



DISTRICT OF HUDSON'S HOPE

AGENDA

Council Chambers

Monday, June 13, 2016 at 6:00 PM

1. Call to Order:

2. Notice of New Business:

Mayor's List

Councillors Additions

CAO's Additions

3. Adoption of Agenda by Consensus:

4. Declaration of Conflict of Interest:

5. Adoption of Minutes:

M1 May 24, 2016 Regular Council Meeting

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6. Business Arising From the Minutes:

7. Delegations:

8. Staff Reports:

SR1 Special Events Coordinator

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SR2 Shop Site Preparation – W6 Ranch Ltd. Change Order #2

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SR3 Shop Site Preparation – W6 Ranch Ltd. Change Order #3

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SR4 Rural Dividend Fund – Resolution

Page 40

SR5 Member Volunteer: BC Hydro Peace Region Non-Profit Community Fund

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SR6 BC Hydro Heritage Study-Environmental and Engineering Field Studies

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SR7 Canada 150 Community Infrastructure Program

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9. Bylaws:

B1 Amended Fees and Charges Bylaw No. 867, 2016

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B2 Municipal Ticket Information System Amendment Bylaw No. 868, 2016

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B3 Cemeteries Management Amendment Bylaw No. 869, 2016

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10. Correspondence

C1 Friends of Hudson's Hope Society – Financial Assistance Grant

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C2 Village of Pouce Coupe – 2016 Canada Day Parade

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C3 Licence of Occupation No. 813894 issued for Community Recreational and Interpretive Forest purposes dated, November 3, 2004.2016

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C4 UBCM Meeting Requests with Premier Christy Clark and Provincial Cabinet Ministers

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C5	2016 UBCM Meeting Request with Minister of Community, Sport and Cultural Development	Page 85
C6	International Day of Older Persons	Page 87
C7	BC Cancer Agency's new digital mammography vehicle begins summer tour for women in Northern BC	Page 91
C8	NH - New funding available to address HIV and hepatitis C in northern BC	Page 94
C9	PRRD - Dunlevy Campground Closure	Page 95
C10	Your support - Prostate Cancer Canada UBCM 2016 Resolution	Page 98
C11	Recreation Society of Hudson's Hope Letter	Page 101
C12	Dudley Club	Page 102
C13	Campsite donation request - Hudson's Hope Library	Page 107
C14	Coastal GasLink-Sun House Alternate Route	Page 109
C15	Northern Health moves toward person and family centered approach to health care	Page

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

CR1	RCLC Meeting May 27 th , 2016 in FSJ	Page 114
CR2	Thompson Sewer	Page 115

12. Old Business:

13. New Business:

NB1	Request for Update on Ice Making Policy	Page
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14. Public Inquiries:

15. Adjournment:



REGULAR COUNCIL MEETING
May 24, 2016
6:00 P.M.
MUNICIPAL HALL COUNCIL CHAMBERS

Present: Council: **Acting Mayor Dave Heiberg**
 Councillor Travous Quibell
 Councillor Nicole Gilliss
 Councillor Kelly Miller

Staff: **CAO, Tom Matus**
 Director of Protective Services, Robert Norton
 Foreman of Public Works, Layton Bressers
 Deputy Clerk, Dwylla Moraice Budalich

Other: **3 in gallery**

1. **CALL TO ORDER:**
 The meeting called to order at 6:00 p.m. with Acting Mayor Dave Heiberg.

2. **NOTICE OF NEW BUSINESS:**

Mayors Additions:

Councillors Additions:

Staff Additions: Agenda Additions SR6, SR7, SR8, & SR9

3. **ADOPTION OF AGENDA BY CONSENSUS:**
 The May 24, 2016 Council meeting agenda was adopted by consensus.

4. **DECLARATION OF CONFLICT OF INTEREST:**

5. **ADOPTION OF MINUTES:**

M1 **May 9, 2016 Regular Council Meeting Minutes**

0550-01

RESOLUTION NO.077/16

M/S Councillors Miller/Gilliss

THAT:

"The minutes of the May 9th, 2016 Regular Council Meeting be adopted as amended."

CARRIED

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

- BA1 **NH Report** **0400-80**
- Councillor Miller working on information for the Northern Health webpage.
 - 1st draft done – Councillor Miller will forward to other council for review and input
7. **DELEGATIONS:**
None
8. **STAFF REPORTS:**
- SR1 **RCMP Bike Rodeo Donation** **1770-01**
RESOLUTION NO.078/16
M/S Councillors Quibell/Miller
THAT:
"Council approve the \$2,000 donation from our 2015 Broker Performance Award to the RCMP for them to buy prizes and such for their Bike Rodeo on May 25, 2016."
CARRIED
- SR2 **Atkinson Area Usage for Ball Tournament** **0580-20**
RESOLUTION NO.079/16
M/S Councillors Gilliss/Quibell
THAT:
"Council approve the usage of the Atkinson Area for the Baseball Tournament June 17, 18 & 19, 2016 as long as it is not being utilized by the Wildfire Management Group. Regular camping fees will apply to this area during the tournament."
CARRIED
- SR3 **Call for Committee Member Volunteer: BC Hydro Peace Region Non-Profit Community Fund** **0360-01**
 - Does this have to do with United Way? If not Councillor Gilliss interested in being the council representative.RESOLUTION NO.080/16
M/S Councillors Quibell/Miller
THAT:
"Council appoint Councillor Gilliss to be the local government representative for the BC Hydro Peace Region Non-Profit Community Fund."
CARRIED
- SR4 **Leo & Ethel Rutledge Scholarship** **0290-01**
 - All applicant packages to be scanned and sent to the committee members.RESOLUTION NO.081/16
M/S Councillors Gilliss/Quibell
THAT:
"Council appoint Councillor Miller and Councillor Quibell for the committee to determine who will be this year's recipient of the District's Leo & Ethel Rutledge Scholarship."
CARRIED

- SR5 **CAO, Action and other Updates** **0110-01**
 Rural Dividend Fund
 • Thompson Subdivision Trail and Jamieson Woods Trails
 suggested as possible options for funding.
- SR6 **Thompson Subdivision** **0540-01**
 RESOLUTION NO.082/16
 M/S Councillors Gilliss/Quibell
 THAT:
 "Council approve the \$66,150.00 as its expenditure share for the
 construction of the sewer main in the Thompson Subdivision
 partnered with the Local Service Bylaw 864 and Parcel Tax Bylaw
 865."
 CARRIED
- RESOLUTION NO.083/16
 M/S Councillors Gilliss/Quibell
 THAT:
 "Council approve the Local Area Service Parcel Tax method of
 payment, and the 3% and compounded annually standard method of
 payment used as all MFA loans."
 CARRIED
- And
- RESOLUTION NO.084/16
 M/S Councillors Gilliss/Quibell
 THAT:
 "Council direct administration to prepare the District of Hudson's Hope
 Local Area Service Bylaw No. 864, 2016 and the Local Area Service
 Parcel Tax Bylaw Number 865, 2016."
 CARRIED
- SR7 **Beattie Plan 61031 Appraisal** **0540-01**
 RESOLUTION NO.085/16
 M/S Councillors Gilliss/Quibell
 THAT:
 "Council direct Administration to proceed with the appraisal of Plan
 EPP61031."
 CARRIED
- SR8 **Public Works Building RFP Submissions** **0810-20**
 • What is included in the amount?
 • What is the cost difference to what we originally wanted?
 • What is being lost? All the bells and whistles – what is included
 in this?
 • Would like a detail breakdown of the differences.
 • Lease to purchase with a maintenance plan – was in one of the
 submissions
- SR9 **Foreman of Public Works Project Report** **5210-01**
 FOR INFORMATION

9. **BYLAWS:**
None
10. **CORRESPONDENCE:**
- C1 **Peace River Local Government Association** **0360-01**
 - Direct staff to write a letter in response to Peace River Local Government Association
 - Would like earlier meeting time so that discussion and support for resolutions can be established
- C2 **Northern Health Child Health consultation engagement opportunities beginning May 19, 2016** **0400-80**
RESOLUTION NO.086/16
M/S Councillors Quibell/Gilliss
THAT:
"Council motion for one council member be approved for travel to either the Fort St. John or Chetwynd meeting."
CARRIED
- C3 **NH – Invitation: Spring 2016 Board community consultations: "Growing up Healthy in Northern BC"** **0400-80**
FOR INFORMATION
- C4 **Legion – Military Service Recognition Book** **1475-01**
RESOLUTION NO.087/16
M/S Councillors Miller/Gilliss
THAT:
"Council approve to sponsor an advertisement space in the "Military Service Recognition Book" for a 1/10 page (Business Card-Full Color) in the amount of \$310."
CARRIED
- C5 **City of Cranbrook Resolution re: Fort McMurray** **0400-50**
FOR INFORMATION
- C6 **Coastal GasLink Pipeline Project Update #41** **6660-20**
FOR INFORMATION
- C7 **Site C Construction Schedule: May 16-May 29** **6660-20**
FOR INFORMATION
- C8 **Save the Date – Resource Breakfast Series** **0400-01**
FOR INFORMATION
- C9 **PRRD – Appointment Letter** **0400-50**
FOR INFORMATION
11. **REPORTS BY MAYOR & COUNCIL ON MEETINGS AND LIAISONS RESPONSIBILITIES:**

- CR1 **Special Events Coordinator Report** **2510-01**
- Report for recommendation will be submitted by Councillor Gilliss and Councillor Middleton for next Council Meeting June 13, 2016
12. **OLD BUSINESS:**
- OB1 **ATV Campground** **6130-20**
- Staff to report back to council next meeting as to where this project stands
- OB2 **Rod & Gun Club Land Lease** **2380**
- Staff to report back to council next meeting regarding update on Land Lease with Rod & Gun Club
13. **NEW BUSINESS:**
None
14. **PUBLIC INQUIRIES:**
None
15. **ADJOURNMENT:**
Acting Mayor Heiberg declared the meeting adjourned at 7:35 pm.

	DIARY	Diarized
	<i>Conventions/Conferences/Holidays</i>	
DY1	<i>PRRD: Solid Waste Disposal</i>	<i>05/12/14</i>
DY2	<i>Airport Resurface and Redevelopment</i>	<i>05/12/14</i>
DY3	<i>Co-Op Correspondence Re: Card Lock</i>	<i>11/12/13</i>
DY4	<i>Capital Projects Meeting (every 6 months)</i>	<i>10/14/14</i>
DY5	<i>Financial Assistance Grant Policy</i>	<i>03/09/15</i>
DY6	<i>Special Events Contract</i>	<i>05/01/15</i>
DY7	<i>Wood & Tent Policy Changes</i>	<i>07/13/15</i>
DY8	<i>Bylaw 588 to be looked at after Bylaw 852 adopted</i>	<i>09/14/15</i>
DY9	<i>Policy for Ice – Putting in and taking out</i>	<i>09/14/15</i>
DY10	<i>Clean up of Moraine – spring reminder</i>	<i>11/23/15</i>
DY11	<i>Building Bylaw – add new construction requirements</i>	<i>11/23/15</i>
DY12	<i>Budget Meetings to be set up in February 2017</i>	<i>04/25/16</i>

Certified Correct:

CAO/Tom Matus

Chair/Mayor Gwen Johansson

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor and Council
SUBJECT: Special Events Coordinator
DATE: June 7, 2016
FROM: Becky Mercereau, Office Assistant


RECOMMENDATION:

Council decide whether they would like to create a full-time salaried non-union position focused on the delivery of Community Recreation Services and Special Events Coordinator or keep the Special Events Coordinator contracted out.

ADMINISTRATOR COMMENTS:

Council has had several discussions in the past in regard to the insurance costs vis-à-vis the District or the contractor providing; income tax burden/MERX as to whom is responsible; and the pros and cons between the Events Coordinator and an employee: all RFDs and reports with recommendations are attached for your perusal.

Report Approved by:



Tom Matus, CAO

INFORMATION:

Councillor Gilliss and Middleton have completed the attached report on the review of the Special Events Coordinator contract and have recommended the District create a full-time salaried non-union position focused on the delivery of community recreation services and special events coordinating.

Report prepared by:



Becky Mercereau, Office Assistant

To Mayor and Council

Re: Special Events Co-ordinator Contract Review

Report prepared by committee members; Councillor Gilliss and Councillor Middleton.

May June 2, 2016

Background:

With the contract coming up for renewal in August 2016, Heather and Nicole were tasked with performing a review of the current contract and given a mandate to bring a report and recommendations back to Council and Staff.

Councillor Middleton and Councillor Gilliss are the best representatives for this review, as we routinely attend most of the Special Events held by the DOHH.

-Our committee met several times via telephone, email, and in person. We also met with current contract holder, Greta Goddard in March 2016.

-We have spoke with external agencies, including, Taylor BC and Village of Fraser Lake as part of our research.

Information:

Please review the attached minutes/report from our committee meeting in April 2016. And the attached two job descriptions with our hand written notes on them for some additional ideas and thought.

Recommendation: Create a full-time salaried non-union position focused on two main objectives

1)The delivery of Community Recreation Services

2)Special Events Coordinator

This role would need to be a staff position, ***non-Union**. The Special Event Coordinator would be combined with Recreational services.

***The committee recognizes that one key challenge with this role will be that the special events are on weekends and evenings. This is why we recommend a management salary position vs. a unionized position, where the Overtime and after hours would bring too large of payroll burden on the DOHH.**

The key areas of focus would be:

- Delivery of special events that bring the community together. (Allowing more flexibility then we currently have to add, and or delete events that are not producing good results or attendance.)
- Application for grants related to the priorities of the community with respect to recreational and community service needs
- Promoting and marketing the use of the recreational facilities (the pool, arena, campsites)
- Supervising DOHH PW staff in recreational facilities i.e.: arena, pool, campgrounds. Alleviating task from current Director of Public Works.

- **Manage operations of Recreational facilities i.e.: Pool, Arena, Ball Diamonds, Playgrounds, Parks, and campgrounds.**
- **Helping local groups market and promote local events.**
- **Implement the recreational plan for Hudson's Hope**
- **Opportunity to work with and/or, supervise, and/or manage Visitor Info Center.**

Recreation Co-ordinator for District of Hudson's Hope

Meeting held

April 16, 2016

Issue:

Contract for the special events co-ordinator is due for renewal in August, 2016.

Background:

\$2400 / month

The special events co-ordinator cost to the community is \$30,000 per year. In 2015 there was an additional \$18,000 in expenses.

Current concerns raised include inability to be flexible with the events being hosted, increased demand for recreation services and a variety in the events being put on, and the cost of the contract throughout the year (wages and expenses). Due to the nature of the position, there is also a concern around whether we are able to obtain additional grants.

Additionally there may be opportunities lost by choosing not to use staff (i.e. the arena staff) to plan and run special events at recreation facilities. In future, there is an opportunity to plan and run events that are currently being hosted by the Special Events Co-ordinator.

Proposal:

Create a full-time salaried position focused on the delivery of community services. This role would need to be a staff position, non-Union. The special event co-ordinator would be combined with a recreational focus.

The key areas of focus would be:

- Delivery of special events that bring the community together
- Application for grants related to the priorities of the community with respect to recreational and community service needs
- Promoting the use of the recreational facilities (the pool, arena, campsites)
- Implement the recreational plan for Hudson's Hope

The committee recognizes that one key challenge with this role will be that the special events are on weekends and evenings. This may warrant further discussion as to how to approach the classification of the role (Union vs. Management) to ensure the role does not have additional overtime charges.

NOTE: needs more information, costs, etc. about what the role should be

Next Steps:

- Connect with Taylor – Nicole;
- Fraser Luke – Heather

2
Taylor

Schedule A

Community Services Director

Nature & Scope of Work

The incumbent is responsible for the planning, development, implementation and operation of educational, tourism & cultural, recreational, special events and other related programs within the community.

The incumbent directly hires and supervises the work of the Visitor Info Center, pool, preschool, summer kids programs, Events & Program Coordinator and other employees as assigned or that relate to the responsibilities of the position. The incumbent is also responsible for developing and assisting the volunteer groups necessary for performing community related functions, such as but not limited to the Taylor Access and Inclusion Committee, Taylor Tourism Group and the annual gold panning competition. arena
Lions Club, Community hall etc

The incumbent exercises considerable independence of judgment and action in accordance with established policies and procedure. Incumbents of this class must exercise constant care and attention to ensure the safety of program participants and must exercise courtesy and tact in providing non-routine information to the public.

The incumbent plans, develops and implements strategic plans, pricing and cost recovery strategies and annual operating and capital budgets. He/She provides technical and professional advice and reports to the Council and Committees of Council on departmental matters.

The incumbent reports to the Administrator and in her absence, to the Deputy Administrator. Work performance is reviewed and evaluated by the Administrator.

Illustrative Examples of Work

I. Community Development

- i. Plans, develops, implements, operates, reviews and evaluates new and existing community programs and events; Including, but not limited to, the Visitor Info Centre, Summer Kids Camp, Seasonal Pool, Gold Panning Championships, Pre-School, Teen Functions, Community Parades, Taylor Winter Olympics, tradeshow and other related or similar events;
- ii. Recruits, supervises, evaluates and disciplines all staff required for implementation of community tourism & cultural and recreational programs, within a standard hierarchal format (i.e. for some programs a supervisor may be hired to which supervisory responsibilities are delegated- but the position may require direct participation by Community Services Director in the activity); arena other Special Events
- iii. Maintains liaison with community groups, agencies and the general public; Provides routine information to the public by telephone or in person; prepares program information and provides media releases/advertisements as required;

- iv. Acts as a recording secretary or oversees the work of a volunteer recording secretary for community groups granted support by Council;
- v. Prepares budgets for each function or program performed for the approval of the Treasurer and Council, and ensures operations are conducted within approved budget parameters;
- vi. Prepares strategic plans for his/her department and participates in the overall Municipal strategic plan.
- vii. Prepares and maintains records, correspondence, and other related documents as required;
- viii. Prepares and presents Committee and/or Council reports at the appropriate venue;
- viii. Performs other related duties as assigned by the Administrator; This can include the delegation of the responsibilities of Acting Administrator in the absence of the Deputy Administrator.

for Recreation
** Implement DHH 5 year Recreation Plan*

2. Community Advertising & Promotion

- i. Prepares promotional and advertising documents within a defined budget;
- ii. Develops, updates and promotes community brochures and publications;
- iii. Develops, updates and maintains the District's website and social media content
- iii. Performs other related duties as assigned by the Administrator.

marketing position may be much.

Required Skills, Abilities & Knowledge

Considerable knowledge of the principles, practices and objectives of community development and promotion.

Considerable knowledge of the cultural and educational needs, interests, resources and requirements of the community area served.

Sound knowledge of modern office practices or procedures.

Ability to plan, design, develop, coordinate, schedule, supervise, implement and evaluate the provision of recreational, tourism, cultural, educational, and promotional programs.

Ability to plan, assign, supervise and evaluate the work of program staff and to interview, hire and train same.

Ability to establish and maintain effective working relationships with staff, community groups and agencies, volunteers, the general public and various other internal and external contracts in the

area served and to develop community interest and involvement in the programs offered.

Ability to carry out administrative and technical research studies, prepare and maintain records, reports, budgets, plans, correspondence and promotional material related to the work performed.

Ability to interpret bylaws, resolutions, documents, official records and related material.

Exceptional written and verbal communication skill.

Highly developed interpersonal skill.

Desirable Training & Experience

Completion of a general undergraduate degree with a recreation focus, diploma with experience in management and recreation administration, or an equivalent combination thereof.

A minimum of two years supervisory experience, or an equivalent combination of training and experience.

Required Licenses, Certificates & Registrations

Driver's License for the Province of British Columbia.

Criminal Record Check

Position Status

Salary

This is a management position

\$65,000.00

40 hours per week.

Requirement to adjust work hours to attend meetings and host events as required.

Taylor's
Not appli



VILLAGE OF FRASER LAKE
RECREATION DIRECTOR
JOB DESCRIPTION
March 2016

POSITION TITLE: RECREATION DIRECTOR
DEPARTMENT: ADMINISTRATION
REPORTS TO: DIRECTOR OF CORPORATE ADMINISTRATION

RESPONSIBILITIES: The Recreation Director is responsible for the organization and implementation of Village supported recreational activities in our community. The Recreation Director plays a key role in the planning, organization and implementation of community events. The Recreation Director will be actively involved in community liaison, event planning, program coordination and provision. The liaison aspect of this role is very important and includes relationship building with groups or organizations, both in and outside of our community, for the purpose of recreation.

This is a contract position. The term of contract runs from April 1 to September 30 of each year; based on 40 hours per week or 1040 hours for the term of the contract. This 6 month term provides time in the spring for planning of summer events and programing. Time in September provides the opportunity to wrap up summer activities and documentation. May to early September is typically the most demanding time for the Recreation Director. A flexible schedule is required to address work load and program schedules during these demanding summer months.

DUTIES: Design or coordinate and implement recreation programs for residents of all ages.

- Summer Program
- Drop in activities
- SD 91 non instructional day activities
- Community based recreation programs

As the lead or in a supporting role, participate in the coordination and/or implementation of community events and activities:

- Bicycle Rodeo
- Heart and Stroke Big Bike
- Mouse Mountain Days
- Cruisin Car Show
- Festival of the Arts
- Youth Soccer

Assist in the maintenance of the Village Facebook page.
Assist the Administrative Clerk by providing recreation program information for addition to the Village website.
Liaise with and/or organize meetings with community groups for recreation development.
Coordinating the Field Users meeting during April.
Provide assistance or non-monetary support as appropriate to community groups who are developing recreation plans. This may include providing advice or assistance with grant applications.
Clerical and office support duties as required.

QUALIFICATIONS/
ABILITIES:

Strong organizational skills
Willingness to work within a flexible schedule
Self-motivated with an ability to work under minimal supervision
Strong communication skills, both written and oral.
Ability to interact with the public in a pleasant and effective manner.
Ability to organize, implement and evaluate recreation programs
Ability to work within specified budgets
Ability to assist with recreation related grant applications for both the municipality and community groups
Must complete and provide details of a criminal records check
Must have valid class 5 BC Drivers Licence

This position is managed through a 6 month term contract, based on an average of 40 hour per week for a total of 1040 hours.

EMPLOYEE NAME – PLEASE PRINT

DATE

EMPLOYEE SIGNATURE

WITNESS

R.J.HOLLAND, Chief Administrative Officer

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor Johansson and Council

SUBJECT: Independent Events Coordinator Contractor versus Event coordinator Employee Status

DATE: May 14, 2014

FROM: Tom Matus, CAO

RECOMMENDATION:

Comparative Logistics (options) for Event Coordinator Status

As a Term Contracted Employee:

The present contracted remuneration is \$30,000/year: we would not have to have separate insurance for the EC as they would be covered under our CGL insurance through MIABC. And we would not have to pay benefits to the EC as only permanent employees are eligible for benefits. If mutually agreed with the Union the EC would be excluded from the CA and we could negotiate our own terms whereby no overtime will need be paid. Contract would be for services though we withhold the Deductions at Source: we may choose to have the employer's and employee's deductions at source borne by the worker, approx. \$6,000.00.

As a permanent employee:

We would pay all health and pension benefits, salary, vacation time etc., the EC would be subject to the Collective Agreement as new District positions are subject to the CA.

Salary: \$30K/year for 1200yrs/year, (\$25/hour | 23hrs/week); possible flexible hours but would be subject to the CA. Total employee cost to employer with all benefits and source deductions = \$42,100.

As an "As and When Required", Outside Casual Employee or contracted worker:

This would be the best option for the District as any Casual Employee status carries no benefits other than 50¢/hour added to the wage, (capped at \$90/year), and is, for all intents and purposes, an "as and when required" position. Hours can be controlled. Outside Casual wage is \$21.40/hr. The only issue is if the District would be able to find

someone "as and when required". Or contract this work "as and when required", and withholding the deductions at source.

ADMINISTRATORS COMMENTS:

The worker is not a contractor and does not have a business relationship only by virtue of the fact they signed a contract. A payer can sign an employee contract, term or otherwise, with the worker but this still makes the worker an employee and subject to the payer deducting the statutory deductions at source from the remuneration.

To determine the difference between a contractor, and an employee relationship for tax purposes the following elements are considered, (not including a *contracted employee* as this assumes a contractual employment agreement):

Insurance, British Columbia Government and the Government of Canada provide identical tests which elements help decide between the two worker statuses, which are as follows:

Control

The ability of the payer to exert "relevant control", (relevant control over the daily activities of the worker - worker subordination), over what and how things are done. The more control the payer has over the worker the more likely the worker will be determined to be an employee. The more autonomy the worker has the more likely the worker will be a contractor.

Ownership of Tools

If the worker is using the payer's tools this would indicate an employment relationship. Though employees sometimes must provide their own tools - this in itself does not determine the arrangement between the worker/payer though is one determining factor of the arrangement between the worker/payer. Who pays the insurance for the tools may help to determine the arrangement further.

Chance of Profit

If the worker's income is the difference between the cost of providing the service and the price charged for the service; if the payer does not share in the worker's profit or expenses then the worker would likely be a contractor and not an employee.

If the payer has control over the method and amount of pay; if the expenses are not greater than the remuneration then the worker will likely be an employee.

Risk of Loss

If the worker is not in a position to lose profit and/or the payer assumes all operating costs i.e. tools, wages, office space insurance premiums, shipping costs, etc. then the worker will be more likely be considered an employee.

Payment

If the worker is paid regularly regardless of productivity the worker will likely be considered an employee.

In that statutory payroll deductions are a GoC domain the criteria is more stringent and clear, and Goc applies two steps as per the following:

Step 1

The GoC firsts determines what the two, parties' contractual intent is: either to engage in a "contract of service" which is an employer-employee contractual relationship or to engage in a "contract for services", being a business contractual relationship - and asks how and why the two parties defined the relationship.

Step 2

As with Insurance and the BCG the GoC uses the same aforementioned criteria for determining an independent contractor or employee, and adds other determining criteria as per the following:

Subcontracting

Can the worker subcontract the work; does this action effect the worker's profit and risk of loss; can the worker hire assistants to help him do his job without permission from the payer? If the answer is yes than the worker is likely a contractor.

Financial Risk

If the worker is not reimbursed for certain types of expenses and has fixed on-going operating costs in relation to business than the worker may likely be a contractor; if the worker does not receive benefits or protection from the payer then the worker would likely be a contractor.

Investment

What responsibility the worker has in investment and management. Does the worker have to provide an investment to perform the services including hiring personnel to perform the services? If so then the worker is likely a contractor.

Written Contracts

Does the worker have other written contracts with other entities where the worker sets the price and/or unilaterally negotiates the contracts?

In summary, the more control the payer has over the worker the more likely the worker will be considered an employee and vice versa.

In help determine the employee/contractor status of our Events Coordinator for statutory deductions I have listed the following precepts:

Elements to support the EC's status for tax purposes:

- a) I am not aware of any other written contracts the EC may have with a payer, other than the District: being the Fit For Life agreement;
- b) We offer to pay the insurance premiums;
- c) We pay a set remuneration regularly each month;
- d) She has no expenses, we pay them;
- e) She does not control her profit;
- f) She does not and can never realize a loss in operations;
- g) We pay any assistants she may have;
- h) We provide the supplies/(tools);
- i) I understand this position was done in the past by an employee;
- j) Under the Employment Standards Act I believe she would be a contract employee;

Elements to support a business/contractor relationship:

- a) We stipulate in the contract that we include the taxes as a component of the remuneration she receives from us hence we do not waive the requirements of the Income Tax Act or the Employment Insurance Act;
- b) She has no right of recall;
- c) The work is not presently done by any other employee;
- d) We don't actually tell her how to do the work or what we expect as the final result, only that she hold the event;

In conclusion I would submit that, for tax reporting purposes, the Events Coordinator is an employee, meaning that we should be deducting statutory deductions.

Under our benefits agreements the policy holder requires that an employee must be a permanent employee and must work a minimum of 20 hours per week to be eligible for insured health and pension benefits.

I would proffer that since this position is not currently established as a District employee position and the work is not performed by any bargaining unit employee the Union cannot at this time claim this position as a bargaining unit employee position, hence, not subject to the Union Collective Agreement. Due to the nature of the work of the Event Coordinator I believe we can contract the Event Coordinator as a "term contract employee" excluded from the Collective Agreement/bargaining unit. I have requested "mutual agreement" from the Union as per section 2.1 of the Collective Agreement.

The Event Coordinator has found CGL insurance coverage for herself at the premium of \$500.00/year.

Excerpts on this subject from the BCG and GoC are attached.

Tom Matus, CAO

REQUEST FOR DECISION

RFD#: 7SR	Date: April 14, 2014
Meeting#: ICM041414	Originator: Tom Matus, CAO
RFD TITLE: Events Coordinator	

BACKGROUND:

We traditionally contract Greta Goddard as our Events Coordinator to carry out all community events which the District of Hudson's Hope sponsors providing that she acquires the proper General Liability insurance.

DISCUSSION:

Greta has been trying to obtain general liability insurance without success. Following is a response from our insurance agent Cathie Hartsell at Willis which provides our insurance in regard to my query to provide insurance coverage for Greta:

"Just to bring you up to speed as to where I am at with trying to obtain coverage for Greta. I am basically up against a brick wall in that due to the diverse number of activities that need to be covered insurers are advising me that they cannot cover the entire scope of all the activities which she would be responsible for handling. A few of which are listed below:

- Parade planner
- Ski tour arrangements
- Carnival planner

Etc. etc.

If, she was listed as the employed recreations activity person and not hired under contract then, she could be covered under your master General Liability policy as this would be within the perimeters of what cities, districts, etc. routinely arrange but, as a private individual the exposure for one person is so great that, they frankly do not want to take it on.

If you wish to give me a call I can give you a clearer picture of where they are coming from and the exposures which Greta herself would be up against and hence the reluctance on the part of the insurers."

We won't likely have a quote for Greta tomorrow, but we are reaching out to other markets to seek available coverage for her. We hope to have some interest tomorrow.

Unless Greta will be providing services solely to your municipality and not acting for others or on her own, I would not recommend adding her to your own Liability Insurance policy. The risk is just too high to the municipality if a participant were to be injured at an event hosted by Greta (either on behalf of another firm or on her own) in the absence of other insurance coverage.

I will give you a call tomorrow once I have had a chance to discuss with some markets.

Attached is a premium quote for coverage and the cost of Greta's contract hours of \$30,000 plus any other events which she may coordinate that is outside the scope of her contract.

BUDGET:

As contracted:

Contract + Insurance = Total contract costs

\$30,000 + \$8,000 = \$38,000.00

As Employee:

Salary + Benefits & MERC = Total Employer Costs

\$30,000 + \$17,100 = \$47,100

RECOMMENDATION / RESOLUTION:

It would be advantageous to hire Greta on as a Part-Time Events Coordinator, mainly half-days with flexible hours to a maximum of 1,000 hours per year.

Tom Matus, CAO

REQUEST FOR DECISION

RFD#: 7SR	Date: May 20, 2014
Meeting#: ICM052614	Originator: Tom Matus, CAO
RFD TITLE: Event Coordinator Status Factor Logistics	

BACKGROUND:

Council has requested a study be done on the logistical factors governing worker status vis-à-vis an employee (contract of services) versus a contract worker (contract for services). This report for discussion purposes only.

DISCUSSION:

The worker is not a contractor and does not have a business relationship only by virtue of the fact they signed a contract. A payer can sign an employee contract, term or otherwise, with the worker but this still makes the worker an employee and subject to the payer deducting the statutory deductions at source from the remuneration.

To determine the difference between a contractor, and an employee relationship for tax purposes the following elements are considered, (not including a *contracted employee* as this assumes a contractual employment agreement):

Insurance, British Columbia Government and the Government of Canada provide identical tests which elements help decide between the two worker statuses, which are as follows:

Control

The ability of the payer to exert "relevant control", (relevant control over the daily activities of the worker – worker subordination), over what and how things are done. The more control the payer has over the worker the more likely the worker will be determined to be an employee. The more autonomy the worker has the more likely the worker will be a contractor.

Ownership of Tools

If the worker is using the payer's tools this would indicate an employment relationship. Though employees sometimes must provide their own tools - this in itself does not determine the arrangement between the worker/payer though is one determining factor of the arrangement between the worker/payer. Who pays the insurance for the tools may help to determine the arrangement further.

Chance of Profit

If the worker's income is the difference between the cost of providing the service and the price charged for the service; if the payer does not share in the worker's profit or expenses then the worker would likely be a contractor and not an employee.

If the payer has control over the method and amount of pay; if the expenses are not greater than the remuneration then the worker will likely be an employee.

Risk of Loss

If the worker is not in a position to lose profit and/or the payer assumes all operating costs i.e. tools, wages, office space insurance premiums, shipping costs, etc. than the worker will be more likely be

considered an employee.

Payment

If the worker is paid regularly regardless of productivity the worker will likely be considered an employee.

In that statutory payroll deductions are a GoC domain the criteria is more stringent and clear, and Goc applies two steps as per the following:

Step 1

The GoC firsts determines what the two, parties' contractual intent is: either to engage in a "contract of service" which is an employer-employee contractual relationship or to engage in a "contract for services", being a business contractual relationship – and asks how and why the two parties defined the relationship.

Step 2

As with Insurance and the BCG the GoC uses the same aforementioned criteria for determining an independent contractor or employee, and adds other determining criteria as per the following:

Subcontracting

Can the worker subcontract the work; does this action effect the worker's profit and risk of loss; can the worker hire assistants to help him do his job without permission from the payer? If the answer is yes than the worker is likely a contractor.

Financial Risk

If the worker is not reimbursed for certain types of expenses and has fixed on-going operating costs in relation to business than the worker may likely be a contractor; if the worker does not receive benefits or protection from the payer then the worker would likely be a contractor.

Investment

What responsibility the worker has in investment and management. Does the worker have to provide an investment to perform the services including hiring personnel to perform the services? If so then the worker is likely a contractor.

Written Contracts

Does the worker have other written contracts with other entities where the worker sets the price and/or unilaterally negotiates the contracts?

In summary, the more control the payer has over the worker the more likely the worker will be considered an employee and vice versa.

In help determine the employee/contractor status of *our* Events Coordinator for statutory deductions I have listed the following precepts:

Elements to support the EC's status for tax purposes:

- a) I am not aware of any other written contracts the EC may have with a payer, other than the District: being the Fit For Life agreement;
- b) We offer to pay the insurance premiums;

- c) We pay a set remuneration regularly each month;
- d) She has no expenses, we pay them;
- e) She does not control her profit;
- f) She does not and can never realize a loss in operations;
- g) We pay any assistants she may have;
- h) We provide the supplies/(tools);
- i) I understand this position was done in the past by an employee;
- j) Under the Employment Standards Act I believe she would be a contract employee;

Elements to support a business/contractor relationship:

- a) We stipulate in the contract that we include the taxes as a component of the remuneration she receives from us hence we do not waive the requirements of the Income Tax Act or the Employment Insurance Act;
- b) She has no right of recall;
- c) The work is not presently done by any other employee;
- d) We don't actually tell her how to do the work or what we expect as the final result, only that she hold the event;

In conclusion I would submit that, for tax reporting purposes, the Events Coordinator is an employee, meaning that we should be deducting statutory deductions.

Under our benefits agreements the policy holder requires that an employee must be a permanent employee and must work a minimum of 20 hours per week to be eligible for insured health and pension benefits.

I would proffer that since this position is not currently established as a District employee position and the work is not performed by any bargaining unit employee the Union cannot at this time claim this position as a bargaining unit employee position, hence, not subject to the Union Collective Agreement. Due to the nature of the work of the Event Coordinator I believe we can contract the Event Coordinator as a "term contract employee" excluded from the Collective Agreement/bargaining unit. I have requested "mutual agreement" from the Union as per section 2.1 of the Collective Agreement.

The Event Coordinator has found CGL insurance coverage for herself at the premium of \$500.00/year.

Excerpts on this subject from the BCG and GoC are attached.

Of note: the last two Event Coordinator contracts, 2009 and 2011 have included in the Insurance and Indemnification clause that reads:

"The Municipality shall reimburse the Contractor for the cost of this insurance policy."

BUDGET:

Comparative Logistics (options) for Event Coordinator Status

1 As a Term Contracted Employee:

The present contracted remuneration is \$30,000/year: we would not have to have separate insurance for the EC as they would be covered under our CGL insurance through MIABC. And we would not have to pay benefits to the EC as only permanent employees are eligible for

benefits. If mutually agreed with the Union the EC would be excluded from the CA and we could negotiate our own terms whereby no overtime will need be paid. Contract would be for services though we withhold the Deductions at Source: we may choose to have the employer's and employee's deductions at source borne by the worker, approx. \$6,000.00. total \$30,000/year.

2 As a permanent employee:

We would pay all health and pension benefits, salary, vacation time etc., the EC would be subject to the Collective Agreement as new District positions are subject to the CA.

Salary: \$30K/year for 1200yrs/year, (\$25/hour | 23hrs/week); possible flexible hours but would be subject to the CA. Total employee cost to employer with all benefits and source deductions = \$42,100.

3 As an "As and When Required", Outside Casual Employee or contracted worker:

This would be the best option for the District as any Casual Employee status carries no benefits other than 50¢/hour added to the wage, (capped at \$90/year), and is, for all intents and purposes, an "as and when required" position. Hours can be controlled. Outside Casual wage is \$21.40/hr. The only issue is if the District would be able to find someone "as and when required". Or contract this work "as and when required", for the same total of hourly wage and withholding the deductions at source.

RECOMMENDATION / RESOLUTION:

Option #3 above is recommended subject to determining the feasibility of acquiring a Casual worker "as and when required".

Tom Matus, CAO



B.C. Government and Service Employees' Union
A component of NUPGE (CLC)

January 8, 2015

Via email: cao@hudsonshope.ca

Tom Matus, CAO
Hudson's Hope
Box 330
9904 Dudley Drive
Hudson's Hope, BC V0C 1V0

Dear Mr. Matus

**Re Exclusion Request: Event Coordinator
Union Ref# 7599**

We write in response to your exclusion request set out in your letter of May 16, 2014 and agree to the exclusion of the Event Co-Ordinator position as it has been and remains a contracted out position and historically never been included in the bargaining unit.

We will now take the appropriate steps to conclude our file related to this matter.

Yours truly

A handwritten signature in dark ink, appearing to read 'Sheila Temple', written over a circular stamp.

Sheila Temple
Staff Representative - Advocacy

SAT/sll/cope 378
Event Coordinator January 8 2015

cc A. Panoulis
B. Beckmann

REQUEST FOR DECISION

RFD#:	Date: June 2, 2016
Meeting#: CM061316	Originator: Tom Matus, CAO
RFD TITLE: Shop Site Preparation – W6 Ranch Ltd Change Order #2	

BACKGROUND:

Council approved Change Order #1 for the Shop Site Preparation Work which included item #4 which reads as follows:

"The addition of hauling, placing and compacting import pit run to a total of 3,600 m at a unit rate of \$8.68/m."

DISCUSSION:

Due to a misunderstanding between the Project Engineer and the Contractor regarding the wording of the 3,600 cubic meter requirement for the pad, a second change order is being issued for your approval.

To describe this misunderstanding, Eric Sears of Urban Systems requested that W6 provide 3,600 cubic meters of compact fill, the cubic meters being calculated at the destination site, (compacted at point B), as hauled, placed and compacted; W6 understood this to be calculated from the stockpile site (loose gravel from point A) hauled placed and compacted).

Dispute

The dispute is in the interpretation of "haul, place, compact" a certain volume of gravel at a certain site. Being the volume of gravel at the construction site, or haul, place compact gravel from the stockpile site.

It is fair to assume that when a tender is being issued specifications for the placing of gravel, from the point of view of the engineer, would be the compacted volume of required material at the destination/construction site, not the loose gravel volume of material from the stockpile as the engineer would not know how much loose gravel a contractor would need from the stockpile as the engineer would not know which contractor would be providing the bid – so the engineer could not know where the loose gravel was coming from. Each stockpile site would have its own different compacting characteristics. The engineer cannot go to every stockpile site in the Province and assess the ratio of loose gravel to compact gravel. This would be the responsibility of the contractor to assess their own source gravel stockpile site, through "proctor compaction testing" so they would know how much to bid for compacted gravel at site – this, the only terms the engineer could speak to. The engineer would know how much compacted gravel the project would need at the construction site, not how much loose gravel the project would need from any given stockpile site.

As per the requirement of Change Order #1:

"The addition of hauling, placing and compacting import pit run to a total of 3,600 m at a unit rate of \$8.68/m."

It could be possible how the directions from Urbans Systems was misinterpreted by W6.

As per Urban Systems position:

In practice, Urban Systems (engineers) do a calculation, they do it from a position of determining the final product required for a certain volume area, for compacted cubic meter required for the volume area required at the destination site to fill, in this case the volume area being 3,600 cubic meters of 100% compacted material - evidently so this is what happened here.

And, as per W6 Ltd's position:

In practice, W6 states it works from a position of hauling material, when they are asked to haul, place and compact 3,600 cubic meters they are measuring from the stockpile, (point A) - evidently so it seems is what happened here. Though, W6 knows their pit's proctor compaction test results, so, they could have been aware of this situation and what would be required of them in hauling, placing, and compacting volume gravel.

Proposed Remedy:

District of Hudson's Hope position:

As mentioned there are ways to determine loose gravel to compact gravel cubic meter ratio which either the contractor or the engineer could have done.

The District of Hudson's Hope believes that both parties could have determined the loose gravel to compacted gravel ratio; and that possibly, the terminology that would be better used to ensure complete understanding by both parties would be:

"...hauling, placing and compacting import pit run to a total **compacted volume** of 3,600m³ at a **compacted volume** unit rate of \$8.68/m³".

As opposed to what was written:

"The addition of hauling, placing and compacting import pit run to a total of 3,600 m at a unit rate of \$8.68/m."

Understanding that both parties are entrenched in their own respective field of vernacular I think we can agree if either side had requested "proctor compaction test" results this whole scenario could have been avoided and the District of Hudson's Hope would not be having to try and repair this misunderstanding and/or bearing any loss.

Speaking with our lawyer Lindsay Parcels recommends the following:

"Following up on our discussions yesterday, my view is that this is a hard issue to interpret given the wording of the contract and tender documents. My suggestion is that the District try to split the difference with the contractor on this issue as interpretation could go either way."

In coming to a mutual understanding and agreement in providing the remaining material that needs be placed. I have spoken with Ty Olsen and we have agreed that the District of Hudson's Hope will pay for the loose gravel hauled to date, being May 31, 2016 at the contract rate; and the District of Hudson's Hope will pay the unit rate for the remaining compacted volume area required at site (point B) at the same contract unit rate, that being \$8.68/m³ for compacted cubic meter volume.

The remaining required compacted volume being 1,322 m³ for the Shop Yard at \$8.68/m³; and 120 m³ for the Access Road at \$2.17/m³.

The District of Hudson's Hope and W6 Ranch Ltd / dba W6 Contracting agree to the following:

See Budget section for agreement...

BUDGET:

From m General Capital Works Reserve, (it may be necessary to transfer additional funds from the General Operating Surplus to the Capital Reserve Fund before this fiscal year end – 2016 General Operating Fund year-end surplus budgeted at \$1,074,374.00).

For the SHOP YARD:

The remaining required compacted volume for the Shop Yard being 1,322 m³:

"The addition of hauling, placing and compacting import pit run for the Shop Yard to a total compacted volume of 1,322 m³ at a compacted unit rate of \$8.68/m³":

$$1,322 \text{ m}^3 \times \$8.68/\text{m}^3 = \$11,474.96.$$

For the ACCESS ROAD:

The remaining required compacted volume for the Access Road being 120 m³:

"The addition of hauling, placing and compacting import pit run for the Shop Yard to a total compacted volume of 120 m³ at a compacted unit rate of \$2.17/m³":

$$120 \text{ m}^3 \times \$2.17/\text{m}^3 = \$260.40.$$

Total amount for Shop Yard and Access Road to Shop Yard: **\$11,735.36**

Prior commitments to General Capital Reserve post 2016 Fiscal budget:


General Capital Reserve Balance at December 31, 2015 as per audit = \$4,457,555

2016 Budgeted items total = \$4,131,767

Accumulated RFDs charged to General Capital Reserve:

BC Bike Grant: = \$ 210,000
(or RDF \$25K)

	NDIT Solar Array	= \$	50,000
	Shop Site Prep CO #1	= \$	34,891
			=====
	Estimated Subtotal General Capital Reserve Remaining	= \$	30,897
			=====
	Shop Site Change Order #2	= \$	11,735
			=====
	Estimated Total General Capital Reserve Remaining	= \$	19,162
			=====
RECOMMENDATION / RESOLUTION:			
That:			
"Council approve Shop Site Preparation Change Order #2 for the additional amount of \$11,735.360."			



 Tom Matus, CAO

 Eric Sears, P. Eng
 Urban Systems_

REQUEST FOR DECISION

RFD#:	Date: June 10, 2016
Meeting#: CM061316	Originator: Tom Matus, CAO
RFD TITLE: Shop Site Preparation Waterworks – W6 Ranch Ltd Change Order #3	

BACKGROUND:

Shop Site Preparation contract required the installation of a water main to service the DPW Shop Building. Using all available data that the District of Hudson's Hope has in its possession, we determined the location of the tie, as per mapping records in our possession. We needed to locate a tie-in at the corner of Ross ST. and Jamieson Ave, consisting of an extension with a 90 degree elbow with thrust block.

DISCUSSION:

Firstly, Work that was contracted:

On May 31st, and June 1st: the contractor dug at marked location and it turned out that the maps we have in our possession depicting the location of the water main and its appurtenances are in error. Contractor worked to locate the stub: Inv# 16021 - \$3,848.25, Inv# 16022 - \$5,370.75, and Inv# 16030 - \$1,016.40.

Secondly, additional contract work:

On, June 2nd & June 3rd: Actual installation: contractor located site 5 meters to the east and found what was thought to be a 90 degree elbow, (without extension), encased in concrete, contractor began to clear this area out whence the concrete broke loose and exposed a T with a plug, (encased in concrete), not a 90 degree elbow – no way of knowing this was the case until the concrete broke loose and exposed the T and plug. This caused us to have to replace the T as it was corroded, job was finished and all went well: Inv# 16023 - \$6,302.13, Inv# 16026 - \$6,210.75.

Thirdly, water main break:

On June 3rd: about 3 hours later, after the job was finished, water was seen at the work site. Upon excavating the site a ductile iron pipe flange with rubber O-ring was found about 1 foot west of the second dig - between the first and second dig – this flange had not been dug out at the second dig as the second dig stopped about 1 foot short of exposing this flange. The pipe that had been worked on, having had pulled the pipe out of the flange, caused the rupture in the pipe, and further repairs had to be done: Inv# 16027 - \$6,055.88.

Fourthly, additional valve:

W6 had installed a valve north of the T they installed, in the normal course of waterworks mains this is sound practice, (Eric, Layton and Ed agreed), but this is not part of the scope of work. Seeing that this valve could be used in the future should we decide to loop the water

main in Jamieson subdivision, (through at this point there is no plan to do so), I suggest we can go 50/50 on the cost of this valve, though it is very difficult to track just how much labour is involved which was purchased from Fred Surridge Ltd: Inv# 52403 - \$2,508.49; 50% = \$1,254.25. W6 is requesting not to pay anything as we should be able to use it in the future.

Fifthly, contract water main work reaming:

The laying of the water main is continuing and there will be an additional cost for this as that work is not included in the above invoices, should be \$5,464.48 but this has been included in the calculation for "Original cost of total water main install" below.

Sixthly, additional Vacuum Truck rental not included but noted in contract:

As the contract stated, if a Vacuum Truck was required this would be billed additionally – these costs are included in the above invoices, as per the attached.

Summary:

The first dig found nothing of what we were looking for; the specific location was different from what was depicted on the map. What we found was an extension with a T encased in cement but no valve, further repairs had to be done due to a ruptured flange, and an extra valve was placed by W6 though it was not part of the design nor did we request this valve to be placed.

So, additional work was required from the contractor that was not included in the contract, work being:

- 1 a second dig to locate the exact location of the T: but no extension, plug or thrust block was found as per drawings; and
- 2 new work requiring the repair of the ruptured pipe/flange.
- 3 Installation of valve.

Our maps/drawings showed a faulty location of the water main stub, this not the fault of the contractor. Their bid was based on a correct location, since this was not the case much more digging was involved. Plus the break in the water main entailed more work.

BUDGET:

From General Capital Works Reserve:

Change Order #2:

To-date Water Main install:	+\$22,748.28;	
(including all digs)		
Original cost of total water main install:	- \$ 5,984.48;	
To-date Change Order #3 total:	:	\$16,763.80 A
Water main Repair	+\$ 6,055.88	B
Valve (1/2 cost)	+ \$ 1,254.25	C



16021

DATE: MAY 31 / 16

JOB#: _____

LOCATION SHOP SITE

Signature: _____



Box: 450, Hudson's Hope, BC V0C 1V0 Ph (250) 783-9455 Fax (250) 783-9454

LOCATION SHOP SITE



16022

DATE: JUNE 1/16

JOB#: _____

LOCATION SHOP SITE

[illegible]

Signature:



Box: 450, Hudson's Hope, BC V0C 1V0 Ph (250) 783-9455 Fax (250) 783-9454

CHARGE TO: DISTRICT OF HUDSON'S HOPE

DATE: JUNE 2/16

ADDRESS: _____

JOB#:

LOCATION SHOP SITE

Signature:



Darwin Watson
Cell (250) 783-3019 • email: w6ranch@gmail.com

CHARGE TO: DISTRICT OF HUDSON'S HOPE

DATE: JUNE 3/16

ADDRESS: _____

JOB#: _____

LOCATION SHOP SITE

Signature:



A Division of W6 Ranch Ltd.

Cell (250) 783-3019 • email: w6ranch@gmail.com

Box: 450, Hudson's Hope, BC V0C 1V0 Ph (250) 783-9455 Fax (250) 783-9454

Darwin Watson

16027

CHARGE TO: DISTRICT OF HUDSON'S HOPE

DATE: JUNE 3/16

ADDRESS: _____

JOB#: _____

LOCATION SHOP SITE

DESCRIPTION OF WORK	HOURS	RATE	AMOUNT
<u>WATERLINE BLOWOUT.</u>			
<u>"NIGHT SHIFT"</u>			
<u>LABOUR</u>	<u>40</u>	<u>60.⁰⁰</u>	<u>2,400 00</u>
<u>330 HOE</u>	<u>4</u>	<u>200.⁰⁰</u>	<u>800 00</u>
<u>HYDROVAC- JOHNNY VAC</u>	<u>7.5</u>	<u>275.⁰⁰</u>	<u>2,062 50</u>
<u>PUMPS & HOSES - 2" & 3" TRASH Pumps / Hoses</u>			<u>505 00</u>
<u>LABOUR: TINA 8 hrs</u>			
<u>SHANE 8 hrs - swamped on HydroVac</u>			
<u>KEN 8 hrs</u>			
<u>TY 8 hrs</u>			
<u>CLAYTON 8 hrs</u>			
<u>330 HOE: ARLEY</u>			
<u>- WATERLINE BLOWOUT. GATHER PUMPS AND EQUIPMENT NEEDED. PUMP WATER FROM BELL HOLE. HYDROVAC WATER MAIN. EXCAVATE TO ESTABLISH SLOPES. ASSESS THE CAUSE OF WATERLINE BLOWOUT PROBLEM.</u>			
<u>- FOUND OLD PIPE JOINTS SEPARATED BEHIND NEW TIE IN, STILL IN NON-EXCAVATED AND UNDER NON-EXPOSED AREA.</u>			
<u>- EXCAVATE AND HYDROVAC BLOW OUT. CUT OUT FROM BLOWOUT TO TIE IN. REBUILD NEW PIECE AND TIE BACK INTO WATER MAIN.</u>			
<u>- BACK FILL AND SHADE IN PIPE AND PRESSURE TEST</u>			
<u>- NO LEAKS.</u>			
	SUBTOTAL		<u>5,767 50</u>
GST# 130274020 WCB# 451181	PST		
2% interest per month on overdue accounts	GST		<u>288 38</u>
Signature: _____	TOTAL DUE		<u>6,055 88</u>

FRED SURRIDGE LTD.

☐ 1245 TAYLOR ROAD
PARKSVILLE, B.C. V9P 2B9
TELEPHONE (250) 954-0388
FAX (250) 954-0268
TOLL FREE
1-800-588-7718

☐ 1245 INDUSTRIAL ROAD
KELOWNA, B.C. V1Z 1G4
TELEPHONE (250) 769-9000
FAX (250) 769-9041
TOLL FREE
1-877-769-9000



Municipal Waterworks
Supply & Specialties

☒ 2150 ROBERTSON STREET
PRINCE GEORGE, B.C. V2N 1X8
TELEPHONE (250) 564-4340
FAX (250) 562-8290
TOLL FREE
1-800-701-6661

INVOICE
PG 52403

PST #260308
GST #10188 7966 RT

CUSTOMER NUMBER		CUSTOMER'S ORDER NUMBER ED T/c		TERMS		DATE ORDERED MONTH 06 DAY 08 YEAR 16	
S O L D T O	DIST HUDSON'S HOPE			S H I P T O	WORKS YARD		
	HUDSON'S HOPE BC				DIST OF CHETWYND - CHETWYND BC		
B/L NUMBER 6891272		SHIPPED VIA VANKAM		<input checked="" type="checkbox"/> PPD & CHG	<input checked="" type="checkbox"/> COLL	WRITTEN BY FD	DATE SHIPPED MONTH 06 DAY 08 YEAR 16
ORDERED	SHIPPED	BACK ORDER	DESCRIPTION			UNIT PRICE	EXTENSION
1	1		ONLY 10" H x FL			2128.41	
2			CLOW RS GATE VALVE				2128.41
3			TGV CLO 10TFRS				
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
BACKORDERED TO		BACKORDERED FROM		CUSTOMER TAX NUMBERS		FREIGHT	
				PST		111.31	
COMMENTS:						SUB TOTAL	
						2239.72	
						GST	
						111.99	
						PST	
						156.78	
						TOTAL	
						2508.49	

NO GOODS ACCEPTED FOR RETURN WITHOUT OUR PERMISSION. SHORTAGE CLAIMS WILL NOT BE ACCEPTED AFTER 3 DAYS OF RECEIPT OF MATERIAL. ANY MATERIAL AUTHORIZED FOR RETURN MUST BE RETURNED FREIGHT PREPAID. ALL RETURN SHIPMENTS ARE SUBJECT TO RESTOCKING CHARGES. THE EXTENT OF THE SELLER'S LIABILITY FOR ANY PRODUCT SHALL BE LIMITED TO THE PURCHASE PRICE OF THE PRODUCT. THE SELLER SHALL NOT BE LIABLE FOR ANY DIRECT OR CONSEQUENTIAL DAMAGES, OR ANY LABOUR OR OTHER EXPENSES ARISING IN CONNECTION WITH THE SALE. USE OR REPAIR OF THE PRODUCTS PURCHASED. SELLER NOT RESPONSIBLE FOR CONDITIONS OUTSIDE OF SELLER'S CONTROL.

X

CUSTOMER SIGNATURE

39/138

WHITE - RICHMOND

GOLDEN ROD - BRANCH

CANARY - AUDIT COPY

PINK - PACKING SLIP

REQUEST FOR DECISION

RFD#:	Date: May 30, 2016; June 13, 2016
Meeting#: ICM061316	Originator: Tom Matus, CAO
RFD TITLE: Rural Dividend Fund - Resolution	

BACKGROUND:

In reply to this earlier submitted RFD: Council has approved the resolution on condition that both the Rural Dividend Fund and BCBike Grant will not be pursued if both grant applications are funded, a choice will be made to fund one or the other.

At Regular Council meeting of May 24, 2016, Council directed staff to apply for funds from the BC Rural Dividend Program to create a trail from the Post Office to the Thompson Subdivision along the north side / west bound, Canyon Drive.

DISCUSSION:

At this meeting, no resolution was passed nor requested. During the application process it is found that a resolution is required to be submitted with the grant application, deadline by May 31, 2016. This RFD is requesting a consensus on the likelihood that a resolution will be passed at the next Regular Council meeting of June 13, 2016. Should this request result in a positive outcome this will be noted in the application that a resolution will be forthcoming on June 14, 2016.

To note: Costs for the concrete barriers has not yet been received. Should the cost estimate prove to be prohibitive, being above the total grant application including all contribution venues, Administration will cancel the application.

BUDGET:

BC Rural Dividend Project contribution: \$84,008.00;
District of Hudson's Hope Financial contribution: \$25,000.00;

District of Hudson's Hope In-kind contribution:

Labour: \$10,010.00;
Crush Gravel: \$ 1,500.00

Total financial and in-kind contribution: \$25,000.00 charged to General Capital Reserve.

Total "Canyon Drive Trail" project requested costs including all District of Hudson's Hope contributions is estimated at \$120,518.

Prior commitments to General Capital Reserve post 2016 Fiscal budget:

General Capital Reserve Balance at December 31, 2015 as per audit = \$4,457,555

2016 Budgeted items total = \$4,131,767

Accumulated RFDs charged to General Capital Reserve:	
BC Bike Grant:	= \$ 210,000
NDIT Solar Array	= \$ 50,000
Shop Site Prep	= \$ 34,891
	=====
Estimated Subtotal General Capital Reserve Remaining	= \$ 30,897
	=====
BC Rural Dividend Project	= \$ 25,000
	=====
Estimated Total General Capital Reserve Remaining	= \$ 5,897
	=====

RECOMMENDATION / RESOLUTION:

That:

"Council approve the \$25,000.00 financial contribution to the BC Rural Dividend Project
"Canyon Drive Trail".

To note: Estimated Total General Capital Reserve Remaining is real if all Grant
applications are funded.

Tom Matus, CAO

Conditional Support:
Potential for in-kind contributions for Canyon Drive

REQUEST FOR DECISION

We wouldn't be able to do both the bike grant and this grant.
We would choose ~~to~~ one or the other.

RFD#:	Date: May 30, 2016
Meeting#: ICM053016	Originator: Tom Matus, CAO
RFD TITLE: Rural Dividend Fund - Resolution	

BACKGROUND:

At Regular Council meeting of May 24, 2016, Council directed staff to apply for funds from the BC Rural Dividend Program to create a trail from the Post Office to the Thompson Subdivision along the north side / west bound, Canyon Drive.

DISCUSSION:

At this meeting, no resolution was passed nor requested. During the application process it is found that a resolution is required to be submitted with the grant application, deadline by May 31, 2016. This RFD is requesting a consensus on the likelihood that a resolution will be passed at the next Regular Council meeting of June 13, 2016. Should this request result in a positive outcome this will be noted in the application that a resolution will be forthcoming on June 14, 2016.

To note: Costs for the concrete barriers has not yet been received. Should the cost estimate prove to be prohibitive, being above the total grant application including all contribution venues, Administration will cancel the application.

BUDGET:

BC Rural Dividend Project contribution: \$84,008.00;
District of Hudson's Hope Financial contribution: \$25,000.00;

District of Hudson's Hope In-kind contribution:

Labour: \$10,010.00;
Crush Gravel: \$ 1,500.00

Total financial and in-kind contribution: \$25,000.00 charged to General Capital Reserve.

Total "Canyon Drive Trail" project requested costs including all District of Hudson's Hope contributions is estimated at \$120,518.

Prior commitments to General Capital Reserve post 2016 Fiscal budget:

General Capital Reserve Balance at December 31, 2015 as per audit = \$4,457,555

2016 Budgeted items total = \$4,131,767

Accumulated RFDs charged to General Capital Reserve:

BC Bike Grant: = \$ 210,000

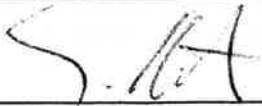
	NDIT Solar Array	= \$	50,000
	Shop Site Prep	= \$	34,891
			=====
	Estimated Subtotal General Capital Reserve Remaining	= \$	30,897
			=====
	BC Rural Dividend Project	= \$	25,000
			=====
	Estimated Total General Capital Reserve Remaining	= \$	5,897
			=====

RECOMMENDATION / RESOLUTION:

That:

"Council approve the \$25,000.00 financial contribution to the BC Rural Dividend Project "Canyon Drive Trail".

To note: Estimated Total General Capital Reserve Remaining is real if all Grant applications are funded.



 Tom Matus, CAO

REQUEST FOR DECISION

RFD#:	Date: June 9, 2016
Meeting#: CM060916	Originator: Tom Matus, CAO
RFD TITLE: Member Volunteer: BC Hydro Peace Region Non-Profit Community Fund	

BACKGROUND:

A Call for a community Committee Member Volunteer for the BC Hydro Peace Region Non-Profit Community Fund was posted May 26th, closing June 9th. the following is the Overview of the program and process:

BC Hydro is establishing the BC Hydro Peace Region Community Non-Profit Fund. The Fund, which will support regional non-profits serving children and families, was proposed by BC Hydro during the Site C environmental assessment and then became a condition of the environmental assessment certification. BC Hydro will provide an annual contribution of \$100,000 to the fund during the construction of the Site C project.

Based on the input received from local governments and non-profit organizations on the Fund, BC Hydro will establish a ten-person Regional Decision-Making Committee with two appointees from each of the following communities and region: Fort St. John, District of Hudson's Hope, District of Taylor, District of Chetwynd, and the Peace River Regional District. The committee will work with BC Hydro and the fund administrator to develop the eligibility and criteria for the fund, and will make annual funding decisions on applications submitted by non-profit organizations.

Call for Regional Decision-Making Committee Volunteer from the District of Hudson's Hope

Each local government has been asked for two appointees: one from local government and one from the community. Through this call for volunteers, we are seeking a community representative with a good understanding of local non-profit organizations and social needs.

Committee's scope of responsibilities:

- Fund establishment (approval of roles of committee, administrator and application process)
- Funding decision-making (review of applications)
- Annual accountability reporting (recipient reporting reviews and multi-year funding extension decisions)
- The committee will have secretariat and administration support for implementation of the Fund.

Term: Committee members will have rotating two and three year terms, with selection of appointee replacements made by local governments.

Time commitment: Initially, more frequent meetings may be required as the fund is being established. Once the fund is established, two meetings will be held annually: one meeting to review applications and make decisions; and, one meeting to review reporting, and multi-year funding applications.

Volunteer Application Process:

Interested community members are asked to prepare a short submission that includes the following information:

- Name, phone, email, address
- Brief bio describing your community involvement, and the perspective you would bring to the regional decision-making committee for the BC Hydro Peace Region Community Non-Profit Fund.

DISCUSSION:

Cassie Stark has requested she be considered as the Community Member Volunteer for the BC Hydro Peace Region Non-Profit Community Fund. Her profile is attached.

BUDGET:

N/A.

RECOMMENDATION / RESOLUTION:

That:

"Council appoint Cassie Stark as a Member Volunteer for the BC Hydro Peace Region Non-Profit Community Fund."



Tom Matus, CAO

Tom Matus

From: [REDACTED]
Sent: June-06-16 12:23 PM
To: Tom Matus
Subject: Volunteer Position Application

Good afternoon,

I would like to express my interest in the committee member volunteer position for the BC Hydro Peace Region Non-Profit Community Fund. As a long time resident of Hudson's Hope and active volunteer I have a good understanding of our community's needs and believe I could provide good representation of these needs through this committee.

Residents of Hudson's Hope rely on many services that our local non-profit organizations provide. I try to volunteer as much of my time and effort as I can to contribute to these services. My current volunteer positions are as follows:
President of the Hudson's Hope Women's Community Club Secretary of the Hudson's Hope Lions Club Member of the Hudson's Hope Community Hall Society Member of the Hudson's Hope Rod & Gun Club

Thank you for taking the time to consider my application. I look forward to your reply.

Kind regards,

Cassie Stark

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

REQUEST FOR DECISION

RFD#:	Date: June 13, 2016
Meeting#: CM061316	Originator: Tom Matus, CAO
RFD TITLE: BC Hydro Heritage Study – Environmental and Engineering Field Studies	

BACKGROUND:

The District of Hudson's Hope has entered into three Heritage Study Permission to Enter on Private Property agreements in April/June of 2011 to allow BC Hydro to drill five sites to do Environmental and Engineering Field Studies. In 2014, upon BCH request, we combined the three licences into one and renewed the one licence/agreement for two years, ending May 14, 2016.

DISCUSSION:


As BC Hydro is continuing to study the lands in the vicinity of Site C they are asking to extend this agreement for an additional two years for the same payment of \$4,000.00, (this is down from a total of \$12,000.00 for the three prior licences).

BUDGET:

\$4,000 – revenue to GGS Admin Misc.

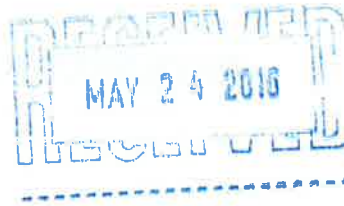
RECOMMENDATION / RESOLUTION:

Staff awaits Council direction on this matter.



Tom Matus, CAO

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**Properties**

Suite 600 Four Bentall Centre
1055 Dunsmuir Street, PO Box 49260
Vancouver, BC V7X 1V5

May 4, 2016

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

Attention: Tom Matus

Dear Mr. Matus:

Re: Amendment to Heritage Study Permission to Enter

In 2014 you granted BC Hydro a Heritage Study permission to enter on lands that you own. This agreement has an expiration date of May 14, 2016.

As BC Hydro is continuing to study lands in the vicinity of the Site C Clean Energy Project, we would like to extend the term of the permission to enter agreement for two (2) additional years.

An amendment to the permission to enter agreement is enclosed for your consideration. A copy of the previous agreement is attached to the amendment as Schedule A. BC Hydro will compensate you with a payment of \$4,000.00 for granting the extension as outlined in the amendment. If you agree, please sign and return the amendment to the address above as soon as possible.

If you have any questions regarding this amendment please contact James Robertson at 250.787.3818.

Yours truly,



James Thomas
Manager, Properties

Encl.

FIRST AMENDMENT TO PERMISSION TO ENTER ON PRIVATE PROPERTY

This Agreement is made effective as of May 14, 2016 (the "**Effective Date**").

Background:

A. British Columbia Hydro and Power Authority ("**BC Hydro**") is continuing its review of lands in the vicinity of the Site C Clean Energy Project.

B. Pursuant to a Permission to Enter on Private Property made effective as of May 15, 2014, a copy of which is attached as Schedule A, (the "**Permission to Enter**") between **District of Hudson's Hope** (the "**Owner**") and BC Hydro, the Owner granted BC Hydro certain rights over the Land (as defined in the Permission to Enter) for the Activities (as defined in the Permission to Enter).

C. BC Hydro and the Owner have agreed to amend the Permission to Enter on the terms and conditions contained in this Agreement.

NOW THEREFORE in consideration of One Dollar (\$1.00) and other good and valuable consideration paid by BC Hydro to the Owner (the receipt and sufficiency of which are acknowledged), BC Hydro and the Owner agree as follows:

Effective as of the Effective Date, the Permission to Enter is amended as follows:

- 1) The Term (as defined in the Permission to Enter) is extended from May 14, 2016 to May 14, 2018.

As further consideration for granting this Agreement, within thirty (30) days of the Owner executing and delivering this Agreement to BC Hydro, BC Hydro agrees to pay the Owner **Four Thousand Dollars (\$4,000.00)**.

BC Hydro will indemnify and hold harmless the Owner from all actions, proceedings, suits, demands, costs, and expenses arising out of the negligence or wilful acts or omissions of BC Hydro and its employees, agents, contractors, sub-contractors, licensees and all other persons authorized in that behalf by BC Hydro in the exercise of BC Hydro's rights under this Agreement, except to the extent that any such actions, proceedings, suits, demands, costs and expenses are caused by or contributed to by the gross negligence or wilful acts or omissions of the Owner or any employee, agent, contractor, licensee or invitee of the Owner.

Except as amended by this Agreement, the Permission to Enter is ratified and confirmed by the Owner and BC Hydro and the Permission to Enter and this Agreement shall be read and construed as one document.

This Agreement shall be binding upon and benefit the Owner and BC Hydro, and their respective heirs, executors, administrators, successors and assigns, as applicable.

This Agreement may be signed and delivered by BC Hydro to the Owner and signed and returned by the Owner to BC Hydro by electronic mail or facsimile and an electronic mail or facsimile transmitted signed copy of this Agreement shall be as valid and binding on each as if originally signed and delivered to BC Hydro or the Owner, as the case may be.

This Agreement may be executed in several counterparts, each of which may be deemed an original, and all of such counterparts together shall constitute one and the same Agreement.

The Owner confirms having had the opportunity to obtain independent legal advice concerning this Agreement, and all related matters.

IN WITNESS WHEREOF the Owner and BC Hydro have executed this Agreement as of the date first written above.

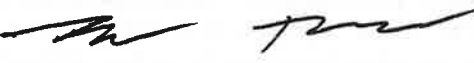
DISTRICT OF HUDSON'S HOPE

Per:

Authorized Signatory

Authorized Signatory

**BRITISH COLUMBIA HYDRO AND
POWER AUTHORITY** by its
authorized signatory



James Thomas
Manager, Properties

Schedule A

Permission to Enter

Heritage Study Program

PERMISSION TO ENTER ON PRIVATE PROPERTY

This Agreement is made effective as of May 15, 2014.

Background: British Columbia Hydro and Power Authority ("BC Hydro") is continuing its review of lands in connection with the proposed Site C Clean Energy Project. To facilitate this review, BC Hydro requires temporary access over the Land (defined below) for the Activities (defined below).

We, District of Hudson's Hope (the "Owner") are the sole registered legal and beneficial owner of the lands and premises legally described as follows:

PID: 011-262-460

Lot 6 Section 19 Township 81 Range 25 West of the 6th Meridian Peace River District Plan 17881;

PID: 011-763-418

Block A of the North East ¼ of Section 19 Township 81 Range 25 West of the 6th Meridian Peace River District Except Plan H626; and

PID: 006-373-534

Lot A Section 19 Township 81 Range 25 West of the 6th Meridian Peace River District Plan 27673,

(collectively the "Land"),

and in consideration of One Dollar (\$1.00) and other good and valuable consideration (the receipt and sufficiency of which are acknowledged), the Owner gives permission to BC Hydro, its employees, agents, contractors, sub-contractors, licensees and all other persons authorized in that behalf by BC Hydro for the period commencing on May 15, 2014 and ending on May 14, 2016 (the "Term") to do the following:

- 1) to conduct and undertake, from time to time, archaeological and heritage inspections and investigations pursuant to heritage inspection permit(s) obtained under the *Heritage Conservation Act* (BC), and other investigations and assessments pertaining to palaeontological and historic resources at multiple sampling or test sites on the Land, which such inspections, investigations and assessments may include without limitation ground disturbance, digging or excavation;
- 2) to enter, pass and repass, be on the Land, and have reasonable unobstructed access, with or without vehicles and marine vessels of any kind, equipment (including without limitation screens, shovels, bucket and machine-mounted augers, backhoes, and all-terrain vehicles and helicopters in remote locations) and other things over, upon and along the Land;
- 3) to do all things reasonably necessary or incidental to the foregoing; and
- 4) to restore the Land as closely as practically possible to the condition it was prior to the commencement of the above described inspections, investigations and assessments,

Heritage Study Program

(collectively, the "Activities").

As further consideration for granting this Agreement, within thirty (30) days of the Owner executing and delivering this Agreement to BC Hydro, BC Hydro agrees to pay to the Owner **Four Thousand Dollars (\$4,000.00)** as calculated on the attached Schedule A.

BC Hydro agrees to make a further payment or payments to the Owner, within sixty (60) days after the earlier of: (i) the expiry of the Term, or (ii) the completion of all the Activities on the Land, for:

- a) physical damage to the Land (e.g. crop production loss), if any, resulting from BC Hydro's entry to the Land, with the value of such damage to be jointly assessed and agreed to by the Owner and BC Hydro, both acting reasonably, within thirty (30) days after the earlier of: (i) the expiry of the Term, or (ii) the completion of all of the Activities on the Land; and
- b) the number of shovel or auger test sites and/or backhoe test sites on the Land with such payment based upon the rate of \$5 per auger test site and \$100 per backhoe test site. BC Hydro shall record and advise the Owner of the total number of shovel or auger test sites and/or backhoe test sites on the Land.

Prior to the expiry of the Term, BC Hydro and the Owner may agree in writing to extend the Term of this Agreement for one (1) additional year. In the event of such agreement, BC Hydro shall pay to the Owner a further amount of Two Thousand Dollars (\$2,000.00) as consideration for the extension.

The Owner acknowledges and agrees that certain equipment in connection with the Activities may remain on the Land for short periods of time during the Term.

BC Hydro will indemnify and hold harmless the Owner from all actions, proceedings, suits, demands, costs, and expenses arising out of the negligence or wilful acts or omissions of BC Hydro and its employees, agents, contractors, sub-contractors, licensees and all other persons authorized in that behalf by BC Hydro in the exercise of BC Hydro's rights under this Agreement, except to the extent that any such actions, proceedings, suits, demands, costs and expenses are caused by or contributed to by the gross negligence or wilful acts or omissions of the Owner or any employee, agent, contractor, licensee or invitee of the Owner.

Any payments set forth in this Agreement are exclusive of harmonized sales tax ("GST"). However, where the Owner is registered for GST and provides the Owner's GST registration number to BC Hydro, BC Hydro will add GST to payments to the Owner under this Agreement, and the Owner shall account for such GST. If applicable, the Owner's GST registration number is _____.

The Owner advises and confirms to BC Hydro that the Land is not subject to any third party lease or other agreement pursuant to which the Owner requires the consent of any third party prior to entering into this Agreement with BC Hydro.

This Agreement does not in any way abrogate from or affect any rights, powers, exemptions or privileges which BC Hydro may have under any private or public statutes, regulations, orders, or any other laws, or under any statutory right of way agreement registered against the Land.

Heritage Study Program

Prior to selling, transferring, assigning, leasing or otherwise alienating the Land, the Owner shall obtain the written agreement (in a form satisfactory to BC Hydro) from the prospective purchaser, transferee, lessee, assignee or other party as applicable to be bound to the terms of this Agreement.

This Agreement shall be binding upon and enure to the benefit of the Owner and BC Hydro, and their respective heirs, executors, administrators, successors and assigns, as applicable.

The Owner and BC Hydro agree that they will do and execute such further acts and deeds and give such further assurances as may be reasonably necessary to implement the true intent and meaning of this Agreement.

This Agreement may be signed and delivered by BC Hydro to the Owner and signed and returned by the Owner to BC Hydro by electronic mail or facsimile and an electronic mail or facsimile transmitted signed copy of this Agreement shall be as valid and binding on each as if originally signed and delivered to BC Hydro or the Owner, as the case may be.

This Agreement may be executed in several counterparts, each of which may be deemed an original, and all of such counterparts together shall constitute one and the same Agreement.

The Owner confirms having had the opportunity to obtain independent legal advice concerning this Agreement, and all related matters.

IN WITNESS WHEREOF the parties have executed this Agreement as of the date first written above.

Signed in the presence of:



Witness Signature

Laurel Kreimann

Witness Name

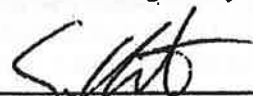
Address 9904 Dudley Drive
Hudson's Hope, BC
V0C 1V0

) DISTRICT OF HUDSON'S HOPE

) Per:

) 

) Authorized Signatory

) 

) Authorized Signatory

Heritage Study Program

**BRITISH COLUMBIA HYDRO AND
POWER AUTHORITY** by its
authorized signatory



**Judith Reynier
Manager, Properties**

Heritage Study Program

Schedule A

Compensation Calculation

(a) Base Amount: \$2,000 per year X 2 year term = \$ 4,000.00

Plus

((b) \$5.00 per shovel or auger test site. Payment will be based on actual number of tests performed. = TBD

Plus

(c) \$100.00 per backhoe test site. Payment will be based on actual number of tests performed. = TBD

(a) + (b) + (c) = Total = \$ 4,000.00

REQUEST FOR DECISION

RFD#:	Date: June 13, 2016
Meeting#: CM061316	Originator: Tom Matus, CAO
RFD TITLE: Canada 150 Community Infrastructure Program	

BACKGROUND:

As per the attached:

"The Canada 150 Community Infrastructure Program (CIP 150) is part of Canada 150 Celebrates, the Government of Canada's celebration of our country's 150th anniversary of Confederation. Budget 2016 provided an additional \$150 million over two years to Canada's Regional Development Agencies to deliver further community funding across the country, starting in 2016-17, with Western Economic Diversification Canada (WD) being responsible for administering the program in Western Canada.

Through investments in community infrastructure, the Government of Canada will invest in projects that seek to renovate, expand and improve existing community infrastructure, with a focus on recreational facilities, projects that advance a clean growth economy, and projects with a positive impact on Indigenous communities.

WD on behalf of the Government of Canada, will deliver a second call for proposals under CIP 150 in Western Canada from May 24th, 2016 to June 22nd, 2016."

DISCUSSION:

Eligible Activities WD will invest in projects undertaking renovations to existing community infrastructure. Examples of the type of community infrastructure that can be supported include:

- Recreational facilities including local arenas, gymnasias, swimming pools, sports fields, tennis, basketball, volleyball or other sport-specific courts or other types of recreational facilities;
- Parks, recreational trails, such as fitness trails, bike paths and other types of trails;
- Community centres (including legions);
- Cultural centres and museums;
- Campgrounds;
- Tourism facilities;
- Docks;
- Libraries;
- Cenotaphs; and,
- Other existing community infrastructure for public benefit.

Eligible projects must meet the following criteria:

1. The amount of funding being requested under CIP 150 cannot exceed 50% of the total costs of a project, up to a maximum of \$500,000;
2. The maximum contribution from ALL Government of Canada sources (including CIP 150 and other sources such as the Gas Tax Fund) cannot exceed 50% of the total costs of a project;

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3. Be for the rehabilitation, renovation, or expansion of existing infrastructure for public use or benefit;
4. Be community-oriented, non-commercial in nature and open for use to the public and not limited to a private membership;
5. Be for facilities located in Western Canada (British Columbia, Alberta, Saskatchewan or Manitoba); and,
6. Be materially complete by **March 31, 2018**.
 - o A project is considered to be materially complete when a substantial part of the improvement is ready for use or is being used for the purposes intended.

As stated above in bullet #2 above: "stacking" of grants is permissible as long as the total federal grants do not exceed 50% of the project.

Administration proposes to apply for this fund as a portion of the District of Hudson's Hope's matching contribution to the BC Bike Fund, BC Bike's Other Funding Considerations: "If a third party, including another Provincial agency, is contributing to a project, that contribution must be deducted from the project's total eligible cost and the CIPP (BC Bike) share calculated on the balance."

Since the BC Bike fund is not a federally funded program we can combine this fund with the BC Bike fund and use it as the District of Hudson's Hope matching contribution for the BC Bike Fund, by reducing the District of Hudson's Hope share by 50% - = \$125,000. In any case, should we not receive the BC Bike grant this may be an alternative funding opportunity to for the trail proposal outlined in the BC Bike grant application.

Administration notes the condition in regard to the Rural Dividend Fund which still applies: in that only one of either the Rural Dividend Fund, BC Bike Grant or the Canada 150 Community Infrastructure Program will be accepted by Council for trail development.

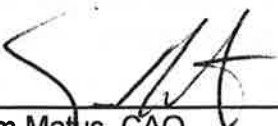
BUDGET:

\$210,000 from General Capital Reserve. This application does not effect the overall reserve balance as it funds the project to 50% as does the CIPP/BC Bike Grant does. Should we receive both grants the District of Hudson's Hope contribution is reduced from \$210,000 to \$125,000, thus saving the District of Hudson's Hope \$125,000: (best scenario), combined Grant funding \$335,000, District of Hudson's Hope share \$125,000.

RECOMMENDATION / RESOLUTION:

That:

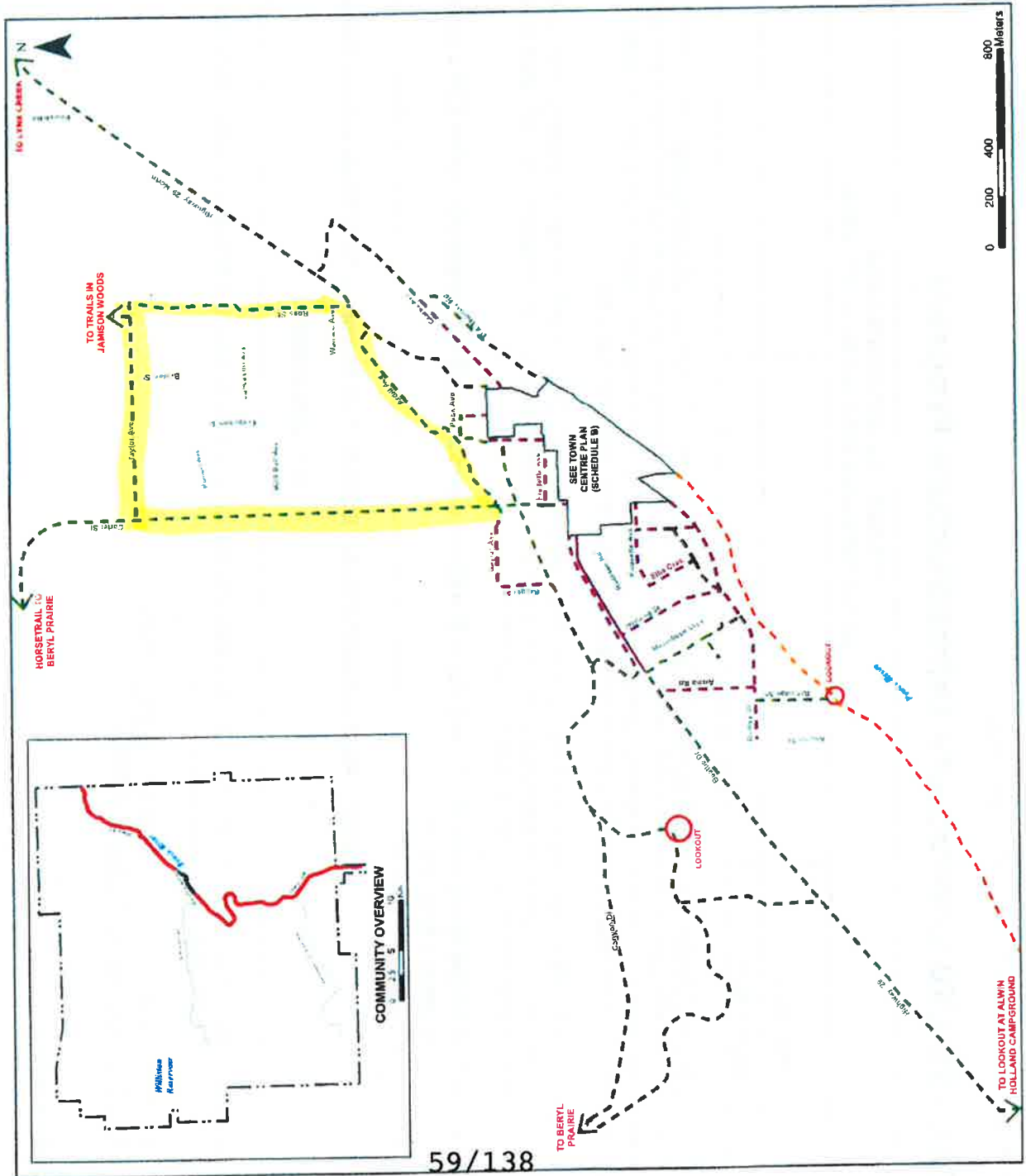
"Council approve the application for to the Canada 150 Community Infrastructure Program and commits \$210,000.00 as its matching contribution to this grant for the Jamieson Trail Project.


 Tom Matus, CAO



Official Community Plan Transportation and Mobility

- Municipal Boundary
- Existing Sidewalk
- Road Class
- Highway
- Arterial
- Collector
- Phase 1 (Proposed Improvements)
- Town Centre Plan
- Phase 2 (Proposed Improvements)
- Trails
- Phase 3 (Proposed Improvements)
- Trails



SCHEDULE H



Canada 150 Community Infrastructure Program

The CIP 150 portal will close at the following time on June 22, 2016				
Province	British Columbia	Alberta	Saskatchewan	Manitoba
Local Time	1:00pm	2:00pm	2:00pm	3:00pm

The Canada 150 Community Infrastructure Program (CIP 150) is part of Canada 150 Celebrates, the Government of Canada's celebration of our country's 150th anniversary of Confederation. Budget 2016 provided an additional \$150 million over two years to Canada's Regional Development Agencies to deliver further community funding across the country, starting in 2016-17, with Western Economic Diversification Canada (WD) being responsible for administering the program in Western Canada.

Through investments in community infrastructure, the Government of Canada will invest in projects that seek to renovate, expand and improve existing community infrastructure, with a focus on recreational facilities, projects that advance a clean growth economy, and projects with a positive impact on Indigenous communities.

WD on behalf of the Government of Canada, will deliver a second call for proposals under CIP 150 in Western Canada from May 24th, 2016 to June 22nd, 2016.

Online Application Form for Canada 150 Community Infrastructure Program:

On-Line Form

Those interested in applying to the CIP 150 are strongly encouraged to review the following, which includes important details on eligibility, application requirements and program priorities:

- Applicant Guide and Instructions ([HTML](#) | [PDF](#))
- [Frequently Asked Questions](#) (FAQS)

Priorities

First, each application will be assessed to determine if it meets the eligibility criteria (listed below).

For this intake of applications, priority **will** be given to projects that address one or more of the following:

- Upgrades to recreational facilities;
- Advance a clean growth economy; and/or,

- Impact on Indigenous communities and peoples.

In addition, funding from sources other than the Canada 150 Community Infrastructure Program must be confirmed at the time of application.

Other considerations may include:

- Projects that will leave a meaningful, lasting legacy resulting from CIP 150 (i.e., Upgrades that will provide long-term benefits to a community that are recognized as a lasting legacy from Canada 150);
- Projects that are seeking less than 50% of the total project costs from CIP 150;
- Projects that will be completed by Fall 2017; and,
- Ability to start the project quickly.

Eligible Activities

WD will invest in projects undertaking renovations to existing community infrastructure. Examples of the type of community infrastructure that can be supported include:

- Recreational facilities including local arenas, gymnasias, swimming pools, sports fields, tennis, basketball, volleyball or other sport-specific courts or other types of recreational facilities;
- Parks, recreational trails, such as fitness trails, bike paths and other types of trails;
- Community centres (including legions);
- Cultural centres and museums;
- Campgrounds;
- Tourism facilities;
- Docks;
- Libraries;
- Cenotaphs; and,
- Other existing community infrastructure for public benefit.

Eligible projects must meet the following criteria:

- The amount of funding being requested under CIP 150 cannot exceed 50% of the total costs of a project, up to a maximum of \$500,000;
- The maximum contribution from ALL Government of Canada sources (including CIP 150 and other sources such as the Gas Tax Fund) cannot exceed 50% of the total costs of a project;
- Be for the rehabilitation, renovation, or expansion of existing infrastructure for public use or benefit;
- Be community-oriented, non-commercial in nature and open for use to the public and not limited to a private membership;
- Be for facilities located in Western Canada (British Columbia, Alberta, Saskatchewan or Manitoba); and,
- Be materially complete by **March 31, 2018**.
 - A project is considered to be materially complete when a substantial part of the improvement is ready for use or is being used for the purposes intended.

In addition, an applicant must:

- Submit an online application form by **June 22, 2016** and include all mandatory attachments; and,
- Be available for follow-up from **June – August 2016**.

Applicants who applied under the first intake of CIP 150 may apply again under this second intake. Please ensure that your funding application meets the updated program priorities for the second intake.

Eligible Organizations

Eligible applicants include:

- A local or regional government established under provincial or territorial statute;
- A public sector body that is wholly owned by an eligible applicant listed above;
- A not-for-profit entity;
- An entity that provides municipal-type services to communities, as defined by provincial or territorial statute (including school boards and Metis settlements); and,
- A First Nation government, including a Band or Tribal Council or its agent (including wholly-owned corporation) on the condition that the First Nation has indicated support for the project and for the legally-designated representative to seek funding through a formal Band or Tribal Council resolution, or other documentation from Self-governing First Nations.

In addition, eligible applicants must directly own the infrastructure assets, facility or land which are being renovated or have a long-term lease in place with permission from the owner to undertake renovations. If you have a long-term lease in place, it is mandatory that you attach a copy of the lease and, where necessary, proof that you have permission from the owner to undertake renovations.

Application Process

Western Canada, the CIP 150 will be delivered through a Call for Proposals process where applicants will have 30 days from the beginning of the application period to submit their application.

Applicants are strongly encouraged to apply online. Please follow [this link](#) to complete the online application form. Those unable to apply on-line can use one of the (print only) options below:

- PDF (for printing purposes only, cannot submit online).
- HTML (for printing purposes only, cannot submit online).

Applications will not be accepted outside of the application period. Saved applications that have not been submitted prior to the end of a deadline period will not be assessed by Western Economic Diversification Canada.

Western Economic Diversification Canada will be accepting applications to the CIP 150 from:

Tuesday, May 24th, 2016 to Wednesday, June 22nd, 2016.

The online application portal will close at **1:00 p.m. Pacific Time / 2:00 p.m. Mountain Time / 3:00 p.m. Central Time on Wednesday, June 22nd, 2016.**

THE DISTRICT OF HUDSON'S HOPE


REPORT TO: Mayor and Council
SUBJECT: Bylaw No. 867, 2016
DATE: June 6, 2016
FROM: Becky Mercereau, Office Assistant

RECOMMENDATION:

THAT: *"Council give first, second and third reading to Bylaw No. 867, 2016."*

ADMINISTRATOR COMMENTS:

Report Approved by:




Tom Matus, CAO

INFORMATION:

Updating the Animal Control fees and charges. The last time it was updated was in 1999. We have increased these fees by 100%. These fees will be taken out of the Animal Control and Licensing Bylaw and added to our Fees and Charges Bylaw.

Report prepared by:



Becky Mercereau, Office Assistant

61



BYLAW NO. 867, 2016

A Bylaw to amend the District of Hudson's Hope Fees and Charges Bylaw No. 843, 2014

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

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

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

1. This bylaw shall be cited as the "Amended Fees and Charges Bylaw No. 867, 2016".
2. "District of Hudson's Hope Fees and Charges Bylaw No. 843, 2014" is hereby amended by adding a new Schedule "F" which is attached to this bylaw.
3. Deleting "Schedule A" of the Animal Control and Licensing Bylaw No. 589, 1999.
4. This bylaw shall come into force and effect upon the date of the Adoption of this Bylaw.

Read a First Time on this day of 2016.

Read a Second Time on this day of 2016.

Read a Third Time on this day of 2016.

Adoption of Bylaw on this day of 2016.

Gwen Johansson, Mayor

Tom Matus, CAO

Certified a true copy of Bylaw No. 866, 2016

this ____ day of _____, _____.

Clerk

“SCHEDULE F”

Annual Dog Licence Fees

- | | |
|------------------------------------|---------|
| 1. (1) (a) male dog – not neutered | \$30.00 |
| (b) female dog – not spayed | \$30.00 |
| (2) (a) male dog – neutered | \$10.00 |
| (b) female dog – spayed | \$10.00 |

Transfer or Replacement of Licence

- | | |
|--------------------------------------|--------|
| 2. (1) transfer licence to new owner | \$2.00 |
| (2) transfer licence to new dog | \$2.00 |
| (3) replacement of lost tag | \$2.00 |

Kennel Licence

- | | |
|-------------------|----------|
| 3. Kennel licence | \$200.00 |
|-------------------|----------|

Care and Sustenance

- | | |
|---------------------------------------|---------|
| 4. (1) Daily charge for cats and dogs | \$10.00 |
| (2) Daily charge for farm animals | \$20.00 |

Disposal Fees

- | | |
|--|----------|
| 5. (1) A dog or cat brought to the Pound for destruction | \$125.00 |
| (2) Pickup, destruction and disposal of a dog or cat | \$200.00 |
| (3) Requested pickup and disposal of carcass of a dog or cat | \$125.00 |

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor and Council

SUBJECT: Bylaw No. 868, 2016

DATE: June 6, 2016

FROM: Becky Mercereau, Office Assistant

RECOMMENDATION:

THAT: *"Council give first, second and third reading to Bylaw No. 868, 2016."*

ADMINISTRATOR COMMENTS:


Report Approved by:


Tom Matus, CAO

INFORMATION:

Updating the municipal ticket fines. We increased everything by 20%. The last fee increase was in June, 2007.

Report prepared by:


Becky Mercereau, Office Assistant

B2

BYLAW NO. 868, 2016

A Bylaw to amend the Municipal Ticket Information System Bylaw No. 590, 1999

WHEREAS the *Community Charter* authorizes the District of Hudson's Hope to:

1. designate those bylaws which may be enforced by means of a form of ticket prescribed by regulation under Section 273;
2. designate bylaw enforcement officers for the purpose of enforcing bylaws by means of prescribed form of ticket;
3. designate an offence against a bylaw by means of a word or expression on a ticket.

WHEREAS the Council deems it expedient to amend the municipal ticket information system by including another bylaw provision for enforcement;

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

1. This Bylaw may be cited as "Municipal Ticket Information System Amendment Bylaw No. 868, 2016".
2. Municipal Ticket Information System Bylaw No. 590, 1999 is hereby amended by deleting and substituting therefor a new schedule B-1 is attached hereto as Schedule "A".
3. Municipal Ticket Information System Bylaw No. 590, 1999 is hereby amended by deleting and substituting therefor a new schedule B-2 which is attached hereto as Schedule "B".

Read for a First Time	on the	day of	, 2016
Read for a Second Time	on the	day of	, 2016
Read for a Third Time	on the	day of	, 2016
Adopted on	the	day of	, 2016

MAYOR

CLERK

Certified a true copy Bylaw No. 868, 2016 this _____ day of _____, _____.

Clerk

SCHEDULE "A"**Schedule B -1**

Animal Control and Licensing Bylaw No. 589, 1999

Animal Control and Licensing Amendment Bylaw No. 724, 2007

Column 1	Column 2 Bylaw Section	Column 3 Fine
Dog at large	4(1)	\$60.00
Damage to property by a dog	4(2)	\$60.00
Dog in a public place	4(3)	\$60.00
Failure to remove dog feces from public place	4(4)(a)	\$60.00
Failure to remove dog feces from private property	4(4)(b)	\$60.00
Failure to confine a vicious dog	5(1)	\$120.00
Failure to leash or muzzle a vicious dog	5(2)	\$120.00
Failure to confine a dog in heat	6	\$60.00
Dog improperly tethered	7(1)	\$60.00
Dog tethered beyond property boundary	7(2)	\$60.00
Barking dog	8	\$60.00
Unlicensed dog	9(1)	\$60.00
Unlicensed kennel	16	\$300.00
Cat at large	19	\$30.00
Farm animal at large	20(1)	\$60.00
Damage to property by a farm animal	20(2)	\$60.00
Obstructing the Animal Control Warden	24	\$240.00
Feeding of Wildlife Animals	21	\$60.00

SCHEDULE "B"**Schedule B-2**

Noise Regulation Bylaw No. 620, 2001

Noise Regulation Amendment Bylaw No. 629, 2002

Noise Regulation Amendment Bylaw No. 646, 2003

Column 1	Column 2 Bylaw Section	Column 3 Fine
Noise which disturbs	3	\$60.00
Noise which disturbs	4	\$60.00
Amplified sound which disturbs	5 (a)	\$60.00
Animal / bird noise which disturbs	5 (b)	\$60.00
Vehicle noise which disturbs	5 (c)	\$60.00
Unmuffled engine	5 (d)	\$60.00
Continuous running of a vehicle in a residential zone	5 (e)	
First offence		\$60.00
Second offence		\$120.00
Obstruct Bylaw Enforcement Officer	9	\$240.00
Equipment noise which disturbs	5.1	\$600.00

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor and Council
SUBJECT: Bylaw No. 869, 2016 & Bylaw No. 866, 2016
DATE: June 7, 2016
FROM: Becky Mercereau, Office Assistant


RECOMMENDATION:

THAT: *"Council give first, second and third reading to Bylaw No. 869, 2016."*

FURTHER THAT: *"Council give first, second and third reading to Bylaw No. 866, 2016"*

ADMINISTRATOR COMMENTS:

Report Approved by:


Tom Matus, CAO

INFORMATION:

Upon discussion with staff it was determined that most ground memorials are being installed in a concrete base unless they are the maximum dimensions. We have changed the wording in Sections 3 and 4 of Schedule "A" to match our practices.

Bylaw No. 866 was a housekeeping item, as the cemetery fees were attached to a schedule that was repealed recently, but was then not replaced. We have removed the "Deeper Depth fee" for a second burial, as we actually only do one full burial per plot with additional cremations if requested. We have also made the Memorial Installation one price, as we now concrete almost all the memorials, and the ones that don't require concrete still require extra work as they are usually very heavy and difficult to install.

Report prepared by: 
Becky Mercereau, Office Assistant

63

Cemeteries Management Amendment BYLAW NO. 869, 2016

A bylaw to amend the Cemetery Management Bylaw No. 755, 2009.

WHEREAS every operator of a cemetery must adopt Bylaws for the Internment or other disposition of the deceases respecting the organization, operation and management of the cemetery, including the setting of Fees, the size, call and kind of Memorials and materials used for Memorials; and the rights, privileges and responsibilities of the operator, Internment Right Holder, and their relatives, other users, suppliers, Funeral Providers, Memorial dealers and the general public;

NOW THEREFORE under its statutory powers, including Section 8(f) of the Community Charter, S.B.C. c26, the Council of the District of Hudson's Hope, in a duly assembled open meeting, enacts as follows:

PART 1 - INTRODUCTION

1. Title

This Bylaw shall be cited as the "District of Hudson's Hope Cemeteries Management Amendment Bylaw No. 869, 2016".

2. The "District of Hudson's Hope Cemeteries Management Amendment Bylaw No. 755, 2009" is hereby amended by repealing Section 36. And substituting the following:

36. The finished dimensions of a Memorial shall be in accordance with the attached Schedule "A". If the finished dimensions are 50 cm x 75 cm (20" x 30") or smaller a concrete base will need to be installed. A Memorial will not be removed from a concrete base once installed.

3. The "District of Hudson's Hope Cemeteries Management Amendment Bylaw No. 755, 2009" is further amended by deleting "Schedule A" and substituting therefore a new "Schedule A" which is attached hereto.

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

Read a First Time this day of , 2016.

Read a Second Time this day of , 2016.

Read a Third Time this day of , 2016.

Adopted this day of , 2016.

MAYOR

CLERK

Certified a true copy of Bylaw No. 869, 2016
this ____ day of _____.

Clerk

SCHEDULE "A" – MEMORIALS

1. The finished dimensions of acceptable ground interment memorials shall not exceed the following:

	Maximum Dimension	Minimum Dimension
Adult Interment	91.5 cm x 61 cm (36" x 24")	30 cm x 50 cm (12" x 20")
Child Interment	91.5 cm x 61 cm (36" x 24")	30 cm x 50 cm (12" x 20")
Cremation	91.5 cm x 61 cm (36" x 24")	30 cm x 50 cm (12" x 20")

All of the ground interment memorials shall only be placed, installed or removed by the Caretaker or other person authorized by the Administrator. All ground memorials shall conform to the approved plan of the Cemetery and its sections, and shall be constructed of granite or bronze or other material(s) of a permanent nature as approved by the Administrator and will be installed on the lot so that the top surface is set level and flush with the surface of the ground. Deliver the memorial to the District Workshop for installation by mail at PO Box 330, Hudson's Hope, BC V0C 1V0 or hand deliver to 8902 Clarke Avenue, Hudson's Hope, BC.

2. Finished Memorials shall not include upright candleholders, vases, lanterns or surface mounted emblems that protrude more than 0.5" (1.2 cm) above the surface of Memorial or concrete base.
3. Four (4) additional single cremation Memorials, or two (2) double cremation Memorials may be installed, in accordance with the approved plan of the Cemetery, on any given ground burial Lot where each of four Cremated Remains are interred over an existing casket Interment, or in place of a casket Interment. A single or companion Memorial must be placed on any given Lot prior to any cremation Memorial on a full size Lot. All memorials must fit within the plot dimensions of 9' x 12'.
4. If the finished dimensions are 50 cm x 75 cm (20" x 30") or smaller a concrete base will need to be installed. A Memorial will not be removed from a concrete base once installed.
5. The finished dimensions of acceptable Columbarium memorial shall not exceed 23 cm x 23 cm (9" x 9").
6. Bronze plaques for Columbarium Memorials shall be installed by the District.
7. The plaques must be constructed of a bronze material with a flat back as they will be installed with an adhesive.
8. Only one Niche Plaque will be permitted to be installed on any one niche. As the plaque will be installed with a permanent adhesive, the second name plate will need to be able to be capable of being removed without removing the entire plaque.



BYLAW NO. 866, 2015

A Bylaw to amend the District of Hudson's Hope Fees and Charges Bylaw No. 843, 2014

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

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

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

1. This bylaw shall be cited as the "Amended Fees and Charges Bylaw No. 866, 2016".
2. "District of Hudson's Hope Fees and Charges Bylaw No. 843, 2014" is hereby amended by adding a new Schedule "E" which is attached to this bylaw.
3. This bylaw shall come into force and effect upon the date of the Adoption of this Bylaw.

Read a First Time on this day of 2016.

Read a Second Time on this day of 2016.

Read a Third Time on this day of 2016.

Adoption of Bylaw on this day of 2016.

Gwen Johansson, Mayor

Tom Matus, CAO

Certified a true copy of Bylaw No. 866, 2016

this ____ day of _____, _____.

Clerk

“SCHEDULE E”

CEMETERY SERVICES FEES				
Ground Burial ^A	Right of Interment	Care Fund Contribution	Preparation & Placement	TOTAL
Adult Interment	\$200.00 *	\$50.00 *	\$300.00	\$550.00
Child Interment	\$200.00 *	\$50.00 *	\$200.00	\$450.00
Cremation Interment	\$200.00 *	\$50.00 *	\$100.00	\$350.00
^A Liner is mandatory * Right of Interment fee and the Care Fund Contribution is only charged for the first interment in a lot, subsequent interments will not be charged these fees.				
Columbarium	Right of Interment	Care Fund Contribution	Preparation & Placement	TOTAL
Double Niche 1 st Interment (Top Two (2) Rows)	\$500.00	\$25.00	\$50.00	\$575.00
Double Niche 1 st Interment (Bottom Two (2) Rows)	\$470.00	\$25.00	\$50.00	\$545.00
Double Niche 2 nd Interment	N/A	N/A	\$50.00	\$50.00
Memorials	Memorial	Installation Fee	Care Fund Contribution	TOTAL
Ground Memorial	N/A	\$145.00	\$5.00	\$150.00
Columbarium Memorial Plate	N/A	\$20.00	\$5.00	\$25.00
Columbarium Memorial Plate (Second Name)	N/A	\$20.00	\$5.00	\$25.00
Grave Liners				
- Burial				\$450.00
- Cremation (Ground Burial)				\$40.00
Miscellaneous Fees				
Exhumation or Disinterment			Preparation and Placement Fee x two	
Interments on Saturday, Sunday or Statutory Holidays or after 3:30 pm Monday to Friday			Preparation and Placement Fee x two	
Administration Fee				\$10.00
Handling Fee				\$50.00