



DISTRICT OF HUDSON'S HOPE

AGENDA

Council Chambers

Monday June 12th, 2017 at 6:00 PM

1. Call to Order:

2. Delegations:

D1 Cindy Edgar and Tammy Cope

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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 May 23, 2017 Regular Council Meeting

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7. Business Arising From the Minutes:

8. Staff Reports:

SR1 CAO Action and Other Updates

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SR2 Employment of Relatives Policy

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SR3 UBCM Meetings Discussion

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SR4 Work Clothing Purchasing Policy Amendment

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SR5 Strategic Priority Fund-Beattie Lift Station

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SR7 Baseball Field Upgrade Holdback

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9. Committee Meeting Reports:

CM1 Community Engagement Committee Report

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CM2 Parks & Rec Committee

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10. Bylaws:

11. Correspondence

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C7	Salish Sea Trust	Page 85
C8	The Alaska Highway	Page 90

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

CR1	Mayors Report	Verbal
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13. Old Business:

OB1	Regional Adaptation Collaborative Program	Page 92
OB2	UBCM Resolution-Alternate Director	Page 102

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:

Cindy Edgar / Tammy Cope

Subject of presentation:

Arena Concession Employee

Purpose of presentation:

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

Contact person (if different than above):

Telephone number:

250-783-3088

Email address:

cedgar63@live.ca

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

Cindy Edgar / Tammy Cope
Name of Delegate or Representative of Group

Cindy Edgar
Signature

June 1/17
Date

For Office Use

☐ Approved

☐ Rejected

By (signature): _____

☐ Mayor

☐ CAO

Appearance date if applicable: _____

Applicant informed of approval/rejection on (date): _____

By (signature) _____

Date: _____

Dear Mayor and Council

I would like the opportunity to talk about the arena concession and to discuss the possibility of hiring an employee to work and run the concession.

I will have the start-up cost for you and a menu of the food that will be served.

Sincerely,

Cindy Edgar

Dear Mayor and Council

It was brought to my attention that last year, the DOHH had approved the hiring of an individual, excluded from the union, to run the arena concession, as an employee. Please say yes to this again.

I am currently a casual, working for the district and have worked previous years also; grounds keeping and arena.

I hold a food safe certificate, a serving it right and a level 1 first aid.

I currently own and run a mobile pizza trailer with Julie Vandenberg, this year being our fifth summer running, attending various events and festivals. Over a three year period, with Julie, I catered and ran the Hudson's Hope Curling concession as well as the kitchen at the Pearkes Centre. When Jamie Eastman ran the arena concession, I occasionally helped her cook and serve for tournaments and special events.

I resided in Hudson's Hope for nine years and have moved back.

I feel I would be a great asset to the arena, providing healthy and personal food choices to the community.

I have great ideas for low cost meal planning and baked goods. I would like to have a daily special, making 10 to 12 servings to start with, increasing the number if the need arises.

Real foods such as turkey, roasts, ground beef and chicken to mention a few, would be cooked, using, used for specials and provide numerous meals with the remaining cooked meat. Oh and...real gravy!!

I am very excited and looking forward to the opportunity of working in the concession and continuing my employment with the district thru the winter months.

Thank you very much for your time. It is greatly appreciated.

Tammy Cope



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

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

Absent: Councillor Caroline Beam
Youth Councillor Tess Herrington

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

Other:

CALL TO ORDER:

1. The meeting called to order at 6:00 p.m. with Mayor Gwen Johansson presiding.

2. **DELEGATIONS:**

3. **NOTICE OF NEW BUSINESS:**

Mayors Additions: Mayor's report

Councillors Additions:

Staff Additions: amended Bylaws 872, 873

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

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

6. **ADOPTION OF MINUTES:**

M1 May 23, 2017 Regular Council Meeting

0550-01

RESOLUTION NO.124/17

M/S Councillors Heiberg/Quibell

That

"The minutes of the May 23, 2017 Regular Council Meeting be adopted as written."

CARRIED

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

BA1 **BA4** **1475-01**

- Mile 57 sign- Staff to have sign removed at earliest convenience.

BA2 **BA1** **0810-20**

- Arena Floor Replacement- additional testing was completed and determined that the asbestos is in a smaller area than originally believed. This could result in cost savings in regard to the removal of the original flooring.

8. **STAFF REPORTS:**

SR1 **CAO Report- Action and other Updates** **0110-01**

- **Shop Design** **0810-20**
 - Occupancy not yet received, expecting soon.
 - Open house scheduled for June 7, 2017 from 3pm to 6pm.

SR2 **ICBC donation to RCMP** **1700-01**

Congratulations to the District's ICBC staff.

Originally approved by electronic vote on May 10, 2017

RESOLUTION NO.125/17

M/S Councillors Heiberg/Miller

That

"Council approve the \$2500 donation from our 2016 Broker Performance Award to the RCMP for them to buy prizes and such for their Bike Rodeo on May 18th, 2017."

CARRIED

SR3 **BC Rural Dividend Funding** **1855-01**

RESOLUTION NO.126/17

M/S Councillors Miller/Heiberg

That

Council approves the District of Hudson's Hope application for \$100,000 through the BC Rural Dividend Program and that Council supports this project through its duration as well as their contribution of \$38,350.00."

CARRIED

SR4 **Parks and Rec Advisory Committee** **0360-01**

For Information

9. **BYLAWS:**

B1 **Bylaw 872- Official Community Plan Amendment** **3900-02**

B2 **Bylaw 873- Zoning Plan Amendment** **3360-01**

Discussion in regard to Public Information Meeting. Will set one up once contract received from Omicron. **6480-01**

RESOLUTION NO.127/17

M/S Councillors Miller/Heiberg

"That:

"Council approve Third Reading of the "District of Hudson's Hope Official Community Plan Amendment Bylaw No. 872, 2017";

And That:

"Council approve Third Reading of the "District of Hudson's Hope Zoning Amendment Bylaw No. 873, 2017".

And That:

"Administration forward District of Hudson's Hope Official Community Plan Amendment Bylaw No. 872, 2017" and District of Hudson's Hope Zoning Amendment Bylaw No. 873, 2017" to the Ministry of Transportation and Infrastructure for approval prior to adoption".

CARRIED

Councillor Gilliss opposed

- B3 **Bylaw 883- Amended subdivision and development servicing** **3900-02
3320-01**

RESOLUTION NO.128/17

M/S Councillors Heiberg/Quibell

That:

"Council adopt the "District of Hudson's Hope Subdivision and Development Servicing Amendment Bylaw No. 883, 2017"

CARRIED

- B4 **Bylaw 886- Amended Fees and Charges** **3900-02**

RESOLUTION NO.129

M/S Councillors Gilliss and Heiberg

That

"Council adopt the 2017 Amended Fees and Charges Bylaw No. 886, 2017."

CARRIED

Staff directed to provide approximate usage statics. Determine if possible to show usage by visitors residing in Electoral District Areas.

10. **CORRESPONDENCE:**

- C1 **Six Peaks Track Site** **0400-05**
For Information

- C2 **2017 FCM AGM** **0400-01**
For Information

- C3 **Legion** **0630-01**

RESOLUTION NO.130/17

M/S Councillors Heiberg and Miller

That

"Mayor Johansson will proclaim that May is the Child Find's Green Ribbon of Hope month and May 25th as National Missing Children's day."

CARRIED

- C4 **UBCM Forum** **0400-01**
For Information
- C5 **Crown Land Tenure** **0400-20**
Management Plan to be completed and submitted
- C6 **Lynx Creek Boat Launch License Renewal** **0400-20**
[Staff directed to renew](#)
11. **REPORTS BY MAYOR & COUNCIL ON MEETINGS AND LIAISON RESPONSIBILITIES**
- CR1 **Mayor's Report** **0340-01**
 • Disposal well: **0400-20**
 ➤ Oil and Gas Commission(OGC) tribunal submission
 deadline is June 19
 ➤ Discussion in regard to regulations around
 submissions to tribunal.
 ➤ Discussion in regard to attempting to have OGC hold
 information meeting for residents of Hudson's Hope
- BC Assessment: **0400-30**
 ➤ Discussion in regard to BC Hydro request for
 properties to be considered for Tax in Lieu status.
 ➤ Item is on Community Engagement Committee May
 29,2017 Agenda
 ➤ Request Hydro to provide amount of annual tax base
 revenues affected
- Geo-Science BC: **0540-01**
 ➤ Working around the west end of Williston Lake
 ➤ Testing at Lynx Creek; expected levels to decrease
 but they have not.
- Horticulture: **6750-01**
 ➤ The contract is now signed
 ➤ There has been a fair amount of interest from the
 public
 ➤ A business plan is under development
12. **OLD BUSINESS:**
13. **NEW BUSINESS:**
 Inquiries from Councillor Middleton
- **Beryl Prairie Park** **6200-00**
 ➤ Timeline unknown, will determine upon return of
 Foreman of Public Works.
 ➤ Septic Field to be decommissioned.
 ➤ Playground equipment will be moved to allow for
 necessary work to be completed.
 ➤ If equipment to be returned to original position,
 fencing will be installed.
 ➤ Public Inquiries are to be directed to Foreman of
 Public Works.
- **Culverts on Beryl Prairie** **5400-01**

- Due to high creek levels, additional culverts have been installed to help divert water from the roads
- Culvert sizes will be considered during the upcoming paving project; planning on upgrading culverts at that time if possible.
- Water flow will be a consideration when replacing the road.

14. **PUBLIC INQUIRIES:**

15. **ADJOURNMENT:**

RESOLUTION NO.131/17

M/S Councillors Quibell/Miller

That

"Council move into In-Camera."

CARRIED

Council moved into In-Camera Meeting at 6:59pm

Mayor Johansson declared the meeting adjourned at 8:00 pm

DIARY

Diarized

Conventions/Conferences/Holidays

Beryl Prairie Playground 07/25/16

UBCM resolution - Alternate Director 10/11/16

Grant Writer Program Sponsorship 04/10/17

Coal and Energy Forum-Tumbler Ridge in Sept. 04/24/17

MARR-Dale Morgan follow-up 04/24/17

Certified Correct:

Corporate Officer/Tammy McKeown Chair/Mayor Gwen Johansson

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: MAYOR JOHANSSON and COUNCIL
SUBJECT: ACTION and other UPDATES
DATE: June 12, 2017
FROM: Tom Matus, CAO

Staff Anticipated Travel:

CAO: MATI: Leadership in Local Government Organizations (withdrawn)	June 18-23, 2017
CO: MATI® Foundations - UBC-Okanagan Campus in Kelowna (confirmed)	August 13-18, 2017
CO: MATI® Community Planning- West Kelowna (confirmed)	October 1-6, 2017
CO: 2017 Clerks & Corporate Officers Forum, Victoria	October 11-13, 2017

Shop

Occupancy permit has been issued May 29th. There are a few touch-ups remaining to be completed. The crane needs to be load tested which is expected to be completed next week.

Wastewater Facility

We are confirming insurance requirements through our insurance broker and Legal for the Wastewater Facility Upgrade contract. Urban Systems will hold a start-up meeting with the District and Bear Mountain on June 16th at 10:00 am.

Solar Array

We have sent the draft Solar contract to Peace Energy Co-op for their review. We are expecting them to have their bonding in place by June 16th.

PEC has determined that there should be no need for additional structural upgrades on the buildings they have chosen to install solar panels: New DPW Shop, Arena, Curling Rink, District Office, Tourist Info Center and the Wastewater Facility - ground mounted.

I have requested an amendment to the solar agreement with UBCM to increase the watt capacity from 275,000 wats to 500,000 wats, the contract called for 350,000 wats, I have not received any word as yet. Though, a previous amendment I had requested and received was to increase the number of buildings (we could outfit with panels) from the four original buildings we had identified.

Bylaw/Safety Officer

Agreement has been sent to Wallace Roach for his signature. He has signed and returned the document. His earliest start date is July 4th, 2017. The contract has been included in an In-camera meeting agenda on June 12th for Council perusal and approval.

Rural Dividend Fund - Arena Reflooring Project

The Rural Dividend fund application has been submitted.

We have received the signed contract back from the successful proponent. The removal of the old floor is completed. The prep work for the floor area including grinding of the concrete surface was started on June 9. Installation of the new flooring project is expected to start around the first week of July and should take approximately 10 days to complete.

Parks and Recreation

Cameron Lake Playground

Playground equipment installation for Cameron Lake commenced on June 10, 2017.

Pool

Staff has chosen a supplier for the Astro turf and are planning on having them install the turf in September after the pool has closed for the season. Public Works will do the grass removal and site prep prior for the project. The quoted cost including installation is \$20,611.30. A total of \$50,000 has been allocated within the 2017 budget for this project.

The new boiler for the pool is arriving week of June 12th. It should not be necessary to close the pool during the install.

King Gething park

New gas line has been installed and the trenches are in the process of being filled. Danger trees have been removed along new gas line. The tree removal company has been hired to remove at least another 50 danger trees within Hudson's Hope.

Crown Land Tenure Renewals

Hudson's Hope Rod and Gun Club Lease #801855:

We have received the new 30-year Crow Land lease for the use of these lands for Council approval, this is included in the Agenda Package.

Dinosaur Lake - Campground

Licence of Occupation for Institutional purposes renewal notice (of which first notification was mailed out to us on May 1st): application and Management Plan will be completed and submitted to FLNRO by WSP (Focus) at a cost of \$1000 on or about May 16th of which FrontCounterBC/FLNRO is quite acceptable with this schedule.

Williston Lake – Elizabeth Creek Boat Launch

Licence of Occupation for park purposes renewal notice (of which first notification was mailed out to us on May 1st): application and Management Plan will be completed and submitted to FLNRO by WSP (Focus) at a cost of \$1000 on or about May 16th of which FrontCounterBC/FLNRO is quite acceptable with this schedule.

Lynx Creek

It was noted and directed in the May 23rd minutes that staff renew this licence. The Licence of Occupation renewal was finalized on April 25, 2017. Renewed for two years to April 19, 2017. Due to the fact that "This site overlaps OIC flood reserve file 0214338. This licence has a two-year term to allow for an amendment to the OIC to remove the overlap. Once the OIC is amended; the term of this licence will be amended for a total of ten years."

Ball Diamond Upgrades: Wilson Concrete – Northern Vac Services Ltd.

Wilson Concrete had signed off on the removal of the seeding portion of the contract (\$15,997.50) and is now eligible for their holdback of \$12,424.05, to be paid June 6th as per Urban Systems direction. No interest was paid on this transaction.

Beattie Lift Station

The CAO has undertaken to submit a funding application to the Gas Tax Fund's Strategic Priority Fund for \$464,438.00, the entire upgrade of the sewer lift station as opposed to only a feasibility study as listed in our 3-year Strategic Plan. It has come to the attention that, although this has not been officially confirmed, this may be the last year of the Strategic Priority Fund, further, DPW staff and the CAO have agreed that we should address the upgrade of the lift station a.s.a.p. especially if it the work can be 100% funded. Urban Systems has done, at no cost to us, a design brief to submit with the application.

Water Treatment Plant

Upgrades:

New stainless steel piping has been installed from river pumps to filter. New stainless steel mix tank has been installed.



Tom Matus, CAO

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor and Council
SUBJECT: Employment of Relatives Policy
DATE: June 6, 2016
FROM: Tammy McKeown, Corporate Officer

RECOMMENDATION:

THAT: Council approve the Employment of Relatives Policy.

ADMINISTRATOR COMMENTS:

I understand that Legal provided this policy, but for consideration, I've provided the following comments:

Policy Application:

- 1 This policy applies to all employees of the District, and to all employment statuses.
- 2 Should relationships addressed within this policy be identified with either candidates for employment or current employees, the matter should be immediately reported to the Chief Administrative Officer and the following policies and procedures will be followed:
- 3 . If no accommodation is feasible, the employees will be permitted to determine which of them will resign in order to resolve the situation. The District reserves the right to make the final decision concerning which employee will remain in the District's employ if the employees are not able to make this decision.
- 4 **Reporting**
It is the responsibility of every employee to identify to the Chief Administrative Officer any potential or existing personal relationship which falls under the definitions provided in this policy.
- 5 Approval of this policy should await comments from the BCGEU Collective. A Labour / Management meeting is scheduled for May 16th.

Commented [TM1]: May be prudent to include a grandfathering clause?

Commented [TM2]: May be prudent to include a grandfathering clause: would not be applicable to Incumbent employees nor existing supervisory relationships?

Commented [TM3]: To note: enforcing this may invite court challenges. This community is very small with limited opportunities for employment. Taking away a job of an incumbent employee for no other reason than that they fall under this policy could be construed as dismissal without cause. May be prudent to include a grandfathering clause or that this policy does not affect incumbent employees and current supervisory relationships.

Commented [TM4]: Again, may be prudent to include a grandfathering clause for incumbent employees?

Report Approved by: _____

SR2

Tom Matus, CAO

INFORMATION:

Due to potential for perceived or actual conflicts, such as favoritism or personal conflicts from outside the work environment, which can be carried into the daily working relationship, the District of Hudson's Hope will hire or consider other employment actions concerning relatives of persons currently employed only if:

- a. candidates for employment will not be working directly for or supervising a relative, and
- b. candidates for employment will not occupy a position in the same line of authority in which employees can initiate or participate in decisions involving a direct benefit to the relative. Such decisions include hiring, retention, transfer, promotion, wages and leave requests.

Report prepared by: _____
Tammy McKeown, Corporate Officer



**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

EMPLOYMENT OF RELATIVES POLICY

Council Resolution No.

Effective Date:

Section: Personnel

Purpose:

In keeping with the District's policies regarding workplace conduct and conflict of interest, a high degree of integrity, objectivity and professionalism is expected of District employees. This helps preserve the public's trust in the District and promotes transparency and accountability.

As a result of a supervisor or manager's responsibilities to hire and fire, supervise, assign work, deal with potential performance problems and conduct performance appraisals, a potential or real conflict of interest arises when immediate relatives are within their supervisory scope. Similar problems can arise when related employees share the same work unit.

Definitions:

Relative

Includes spouse, common law spouse, parent, grandparent, child, grandchild, sibling, in-laws, aunt or uncle, niece or nephew, foster relative or step relative, or those living in the same residence.

Supervisory relationship

A supervisory relationship is an employment relationship where one relative has direct or indirect authority over a relative's employment through decisions, recommendations or judgments related to workplace matters including but not limited to:

- hiring and promotions
- wage and salary adjustments
- the assignment and approval of overtime
- the conduct of performance appraisals
- work assignments and working conditions
- approval of leaves of absence

A supervisory relationship can exist even though there are levels of supervision in between two employees who are relatives.

Alternate employment

Alternate employment is defined as an available position within the District for which the employee is qualified and where there is no conflict of interest from a reporting or supervisory relationship.

Policy Application:

This policy applies to all employees of the District, and to all employment statuses.

Policy Details or Policy Objectives:

Recruitment and Appointment

A situation may arise through external recruitment or internal promotion/transfer/acting assignments/change in duties where a supervisory relationship is created between relatives. Such a relationship creates a conflict of interest

Relatives of existing employees may be hired, promoted or transferred within the District, provided that no potential or real conflict of interest will be created. In order to prevent such a conflict of interest, the following conditions must be observed:

- Related individuals may not work under the supervision of the same manager;
- Related individuals may not enter into a supervisory relationship;
- The relationship must not create an adverse impact on work productivity or performance;
- An individual may not audit or review in any manner a relative's work.

Should relationships addressed within this policy be identified with either candidates for employment or current employees, the matter should be immediately reported to the Chief Administrative Officer and the following policies and procedures will be followed:

1. Relatives cannot participate in the recruitment or selection process where a candidate is a relative.
2. If the relationship is determined to create an actual or potential conflict of interest, the District will attempt to accommodate the employees involved on a case by case basis through the transfer of one of the involved employees to alternate employment or, where practicable, the reassignment of certain duties.
3. If accommodations are not feasible, due to the senior nature or broad authority of one or both of the positions in question, or other factors, the hiring, promotion or transfer will not take place.
4. In the case of current employees who marry or become members of the same household, the Chief Administrative Officer, in consultation with the affected employees and other applicable management personnel, shall determine whether the employees can be accommodated including consideration of alternate employment. If no accommodation is feasible, the employees will be permitted to determine which of them will resign in order to resolve the situation. The District reserves the right to make the final decision concerning which employee will remain in the District's employ if the employees are not able to make this decision.

Reporting

It is the responsibility of every employee to identify to the Chief Administrative Officer any potential or existing personal relationship which falls under the definitions provided in this policy.

If the relationship is with the Chief Administrative Officer, it is the responsibility of the Chief Administrative Officer or the relative to report to the Mayor of the District any potential or existing personal relationship which falls under the definitions provided in this policy.

Employees who fail to disclose personal relationships covered by this policy will be subject to disciplinary action up to and including the termination of employment.

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor Gwen Johansson and Council

SUBJECT: UBCM Ministry Meetings

DATE: June 2, 2017

FROM: Tammy McKeown

For Discussion:

UBCM is just around the corner and the online form to request meetings with the different Ministries should be arriving shortly. To be prepared to complete the requests, it would be best to determine which Ministries you would like to meet with and what your discussion topics would be.



Tammy McKeown, Corporate Officer

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor and Council

SUBJECT: Work Clothing Purchasing Policy Amendment

DATE: June 6, 2016

FROM: Tammy McKeown, Corporate Officer

RECOMMENDATION:

THAT: *Council approve the Work Clothing Purchasing Policy Amendment.*

ADMINISTRATOR COMMENTS:

CAO approves the amendment for pool staff swimwear.

Report Approved by: _____
Tom Matus, CAO

INFORMATION:

To ensure our lifeguards are dressed appropriately it is necessary for the District to provide Red Cross approved lifeguard/instructor swimwear. Each lifeguard will receive one swimsuit as part of their uniform each year, it will be their responsibility to keep them clean.

Report prepared by: _____
Tammy McKeown, Corporate Officer



**HUDSON'S
HOPE**

PLAYGROUND OF THE PEACE

Box 330
9904 Dudley Drive
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Telephone 250-783-9901
Fax: 250-783-5741

WORK CLOTHING AND APPAREL PURCHASING POLICY

Council Resolution No. 003/15

Effective Date: January 12, 2015

Revised Date:

Section Administration

Purpose:

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

Definitions:

Winter Coat:	Insulated coats for winter wear
Winter Coverall:	Insulated coveralls for winter wear
Summer Coverall:	sleeved or sleeveless coveralls
Office Clothing:	apparel as prescribed by the CAO
Swim Wear:	Red Cross approved lifeguard swimwear

Policy Application

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

Policy Details or Policy Objectives

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

Following are all clothing subject to this policy:

1. Hard Hat and Liner
2. Gloves (where necessary only)
3. Rain Gear

4. Coveralls - 2 pair per year - Insulated coveralls for winter wear 1 pair every fourth (4th) year.
5. Safety Goggles
6. Cost of Safety Boots
7. Coats for Arena Maintenance Personnel
8. Two T-shirts with District Crest annually. (for pool staff and information centre only)
9. Two Pairs Matching Shorts (pool staff only when required)
10. Protective clothing for office requirements.
11. Employer shall ensure coveralls are made available for Temporary/Casual workers and the Groundskeeper to use on an "*as needed basis*".
12. Logo embossed District jackets: be provided to each full-time and regular part-time employees, every three (3) years.
13. One swim suit (pool staff only when required).

Procedures or Guiding Principles

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

Winter Coat and Coverall

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

Summer Coveralls

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

Safety Boots

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

Office Requirements

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

Swim Suits

The maximum amount for purchase of swim suits will not exceed seventy-five dollars (\$75) per lifeguard/pool staff per year.

REQUEST FOR DECISION

RFD#:	Date: June 7, 2017
Meeting#: CM061217	Originator:
RFD TITLE: Strategic Priority Fund – Beattie Lift Station	

BACKGROUND:

Council, in its 2017, 3-year Strategic Plan, has identified this infrastructure for a feasibility study this year.

DISCUSSION:

It has come to the attention that, although this has not been officially confirmed, this may be the last year of the Strategic Priority Fund, (SPF), administered through Union of British Columbia Municipalities, (UBCM). Further, DPW staff and the CAO have agreed that we should address the upgrade of the lift station a.s.a.p. especially if it this project can be 100% funded. Urban Systems has done, at no cost, a design brief to submit with our application.

With the application deadline being

The UBCM, SPF requires from Council a resolution approving this application – attached.

BUDGET:

\$464,438.00. to be funded by the Sewer Capital Works Reserve, M&E Fund. The Fund stands at a zero balance but with the project being 100%, fully funded by the Strategic Priority Fund this balance will not change, revenue and expense will off-set each other. This project will only go ahead if this funding application is successful.

RECOMMENDATION / RESOLUTION:

That:

“Council approves the submission, to the Union of British Columbia Municipalities, the Strategic Priority Fund application for the Beattie Lift Station Upgrade in the amount of \$464,438.00.”



Tom Matus, CAO

Gas Tax Application Answers

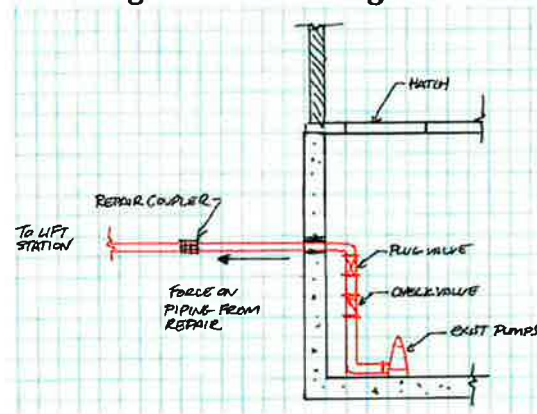
1. Project Title: Beattie Lift Station Upgrades
2. Wastewater
3. No
4. The District of Hudson's Hope (the District) operates a sewage lift station on Beattie Drive, which conveys flows from the entire community to the sewage treatment plant. The Lift Station was originally built in the 1970's and was upgraded a few times during its lifespan. Several components of the current lift station have reached their lifespan and need replacement. In addition to this the forcemain leaving the station has failed once before and there is real concern regarding the structural stability of the lift station connection to the forcemain. The internal piping in the lift station appears to have been shifted and it is suspected that it is putting pressure on the outside connection. As this is a critical piece of infrastructure the District would like to undertake a review and upgrade to the system to ensure it is able to perform efficiently and effectively. Lift Station Piping

The current lift station layout includes two submersible sewage pumps on rails inside a concrete wet well. The discharge piping and valving are located inside the chamber.

Based on a review of the system, it appears the outlet piping has shifted outside the building and is putting pressure on the inside piping and it is out of alignment. The current discharge piping is currently being held in place with a 2x4 and is at risk of failure. In addition to this, the piping and valving inside the chamber appears to be significantly corroded and is not located in a position that would allow District staff to operate or exercise the valves without completely shutting down the system and cleaning out the tank.

Figure 2.1 outlines the current chamber and pumping layout.

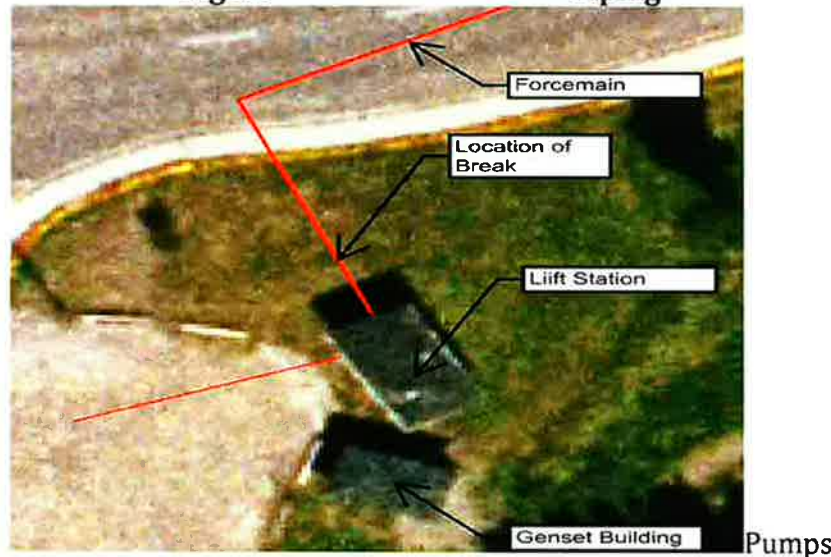
Figure 2.1 – Existing Lift Station Configuration



Forcemain Connection

In 2001 there was a major break in the forcemain just outside the lift station. The break was repaired but it was noted at the time that the forcemain was not in great shape and it appeared there was some pressure being exerted on it, possibly from minor settlements of the concrete chamber. This fix was thought to be temporary at the time however it has never been addressed. When the line was repaired, it is believed that the line leaving the chamber was pulled tight into the repair coupler and that this connection has put additional stresses on the piping inside the chamber and that this is the reason that the inside piping is also showing signs of stress.

Figure 4.1 – Lift Station Site Piping



The pumps in the station were last replaced in thirteen years. A detailed historical flow analysis and pump sizing is not available as there is no flowmeter at the station. Based on our assumptions from the treatment plant flows we estimate that the station pumps between 100 and 150 m³ per day. The pumps are noted to cycle quite frequently.

The District is also expecting an increased level of development in the near term with the building of a new subdivision and industrial park that would both contribute flows to this station.

We are recommending that a detailed review of the potential pump flows is completed as part of the detailed design and that the pumps would be replaced with new pumps that will be able to pump future development flows of the treatment plant.

Recently, WorkSafeBC has completed a new interpretation of the regulation regarding worker safety and access to wet wells for lift stations, specifically with regards to confined space entry with pressurized pipes. This ruling is relatively new, and it is currently unknown how this will affect lift station design best practices moving forward. To date, a series of lock out procedures is required to enter the wet well. The lift station currently does not allow access for any cleaning or

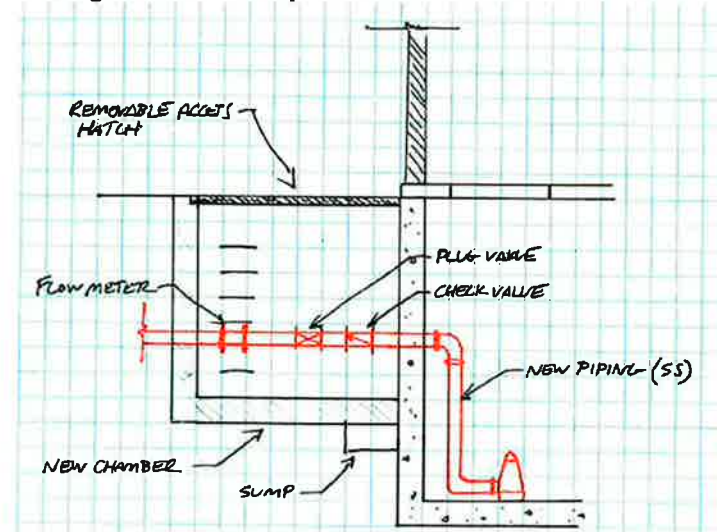
maintenance without a complete shut down of the system and a series of plugs being installed upstream, which is nearly impossible without significant bypass pumping. The District has expressed a need to change the configuration to have access to valving and electronics without having to access the station.

5.

Based on all of the information provided above, and discussions with District staff, we are recommending that the solution for the continued use of the lift station would be to keep the existing wet well and building configuration and install a smaller valve chamber outside the chamber that would house the valving and piping for the pumps. The chamber would be designed with a removable access hatch that will provide for easy access for maintenance

We are recommending that the process control upgrades are also made to include a flowmeter and upgraded level control in the wetwell. While a detailed pump review should be conducted, we are expecting that the current pumps are going to need to be replaced in the near future.

Figure 7.1 – Proposed Lift Station Chamber



The piping outside of the chamber should be replaced and proper restrains added to take the strain out of the existing forcemain. While we have not anticipated a replacement of the forcemain the condition should be reviewed during construction to understand the condition of that asset.

6.

Beattie Drive-9595 Dudley Drive

7. Detailed Cost Estimates- see table

8.

Maps/and or drawings- included in answers

9. Design details

10. Class of Cost Estimate- Class B

11.

Estimates were prepared in 2017

12.

The District of Hudson's Hope will cover off any unexpected costs associated with this project.

Section 2

	Total Cost
Total SPF Request	484,438
Total Project Cost	484,438
Other Grants	0
Borrowing	0
Internal Contributions	0
Other Contributions	0

Eligible Cost

	Description	Quantity	Total Cost
Construction Materials	Pumps	2	12,000
	Discharge piping and valving	1	20,000
	Concrete Chamber and Access Hatches	1	150,000
	Foremain tie-in	1	15,000
	Instrumentation	1	30,000
	HVAC Upgrades	1	20,000
	Electrical upgrades	1	25,000
Sub total			272,000

Design/Engineering			
Sub total			
Other Eligible Costs	Programming and Alarms	1	10000
	Mobilization/Demobilitation to Site	1	35000
Sub total			45,000
Contingency			50,000

Ineligible Costs

	Total Cost
Land Acquisition	0
Legal Fees	0
Own Force Equipment and Employee Costs	0
Direct or indirect operating and employee cost	0
Tax rebate	0
Routine repair and maintenance Costs	0
Total Ineligible Costs	0
Total Gross Project Costs	

13. The project has not started

14. Estimated Project start Date:
September 15, 2017

15. Estimated Project completion date:
October 15,2017

16. Risks- the only risk at this time is fundng.

17. There will not be a request for the use of own force labour and equipment submitted for this project.

18. This project is not a part of a large project.
19. Alternate options for the project were not considered because of the nature of the need to get this project done.
20. This project has some major economic benefits including:
 - a. Growth of the community – residents and commercial
 - b. Stability of the economy
 - c. Long term cost savings
21. Non-measurable productivity and economic growth:
 - a. Future jobs and business as the capacity of the system is stabilized.
 - b. Increased services
22. Environment- This project will ensure that the environment is protected by preventing a major system failure that could pollute the Peace River. It will also be more environmentally effective.
23. Environmentally sustainable considerations – included in the long term environmental goals for the community and ensuring a cleaner method of treating waste water.
24. Benefits include:
 - a. More efficient treatment of waste water
 - b. Protecting the health and welfare of the community
 - c. Long term sustainability of the community.
25. Sec. 3.1 of the OCP outlines the goals of the community that emphasizes the need to ensure a positive growth of the community while protecting the environment.
26. This project is to upgrade the current waste water treatment system for a community of 1500.
27. 1500
28. 1500
29. This project supports inter jurisdictional collaboration and coordination by protecting the Peace River from potential pollution.
30. No
31. N/A

32. The project benefits the region by preventing potential failure of the treatment system and this having a major impact on the Peace River which in turn impacts on the region.

33. The innovation involved will include using the most modern techniques and materials needed to upgrade the treatment plant.

34. N/A

35. Long term financial plan- how many years?
N/A

36. The financial plan relates to all the other plans.

37. Operation and maintenance will be funded by the District over the long term.

38. Proportion of infrastructure replaced funded by the District.
N/A

39. Yes

40. Asset Inventory is complete
Yes.

42. Yes, there is an asset management plan.
Yes. 95% Complete.

43. This project will actually reduce service levels as the new equipment will not require as much maintenance as the current equipment requires.

44. Once the funding is provided, we will immediately work with our engineering consultants to carry out the improvements.

45. The current demands on the system require immediate improvements. Future demands will depend on when we upgrade this system.

46. This project will increase our capacity to treat waste water at current and future demand levels.

47. Future and current resource demands were all factored into the improvements.

48. The project does not consider climate related risks other than the potential for our current system to fail and have a major impact on the water of the Peace River.

49. There are no regulatory requirements as our current system is monitored to ensure that current regulations are met.

50. The key reasons that we are in need of this project:
- a. Prevent failure of the system
 - b. Prevent a major environmental impact on the Peace River and area
 - c. Ensure stability of our current and future demands.
 - d. Ensure that residential and business impacts do not occur.

REQUEST FOR DECISION

RFD#:	Date: June 6, 2017
Meeting#:	Originator: Tom Matus, CAO
RFD TITLE: Crown Land Lease Renewal for Rod & Gun Club	

BACKGROUND:

Administration initiated the crown land lease renewal for what was crown lease #801797 for the Hudson's Hope Rod & Gun Club.

DISCUSSION:

Administration has received the Notice of Final Review and the new Crown Lease, (thirty-year lease from Commencement Date of November 24, 2016 and, \$1.00 rental fee for the term), for signing for use by the Hudson's Hope Rod & Gun Club. This signature is time sensitive and is required by August 5th, 2017.

BUDGET:

\$200.00 application fee.

RECOMMENDATION / RESOLUTION:

That:

"Council approve the signing of the Notice of Final Review and the new Crown Land Lease Agreement #815855, lands for use by the Hudson's Hope Rod & Gun Club."



Tom Matus, CAO



Ministry of Forests, Lands and
Natural Resource Operations
100-10003 110th Ave
Fort St. John, BC V1J 6M7

Telephone No: 250-787-3439
Facsimile No: 250-261-2084

GST Registration No: R107864738

Your contact is: Sherry Cantlon

Our file: 0302366

Your file: Portage Creek

NOTICE OF FINAL REVIEW

June 5, 2017

HUDSON'S HOPE, DISTRICT OF
PO Box 330
Hudson'S Hope, BC V0C 1V0

Attention: Tom Matus

Dear Mr. Matus:

Re: Your Application for a Tenure over Crown Land

The review of your application for a lease for gun firing range purposes over:

THE EASTERN 1/2 OF THE NORTHEAST 1/4 OF DISTRICT LOT 1090 AND THE
WESTERN 1/2 OF THE NORTHWEST 1/4 OF DISTRICT LOT 1091, PEACE RIVER
DISTRICT, CONTAINING 63.07 HECTARES.

(the "Land") has reached the stage where we anticipate making our final decision once
the various matters described in this letter have been completed.

This is to replace Lease No. 801797 which expired November 24, 2016.

1. Deadline for Completion of Requirements

We ask that you complete the requirements described below on or before
August 5, 2017.

Please complete the Response to Notice of Final Review page attached,
indicating whether you will or will not proceed with the application and sign and
return that page to us for our records.

2. Requirements

Signing and Return of Tenure Documents

You must sign and deliver to us one copies of the lease document which are enclosed with this letter. You are responsible for ensuring that this is properly completed including, if applicable, obtaining any appropriate corporate authorizations and having any Land Title Act form C or D witnessed by a solicitor, notary or commissioner.

Monies Payable

You must deliver to us the following amounts:

Application Fee	*\$	200.00
GST Total	\$	<u>10.00</u>
Total Fees Payable	\$	<u>210.00</u>

* denotes GST payable

Your cheque or money order must be payable to the Minister of Finance and be delivered to 100-10003 110th Ave Fort St. John, BC V1J 6M7. Please quote our file number when sending us your payment.

If we disallow your application and do not grant a Crown land tenure to you, the Lease Rental and associated GST payment made by you as set out in section 2 will be returned to you.

Additional Requirements/Information

- All structures constructed or located on the right of way that passes between the tenured parcels may have to be relocated should future use of this right of way be required.

3. Process following completion of Requirements

If the requirements set out above are completed within the required time we expect to make our decision and advise you of that decision within 30 days.

Please note however that this letter does not constitute an offer by us and we reserve all our rights in connection with the decision making process, including, if appropriate, to disallow your application, to extend the decision making process and to establish additional requirements not set out in this letter.

Upon decision to issue the lease to you we will sign and return one copy of the lease to you.

4. Acknowledgments of the Applicant

You represent, acknowledge and agree that:

- (a) Your application for a Crown land tenure cannot be transferred to another person.
- (b) This Letter does not obligate us to issue the lease to you and does not give you any right to use or occupy the Land for any purpose.
- (c) You are responsible for, and encouraged to seek, your own legal advice with respect to:
 - (i) any laws, bylaws, orders, directions, ordinances and regulations associated with your use of the Land,
 - (ii) the terms and conditions set out in this Letter, and
 - (iii) the terms and conditions of, and your rights and obligations that will arise under, the lease.
- (d) You are responsible for the costs and expenses incurred by you in pursuing your application, including any cost you incur in connection with satisfying the requirements set out in this letter.
- (e) If you sign and return the lease to us that will constitute your offer to us to enter into the lease.

Freedom of Information

Personal information is collected under the *Land Act* for the purpose of administering Crown land. Information on your application, and if issued, your tenure, will become part of the Crown Land Registry, from which information is routinely made available to the public under Freedom of Information and Protection of Privacy legislation.

- 4 -

Yours truly,

A handwritten signature in black ink, appearing to read "H. J. Fisher".

Authorized Representative

cc: CSNR Finance, Fort St. John, BC Attn: Tammy Fisher

Response to Notice of Final Review

File No. 0302366

Ministry of Forests, Lands and Natural Resource Operations
100-10003 110th Ave
Fort St. John, BC V1J 6M7

Dear Sherry Cantlon:

Re: Application for lease



I/We wish to proceed to obtain a lease in accordance with the letter dated June 5, 2017 from the Ministry of Forests, Lands and Natural Resource Operations and enclose all copies of the lease which I/We have signed.



I/We do not wish to proceed to obtain a lease in accordance with the letter dated June 5, 2017 from the Ministry of Forests, Lands and Natural Resource Operations.

DATED the 6 of June, 2017



Applicant's signature/Applicant's
representative's signature

Applicant's signature/Applicant's
representative's signature



Print name of person signing

Print name of person signing



LEASE

Lease No.: 815855

File No.: 0302366

Disposition No.: 923647

THIS AGREEMENT is dated for reference June 2, 2017 and is made under the *Land Act*.

BETWEEN:

HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA, represented by the minister responsible for the *Land Act*, Parliament Buildings, Victoria, British Columbia

(the "Province")

AND:

DISTRICT OF HUDSON'S HOPE
PO Box 330
Hudson'S Hope, BC V0C 1V0

(the "Lessee")

The parties agree as follows:

ARTICLE 1 - INTERPRETATION

1.1 In this Agreement,

"Agreement" means this lease;

"Commencement Date" means November 24, 2016;

"disposition" has the meaning given to it in the *Land Act* and includes a licence of occupation;

"Hazardous Substances" means any substance which is hazardous to persons, property or the environment, including without limitation

(a) waste, as that term is defined in the *Environmental Management Act*; and

- (b) any other hazardous, toxic or other dangerous substance, the use, transportation or release into the environment of which, is now or from time to time prohibited, controlled or regulated under any laws or by any governmental authority, applicable to, or having jurisdiction in relation to, the Land;

“Improvements” includes anything made, constructed, erected, built, altered, repaired or added to, in, on or under the Land, and attached to it or intended to become a part of it, and also includes any clearing, excavating, digging, drilling, tunnelling, filling, grading or ditching of, in, on or under the Land;

“Land” means that part or those parts of the Crown land either described in, or shown outlined by bold line on, the schedule attached to this Agreement entitled “Legal Description Schedule” except for those parts of the land that, on the Commencement Date, consist of highways (as defined in the *Transportation Act*) and land covered by water;

“Management Plan” means the most recent management plan prepared by you in a form approved by us, signed and dated by the parties, and held on file by us;

“Realty Taxes” means all taxes, rates, levies, duties, charges and assessments levied or charged, at any time, by any government authority having jurisdiction which relate to the Land, the Improvements or both of them and which you are liable to pay under applicable laws;

“Rent” means the rent set out in Article 3;

“Security” means the security referred to in section 6.1 or 6.2, as replaced or supplemented in accordance with section 6.5;

“Term” means the period of time set out in section 2.2;

“we”, “us” or “our” refers to the Province alone and never refers to the combination of the Province and the Lessee: that combination is referred to as **“the parties”**; and

“you” or “your” refers to the Lessee.

- 1.2 In this Agreement, “person” includes a corporation, partnership or party, and the personal or other legal representatives of a person to whom the context can apply according to law and wherever the singular or masculine form is used in this Agreement it will be construed as the plural or feminine or neuter form, as the case may be, and vice versa where the context or parties require.
- 1.3 The captions and headings contained in this Agreement are for convenience only and do not define or in any way limit the scope or intent of this Agreement.

- 1.4 This Agreement will be interpreted according to the laws of the Province of British Columbia.
- 1.5 Where there is a reference to an enactment of the Province of British Columbia or of Canada in this Agreement, that reference will include a reference to every amendment to it, every regulation made under it and any subsequent enactment of like effect and, unless otherwise indicated, all enactments referred to in this Agreement are enactments of the Province of British Columbia.
- 1.6 If any section of this Agreement, or any part of a section, is found to be illegal or unenforceable, that section or part of a section, as the case may be, will be considered separate and severable and the remainder of this Agreement will not be affected and this Agreement will be enforceable to the fullest extent permitted by law.
- 1.7 Each schedule to this Agreement is an integral part of this Agreement as if set out at length in the body of this Agreement.
- 1.8 This Agreement constitutes the entire agreement between the parties and no understanding or agreement, oral or otherwise, exists between the parties with respect to the subject matter of this Agreement except as expressly set out in this Agreement and this Agreement may not be modified except by subsequent agreement in writing between the parties.
- 1.9 Each party will, upon the request of the other, do or cause to be done all lawful acts necessary for the performance of the provisions of this Agreement.
- 1.10 Any liabilities or obligations of either party arising, or to be performed, before or as a result of the termination of this Agreement, and which have not been satisfied or remain unperformed at the termination of this Agreement, any indemnity and any release in our favour and any other provision which specifically states that it will survive the termination of this Agreement, shall survive and not be affected by the expiration of the Term or the termination of this Agreement.
- 1.11 Time is of the essence of this Agreement.
- 1.12 Wherever this Agreement provides that an action may be taken, a consent or approval must be obtained or a determination must be made, then you or we, as the case may be, will act reasonably in taking such action, deciding whether to provide such consent or approval or making such determination; but where this Agreement states that you or we have sole discretion to take an action, provide a consent or approval or make a determination, there will be no requirement to show reasonableness or to act reasonably in taking that action, providing that consent or approval or making that determination.
- 1.13 Any requirement under this Agreement for us to act reasonably shall not require us to act in a manner that is contrary to or inconsistent with any legislation, regulations, Treasury Board
-

directives or other enactments or any policy, directive, executive direction or other such guideline of general application.

- 1.14 Where this Agreement contains the forms of words contained in Column I of Schedule 4 of the *Land Transfer Form Act*, those words will have the same effect and be construed as if the appropriate forms of words contained in Column II of that Schedule were contained in this Agreement, unless the context requires another construction of those words.

ARTICLE 2 - GRANT AND TERM

- 2.1 On the terms and conditions set out in this Agreement, we grant you a lease of the Land for gun firing range purposes, as set out in the Management Plan.
- 2.2 The term of this Agreement commences on the Commencement Date and terminates on the 30th anniversary of that date, or such earlier date provided for in this Agreement. We reserve the right to terminate this Agreement in certain circumstances as expressly provided in this Agreement.

ARTICLE 3 - RENT

- 3.1 The Rent for the Term is \$1.00, the receipt of which we acknowledge.

ARTICLE 4 - COVENANTS

- 4.1 You must
- (a) pay, when due,
 - (i) the Rent to us at the address set out in Article 10,
 - (ii) the Realty Taxes, and
 - (iii) all charges for electricity, gas, water and other utilities supplied to the Land;
 - (b) deliver to us, immediately upon demand, receipts or other evidence of the payment of Realty Taxes and all other money required to be paid by you under this Agreement;
 - (c) observe, abide by and comply with
 - (i) all applicable laws, bylaws, orders, directions, ordinances and regulations of any

government authority having jurisdiction in any way affecting your use or occupation of the Land or the Improvements including without limitation all laws, bylaws, orders, directions, ordinances and regulations relating in any way to Hazardous Substances, the environment and human health and safety, and

- (ii) the provisions of this Agreement;
- (d) in respect of the use of the Land by you or by any person who enters upon or uses the Land as a result of your use of the Land under this Agreement, keep the Land and the Improvements in a safe, clean and sanitary condition satisfactory to us, and at our written request, rectify any failure to comply with such a covenant by making the Land and the Improvements safe, clean and sanitary;
- (e) not commit any wilful or voluntary waste, spoil or destruction on the Land or do anything on the Land that may be or become a nuisance to an owner or occupier of land in the vicinity of the Land;
- (f) use and occupy the Land only in accordance with and for the purposes set out in the Management Plan;
- (g) not construct, place or affix any Improvement on or to the Land except as permitted in the Management Plan;
- (h) pay all accounts and expenses as they become due for labour or services performed on, or materials supplied to, the Land except for money that you are required to hold back under the *Builders Lien Act*;
- (i) if any claim of lien over the Land is made under the *Builders Lien Act*, immediately take all steps necessary to have the lien discharged, unless the claim of lien is being contested in good faith by you and you have taken the steps necessary to ensure that the claim of lien will not subject the Land or any interest of yours under this Agreement to sale or forfeiture;
- (j) not cut or remove timber on or from the Land without being granted the right under the *Forest Act* to harvest Crown timber on the Land;
- (k) take all reasonable precautions to avoid disturbing or damaging any archaeological material found on or under the Land and, upon discovering any archaeological material on or under the Land, you must immediately notify the ministry responsible for administering the *Heritage Conservation Act*;
- (l) permit us, or our authorized representatives, to enter on the Land at any time to inspect the Land and the Improvements, including without limitation to test and remove soil,

groundwater and other materials and substances, where the inspection may be necessary or advisable for us to determine whether or not you have complied with your obligations under this Agreement with respect to Hazardous Substances, provided that we take reasonable steps to minimize any disruption of your operations;

- (m) indemnify and save us and our servants, employees and agents harmless against all claims, actions, causes of action, losses, damages, costs and liabilities, including fees of solicitors and other professional advisors, arising out of one or more of the following:
- (i) any breach, violation or non-performance of a provision of this Agreement,
 - (ii) any conflict between your use of the Land under this Agreement and the lawful use of the Land by any other person, and
 - (iii) any personal injury, bodily injury (including death) or property damage occurring or happening on or off the Land by virtue of your entry upon, use or occupation of the Land,

and the amount of all such losses, damages, costs and liabilities will be payable to us immediately upon demand; and

- (n) on the termination of this Agreement,
- (i) peaceably quit and deliver to us possession of the Land and, subject to paragraphs (ii) and (iii), the Improvements in a safe, clean and sanitary condition,
 - (ii) within 90 days, remove from the Land any Improvement you want to remove, if the Improvement was placed on or made to the Land by you, is in the nature of a tenant's fixture normally removable by tenants and is not part of a building (other than as a tenant's fixture) or part of the Land and you are not in default of this Agreement,
 - (iii) remove from the Land any Improvement that we, in writing, direct or permit you to remove, other than any Improvement permitted to be placed on or made to the Land under another disposition, and
 - (iv) restore the surface of the Land to the condition that the Land was in on the Commencement Date, but if you are not directed or permitted to remove an Improvement under paragraph (iii), this paragraph will not apply to that part of the surface of the Land on which that Improvement is located,

and all of your right, interest and estate in the Land will be absolutely forfeited to us,

and to the extent necessary, this covenant will survive the termination of this Agreement.

4.2 You will not permit any person who enters upon or uses the Land as a result of your use of the Land under this Agreement to do anything you are restricted from doing under this Article.

4.3 You must not use all or any part of the Land

- (a) for the storage or disposal of any Hazardous Substances; or
- (b) in any other manner whatsoever which causes or contributes to any Hazardous Substances being added or released on, to or under the Land or into the environment from the Land;

unless

- (c) such storage, disposal, release or other use does not result in your breach of any other provision of this Agreement, including without limitation, your obligation to comply with all laws relating in any way to Hazardous Substances, the environment and human health and safety; and
- (d) we have given our prior written approval to such storage, disposal, release or other use and for certainty any such consent operates only as a consent for the purposes of this section and does not bind, limit, or otherwise affect any other governmental authority from whom any consent, permit or approval may be required.

4.4 Despite any other provision of this Agreement you must:

- (a) on the expiry or earlier termination of this Agreement; and
- (b) at any time if we request and if you are in breach of your obligations under this Agreement relating to Hazardous Substances;

promptly remove from the Land all Hazardous Substances stored, or disposed of, on the Land, or which have otherwise been added or released on, to or under the Land:

- (c) by you; or
- (d) as a result of the use of the Land under this Agreement;

save and except only to the extent that we have given a prior written approval expressly allowing specified Hazardous Substances to remain on the Land following the expiry of the Term.

4.5 We may from time to time

- (a) in the event of the expiry or earlier termination of this Agreement;
- (b) as a condition of our consideration of any request for consent to an assignment of this Agreement; or
- (c) if we have a reasonable basis for believing that you are in breach of your obligations under this Agreement relating to Hazardous Substances;

provide you with a written request to investigate the environmental condition of the Land and upon any such request you must promptly obtain, at your cost, and provide us with, a report from a qualified and independent professional who has been approved by us, as to the environmental condition of the Land, the scope of which must be satisfactory to us and which may include all such tests and investigations that such professional may consider to be necessary or advisable to determine whether or not you have complied with your obligations under this Agreement with respect to Hazardous Substances.

4.6 You must at our request from time to time, but not more frequently than annually, provide us with your certificate (and if you are a corporation such certificate must be given by a senior officer) certifying that you are in compliance with all of your obligations under this Agreement pertaining to Hazardous Substances, and that no adverse environmental occurrences have taken place on the Land, other than as disclosed in writing to us.

4.7 We will provide you with quiet enjoyment of the Land.

ARTICLE 5 - LIMITATIONS

5.1 You agree with us that

- (a) in addition to the other reservations and exceptions expressly provided in this Agreement this Agreement is subject to the exceptions and reservations of interests, rights, privileges and titles referred to in section 50 of the *Land Act*;
- (b) other persons may hold or acquire rights to use the Land in accordance with enactments other than the *Land Act* or the *Ministry of Lands, Parks and Housing Act*, including rights held or acquired under the *Coal Act*, *Forest Act*, *Geothermal Resources Act*, *Mineral Tenure Act*, *Petroleum and Natural Gas Act*, *Range Act*, *Water Sustainability Act* or *Wildlife Act* (or any prior or subsequent enactment of the Province of British Columbia of like effect); such rights may exist as of the Commencement Date and may be granted or acquired subsequent to the Commencement Date and may affect your use

of the Land;

- (c) with your prior consent, which consent you will not unreasonably withhold, we may make other dispositions of or over the Land, or any part of it, by way of easement, right of way or statutory right of way, to any person, including a Crown agency or ministry, and, upon such consent being given you will, if required by us, execute and deliver to us such instrument as may be necessary to subordinate your rights under this Agreement to such easement, right of way or statutory right of way;
- (d) for the purpose of subsection (c), you will be deemed to have reasonably withheld your consent if a disposition made under that subsection would have a material adverse impact on your use of the Land under this Agreement;
- (e) you have no right to compensation from us and you release us from all claims, actions, causes of action, suits, debts and demands that you now have or may at any time in the future have against us arising out of any conflict between your use of the Land under this Agreement and any use of, or impact on the Land arising from the exercise, or operation of the interests, rights, privileges and titles described in subsections (a), (b), and (c);
- (f) if a proposed disposition under subsection (c) will not have a material adverse impact on your use of the Land under this Agreement you must not require any payment, whether as compensation or any other charge, as a condition of your consent to that disposition;
- (g) you will not commence or maintain proceedings under section 65 of the *Land Act* in respect of any interference with your use of the Land under this Agreement that arises as a result of the exercise or operation of the interests, rights, privileges and titles described in subsections (a), (b) and (c);
- (h) any interference with your use of the Land under this Agreement as a result of the exercise or operation of the interests, rights, privileges and titles described in subsection (a), (b) and (c) will not constitute a breach of our covenant of quiet enjoyment and you release and discharge us from all claims for loss or damage arising directly or indirectly out of any such interference;
- (i) this Agreement does not limit any right to notice, compensation or any other benefit that you may be entitled to from time to time under the enactments described in subsection (b), or any other applicable enactment;
- (j) you will not remove or permit the removal of any Improvement from the Land except as expressly permitted or required under this Agreement;

- (k) any interest you may have in the Improvements ceases to exist and becomes our property upon termination of this Agreement, except where an Improvement may be removed under paragraph 4.1(n)(ii) or (iii) in which case any interest you may have in that Improvement ceases to exist and becomes our property if the Improvement is not removed from the Land within the time period set out in paragraph 4.1(n)(ii) or the time period provided for in the direction or permission given under paragraph 4.1(n)(iii); and
- (l) if, after the termination of this Agreement, we permit you to remain in possession of the Land and we accept money from you in respect of such possession, a tenancy from year to year will not be created by implication of law and you will be deemed to be a monthly tenant only subject to all of the provisions of this Agreement, except as to duration, in the absence of a written agreement to the contrary.

ARTICLE 6 - SECURITY AND INSURANCE

- 6.1 On the Commencement Date, you will deliver to us Security in the amount of \$0.00 which will
 - (a) guarantee the performance of your obligations under this Agreement;
 - (b) be in the form required by us; and
 - (c) remain in effect until we certify, in writing, that you have fully performed your obligations under this Agreement.
- 6.2 Despite section 6.1, your obligations under that section are suspended for so long as you maintain in good standing other security acceptable to us to guarantee the performance of your obligations under this Agreement and all other dispositions held by you.
- 6.3 We may use the Security for the payment of any costs and expenses associated with any of your obligations under this Agreement that are not performed by you or to pay any overdue Rent and, if such event occurs, you will, within 30 days of that event, deliver further Security to us in an amount equal to the amount drawn down by us.
- 6.4 After we certify, in writing, that you have fully performed your obligations under this Agreement, we will return to you the Security maintained under section 6.1, less all amounts drawn down by us under section 6.3.
- 6.5 You acknowledge that we may, from time to time, notify you to
 - (a) change the form or amount of the Security; and
 - (b) provide and maintain another form of Security in replacement of or in addition to the

Security posted by you under this Agreement;

and you will, within 60 days of receiving such notice, deliver to us written confirmation that the change has been made or the replacement or additional form of Security has been provided by you.

6.6 You must

- (a) without limiting your obligations or liabilities under this Agreement, at your expense, purchase and maintain during the Term the following insurance with insurers licensed to do business in Canada:
 - (i) Commercial General Liability insurance in an amount of not less than \$2,000,000.00 inclusive per occurrence insuring against liability for personal injury, bodily injury (including death) and property damage, including coverage for all accidents or occurrences on the Land or the Improvements. Such policy will include cross liability, liability assumed under contract, provision to provide 30 days advance notice to us of material change or cancellation, and include us as additional insured;
- (b) ensure that all insurance required to be maintained by you under this Agreement is primary and does not require the sharing of any loss by any of our insurers;
- (c) within 10 working days of Commencement Date of this Agreement, provide to us evidence of all required insurance in the form of a completed "Province of British Columbia Certificate of Insurance";
- (d) if the required insurance policy or policies expire or are cancelled before the end of the Term of this Agreement, provide within 10 working days of the cancellation or expiration, evidence of new or renewal policy or policies of all required insurance in the form of a completed "Province of British Columbia Certificate of Insurance";
- (e) notwithstanding subsection (c) or (d) above, if requested by us, provide to us certified copies of the required insurance policies.

6.7 We may, acting reasonably, from time to time, require you to

- (a) change the amount of insurance set out in subsection 6.6(a); and
- (b) provide and maintain another type or types of insurance in replacement of or in addition to the insurance previously required to be maintained by you under this Agreement;

and you will, within 60 days of receiving such notice, cause the amounts and types to be

changed and deliver to us a completed "Province of British Columbia Certificate of Insurance" for all insurance then required to be maintained by you under this Agreement.

- 6.8 You shall provide, maintain, and pay for any additional insurance which you are required by law to carry, or which you consider necessary to insure risks not otherwise covered by the insurance specified in this Agreement in your sole discretion.
- 6.9 You waive all rights of recourse against us with regard to damage to your own property.

ARTICLE 7 - ASSIGNMENT

- 7.1 You must not sublease, assign, mortgage or transfer this Agreement, or permit any person to use or occupy the Land, without our prior written consent, which consent we may withhold.
- 7.2 Prior to considering a request for our consent under section 7.1, we may require you to meet certain conditions, including without limitation, that you provide us with a report as to the environmental condition of the Land as provided in section 4.5.

ARTICLE 8 - TERMINATION

- 8.1 You agree with us that
- (a) if you
 - (i) default in the payment of any money payable by you under this Agreement, or
 - (ii) fail to observe, abide by and comply with the provisions of this Agreement (other than the payment of any money payable by you under this Agreement),and your default or failure continues for 60 days after we give written notice of the default or failure to you,
 - (b) if, in our opinion, you fail to make diligent use of the Land for the purposes set out in this Agreement, and your failure continues for 60 days after we give written notice of the failure to you;
 - (c) if you
 - (i) become insolvent or make an assignment for the general benefit of your creditors,

- (ii) commit an act which entitles a person to take action under the *Bankruptcy and Insolvency Act* (Canada) or a bankruptcy petition is filed or presented against you or you consent to the filing of the petition or a decree is entered by a court of competent jurisdiction adjudging you bankrupt under any law relating to bankruptcy or insolvency, or
- (iii) voluntarily enter into an arrangement with your creditors;
- (d) if you are a corporation,
 - (i) a receiver or receiver-manager is appointed to administer or carry on your business, or
 - (ii) an order is made, a resolution passed or a petition filed for your liquidation or winding up;
- (e) if you are a society, you convert into a company in accordance with the *Society Act* without our prior written consent; or
- (f) if this Agreement is taken in execution or attachment by any person;

this Agreement will, at our option and with or without entry, terminate, and all of your right, interest and estate in the Land will be absolutely forfeited to us.

8.2 If the condition complained of (other than the payment of any money payable by you under this Agreement) reasonably requires more time to cure than 60 days, you will be deemed to have complied with the remedying of it if you commence remedying or curing the condition within 60 days and diligently complete the same.

8.3 You agree with us that

- (a) you will make no claim against us for compensation, in damages or otherwise, upon the lawful termination of this Agreement under section 8.1; and
- (b) our remedies under this Article are in addition to those available to us under the *Land Act*.

ARTICLE 9 - DISPUTE RESOLUTION

9.1 If any dispute arises under this Agreement, the parties will make all reasonable efforts to resolve the dispute within 60 days of the dispute arising (or within such other time period agreed to by the parties) and, subject to applicable laws, provide candid and timely disclosure

to each other of all relevant facts, information and documents to facilitate those efforts.

- 9.2 Subject to section 9.5, if a dispute under this Agreement cannot be resolved under section 9.1, we or you may refer the dispute to arbitration conducted by a sole arbitrator appointed pursuant to the *Commercial Arbitration Act*.
- 9.3 The cost of the arbitration referred to in section 9.2 will be shared equally by the parties and the arbitration will be governed by the laws of the Province of British Columbia.
- 9.4 The arbitration will be conducted at our offices (or the offices of our authorized representative) in Fort St. John, British Columbia, and if we or our authorized representative have no office in Fort St. John, British Columbia, then our offices (or the offices of our authorized representative) that are closest to Fort St. John, British Columbia.
- 9.5 A dispute under this Agreement in respect of a matter within our sole discretion cannot, unless we agree, be referred to arbitration as set out in section 9.2.

ARTICLE 10 - NOTICE

- 10.1 Any notice required to be given by either party to the other will be deemed to be given if mailed by prepaid registered mail in Canada or delivered to the address of the other as follows:

to us

MINISTRY OF FORESTS, LANDS AND NATURAL RESOURCE OPERATIONS
100-10003 110th Ave
Fort St. John, BC V1J 6M7;

to you

DISTRICT OF HUDSON'S HOPE
PO Box 330
Hudson's Hope, BC V0C 1V0;

or at such other address as a party may, from time to time, direct in writing, and any such notice will be deemed to have been received if delivered, on the day of delivery, and if mailed, 7 days after the time of mailing, except in the case of mail interruption in which case actual receipt is required.

- 10.2 In order to expedite the delivery of any notice required to be given by either party to the other, a concurrent facsimile copy of any notice will, where possible, be provided to the other party
-

but nothing in this section, and specifically the lack of delivery of a facsimile copy of any notice, will affect the deemed delivery provided in section 10.1.

- 10.3 The delivery of all money payable to us under this Agreement will be effected by hand, courier or prepaid regular mail to the address specified above, or by any other payment procedure agreed to by the parties, such deliveries to be effective on actual receipt.

ARTICLE 11 - MISCELLANEOUS

- 11.1 No provision of this Agreement will be considered to have been waived unless the waiver is in writing, and a waiver of a breach of a provision of this Agreement will not be construed as or constitute a waiver of any further or other breach of the same or any other provision of this Agreement, and a consent or approval to any act requiring consent or approval will not waive or render unnecessary the requirement to obtain consent or approval to any subsequent same or similar act.
- 11.2 No remedy conferred upon or reserved to us under this Agreement is exclusive of any other remedy in this Agreement or provided by law, but that remedy will be in addition to all other remedies in this Agreement or then existing at law, in equity or by statute.
- 11.3 The grant of a sublease, assignment or transfer of this Agreement does not release you from your obligation to observe and perform all the provisions of this Agreement on your part to be observed and performed unless we specifically release you from such obligation in our consent to the sublease, assignment or transfer of this Agreement.
- 11.4 This Agreement extends to, is binding upon and enures to the benefit of the parties, their heirs, executors, administrators, successors and permitted assigns.
- 11.5 If, due to a strike, lockout, labour dispute, act of God, inability to obtain labour or materials, law, ordinance, rule, regulation or order of a competent governmental authority, enemy or hostile action, civil commotion, fire or other casualty or any condition or cause beyond your reasonable control, other than normal weather conditions, you are delayed in performing any of your obligations under this Agreement, the time for the performance of that obligation will be extended by a period of time equal to the period of time of the delay so long as
- (a) you give notice to us within 30 days of the commencement of the delay setting forth the nature of the delay and an estimated time frame for the performance of your obligation; and
 - (b) you diligently attempt to remove the delay.
- 11.6 You acknowledge and agree with us that
-

- (a) this Agreement has been granted to you on the basis that you accept the Land on an “as is” basis;
- (b) without limitation we have not made, and you have not relied upon, any representation or warranty from us as to
 - (i) the suitability of the Land for any particular use, including the use permitted by this Agreement;
 - (ii) the condition of the Land (including surface and groundwater), environmental or otherwise, including the presence of or absence of any toxic, hazardous, dangerous or potentially dangerous substances on or under the Land and the current and past uses of the Land and any surrounding land and whether or not the Land is susceptible to erosion or flooding;
 - (iii) the general condition and state of all utilities or other systems on or under the Land or which serve the Land;
 - (iv) the zoning of the Land and the bylaws of any government authority which relate to the development, use and occupation of the Land; and
 - (v) the application of any federal or provincial enactment or law to the Land;
- (c) you have been afforded a reasonable opportunity to inspect the Land or to carry out such other audits, investigations, tests and surveys as you consider necessary to investigate those matters set out in subsection (b) to your satisfaction before entering into this Agreement;
- (d) you waive, to the extent permitted by law, the requirement if any, for us to provide you with a “site profile” under the *Environmental Management Act* or any regulations made under that act;
- (e) we are under no obligation, express or implied, to provide financial assistance or to contribute toward the cost of servicing, creating or developing the Land or the Improvements and you are solely responsible for all costs and expenses associated with your use of the Land and the Improvements for the purposes set out in this Agreement; and
- (f) we are under no obligation to provide access or services to the Land or to maintain or improve existing access roads.

11.7 You agree with us that nothing in this Agreement constitutes you as our agent, joint venturer or

partner or gives you any authority or power to bind us in any way.

- 11.8 This Agreement does not override or affect any powers, privileges or immunities to which you are entitled under any enactment of the Province of British Columbia.

The parties have executed this Agreement as of the date of reference of this Agreement.

SIGNED on behalf of **HER MAJESTY
THE QUEEN IN RIGHT OF THE
PROVINCE OF BRITISH COLUMBIA**
by the minister responsible for the *Land Act*
or the minister's authorized representative

Minister responsible for the *Land Act*
or the minister's authorized representative

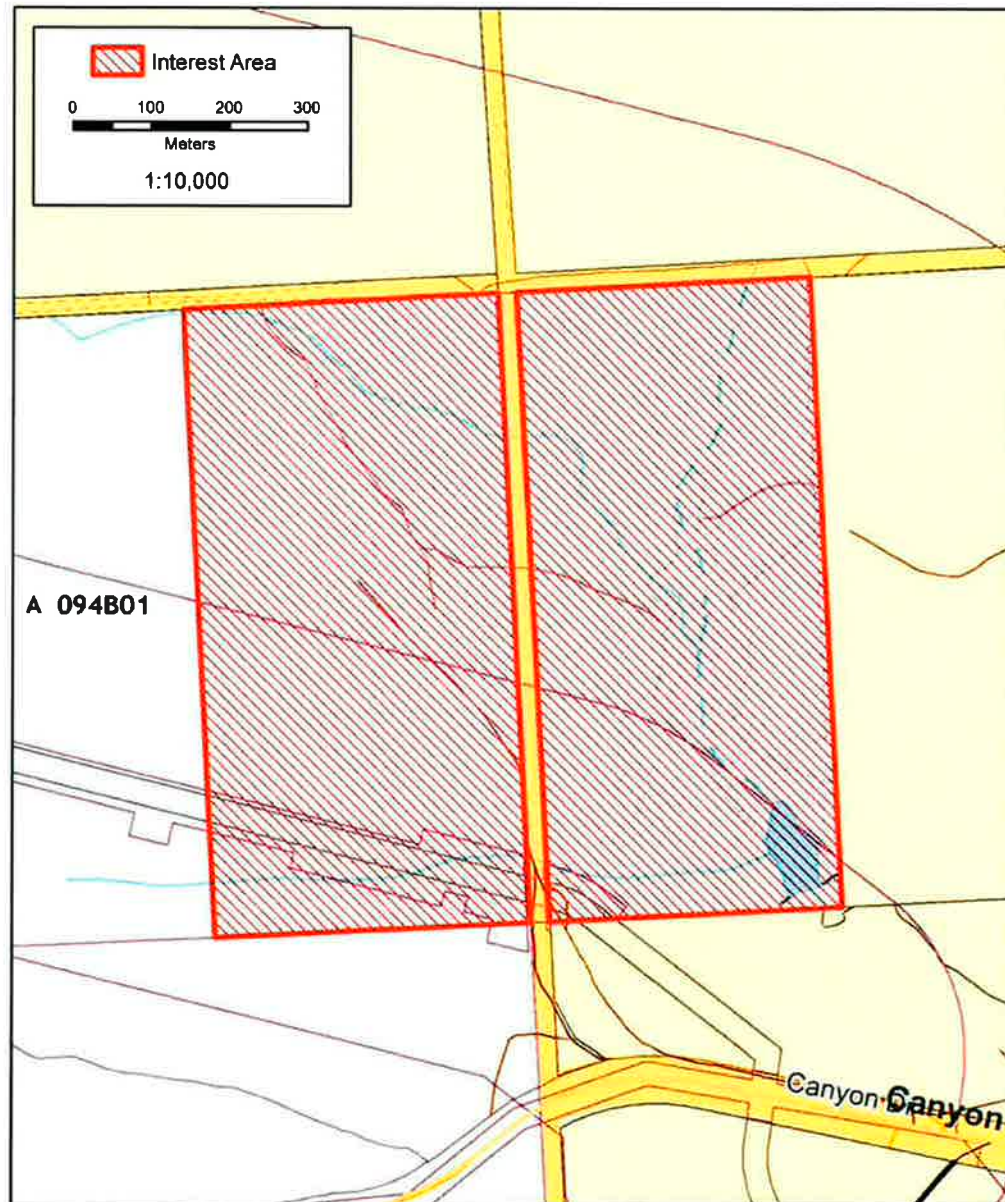
SIGNED on behalf of **DISTRICT OF HUDSON'S HOPE**
by a duly authorized signatory



Authorized Signatory

LEGAL DESCRIPTION SCHEDULE

THE EASTERN 1/2 OF THE NORTHEAST 1/4 OF DISTRICT LOT 1090 AND THE WESTERN 1/2 OF THE NORTHWEST 1/4 OF DISTRICT LOT 1091, PEACE RIVER DISTRICT,
CONTAINING 63.07 HECTARES.



REQUEST FOR DECISION

RFD#:	Date: June 8, 2017
Meeting#: CM061217	Originator: Tom Matus, CAO
RFD TITLE: Baseball Field Upgrade Holdback	

BACKGROUND:

In 2013 the District of Hudson's Hope contracted Wilson Concrete – Northern Vac Services Ltd. to do the upgrade of the baseball field located by the arena.

An issue with the contractor arose in regard to seeding of the field which the contractor neglected to do but wanted payment for this work as they felt the District could have done the seeding. Administration disagreed as this work was part of the Scope of Work in the contract. The contractor and the District were at a stale mate. Administration, at various times over the years requested that the contractor, the Project Engineer and District Admin meet to resolve this issue.

DISCUSSION:

Wilson Concrete has signed off on a change Order to remove this work from the contractor resulting in the District not having to pay for this item. The removal of the seeding portion of the contract (\$15,997.50) renders the contractor eligible for their holdback of \$12,424.05, to be paid not before June 6th, as per the Project Engineer, Urban Systems direction. No accrued interest was paid on this transaction.

This item had not been included in the 2017 Capital budget. Until this issue could be resolved, dating back to 2013, Admin chose not to budget for it – chose to await resolution of the conflict and handle as an extra budgeted item.

BUDGET:

\$12,424.05 from General Capital Works, M&E Reserves Funds.

2017 year-end budgeted remaining balance of \$36,017.00. Should we need to “borrow” or transfer funds we may do this from the General O&M Fund which has a 2017 year-end budgeted remaining balance of \$2,696,024.00.

RECOMMENDATION / RESOLUTION:

That:

“Council approve the expenditure of the Holdback Payment to Wilson Concrete – Northern Vac Services Ltd in the amount of \$12,424.05 as recommended by our Project Engineer. This to be expensed through the General Capital Works, M&E Reserves Fund.”



Tom Matus, CAO

June 02, 2017

File: 1190.0158.02-F

District of Hudson's Hope
9904 – 100th Avenue
PO Box 330
Hudson's Hope, BC V0C 1V0

Attention: Tom Matus, CAO

RE: IDSTRIC OF HUDSON'S HOPE BASEBALL FIELD UPGRADES

PROGRESS CERTIFICATE 2 – BUILDERS LIEN HOLDBACK RELEASE

A copy of Payment Certificate No. 2 is enclosed, pursuant to General Conditions Clause 18. This Payment Certificate covers the release of Builders Lien Holdback monies.

The amount due and payable to the Contractor is **\$12,424.05** (including GST). Please make payment directly to the Contractor at:

Wilson Concrete – Northern Vac Services Ltd.
P.O. Box 6868
Fort St. John, BC V1J 4J3
Attention: Anthony Desfosses

Also enclosed is a copy of the Contractor's Statutory Declaration and Clearance Letter from WorkSafe BC as required by the Contract Documents.

We recommend that you check for liens filed against the project site or lien fund prior to making this payment.

Sincerely,

URBAN SYSTEMS LTD.



Mark Hall, ASCT
Contract Administrator

/crb

Encls.

cc: Wilson Concrete – Northern Vac Services Ltd.

U:\Projects_FS\1066410030-Temp Folder\02\Financial\2017-06-06-LET-Payment Certificate 2-BLHR.docx



PROGRESS CERTIFICATE

PROJECT: Baseball Field Upgrades
LOCATION: District of Hudson's Hope
OWNER: District of Hudson's Hope
CONTRACTOR: Wilson Concrete - Northern Vac Services Ltd.

Estimate No.: 2
Date: June 2, 2017
Project No.: 0664.0030.02

Item No.	Section	Description	Unit	Quantity	Total Quantity	Previous Quantity	Quantity This Pay	Unit Price	Amount This Payment	Total Amount
DIVISION 31 - EARTHWORKS										
Section 31 11 01 - Clearing and Grubbing										
	SS 1.4.3	Sod Removal and Disposal	m ²	4710	4710.0	4710.0	0.0	\$ 4.75	\$ -	\$ 22,372.50
	SS 1.4.4	Removals	L.S.	1	1.0	1.0	0.0	\$ 3,600.00	\$ -	\$ 3,600.00
31 22 01 - Site Grading : Landscaping										
	1.4.1	Topsoil Stripping and Reuse	m ³	360	0.0		0.0	\$ 10.00	\$ -	\$ -
	1.4.2	Common Excavation - On-Site Re-Use	m ³	390	215.0	215.0	0.0	\$ 10.00	\$ -	\$ 2,150.00
	1.4.5	Preparation and Compaction of Subgrade	m ²	4710	4710.0	4710.0	0.0	\$ 2.00	\$ -	\$ 9,420.00
31 24 13 - Roadway Excavation, Embankment and Compaction										
	1.8.7	Import Embankment Fill - well draining	m ³	240	377.0	377.0	0.0	\$ 42.00	\$ -	\$ 15,834.00
DIVISION 32 - ROADS AND SITE IMPROVEMENTS										
32 31 13 - Chain Link Fences & Gates										
	1.5.1	Chain Link Fence (1800 mm)	lm	173	170.8	170.8	0.0	\$ 87.50	\$ -	\$ 14,945.00
	1.5.2	Chain Link Fence Gates (double 4876 mm)	ea	1	1.0	1.0	0.0	\$ 2,050.00	\$ -	\$ 2,050.00
	1.5.2	Chain Link Fence Gates (single 1200 mm)	ea	1	2.0	2.0	0.0	\$ 500.00	\$ -	\$ 1,000.00
32 91 21 - Topsoil and Finish Grading										
	SS 1.4.4	Installation of Owner Supplied Bentonite Material	m ²	2350	2159.0	2159.0	0.0	\$ 4.75	\$ -	\$ 10,255.25
32 92 20 - Seeding										
	1.8.1	Seeding	m ²	2370	2370.0	2370.0	0.0	\$ 6.75	\$ -	\$ 15,997.50
ALTERNATE ITEMS										
	1.8.1	Nursery Sod	m ²	2370	0.0			\$ 16.00	\$ -	\$ -
	1.4.1	Imported Topsoil 150 mm	m ³	100	0.0			\$ 42.00	\$ -	\$ -



PROGRESS CERTIFICATE

PROJECT: Baseball Field Upgrades
LOCATION: District of Hudson's Hope
OWNER: District of Hudson's Hope
CONTRACTOR: Wilson Concrete - Northern Vac Services Ltd.

Estimate No.: 2
Date: June 2, 2017
Project No.: 0664.0030.02

Item No.	Section	Description	Unit	Quantity	Total Quantity	Previous Quantity	Quantity This Pay	Unit Price	Amount This Payment	Total Amount
OPTIONAL ITEMS										
	SS 1	Players Benches NRS BE-PG21 (Optional)	each	2	2.0	2.0	0.0	\$ 1,600.00	\$ -	\$ 3,200.00
	1.5.5	Remove & Reinstall Players Dugouts (Optional)	L.S.	1	1.0	1.0	0.0	\$ 17,500.00	\$ -	\$ 17,500.00
	1.5.5	Remove & Reinstall Chainlink Backstop 9 m x 8 m x 9 m x 6.1 m high (Optional)	L.S.	1	0.0	0.0	0.0	\$ 10,500.00	\$ -	\$ -
	1.5.6	Repair Existing 1500 mm Chain Link Fence (Optional)	L.S.	1	0.0	0.0	0.0	\$ 10,200.00	\$ -	\$ -
	CO #2	Removal of Maintenance Holdback Seeding from Contract (previously shown as a Deficiency Holdback)	LS	1	1.0	0	1	-\$ 15,997.50	-\$ 15,997.50	-\$ 15,997.50
Sub-Total									-\$ 15,997.50	\$ 102,326.75
10% Builders Lien									\$ -	\$ -
Builders Lien Holdback Release									-\$ 11,832.43	\$ -
Deficiency Holdback Release									\$ -	\$ -
Maintenance Holdback Release									-\$ 15,997.50	\$ -
Sub-Total									\$ 11,832.43	\$ 102,326.75
5% GST									\$ 591.62	\$ 5,116.34
Total Progress Amount									\$ 12,424.05	\$ 107,443.09
Less Previous Amount										\$ 95,019.04
TOTAL AMOUNT DUE										\$ 12,424.05

Certified by:


 Mark Hall, ASCT, Contract Administrator

Statutory Declaration of Progress Payment Distribution by Contractor

Standard Construction Document

CCDC 9A - 2001

To be made by the Contractor **prior to payment** when required as a condition for either:

- ☐ second and subsequent progress payments; or
☒ release of holdback.

The last application for progress payment for which the Declarant has received payment is No. _____
dated the 7 day of February
in the year 2014.

Identification of Contract

Name of Contract (Location and description of the Work as it appears in the Contract Documents)

District of Hudson's Hope - Baseball Field Upgrades

Date of Contract: 12 August 2013
Day Month Year

Name of Owner

District of Hudson's Hope

Name of Contractor

Northern Vac Services DBA Wilson Concrete

Identification of Declarant

Name of Declarant

Anthony Desfosses

Position or Title (of office held with Contractor)

Regional Manager

Declaration

I solemnly declare that, as of the date of this declaration, I am an authorized signing officer, partner or sole proprietor of the Contractor named in the Contract identified above, and as such have authority to bind the Contractor, and have personal knowledge of the fact that all accounts for labour, subcontracts, products, services, and construction machinery and equipment which have been incurred directly by the Contractor in the performance of the work as required by the Contract, and for which the Owner might in any way be held responsible, have been paid in full as required by the Contract up to and including the latest progress payment received, as identified above, except for:

- 1) holdback monies properly retained,
- 2) payments deferred by agreement, or
- 3) amounts withheld by reason of legitimate dispute which have been identified to the party or parties, from whom payment has been withheld.

I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath.

Declared before me in Fort St John

City/Town and Province

this 11 day of May, in the year 2017.

SERVICE BC CENTRE
10600 - 100 STREET
FORT ST. JOHN, BC
V1J 4L6

GERALDINE FAULKNER
A Commissioner for taking Affidavits
Within British Columbia

The making of a false or fraudulent declaration is a contravention of the Criminal Code of Canada, and could carry, upon conviction, penalties including fines or imprisonment.

**Apply a CCDC 9
copyright seal here.**

Use of this form without a CCDC 9 copyright seal constitutes an infringement of copyright. Use of this form with a CCDC 9 copyright seal demonstrates that it is intended by the parties to be an accurate and unamended version of CCDC 9A - 2001.

CCDC

Copyright 2001
Canadian Construction Documents Committee



WORKING TO MAKE A DIFFERENCE

Assessment Department

Mailing Address

PO Box 5350
Station Terminal
Vancouver BC V6B 5L5

Location

6951 Westminster Highway
Richmond BC
V7C 1C6
www.worksafebc.com

Clearance Section

Telephone 604 244 6380
Toll Free within Canada
1 888 922 2768
Fax 604 244 6390

Urban Systems Ltd.
200 - 286 St. Paul Street
KAMLOOPS, BC V2C 6G4

May 11, 2017

Person/Business : NORTHERN VAC SERVICES LTD
833855 AQ(081)

This letter provides clearance information for the purposes of Section 51 of the *Workers Compensation Act*.

We confirm that the above-referenced firm is active, in good standing, and has met WorkSafeBC's criteria for advance clearance. Accordingly, if the addressee on this letter is the prime contractor, the addressee will not be held liable for the amount of any assessment payable for work undertaken by the above-referenced firm to **July 01, 2017**.

This firm has had continuous coverage with us since July 10, 2009.

Employer Service Centre
Assessment Department

Clearance Reference # : C129571301
CLRAAA

For more information about Section 51 and clearance letters visit WorkSafeBC.com

Please refer to your account number in your correspondence or when contacting the Assessment Department.

To alter this document constitutes fraud.

- 1 -



District of Hudson's Hope

Change Order No. 2

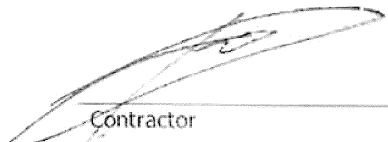
Contract Title: Baseball Field Upgrade


Ref #: 0664.0030.02

Refers to Contemplated Change Order: N/A

Item #	Description of Change to Contract Agreement			
	Items	Quantity	Unit Price	Amount
1	Removal of Maintenance Holdback Seeding from contract	1	-\$15,997.50	-\$15,997.50
Value of Contract to Previous Change Order# 2				\$118,520.00
Total Value of this Change Order				(\$15,997.50)
Current Estimated Value of Contract				\$102,522.50
Change to Contract Schedule: No Change				

*Prices do not include GST


Contractor
July 2, 2015
DATE


Contract Administrator
Urban Systems
December 1, 2014
DATE

URBAN
systems

Page 1 of 1

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Memo

To: District of Hudson's Hope / Community Engagement Committee

From: BC Hydro

Date: May 29, 2017

Subject: Hudson's Hope Shoreline Protection Work Timeline

The Hudson's Hope Shoreline Protection component of the Site C Project began its Preliminary Design stage in January 2017. The information provided below outlines the anticipated timing for the design and construction of the Shoreline Protection Works, along with a high-level overview of the activities expected to be undertaken in each stage. Further information can be found in the [Hudson's Hope Shoreline Protection Information Sheet](#).

BC Hydro has engaged Kerr Wood Leidal (KWL) for the preliminary and detailed design of the Shoreline Protection Works. The KWL team includes Thurber Engineering, DWB Environmental and PMG Landscape consultants.

Please note that the timeline for each stage is subject to change and reflects the schedule as of May 2017.

Preliminary Design: January – September 2017

January – April 2017

- KWL completed a review of available data and background information.
- Initial site visit was completed to prepare for the geotechnical investigations.
- The District provided information to BC Hydro and KWL about the current water intake and pump house for use in developing specifications to design a similar replacement.
- The District reviewed a preliminary list of specifications for the boat launch and day use site.

May 2017

- Geotechnical investigations were completed, along with terrain mapping, survey and environmental survey work.
- BC Hydro and KWL are developing the design criteria for completing the design of the shoreline protection, day use site and boat launch.

Summer 2017

- BC Hydro, KWL and the District will meet prior to the submission of the preliminary design to provide a progress update, review the design to date and receive comments related to the revisions to the water intake and pump house replacement. (See Section 5.1 (d) of the Partnering Relationship Agreement)

September 2017

- KWL will submit the preliminary design for the shoreline protection, day use site and

May 29, 2017 – Community Engagement Committee Meeting 1

boat launch to BC Hydro.

- BC Hydro will provide the preliminary design to the District of Hudson's Hope and to the Fisheries and Aquatic Habitat Mitigation and Monitoring Committee.

Fall/Winter 2017

- BC Hydro will hold a public information meeting with local residents once the preliminary designs are available.

Detailed Design: October 2017 – July 2018

- Refinement of the preliminary design. The detailed design will result in documents that support the procurement stage and property acquisition.
- BC Hydro and/or KWL will consult with the District and/or the District's qualified engineering consultant regarding the water system components, as required. (See *Section 5.1 (d) of the Partnering Relationship Agreement*)
- BC Hydro will schedule an interim design progress meeting with the District during the detailed design stage.
- Property negotiations and acquisition will occur, including with the District. (See *Section 5.1 (e) (i) , (ii) of the Partnering Relationship Agreement*)

July 2018

- Final design documents will be completed in advance of the procurement stage.

Construction Contract Procurement: August 2018 – January 2019

Construction (DA Thomas Road): Summer 2019

April – October 2019

- Upgrade DA Thomas Road prior to the start of construction of the berm. (See *Section 5.7 (a) (i) of the Partnering Relationship Agreement*)
- Use of DA Thomas Road will be restricted during construction.
- Use of the boat launch and walking trail connected to DA Thomas Road will be limited.

Construction (Shoreline Protection): Summer 2020 – Fall 2021

- Construction of the shoreline protection will occur.
- Construction of the day use recreation facility and small craft boat launch. (See *Section 5.5 (a) (i) of the Partnering Relationship Agreement*)
- Relocation of the District's water system. Any works carried out on the water system will be coordinated with the District in advance of construction.
- Use of DA Thomas Road will be restricted to construction vehicles only.
- The walking trail and vehicular traffic will be restricted from the construction zone.

Fall 2021

- Construction will be completed. The boat launch will be able to be opened after reservoir safety conditions are met. The day use site and walking trail will be available. (See *Section 5.5 (a) (ii) of the Partnering Relationship Agreement*)

Memo

To: District of Hudson's Hope / Community Engagement Committee

From: BC Hydro

Date: May 29, 2017

Subject: Lynx Creek Work Timeline

The boat launch at Lynx Creek will be impacted by Highway 29 construction and by inundation of the reservoir. As described in the Outdoor Recreation Mitigation Plan¹, the Lynx Creek boat launch will be replaced in accordance with the Site C Project's Environmental Assessment Certificate condition #40 which states,

"Establish three new boat launch/day use sites, complete with parking, picnic areas and toilets, at Cache Creek, Lynx Creek and Hudson's Hope Shoreline, and accessible via Highway 29."

In the Dam Site Navigation Protection Act approval (2008-500822) App A condition #13 states the following:

"During construction, the owner shall maintain access at all times to at least one boat launch at either Lynx Creek or Halfway River during the Highway 29 re-alignment construction until the flooding of the reservoir."

Preliminary design for the Highway 29 realignment at Lynx Creek will begin in 2018. The boat launch designs will start at the same time.

BC Hydro has heard from the District that there is a concern regarding the amount of time the Lynx Creek boat launch might be unavailable for use by the RCMP to launch their vessel for emergencies on the river or reservoir.

Currently BC Hydro anticipates that there will be a period of time prior to reservoir-filling, during construction of the Highway 29 realignment and the new boat launch, when the existing boat launch may not be available. The length of time will be determined during subsequent detailed design work, anticipated to occur in 2018-2019. BC Hydro will examine commercially reasonable options to consistently maintain access for the public and the RCMP to the Peace River at or near Lynx Creek prior to reservoir filling. During construction, BC Hydro will be able to provide emergency access for the RCMP at our Peace Canyon facility, as has been previously done. BC Hydro anticipates that the new boat launch at Lynx Creek could be available for emergency use by the RCMP immediately after reservoir filling, subject to a discussion about the reservoir hazards.

The information provided below outlines the anticipated timeline for the work associated with the Lynx Creek boat launch, including the information that is currently available and when

¹ Available at: https://www.sitecproject.com/sites/default/files/site-c-outdoor-recreation-mitigation-plan_0.pdf

new information will be available. The timeline will help determine when further discussions between BC Hydro, the District and the RCMP should occur

Please note that the timeline for each stage is subject to change and reflects the schedule as of May 2017.

Lynx Creek Timeline

Preliminary Design – Highway 29 Realignment and Boat Launch: 2018

- Preliminary design of the highway realignment and new boat launch will occur in 2018.
- BC Hydro will take into account feedback from the District and RCMP in the design and development of the construction schedule.
- During the preliminary design, BC Hydro will meet with the Community Engagement Committee to discuss the development of the design and the construction schedule.

Construction Contract Procurement: Spring / Summer 2019

Construction (Highway 29 Realignment and Boat Launch): 2019 - 2021

- BC Hydro will determine the length of time the existing Lynx Creek boat launch may not be available during detailed design in 2018 and 2019.

Reservoir Filling and Operations

- BC Hydro anticipates that the Lynx Creek boat launch could be available to the RCMP for emergencies immediately after reservoir filling. BC Hydro and the RCMP will meet prior to the reservoir filling to discuss the anticipated hazards.



Memo

To: District of Hudson's Hope / Community Engagement Committee
From: BC Hydro
Date: May 29, 2017
Subject: Hudson's Hope Exempted Properties (Grants-in-Lieu of Taxes)

On April 5, 2017, BC Hydro sent a letter to the District of Hudson's Hope offering to amend the Partnering Relationship Agreement (PRA), in respect to Section 5.8 Change in Land Use Payment, based on a decision by the BC Assessment Authority to exempt certain folios (properties) in 2017 within the boundaries of Hudson's Hope from grants-in-lieu of taxes.

Background

The Hydro and Power Authority Act currently authorizes BC Hydro to pay grants-in-lieu of taxes (GILT) for each parcel of fee-owned land (and any buildings situated thereon) within a local government's boundaries to municipalities or to the Province for rural areas. The Province has prescribed the formula for calculating the GILT in Order-In-Council (OIC) 266/16.

The GILT currently paid by BC Hydro for each parcel of fee-owned land is an amount equivalent to the general municipal or rural tax, regional district tax and local improvement tax levies from the preceding year.

BC Assessment issues new property assessment notices on an annual basis and the most recent assessments were issued on January 1, 2017. In 2017, BC Assessment changed the taxable status of 42 folios (land parcels and improvements) in the District of Hudson's Hope and they are now fully exempt from GILT. The folios were made exempt under the provisions of OIC 2091/82 due to their association with BC Hydro's Site C project (Site C).

BC Assessment exempted parcels purchased for Site C and parcels purchased in relation to the facilities at Peace Canyon Dam and W.A.C. Bennett Dam. Once a property is exempted by BC Assessment, BC Hydro does not pay GILT under the Hydro and Power Authority Act.

BC Assessment may remove the exemption from a parcel in the future, at which time BC Hydro anticipates that it would again pay GILT to Hudson's Hope for the parcel.

BC Hydro does not anticipate maintaining permanent ownership of all BC Hydro owned fee-simple parcels in Hudson's Hope. BC Hydro may choose to retain long-term ownership of some parcels for mitigation, safety or other purpose. Once BC Hydro no longer owns a parcel, it is anticipated that the parcel would once again be taxable by the District.

Amendment to Section 5.8 Change in Land Use

BC Hydro reviewed the exemptions and considered the potential for future exemptions and appreciates that the extent and timing of the exemptions may have implications for budgeting and financial management by the District.

BC Hydro is offering to amend the Partnering Relationship Agreement in two respects.

First, BC Hydro offers to increase the payment under section 5.8 of the Partnering Relationship Agreement by \$165,500 to a total of \$607,500.

Second, BC Hydro offers to change the timing of the change-in-land-use payment from "within 12 months after the filling of the Reservoir" to within 60 days of executing the amendment to the Partnering Relationship Agreement consistent with this memo.

The offers made in the April 5, 2017 letter from BC Hydro to the District of Hudson's Hope are subject to the agreement of the District that it will not challenge any exemption of the properties made by the BC Assessment Authority on the basis that they are required for, fall within, or are otherwise impacted by the Site C Clean Energy Project.

Method

The method used by BC Hydro for determining how the PRA could be amended, included:

1. Reviewing the list of exempted parcels and removing the parcels which were provided for in the PRA.
2. Totalling the estimated GILT for the remaining parcels using the January 2017 assessment values from BC Assessment.
3. Identifying parcels not provided for in the PRA, which BC Hydro expects to acquire in the future, along with the year they are expected to be acquired, and determining what year they may be exempted by BC Assessment.
4. Estimating the potential GILT value for the additional parcels.
5. Totalling the current exempted parcels and the future exempted parcels to forecast the amount that BC Hydro would expect to pay in GILT for those parcels over a ten year period.
6. Offering this amount as a lump sum to the District of Hudson's Hope.

For the parcels provided for in the PRA, BC Hydro identified the change in timing of when the District of Hudson's Hope would no longer receive GILT for the first exempted parcels. The offer to Hudson's Hope is to change the timing of the payment in the PRA (Section 5.8 (a)) to match the date when the first parcels became exempted (2017).

Memo

To: District of Hudson's Hope / Community Engagement Committee
From: BC Hydro and Ministry of Forests Lands and Natural Resources
Date: May 29, 2017
Subject: Installation of a Bat Condo at Alwin Holland Park

Request:

BC Hydro requests permission from the District of Hudson's Hope to install a Bat Condo at Alwin Holland Park. A Bat Condo is a large box that is used by bats during the spring and summer for roosting.

Background/Context:

BC Hydro is installing 120 bat roost boxes around the reservoir as part of its mitigation program to offset effects of the Site C project on Wildlife Resources. This program has been developed in order to fulfill commitments BC Hydro made in the Environmental Impact Statement and Conditions in the Environmental Assessment Certificate and in the Federal Decision Statement.

BC Hydro's mitigation plans are reviewed by a committee comprised of representatives from the Ministry of Forests, Lands and Natural Resource Operations (FLNRO), Ministry of Environment and Canadian Wildlife Service.

During review of the bat mitigation plan, FLNRO recommended placing bat roost boxes within Alwin Holland Park to increase the value of the site to bats. Baseline surveys conducted by BC Hydro confirmed the presence of hibernacula along the cliffs at Alwin Holland Park.

BC Hydro is proposing to install one Bat Condo within Alwin Holland Park (see Figures 1 & 2). Bat Condos are considered a prime option for sites with high bat numbers and allow ample space for roosting bats to seek the preferred microclimate for roosting. If approved by the District, the condo would be installed, maintained and monitored by BC Hydro's contractor. Installation would occur in fall 2017, with monitoring commencing in 2018. The Bat Condo would remain in the park for the life of the Site C project.

Installation would require the use of a flatbed truck with small crane to lift the Bat Condo and a Bobcat with an auger to drill holes for the support poles.

Monitoring would occur annually, between April 15 and September 30, during construction and the first 10 years of Site C operations. The monitoring program is broken down into stages. The first stage is to determine if the box is being used by bats. All boxes that are being used by bats are then used to select a sub-set for additional monitoring. Sites not selected for additional monitoring would not be visited again until the following year.

The objective of the additional monitoring is to determine how many bats are using the structure and which species they represent. Monitoring will be completed by a team of 2-3 biologists/technicians who would conduct visual and acoustic monitoring. Neither technique (visual or acoustic) is considered disturbing to roosting bats in the colony or nearby and the monitoring team would walk to the Bat Condo.

Due to their size, Bat Condos can be used as a high profile site to raise awareness about the conservation of endangered bat species in northeastern B.C. The building of the bat condo could also be used as an opportunity to obtain "Bat Friendly Community Status" with BC Community Bat programs. By becoming a Bat Friendly Community, Hudson's Hope would become one of the first communities in B.C. to obtain the status (Dawson Creek being the first and only community certified to date).

Becoming a Bat Friendly Community involves three steps: 1) Adopt international bat week (the last week in October) and promote bats during that week each year; 2) Put up and monitor a bat house or bat condo; 3) Commit to preserving/restoring bat habitat. More information can be obtained from the local BC Community Bat Program (contact: peace@bcbats.ca). By supporting a Bat Condo at Alwin Holland Park, Hudson's Hope could be well on the way to becoming a Bat Friendly Community.

Next Step:

If the District is willing to further consider this request, BC Hydro will propose a location for the Bat Condo at Alwin Holland Park for review with District staff.

Figure 1:

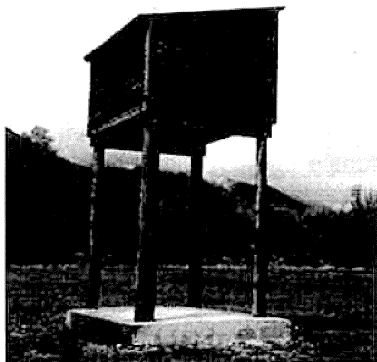
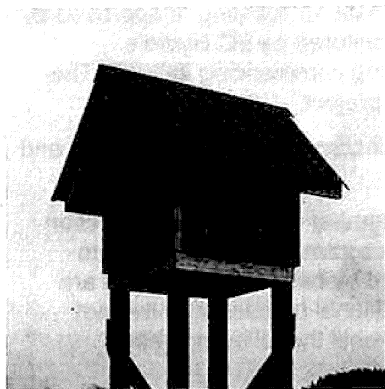


Figure 2:





PARKS & RECREATION ADVISORY COMMITTEE

Date: Tues, May 16th, 2017

Mtg Called to Order: 6:59 pm

Mtg Adjourned: 8:56 pm

ATTENDEES: Present

Councilor-Nicole Gilliss
DOHH Staff-Emily Nusse
Member of Public-Coleman Mercereau
Member of Public-Lynnea Stacey
Member of Public-Debbie Beattie

Absent

Mayor-Gwen Johansson
Councilor-Heather Middleton
Councilor-Caroline Beam
Youth Councilor-Tess Herrington

AGENDA ITEMS:

- Nicole Gilliss—Chair of the Committee called the meeting to order at 6:59pm.
- 1. Review Action Items and adopt Mar 15th Meeting Minutes
- 2. Background Documents Questions & Discussion.
 - DOHH Council Procedure Bylaw
 - Cost vs Revenue of District Facilities
 - members encouraged to share these expenses/revenue figures with members of the community.
 - ATV Park Tenure & Map
 - Discussed that this committee can come back to this project if members feel it is of value.
 - Project was halted due to the requirement to install an invasive weed wash station at the campground.
 - Old Gymkhana Grounds—Ongoing
 - Coleman mentioned he will ask Beryl Prairie members if they have information about these old grounds.
 - DOHH Strategic Plan
 - Results of 2015 Rec Needs Assessment Survey
 - These results are substantial when taking into consideration the recreation needs of Hudson's Hope
 - Debbie Beattie brought up the potential for a 2nd survey to be sent out
 - Emily suggested running focus groups with different demographics to determine the needs of all members in the community.
 - Results of 2016 Sidewalk Priority Survey
 - Recreation Sections from 2013 OCP
 - Council does not use this as a guiding tool.

3. Brainstorming Session:

- **Step 1.** Facilitated brainstorming session to determine the Recreation Needs in Hudson's Hope with the steering Question: "What are the park & recreation needs/concerns in Hudson's Hope? What are we missing?
(See attached images with items which were indicated by committee members who were present)
- **Step 2.** The group discussed the list of Recreations needs further and expanded on the idea with bullet points .
- **Step 3.** The group was asked if some of the items listed could be combined with other items on the list. The following groupings were made:

Groupings:

- 2nd Baseball Diamond & Expansion of existing King Gething Campground
- Walking Paths & Trail Map
- Separate Special Events from Recreation & After School Rec Clubs/Programs
- Recreation Plan for HH & Recreation Guide for HH & Recreation Workshops
- **Step 4.** Each committee member was given 3 stickers and asked to place the stickers under the Recreation item which they felt was of highest priority for Hudson's Hope. Members could use all their stickers on one item.
- **Step 5.** The three items with the most red stickers were discussed further (see image). Next steps from the brainstorming session are to flush out the top ideas further.

4. Roundtable Discussion:

5. Next Steps/Next Meeting

- Next meeting will be **TUESDAY JUNE 20th, 2017 @ 7pm** in the DOHH Board Room.
- Next meeting will be to flush out the top priorities around Recreation as determined from the Brainstorming session and prepare a recommendation to put forward to council. Top Recreation Needs were indicated as:
 - Walking Path & Trail Maps
 - Hot Tub Installation at Pool
 - Develop a Quarterly Recreation Guide for HH
 - Dinosaur Lake Day Use Upgrades

ACTION ITEMS

New Business: Description	Member to follow-up	Date	Status: Complete/Ongoing
Determine which individual or group was involved in pushing for the Beryl Prairie Gymkhana grounds.	Coleman Mercereau & Emily Nusse	May 16 th , 2017	Ongoing
Forward Information from Previous Rec Committee to all current recreation committee members	Emily Nusse	May 16 th , 2017	Ongoing

Parks & Recreation Advisory Committee
Tues May 16th, 2017

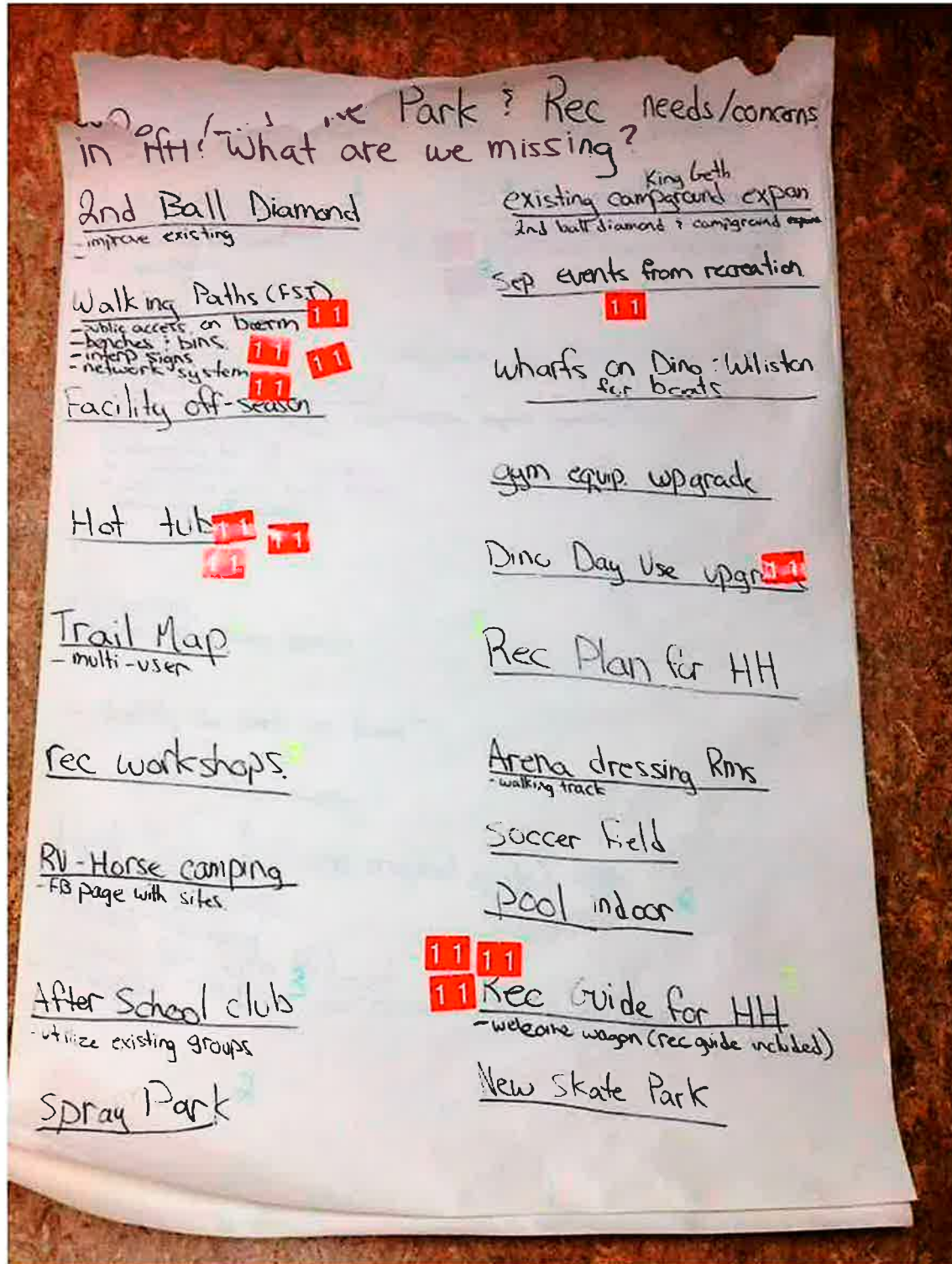
Determine where the 6 new outhouses which have been ordered will be installed.	Emily Nusse	May 16 th , 2017	Ongoing
Determine where the BP Parkland project left off and send info to all members.	Emily Nusse	May 16 th , 2017	Ongoing
Provide backgrounder on Hot Tub installation to all members. (quote & other info.)	Emily Nusse	May 16 th , 2017	Ongoing
Determine the Cost & Time to produce a Recreation Guide for HH.	Emily Nusse	May 16 th , 2017	Ongoing
Get update on the Beryl Prairie Firehall and the septic field and park area upgrades. Talk to Bob Norton.	Emily Nusse	May 16 th , 2017	Ongoing

Old Business: Description	Member to follow-up	Date	Status: Complete/Ongoing
Provide Breakdown to all members of cost vs. revenue for the pool, arena and campgrounds	Emily Nusse	04/06/17	Complete
Provide ATV park and campground map and tenure info to all members.	Emily Nusse	04/06/17	Complete
Provide Map of the old Gymkhana grounds in Beryl Prairie to all members	Emily Nusse	04/06/17	Ongoing
Send DOHH Strategic Plan to all members of committee.	Emily Nusse	04/06/17	Complete
Send DOHH Council Procedure Bylaw to all members of committee	Emily Nusse	04/06/17	Complete
Discuss the term length of committee members at 3 rd committee meeting.	Emily Nusse	04/06/17	Ongoing
Send the results of the 2015 Rec Needs Assessment survey to all members	Emily Nusse	04/06/17	Complete
Send the Results of the 2016 Sidewalk survey to all members	Emily Nusse	04/06/17	Complete

Parks & Recreation Advisory Committee
Tues May 16th, 2017

Pull sections from the 2013 Official Community Plan which are relevant to Recreation in HH.	Emily Nusse	04/06/17	Complete
Questions to steer brainstorming session for May 16 th Meeting.	Emily Nusse/Heather Middleton	04/06/17	Complete

ADJOURNED: 8:47 pm



PuRec Guid. - which aren't "Trendy" lifetime

Rodeo grounds

gymkhana events 11
Hill saddle club events
horse riding

BP playground: Parkland

11 - playground
11 - previous committee project

(long term)
Walking Paths

- long term w short term phases
- Berm walking trail construction begins summer 2018
 - advocate for it
 - maintenance - who maintains
 - opposition from horse owners
 - losing Ferry Landing

- sidewalks

Rudley Drive being paved

- identify the ones we have -

short term

Hot Tub

- \$ (167,000 original quote) 2015
- plumbing in place
 - grant → funding
 - council for 2018 Budget
 - proposal: request to council when pool closes.

Rec Guide - short term.

- Seasonal
- cost to print
- Adding into Bulletin
- incorporate Trail Map - hyperlink from guide
- who to include: what programs.
- Action item for Emily
time : cost

May 25, 2017

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

TransCanada PipeLines Limited
450 - 1st Street S.W.
Calgary, Alberta, Canada T2P 5H1

tel 1.855.895.8753
email NorthMontney@transcanada.com
web www.transcanada.com

[SENT BY EMAIL]

Dear Mayor Johansson,

Re: North Montney Mainline- Meter Stations Notification of Application

In its letter on April 24, 2017, NOVA Gas Transmission Ltd. (NGTL), a wholly-owned subsidiary of TransCanada PipeLines Limited (TransCanada), notified you of its proposal to construct the North Montney Mainline Meter Stations. Four new proposed meter stations are located at the following sites:

- Mackie Creek North Receipt Meter Station – NEB Filing ID **A83827**
 - Located at legal location B-057-I/94-B-01, 77km west of Fort St John and 23km northwest of Hudson's Hope
- Townsend Receipt Meter Station and Townsend No 2 Receipt Meter Station – NEB Filing ID **A83831**
 - Co-located at legal location B-043-J/094-B-09, 95km northwest of Fort St John and 76km north of Hudson's Hope
- Old Alaska Receipt Meter Station – Filing ID **A83828**
 - Located at legal location D-019-E/94-A-13, 96km northwest of Fort St John and 91km north of Hudson's Hope

As required by the National Energy Board (NEB) we are writing to advise you that the final three applications of the North Montney- Meter Stations Project were filed on **May 25, 2017**. This application may be accessed online in the NEB's Regulatory Document Index at the following link under NEB Filing ID noted above:

<https://docs.neb-one.gc.ca/ll-eng/llisapi.dll?func=llworkspace>.

TransCanada is a leading North American energy infrastructure company with over 60 years of experience and has an industry leading safety record. We are committed to building and operating our natural gas system safely. From design and construction to operation and maintenance, safety is an integral part of everything we do.

Please do not hesitate to contact North Montney Mainline's Community Relations representative at 855.895.8753 in regards to the proposed Projects or applications.

Sincerely,

A handwritten signature in black ink, appearing to read 'J. Platt', with a large loop at the start and a horizontal flourish at the end.

Jim Platt,
Facilities Manager, North Montney Mainline

Hudson's Hope Health Care & Housing Society
Silver Willow Court

Box 342, 10104-Ellis Crescent
Hudson's Hope, B.C., VOC 1V0

Phone: (250) 783-5521; Fax: (250) 783-5538; Email: swc@pris.ca



Tuesday, 30 May 2017

Mayor and Council
District of Hudson's Hope
9904 Dudley Drive, PO Box 339
Hudson's Hope, BC, VOC 1V0

Re: Feasibility Study – Supportive Housing for Hudson's Hope

The Hudson's Hope Health Care and Housing Society was successful in its application for a \$10,000 grant from the BC Hydro GO Fund. During its meeting last Thursday afternoon, the Board resolved to engage the services of Urban Matters to undertake this feasibility study.

A working group will be formed to provide the consultant with a sounding board as the study moves through the various stages. The consultant believes that the study should not just look at the need in Hudson's Hope for such housing, but to also consider it in a regional context.

We will keep the Council apprised of the progress. Thank you for your support of this proposal.

Yours truly,

A handwritten signature in cursive script, appearing to read 'William Lindsay'.

William Lindsay
Chair

From: BCA Local Government, BCA:EX <localgovernment@bcassessment.ca>
Sent: Tuesday, May 30, 2017 2:04 PM
Subject: UBCM 2017 Convention – BC Assessment Meeting Invitation



Toll Free: 1-866-valueBC (825-8322)

Fax: 1-855-995-6209

Click "Contact us" at bcassessment.ca

May 30, 2017

RE: UBCM 2017 Convention – BC Assessment Meeting Invitation

BC Assessment is a proud supporter of the Union of BC Municipalities and we are looking forward to once again participating in the annual UBCM Convention and Trade Show.

Last year we had the opportunity to meet individually with a number of Local Governments and look forward to building on that success this year. In addition to connecting with delegates at our booth, we would like to offer you an opportunity to meet with a member of our Executive and a representative from our Local Government Department to discuss specific property assessment issues, or answer questions in general about BC Assessment.

If you are interested in scheduling a meeting with BC Assessment at the UBCM 2017 Convention, please contact [BCA Communications](#) by Friday June 30, 2017.

Closer to the UBCM Convention date, we will confirm the meeting schedule and location.

We look forward to connecting with you in September.

Sincerely,

Michael Spatharakis BA, AACI, P.App
Manager, Local Government Customers

michael.spatharakis@bcassessment.ca
T 1-866-valueBC (825-8322) x 00498 | C 250-208-3508
400 – 3450 Uptown Blvd. | Victoria, BC V8Z 0B9 | bcassessment.ca



Check out the latest posts & share your feedback with us on *Community Corner* @ <https://forum.bcasessment.ca>



Tammy McKeown

From: NCLGA ADMIN <admin@nclga.ca>
Sent: Tuesday, June 06, 2017 2:43 PM
Cc: Oliver Ray
Subject: Official Statement from the NCLGA

Importance: High

PLEASE SEE THE BELOW MESSAGE FROM THE EXECUTIVE DIRECTOR OF THE NORTH CENTRAL LOCAL GOVERNMENT ASSOCIATION:

To All NCLGA Members,

I have been instructed to inform you that the Board of the NCLGA has endorsed, unanimously, a motion to rescind the open letter addressed to Her Honour, Lieutenant Governor Guichon, dated June 2nd, 2017. The motion further states that the Board, unanimously, recognizes that the letter should not have been sent.

In addition, this official statement has been approved, unanimously, by the NCLGA Board of Directors:

It was an error to send a letter on behalf of all NCLGA local government members without a thorough vetting by the board members duly elected and appointed by them. The NCLGA Board sincerely regrets this and will be taking immediate action to ensure this does not happen again. Furthermore, the NCLGA Board will be sending an official letter of apology to all NCLGA local government members, all leaders of political parties in the BC Legislature and to Her Honour, Lt. Governor Guichon.

The NCLGA unanimously reaffirms that it is a non-partisan association, and recognizes that the contents of the open letter in question have been perceived as partisan, inappropriate and untimely. The NCLGA Board remains committed to promoting the social, environmental, and economic well-being of all NCLGA members, and emphatically states that it will work equally with all stakeholders, decision makers, and elected representatives to that end.

On behalf of the NCLGA Board,

Oliver Ray
Executive Director

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

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





Dear Valued Supporter,

Thank you very much for your pledge of support of The BC/Yukon Royal Canadian Legion's Military Service Recognition Book Project. This annual publication recognizes the Veterans and Service Personnel of BC and the Yukon who have so honourably served our country. This keepsake book helps us to remember their selfless contributions. Your vital and generous contribution makes it possible to print 10,000 copies of this book free of charge to distribute to communities throughout BC and the Yukon.

The Royal Canadian Legion plays an active role in communities throughout BC and the Yukon. There's barely a citizen within our Command whose life isn't touched by The Royal Canadian Legion. Often times the public isn't aware of the extent of our work.

Who we are and what do we do?

The Royal Canadian Legion receives no Government funding for our operations. We rely on our member's dues, donations from the public and in-house fundraising activities. The 50,000 Legion members in BC/Yukon are dedicated to assisting Veterans and local communities. Here are some ways we give back:

- Sponsor the Veterans' transition and trauma counseling program at UBC for Veterans.
- The Legion has contributed to the education of over 200 rural family doctors through UBC. Chair of Family Practice.
- \$250,000 commitment to providing education transition services for Veterans at BCIT.
- Over \$500,000 donated annually for Veterans' hospitals and extended care facilities.
- Over \$350,000 donated to Youth Programs, sponsoring a variety of sports teams. Over \$275,000 in Bursaries and Scholarships. Sponsor over 5,000 cubs, scouts, guides and cadet groups.
- \$25,000 donated annually to send youth athletes to National Athletic Camp.
- Over \$500,000 from poppy funds in direct assistance to Veterans and their dependents in need.

Again, we thank you for your sponsorship and support of this very important project. Consider The Legion for your charitable giving, volunteerism opportunities and even for a great place to meet new friends if you join as a member of your friendly local branch!

Sincerely,

Jane Anderson,
Marketing and Public Relations Chair

P.S. Check out our organization at www.legionbcyukon.ca

C5



building trust. driving confidence.

April 19, 2017

Mayor Johansson,

More than 800 crashes occur every day in B.C., many of these caused by distracted driving. This past March, ICBC and police across the province united in one of the largest-ever enforcement efforts targeting distracted driving.

Despite tougher penalties and more education about the risks, distracted driving remains responsible for more than a quarter of car crash fatalities in B.C., with an average of 78 people killed every year. Insurance rates are under considerable pressure from a significant increase in crashes, many of which are a result of distracted driving.

ICBC supports and works with municipalities, community groups, business associations and volunteers to reduce the frequency and severity of crashes as well as prevent incidents of auto crime. We recognize, however, that this work cannot be done alone, and we would like to thank the District of Hudson's Hope for its support and commitment to this year's Provincial Distracted Driving campaign.

By placing the 'not while driving' decal on your fleet of vehicles you are putting the safety and importance of your drivers first by reminding them to leave their phones alone. Of equal importance, you are also sending a message to all motorists that using a cell phone while driving is not an acceptable behaviour within your workplace.

I would like to congratulate the District of Hudson's Hope on its leadership and personally thank you for taking the initiative to promote road safety within your organization. As a token of our appreciation please display this plaque with great pride making it visible to both employees and members of community.

Regards,

A handwritten signature in blue ink, appearing to read "M. Blucher".

Mark Blucher
ICBC, President and CEO

Tammy McKeown

From: Salish Sea Trust <SalishSeaTrust@shaw.ca>
Sent: Thursday, June 08, 2017 9:55 AM
To: Duncan; Elkford; Enderby; Esquimalt; Fernie; Fort Nelson and Area; Fort St. James; Fort St. John; Fraser Lake; Fruitvale; Gibsons; Gold River; Golden; Grand Forks; Granisle; Greenwood; Harrison Hot Springs; Hazelton; Hope; Houston; Tammy McKeown; Invermere; Jumbo Glacier Mountain; Kamloops; Kaslo; Kelowna; Kent; Keremeos; Kimberley; Kitimat; Ladysmith; Lake Country District
Subject: BC Mayors & Councils - A Personal Proclamation for Our Oceans & Waterways, from the Salish Sea Trust

Salish Sea Trust
Box 333, Cedar, B.C., V9X 1W1
(www.salishseatruck.ca)

To: Mayors & Councils
Local BC Governments

Re: BC, Canadians, the UN, and World Oceans Day

June 8, 2017

Dear Mayors and Councils,

You may recall that last year we invited your consideration in declaring World Oceans Day, June 8th. Many of you did, and your encouragement has led to additional initiatives for cultural and natural protections - including our application to have the Salish Sea recognized as a World heritage Site. This letter asks nothing more of you at this time, but is a way to keep you informed. BTW, our work to support the Salish Sea has resulted in some 15,000 individuals signing our Petition, and writing support letters ...and our realization that there is a growing wish from British Columbians and Canadians to have our waterways, seas, oceans and coasts protected and rehabilitated.

We therefore decided to adapt the wording and request of last year, for local governments to declare World Oceans Day, so that all Canadians might be able to pledge their personal support for marine protection and rehabilitation of our waters and shores.

With World Oceans Day today, June 8th, and the UN's first Oceans Conference well underway, we wanted to provide you with a copy of our 'Personal Proclamation'. We have also provided a copy of our press release, along with our poster and text, below. We believe the 'Personal Proclamation' summarizes reasons why Canadians have a true and abiding love for the rivers, lakes and ocean waters across and around our country - and also helps to encourage Canadians to get involved in their protection.

Should the opportunity arise as you discuss and debate such matters we would urge you to consider this 'Personal Proclamation', and as appropriate to bring it to the attention of your constituents. We believe it is a good and heartfelt contribution to our west coast as well as to the World's Oceans, reflecting our ongoing relationship with the waters and marine life which are so central to our heritage, and our common future.

Thank you for your time and interest. Please do not hesitate to be in touch if we can be of service.

regards,

Laurie Gourlay
Interim Director
Salish Sea Trust

----- Forwarded Message -----

Subject: Press Release: Personal Proclamation for Canadians ...for World Oceans Day & Rivers To Oceans Week
(Jn 8-14th)
Date: Mon, 5 Jun 2017
From: Salish Sea Trust <SalishSeaTrust@shaw.ca>
Organisation: SalishSeaTrust
To: salishseatrust@shaw.ca

Press Release

FOR IMMEDIATE RELEASE

June 5, 2017

**Local Organization Offers Canadian Rivers & Ocean Proclamation
Personal Pledge Supports World Environment Day & World Oceans Day (Jn 5 & 8th)**

CEDAR, By The Salish Sea – "Canadians want to work together for the environment and the economy, locally and globally," according to Laurie Gourlay, Interim Director of the Salish Sea Trust. The regional organization has recently submitted an application to Parks Canada to have the Salish Sea recognized as a UNESCO World Heritage Site.

"Over 15,000 individuals signed our Petition and wrote letters in support of the Salish Sea World Heritage Site proposal," Gourlay notes, "and we knew we had to keep the momentum going." The Salish Sea Trust has revised a Declaration for World Oceans Day, and Rivers to Ocean Week, supported by local municipal governments around the Salish Sea in 2016.

"The Personal Proclamation briefly states why our rivers, seas and oceans are so important to all of us," states Gourlay "and lets individuals pledge to work together, or on their own, to help protect and rehabilitate marine ecosystems, biodiversity and productivity." The Salish Sea Trust is circulating the Proclamation on social media, and sending the Proclamation to Canada's Environment Minister as the host of World Environment Day (June 5), as well as to UNESCO's World Heritage Marine Programme as they prepare to celebrate World Oceans Day (June 8th).

"Canadians can sign the Proclamation during Canadian Environment Week (Jn 4-14th), enjoy the beauty of our waterways over the summer, and roll up our sleeves and get to work protecting nature and sustainability come the fall."

A copy of the text, and the poster that is being circulated, is copied below.

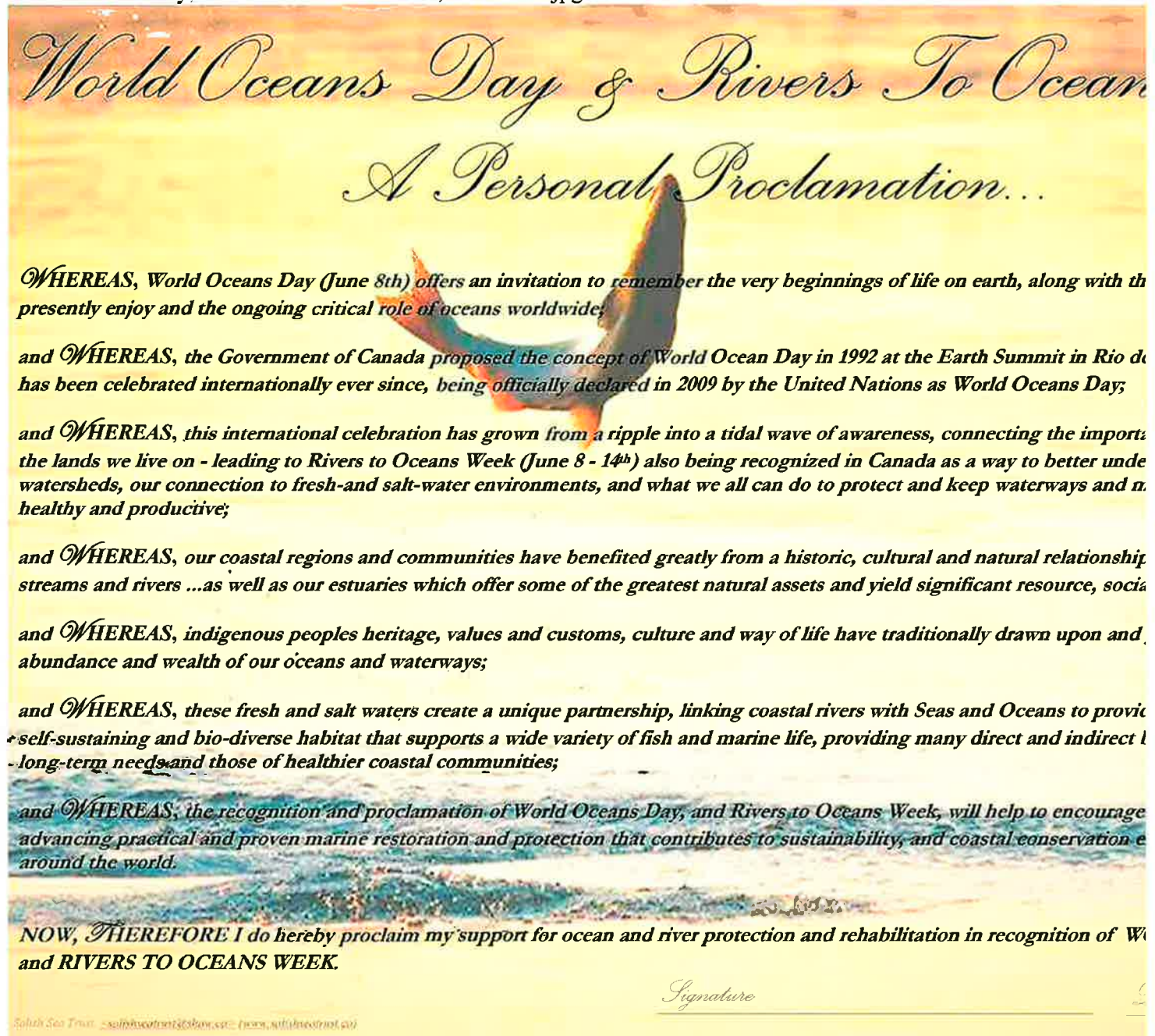
-30 -

For more information:

**Laurie Gourlay
Interim Director, Salish Sea Trust
(250 722-3444)**

Salish Sea Trust, Box 333, Cedar, B.C., V9X 1W1
250.722.3444, <SalishSeaTrust@shaw.ca> (www.salishseatrust.ca)

World Oceans Day, A Personal Proclamation, June 2017.jpg



World Oceans Day & Rivers To Oceans Week A Personal Proclamation...

W HEREAS, World Oceans Day (June 8th) offers an invitation to remember the very beginnings of life on earth, along with the many benefits we presently enjoy and the ongoing critical role of oceans worldwide;

and W HEREAS, the Government of Canada proposed the concept of World Ocean Day in 1992 at the Earth Summit in Rio de Janeiro, and the day has been celebrated internationally ever since, being officially declared in 2009 by the United Nations as World Oceans Day;

and W HEREAS, this international celebration has grown from a ripple into a tidal wave of awareness, connecting the importance of our oceans to the lands we live on - leading to Rivers to Oceans Week (June 8 - 14th) also being recognized in Canada as a way to better understand the role of our watersheds, our connection to fresh-and salt-water environments, and what we all can do to protect and keep waterways and marine environments healthy and productive;

and W HEREAS, our coastal regions and communities have benefited greatly from a historic, cultural and natural relationship with our lakes, creeks, streams and rivers ...as well as our estuaries which offer some of the greatest natural assets and yield significant resource, social and economic returns;

and W HEREAS, indigenous peoples heritage, values and customs, culture and way of life have traditionally drawn upon and given thanks for the abundance and wealth of our oceans and waterways;

and **W** *HEREAS*, these fresh and salt waters create a unique partnership, linking coastal rivers with Seas and Oceans to provide a flourishing, clean, self-sustaining and bio-diverse habitat that supports a wide variety of fish and marine life, providing many direct and indirect benefits that meet our long-term needs and those of healthier coastal communities;

and **W** *HEREAS*, the recognition and proclamation of World Oceans Day and Rivers to Oceans Week, will help to encourage us all to work together, advancing practical and proven marine restoration and protection that contributes to sustainability, and coastal conservation efforts at home and around the world.

NOW, T *HEREFORE* I do hereby proclaim my support for ocean and river protection and rehabilitation in recognition of World Oceans Day, and Rivers to Oceans Week.

Signature _____

Date _____

--
Salish Sea Trust, Box 333, Cedar, B.C., V9X 1W1
250.722.3444, <salishseatrust@shaw.ca> (www.salishseatrust.ca)

JOURNEY (HTTP://CELEBRATEALASKAHIGHWAY.COM/CATEGORY/JOURNEY/)

HUDSON'S HOPE MUSEUM: DINOSAURS, FURS AND GOLD!



by
Celebrate75 (http://celebratealaskahighway.com/author/admin75/)

posted on
June 7, 2017 (June 7, 2017)



(http://celebratealaskahighway.c
hope-
museum-

JOURNEY INTO THE PAST, AS PART OF YOUR ALASKA HIGHWAY ROAD TRIP, AT THE HUDSON'S HOPE MUSEUM.

Here, you can get up-to-speed on the history of the Peace River area (http://celebratealaskahighway.com/hike-near-hudsons-hope-peace-canyon-dam/), from the dinosaur times through the gold rush and into the present. Learn about the fur trading post built here in the early 1800's, and the W.A.C. Bennett Dam (https://www.bchydro.com/community/recreation_areas/visitor-centres/wac-bennett-visitor-centre.html?WT.mc_id=rd_bennett), built in the 1960's. Ask about educational programs for children and adults.

"Quite a good small-town museum," exclaimed one visitor on *TripAdvisor*, giving the Hudson's Hope Museum a five star rating, and commenting:

"The helpful clerk at the Visitor Center suggested we come here and it turned out to be a very worthwhile visit. This museum is not large, but has a lot of artifacts and displays in it, all nicely designed so it doesn't look cluttered. The inside has exhibits from BC's gold rush and logging history. There are also some stuffed animals as well as a number of skins that you can touch. There are informational boards to read that chronicle the history of the area. Outside, there is more! There are several old buildings set up as "mini-museums". One is set up as a typical trapper's cabin. There is also a display of a variety of old farm and logging equipment which is interesting. Next door – although not part of the museum – is a little log church called St Peter's shared ministry. Although I didn't go inside, it is a charming building. There are lovely green lawns, pretty flowers, and also some benches to sit and look out at the beautiful sweeping view of the Peace River Valley. I'd recommend this little museum to anybody visiting town." – **TripAdvisor**

Hudson's Hope Museum is operated by the Hudson's Hope Historical Society, a non-profit organization that opened it in 1969, the same year the W.A.C. Bennet Dam was finished (the Dam is renowned as one of the highest earth-fill dams in the world).

The Museum — a member of both the BC Museums Association and the Canadian Museums Association and recipient of the BC Museums Association Award of Merit in 2009 — is run by the community. Volunteers are responsible for everything here, from archiving to conducting guided tours.

If you're travelling with family, you'll want to bring the kids here because — you guessed it — the Museum houses an amazing collection of fossils and displays about the Peace Canyon dinosaur tracks (this area of BC is dinosaur country). Marine reptile displays feature the "Hudsonelpidia," a unique ichthyosaur named after the town. The word "elpis" means hope in Greek.



At the Museum gift shop, take some time and browse through a wide and deep product assortment that includes fleece jackets, vests, t-shirts, magnets, mugs, W.A.C. Bennett Dam china plates, St. Peter's Church china plates, jewelry (including First Nations products), toys, wind chimes, local, regional and BC history books, cookbooks, handmade moccasins, bowls, spoon rests, mugs...and an absolute ton of dinosaur stuff!

Hudson's Hope is on the banks of the mighty Peace River in northeastern BC. It's a small rural town of 1,100 people, 80 km from Fort St. John and 375 km from Prince George. The Northwest Trading Company established a fur trading post here in 1805. Hudson's Hope is also home to one of the world's largest earthen dams, the W.A.C. Bennett Dam, which stretches 2 km across the Peace River, creating BC's largest reservoir lake, Williston Lake, covering 410,000 acres.

Contact Hudson's Hope Museum directly, as follows:

250-783-5735

Hudson's Hope Museum

www.hudsonshopemuseum.com (<http://www.hudsonshopemuseum.com/>)

9510 Beattie Drive

Hudson's Hope

British Columbia

V0C 1V0



Peace River Regional District MEETING REPORT

To: Chair and Directors

Date: June 1, 2017

From: Chris Cvik, Chief Administrative Officer

Subject: Northeast Climate Risk Network

RECOMMENDATIONS: [All Directors - Corporate Unweighted]

1. That the following Resolution No. 17/05/06 (25) deferred from the May 25, 2017 Regional Board meeting :

MOVED Director Nichols, SECONDED Alternate Director Shuman,
"That the Regional Board participate in and collaborate with Fraser Basin Council in developing a proposal to the Federation of Canadian Municipalities for funding to assist in establishing a Northeast Climate Risk Network."

be voted on and defeated.

BACKGROUND:

At the Board Meeting on May 25, 2017, the Board resolved:

C-2
April 27, 2017 – Fraser Basin
Council

NORTHEAST CLIMATE RISK NETWORK

RD/17/05/06 (25)

MOVED Director Nichols, SECONDED Alternate Director Shuman,
That the Regional Board participate in and collaborate with Fraser Basin Council in developing a proposal to the Federation of Canadian Municipalities for funding to assist in establishing a Northeast Climate Risk Network.

DEALT WITH BY THE FOLLOWING

RD/17/05/07 (25)

MOVED Director Nichols, SECONDED Alternate Director Shuman,
That consideration of Resolution No. RD/17/05/06 (25) which states:

"That the Regional Board participate in and collaborate with Fraser Basin Council in developing a proposal to the Federation of Canadian Municipalities for funding to assist in establishing a Northeast Climate Risk Network" be deferred until staff have contacted Fraser Basin Council to clarify participation parameters including research, staff time and project deliverables, and provided the information in a report for the Board's consideration.

CARRIED.

DISCUSSION:

Administration contacted David Marshall, Executive Director of the Fraser Basin Council (FBC) to obtain additional information. The letter(s) to and responses from FBC are attached.

Staff Initials:

Dept. Head:

CAO: *Chris Cvik*

Page 1 of 3

June 8, 2017

OB1

While the proposed FBC project is certainly important, Administration is recommending that we do not partner with FBC on the project based on the following:

1. The regional district would still be required to develop its' own adaptation plan. The general estimate of the staff time for the entire project is 46 days (30 days specifically for the first stage of the adaptation plan).
2. The needs of the regional district are different than the needs of municipalities with respect to adaptation plans. For example, the regional district does not own/maintain roads or bridges and are not going to build new storm systems or parks to hold extra water from flooding; whereas this is often part of municipal adaptation planning and mitigation efforts.
3. The deliverables are a network of contacts/data, a framework that offers guidelines to develop adaptation plans, and potential funding of \$15,000 per electoral area to assist with completing the adaptation plan. While Administration is not aware of the depth of the guidelines that would be developed through the FBC program, the FCM website already provides guidelines that can be used to start to develop adaptation plans.
<http://www.fcm.ca/home/issues/climate-change-and-resiliency/climate-change-adaptation/adaptation-resources/adaptation-planning-guides.htm> .
4. In 2014, Black Shield Preparedness Solutions Inc. was retained by the regional district to complete the PRRD Emergency Program Directive and Rural Emergency Response Plan. This project provided the regional district with a Hazard, Risk, and Vulnerability Analysis (HRVA) for the rural areas. This includes a summary of the high-risk hazards that threaten the PRRD including: Severe cold weather power outage, flooding, hazardous materials spills, interface fire, oil and gas facility emergency, and water storage facility failure. If the FBC includes a HRVA as part of the development of a preliminary risk assessment, it would be a duplication of information already available.

OPTIONS

1. That the Board not enter into a partnership with Fraser Basin Council on the creation of a Northeast Climate Risk Network.
2. That the Board enter into a partnership with Fraser Basin Council on the creation of a Northeast Climate Risk Network and that staff come back to the Board with a list of project(s) that will be delayed as a result of participation.
3. That the Board provides further direction.

STRATEGIC PLAN RELEVANCE:

Ensure effective execution of Public Safety and Emergency Services initiatives is a strategic goal of the Board. An objective that was approved in the 2017 budget that supports this goal is to develop a plan for flood mitigation in high risk areas by Q1-2021.

June 8, 2017

FINANCIAL CONSIDERATION(S):

Based on high level estimates of staff time provided by FBC, a minimum of **46** days of staff time would be required. Administration believes this could be higher as whichever staff resource is assigned to work on the project, will have to interact with other staff as not all the data is under the direction of one person/department.

FBC is also looking for a \$1,000 charge to cover the cost of developing and submitting the funding proposal to FCM.

COMMUNICATIONS: N/A

June 8, 2017



PEACE RIVER REGIONAL DISTRICT

May 26, 2017

Sent via email to: dmarshall@fraserbasin.bc.ca

David Marshall
Executive Director
Fraser Basin Council
1st Floor, 470 Granville Street
Vancouver, BC V6C 1V5

Dear Mr. Marshall:

Re: Northeast Climate Risk Network

At the PRRD Board Meeting on May 25, 2017, the Board reviewed the request from Fraser Basin Council (FBC) to participate in a Northeast Climate Risk Network partnership. The Board is considering the request; however, prior to making a decision would like additional information. As a result, can you please provide responses to the following questions?

1. What is the specific deliverable of the project and how will the deliverable benefit the PRRD?
2. Is the expectation that the PRRD would develop its' own adaptation plan or would FBC develop this document or would you be limited to creating the strategic framework?
3. How much staff time do you anticipate will be required if the PRRD participates on the project? This includes an estimate on the number of meetings that may be required plus staff time away from the meetings?
4. What PRRD staff do you anticipate being involved in the project (i.e., senior staff, GIS mapping staff, etc.)?

In the 2017 Budget, the PRRD Board approved \$60,000 to hire a consultant to make an application to the National Disaster Mitigation Program to conduct a risk assessment in the South Peace where risk assessments have not yet been conducted. How do you see the proposed Northeast Climate Risk Network assisting with this initiative?

We look forward to your response. Please call or email me if you have any questions.

Sincerely,

Chris Cvik, CAO
Peace River Regional District

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PLEASE REPLY TO:

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

June 8, 2017



Fraser Basin Council

May 30, 2017

Chris Cvik
Chief Administrative Officer
Peace River Regional District
1981 Alaska Avenue
Dawson Creek, BC

Dear Mr. Cvik,

Re: Northeast Climate Risk Network

Thank you for your letter and consideration of the request from the Fraser Basin Council (FBC) to participate in a Northeast Climate Risk Network partnership. Our letter refers to two phases: the proposal development and if successful, the two year regional project. We are requesting PRRD's partnership for both of these phases. We are pleased to provide your Board with additional information regarding our proposal and below, we have responded to the questions posed in your letter.

1. *What are the specific deliverables of the project and how will the deliverables benefit the PRRD?*

The project deliverables include the formation and facilitation of the Northeast Climate Risk Network, the creation of a strategic framework that offers guidelines for communities and electoral areas to develop their own adaptation plans, and funding for the initial stage of an adaptation plan for each participating community, electoral area and regional district. If we are successful in acquiring the \$250,000 from the Federation of Canadian Municipalities (FCM), there could be up to an average of \$15,000 per community/regional district/electoral area to complete the first stage of an adaptation plan. This first stage may include a preliminary risk assessment, gap analysis, and collection of data on regional climate patterns. The components of this first stage will be further discussed in a proposed scoping workshop and will be finalized by our proposal partners.

Climate risk does not abide by jurisdictional boundaries and a regional approach to an adaptation strategic framework will help the PRRD address these risks both regionally

Basin-Wide Office and
Greater Vancouver Sea to Sky Regional Office

1st Floor, 470 Granville St, Vancouver, BC V6C 1V5
t 604 488-5350 f 604 488-5351 info@fraserbasin.bc.ca

June 8, 2017

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Social well-being supported by a vibrant
economy and sustained by a healthy environment



and at the electoral district level. The electoral areas in the PRRD are susceptible to climate change impacts as well as the communities and will benefit from being involved in the Climate Risk Network, having direct access to information, sharing knowledge with their peers, and having an adaptation plan. The Climate Risk Network will support building synergies and avoiding duplication on adaptation initiatives throughout the Peace River and Northern Rockies regions. The network can also provide benefits by advancing relationships outside of the region and with the provincial government. FBC is in a strong position to build these connections due to its existing professional network. For example, FBC could play a supportive role in connecting the Climate Risk Network to funding opportunities for the implementation of adaptation plans.

The Fraser Basin Council has recently been instrumental in assisting with the successful formation of Canada's very first province wide BC Climate Risk Network that solely focuses on climate adaptation and includes a number of provincial organizations. The PRRD would also benefit from this experience as, if formed, the Northeast BC Climate Risk Network would be the first regional network formed in BC.

2. *Is the expectation that the PRRD would develop its own adaptation plan or would FBC develop this document or would you be limited to creating the strategic framework?*

Yes, the expectation is that the PRRD would develop its own adaptation plan. FBC would support and facilitate the development of the strategic framework from which the PRRD adaptation plan would emanate. Additionally, if our proposal is successful in receiving FCM funding, there would be financial resources as described above to complete the first stages of an adaptation plan. The PRRD may decide to develop its adaptation plan internally or choose to contract it externally. In the event that the PRRD decides to hire externally to form the adaptation plan, FBC is willing to provide its services as FBC staff have an extensive background on and experience in strategic planning in flood, wildfire and drought management.

3. *How much staff time do you anticipate will be required if the PRRD participates on the project?*

In the proposal development stage, we anticipate that two days of staff time will be required. This will include about one day of staff time to attend and participate at a one-day workshop, half a day to prepare for the workshop and half a day to review and sign off on the application to FCM following the workshop. FBC is also proposing that each project partner (i.e. regional district or community) contribute \$1,000 to cover the



Fraser Basin Council

external costs (e.g. workshop, travel costs, etc.) associated with the development of the proposal to FCM.

For the two-year project, with respect to participation in the development and initial implementation of the Northeast BC Climate Risk Network, we estimate approximately 14 days of staff time will be required although it is difficult to make such an estimation so early in project planning and development. It is estimated that the first year will require about 8 days of staff time, which will involve one full day initial workshop, 3 half-day meetings, and staff preparatory time. The second year will require about 6 days of staff time, which will involve 3 half-day meetings and staff preparatory time. As for the staff time required for the first stage of the adaptation plan, we have a general estimate of 30 days of staff time. However, this is dependent on community context, the extent to which staff would take a lead role in the development of the adaptation plan and the level of detail desired from the plan. It is likely that this estimate will change after the scoping workshop.

4. *What PRRD staff do you anticipate being involved in the project?*

During the proposal development stage, we expect staff involvement at the CAO level or designate. For the project, we anticipate the involvement of a senior manager of a department related to adaptation. This may include departments such as emergency response, community planning, sustainability, public works, or water management.

In addition, in your letter you mentioned that the PRRD intends to apply to the National Disaster Mitigation Program to conduct a risk assessment in the South Peace River Region. Our project would complement your initiative through the initial adaptation planning stage, which would provide a preliminary assessment and gap analysis. The information gathered from this stage could help define the scope and structure of PRRD's risk assessment.

We look forward to hearing from you. Please call me at 604-889-7455 or email me if you wish to have any further clarification on our responses.

Sincerely,

David Marshall
Executive Director
Fraser Basin Council



PEACE RIVER REGIONAL DISTRICT

May 31, 2017

Sent via email to: dmarshall@fraserbasin.bc.ca

David Marshall
Executive Director
Fraser Basin Council
1st Floor, 470 Granville Street
Vancouver, BC V6C 1V5

Dear Mr. Marshall:

Re: Northeast Climate Risk Network

Thank you for your response of May 30th to our letter of May 26th. Can you please clarify the following?

1. Is the \$15,000 amount you mentioned in your response to Q.1 for the entire regional district or is it per electoral area (i.e., 4 X \$15,000)?
2. Under the response to Q.1 and again in your response under Q.2, you use the term 'first stage of an adaptation plan'. How many stages are there and what are these? What is the estimated staff time commitment of later stages?

We look forward to your response. Please call or email me if you have any questions.

Sincerely,

Chris Cvik, CAO
Peace River Regional District

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PLEASE REPLY TO:

☒ Box 810, 1981 Alaska Ave, Dawson Creek, BC V1G 4H8 Tel: (250) 784-3200 or (800) 670-7773 Fax: (250) 784-3201 Email: prrd.dc@prrd.bc.ca
☐ 9505 100 St, Fort St. John, BC V1J 4N4 Tel: (250) 785-8084 Fax: (250) 785-0117 Email: prrd.fsj@prrd.bc.ca



Fraser Basin Council

*Social well-being supported by a vibrant
economy and sustained by a healthy environment*

June 1, 2017

Sent via email to: Chris.Cvik@prrd.bc.ca

Chris Cvik
Chief Administrative Officer
Peace River Regional District
1981 Alaska Avenue
Dawson Creek, BC

Dear Mr. Cvik,

Re: Northeast Climate Risk Network

Thank you for your letter of May 31, 2017 seeking further clarification on our response of May 30th to your letter of May 26th. We are pleased to respond accordingly.

1. Is the \$15,000 amount you mentioned in your response to Q.1 for the entire regional district or is it per electoral area (i.e., 4 X \$15,000)?

The average of \$15,000 is per electoral area. It should also be noted that this amount is approximate and very much dependent on the number of partners in the Northeast. More specifically, it is based on seven communities, one regional district, four electoral areas and one regional municipality. The average amount per partner would be higher if one or more partners decided not to participate in the project. It also is important to point out that this number is an average amount as the preparation of an initial stage of an adaptation plan would vary depending on the size of the organization and the extent and nature of the work required to complete the first stage of an adaptation plan. Further discussion of the details related to the \$15,000 estimate would take place at the proposed scoping workshop to finalize the proposal to FCM.

2. Under the response to Q.1 and again in your response under Q.2, you use the term 'first stage of an adaptation plan'. How many stages are there and what are these? What is the estimated staff time commitment of later stages?

We estimate that there will most likely be at least two stages in completing an adaptation plan. As per my letter to you of May 30th, we estimate that the first stage "may include a preliminary risk assessment, gap analysis and a collection of data on regional climate patterns". Subsequent stages in completing the adaptation plan would then include filling the data gaps, identifying vulnerability areas within the region/electoral area/community, determining priority actions for risk management, and developing an implementation plan with timeframes, responsibilities and budgets. These subsequent stages are outside of the scope of our proposal.

Basin-Wide Office and
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t 604 488-5350 f 604 488-5351 info@fraserbasin.bc.ca

June 8, 2017

FRASERBASIN.BC.CA

Offices in – Greater Vancouver Sea to Sky
Fraser Valley – Thompson – Cariboo-Chilcotin – Upper Fraser

Without having a good understanding, at present, of the information that will be acquired from the first stage, it is very difficult to provide you with the 'estimated staff time commitment of later stages'.

Please call me at 604-889-7455 or email me if you wish to have further clarification on our responses.

Sincerely,

A handwritten signature in black ink, appearing to read "David Marshall". The signature is fluid and cursive, with the first name "David" and last name "Marshall" clearly distinguishable.

David Marshall
Executive Director
Fraser Basin Council

June 8, 2017



Resolutions Deadline June 30

June 7, 2017

The annual resolutions cycle is the main forum for UBCM policy-making, providing an opportunity for member local governments and member First Nations to express concerns, share experiences and develop united positions. Area associations considered a number of resolutions from BC local governments at their spring meetings. UBCM has received the resolutions endorsed by area associations, and will include them in the resolutions process for the 2017 UBCM Annual Convention.

If necessary, UBCM members may submit resolutions subsequent to the Area Association meetings directly to UBCM. All resolutions must be endorsed by a Board or Council prior to being provided to UBCM. The submission deadline is Friday, June 30.

Drafting Resolutions

Staff and elected officials are strongly encouraged to follow the writing guidelines and sample resolution on the UBCM website. A plain and concise resolution is easier to understand, increasing the likelihood that the membership will endorse it. Clear resolutions net clearer responses from other orders of government or other organizations.

UBCM Staff: Here to Help

Please feel free to contact UBCM staff for assistance in drafting resolutions. We help many fine-tune their resolutions for clarity and effectiveness. Please contact Reiko Tagami, Information & Resolutions Coordinator (604 270 8226 ext. 115).

Follow Us On

- Twitter: @ubcm

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