March
- Focus on increasing revenues to meet budgetary requirements

- **Fire Hall Furnaces upgrade**

RESOLUTION NO.055/17

M/S Councillors Heiberg/Gillis

THAT:

"Council approve the immediate capital expenditure of \$10,700.00 plus PST for the installation of a heating furnace in each the Downtown Firehall and the Beryl Prairie Firehall".

CARRIED

- **Approval of Provisional Budget as per the February 20, 2017 updated spreadsheet.**

RESOLUTION NO.056/17

M/S Councillors Middleton/Heiberg

THAT:

"Council give First, Second and Third Reading of the Annual Financial Plan Bylaw# 881, 2017".

CARRIED

Mayor Johansson opposed

6. **CORRESPONDENCE:**

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

8. **ADJOURNMENT:**

Mayor Johansson declared the meeting adjourned at 8:07pm.

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

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: MAYOR JOHANSSON and COUNCIL
SUBJECT: ACTION and other UPDATES
DATE: February 27, 2017
FROM: Tom Matus, CAO

Staff Anticipated Travel:

CAO: CAO Forum - Victoria (withdrew)	Feb. 22-24, 2017
CAO: MATI® Advanced Communication Skills for Local Government Professionals (tentative)	April 23-28, 2017
CAO: LGMA – AGM	May 16-18, 2017
CAO: MATI: Leadership in Local Government Organizations (tentative)	June 18-23, 2017
CO: MATI® Foundations - UBC-Okanagan Campus in Kelowna	Aug 13-18, 2017

Shop Design

Shop construction project is continuing, expected completion date is end of February 2017. Notable items to install: sprinkler system, power poles & electrical, telephone. Septic tank and oil separator tank, received and installed.

We have received the quote from BCH for the installation of 3 phase power to the Shop of \$71,835.75. we are budgeting \$80K as we need to do some excavation and other work that BCH does not provide.

I received a call from Dale Arnett of BCH and he contradicts Mark Lindsay in that it would be two months from the time that the deposit is received from the District that the Shop would have power, though it is not physically impossible for the Shop to have power in three weeks. We will be confirming the install date with Mark Lindsay.

Wastewater Facility Upgrade

The draft Wastewater Facility Upgrade redesign has been completed and Eric Sears of Urban Systems will be review this with Council at the February 27th meeting.

Solar Array

Draft RFP has been completed and Eric Sears of Urban Systems will review this with Council at the February 27th meeting.

Omicron/DHH Atkinson Construction Manager Agreement

This contract is to be completed and submitted to the District for signing by February 27th or 28th. Expecting the contract will be presented at the February 27th Council meeting for perusal. Council did motion at the February 15th meeting that the agreement be struck as per the following motion:

"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 an "Atkinson Construction Manager" 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."

Escrow Agreement

\$1.7M has been deposited into escrow as per the Escrow Agreement and PRA. \$500K will be put "...in trust on execution and delivery of this Agreement by the Vendor on or before March 31, 2017" as per the (Purchase and Sale Agreement) and the PRA = \$2.2M fund for the Atkinson Lands/Subdivision construction and sale of 10 lots to BCH.

Transfer Site Maintenance Services Tender

The transfer site maintenance services tender has been advertised, closing March 10, 2017.

Safety Officer / Bylaw Enforcement Officer

Final advert and JD prepared for posting. This position Job Description should be approved by Council: RFD included for Council approval. will advertise on Tuesday, February 28th.

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

Tom Matus, CAO

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor and Council
SUBJECT: Monkey Business Gymnastics
DATE: February 20, 2017
FROM: Becky Mercereau, Office Assistant

RECOMMENDATION:

THAT: *"Council engage Monkey Business Gymnastics to run a summer camp program in Hudson's Hope from July 24 to July 28, 2017."*

ADMINISTRATOR COMMENTS:

Report Approved by:


Tom Matus, CAO

INFORMATION:

I have been in contact with Leah Sieben from Monkey Business Gymnastics, who is interested in bringing her gymnastic summer camps to Hudson's Hope once again this summer. Last year she did not come to the area and advised she will be trying to come bi-annually.

We have tentatively booked Hudson's Hope for July 24 to 28th, 2017 dependant on Council approval.

In the past she has ran a Kindercamp for 3-5 year olds, a Tumbling camp for 6-12 year olds and a Parent and Tot camp.

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

In the past we have always profited from this program and given the revenue as a donation to the Hudson's Hope Community Hall Society (as we have run the program at the Hall).

This program was initially contracted to provide a service to the community, not to be a money making program.

We would be required to provide the facility. I have penciled us in for the community hall; however, the contractor has asked if there would be another location more suitable such a

gymnasium. I have asked the HH School if we could use their gym facilities, and they will be getting back to us as soon as possible. We could also ask the Pearkes Center about using their space.

Report prepared by: Becky Mercereau, Office Assistant

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor Johansson and Council
DATE: February 23, 2016
FROM: Tammy McKeown, Corporate Officer
SUBJECT: Committee Appointments 2017

RECOMMENDATION

That:

"Council appoint the following Council Members and Members at Large to the corresponding Committees:

Mayor is ex-officio on all committees

Community Hall Society	Councillor Quibell
Hudson's Hope Library	Councillor Middleton
Industrial & Housing Committee	Councillors Heiberg/Miller Public: Darrin Thompson
Promotional/Donations	Councillor Miller
Medical Services Group	Mayor Johansson, Councillors Gilliss/Heiberg
Recreation	Councillors Beam/Gilliss/Middleton
Tourism (includes RV & Trackway)	Councillor Beam/Miller
Site C Regional Committee & Negotiations	Mayor Johansson, Councillor Heiberg
*Thompson Subdivision Sewer	Councillor Gilliss/Quibell
Volunteer/Youth Volunteer/Scholarships	Councillor Beam/Middleton
Parks And Recreation Advisory Committee	Councillors Beam/Gillis/Middleton Staff: Emily Nusse, SEC Public: Coleman Mercereau, Debbie Beattie, Lynnea Stacey

Appointments to External Organizations

North Peace Airport Society	Councillor Gilliss Protective Services, Bob Norton
Northern Development Initiative Trust	Mayor Johansson, Councillor Quibell
Alaska Highway Community Society	Councillor Miller Public: Darryl Johnson
Community Engagement Committee (CEC)	Councillors Heiberg, Miller CAO
Atkinson's Quality Assurance Team (AQAT)	Councillor Heiberg, CAO

Liaison with Staff

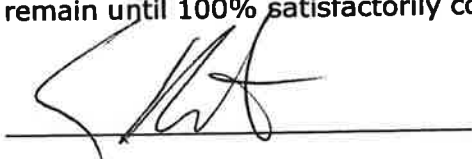
Personnel Committee	Mayor Johansson, Councillors Heiberg/Miller
Public Works	Mayor Johansson, Councillor Heiberg/Miller
Lease Agreements	Councillor Gilliss/Heiberg/Miller

Monitoring

Finance Monitoring	Councillor Middleton
Bylaw Monitoring	Councillor Middleton

ADMINISTRATOR COMMENTS:

*The Thompson Subdivision Sewer Main needs only landscaping – recommend Committee remain until 100% satisfactorily completed.



Tom Matus, CAO

COMMENTS:

Council must formally appoint members of Council and members at large to the following committees as per the Local Government Act Section Division 4 — Committees, Commissions and Other Bodies.

Report prepared by:



Tammy McKeown, Corporate Officer

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor Gwen Johansson and Council
SUBJECT: 2017 Mountain View Office Trailer
DATE: February 23, 2017
FROM: Tammy McKeown, Corporate Officer

The original tender for the 2017 Mountain View Office Trailer closed on January 20th, 2017 with a high bid of \$31,000. Council directed that the trailer be retendered with a minimum bid of \$45,000.

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

The tender was put out on January 24th, 2017 with a closing date of February 23rd, 2017 at 4:00pm. No bids were received under the retender.

Staff is requesting Council's direction in regard to the disposition of the trailer.

Report prepared by:

Tammy McKeown, Corporate Officer

ADMINISTRATORS COMMENTS:



Tom Matus, CAO

REQUEST FOR DECISION

RFD#:	Date: Feb 23, 2017
Meeting#:	Originator: Emily Nusse
RFD TITLE: Parks & Recreation Committee Appointment of Chair	

BACKGROUND:


The Parks & Recreation Advisory Committee has been formed. The next step is to appoint the Chair of the Committee.

DISCUSSION:

It was brought forward at the first meeting of the committee on Tues Feb 21st, 2017 to appoint Councillor Nicole Gilliss as the Chair of the newly formed Committee. She is the Chair of the current Recreation Committee.

RECOMMENDATION / RESOLUTION:

That: "Council appoint Councillor Nicole Gilliss as the Chair of the Parks & Recreation Committee."



Emily Nusse, SEC

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor Gwen Johannson and Council

SUBJECT: 2003 Ford F Series Garbage Truck

DATE: February 23, 2017


FROM: Tammy McKeown, Corporate Officer

RECOMMENDATION

"That Council accept the bid for the following item, listed below and authorize staff to prepare and execute the transfer documents required for sale:

2003 Ford F Series Garbage Truck \$1,445.00"

ADMINISTRATORS COMMENTS:



Tom Matus, CAO

STAFF REPORT

The 2003 Ford F Series Garbage Truck was retendered with a minimum bid of \$1,000 per Council's direction.

RESOLUTION NO.172/16

M/S Councillors Gillis/Beam

THAT:

"The 2003 Ford F Series Garbage Truck be retendered with a minimum bid of \$1,000.00"

CARRIED

The retender was put out on November 21st, 2016 with a closing date of December 2nd, 2016 at 4:00pm. No bids were received prior to the closing date.

On February 23, 2017, we received the attached bid in the amount of \$1445.00.

Report prepared by:



Tammy McKeown, Corporate Officer



SURPLUS EQUIPMENT SALE

53/146

REQUEST FOR DECISION

RFD#:	Date: February 24, 2017
Meeting#:	Originator: Tom Matus, CAO
RFD TITLE: Safety Officer / Bylaw Enforcement Officer Job Description	

BACKGROUND:

Council has approved the inclusion of a Safety Officer / Bylaw Enforcement Officer staff position and it is in the 2017 Fiscal Year budget.

DISCUSSION:

Administration requires Council to approve the Safety Officer / Bylaw Enforcement Officer job description.

BUDGET:

As noted in the 2017 budget: up to \$75,000 salary plus payroll burden and benefits = \$86,735.00.

RECOMMENDATION / RESOLUTION:

That:

"Council approve the attached Safety Officer / Bylaw Enforcement Officer Job Description as presented."



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

Combined: Safety Officer & Bylaw Enforcement Officer Job Description

JOB SUMMARY:

Develops, coordinates, and oversees delivery of the District's Occupational Health & Safety program including policy, procedures, training and records management. Arranges for or performs Certificate of Recognition (COR) audits.

Affects bylaw enforcement up to adjudication.

Safety Officer Duties And Responsibilities:

- Considerable knowledge of WorkSafe BC regulations and of other legislative requirements applicable to the operation of the District's workforce and Fire Hall, ensuring that the District is at all times compliant with all relevant regulations and legislation
- Sound knowledge of the methods, practices, techniques, tools and aids used in safety training programs - including the ability to conduct field inspections and identify health and safety hazards.
- The ability to establish and maintain effective working relationships with internal and external contacts and contractors.
- The ability to implement, train, and maintain up-to-date records of all employees in lockout/tag out, Confined Space Entry Program, equipment operation and job training records, as well as up to date First Aid training requirements, keeping track of all employees EOCP standings and requirements, as well as WHMIS Training and up keep of MSDS regulations.
- Provides advice and support and acts as a resource in the formation, implementation, promotion and monitoring of health, safety and return-to-work programs
- Develops and recommends Health and Safety policy and procedures and ensures compliance with regulatory requirements
- Works with department managers to identify specific programs or training needs; recommends resources, coordinates training delivery or provides training as appropriate
- Reports on safety program activity and performance to the Joint Occupational Health & Safety Committee
- Administers safety management software; trains, coaches and monitors users; develops procedures, reports and user guides
- Participates in accident/incident investigations
- Develops, maintains and delivers health and safety program orientations for new employees
- Administers contracts for hearing, respirator fit, and other health and safety services as required
- Performs or arranges for annual internal (COR) safety audit

- Attends division safety talks and conducts crew safety meetings; ensures employees follow safe work procedures and have required safety training and equipment; conducts safety inspections of worksites and equipment and ensures corrective measures are taken
- Reviews ongoing staffing and hiring needs with the Manager of Human Resources
- Determines cost requirements for the program and makes recommendations for the annual budget
- May supervise a Safety Administration Clerk or designate
- Operates City vehicles (Class 5 or greater)
- Maintains professional and technical requirements for the position
- Performs related duties as required

Bylaw Enforcement Duties and Responsibilities

1. Responds to public inquiries/complaints concerning bylaw infractions and violations.
2. Investigates and processes these inquiries/complaints in a professional manner and takes appropriate action as required in accordance with the District's established policies and procedures and provincial legislation.
3. Investigates, conducts site inspections, enforces and gains compliance with the District's various regulatory bylaws.
4. Coordinates all matters arising from the issuance of Municipal Ticket Information including summons services and the recovery of outstanding fines through the court system including adjudication processes.
5. Interprets bylaws and regulations for the general public and staff. Assists other departments with the enforcement of regulations and bylaws as directed by supervisor.
6. Provides assistance to and maintains liaison with a variety of internal and external contacts in their enforcement of regulations and bylaws as required.
7. Coordinates the collection and recording of evidence for legal action; prepares documentation for legal proceedings; develops case management strategies and appears in court as a witness as required.
8. Recommends regulatory bylaw amendments.
9. Performs related work as assigned by immediate supervisor.

REQUIRED QUALIFICATIONS:

- High School (Grade 12)
- Valid B.C. Class 5 Driver's License
- 2 year post secondary Diploma related to Occupational Health and Safety
- BCMSA (COR) Internal Auditor Certification
- Occupational First Aid Level I Certificate
- W.H.M.I.S. Certificate
- Thorough knowledge of the WorkSafeBC, provincial and federal safety regulations for the workplace
- Up to date knowledge of computerized systems, administrative systems and office technology as required

- Completion of a bylaw compliance, enforcement and investigative skills course or other training in bylaw and inspection would be an asset.
- Previous bylaw enforcement experience an asset.
- Strong oral and written communication skills.
- The ability to handle potential conflict situations.
- Good observation, problem-solving and decision-making skills.
- The ability to work with a minimum of supervision.
- The ability to react quickly and with good judgement.

REQUIRED EXPERIENCE:

- 2 years of related experience in both WorksafeBC regulations and bylaw enforcement duties
- Or an equivalent combination of experience and education

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor and Council
SUBJECT: Events & Recreation Coordinator Summary
DATE: February 27, 2017
FROM: Emily Nusse, DOHH Special Events & Recreation Coordinator

Summary of Winter Carnival:

I have attached a report which highlights the budget, attendance and volunteer hours of the 2017 Winter Carnival. The total sponsorship amount was \$12,652.00 and the total expenses not including staff hours or marketing/promotional costs of the event was \$11,335.96.

Events:

Below is a list of events I would like to plan in the coming months:

EASTER—April 16th, 2017

- I am going to discuss the idea of partnering with the museum to organize some fun Easter Events.
- Looking at the idea of incorporating a type of Car rally/treasure hunt—this idea will be discussed further with Cindy Edgar. If it does not work to link it to Easter we will look at incorporating it into the Canada Day festivities.

NATIONAL DAY OF MOURNING—April 28th, 2017

- Working with NAOSH Committee to organize an awareness and moment of silence for workplace fatalities.
- I would like to extend the invite to all those working in the HH area who have a higher risk of workplace injury or fatality.

NATIONAL VOLUNTEER APPRECIATION WRRK—APR 23-29th, 2017

- It will be brought to the Lions Club Meeting on Mar 2nd to partner and host a “volunteer appreciation bbq” on Sat Apr 29th. This would look similar to Canada Day where the Lions Club will volunteer their time to cook and the District will cover the cost of supplies.
- Weather Dependent—Venue for this event would be King Gething Park. Backup would be at the Community Hall.
- As Nominations for the Volunteer awards are Apr 14th. The youth and adult volunteer of the year award could be presented on April 29th.
- It was discussed that if this appreciation event is an invite only event it leaves room that groups or members in our community who volunteer may be excluded by accident.
- I will also discuss with Principle Beam if we can partner with the school and arrange a “volunteerism” presentation during this week at the school.

NATIONAL ABORIGINAL DAY—June 21st, 2017

- Started conversation with Val Paice to see if there is opportunity to partner with events the school is doing on Wed June 21st.
- Started conversation with West Moberly to see if they have plans for Nat Aboriginal Day. I will also reach out to Saulteau First Nations.

CANADA DAY (150) CELEBRATION—July 1st, 2017

- Waiting to hear if we were successful in attaining funding for this year's 150 celebration.
- I would like to incorporate a fun road hockey event into the program
- I will get feedback if there is interest in planning a "community Canada Day hike" on one of the local trails such as Steam vents or Bullhead mountain.

2017 Hudson's Hope Winter Carnival Final Report

Below shows the breakdown of sponsorship expenses and volunteer hours for the 2017 Winter Carnival. Overall there were not many drastic changes to the program. The small changes were introducing the climbing wall to replace the "Deep Woods Tour" on the final day, incorporating Bollyx instead of a figure skating workshop. This decision was made after discussing with Becky Mercereau that the figure skating club wanted to take a break from the figure skating workshop this year.

The other slight revision to the program was running the carnival week from Sat-Sat instead of Sun-Sun. This change received positive feedback. Members in the community with children expressed that ending on a Saturday was great for their children. The auction was shortened as well as the value of auction items went up in increments of \$50 instead of smaller denominations.

The Carnival Bucks is a great incentive program for this event although I feel there can be more revisions to create a more "equal" chance for participants to win prizes. This year we did incorporate more draw prizes at individual events and I did hear some positive feedback around this. It allowed for individuals who only attend a single event a chance to win some prizes.

Grand Opening	65 – 190 -	308	98 Beattie (up) 250 Arena (up) (348)	126 (up) 226 (down) Total: 352 (up)	110 (down) 242 (up) 352 (same)	160 239	161 Beattie (same) 228 Arena (average) 389	2017 Opening was Bettie Park & SIC. 9 teams (4 pre registered) Need to encourage ice carvers Prior to ordering ice.
Fit for Life			7	16 (up)	12 (d)	18	13	
Curling Workshop	n/a	47	69 (up)	77 (up)	108 (up)	91	65	Suggested to have kids wear Helmets in future.
Library Sotrytime							19	Low attendance (I thought it Would be higher)
Cross country Skiing Workshop	183	60	51 (down)	78 (up)	93 (up)	100	52	2011- also had dog sledding 2017-lack of snow. Did in Pearkes Field.
Karate club workshop	n/a	34	48 (up)	43 (down)	43 (same)	n/a	52	On Tuesday night
U-7 event (new 2014)				14	N/A	N/a	N/a	Playschool only Families in Motion
Figure Skating workshop	75	80	83 (up)	53 (down)	63 (up)	63	N/A	2016 Excellent attendance
Bonfire night (new 2014)				66	n/a		N/A	Comments: nice relaxing event, nice something not “physical”.
Bingo			19	36 (up)	17 (down)	36	30	School day this year
Bollyx (new 2017)							40	Great turnout!
Snow shoeing	77	60	56 (down)	88 (up)	91 (up)	135	71	2017-lack of snow
Hydro Hockey Game					126	146	135	
Beryl Prairie FD Event					99	99	103	Conditions did not allow for Sleigh rides 2017.
Extreme Sledding & Ski Day	70	76	103 (up)	80 (down)	96	110	106	
Family Community Dance	87	91	n/a	n/a	n/a		N/A	
Public Skate (new)				21	N/A		20	2017-People could get \$50 Carnival bucks for public or shinny Skate throughout week.
Cameron Lake Fun Day	45	41	63 (up)	93 (up)	152 (up)	86	70	2017 – Thought attendance Would be higher
Snowed Inn coffee House	86	42	78 (up)	92 (up)	126	116	147	2017-Awesome turnout

Deep Woods Tour + Alternate route	9	15	35 (up)	44 (up)	35 (down)	38	N/A	2017-climbing instead
Public Skating			58				N/A	Replace X ski due to cold
Playschool skiing			19	n/a	n/a		N/A	Make arrangements for skis at arena Worked out with school use timing
Climbing (New 2017)							79	Great Turnout!
High school play			26	n/a	n/a		N/A	New – replaced dance, lower number
Library Trivia Quiz	n/a	30	45 (up)	31 (down)	64 (up)	75	N/A	Staff did not want to do quiz This year. Made library participation As donation for lightly used books. One person complained about the donation.
Museum Questionnaire	n/a	57	27 (down)	49 (up)	117 (up)	86	83	
Basketball game					88		N/A	
Midget Hockey					79		N/A	
Adventure Zone					72	95	63	2017-Hockey tourney in Chet Maybe affected #'s??
Grand Finale	186	164	175 (up)	175 (same)	185 (up)	210	150	Grads 2018 helped. Did a great Job. Coalbox catered and it was Awesome. They got positive feedback Numbers were lower. Lots of ppl Out of town. Auction was shorter 1.5 hours.
	1065	1105	1310 (205 more)	1408 (98 more)	2018 (610 up)	1923 (down 95)	1687 (down 236)	

Sponsorships & In-Kind Prize Donations

Name/Organization	Contact Information	Letter Sent Y/N	Sponsorship Type	Prize Y/N What?	Invoice sent	NOTES
FortisBC	Matt Mason/Judit Horvath	Yes Nov 22nd, 2016, emailed	\$1,000	Maybe	Sent Dec 5th, 2016	Send Judit logo print ad information
Yellowhead Road & Bridge-North Peace	Put to the Attention of General Mngr--FSJ	Yes, Nov 24th, 2016, letter	\$100			
R & G Industries	Ray Wagner					

TransCanada	Catie Underhill		\$1,500		Need to email Catie sponsorship letter & invoice Dec 15th-- DONE	Catie will come out for the ice carving and serve hot chocolate.
Canbriam Energy Inc.	Donna Phillips- Executive Vice President, Corporate Development	Yes, Nov 24th, 2016, letter	\$2,000			Donna Phillips left phone mssg confirming Jan 6th.
Urban Systems	Edward Stanford	Yes, Nov 24th, 2016, letter	\$1,000	DeWalt Circular Saw	Sent Invoice Dec 2nd, 2016	Send invoice To Edward & Kenna-Done
Progress Energy	Julie Bourdon	Yes, Nov 24th, 2016, letter	\$2,000			Will send logo image.
Prince Rupert Gas Transmission	Breanne Whyte	Yes, Nov 24th, 2016, letter. Sent email Dec 20th, 2016				This is TransCanada
Powder King	Jim & Heidi Salisbury	Yes, Dec 3rd, 2016 letter in person @ resort		Yes--Punch Pass		
Pacific Western Brewing Co.	Kyle Sampson	Yes, Dec 2nd, 2016				
North Peace Savings & Credit Union	Chelsea Meacham-Marketing & Member Engagement Specialist	Yes, Dec 13th, 2016 letter	No Monetary this year			
BCHydro	Bob Gammer-Community Relations Regional Mng--North	Yes, Emailed to Community Sponsorships Dec 6th, 2016	\$1,000			
Spectra Energy	Jay Morrison-Community Coordinator	Yes, Dec 13th, 2016 letter	\$1,000			Jay Morrison Confirmed Jan 19th
Energetic Services	Cam Rea--Peace River Region Area Manager	Yes, Dec 13th, 2016 letter	\$500			Sent Cam Rea an email Jan 10th. Talked to Cam on

						Tues Jan 17th...they will do something, sent Cam an email Mon Jan 23rd
Oculus Transport Ltd.	Kory Pearson-- Vice President	Yes. Letter Jan 9th, 2017				Sent Kory Pearson an email Jan 10th
Telus		Yes, Emailed to Community Sponsorships Dec 6th, 2016	NO			DO not do sponsorship
Beattie's RV Park	Dennis & Debbie Beattie	Yes, Dec 20th, 2016 letter				
HH Lions Club		Yes, letter gave to Johanna Dec 20th.	300			Prob \$300
Butler Ridge	Richard Brown	Yes, Dec 20th, 2016 letter	300	YES		Kelly will write a cheque. I am to pick it up on Tues Jan 24th.
Knox Pro	Reg Knox	Yes, Dec 20th, 2016 letter	NO			Not 2017-- slow year
Burnin Rubber	Jason Herbison	Yes, Dec 20th, 2016 letter	200			
W6 Ranch Ltd	Darwin Watson & Ty Oisen, Angie Watson	Yes, Dec 20th, 2016 letter	250			Yes. Angie will bring a Cheque to the DOHH Jan 20th.
Peace View Enterprises Ltd.	Mark Hodgkinson	Yes, Dec 20th, 2016 letter		Did not sponsor		Will bring to DOHH Jan 18th
Jetsue Ventures Ltd.	Janette Taylor	Yes, Dec 21st, 2016 letter	No			Not 2017-- slow year
Horseshoe Creek Outfitters	Sharon & Ray Jackson	Yes, Dec 21st, 2016 letter				

Northland Power	Barb Bokla	Yes, Dec 21st, 2016 letter				
Fort City Chrysler	Jodei Cluserits-- General Sales Mng.	Yes, Dec 21st, 2016 letter				
FSJ Canadian Tire	Ross Bannerman-- Associate Dealer, Allan--GM	Yes, Dec 21st, 2016 letter, follow-up letter in person Jan 12th		Cuisinart Knife Set & great instore deals.		
Backcountry	Darrien Thiel--Owner	Yes, Dec 21st, 2016 letter, follow-up letter in person Jan 12th		2 Fishing Rods		Will give letter to GM
Repsol		Yes, online application Jan 8th, 2017				
ReMax Action	Nicole Gilliss	Sent email Jan 9th, 2017		skate guards & Bhubble gum machine		
Alcan Ventures	Allan Edgar	Yes. Letter Jan 9th, 2017		2 Small Thermos		
Pharmasave	Alan Williamson	Yes. Letter Jan 9th, 2017		1 Chocolate Fondue Gift basket		
C4 Bookkeeping Service	Colleen Gillie	Yes. Letter Jan 9th, 2017				
Federal Ranch Enterprise Ltd.	Dennis Beattie	Yes. Letter Jan 9th, 2017				
Andrew's Computer Solutions	Andrew Purvis	Yes. Letter Jan 9th, 2017	100			
Lakepoint Golf & Country Club	Ryan Galay	Sent email Jan 9th, 2017				
P & L Ventures	Pieter & Jan Haagsman	Yes. Letter Jan 10th, 2017		Pressure washer		

Lofty Ventures	Greg Sheldon	Yes. Letter Jan 10th, 2017				
Teashan Oilfield Services Ltd.	Pam Goddard & Steve Winnicky	Yes. Letter Jan 10th, 2017		Did not Sponsor		
Peace Area Contracting	Derrick Silk	Yes. Letter Jan 10th, 2017				
AJ's Oilfield Services	Aaron Lepine	Yes. Letter Jan 10th, 2017				
FSJ links Golf Course	General Mngr	Email Jan 10th, 2017				
Lone Wolf Golf Club	Dave Callum	Email Jan 10th, 2017				
Northern Hi-Lites	Lindsay Trask	Email Jan 13th, 2017		2 x \$80 Gift Cert.		Will prob drop off @ DOHH
Legacy Village Market	Scott Linley	Letter In person Jan 11th, 2017		Supply Hot Chocolate & Coffee 6 x Hot chocolate 2 x coffee		
The Rustic Garden	Cait Vince			5 x \$20 Gift Cards		
Pro Hardware	Kristi & Terry			Yes-Duffel Bag		
Kristi Kares	Kristi & Terry			Did Not Donate		
Sportsman	Carry-Ann & Jan			Yes Gift Cert for pizza x 2		
Hope For Health			\$1,000	\$600 Cam Lk Rental, \$200 prize, \$200 Gear (James to decide)		
Walker's Greenhouse	Glen & Kathy Walker	Left Mssg Jan 11th, 2017				
Country Flavors Catering	Tammy Fiarchuk	Gave in Person Jan 12th, 2017		Donated Treats @ Beattie Park Jan 28th		
Pook Toques		Sent Email--no response				

Tumbler Ridge GeoPark						
West Moberly Golf Course						
Big Bam Ski Hill						
Ella's Café	Ella					Talked to Ella Jan 20th. She may donate a gift certificate
Still Water Inn & Suites	Guy Armitage	Yes Letter in person Jan 11th		1 night Stay & Jar of Honey		
North Peace Culture Society		Yes letter in person Jan 12th		2 tickets for show		
Safeway	Stan Parker GM & Derek Manager	Yes letter in person Jan 12th	100	\$100 Gift Card		
Crayon Box	Troy	Yes letter in person Jan 12th				Might Donate a prize-sweater or duffle bag
Save On Foods		Yes letter in person Jan 12th				Might donate grocery items
Smarty Pantz		Yes letter in person Jan 12th				
Ernie's	Andrew	Yes letter in person Jan 12th				Need to go work out deals Jan 18th
Coles		Yes letter in person Jan 12th		No		DO not donate
The Source	Pablo	Yes letter in person Jan 12th				Will send letter to corporate
Whole Wheat & Honey		Yes letter in person Jan 12th				Will give letter to Manager
The Northern Hotel		Yes letter in person Jan 12th				Will give letter to Manager
Paint Place in FSJ		Yes letter in person Jan 12th				Will give letter to Manager

London Bull		Yes letter in person Jan 12th				Will give letter to Manager
Class Act Fitness	Greta			3 month free pass		Will make a gift certificate and letter
New Horizon's Society	Dora	Yes letter Jan 13th	50			
Williston Lake Resort	Harry Bollinger	Yes email Jan 16th				
The Lido	General Mngr	Yes email Jan 16th				
Microtel		Yes Letter Jan 12th		1 night stay		
On the Rim	Debbie Green			4 x \$25 Gift Cards		
Sugarplums	Sue Stark	Yes		Gift Basket		
Omar Kirkeeng Excavation	Lee Kirkeeng	Yes email Jan 16th				
HH Museum	Elinor			1 kids t-shirt, 2 books		
Dirty Bird Soaps	Jerri & Chris Bird			Yes--Gift Basket		
GoPro	2018					
Smith Optics	2018					
Ten Tree	2018					
Hype Tree	2018					
MEC	2018					
Patagonia	2018					
Arcteryx	2018					
FSJ Ford	2018					
FSJ Dodge	2018					
FSJ Restaurants	2018					
WestCoast Energy	2018					
Mercato	2018					
Nettie Floriant--Gloves	2018					
Joseph King--Gun Courses	2018					
Nerissa Quibell--Figure Skating Dress	2018					
BCHydro Lifestyles	2017			Ice rental & Hot Chocolate cost Feb 2 nd		\$252.00

Fay Lavallee	2017			Donated hand knit gloves and slippers		
Edith Rose	2017			Donated Olive oil and balsamic vinegars		
DOHH	2017			Family Swim Pass Family Arena Pass 7 Night Camping Pass Swag bundle		
TOTAL:			\$12,652			

2017 Expenses

Name	Item	Amount
Polar Ice Services	Ice Blocks	\$1240.00
Clark Freightways	Ice Delivery	\$1371.60
CoalBox	Hot Choc & Hot Dog Jan 29 th	\$589
CoalBox	Auction Catering	\$782.51
CoalBox	Hot Chocolate Feb 2 nd	\$252.00
On The Rim	SIC Treats	\$126.00
Country Flavors	Chili @ Ski Hill	\$300.00
Prizes	Pie Face x 2	\$41.35
Brand Alliance	Color Changing Pencils	\$176.50
Walmart	Prize	110.88
Wholesale Club	Misc Event Items	105.42
No Frills	Misc Event Items	29.70
Sew It Yourself	Misc Event Items	8.00
Save On Foods	Hot Chocolate	87.92
Dollarama	Hot Dog Sticks & Prizes	43.35
Systems By Trail	Lighting equip for SIC	61.60
Safeway	Misc Event Items (donated \$100)	84.37
Wholesale Club	Misc Event Items	11.19
Ernie's Sports	x-country Ski Poles for Cam Lk	220.58
Walmart	Misc Items & Prizes	94.94
No Frills	Hot Chocolate	34.47
This & That	Gift Card for volunteer	\$50
Canadian Tire	Snowshoe Upgrade	\$11.14
Ernie's Sports	Prizes	\$443.47
Walmart	Misc Event Items	\$16.77
Canadian Tire	Prizes	\$755.01
The Source	Prizes	73.40

Walmart	Prizes	\$245.11
Ernies Sports	Prizes	\$1066.68
MEC	Gift Card for volunteer	\$100
TOTAL:		\$8532.96

2017 Group & Cheq Requisitions

Group	Reason	Amount
HH Saddle Club	Assistance BP Fire Hall	\$200
HH Rec Society	Pearkes Rental SIC	\$63.00
HH Women's Club	Comm Hall Kitchen Rental	\$100
Hall Cleaning Fee	Comm Hall Cleaning Fee	\$100
HH Grad 2018	Assistance Jan 28 th & Feb 4 th	\$750
Alexander MacDonald	Belayer Feb 4 th	\$45
Liza Rhymer	Belayer Feb 4 th	\$45
Cam Lk Outdoor Facility	Cam Lk Fun day	\$600
HH Musicians Now	SIC setup , equipment use and performance	\$150
Mason Dance	Jan 29 th show	\$150
Ski Hill Society	Jan 29 th Facility use	\$150
Figure Skating	Jan 29 th show	\$150
Karate	Workshop Jan 31	\$150
Bollyx	Workshop Feb 1st	\$150
TOTAL:		\$2803

Total Expenses \$8532.96 + \$2803.00 = \$11,335.96

Total Sponsorship = \$12,652.00

\$12,652.00-\$11,335.96 = \$1316.04 (remaining)

2017 Club/Organization/Individual Volunteers

Hudson's Hope Winter Carnival Club/Organization Volunteers					
	2012	2013	2014	2015	2017
Hudson's Hope Museum	10 hours	10	10	10	10
Hudson's Hope Library	10 hours	10	12	12	4
Hudson's Hope Minor Hockey	15 hours	25	25	25	15
Figure Skating Club	10 hours	10	15	15	15
Musicians Now					20
Shannon Mason School of Dance	4 hours	6	6	6	6
Hudson's Hope Fire Dept.	2 hours	10	10	20	10
Hudson's Hope RCMP	15 hours		2		N/A
Northern Rockies Karate Do	5 hours	5	5	5	5
Bullhead Mountain Curling	4 hours	10	20 Barb, Jason, Peck, Monty, Grace	20 Jason, Tyler, Mary, Corey, Grace	20 Jason, Tyler, Christine, Rodney, Grace, Fay, Steve
TACSOTE	4 hours	4	4	NA	N/A
Reviving the Spirit	4 hours	4	4		N/A
Hudson's Hope School	5 hours	15	10	10	5
Ski Hill Association	6 hours	20 Darryl rich Kelly	20	20	20

		Jerry Dick (35)	Daryl, Dick, Jerry, Ida, Nedra, Kelly,	Daryl, Dick, Al	Dwylla, Daryl, Chris & Jerri Bird, Lannie & Aaron Lepine, Bleu, Kim, Jade, Taylor
Women's Club		10	10	N/A	N/A
New Horizons					4
Fit For Life					2
Bollyx					2
Recreation Society				14 Charo, Jillian, Devon, Winona	4 Charo, Kristy
Total hours:	98	139	153	157	127

Individual Volunteer hours					
	2012	2013	2014	2015	2017
Amber Booker					20
Lannie Rhymer					4
Cadyn M-B					6
Jaylen M-B					6
Charlotte Stieber					2
Natilie Pringle					2
Travis Winnicky					2
Sam Keats			5		N/A
Suzy Bach			2	2	N/A
Christopher Fequet	14 hours	14	10	4	N/A
Celina Fequet	4 hours	8	10	10	4
Mike Nichols					4
Alexander MacDonald					4
Brooklyn Howard					2
Derrek Silk	4 hours		2		
Liza Rhymer	4 hours	6	6	6	8
Kelly Miller	6 hours		6		
Bill Lindsay			4	4	4
Pat Markin			10	7	7
Jason Naisby	4 hours	4	6	6	3
Peter Haagsman	3 hours		3		
Bob Waite			3	3	
Grant Bernier		3	3	3	
Steve Twa		3	3	3	8
Kestyn Stacey			2		4
Caydn M. B, Devita, Jaylen, Wren, and one more Kayden, Billy,			8	8	
James MacDonald	10 hours	17	25	20	30
Bob Fequet	10 hours	25	25	25	2
Cindy Edgar	3 hours	3	5	5	2
Dora Cumming					2
Greta Goddard					4

Doug Pringle		6	6 took day off to work		
Becky Mercereau			5		5
Coleman Mercereau					5
Darryl Johnson		8	10	10	10
Bleu Rowe		5	6		4
Judy Duff			5		
Kim Stacey		3			4
Cindy Edgar			Work time		
John Herrington		5			
Kaitlin		3			
Alison Hildebrant		2			
Vera Heinz (hines?)		10			
Jason?		5			
Ian Smith		2		4	
Tamsyn		3			
Connie		3			
Tyner Hayashi	6 hours				
Yuka		4			
Bella Woroshelo	2 hours				
Lori Herrington	3 hours	5		5	
Marcus Zwygart	4 hours				
Dustyn Willson	2 hours				
Craig Stephenson	5 hours				
Autumn MacDonald	14 hours				
Britt Silk	8 hours				
Misoto Kondo	4 hours				
Colleen Gillie	3 hours				
Corey Nickerson	2 hours				
Simone Lemieux	2 hours				
Wilf Nylander	3 hours				

George		3		3	
Cory Haagsman		3			
Elinor Morrissey					2
Burton				8	8
Matt Levesque					2
Lisa Graham					2
Maureen Graham					6
Allan Graham				4	4
Hannah Birosh					
Total hours:	123	150	165	137	182

REQUEST FOR DECISION

RFD#: SR9	Date: February 24, 2017
Meeting#: CM021114	Originator: Tom Matus, CAO
RFD TITLE: NCLGA 2017Resolutions	

BACKGROUND:

The following 2017 NCLGA-AGM Conference Resolutions are attached for further discussion as per Council requested Action Item:

- 1 Comparable Standby Wages for BC Ambulance Service**
- 2 UBCM Conference Resolution Section**
- 3 Equal Access to Public Education**

DISCUSSION:

Attached (and highlighted) are previously tabled resolutions which address the wages issues we have identified in Council so I don't believe we need to submit resolution # 1. The resolution in regard to the comparable standby wages had previously tabled at the February 11, 2014 Regular Council Meeting, at which time it was decided not to forward it to NCLGA. This decision was made based on the attached supporting documentation.

1 Comparable Standby Wages for BC Ambulance Service

Whereas many remote and rural municipalities experience a shortage of qualified ambulance staff and this puts these municipalities in danger of not having the service when they need it the most; and

Whereas many rural ambulance stations only provide on-call coverage with no guaranteed shifts for staff and the on-call rate of \$2/hr is not a sufficient rate for paramedics to make the income needed to be self- sufficient:

Be it resolved that the UBCM petition the BC government to work with the provincial bargaining body and with BC ambulance in the next round of provincial collective agreement bargaining to ensure that BC ambulance staff have on-call rates of pay comparable with other health science professionals i.e.: lab technologists, radiation technologists, nurses etc.

I don't see any resolutions that specifically address our resolutions #2 and #3 which we should submit

2 UBCM Conference Resolution Section

Whereas the resolution section of the annual UBCM conference is undoubtedly the most important business at hand for elected representatives attending; and

Whereas often times run outs at the end of convention before all resolutions have been brought to the floor, resulting in the remaining resolutions not being heard or debated by members on the convention floor:

Be it resolved that the UBCM executive allow for more time during convention for the resolutions; and

Be it further resolved that this additional time is created within the existing schedule without additional convention time.

3 Equal Access to Public Education

Whereas the provincial government was involved in an initiative to seek input on rural education in fall/winter 2016-2017; and

Whereas school district funding is inadequate for some districts to provide busing to all rural and remote students;

Be it resolved that UBCM executive have discussions with Ministry of Education to make clear definitions of rural and remote. Identifying the significant difference between lower mainland rural and remoteness with northern rural and remoteness; and

Be it further resolved that the NCLGA and the UBCM lobby the BC Government and the Ministry of Education to provide all required funding to bus all students to and from school. Because all rural and remote students must have equal access to public education

BUDGET:

N/A

RECOMMENDATION / RESOLUTION:

That Council approve submitting, by resolution, the following 2017 NCLGA resolutions:

UBCM Conference Resolution Section

Whereas the resolution section of the annual UBCM conference is undoubtedly the most important business at hand for elected representatives attending; and

Whereas often times run outs at the end of convention before all resolutions have been brought to the floor, resulting in the remaining resolutions not being heard or debated by members on the convention floor:

Be it resolved that the UBCM executive allow for more time during convention for the resolutions; and

Be it further resolved that this additional time is created within the existing schedule without additional convention time.

Equal Access to Public Education

Whereas the provincial government was involved in an initiative to seek input on rural education in fall/winter 2016-2017; and

Whereas school district funding is inadequate for some districts to provide busing to all rural and remote

students;

Be it resolved that UBCM executive have discussions with Ministry of Education to make clear definitions of rural and remote. Identifying the significant difference between lower mainland rural and remoteness with northern rural and remoteness; and

Be it further resolved that the NCLGA and the UBCM lobby the BC Government and the Ministry of Education to provide all required funding to bus all students to and from school. Because all rural and remote students must have equal access to public education



Tom Matus, CAO

REQUEST FOR DECISION

RFD#: 8SR	Date: February 11, 2014
Meeting#: CM021114	Originator: Tom Matus, CAO
RFD TITLE: NCLGA 2014 Resolutions	

BACKGROUND:

The following 2014 NCLGA-AGM Conference Resolutions are attached for further discussion as per Council requested Action Item:

- 1 BC Ambulance Service Rural and Remote Incentive
- 2 Comparable Standby Wages for BC Ambulance Service
- 3 Utilization of the Community Paramedicine Model for Ambulatory Service in Rural and Remote BC

DISCUSSION:

Attached (and highlighted) are previously tabled resolutions which address the wages issues we have identified in Council so I don't believe we need to submit resolution #s 1 and 2 below.

1 BC Ambulance Service Rural and Remote Incentive

Whereas ambulance drivers' wages in the north of the province are the same as ambulance drivers in the south of the Province; and

Whereas there is no "rural and remote incentive" to encourage union employees to work in the North when equal paying positions are available in rural areas and throughout the south of the province:

Be it resolved that the UBCM petition Unions and the BC Emergency Health Service to negotiate a "rural and remote incentive" remuneration clause within union agreements throughout the province of British Columbia.

2 Comparable Standby Wages for BC Ambulance Service

Whereas BC Ambulance drivers' hourly wages and on-call remuneration is inadequate to attract paramedics to rural and remote areas, on-call duty remuneration being \$2/hour;

Be it Resolved that the UBCM lobby the Unions for higher salaries and higher on-call compensation.

I don't see any resolutions that specifically address our resolution #3 which we should submit.

3 Utilization of the Community Paramedicine Model for Ambulatory Service in Northern BC

Whereas Community Paramedicine is the practice that represents the intersection of health care, public health, and public safety to promote optimal quality of life; and

Whereas this Community Paramedicine model has the potential to prevent and reduce high cost medical

SR4

treatment;

Be it resolved that the NCLGA and the UBCM lobby the BC Government/BCEHS to research the Community Paramedicine Model of health care for use in all of rural and remote BC communities; and

Be it further resolved that the NCLGA and the UBCM lobby the BC Government and BCEHS that paramedics of the BC Ambulance Service be employed full time to deliver the paramedicine model of health to rural and remote BC communities.

BUDGET:

N/A

RECOMMENDATION / RESOLUTION:

That Council approve submitting, by resolution, the following 2014 NCLGA resolution:

Utilization of the Community Paramedicine Model for Ambulatory Service in Northern BC

Whereas Community Paramedicine is the practice that represents the intersection of health care, public health, and public safety to promote optimal quality of life; and

Whereas this Community Paramedicine model has the potential to prevent and reduce high cost medical treatment;

Be it resolved that the NCLGA and the UBCM lobby the BC Government/BCEHS to research the Community Paramedicine Model of health care for use in all of rural and remote BC communities; and

Be it further resolved that the NCLGA and the UBCM lobby the BC Government and BCEHS that paramedics of the BC Ambulance Service be employed full time to deliver the paramedicine model of health to rural and remote BC communities.



Tom Matus, CAO

Resolutions on Ambulance Services

Recruitment, Retention & Training

2009-B68 BC AMBULANCE SERVICE

New Denver

WHEREAS there are recruitment challenges for paramedics working on-call and stand-by shifts in rural and remote communities:

THEREFORE BE IT RESOLVED that the UBCM urge the provincial government and BC Ambulance Service to address the recruitment and retention situation, by increasing the rate for the stand-by, on-call and the honorarium for volunteer/part-time ambulance staff paramedics in rural and remote communities throughout the province by an amount that is equivalent to the overall BCAS budget increase over the last five years, noting that 65% is equivalent to the increase in the overall BCAS budget over the last few years - an overall increase that is not reflected in remote area on-call pay increases.

Convention decision:

Referred to UBCM Executive

Executive decision:

No Action Required

2008-B127 TRAINING FOR AMBULANCE ATTENDANTS - PARAMEDICS

AKBLG Executive

WHEREAS there have been recent changes to training opportunities for paramedics, and there has been a loss of sufficient trained personnel to maintain staff at certain remote stations;

AND WHEREAS attendants on call in a remote ambulance station receive only \$2 per hour, and it is unrealistic to expect persons to put forward \$5000 in training money for a position that is in effect, a volunteer position:

THEREFORE BE IT RESOLVED that the UBCM request the provincial government to provide training for paramedics at a minimal cost to the trainee, such personal cost to be sufficient only to indicate commitment to service.

Convention decision:

Endorsed

Provincial response:

BC Ambulance Service, Ministry of Health Services

BC Ambulance Service (BCAS) recognizes that training paramedics, particularly in rural and remote areas of the province, is a challenge and training costs can be an obstacle to recruiting new paramedics.

To help address this issue BCAS has partnered with municipal councils and community organizations on recruitment and have hosted and paid for Emergency Medical Responder (EMR) training for new hires in targeted rural and remote areas. In 2006/07, 120 new BCAS employees were trained to the EMR level as part of the recruitment and retention strategy and we continued this strategy in 2007/08. BCAS has had success in rural and remote communities by concentrating recruitment efforts on residents who want to stay in their communities and work as a part-time paramedic as a form of community service.

With regards to Primary Care Paramedic (PCP) level training, the Government contributed \$5 million to establish the Vancouver Foundation's Emergency Medical Assistants Education Fund to help defray training costs for paramedic license upgrades. The fund will help upgrade EMRs to the PCP level of practice and help upgrade PCPs to the Advanced Care Paramedic (ACP) level. This fund will annually support a minimum of 48 awards for PCPs at \$5,000 each and ten awards for ACPs at \$15,000 each to help pay for tuition, books and offset some living expenses. Preference to successful applicants is given to those working in the rural and remote areas of the province.

As part of the November 2004 Memorandum of Agreement with the CUPE 873 Union, BCAS provided \$1.5 million of one-time funding for PCP training for 156 paramedics. BCAS also fully funded 38 paramedics to take the ACP course from 2005-2008 at an approximate cost of \$3.5 million.

As a result of these and other initiatives BCAS has more 'qualified' PCP and ACP level paramedics than previous, and is committed to continuing to provide on-going support to current and future paramedics. The BCAS recognizes that quality patient care requires that paramedics participate in medically directed education throughout their career.

BCAS invests approximately \$6.9 million annually to support continuing education for paramedics and first responders across the province.

BCAS employs over 3,400 full and part time paramedics across the province.

**2006-B48 BC AMBULANCE SERVICE ATTENDANT
STANDBY PAY**

AKBLG Executive

WHEREAS the BC Ambulance Service lists its mission as providing "high quality emergency medical services" and lists its goal as "providing high quality patient care";

AND WHEREAS many small communities in British Columbia are considered "remote" and therefore standby ambulance attendants receive only \$2.00 per hour as opposed to "rural" community ambulance attendants receiving \$10.00 per hour:

THEREFORE BE IT RESOLVED that there be no distinction in the pay category of standby ambulance attendants in rural and remote communities, and that all areas of BC be entitled to equal service.

Convention decision: **Endorsed**

Provincial response:

Ministry of Health

The Province of British Columbia (Province) clearly recognizes the vital role paramedics play in ensuring patients throughout the Province receive timely and high quality care.

Compensation for paramedics is a negotiated item in the collective agreement between the Ambulance Paramedics of British Columbia (CUPE 873) and the Emergency Health Services Commission (Service). In the 1990's, paramedics at remote stations received no compensation for being on-call. Now, they receive \$2 an hour for carrying a pager and a minimum of four hours pay when they are sent out on a call.

A negotiated distinction in pay categories exists for paramedics based on the shift they are working, not on the geographical location of the work. Paramedics working on a stand-by shift are paid \$10 per hour to remain at the station during their scheduled shift. Paramedics working a call out (pager) shift are paid \$2 per hour and are not obligated to remain at the station during that time.

The Service is working with health authorities to see how they can integrate the day-to-day work of paramedics with other health care professionals to better serve communities and ensure meaningful work for paramedics. Additionally, local paramedics and management have been working together to attract qualified individuals to become paramedics in communities with staff shortages.

The British Columbia Ambulance Service is a provincially operated ambulance service under the direction of the Emergency Health Services Commission and provides integrated, expert emergency medical care province-wide.

Other response:

BC Ambulance Service

It is important to note that prior to 2001, paramedics were not paid to be on-call unless they were paged to respond to a call. Now these paramedics receive \$2.00 per hour to carry a pager in addition to receiving their hourly paramedic rate when they are called out. This staffing model is in place at stations that typically receive fewer than one ambulance call per day on average. Many paramedics working in remote areas are able to work at other jobs in the community in addition to being on-call for the BC Ambulance Service (BCAS).

The stand-by pay of \$10.00 per hour requires paramedics to remain at the station, stand-by for the next ambulance call. This staffing model is in place at stations that have higher call volumes. Forcing a paramedic to remain at the station when there isn't work for them to do does not lend to job satisfaction and is not a good use of resources. Paramedics themselves have expressed concern about moving to this model in some communities as it would impact their other responsibilities.

As you are likely aware, challenges recruiting and retaining paramedics is not a new issue. It is a complicated matter, and one that is not unique to BCAS as it is faced by the health care sector in remote and rural communities across the country. The BCAS is taking a multi-faceted approach to its present recruitment and retention challenges. A tremendous amount of time and effort is being spent by local and regional BCAS staff in communities with paramedic shortages reaching out to the community to attract qualified individuals to consider working with the BCAS.

Across the province, the BCAS is spearheading discussions with community leaders, Health Authorities and the Ambulance Paramedics of BC (CUPE 873) to develop and implement some short and long-term solutions to support recruitment and retention of paramedics. For example, they are working together to explore

opportunities for integration work in which paramedics could apply their skills and knowledge to meet broader health needs of the community.

The BCAS has identified that access to training has a significant influence on recruitment and retention. Opportunities for taking training closer into the communities is currently being explored. In addition to new approaches to training, there has been a considerable investment into the ongoing provision of clinical education. The Memorandum of Agreement, reached November 2004, included \$1.5M in funding targeted to provide Primary Care Paramedic training (over 2005/2006-2006/2007) to 156 students. To date, 130 students have capitalized on the opportunity, most of whom are based in remote or rural stations.

The BCAS has made an investment of \$6M in continuing education for paramedics in 2006/2007 for topics including resuscitation/automatic external defibrillators, pediatric education for pre-hospital professionals, orientation driving, occupational safety and health, and dispatch. The BCAS is further providing one-time funding for Emergency Medical Responder (EMR) Bridging courses that will see up to 124 employees benefit. EMR Bridging courses will bring people with Occupational First Aid up to the EMR level, which meets BCAS' hiring prerequisites.

The budget for the BCAS has risen more than fifty percent in the past five years, reaching \$267 million this year (2006/2007), compared to the 2001/2002 budget for emergency health services of \$176 million. Much of the budget increase has gone to increasing the number of paramedics and dispatchers, which have grown from 1,625 FTEs to 2,263 FTEs - an increase of 639 FTEs, or thirty-nine percent, between 2001 and today.

We will identify and adopt innovative strategies to address the recruitment challenges while ensuring high quality and timely emergency medical services and the best use of taxpayers' dollars.

2003-LR1 COLLEGE OF EMERGENCY MEDICAL ASSISTANTS: FEES

Surrey

WHEREAS the Emergency Medical Assistant Licensing Board (EMALB) is to be replaced by the College of Emergency Medical Assistants of BC, functioning under the Health Professions Act;

AND WHEREAS the powers and duties of the College appear to be identical to the EMALB, excepting that the College will require a criminal record check (\$20) and an annual fee (\$85) to license EMA First Responders;

AND WHEREAS all local governments that participate in the First Responder program will be required to pay this fee for all EMA First Responders in their employ in order to comply with provincial regulations;

AND WHEREAS the provision of emergency medical services in BC is a provincial responsibility of the Emergency Health Services Commission and British Columbia Ambulance Service;

AND WHEREAS in contravention of the Community Charter, no method of compensating local governments for this new provincially-imposed fee has been advanced:

HEREFORE BE IT RESOLVED that the Province provide a mechanism for local governments to recover costs incurred in the fulfillment of this provincial responsibility.

Convention decision:

Endorsed

Provincial response:

Ministry of Health

The Ministry of Health Services will seek input from the Emergency Health Services Commission on the establishment of the College of Emergency Medical Assistants of BC. Generally, the payment of fees for training and certifying first responders is the responsibility of the employee. Employers choose to pay these fees as part of the collective agreement with first responders, however, if they elect to do so, this is a voluntary option assumed by employers.

The Emergency Health Services Commission guides the delivery of high quality, consistent pre-hospital emergency health care throughout British Columbia. Its membership was expanded in February 2004 to further strengthen ambulance services and encourage more integration with the six health authorities. The ministry expects the addition of these new members will assist the commission in developing a better continuum of pre-hospital care for British Columbians.

2000-B93 STAND-BY FOR AMBULANCE ATTENDANTS

Mackenzie

WHEREAS the Provincial Government has withdrawn the position of full time Unit Chief for Ambulance Services in many smaller communities, placing an onerous burden on volunteer part time unit chief positions and stretching the limits of the volunteer paramedics;

AND WHEREAS the commitment of dedicated volunteer ambulance service attendants is integral to the well-being of all communities;

THEREFORE BE IT RESOLVED that the Provincial Government be petitioned to provide adequate compensation to ambulance service attendants for stand-by services while they are on on-call duty.

Convention decision:

Referred to Health Committee

Committee decision:

Endorsed

[No response received.]

2000-B94 LOSS OF PAY PROVISIONS FOR AMBULANCE ATTENDANTS WHILE ON TRAINING SEMINARS

Mackenzie

WHEREAS the provision of ambulance services is integral to the well-being of all communities and the dedication of volunteer ambulance attendants is essential to the provision of this service;

AND WHEREAS ambulance attendants must perpetually be upgrading their training in order to remain viable in providing ambulance services to communities and training opportunities often conflict with regular employment schedules:

THEREFORE BE IT RESOLVED that the Provincial Government be petitioned to provide for a daily stipend for ambulance attendants when attending training sessions which require being absent from their regular employment.

Convention decision:

Endorsed

Provincial response:

Ministry of Health & Ministry Responsible for Seniors

The recently concluded collective agreement contains provisions for the payment of wages in some situations, to full and part-time paramedics. The training of paramedics serving rural areas in the province is one of the focuses of this agreement.

1999-B91 AMBULANCE SERVICES

Elkford

WHEREAS the Provincial Ambulance Service is a vital part of the health care system particularly in small communities and rural areas where other response or transportation options are often unavailable and where ambulances are staffed largely on a part-time basis, including many hours of unpaid on-call time;

AND WHEREAS the low population concentrations in these areas result in many of these part-time ambulance paramedics being unlikely to encounter sufficient protocol responses to maintain Emergency Medical Assistant accreditation under the new standards as defined by the Justice Institute and Licencing Branch, leaving many stations with personnel who are restricted in their use of available equipment and protocols, thereby reducing the level of care they are able to offer, and increasing the possibility that such stations will be understaffed resulting in lack of ambulance coverage:

THEREFORE BE IT RESOLVED that the Ministry of Health be requested to review Emergency Medical Assistant accreditation requirements;

AND BE IT FURTHER RESOLVED that the Ministry be requested to consider the option of permitting extra local training and crew practices to be used to offset the requirements for actual emergency responses for accreditation purposes, particularly in low call volume areas.

Convention decision:

Endorsed

[No response received.]

2013-B142 BC AMBULANCE SERVICES

Stewart

WHEREAS communities in British Columbia are facing a severe deterioration of ambulance services as a result of cuts to provincial funding and a serious disconnection between the service model used by the BC Ambulance Service and the service model required to meet the needs of communities:

THEREFORE BE IT RESOLVED that UBCM urge the provincial Minister of Health to require the BC Ambulance Service to amend its service model to meet the actual needs of communities, and that the Minister provide adequate funding to implement that model.

Convention decision: **Endorsed**

[Response not yet received.]

2010-B45 BC AMBULANCE SERVICES RESPONSE TIME

Maple Ridge

WHEREAS the administration and delivery of health care service is the responsibility of the Province of British Columbia;

AND WHEREAS the British Columbia Ambulance Service, operating under the authority of the Emergency and Health Services Commission to provide public ambulance service across the province, has a target to respond within 9 minutes to 90% of the most serious calls (Delta/Echo) from its metro/urban stations and in 2009 responded within 9 minutes to only 52% of those calls placing the citizens of this province at risk:

THEREFORE BE IT RESOLVED that the Union of British Columbia Municipalities call upon the Province of British Columbia to direct sufficient resources to meet the response time criteria to ensure that citizens of this province have access to timely high quality care during medical emergencies.

Convention decision: **Endorsed**

Provincial response:

Ministry of Health Services

Meeting response time targets is a challenge for the BC Ambulance Service (BCAS) as it is for most other Emergency Medical Service providers across North America and the world.

Ambulance response times are impacted by: demand, population growth, ambulance deployment models, dispatch processes and policies, weather, terrain, road infrastructure, traffic and geography.

BCAS is not aware of any Canadian emergency medical service provider that is consistently meeting a target of reaching 90 percent of urgent calls in urban areas in less than 9 minutes. In 2008/09, the average response times for BCAS to reach urgent events in urban communities was 10:20.

BCAS' response time goals for urgent events are detailed in our 2010 Service Plan and are as follows:

Urgent (Delta/Echo) Response Time Targets

Urban/Metro communities % < 9 mins

2010/11: 55%

2011/12: 60%

2012/13: 65%

Rural communities % < 15mins

2010/11: 75%

2011/12: 80%

2012/13: 85%

Remote/Other communities % < 30 mins

2010/11: 80%

2011/12: 85%

2012/13: 85%

BCAS is committed to improving response times for the most urgent calls where it can make the most impact on patient outcomes. Recent initiatives to improve response times include:

- Automatic Vehicle Locators (AVL) were implemented in all 196 Lower Mainland ambulances in 2009. AVL enable dispatchers to see where all our ambulances are located on a live map and dispatch the closest vehicles to emergency calls.
- In addition to AVL, all ambulances in BC were equipped with GPS units in 2010.
- BCAS has implemented a new integrated dispatch information system in two of three dispatch centres and will roll the new system out to the third centre later in 2010.
- BCAS has added resources to its busiest areas of the Lower Mainland, including adding two 11 hour ambulance shifts in 2007 and two 11 hour ambulance shifts in 2008 in Surrey and one 24 hour ambulance in Burnaby. This \$2 million investment created 20 new full time positions.
- In addition to setting response time targets, BCAS has implemented 'call handling' and 'chute time' targets, to improve performance of the individual components that constitute the overall response time. The chute time is the time it takes ambulance crews to get mobile.

Response times are extremely important but also just as important is the care and treatment paramedics provide when they arrive on scene. Significant investment has been spent on providing additional training and education to paramedics. Targeted efforts in new training and education for BCAS Paramedics and Dispatchers in CPR has shown a 20 percent increase in survival rates of cardiac arrest victims over the last few years.

2007-B50 AMBULANCE SERVICE IN BC

Castlegar

WHEREAS the BC Ambulance Service has made it known that further service cuts are anticipated to BC Ambulance Services;

AND WHEREAS there has already been a reduction of staffing by the BC Ambulance Service to the residents of British Columbia over the past five years:

THEREFORE BE IT RESOLVED that the Union of British Columbia Municipalities request that the Province of British Columbia restore funding to the BC Ambulance Service to the point where citizens of this province can expect a timely response from qualified personnel throughout the province.

Convention decision:

Endorsed

Provincial response:

Ministry of Health

Professional emergency health responders are authorized by the Emergency Medical Assistant Licensing Board to act within the scope of their license. License categories in ascending order of degree and complexity of knowledge and skills, include: First Responder (FR), Emergency Medical Responder (EMR), Primary Care Paramedic (PCP) and Advanced Care Paramedic (ACP). A previous lower license category of Emergency Medical Assistant – First Aid, was eliminated.

Although FRs, EMRs and potentially paramedics can be trained at different institutions, they are all subjected to the same license process and therefore must meet a common standard. All training programs are constructed to conform to the National Occupational Competencies Profile (NOCP) developed by the Paramedic Association of Canada and endorsed by the Canadian Medical Association.

The minimal requirement for a FR (usually employed by a municipal fire department) is a current FR license. Although there are three levels of first responder designation, a recent recommendation to condense into one FR level has been accepted in principle by the Emergency and Health Services Commission on the recommendation of the Cameron Report. The minimum requirement to attend to patients on a BC Ambulance call is Emergency Medical Responder. The BCAS is working toward increasing the baseline knowledge and skill of all paramedics to the Primary Care Paramedic level but there are locations in the Province of British Columbia (Province) where only EMRs are currently available.

Despite licensing levels providing a core foundation of skills and knowledge, each employer is obligated to define the quality of care. One employer may require a higher standard of care but none will fall below the license level standard for that particular category.

The EMA Licensing Board provides the standardization of licensing levels to ensure that, despite where training occurred, a minimum standard is met. The licensing process is used to ensure that responders from other provinces meet British Columbia standards. Since programs in the Province meet national standards, licensing in other provinces for those trained in British Columbia should be a relatively easy process.

BC Ambulance Service

There have been no cuts to the BC Ambulance Service (BCAS). To the contrary, BCAS is looking at ways of improving its service delivery through a number of innovative methods:

Moving from pager to standby:

In November, 2004, a Memorandum of Agreement (MOA) was signed between the Emergency and Health Services Commission and the Ambulance Paramedics of BC – CUPE Local 873. The MOA permitted vacant, full-time positions to be reclassified to standby and the savings redirected towards enhanced service delivery.

In 2005, 48 remote ambulance stations were upgraded to rural designation – with paramedics standing by at stations 24/7, at the rate of \$10.00 per hour, and increased to their full paramedic rate for a minimum of three hours when called to respond. The previous deployment model involved a blended approach to staffing, with some paramedics working full-time and others on pager. The introduction of the standby shift for one ambulance per rural station has improved the average response time by approximately 15 per cent in rural communities throughout British Columbia. The second ambulance at the rural station is staffed by paramedics on pager.

The main criteria used in reviewing the designations included: call volumes, geography, remoteness, proximity to other ambulance stations and health authority designation of facilities that are in the area.

Paramedic pay on pagers:

Paramedics working in remote stations (and those in rural stations who are on pager, not standby) are paid \$2 per hour to carry a pager and be available to respond to and emergency call. When called out, they receive a minimum of four hours pay at their hourly paramedic rate. Prior to 2001, paramedics working in remote stations received no on call pay.

Full-time vs. part-time unit chief position in rural stations:

A review of the unit chief position has been underway for several months and a decision on next steps is expected soon. While the MOA included the provision to achieve cost savings through attrition of full-time positions to part-time at rural stations, the BC Ambulance Service has not made any permanent staffing adjustments to date. All positions have continued to be filled by staff receiving full pay for all hours. All unit chief duties have been performed by paramedics who have been assigned the acting unit chief role.

Increased funding over the four years means more staff, more equipment:

The budget has been increased by 57 percent in the last six years. The budget for the BCAS is \$283.5 million in 2007/08 vs. \$181 million in 2001/02.

Between 2003/04 and 2006/07, the number of pre-hospital ground events, including responses to emergencies, has increased by almost 90,000, from 432,283 to 521,000 events. The number of air ambulance events has increased by almost 880 from 7,416 to 8,295.

Since 2001/02, the number of hours of service provided by paramedics and dispatchers has increased by 36 percent to meet this increased demand. The total number of paramedics and dispatchers has increased by 915 from 2,436 to 3,351.

Since 2001/02, the total number of ambulances and support units has increased from 463 to 506.

2007-B156 REINSTATE AMBULANCE SERVICE STAFFING LEVELS

Kimberley

WHEREAS the provision of ambulance service is vital to citizens of all local governments;

AND WHEREAS the staffing of full-time paramedics at ambulance stations is deemed necessary to meet the needs of these communities:

THEREFORE BE IT RESOLVED that the provincial government ensure that ambulance services throughout the province are adequately staffed and capable of providing the same level of quality service to citizens of all BC local governments.

Convention decision:

Endorsed as Amended

Provincial response:

**BC Ambulance Service
Ministry of Health**

Moving from pager to standby:

In November, 2004, a Memorandum of Agreement (MOA) was signed between the Emergency and Health Services Commission and the Ambulance Paramedics of BC – CUPE Local 873. The MOA permitted vacant full-time positions to be reclassified to standby and the savings redirected towards enhanced service delivery.

In 2005, 48 remote ambulance stations were upgraded to rural designation – with paramedics standing by at stations 24/7, at the rate of \$10.00 per hour, and increased to their full paramedic rate for a minimum of three hours when called to respond. The previous deployment model involved a blended approach to staffing, with some paramedics working full-time and others on pager. The introduction of the standby shift for one ambulance per rural station has improved the average response time by approximately 15 per cent in rural communities throughout BC. The second ambulance at the rural station is staffed by paramedics on pager.

Paramedic pay on pagers:

Paramedics working in remote stations (and those in rural stations who are on pager, not standby) are paid \$2 per hour to carry a pager and be available to respond to an emergency call. When called out, they receive a minimum of four hours pay at their hourly paramedic rate. Prior to 2001, paramedics working in remote stations received no on call pay.

Full-time vs. part-time unit chief position in rural stations:

A review of the unit chief position has been underway for several months and a decision on next steps is expected soon. While the MOA included the provision to achieve cost savings through attrition of full-time positions to part-time at rural stations, BCAS has not made any permanent staffing adjustments to date. All positions have continued to be filled by staff receiving full pay for all hours. All unit chief duties have been performed by paramedics who have been assigned the acting unit chief role.

Increased funding over the four years means more staff, more equipment:

The budget has been increased by 57 percent in the last six years. The budget for the BC Ambulance Service is \$283.5 million in 2007/08 vs. \$181 million in 2001/02.

Between 2003/04 and 2006/07, the number of pre-hospital ground events, including responses to emergencies, has increased by almost 90,000, from 432,283 to 521,000 events. The number of air ambulance events has increased by almost 880 from 7,416 to 8,295.

Since 2001/02, the number of hours of service provided by paramedics and dispatchers has increased by 36 percent to meet this increased demand. The total number of paramedics and dispatchers has increased by 915 from 2,436 to 3,351.

Since 2001/02, the total number of ambulances and support units has increased from 463 to 506.

Response Times:

Response times have improved by an average of 15 per cent in rural communities throughout the province through the addition of the 24/7 standby model in 2005. In urban centres, response times have remained stable since fiscal 2002/03.

Response times in Kimberley:

This community was upgraded to rural from remote and to stand by from pager. They have seen response times for emergency events (lights and sirens) improve by almost 24 per cent in the past three years. In 2004/05, the average response time for 359 emergency events was 13 minutes, 53 seconds. In 2006/07, the average response time for 336 emergency events was 10 minutes, 36 seconds.

Determining station designation:

The main criteria used in reviewing the designations included: call volumes, geography, remoteness, proximity to other ambulance stations and health authority designation of facilities that are in the area.

2003-B33 SUPPORT FOR PROVINCE-WIDE AMBULANCE SERVICES

Golden

WHEREAS the BC Ambulance Service provides all British Columbians with province-wide emergency medical care no matter where they live;

AND WHEREAS at a cost of \$41 per person, the BC Ambulance Service responds to more than 1,000,000 emergency calls per year and is among the most cost-effective services in North America;

AND WHEREAS the BC Ambulance Service is an essential medical service to all BC communities, answering an emergency call almost every two minutes;

AND WHEREAS any cuts to ambulance service funding and paramedics would mean delays when every second counts:

THEREFORE BE IT RESOLVED that the Union of BC Municipalities request the provincial government to maintain a province-wide integrated BC Ambulance Service that is adequately funded by the Province and that provides the best possible training for emergency paramedics.

Convention decision:

Endorsed

Provincial response:

Ministry of Health

The government is committed to a strong, renewed, sustainable and provincially focused ambulance service, BCAS. Government intends to focus resources towards BCAS's core priorities of addressing and improving service quality and patient safety and providing emergency transportation services more directly aligned to pre-hospital care in communities. The government plans to ensure the future model of emergency response in the province is consistent, efficient and responsive to patient needs.

WHEREAS it is the mandate of the Provincial Government to maintain high quality, accessible emergency services for all British Columbians regardless of where in the Province they reside;

AND WHEREAS it is the responsibility of the British Columbia Ambulance Service to ensure a high standard of ambulance service throughout the Province:

THEREFORE BE IT RESOLVED that the Provincial Government be petitioned to ensure that all ambulance services throughout the Province are capable of providing the same level of quality service.

Convention decision: **Endorsed**

Provincial response:

Ministry of Health & Ministry Responsible for Seniors

The BCAS recognizes the need for equity in ambulance services between similar areas or communities. However, local differences in population and demographics result in variations in ambulance service demand, which in turn necessitate variations in service delivery. These factors include call volume, which has a direct affect on the maintenance of paramedic skills; the availability of other specialized health care service providers to support the safe and effective practice of ambulance service; and the cost effectiveness of service delivery in areas where there is low demand for ambulance service. It has been established that the per capita cost of ambulance service delivery to rural and remote areas of the province exceeds the figures documented in the more densely populated areas of British Columbia.

**1996-B5 REDUCTION OF AMBULANCE SERVICE IN
RURAL BRITISH COLUMBIA**

OMMA Executive

WHEREAS local governments have been advised that the Province of British Columbia plans to reduce ambulance service in rural British Columbia;

AND WHEREAS local governments believe that a reduction of qualified ambulance personnel will result in serious and life threatening consequences;

AND WHEREAS the province has a responsibility to its residents both urban and rural, to provide equitable and quality health care:

THEREFORE BE IT RESOLVED that UBCM advise the provincial government that it considers the removal of qualified ambulance personnel from rural areas, without provision of an alternative service for those rural residents, is totally unacceptable.

Convention decision: **Endorsed**

Provincial response:

Ministry of Health & Ministry Responsible for Seniors

Like all providers of health services, the British Columbia Ambulance Service (BCAS) is being challenged to maintain existing service levels in the face of increased demand for ambulance services and limited budgets. To accomplish this, the Service must operate more efficiently. At the same time, the government recognizes that there have been historical inequities in the way ambulance stations have been staffed in non-metropolitan communities for many years.

The introduction of rational staffing criteria for future staffing decisions will promote equity in full-time staffing at the community level and assist in the assignment of an appropriate workload for our paramedics.

The process of establishing a provincial staffing policy involving small ambulance stations in non-metropolitan and rural areas of the province has identified the need to provide more regionally-based training so that our staff have the necessary training and skill levels for patient care. Redistribution of some of our full-time staff will meet our commitment to the provision of relevant and ongoing support for Emergency Medical Assistant (EMA) training in rural communities. We recognize that our part-time paramedics provide excellent service to their communities, and we also know that we must provide them with the medical skills and knowledge that they require.

During the last round of collective bargaining between the BCAS and its unionized paramedics, a Memorandum of Agreement on staffing levels was reached. Included is a provision that any changes in staffing levels will be implemented through voluntary attrition, so the process is likely to take place slowly over the next four years. The BCAS believes that an appropriate level of staffing will be maintained in each community to ensure continued effective service delivery. Steps are being taken to provide enhanced training to the Canadian Medical Association EMA 1 level, which will more than double the number of training hours of our EMA 1 staff. We are also establishing regional training centres which will support local stations and provide suitable support and mentor-ship to Unit Chiefs.

As changes in the staffing level of individual stations are implemented, a senior representative of the Ambulance Service will be pleased to attend a meeting of community representatives to explain the reasoning behind the proposed change and the impact this change could have on the provision of ambulance service to the citizens of the area.

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor and Council
SUBJECT: Annual Financial Plan Bylaw 881, 2017
DATE: February 23, 2017
FROM: Tammy McKeown, Corporate Officer


RECOMMENDATION:

THAT:

Council Adopt "ANNUAL FINANCIAL PLAN BYLAW 881, 2017"

ADMINISTRATOR COMMENTS:

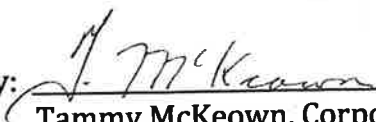
Report Approved by:


Tom Matus, CAO

BACKGROUND:

Council gave First, Second and Third Reading to the "ANNUAL FINANCIAL PLAN BYLAW 881, 2017" at the February 20, 2017 Special Council Meeting

Report prepared by:


Tammy McKeown, Corporate Officer



BYLAW NO. 881, 2017

A Bylaw to Adopt a Financial Plan for 2017

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 "Annual Financial Plan Bylaw No. 881, 2017".
2. 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 2017 to 2021.

Read a First Time on this 20th day of February, 2017.
Read a Second Time on this 20th day of February, 2017.
Read a Third Time on this 20th day of February, 2017.
Adoption of Bylaw on this day of , 2017.

Gwen Johansson, Mayor

Tom Matus, CAO

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

Corporate Officer

Bylaw 881, 2017 - Schedule A

General Operations	2017	2018	2019	2020	2021
General Revenue					
Water O&M	- 123,042 -	126,733 -	130,535 -	134,451 -	138,485
Water Utility Fund	- 137,435 -	60,000 -	30,000 -	25,000 -	20,000
Sewer O&M	- 79,753 -	81,348 -	82,975 -	84,635 -	86,327
Sewer Utility Fund	- 53,589 -	30,000 -	25,000 -	20,000 -	15,000
Property Taxes	- 2,122,677 -	2,122,677 -	2,122,677 -	2,122,677 -	2,122,677
grants in lieu	- 1,498,141 -	1,498,141 -	1,498,141 -	1,498,141 -	1,498,141
grants other	- 925,349 -	722,984 -	722,984 -	722,984 -	722,984
General Government Services	- 57,098 -	57,098 -	57,098 -	57,098 -	57,098
collection Other Govts	- 3,153,148 -	3,184,679 -	3,216,526 -	3,248,691 -	3,281,178
ICBC	- 149,250 -	149,250 -	149,250 -	149,250 -	149,250
protective services	- 1,000 -	1,000 -	1,000 -	1,000 -	1,000
Bylaw/Lands	- 17,900 -	17,900 -	17,900 -	17,900 -	17,900
Public Works	- 8,000 -	8,000 -	8,000 -	8,000 -	8,000
Environmental & Public Health	- 254,385 -	256,929 -	259,498 -	262,093 -	264,714
Recreation	- 158,950 -	160,540 -	162,145 -	163,766 -	165,404
EDO	- 60,200 -	50,000 -	50,000 -	50,000 -	50,000
to/(-)from General Fund					
General Operations Revenue	-\$ 8,799,917	-\$ 8,527,279	-\$ 8,533,729	-\$ 8,565,686	-\$ 8,598,158
General Expenditure					
water	260,477	265,687	271,000	276,420	281,949
sewer	133,342	136,009	138,729	141,504	144,334
Legislative	145,470	148,380	151,347	154,374	157,462
Grants	16,510	16,840	17,177	17,521	17,871
GGS	700,302	714,308	735,737	757,810	780,544
Collection Other Govts	3,153,148	3,216,211	3,280,535	3,346,146	3,413,069
ICBC	85,095	85,095	85,095	85,095	85,095
Protective Services	352,743	359,798	366,993	374,333	381,820
Bylaw/Lands	164,492	167,782	171,137	174,560	178,051
Public Works	1,047,813	1,068,769	1,090,145	1,111,948	1,134,187
Environmental & Public Health	158,464	161,633	164,866	168,163	171,526
Recreation	972,002	991,442	1,011,271	1,031,496	1,052,126
EDO	59,200	50,000	50,000	50,000	50,000
TRANS TO CEMETERY FUND	375	15	15	15	15
TRANS TO GENRL OPTG M&E FUND	72,401	72,401	72,401	72,401	72,401
TRANS TO DPW M&E RESERVE	231,854	231,854	231,854	231,854	231,854
TRANS TO PROTEC SERV M&E RESERVE	126,100	126,100	126,100	126,100	126,100
to/(-)from General Fund	1,120,129	714,955	569,325	445,946	319,755
Total General Operations Expense	\$ 8,799,917	\$ 8,527,279	\$ 8,533,729	\$ 8,565,686	\$ 8,598,158
Surplus/(deficit) must be 0	\$ 0	-\$ 0	-\$ 0	-\$ 0	\$ 0
CAPITAL OPERATIONS					
Transfer from Funds, Reserves; Capital Revenue					
Water Capital Fund	- 175,716 -	25,000 -	25,000 -	25,000 -	25,000
Sewer Capital Fund	- 611,653 -	200,000 -	-	-	-
General Capital Reserve	- 1,808,412 -	200,000 -	200,000 -	200,000 -	200,000
General Capital Revenue	- 4,028,000 -	-	-	-	-
BCF Grant Funding	- 1,404,057 -	-	-	-	-
Protective Services Fund	- 105,700 -	-	-	-	-
from: Gas Tax Deferred Revenue	-	-	-	-	-
Gas Tax Fund	- 90,376 -	-	-	-	-
Borrowing	-	-	-	-	-
to/(-)from General Operating Fund	-	20,000 -	200,000 -	200,000 -	275,000
Total Capital Revenue	- 8,223,914 -	445,000 -	425,000 -	425,000 -	500,000
Capital Operations Expenditure					
Water Capital Reserve	175,716	25,000	25,000	25,000	100,000
Sewer Capital Reserve	2,106,086	-	-	-	-
General Capital Reserve	5,942,112	420,000	400,000	400,000	400,000
Debt Payment (Sewer Capital)	-	-	-	-	-
to/(-)from General Fund	-	-	-	-	-
Total Capital Operations Expense	8,223,914	445,000	425,000	425,000	500,000
	97/146				
Surplus/(deficit) must be 0					

REQUEST FOR DECISION

RFD#:	Date: January 24, 2017
Meeting#: CM02142017	Originator: Tammy McKeown CO
RFD TITLE: Bylaw #878 Adoption	

BACKGROUND:

On January 23, 2017, Council gave First, Second and Third Readings of the "District of Hudson's Hope Inter-Community Business License Bylaw No. 878, 2017.

Two separate notices were posted in the Alaska Highway News and through the Hudson's Hope Public Service announcement, the first on February 9, 2017 and the second on February 23, 2017. In addition, Notices were also posted at the Hudson's Hope Post Office, Marg's Minimart, Sportsman's Restaurant, and Legacy Market.

DISCUSSION:

Endorsed by local governments, the BC Chamber of Commerce, the Union of British Columbia Municipalities and the Province of British Columbia (Province), ICBL programs streamline and simplify the licensing process, making it easier to do business in communities. Since this is a regulation bylaw, municipalities do not require any permission from the Province. The Province is committed to working with local governments and First Nations to expand existing and introduce new ICBL agreements in B.C. This is part of an effort to promote the success of the small business sector and to reduce barriers to doing business in the Province.

Businesses, residents and communities are benefiting from ICBLs in B.C. ICBL programs are simplifying licencing processes and increasing compliance. Only one Participating Government completes the ICBL application process and approves the business licence for all participating communities. The programs allow mobile businesses (e.g. electrician, plumber, surveyor, janitor and other service providers) to operate across the Participating Government jurisdictions, without having to apply for multiple businesses licences. A small reduction in administrative burden and cost is experienced in each community. The partnerships support information sharing between governments and the ability to monitor compliance. Increased compliance and reduced administration cost contribute to relative revenue neutrality overall between pre and post implementation of an ICBL agreement.

As of 2016, 73 communities in B.C. partnered in 11 ICBL agreements, including the first Aboriginal community. These communities are reporting increased licensing compliance, reduced administrative burden, reduced business licence application processing, improved information flow between local governments and increased ability to monitor compliance due to the agreements. Residents benefit from increased choice and consumer confidence in service providers. Businesses save time and money by purchasing one ICBL instead of multiple non-resident permits, reduce administrative burden, and ICBLs allow businesses to operate where their services are needed. The

issuance of ICBLs will enhance staff efficiency, expand the job market and help foster local prosperity. More information can be found at www.gov.bc.ca/smallbusiness.

Northeast communities provided business licence data to the Province for analysis and to support evidence based decision making on if and how an ICBL might be tailored to the region. Analysis suggests an ICBL program could encourage a substantial increase in business licence compliance and indicates the administration of business licences could be cut in more than half. Analysis identified 2382 mobile businesses operating in the Northeast and only 94 multiple licence holders. It is highly likely that considerably more than 4% of mobile businesses in the Northeast are working across communities. Analysis also suggests the ICBL could reduce the number and administration of businesses licences by 54%. Evidence suggests an ICBL program could substantially encourage compliance and reduce unnecessary red tape.

Analysis suggested a \$130 ICBL fee could best support relative revenue neutrality between communities. Some variance in revenues can be anticipated between communities (see chart below). Hudson's Hope, for example, may experience a 192% increase in mobile business licence revenue with a 30% increase in compliance—an increase in revenues of only \$288. On the other side of the equation, Chetwynd could lose 43% of their mobile business licence revenue in the highly unlikely situation where the community does not experience increased compliance. In this case Chetwynd would lose \$510—an unsubstantial 2% loss in Chetwynd's total resident business licences revenues. Were Chetwynd to raise awareness about the ICBL program and sell four additional ICBLs, the municipality would recoup revenues. In sum, analysis suggests that communities do not risk substantial revenue loss and the program is essentially revenue neutral.

Pre vs. Post ICBL for Northeast (not including non-residents)				
	Revenue Pre-ICBL	Revenue Post ICBL	\$ Change (Pre to Post)	% Change (Pre to Post)
Chetwynd	\$1,200	\$690	-\$510	-43%
Dawson Creek	\$7,047	\$7,354	\$307	4%
Fort St John	\$7,016	\$6,830	-\$186	-3%
Hudson's Hope	\$150	\$360	\$210	140%
Tumbler Ridge	\$600	\$840	\$240	40%
Grand Total	\$16,013	\$16,074	\$61	0%

Pre vs. Post ICBL for Northeast with 10% Compliance Increase (not including non-residents)						
	Revenue Pre-ICBL	Revenue Post ICBL	Revenue from 10% Compliance Increase	Revenue Post ICBL + 10% Compliance Increase	\$ Change (Pre to Post, including compliance)	% Change (Pre to Post, including compliance)
Chetwynd	\$1,200	\$690	\$39	\$729	-\$471	-39%
Dawson Creek	\$7,047	\$7,354	\$351	\$7,705	\$658	9%
Fort St John	\$7,016	\$6,830	\$312	\$7,142	\$126	2%
Hudson's Hope	\$150	\$360	\$26	\$386	\$236	157%
Tumbler Ridge	\$600	\$840	\$39	\$879	\$279	47%
Grand Total	\$16,013	\$16,074	\$767	\$16,841	\$828	5%

Pre vs. Post ICBL for Northeast with 30% Compliance Increase (not including non-residents)						
	Revenue Pre-ICBL	Revenue Post ICBL	Revenue from 30% Compliance Increase	Revenue Post ICBL + 30% Compliance Increase	\$ Change (Pre to Post, including compliance)	% Change (Pre to Post, including compliance)
Chetwynd	\$1,200	\$690	\$117	\$807	-\$393	-33%
Dawson Creek	\$7,047	\$7,354	\$1,053	\$8,407	\$1,360	19%
Fort St John	\$7,016	\$6,830	\$936	\$7,766	\$750	11%
Hudson's Hope	\$150	\$360	\$78	\$438	\$288	192%
Tumbler Ridge	\$600	\$840	\$117	\$957	\$357	60%
Grand Total	\$16,013	\$16,074	\$2,301	\$18,375	\$2,362	15%

Businesses eligible for an ICBL could be defined as a business that performs service or activity within more than one Participating Government by moving from client to client rather than having clients come to them. Implementing a straightforward ICBL eligibility definition will simplify administration and enforcing compliance. A broad definition will ensure all mobile business can benefit from the program and some do not feel excluded from the opportunity.

Strategic Plan

A business will apply for an ICBL from the Participating Government in which the business has a fixed location. If a mobile business had store-fronts in multiple communities, they

would need to purchase a standard business licence in each of those Participating Governments.

Any ICBL holder will be made aware that they must meet the business licencing requirements of the Participating Governments in which it is working. Any business found to be operating without a valid non-resident business licence could be subject to bylaw violation notices and any corresponding fines.

The Province maintains a central database of ICBL program information (www.mobilebusinessregistry.ca). This shared database allows government staff to carry out licence compliance checks. The Province provides this service without cost to the Participating Governments.

After adopting the Northeast ICBL pilot, any governments who wished to opt-out of the agreement can do so by following the procedure outlined in the bylaw itself. The process for dropping out of an ICBL agreement is not difficult however, out of the 11 existing ICBL agreements in B.C, none of the 73 communities have done so. Clearly, participating communities are seeing the value of their ICBL programs.

Sustainability Guiding Principles

The ICBL bylaw will help contribute towards a more open for business region, strengthen through collaboration, support small local businesses and reduce unnecessary red tape, enabling a more robust and prosperous community and region.

Policy Implications

Council may, pursuant to Section 8(6) of the *Community Charter* regulate in relation to business.

Section 14 of the *Community Charter* states that two or more municipalities may, by bylaw adopt by the Council of each participating municipality, establish an Inter-Community scheme in relation to one or more matters.

Section 15 (1) states that Council may provide terms and conditions that may be imposed for obtaining, continuing to hold or renewing a licence, permit or approval and specify the nature of the terms and condition and who may impose them.

Once Council has given notice of its intention to adopt the ICBL Bylaw by publishing notice in two consecutive issues of a newspaper, the last publication appearing not less than three (3) and not more than ten (10) days before the hearing and has provided an opportunity for persons who consider they are affected by the bylaw to make representations to Council at a hearing pursuant to Section 59 of the *Community Charter*.

Every ICBL will be issued on a standard form and will include the nature of the business, mailing address, contact information, number of persons engaged or occupied in the business, number of goods sold or offered for sale, and other information regarding the

business that may be needed. Each Participating Municipality will provide standardized information to all Participating Municipalities regarding the ICBLs they have issued through the Mobile Business Registry hosted by the Province.

Financial Implications

The Northeast ICBL cost is **\$130**. The ICBL cost is separate and additional to the standard Business Licence cost. Each eligible business owner has the option to purchase the additional ICBL if they will be performing their services across multiple jurisdictions. The fee will be retained by the Participating Government that issues the licence as they perform the administrative tasks associated to obtain the ICBL. An ICBL can only be purchased from the community in which the mobile business has a storefront or business mailing address to ensure businesses are not strategically purchasing licences from communities with lower base business licence fees.

Communication Strategy

The ICBL bylaw will be communicated to staff and business owners. Notice will be advertised in the local newspaper and the bylaw will be added to the government website. It will also be advertised during business licence renewal time. A survey could be sent to business owners to gain their buy-in and better predict the effectiveness of the ICBL bylaw. The Province will develop a news release in partnership with the Participating Government and perhaps support an event to help raise awareness and celebrate the launch of the new ICBL partnership.

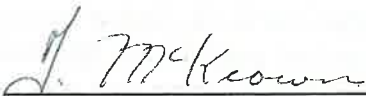
BUDGET:

N/A

RECOMMENDATION / RESOLUTION:

That:

"Council approve the adoption of the "District of Hudson's Hope Inter-Community Business License Bylaw No. 878, 2017"



Tammy McKeown, Corporate Officer

DISTRICT OF HUDSON'S HOPE

INTER-COMMUNITY BUSINESS LICENCE BYLAW NO. 878, 2017

A BYLAW TO ESTABLISH A SCHEME FOR INTER-COMMUNITY BUSINESS LICENCING AND REGULATION OF TRADES, OCCUPATIONS AND BUSINESSES

WHEREAS Council may, pursuant to Section 8(6) of the Community Charter, regulate in relation to business;

AND WHEREAS pursuant to Section 14 of the Community Charter, two or more municipalities may, by bylaw adopted by the Council of each participating government, establish an Inter-Community scheme in relation to one or more matters;

AND WHEREAS pursuant to Section 15(1) of the Community Charter, Council may provide terms and conditions that may be imposed for obtaining, continuing to hold or renewing a licence, permit or approval and specify the nature of the terms and conditions and who may impose them;

AND WHEREAS Council has given notice of its intention to adopt this bylaw by publishing such notice in two consecutive issues of a newspaper, the last publication appearing not less than three (3) and not more than ten (10) days before the hearing and has provided an opportunity for persons who consider they are affected by this bylaw to make representations to Council at a hearing pursuant to Section 59 of the Community Charter,

NOW THEREFORE the Council of the District of Hudson's Hope in open meeting assembled, hereby ENACTS AS FOLLOWS:

1. Title

This Bylaw may be cited as the District of Hudson's Hope "INTER-COMMUNITY BUSINESS LICENCE BYLAW NO.878, 2017.

2. Definitions

In this bylaw, unless the context otherwise requires,

"Business"

has the meaning as defined by the "Community Charter Schedule – Definitions and Rules of Interpretation".

"Excluded Business"

means a Business excluded from application for an Inter-Community Business Licence and includes those Businesses referred to in Schedule 'A' attached hereto and forming part of this Bylaw.

"Inter-Community Business"	means a Business that performs a service or activity within more than one Participating Government by moving from client to client rather than having clients come to them. This does not include Businesses identified in Schedule "A" below.
"Inter-Community Business Licence"	means a Business Licence which authorizes Inter-Community Business to be carried on within the boundaries of any or all of the Participating Governments in accordance with this Bylaw and will be in addition to a Standard Business Licence.
"Standard Business Licence"	means a licence or permit, other than an Inter-Community Business Licence, issued by a Participating Government that authorizes a Business to be carried on within the jurisdictional boundaries of that Participating Government.
"Participating Government"	means the following communities that have adopted the Inter-Community Business Licence Bylaw: <ul style="list-style-type: none"> City of Chetwynd, City of Dawson Creek City of Fort St. John District of Hudson's Hope District of Taylor District of Tumbler Ridge Northern Rockies Regional Municipality, Village of Pouce Coupe
"Person"	has the meaning ascribed to it by the Interpretation Act.
"Premise"	means a fixed or permanent location where the applicant ordinarily carries on Business.
"Principal Government"	means the Participating Government where a Business is physically located, or has a Premise, or, where the licensee does not maintain a Premise in any of the

Participating Governments, the Government that issues the Inter-Community Business Licence.

3. Regulations

- a) Subject to Section (c) and (e), a person who has obtained an Inter-Community Business Licence may carry on business within a Participating Government for the term authorized by the Inter-Community Business Licence without obtaining a Standard Business Licence in the other Participating Governments.
- b) A Participating Government may issue an Inter-Community Business Licence to an applicant for an Inter-Community Business Licence provided the Business type is an Inter-Community Business and is not an Excluded Business, the applicant has a valid Business Licence issued by that Participating Government, and the applicant meets the requirements of this Bylaw.
- c) A person holding an Inter-Community Business Licence must comply with all other regulations and bylaws of the Participating Government in which they are carrying on Business.
- d) A Business that operates under an Inter-Community Business Licence in more than one Participating Government shall only apply for an Inter-Community Business Licence from the Participating Government in which they maintain a Premise.
- e) Notwithstanding the issuance of an Inter-Community Business Licence, every person who carries on, maintains, owns or operates, within a Participating Government, any profession, business, trade, occupation, calling, undertaking or thing in or from more than one branch, office, place, premise or store shall obtain a separate Standard Business Licence for each branch, office, place, premise or store. And further, notwithstanding Sections (b), (c), and (d), the Participating Governments agree that where an applicant for an Inter-Community Business Licence maintains a Premise in more than one of the Participating Governments, the applicant must apply at one of the Participating Governments where they maintain a Premise.

4. Fees

- a) The fee for an Inter-Community Business Licence is \$130 and shall be paid in full at the time of application and will be retained by the Participating Government that issues the licence.
- b) The fee for an Inter-Community Business Licence is separate and additional to any Business Licence fee that may be required.

5. Application

- a) Every Inter-Community Business Licence shall be issued on a standard form provided for that purpose, as agreed upon from time to time by the Participating Governments and including, as a minimum, the following information:
 - i. Disclosing the nature and character of the profession, business, trade, occupation, calling, undertaking or thing to be carried on, maintained, owned or operated by the applicant;
 - ii. Declaring the mailing address and contact information for such profession, business, trade, occupation, calling, undertaking or thing;

- iii. Declaring the number of persons engaged or occupied in such profession, business, trade, occupation, calling, undertaking or thing;
- iv. Disclosing the number of distinctive lines of goods sold or offered for sale;
- v. Including any other information concerning the profession, business, trade, occupation, calling, undertaking or thing which the Participating Government may require.
- b) Each Participating Government shall provide to all other Participating Governments standardized information regarding the Inter-Community Business Licences issued, by way of **at least monthly updates** on a shared database (www.mobilebusinessregistry.ca) available to all Participating Governments.
- 6. Suspension or Cancellation of an Inter-Community Business Licence
 - a) A Council or Designated Officer or Employee of a Participating Government may exercise the authority of the Principal Government in accordance with Sections 15 and 60 of the Community Charter to suspend or cancel an Inter-Community Business Licence. The suspension or cancellation shall be in effect throughout all of the Participating Governments and it shall be unlawful for the holder to carry on the Business authorized by the Inter-Community Business Licence in any Participating Governments for the period of the suspension or cancellation.
 - b) Before suspending or canceling an Inter-Community Business Licence under Section 6(a), the Participating Government must give the licence holder notice of the proposed action and must inform the licence holder of their right to be heard.
 - i. If the licence holder wishes to exercise this right, the Participating Government shall communicate in writing to the licence holder and Principal Government that issued the Inter-Community Business Licence, together with such documentary evidence of the reasons for suspension or cancellation as may be available and the request to be heard. Such Principal Government shall then, as soon thereafter as reasonably possible, provide the Licence Holder an opportunity to address their respective Council who will then consider whether to suspend or cancel the Inter-Community Business Licence.
 - ii. If the licence holder does not exercise their right to be heard, the Participating Government may suspend or cancel the Inter-Community Business Licence in accordance with Section 6(a).
 - c) Any conduct by a licence holder resulting in a hearing made under Section 6(b)(i) shall be considered by the Council of the Principal Government as though it happened within the jurisdiction of the Principal Government.
 - d) A decision by a Principal Government or Participating Government to cancel or suspend an Inter-Community Business Licence under Section 6 (b) shall be honoured by all Participating Governments.
 - e) Nothing in this Bylaw impedes the authority of a Participating Government to suspend or cancel any Business Licence issued by that Government, or to enact regulations in respect of any class of Business Licence in accordance with Section 15 of the Community Charter and amendments thereto.
- 7. Miscellaneous

- a) A Participating Government may, by notice in writing to each of the other Participating Governments, withdraw from the Inter-Community Business Licence scheme established by this Bylaw.

Notice must:

- i. Set out the date on which the withdrawing Government will no longer recognize the validity within its boundaries of business licences issued pursuant to this Bylaw, which date must be at least six months from the date of the notice; and
 - ii. Include a certified copy of the Bylaw authorizing the withdrawal.
- b) An Inter-Community Business Licence issued prior to the effective date of the withdrawal shall, until it expires, remain valid within the boundaries of the withdrawing Government.
8. Severability
- a) If any section, paragraph or phrase in this Bylaw is for any reason held to be invalid by a decision of a Court of competent jurisdiction, that portion shall be severed and the remainder of this Bylaw shall continue in full force and effect.
9. Effective Date:

This Bylaw shall come into full force and effect on the first day of April 1, 2017.

READ A FIRST TIME this 23rd day of January, 2017.

READ A SECOND TIME this 23rd day of January, 2017.

READ A THIRD TIME this 23rd day of January, 2017.

ADOPTED this ____ day of _____, 2017.

Mayor

Chief Administrative Officer

SCHEDULE 'A'

EXCLUDED BUSINESSES

The following Business types are Excluded Businesses for the purposes of application for an Inter-Community Business Licence under the Inter-Community Business Licence Scheme set out in the bylaw:

1. Social escort services.
2. Vehicles for hire (for example, taxis, limousines, or buses).
3. Body-rub services (which includes the manipulating, touching or stimulating by any means, of a Person or part thereof, but does not include medical, therapeutic or cosmetic massage treatment given by a person duly licensed or registered under any statute of the Province of British Columbia governing such activities or a therapeutic touch technique).
4. Mobile food vendors, fruit stands, flea markets, trade shows or other similar Businesses.
5. Door to door sale persons/businesses

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor and Council
SUBJECT: Bylaw No. 880, 2017
DATE: February 21, 2017
FROM: Becky Mercereau, Office Assistant


RECOMMENDATION:

THAT:

"Council adopt "AMENDED FEES AND CHARGES BYLAW NO. 880, 2017".

ADMINISTRATOR COMMENTS:

Report Approved by:


Tom Matus, CAO

BACKGROUND:

Council approved First, Second, and Third readings of "AMENDED FEES AND CHARGES BYLAW NO. 880, 2017 at the February 15, 2017 Regular Council Meeting.

INFORMATION:

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.

Report prepared by: _____
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 15th day of February, 2017.

Read a Second Time on this 15th day of February, 2017.

Read a Third Time on this 15th day of February, 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"

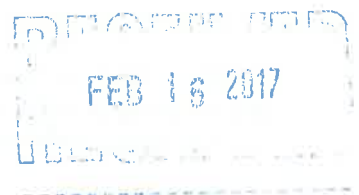
Arena Fees:	
Drop-in Admission	
Family Drop-in	\$10.00
Adult Drop-in (19 yrs and over)	\$6.00
Senior/Youth Drop-in (13 - 18 yrs)	\$5.00
Child Drop-in (12 and under)	\$3.00
Infant (3 years and under)	Free
10x Pass	
Family 10x Pass	\$60.00
Adult 10x Pass (19 yrs and over)	\$30.00
Youth 10x Pass (13 - 18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

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



Box 247 Hudson's Hope, BC V0C 1V0

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

February 16, 2017

To Whom It May Concern:

Re: Grant funding

Last year we gratefully received a grant from the District of Hudson's Hope in the amount of \$ 9500.00 for the New Dryer project. Here is an accounting of the expenditures for the project.

Funding Received:

District of Hudson's Hope	\$ 9 500.00
Community Futures	\$ 1 000.00
Telus	<u>\$ 2 000.00</u>
Total Received	\$ 12 500.00

Project Costs:

New Dryer	\$ 12 701.80
Special Install	<u>\$ 192.62</u>
Total Costs	\$ 12 894.42

Friends of Hudson's Hope contribution to the project \$ 394.42

We the Friends of Hudson's Hope Society wish to thank you again for your support for this project. We are not going to apply for funding from The District of Hudson's Hope this year as we have no big projects planned for the year.

We continue to provide assistance to our community by way of the Food Bank; which has seen an increase in demand over the last year and assisting financially to persons requiring medical treatment. If at any time The District of Hudson's Hope wishes to contribute to our causes, we welcome your support.

Sincerely,



Patricia Campbell, Administrator, Friends of Hudson's Hope Society

10324 Gething St.
P.O. Box 247
Hudson's Hope, BC V0C 1V0
250-783-9211



Donation Receipt

Name & Address
District of Hudson's Hope BC 9904 Dudley DR. Box 330 Hudson's Hope, BC V0C 1V0

Date
5/19/2016

Receipt #
1038

Item	Description	Amount
Grant funding	Financial assistance Grant for New Dryers	9,500.00

Thank you for your financial contribution to our New Dryer Project.

Total	\$9,500.00
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Subject: FW: Response to your Nov. 28th and Jan. 18th emails

Good afternoon all

This morning I had a meeting in Minister Rustad's office and he confirmed that the section 16 applications are being withdrawn on the Charlie Lake parcels and the mile 63.5 lands, and that my summary was accurate. He also advised that the Blueberry first Nations were advised and that they have already responded very negatively to the lands being removed. Thank you Minister Rustad.

Pat Pimm, MLA Peace River North

Sent from my iPhone

On Feb 16, 2017, at 9:13 AM, Pimm, Pat <P.Pimm@leg.bc.ca<mailto:P.Pimm@leg.bc.ca>> wrote:

Good morning all

I am forwarding this email from Minister Rustad to the committee because not all of you were at the meeting on February 10th 2017. I want to also go over how our meeting went and a short list of events as there seems to be some confusion in the community which I want to straighten out to the best of my ability.

Here are a few things that have happened recently – I'm going off of my memory so dates and info may not be 100 percent accurate.

- 1- We had a very good meeting with Minister Rustad on December 9, 2016 which was attended by Charlie Lake and mile 63.5 community groups
- 2- On January 18, 2017 I submitted our comments to the Minister's office in regards to the section 16 application for the PM on behalf of the committee
- 3- On Feb 1, 2017 Ross Bannerman from the Charlie Lake community group contacted myself and other members of the committee to see if we had heard anything back from the Minister's office in regards to our meeting with the Minister, in which commented that we had not.
- 4- Feb 1, 2017 Ross Bannerman submitted a letter to the Minister's office, asking if any information was going to be forth coming to their committee
- 5- February 1, 2017 Ross received a call from Dale Morgan, our Regional MARR Manager and Ross was not entirely thrilled with what he had heard from Dale Morgan, so I decided to send Ross's letter to the Premier's office for comment and asked that I get something that I could present to the committee on Feb 9, 2017.
- 6- February 9, 2017 I received the enclosed letter from Minister Rustad.
- 7- At our meeting on Feb 10, 2017 most committee members were satisfied that we were making good progress and viewed this as the Ministry taking the advice and comments of the committee very seriously and wanted me to write a nice response to the Minister's office (which I haven't done yet) thanking them for their hard work and to get clarification that the email we received actually means these lands are off the table for the purposes of land transfers and negotiations in the treaty 8 region.
- 8- I have been in touch with the Minister's office and they are currently working on a response to my questions.

I personally feel very strongly that the letter that Minister Rustad sent to me on February 9, 2017 trumps all earlier correspondence that we have received and I know that nothing is certain, and any future government can change anything at any time, however I also believe that if the BC Liberal Government was to go back on the words of the Minister in this email they would be committing suicide and I don't see that happening any time soon. Thanks

Pat Pimm, MLA Peace River North

From: Minister, ABR ABR:EX [mailto:ABR.Minister@gov.bc.ca]
Sent: February 9, 2017 5:02 PM
To: Pimm, Pat <P.Pimm@leg.bc.ca<mailto:P.Pimm@leg.bc.ca>>
Cc: Morgan, Dale ABR:EX <Dale.Morgan@gov.bc.ca<mailto:Dale.Morgan@gov.bc.ca>>
Subject: Response to your Nov. 28th and Jan. 18th emails

Ref. 40714 and 41029

Pat Pimm
MLA
Peace River North
P.Pimm@leg.bc.ca<mailto:P.Pimm@leg.bc.ca>

Dear MLA Pat Pimm:

Thank you for your November 28th and your January 18th, 2016 letters on behalf of the MLA First Nations Stakeholder Advisory Committee (the Committee) regarding land measures with Treaty 8 First Nations in Northeast British Columbia.

I valued the opportunity to meet with you and the Committee on December 9, 2016 to discuss and respond to stakeholder concerns and questions. Many of the topics we discussed centered on the themes identified in your November letter.

At our meeting, I heard that stakeholders have an interest in further understanding what First Nations' intentions are with lands being considered for potential transfer under Treaty Land Entitlement (TLE) or Tripartite Land Agreements (TLA). I encourage the Committee to work to build positive relationships with First Nations by inviting and welcoming First Nations to meet and discuss their land interests. The Ministry of Aboriginal Relations and Reconciliation (MARR) is available and willing to support the Committee in reaching out and connecting with local area First Nations.

I trust that the December meeting served to clarify and build understanding between the Province and the Committee regarding proposed land measures, and demonstrated our commitment to stakeholder engagement. I have summarized key points to ensure the Province and the Committee shared an understanding of the following:

- Notations of Interest ("NOI"), Section 16s and Section 17s under the Land Act, are put in place or are being considered to achieve various land management objectives, and are not necessarily pursued to support the negotiation of a land transfer.
- The amount of Crown land associated with TLE settlements and Site C TLA are subject to negotiation with First Nations. However, the Province anticipates that the amount of Crown land transferred as part of these negotiations will be less than 65,000 hectares combined.

- Land transfers under a TLE settlement and TLA are not imminent. Before any lands are transferred under a TLE settlement or TLA, there will be public consultation and engagement.

- The Province has and will continue to engage with the public, local government, industry associations, tenure holders, and the Committee.

Charlie Lake and Mile 63.5

The Land Act section 16 (section 16) application in the Charlie Lake area for the purposes of potential TLE settlement is being withdrawn because there is an existing section 16 in place for watershed reserve objectives. There are no plans to make any changes to the existing Charlie Lake section 16.

The section 16 application for mile 63.5 has also been withdrawn. MARR recognizes Blueberry River First Nations' interest in this area and also recognizes the concerns of the local residents.

Peace Moberly Track and proposed Peace Boudreau Protected Area Section 17 Land Act application

The Peace Moberly Track (PMT) boundary encompasses a total approximate area of 105,632 hectares (ha) as was agreed to in the New Relationship and Reconciliation (NRRRA) signed in September 2015 between the Province and Saluteau First Nations. The proposed Land Act Section 17 Conditional Withdrawal (Section 17) only applies to Crown land and excludes private lands; therefore the Section 17 PMT area amounts to approximately 94,653 ha. Historical NOI's in the PMT area, placed in the provincial system prior to the NRRRA, are not related to the current application.

The PMT is not proposed for land transfer; only for establishment of a Section 17 to guide management of future activities. The proposed Section 17 does not affect existing private lands, tenures, Agricultural Land Reserves, access or recreation and applies only to Land Act decisions. Hunting regulations are under the Wildlife Act and not impacted by this Section 17 decision.

The Province is aware of Hudson's Hope's interests in the PMT and is organizing a meeting between Sauteau First Nations, the District of Hudson's Hope, and the Province to explore solutions and opportunities within the PMT that meet the interests of all parties.

The PMT Section 17 application will not impact the establishment of the proposed Peace Boudreau Protected Area and in the short term will provide interim protections over the area while the conservancy process is completed.

Halfway River Government to Government Agreement

Engagement has been initiated on the contemplated land and wildlife measures in the Halfway River First Nation (HRFN)-BC Government-to-Government (G2G) Agreement. MARR staff have sent information packages and have met with local government, industry associations, and members of the Committee. This engagement on the HRFN-BC G2G Agreement is the start of a series of ongoing stakeholder engagement processes that will occur throughout the agreement implementation.

I understand that provincial representatives are meeting with the Committee on February 10, 2017 to discuss the issues I have included here and to provide information regarding ongoing negotiations and agreements.

I am interested in engaging again with you and the Committee, and will have my office connect with you soon to organize a meeting date.

Sincerely,

John Rustad
Minister

pc:
Dale Morgan
Regional Manager, Northeast Region
Ministry of Aboriginal Relations and Reconciliation

Subject: FW: Invitation to endorse recommendation for provincial action on outdoor smoke-free places
Attachments: 2017-letter&form-MunicipalEndorsement-SVFLegislation-CCS.PDF; SVF-Municipal-QA-cancer.ca.pdf; 201701-MunicipalEndorsements-SVFLegislation.pdf

From: Megan Klitch [<mailto:mklitch@bc.cancer.ca>]
Sent: Friday, February 17, 2017 12:23 PM
To: Gwen Johansson <mayor@hudsonshope.ca>
Subject: Invitation to endorse recommendation for provincial action on outdoor smoke-free places

Good morning Mayor Johansson,

I am writing to follow up on communications sent August of last year.

The Canadian Cancer Society continues to invite municipal endorsement of our recommendation that the province expand the scope of the *Tobacco and Vapour Products Control Act* to include bar and restaurant patios, playgrounds and parks and beaches as smoke-free areas, with ministry guidelines legislated for post-secondary campuses.

Endorsing this recommendation will provide the following benefits:

1. You would be helping protect the people in your community, and communities throughout the province, from tobacco related exposure and role modelling.
2. Universal provincial policy and broad awareness measures would make BC residents and tourists more aware of smoking restrictions, thereby increasing compliance.
3. Provincial policy would help change social norms about tobacco use, reduce youth uptake and contribute to reducing BC's \$2 billion annual economic burden that is attributed to tobacco.

A [recent survey](#) of 24 BC municipalities with tobacco bylaws shows that such regulations are having a positive community impact. One respondent shared, "Feedback from the public and business owners has been good. Business owners are happy with the bylaw."

We ask you to join the twenty-eight municipalities that have thus-far endorsed our recommendation, and invite you to consider a tobacco bylaw in your community.

You will find the endorsement form attached. I welcome a call should you have any questions.

In best health, Megan

Megan Klitch
Health Promotion Coordinator
Canadian Cancer Society, BC and Yukon Division

Tel 250-645-2369 Fax 250-563-0385
1100 Alward Street
Prince George, BC V2M 7B1

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Canadian Cancer Society
Société canadienne du cancer

February, 2017

RE: Municipal endorsement of provincial smoke and vape-free outdoor public places legislation

To BC's municipal leaders,

The Canadian Cancer Society invites all BC municipalities - those with tobacco bylaws and those without - to endorse the Society's recommendation that the province expand the scope of the *Tobacco and Vapour Products Control Act* to include bar and restaurant patios, playgrounds, parks and beaches as smoke-free areas, with ministry guidelines legislated for post-secondary campuses.

In absence of strong provincial guidelines, more than 71 municipalities have committed to outdoor smoke-free bylaws. Bylaws are effective, but are limited to their geographical boundaries. The Society is calling on the BC government to update provincial legislation so all British Columbians have equal access to clean air and positive role modelling.

Endorsing this recommendation will provide the following benefits:

1. You would be helping protect nearly 1 million British Columbians, many in rural and remote areas, who live in communities without outdoor tobacco bylaws.
2. Universal provincial policy and broad awareness measures would make BC residents and tourists more aware of smoking restrictions, thereby increasing compliance.
3. Provincial policy would help change social norms about tobacco use, reduce youth uptake and contribute to reducing BC's \$2 billion annual economic burden that is attributed to tobacco.

Twenty-eight municipalities have thus far endorsed the Society's recommendation that the province expand the scope of the *Act*. This is in addition to the Union of BC municipalities' 2012 Resolution B92, which called for provincial outdoor tobacco legislation.

Smoke and vape-free public places protect citizens from second-hand smoke exposure, support people who want to quit smoking and provide positive role modelling for children and youth. We continue to celebrate BC's municipal momentum on this issue, and are seeking your endorsement for provincial action.

The endorsement form, found on the back side of this letter, may be sent to Megan Klitch at mklitch@bc.cancer.ca.

Sincerely,

Megan Klitch
Health Promotion Coordinator and Tobacco Lead, BC and Yukon



Canadian Cancer Society
Société canadienne du cancer

Endorsement of Smoke and Vape-free Outdoor Public Places in BC

Smoke and vape-free outdoor public places legislation would prohibit smoking and vaping in BC's outdoor public places, including restaurant and bar patios, playgrounds, parks and beaches, with ministry guidelines legislated for post-secondary campuses. "Smoking" would include burning a cigarette or cigar, or burning any substance using a pipe, hookah pipe, lighted smoking device or electronic smoking device, with some exemptions for the ceremonial use of tobacco in relation to traditional aboriginal cultural activities.

- ☐ Our community endorses a requirement in British Columbia for smoke and vape-free outdoor public places, as outlined above.

Or

- ☐ Our community endorses a requirement in British Columbia for smoke and vape-free outdoor public places, as outlined above, but with the following modifications (please list):

Name of Community: _____

Name of Mayor (or representative): _____

Title: _____

Signature: _____

Date: _____

Name, phone and email for community contact: _____

The names of communities that endorse this policy will be shared with the provincial government and may be used in communications with stakeholders and mass communications. Endorsement letters will be received by Megan Klitch, Tobacco Lead, Canadian Cancer Society, BC and Yukon Division via fax, email or mail.

2



Outdoor Smoke and Vape-Free Places

Frequently asked questions: For BC municipalities

Why outdoor smoke and vape-free bylaws?

Equitable access to clean air for all British Columbians

Tobacco is BC's leading cause of preventable death. The Canadian Cancer Society (the Society) believes all British Columbians have the right to equitable access to clean air, positive role modelling and environments supportive of people who want to quit smoking.

The number of BC communities sheltered by tobacco bylaws with stronger protections than the province's *Tobacco and Vapour Products Control Act* have increased substantially over the past ten years, from 6 in 2006 to 71, effective January 2017.¹ However, outside these communities, nearly 1 million British Columbians remain unprotected from tobacco exposure in outdoor public places.

Protection from second-hand smoke

There is no safe level of exposure to second-hand smoke. It contains more than 4,000 chemicals, of which more than 70 are known to cause cancer. Every year, more than 800 Canadians who don't smoke die from second-hand smoke exposure.

Tobacco smoke can be just as toxic outdoors as indoors; during periods of active smoking, air quality can quickly deteriorate to very poor levels and can be equivalent to indoor levels within 2 metres of the source, extending beyond this distance if several people are smoking. The amount of particulate matter, degree to which smoke lingers and amount of drift from outdoor to indoor environments are dependent on atmospheric conditions, the physical layout of the area, and the density and location of smokers. Research on hospitality patios and entrances to office buildings show that levels of particulate matter can be high as far as 9 meters from a burning cigarette.

Support people who want to quit smoking

The majority (85.7%) of British Columbians do not smoke. Of the minority who do smoke, two-thirds want to quit and are looking for tools to help them. Smelling smoke or seeing people smoking outdoors makes it hard for people who are trying to quit smoking and may trigger relapse. Studies show that when smoking bans have been implemented, many people who smoke have chosen to quit or cut back and that smoke-free patio regulations may help former smokers avoid relapse.

Positive role modelling

Tobacco use is started and established primarily during adolescence. Since most people who smoke start before the age of 18, it is important to model healthy behaviours. Youth who do

¹ Note: Trail and Prince George passed adoption in 2016 and will implement in 2017.



not see others smoking or vaping will be less likely to view these as normal social behaviors, and thereby are less likely to start themselves.

Protect the environment and reduce litter

Regulating smoking in public outdoor locations should serve to reduce the number of discarded butts. The 2015 Great Canadian Shore Cleanup reported the most littered item (44%) in BC were cigarette butts.

Smoking, particularly in wooded areas, increases the risk of fire. Smoking and smoker's materials were recorded as one of the top causes of fire in BC in 2012. Policies could help reduce this risk by establishing areas where smoking is, and is not, allowed.

What would a recommended bylaw include?

Recommended bylaws prohibit smoking and vaping on restaurant and bar patios, on city-managed properties, including: parks, playgrounds, trails, plazas, beaches, playing fields, recreation facilities and venues, and establish at least a 7.5 metre buffer zone (best practice is 9 metres) for the above mentioned, as well as around the doors, windows and air intakes of public buildings.

"Smoking" would include burning a cigarette or cigar, or burning any substance using a pipe, hookah pipe, lighted smoking device or electronic smoking device, with some exemptions for the ceremonial use of tobacco in relation to traditional aboriginal cultural activities.

Why include electronic smoking devices?

E-cigarette products and their use are considered within BC's *Tobacco and Vapour Products Control Act* and, to date, fifteen BC communities have regulated electronic smoking devices alongside tobacco products in tobacco bylaws. The Society believes these policies will help curb youth experimentation with e-cigarettes and help keep e-cigarettes from re-normalizing smoking behaviours.

E-cigarettes are likely to be less harmful than regular cigarettes; however, the long-term health effects of inhaling e-cigarette ingredients are presently unknown. Health Canada, the World Health Organization, and the US Federal Drug Administration have issued warnings against e-cigarette use, particularly by adolescents and pregnant women.

Data indicates that e-cigarette use amongst youth is increasing. According to the World Health Organization, adolescent e-cigarette use doubled from 2008 to 2012. More than half of Canadian youth trying e-cigarettes have never smoked, which suggests youth are experimenting with e-cigarettes, rather than using them to quit smoking.

Are e-cigarettes effective at helping people quit smoking?

The Society recognizes the potential benefit that e-cigarettes may provide to Canadians trying to quit smoking and is monitoring evolving research. Some studies have shown that e-cigarettes with nicotine may help users quit smoking, satisfying both a person's addiction to nicotine and smoking behaviours, such as oral fixation. However, research remains mixed



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as to whether e-cigarettes are effective for smoking cessation. Neither the World Health Organization, nor Health Canada have determined that e-cigarettes are effective at helping smokers quit. Nicotine gums, patches, lozenges, and inhalers, as well as some prescription medications are proven to be safe and effective tobacco cessation aids.

Where can people who want to quit smoking be directed?

Residents of British Columbia with a Medical Service Plan can access select nicotine replacement therapy for free through their pharmacy and can ask their physician for help to develop a quit plan. Quit support is also available through QuitNow.ca and RuntoQuit.com.

Is the public in support of outdoor smoke-free policy?

There is a growing appetite in Canada for smoke-free outdoor public places. A 2013 Angus Reid poll conducted on behalf of the Society, BC and Yukon showed 66% of British Columbians over the age of 18 support smoke-free outdoor restaurant and bar patios, 91% support a ban in children's playgrounds, and 66% support a ban in all parks and beaches. Support from British Columbians 15-18 years old increased to 79%, 96%, and 80% respectively.

Eighty-eight percent of the 24 BC municipalities and regional districts interviewed in the Propel Centre for Population Health Impact's survey of jurisdictions with outdoor smoke-free ordinances indicated that their bylaws had had a positive impact on their community. No respondents indicated a negative effect.

Do smoking bans take away too many freedoms?

Tobacco is the leading cause of preventable death in BC and no level of second-hand smoke exposure is safe. One person's right to smoke ends when it impacts another person's right to breathe clean air. Smoke-free places provide positive role modelling and support people who want to quit smoking by eliminating social triggers.

How can outdoor smoke and vape-free regulations be enforced?

Evaluations have found the fear of compliance issues exceed the number of actual problems. Effective compliance strategies employ a balance of education, voluntary compliance, inspection, and progressive enforcement. Communities such as Kelowna, Woodstock and Pemberton have shared strategies they've successfully employed.

Thirty percent of the BC municipalities with tobacco bylaws that were interviewed in 2016 reported few or no public complaints, according to Propel's 2017 report. Of the communities that had received complaints, the majority were about people smoking in prohibited areas. When people understand what tobacco restrictions are in place and why they have been implemented, they are more likely to comply, and are also more likely to speak up, encouraging others to comply. According to BC municipalities, "obtaining community buy-in" and setting "the goal of voluntary compliance" make enforcement much easier.

The Society is advocating for universal provincial policy and broad awareness measures which would make BC residents and tourists more aware of smoking restrictions. For example, Ontario banned smoking on restaurant/bar patios, playgrounds and sports fields,



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effective January 1, 2015. Smoking behaviour and exposure to secondhand smoke decreased within the first year of implementation at all affected venues, and compliance was perceived to be moderate to high.

What is the cost of adopting a smoke and vape-free bylaw?

The Propel Centre for Population Health Impact's 2016 survey of BC municipalities with outdoor smoke-free ordinances show existing budget allocation has covered the cost of the vast majority (95%) of municipal bylaw expenses and funding has not been re-allocated (in 88% of responding communities) for bylaw enforcement during roll-out.

A similar 2014 study of 37 municipalities in Ontario with outdoor smoke-free bylaws found no significant burden on municipal enforcement staff or municipal budgets. The implementation, promotion, and enforcement of Ontario bylaws have required municipal staff time and in most cases promotional costs, but these have come from existing budgets, using existing staff.

Will it hurt local business if restaurant and bar patios are made smoke and vape-free?

Smoke-free policy does not negatively impact business. Virtually every objective, peer-reviewed study using official sales tax data, demonstrates that smoke-free bylaws and legislation have no adverse impact on restaurant, bar, hotel and tourism receipts and may even be good for business. With BC's new liquor policies permitting minors in certain pubs and legions, it is important to prohibit smoking and vaping on restaurant and bar patios.

The vast majority of people in BC do not smoke (14.3%). Restaurant and bar owners who have invested in patios can rest assured that their investments will still be used by non-smoking patrons wanting to enjoy themselves outdoors. People who were previously deterred by smoke may even use patios more frequently.

What can BC municipalities do to influence province-wide outdoor tobacco legislation?

Municipalities and regional districts can, and are encouraged to, implement their own comprehensive bylaws protective of smoke and vape-free places. BC is one of the only provinces that does not ban smoking on bar and restaurant patios. A growing number of Canadian provinces and territories have expanded restrictions to other outdoor public places such as playgrounds, sporting areas and beaches. The Society is calling for provincial policy that would reduce BC's tobacco-related health inequities, help change social norms about tobacco use and contribute to reducing BC's \$2 billion annual economic burden that is attributed to tobacco.

The Union of BC Municipalities passed a resolution in support of comprehensive provincial outdoor tobacco legislation in 2012, and in 2016 twenty-eight municipalities endorsed the Society's recommendation that BC expand the scope of the *Act* to prohibit use in patios, parks, playgrounds and beaches, and include guidelines for post-secondary campuses. To endorse this recommendation, municipalities may email mklitch@bc.cancer.ca. Members of the public can take action at www.takeaction.cancer.ca.



Smoke and Vape-free Outdoor Public Places

BC municipal endorsement for provincial action

Effective January 2017, twenty-eight BC municipalities have endorsed the Canadian Cancer Society's recommendation that the BC government expand the scope of BC's *Tobacco and Vapour Products Control Act* to prohibit use in outdoor public places. This is in addition to the Union of BC municipalities' 2012 Resolution B92, which called for provincial outdoor tobacco legislation.

Smoke and vape-free outdoor public places legislation would prohibit smoking and vaping in BC's outdoor public places, including restaurant and bar patios, playgrounds, parks and beaches, with ministry guidelines legislated for post-secondary campuses. "Smoking" would include burning a cigarette or cigar, or burning any substance using a pipe, hookah pipe, lighted smoking device or electronic smoking device, with some exemptions for the ceremonial use of tobacco in relation to traditional aboriginal cultural activities.

This recommendation is endorsed by the following 28 BC municipalities:

Ashcroft	Esquimalt	Prince George
Campbell River	Golden	Rossland
Canal Flats	Harrison Hot Springs	Sidney
Chase	Kent	Smithers
Chetwynd	Ladysmith	Squamish
Clearwater	Lake Country	Summerland
Colwood	Lantzville	Tofino
Courtenay	Mackenzie	Ucluelet
Dawson Creek	Oliver	
Duncan	Parksville	

To endorse this recommendation, municipalities may email mklitch@bc.cancer.ca.

From: Amber Norton <Director.HHPL@pris.ca>
Sent: Tuesday, February 21, 2017 3:24 PM
To: Tammy McKeown
Cc: Tom Matus
Subject: HHPL Budget
Attachments: HHPL 2015 SOFI signed.compressed.pdf; Budget 2017 DOHH amended budget.xlsx; Budget 2017 DOHH amended budget.xlsx

Tammy,

Please find attached the Hudson's Hope Public Library Budget that has been adjusted to meet the municipal grant value put forth by the Mayor during our January Board meeting for \$118,867.00.

I've included the adjusted notes that shows how the cuts in the wage lines have been made.

I've also attached our 2015 SOFI, in case you do not have it. I feel like I would have sent it in last year once it was finalized but I'm second guessing myself because there was so much going on at the time that it was finalized, so I feel that I may have overlooked sending it.

Our 2016 SOFI just came back from the accountant and is about to go through the Finance Committee review process. It should be accepted by the next Board meeting which will be on March 22nd, and I will submit the final version to you at that time.

Thanks,

Amber

Revenues	actual 2016	DOHH reduced budget 2017	Original DOHH budget submitted in fall 2016 2017	Budget Reductions	
indicates an error or omission in the original calculation that has been corrected in the reduced budget					
<i>Municipal Grant</i>	146,914	118,867	150,744	31,877	
Operating Revenue Surplus	17,756	14,800	0	-14,800	
Provincial Book Grant	4,093	4,093	4,093	0	
BC One Card	6,350	6,350	6,350	0	
LSB - ILL Grant	3,357	3,357	3,357	0	
Interest Income	719	700	700	0	
Other Revenue	8,384	4,807	3,000	-1,807	
NELF subsidies	4,641	2,000	2,000	0	
Other Grants	125	0	0	0	
Book club admin	523	740	740	0	
Book club revenue	8,477	6,760	6,760	0	
Capital Reserve	11,164	9,500	9,500	0	
Snack Program	0	0	0	0	
Fundraising	0	0	0	0	
Building	0	0	0	0	
Literacy	1,571	1,571	0	-1,571	
Total Revenue	176,825	173,545	180,484	6,939	total budget reductions
(equals total expenses line)					
Expenses	2016	2017	2017		
Personnel					
Director	41,712	41,773	43,684	1,911	-4.37% reductions
Library Clerk/Bookkeeper	24,760	22,391	22,391	0	0.00%
Children's Programmer	21,826	17,700	19,109	1,409	-7.37%
Custodian	4,013	4,106	4,106	0	0.00%
Young Adult Programmer	12,468	14,226	14,226	0	0.00%
Courier	1,997	2,000	2,000	0	
EI	2,702	2,761	2,851	90	
CPP	4,267	5,059	5,223	164	
WCB	120	177	177	0	
Summer Student	0	0	0	0	
Casual Employee	0	0	0	0	
vacation payable				0	
Sub Total	113,864	110,193	113,766	3,574	
Staff Expenses					
Staff Conferences & Mtgs.	401	800	1,000	200	
Staff Travel	1,181	300	4,000	3,700	
Staff Training	1,011	800	1,000	200	
NELF Subsidized	1,450	1,100	1,500	400	

Sub Total	4,043	3,000	7,500	4,500
Library Board Expenses				
Board Conferences & Mtgs.	350	400	500	100
Board Training	510	500	1,000	500
Board Travel	319	200	2,000	1,800
Library Memberships	280	510	510	0
NELF Subsidized	100	400	0	-400
Sub Total	1,559	2,010	4,010	2,000

Expenses	2016	2017	2017	
Reading Materials				
Adult Fiction HC	3,213	2,750	3,270	520
Adult Fiction PB	818	690	970	280
Adult Non-Fiction	1,645	1,335	1,220	-115
Periodicals	1,276	1,000	1,420	420
Adult Audiobooks	71	215	400	185
Adult DVD	578	340	580	240
YA Fiction HC		610	715	105
YA Fiction PB		250	225	-25
YA DVD	278	175	170	-5
YA Audiobooks	53	250	320	70
Junior Fiction HC	1,045	350	410	60
Junior Fiction PB	748	350	335	-15
Junior Audiobooks		120	250	130
YA/Junior Non-Fiction	541	470	560	90
Graphic Novels	233	300	275	-25
Easy Books	1,297	800	835	35
Easy DVD	200	220	220	0
Easy Audiobooks	71	90	45	-45
Easy Board Books	84	140	100	-40
Children's DVD	200	0	0	0
Databases	1,237	1,250	1,350	100
Book Replacement	105	50	100	50
Book covers & spine labels	30	50	120	70
Sub Total	13,724	11,805	13,890	2,085

Expenses	2016	2017	2017	
Administration				
Office Supplies	3,229	2,500	2,750	250
Postage & Freight	2,150	2,200	2,200	0
Computer Supplies	460	400	400	0
Computer Software	642	650	1,300	650
Advertising	464	150	200	50
Promotions				0
Promotions - Books	387	200	400	200
Children's Programs	400	300	400	100
Summer Reading	450	400	450	50
Grade 1 books	106	150	150	0

Adult Programs	329	300	300	0	
Author Presentations	471	300	500	200	
Young Adult Programs	260	300	300	0	
NELF Initiatives	201	300	300	0	
Accounting	3,030	3,000	3,300	300	
Misc.	476	100	100	0	
Technical Support	4,531	10,500	11,000	500	
Insurance - liability	600	600	600	0	
Custodial supplies	374	375	400	25	
Bank charges	210	200	220	20	
deposit return	40	0	0	0	
website expense	284	285	300	15	
after school snack program	0	0	0	0	
book club expense	8,016	7,500	7,500	0	
Sub Total	27,110	30,710	25,570	-5,140	
Utilities					
Electricity	2832	2974	2415	-559	
Gas	1220	1281	1733	452	
Telephone/Fax	1974	2073	2100	27	
Sub Total	6026	6327	6248	-79	
Expenses	2016	2017	2017		
Capital Budget					
Director	500	500	500	0	
Project 1	10,000	3,000	3,000	0	Computers
Project 2	0	3,000	3,000	0	Reading Room
Project 3	0	3,000	3,000	0	Library furniture
Sub Total	10,500	9,500	9,500	0	
Total Expenses	176,825	173,545	180,484	6,940	
Capital Reserve acquisitions are not included in the surplus calculations					
Capital Reserve acquisition expenses are offset by Capital Reserve revenue					

From: Keri-Ann Austin <kaustin@coldstream.ca>
Sent: Thursday, February 23, 2017 1:07 PM
Subject: SILGA/UBCM Resolution re: Provincial Private Moorage Program
Attachments: 02-21-17 BC Premier re Private Moorage Program (SILGA).pdf

Good Afternoon,

Please find attached correspondence from the District of Coldstream Council to the Premier of British Columbia regarding their resolution to SILGA, and potentially the UBCM Convention, regarding the Provincial Private Moorage Program. It would be appreciated if you would copy your respective elected officials as Coldstream Council would appreciate their support of their resolution at the upcoming conventions.

Sincerely,

Keri-Ann Austin, MMC | Director of Corporate Administration

9901 Kalamalka Road | Coldstream BC V1B 1L6

P. 250.545.5304 | F. 250.545.4733

www.coldstream.ca



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DISTRICT OF COLDSTREAM

9901 KALAMALKA ROAD, COLDSTREAM, BC V1B 1L6
Phone 250-545-5304 Fax 250-545-4733
Email: info@coldstream.ca Website: www.coldstream.ca

"Rural Living At Its Best"

February 22, 2017

File: 0230-20 SILGA 2017 Resolution

The Honourable Christy Clark, M.L.A.
Premier of British Columbia
PO BOX 9041 STN PROV GOVT
Victoria BC V8W 9E1

VIA EMAIL: premier@gov.bc.ca

Dear Premier Clark:

Re: Provincial Private Moorage Program

At their meeting held February 14, 2017, The District of Coldstream Council adopted the following resolution:

THAT the Ministry of Forest, Lands and Natural Resource Operations amend the Provincial General Permission for the Use of Crown Land for Private Moorage to explicitly require that a General Permission for private moorage requires compliance with any local government regulation pertaining to the construction, placement and use of private moorage;

AND THAT Front Counter BC reinstate its practice of referring Private Moorage applications to municipalities;

AND FURTHER THAT if the Ministry does not amend the Provincial General Permission for the Use of Crown Land for Private Moorage, that the Thompson Okanagan area be designated an "Application Only Area".

The District has forwarded this resolution to the Southern Interior Local Government Association to seek support at the 2017 Annual Convention with the intention of presenting this resolution at the 2017 UBCM Convention. The District hopes that you will support our efforts to ensure that local government requirements are protected as they relate to the construction of docks in our communities.

Yours truly,

Jim Garlick
Mayor

ENCL. 2017 SILGA Resolution and Background Information

Pc:

- Eric Foster M.L.A. Vernon-Monashee, via email eric.foster.MLA@leg.bc.ca
- Honourable Steve Thomson, Minister of Forests, Lands and Natural Resource Operation, via email FLNR.Minister@gov.bc.ca
- Greg Kockx, Manager Land Tenures Branch, Ministry of Forests, Lands and Natural Resource Operations, via email Greg.Kockx@gov.bc.ca
- UBCM Member Municipalities

RESOLUTION TO THE
Southern Interior Local Government Association
(SILGA)

Provincial Private Moorage Program

District of Coldstream

WHEREAS the Ministry of Forests, Lands and Natural Resource Operations has amended the private moorage program permitting residential docks to be authorized under a "General Permission" rather than an application-driven Crown land tenure;

AND WHEREAS residential docks authorized under a "General Permission" will not require a referral to the local government for compliance with local government requirements:

THEREFORE BE IT RESOLVED that the Ministry of Forests, Lands and Natural Resource Operations amend the Provincial General Permission for the Use of Crown Land for Private Moorage to explicitly require that a General Permission for private moorage requires compliance with any local government regulation pertaining to the construction, placement and use of private moorage;

AND THAT Front Counter BC reinstate its practice of referring Private Moorage applications to municipalities;

AND FURTHER THAT if the Ministry does not amend the Provincial General Permission for the Use of Crown Land for Private Moorage, that the Thompson Okanagan area be designated an "Application Only Area".

BACKGROUND INFORMATION

Under the previous process applications for a dock approval included a form of tenure for the area of the waterbody where the dock was to be located. Previously a person would receive tenure over the area, usually for a ten-year period of time. Through that process the local government would receive a referral to confirm compliance with use and dock dimensions. If the local government's requirements were satisfied and the dock met provincial guidelines, tenure would be granted and the dock permitted.

Under the new General Permission standards, tenure is not granted; the property owner has the right to install a dock on the water provided it meets the provincial guidelines.

One of the conditions to comply with the General Permission is that the dock has to comply with any local government requirements. Unfortunately there is no check at the provincial level to see if it complies, nor is there a referral to the local government for comments.

When an application is submitted to the province, provided it meets provincial requirements and environmental criteria, the owner will be advised that they can construct the dock. That approval is conditional to the dock meeting local government requirements.

The onus is then on the property owner to check with the local government to make sure the local government requirements are met.

This creates a scenario where people will believe they have what they need once the province "signs off" and may not check with the local government for their requirements.

It would be better for all parties if the province were to continue to refer applications to the local government prior to allowing the General Permission.

From: Forest, Tara ABR:EX <Tara.Forest@gov.bc.ca>
Sent: Friday, February 24, 2017 2:15 PM
To: Tammy McKeown
Subject: Gov't/ Telus/ Hydro Bonspiel
Attachments: 11x17_Govt-Spiel_Poster-2017_sci-fi.pdf

Hi Tammy,

The District of Hudson's Hope is invited to participate in the 38th Gov't/Telus/Hydro Funspiel on March 3rd and 4th. (Government includes the Provincial and municipal governments, teachers, RCMP, Courts, etc.)

It's an opportunity to foster a sense of community and friendly competition amongst our organizations.

Your participation can help with the continued success of this event (traditionally the second largest curling event of the year in Fort St. John and a long-time event for our organizations)!

Who?

- Anyone, with any experience level (one player from government and one beginner needed)!
- I can coordinate a learn to curl the week before on Sunday, or Monday after work (*please let me know if you're interested*).

How?

- Register your team with me
- Register as an individual with Tara Forest (I'll help coordinate teams)
- If you have three beginners who want an experienced curler, I will aim to match you with an experienced curler

What?

- Curling (teams of 4) Friday night & Saturday
- Teams rotate positions and have fun together
- Dinner & Dance on Saturday
- Sci-fi and Space theme with optional dressing the part on Saturday & prizes
- \$180.00 per team entry fee
- \$20.00 per team optional Calcutta

Please sign up as a team or individual by Mon. February 27th (Tuesday is ok)
(earlier is better as we need critical mass to run the event)

Tara Forest
Regional Negotiator

Ministry of Aboriginal Relations and Reconciliation

Gov't/Hydro/Telus Funspiel 2017

*Friday, Mar. 3 to Saturday, Mar. 4
At the Fort St. John Curling Club*



**Saturday Costume Theme:
Space and Sci-Fi**



Six End Games

Enter a team with 4 players (*Beginners welcome*):

At least one team member from Gov't/Telus/Hydro or a Sponsor
One experienced player per team will help & at least one beginner

FUN

BREAKFAST*DINNER*DANCE*CURLING

Entry Fee:	\$180.00 per rink (team)
Calcutta:	\$20.00 per team
Register by:	February 27, 2017

Saturday Night Music & Dancing



**Dress-up with Prizes for
Most Creative/ Best Dressed/ Favourite Team**

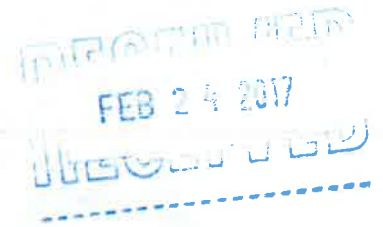


Sign up on the posted sign-up sheet or to be assigned a team
or enter a team to: Tara Forest at Tara.Forest@gov.bc.ca / (250) 787-3222

Enhancing Green Spaces
in Communities



Mise en valeur des espaces
verts au sein des collectivités



Celebrate

Canada's 150th Anniversary

Showcase your Community
by participating in the
Communities in Bloom Program



CANADA 150

BC Communities in Bloom – Suite 103 – 19289 Langley Bypass, Surrey, BC V3S 6K1

Catherine Kennedy T: 604 576-6506 Email: c.kennedy@telus.net

www.bccib.ca



Communities in Bloom is a Canadian non-profit organization committed to fostering civic pride, environmental responsibility and beautification through community involvement and the challenge of a national program with focus on the enhancement of green spaces in communities

"People, plants and pride... growing together"

Program: Communities in Bloom is all about greening, through environmental, natural heritage conservation and horticultural actions, our communities by engaging citizens of all ages, businesses and institutions with the municipalities...and showcasing and celebrating our achievements. The program consists of communities receiving information and being evaluated either provincially or nationally by a volunteer jury of trained professionals on the accomplishments of their entire community (municipal, private, corporate and institutional sectors, citizens) on the following criteria: Tidiness, Environmental Action, Heritage Conservation, Urban Forestry, Landscape and Floral Displays.

History: Established in 1995, with the guidance of Britain in Bloom, Tidy Towns of Ireland and Villages Fleuris de France, Communities in Bloom now includes hundreds of communities across the country, and an international challenge involving communities from the United States, Asia and Europe allows participants to compete internationally.

Benefits: The pride, sense of community and feeling of accomplishment generated through participation are visible in communities across Canada. These benefits make Communities in Bloom a program where everyone wins. Participants can benefit financially from the program through community tourism initiatives, business opportunities for the entire community, and other related projects. A valuable information exchange network allows communities to share accomplishments, best practices and projects.

All participants are showcased on the Communities in Bloom website through the "Explore our Communities", Resource and CommNews sections. The *Communities in Bloom Magazine* features participants and program results, as well as articles and educational content. Communities in Bloom develops, with its partners and sponsors, initiatives and promotional opportunities.

Provincial, National and International Awards - Symposium on Parks and Grounds: The annual Provincial, National and International awards ceremonies along with the Symposium on Parks and Grounds, held jointly in the fall are a unique opportunity for elected officials, parks and grounds professionals and community volunteers to learn and share about current issues, trends and challenges in horticulture and gardening, community tourism and projects, environmental awareness, and to showcase...and celebrate their achievements. Workshops are also held in all provinces throughout the year.

The **Communities in Bloom Foundation**, established to support the educational aspect of its activities, is dedicated to funding, developing and disseminating education and awareness to a wide audience on the value, improvement, importance and sustainable development of green spaces and the natural environment in Canadian society. The foundation also awards bursaries to students in horticulture / environment programs.

His Excellency, the Right Honourable David Johnston, C.C., C.M.M., C.O.M., C.D. Governor General of Canada is the Patron of Communities in Bloom.

*Within the context of climate change and environmental concerns,
all communities involved in the program can be proud of their efforts, which
provide real and meaningful environmental solutions and benefit all of society*

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141/146
www.bccib.ca



2017 PROVINCIAL EDITION

BRITISH COLUMBIA COMMUNITIES IN BLOOM

FINAL DEADLINE:
MARCH 31, 2017

MUNICIPALITY (PLEASE PRINT)		TOTAL POPULATION	MAYOR
NAME OF MUNICIPAL CONTACT		POSITION / TITLE	
ADDRESS	CITY	POSTAL CODE	
()			
PHONE	MUNICIPAL CONTACT EMAIL		
NAME OF COMMUNITY CONTACT OR LOCAL CIB CHAIR		WEBSITE ADDRESS FOR COMMUNITY	
()			
PHONE	COMMUNITY CONTACT/CHAIR E-MAIL		
PARTICIPATION CATEGORIES (please indicate your level of participation)		REGISTRATION FEE Based on Population Size:	
<input type="checkbox"/> NOVICE Audit program to introduce CiB. Workshop with a pair of BC CiB facilitators in your community. (see other side for more info)	<input type="checkbox"/> FRIENDS (½ Fee) NON-EVALUATED: holds your bloom rating one-year.	<input type="checkbox"/> up to 1000 - \$475 <input type="checkbox"/> 1001 to 2000 - \$575 <input type="checkbox"/> 2001 to 5000 - \$625 <input type="checkbox"/> 5001 to 10,000 - \$750	<input type="checkbox"/> 10,001 to 20,000 - \$875 <input type="checkbox"/> 20,001 to 50,000 - \$975 <input type="checkbox"/> 50,001 to 100,000 \$1150 <input type="checkbox"/> 100,000+ - \$1450 (Plus 5% GST)
<input type="checkbox"/> PROVINCIAL EDITION EVALUATED Receive a Bloom Rating Award and 18-page report from trained BC CiB Judges	ONLY CATEGORY ELIGIBLE TO WIN A CRITERIA AWARD		

EVALUATED PARTICIPANTS should plan to:

- Create a local 'in Bloom' action committee: citizens, business, service clubs and a municipal representative (Councillor, Public Works, Administrator, Parks/Recreation);
- Prepare for an **Evaluation** to take place in mid to late July;
- Create a **Community Profile Book** (CPB) outlining the community's achievements in the specific evaluation criteria;
- Develop a simple budget to cover registration fee and to create community wide CiB awareness projects, i.e.: parades, tidy up days. Consider planning some fundraising events too;
- Host 2- facilitator (judges) typically 3rd week of July. 2-nights maximum in separate rooms (Hotel, B&B or Billeting if certain conditions can be met); with meals during evaluation day.
- Also, budget for sending delegate(s), to the BC CiB Provincial Awards and Conference Event in the fall. Network with other participants and how to maximize your CiB program.

COMMUNITY RECEIVES:

- Getting Started Package of Information;
- Evaluation by a pair of trained BC CiB facilitators for 1-2 days;
- Bloom Rating Certificate (2 to 5 blooms);
- 18+ page Evaluation Report with Comments & Suggestions;
- 5-Bloom Winners receive a special recognition Street Banner;
- Profile on www.bccib.ca and Gardens BC tourism website;
- Information about National Competition in future years.

BENEFITS to Community:

- Involves People of all ages to be part of the Volunteer Effort
- CiB Program is a tool to encourage Tidiness & Beautification
- Promotes Excellence in Horticultural Best Practices
- Provides Focus & Deadline for new & ongoing Projects
- CPB and Evaluation Report showcases Community Assets
- Report is a Cost-Effective Measurement of Success

Cheque payable to: BC Communities in Bloom		Mailing Address: Suite 102, 19289 Langley Bypass, Surrey, BC V3S 6K1	
AMOUNT ENCLOSED	\$ Population Fee + 5% GST = \$		GST # 8446 03670 RT0001
PLEASE INVOICE US AT:	<input type="checkbox"/> Above Address		
CANCELLATION POLICY:	Before April 30 th a \$50.00 fee may be charged, after that, all registration fees are non-refundable.		
Request more information: <input type="checkbox"/> Membership <input type="checkbox"/> Sponsorship Catherine Kennedy (604) 576-6506 c.kennedy@telus.net			



Grow your commUnity Pride

NOVICE PROGRAM

The purpose of this program is to supply information on how to become an 'in Bloom' community. It is an audit process designed to help new participants at an early stage when they are forming committees and to provide an overview to help maximize efforts and resources. Get started today with a proven and cost-efficient community enhancement program. Please see the registration form for additional information.

A pair of BC Communities in Bloom Judges will:

- Travel to the community (typically third week in July) to supply a direct face to face explanation of the program;
- Workshop with 3-10 people (ideally representatives of each of the evaluation criteria) Facilitator/Judges will show a PowerPoint presentation with some examples of what goes into the Community Profile Book (CPB);
- Explain how the CiB evaluation process helps a community inventory successes and areas for improvement;
- Show how understanding the **Evaluation Form**, planning the **Evaluation Tour** and creating a **Community Profile Book** all work together to maximize points for subsequent years;
- Help the Novice Participant identify potential partnerships and what they can enhance in their community.

Communities should be prepared to:

- Show their 3-best criteria, so judges can supply a written summary in addition to their onsite comments & suggestions;
- Host an evening reception (or Volunteer Appreciation event) with key stakeholders to profile groups that represent the criteria; Heritage, Environmental, Horticulture, Beautification and other key sectors from municipal, service organizations and businesses. (table displays or speaker presentations);
- Tour in the morning to show the judges around the community (2-4 hours with 2 or 3 people max) and then in the afternoon, attend the Workshop (2-3 hours with up to 10 people who represent some of the criteria: heritage etc).

Additional Considerations for Community:

- Pay a registration fee based on population size (please see the 2017 Registration form for details);
- Host two people, 2-nights max. in separate rooms, (Hotel, B&B or Billeting if certain conditions can be met), with meals;
- May need to pick-up judges from the nearest airport, otherwise no additional travel costs;
- No Community Profile Binder to create or Judges Evaluation Tour to plan which means a Bloom Rating will not be awarded, but your committee will have a very clear idea of how to proceed for the following year.
- Community will be profiled as a participant in the CiB program: Map, Website and Fall Awards Ceremony.

Scheduling Timeline:

- **Day 1:** expect Judges to arrive mid-afternoon for evening event;
- **Day 2:** tour/workshop to be finished by dinnertime so that the judges have a minimum 3-hours to work on the summary document in their hotel room (or provide a quiet area for them to work);
- **Optional:** wrap-up breakfast meeting before the judges leave for the next community;
- The Judge's Summary Document will be presented at the British Columbia CiB Awards & Conference in the fall. The Conference provides an excellent opportunity for new participants to network with other communities.

Communities of all sizes are welcome to participate

BC Communities in Bloom 102 – 19289 Langley Bypass, Surrey BC V3S 6K1
Contact Catherine 604 576-6506 | www.bccib.ca | c.kennedy@telus.net

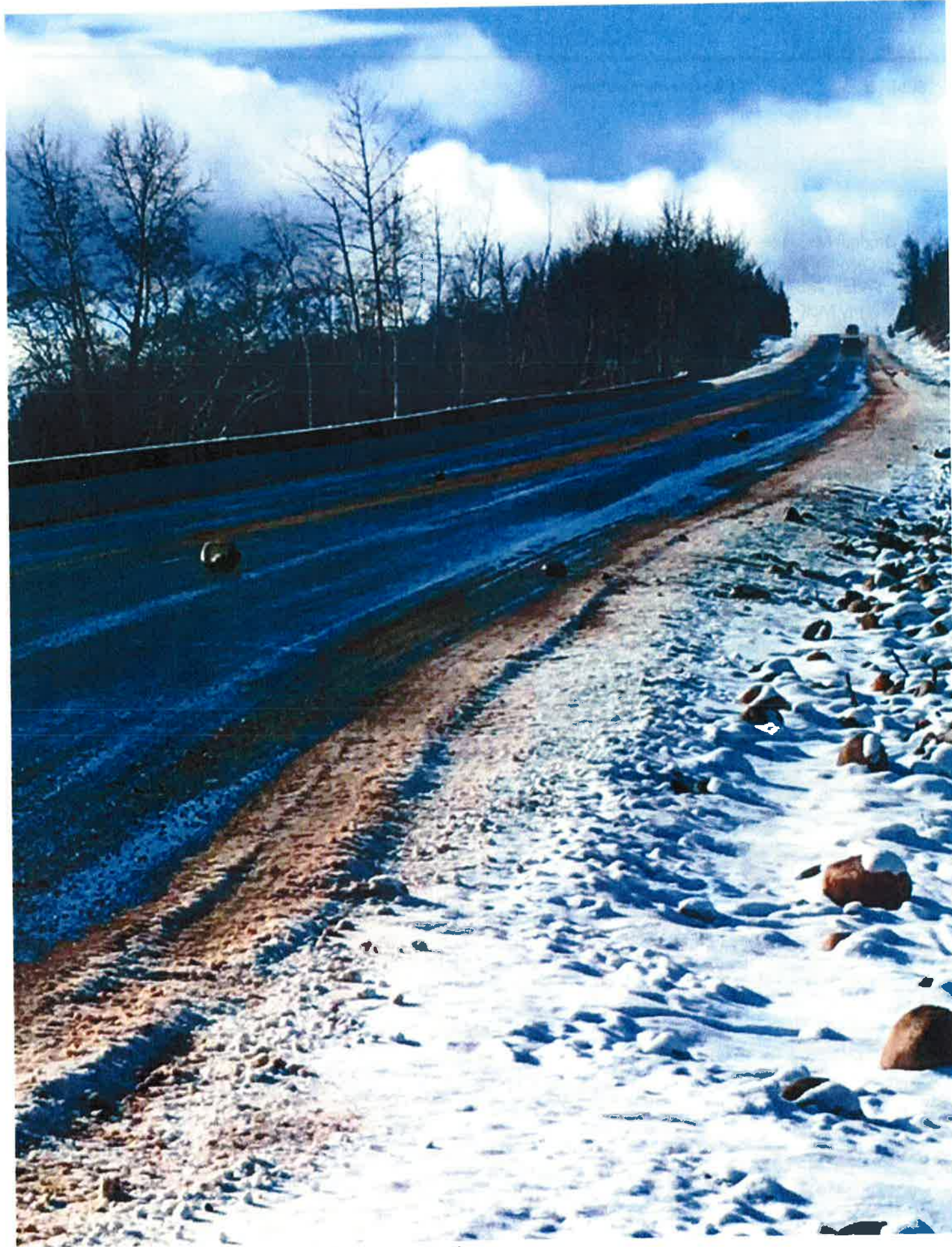
From: Caroline Beam
Sent: Wednesday, February 22, 2017 5:48 PM
To: Tammy McKeown
Subject: Rocks on road at Lynx creek

Hi, please add this to the next meeting package:

I've been following a thread on facebook started by some concerned citizens regarding the rocks falling onto the road by Lynx creek. This is a tight corner with poor visibility, and this year there have been several incidents involving large rocks falling onto the road. Nobody has been hit yet as far as I know, but some of the rocks are big enough to do damage to a vehicle, whether they hit the vehicle or are driven over. Citizens have been asking if we can put up some no-posts or lay down a mesh covering. I expect that this would be an issue for YRB or the ministry of highways, but perhaps we as a council could try to get some action started. I would like council's input on how they think this should be handled. I am sending along a recent photo of the situation I have described, taken by Travis Winnicky this morning.

Thank you!

Sent from my iPhone



Subject: FW: One more addition

-----Original Message-----

From: Caroline Beam

Sent: Friday, February 24, 2017 8:00 AM

To: Tammy McKeown <clerk@hudsonshope.ca>

Subject: One more addition

Hi, a few citizens have informed me of the following concern. Please include it for our next meeting.

Apparently, many motorists have been using the "Welcome to Hudson's Hope" pullout as a place to relieve themselves. By the time spring comes around, the mess is an awful thing for our staff to have to clean up. I have been asked if we could look into the possibility of installing an outhouse there. There are a few companies that supply and maintain portable outhouses, such as Butler Ridge. Perhaps we could include something to accommodate this need in our budget?

Sent from my iPhone