



**DISTRICT OF HUDSON'S HOPE
REGULAR COUNCIL MEETING AGENDA**

Council Chambers

Monday, June 23, 2014 at 7:00 PM

1. Call to Order:

2. Notice of New Business:

Mayor's List

Councillors Additions

CAO's Additions

3. Adoption of Agenda by Consensus:

4. Declaration of Conflict of Interest:

5. Adoption of Minutes:

M1 June 9, 2014 Regular Council Meeting

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6. Business Arising Out of the Minutes:

7. Delegations:

D1 TransCanada Prince Rupert Gas Transmission Project Update

Page 7

D2 Bleu Rowe: Deer in Town

Page 9

8. Staff Reports:

SR1 Municipal Signage Purchase

Page 11

SR2 Updates by Director of Public Works

Page 13

SR3 Tennis Backboards

Page 15

SR4 Purchase of Light Trucks

Page 18

SR5 Dehumidifier Purchase

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SR6 Medical Working Services Group Meeting Notes

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SR7 Action Items and Other Updates by CAO

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9. Bylaws:

B1	Garbage Collection Bylaw No. 838, 2014	Page 28
B2	General Local Government Elections Bylaw No. 839, 2014	Page 33
B3	Council Remuneration and Reimbursement of Expense Bylaw No. 840, 2014	Page 36

10. Correspondence:

C1	Hudson's Hope Playschool: Thank You	Page 40
C2	Rita Porter: Condition of Cemetery	Page 41
C3	Derek Hadland: Thank You	Page 42
C4	Fay Lavallee: Raising the Roof	Page 43
C5	UBCM: Call for Nominations	Page 44
C6	Minister of Community, Sports and Cultural Development: UBCM	Page 55
C7	The Canadian Energy Pipeline Association	Page 56

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

12. Old Business:

13. New Business:

14. Public Inquiries:

15. Adjournment:



REGULAR COUNCIL MEETING
June 9, 2014
7:00 P.M.
MUNICIPAL HALL COUNCIL CHAMBERS

Present: **Council:** Mayor Gwen Johansson
Councillor Kelly Miller
Councillor Richard Brown
Councillor Daniel Bouillon
Councillor Dave Heiberg
Councillor Nicole Gilliss

Staff: CAO: Tom Matus
Deputy Clerk: Laurel Grimm

Other: 6 in gallery

1. **CALL TO ORDER:**
The meeting was called to order at 7:00 p.m. with Mayor Gwen Johansson presiding.

2. **NOTICE OF NEW BUSINESS:**

NB1 Mayors List:
Report to Council Added Under Reports on Meetings and Liaison Responsibilities.

Council Additions:
None

NB2 CAO Additions:
Addition to Action Items and Other Updates. SR5 – Volunteer of the Year added under Staff Reports.

3. **ADOPTION OF AGENDA BY CONSENSUS:**
The June 9, 2014 Regular Council meeting agenda was adopted by consensus.

4. **DECLARATION OF CONFLICT OF INTEREST:**
None

5. **ADOPTION OF MINUTES:**

0550-01

M1 May 26, 2014 Regular Council Meeting Minutes

RESOLUTION NO. 145

M/S Councillors Miller/Brown

THAT:

"The minutes of the May 26, 2014 Council Meeting be adopted as written."

CARRIED

6. **BUSINESS ARISING OUT OF THE MINUTES:**
None

7. **PUBLIC HEARING:**

PH1 **Road Closure and Highway Designation Removal Amendment Bylaw No. 837, 2014**

Mayor Johansson read the Opening Statement and declared the Public Hearing Open at 7:02 p.m.
Hearing No Comments from the Gallery the Public Hearing was closed at 7:04 p.m.

8. **DELEGATIONS:**

D1 **Remuneration Select Committee Presentation of Report**

Bill Lindsay provided a synopsis of the report with a review of the four recommendations to Council.
The committee considered cost of living increases, the Consumer Price Index, workloads, similar sized municipalities and timespan from last increase.

RESOLUTION No. 146

M/S Councillors Gilliss/Miller

That:

"Staff to draft a bylaw for Council Remunerations based on the recommendations received from the Remuneration Select Committee."

CARRIED

9. **STAFF REPORTS:**

SR1 **Hudson's Hope Public Library Association**

1770-01

RESOLUTION NO. 147

Councillors Miller/Heiberg

THAT:

"Council grant permission to the Hudson's Hope Public Library Association to proceed with the Accessibility Grant."

CARRIED

SR2 **Action Items and Other Updates**

4200-01-01

Council discussed Light Industrial Land designation and intersection options. Staff to proceed with the conceptual drawings. Once drawings are completed Council will commence with public consultation.

BC Hydro to clean up their portion of land by the proposed ATV Campground.

Staff to advertise senior's golf trips.

Staff to look into placement of Jake Break signage in Jamieson.

Staff to follow up on the fuel tanks placed at the airport.

- SR3 **Light Industrial Committee Meeting**
FOR INFORMATION
- SR4 **2014 Leo & Ethel Rutledge Scholarship** **3900-02**
Councillor Miller and Councillor Bouillon were assigned to the Scholarship Committee with a recommendation to come back to Council at the next regular meeting.
- SR5 **Volunteer of the Year Award**
Councillor Brown and Councillor Gilliss were assigned to the Volunteer of the Year award Committee with a recommendation to come back to Council at the next regular council meeting.
10. **BYLAWS:**
- B1 **Road Closure and Highway Designation Removal Amendment Bylaw No. 837, 2014**
RESOLUTION NO. 148

Councillors Brown/Heiberg
THAT:
"Council give third reading and adoption to the Road Closure and Highway Designation Removal Amendment Bylaw No. 837, 2014
CARRIED
- B2 **Hudson's Hope Garbage Collection Bylaw No. 838, 2014**
RESOLUTION NO. 149

Councillors Brown/Miller
THAT:
"Council give first, second and third readings to the Hudson's Hope Garbage Collection Bylaw No. 838, 2014."
CARRIED
11. **CORRESPONDENCE:**
- C1 **Ministry of Community, Sports and Cultural Development: MOU**
Mayor Johansson to send a thank you letter.
- C2 **Hudson's Hope Public Library: Invitation**
FOR INFORMATION
- C3 **City of Pitt Meadows: BCEHS Resource Allocation Plan**
Staff to send a letter of support.
- C4 **PRRD: Site C Clean Energy Project Review Panel Report Recommendations**
8:19 p.m. Councillor Bouillon declared conflict of interest and left the room.

RESOLUTION NO. 150

Councillors Heiberg/Miller

THAT:

"Council write a letter of support to the Peace River Regional District that a letter be forwarded to the Premier of BC requesting that the British Columbia Utilities Commission be involved in the Site C Clean Energy Project Approval Process, in keeping with several recommendations of the Site C Clean Energy Project Joint Review Panel and in the interest of open and apparent decision making."

CARRIED

8:22 p.m. Councillor Bouillon re-entered the room.

C5 **Morgan Forry: Help for those Suffering from Mental Illness**
FOR INFORMATION

C6 **Northern Health: News Release**
Advertise in the Bulletin

C7 **Speaking Opportunity to 6th NE BC Gas Summit**
RESOLUTION NO. 151

Councillors Gilliss/Heiberg

THAT:

"Council approve travel and expenses for two members of Council to attend the Annual NE BC Gas Summit in Vancouver on September 18 – 19, 2014."

CARRIED

12.
CR1 **REPORTS BY MAYOR & COUNCIL ON MEETINGS AND LIAISONS RESPONSIBILITIES:**
Mayor Johansson: (Report Submitted as Agenda Addition) with the following topics:

- Pipelines
- Ben Jones Canada Partners
- CKD Mine
- Sewer Main Extension
- Site C Negotiations Geo-park
- Medical Service and Ambulance
- BC Power Summit
- Doug Little, BC Hydro
- Nigel Protter, Sustainable Energy Association
- Keith Sawshaw, Engineering Association
- Bill Bennett, Ministry of Energy
- Tim Newston
- Richard Stout: Executive Director of the Major Industrial Electricity Customers
- Merran Smith, Director of Clean Energy Canada
- Peter Asmuhs, Micro Grids
- Columbia Power Corporation

Staff to look into Airport Use and current policies. Speak with John Locher on Airport Resurfacing.

13. **OLD BUSINESS:**

OB1 **Logging on Canyon Drive**
Councillor Bouillon will submit photographs of the logging block on Canyon Drive. **Staff to contact the owner and see if there is a possibility of cleaning up the mess left behind.**

- OB2 **DIARY ITEMS: PRRD: Solid Waste Disposal**
Must be discussed with the Director of Protective Services
- OB3 **DIARY ITEM: Airport Resurface and Redevelopment**
Staff to gather more information.
- OB4 **DIARY ITEM: Grubjesic Driveway**
Staff to submit a Report to Council.
- OB5 **DIARY ITEM: Co-Op Correspondence Re: Cardlock**
Staff in ongoing conversations with Co-Op.
14. **NEW BUSINESS:**
- NB1 **Pool Policies**
Staff to look into policies for the pool.
- NB2 **District Workshop**
Staff to submit an update on the Public Works shop for the next Council Meeting.
- NB3 **Tennis Backboard**
Councillor Gilliss suggested Council Grant approval to purchase a tennis backboard of up to \$10,000.00. Report to be submitted by Recreation Committee prior to any decisions being made.
- NB4 **Grad 2014**
Mayor Johansson to present gifts to the graduating class of 2014 and to attend the dinner. Councillor Bouillon to present the Leo and Ethel Rutledge Scholarship.
15. **PUBLIC INQUIRIES:**
- PI1 **Verna 10103 Robison Avenue**
Will be submitting a letter to the district regarding the state of disrepair of her neighbor's property. The yard is unacceptable and the behavior and state of the place would not meet Northern Health Standards. Unacceptable conditions. The sanitary conditions are unacceptable. Unsightly premises. Depreciating the neighbor's house value. A letter will formally be submitted to the Administrator, Northern Health, Bylaw Officer and Staff.
16. **ADJOURNMENT:**
- RESOLUTION NO. 144**
- M/S Councillors Miller/Heiberg**
THAT:
"The Regular Council Meeting for June 9, 2014 be adjourned" (9:26 p.m.)
CARRIED

		<i>Diarized</i>	<i>Last Review/Action</i>
.	DIARY		
	Conventions/Conferences/Holidays		
DY1	PRRD: Solid Waste Disposal	05/12/14	
DY2	Airport Resurface and Redevelopment	05/12/14	
DY3	Grubjesic Driveway	05/12/14	
DY4	Co-Op Correspondence Re: Card Lock	11/12/13	

Certified Correct:

Clerk / Minute Taker

Chair



DISTRICT OF HUDSON'S HOPE

Delegation to Council Request Form - June 23, 2014

Name of person or group wishing to appear before Council: _____

TransCanada - Prince Rupert Gas Transmission project

Subject of presentation: Project update

Purpose of presentation:

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

Contact person (if different than above): Winter Ghostkeeper

Telephone number: 587-933-8514

Email address: winter-ghostkeeper@transcanada.com

Will you be providing supporting documentation? ☒ Yes ☐ No

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

Technical requirements: ☐ flip chart
☒ multimedia projector
☐ laptop
☐ other _____

Rules for Delegations:

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

Helpful Suggestions:

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

I understand and agree to these rules for delegations

Winter Ghostkeeper
Name of Delegate or Representative of Group

Winter Ghostkeeper
Signature

May 16, 2014
Date

For Office Use

☐ Approved

☐ Rejected

By (signature): _____

☐ Mayor ☐ CAO

Appearance date if applicable: _____

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

By (signature) _____

Date: _____



DISTRICT OF HUDSON'S HOPE

Delegation to Council Request Form

Name of person or group wishing to appear before Council: Bleu Rowe

Subject of presentation: Deer in Town

Purpose of presentation:

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

Enforcement of local bylaws already in place as well as initiation of deer cull/relocation.

Contact person (if different than above): _____

Telephone number: 250-783-5730

Email address: roweboat@pris.ca

Will you be providing supporting documentation? ☒ Yes ☐ No

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

Technical requirements:

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

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I understand and agree to these rules for delegations

Name of Delegate or Representative of Group

Signature

Date

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

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor and Council
DATE: June 18, 2014
FROM: Laurel Grimm, Deputy Clerk
SUBJECT: Municipal Signage Purchase

RECOMMENDATION:

That: "Council approve the design, purchase and installation of new Municipal Signage from Creative Signworks Inc. for the approximate price of \$123,287.15"

ADMINISTRATOR COMMENT:

Recommendation supported.



Tom Matus, CAO

DIRECTOR OF PUBLIC WORKS COMMENT:

If only one company can be bothered to give a complete quote we will have to go with the recommendation unless Council wants to seek other options which could be minimal.



Mike Carter, Director of Public Works

INFORMATION:

Council budgeted \$129,700.00 for the design and installation of new Municipal Signage for the District including the design, installation and purchase of new facility signs, destination signs, destination kiosks, "Welcome to Hudson's Hope" signs, and directional and trail signs.

Due to the remoteness of the location and the variables with this project it was extremely difficult to get companies to provide a quote. I was able to acquire only one complete quote and one partial quote.

On March 26, 2014 a request for Quotations from 5 different signage companies was submitted and the following information received:

Creative Signworks Inc	\$123,287.15
Tran Sign	\$21,442.29 (Manufacture only)
TrimTek Custom Signs	-
Accelleration Signs	-
Aleet Signs & Graffix	-

Three of the five companies chose not to submit a quotation.

One company (Tran Sign) submitted a quote based on the purchase of the signs alone. As they are based out of Victoria the costs would be too high to fly employees up to the region, rent equipment, and do the installation therefore an installation quote was not included. Shipping costs can also not be anticipated at this time until the design is completed through their departments. There were also two products that they could not give a quote on until the design phase was completed so that they could better estimate final costs. Tran Sign does all BC Parks and Highway signs for the province but I feel that should Council choose to go through Tran Sign there could be additional unexpected costs.

Only one company (Creative Signworks Inc.) submitted a complete quote for manufacturing, design, and installation. Signworks has done work for the Municipality in the past and has a good reputation and high quality product. They are familiar with the area and the severe weather conditions that signage needs to be able to withstand in the area.

The quote provided includes the purchase and design of the signs as well as the installation. They anticipated the construction to take approximately 4 weeks and the installation 1-2 weeks. There is no expiration date on the quote and I have been in contact with them as recently as this week.

Once Council has made a selection we can move into the design phase. Staff and Council will then work closely to come up with the final product which will come back to Council for formal approval prior to moving into manufacturing and installation.

Report prepared by:



Laurel Grimm, Deputy Clerk

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor and Council
SUBJECT: Updates
DATE: June 19, 2014
FROM: Mike Carter, Director of Public Works

INFORMATION:

Shop Design;

There has been discussion with Karl Wein about a detailed design that is smaller with a more conventional design than the last concept design that we saw. He agreed to more of a pre-engineered plan that could be expandable in future.

We discussed a building of 8,000 sq.ft. with a partial 2400 sq.ft. second floor at an estimated cost of roughly \$1,400,000.00. The fee for the architectural plans will cost 2.5% of construction cost which comes to about \$35,000.00. This does not include other design consultants such as electrical and mechanical which could drive the cost up by perhaps another 2.5%.

Judging by these numbers it looks like this is going to exceed our budget which is \$30,000.00. It may be worthwhile to shop around a bit to see if we can get design costs down a little but they may come in higher than our budget. When this project goes to tender we will need detailed designs to assure that all the contractors have the same information. I am currently seeking input on this issue so if you have any ideas let me know.

Culvert Policy for Driveways;

The CAO mentioned that at the last meeting there was some discussion around culvert use and policy for driveways. Periodically this issue has come up and have found no policy or bylaw that deals with it. What we try to do when this comes up is try to be consistent with what has been done in past.

Talking to the public works crew which has been dealing with this issue over the years we have established that the property owner is responsible for the purchasing of the culvert and couplers if required and we will help out with aggregate for cover and possibly a small amount of machine work to establish grades if it is their initiative. If it a District initiative we cover all costs involved.

Regional District Lagoon Dumping;

I have been in touch with Shannon Anderson at PRRD with regard to their wastewater dumping issues. They are quite early on in their planning for this project and have nothing specific at this

time other than a need. Shannon mentioned that he was taking a trip to the Okanogan to see what they are doing as they have a number of partnerships throughout the valley that seem to be working for them. At the time of writing this report I haven't yet heard from Shannon on what he learned.

When we spoke earlier I asked if they were considering taking in the volume from the numerous camps in the area. He indicated that no they would not be looking at that at this time and anything they do will be for residential only. I mentioned that we are looking at upgrades for our facility and he mentioned that they may be open to some sort of partnership if we were so inclined.

Cemetery;

There has been some concerns of late with the state of the cemetery on Powell Road. We try to get up there as much as possible for regular maintenance such as grass cutting and cleanup etc. If someone goes up there before our crew gets there it can look a bit scruffy, please bare with us and we will get to it as soon as possible. Of more concern is the sags and tilting of headstones on some of the earlier graves. A lot of this problem has been dealt with on the later graves when we went to the new system of inserts to minimize sloughing.

I have spoken to the crew about the older ones and when we can free up the manpower we will fill sags and reset headstones. This is quite labour intensive and will have to be done mainly by hand as in a lot of instances we can't get a machine close enough to do the work.

The Grad cleanup at the old cemetery worked out well with all reports saying they did a fine job. There are still some outstanding issues such as fencing that we will get to when we free up the manpower.



Mike Carter, Director of Public Works

ADMINISTRATORS COMMENTS:



Tom Matus, Administrator

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor and Council
SUBJECT: Tennis Backboard
DATE: June 18, 2014
FROM: Mike Carter, Director of Public Works

INFORMATION:

Here is a tennis backboard that may be suitable for our needs, information on the following pages, from Tomko Sports Systems in Richmond BC. It is portable in the sense that we can take it apart and move it if we have to do more work on the courts at a later date. It is made of plastic and metal and attaches to the existing fence which should make maintenance and installation relatively simple with the possible exception of our somewhat more than enthusiastic west winds causing us to reinforce the fence in that area.

The most popular size for these units at a public court are 10'H x 16'W or 20'W. There are two types to choose from, vertical / flat or an 8% slope / slightly curved. The vertical type are most in use and the sloped type less so. Pricing from their Richmond warehouse is as follows:

10' H x 16' W vertical	\$6,040.00
10' H x 20' W vertical	\$7,328.00
10' H x 16' W 8% slope	\$6,499.00
10' H x 20' W 8% slope	\$7,328.00

With all these prices shipping and taxes are extra.


Mike Carter, Director of Public Works

ADMINISTRATORS COMMENTS:

After discussion with Mike this seems the only choice: due to the specs of this product (as per attached brochure) and the 20 year warranty, I would recommend purchasing this product. Administration awaits Council decision whether to purchase.


Tom Matus, CAO

RALLY MASTER BACKBOARDS®

DELIVER QUALITY & VALUE

Whether you prefer a conventional flat backboard or a back-sloped backboard we've got you covered. Compare our products with any other brand. The more homework you do the better we look. No one delivers quality and value better than Rally Master Backboards®. Best of all, Rally Master Backboards cost less, have the longest warranty in the industry and usually ship within one week.

Vandal Resistance

The unique Rally Master panel design combines solid dense plastic, enhanced with unmatched flexibility and strength. No fiberglass or hollow core backboard can stand up to constant use and abuse better than Rally Master.

Versatility

Backboard practice is also great for lacrosse, soccer, and basketball. These uses can ruin other types of backboards.

Permanent Net Line

Forget replacing net lines made of flimsy tape. Rally Master lines are permanently etched into the panels.



**Flat Backboard Model
Shown Above**

Optional 5'-High Catch Net

Our heavy-duty, black, UV-stabilized catch net is mounted to the top of the backboard. The net support frame is made of powder-coated steel tubing and super-strength, corrosion-resistant connectors.

Panel Construction

Rally Master panels are solid-core, dense plastic with the rich color molded directly into the panel. Density and flexibility combine to make Rally Master the most durable backboard on the market. Our product includes an industry-leading 20-year warranty.

New and Improved Mounting System

We've made installation even simpler than before by developing a faster panel mounting system. It provides a universal fence bracket that allows the installer to quickly adjust the strut alignment to compensate for fence posts that are slightly bent or out of plumb.

Corrosion-resistant Hardware

Panels are mounted to heavy-duty, galvanized cross braces that are attached to vertical posts using galvanized hardware for unmatched durability.

Reduced Sound

Our vibration dampers reduce backboard noise. Decibel reading tests indicate that a tennis ball hitting a Rally Master Backboard is no louder than a tennis ball hitting a tennis racket, and quieter than a basketball being dribbled on an asphalt basketball court.

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor and Council
SUBJECT: Purchase of Light Trucks
DATE: June 18, 2014
FROM: Mike Carter, Director of Public Works

RECOMMENDATION:

That: Council approve the purchase of two Ford F-250's from Capital Motors Ltd for a cost of \$55,900.00 + taxes.

INFORMATION:

We have decided to get prices for our light truck needs from North American manufacturers due to problems with imported vehicles and our ability to work on them in house. We find we can do more repairs and have better access to parts acquisition if we deal with local manufacturers as opposed to offshore manufacturers.

Prices for three quarter ton four wheel drive light trucks have come in as follows:

Ford - \$27,950.00 + taxes

General Motors - \$34,634.00 + taxes

Dodge - \$42,371.00 + taxes

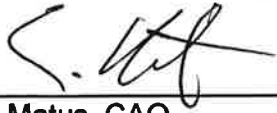
We have budgeted for two units with a ceiling of \$70,000.00. Hence we will look at buying units from the low bidder and use any excess funds for factory upgrades such as trailer towing packages, extra switches etc. None of the dealers carry what we want in stock so we are looking at a factory order with delivery in 8 to 10 weeks.

We also have a power lift tailgate budget for \$4,500.00 which we would like to negotiate for when we talk to the dealer on the above matters. If they come in at a reasonable cost and under budget would like to move ahead with a dealer installed tailgate.


Mike Carter, Director of Public Works

ADMINISTRATORS COMMENTS:

The cost is within the capital budget; recommend purchase as stated above.



Tom Matus, CAO

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor and Council
SUBJECT: Dehumidifier Purchase
DATE: June 18, 2014
FROM: Mike Carter, Director of Public Works

RECOMMENDATION:

That: Council approve the purchase of two replacement units from Fraser Valley Refrigeration at a cost of \$56,000.00 + taxes.

INFORMATION:

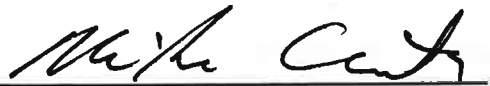
There has been some problems getting pricing for the purchase of replacement dehumidifiers for the arena. So far I have managed to get two prices for the replacements with one of the bidders not giving me a price on what I asked for. As time is marching on I am reluctant to chase it around much longer due to delivery and installation times that could push us past our anticipated opening time.

Fraser Valley Refrigeration gave pricing for two replacement dehumidifiers for a price of \$56,000.00 . This price includes wiring, ducting and diffusers and commissioning but does not include the construction of platforms which already exist. There may be some modification to the existing platforms which should still fall within our budget of \$75,000.00 if required.

Cimco Refrigeration also gave pricing but not for replacement of our existing mechanical units. They gave pricing for a relatively new technology being a desiccant unit which I am not very familiar with. The price of this is \$41,950.00 with a number of things that we as owners would have to look after in order to keep the cost down. This price is for one unit as opposed to two. The salesman indicated that one unit could do the work of two mechanical units.

Because I am not familiar with the new technology I contacted Eric Bradley of Bradley Refrigeration Consultants who we have used in past for an unbiased opinion. He stated that because of our climate we should probably stay with replacing the existing mechanical units with the same technology. Because of our climate the only time we actually need them is for a hot start-up which is what is happening with an earlier start date. He also mentioned that the ongoing maintenance costs of the newer technology would be higher with a desiccant change out every five years to the tune of \$16,000.00.


Due to the opinion of the consultant the recommendation will be to stay with the current technology.



Mike Carter, Director of Public Works

ADMINISTRATORS COMMENTS:

The cost is within the capital budget; recommend purchase as for the reasons stated above.



Tom Matus, CAO

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor Johansson and Council
SUBJECT: Medical Working Services Group Meeting Notes
DATE: Noon, June 10, 2014
FROM: Tom Matus, CAO

In attendance:

Mayor Gwen Johansson,
Councillor Dave Heiberg,
Angela De Smit: Health Services Administrator, North Peace
Dr. Hubner: District of Hudson's Hope
Craig Parnell (Tele): Superintendent BC Ambulance Services

1 Ambulance - Craig Parnell:

- Actively recruiting ambulance drivers, is also open to Chetwynd, Makenzie, Tumbler Ridge: have hired one;
- Targeting local people;
- Will hold emergency drivers' course in Hudson's Hope;
- Developing boot camp work safe course outline;
- Hudson's Hope to provide airport runway for training and test location;
- People will be based out of Hudson's Hope;
- 24/7 coverage in Hudson's Hope;
- Goal: To achieve a pool of 12 paramedics (currently: 3);
- 2 drivers currently going through checks;

To note the following is a summary from, and of what Angela DeSmit derived from the meeting and recognizes in regards to the District of Hudson's Hope's ambulance concern:

BCAS Services as per Angela De Smit:

"As requested please find the messages that I took away from our meeting for your meeting next week with BCAS and PHSA representatives:

- Recognition that BCAS is a priority for Hudson's Hope health services plan
- Lack of regular BCAS services
- Impacts the ability to retain and recruit people to work and live in the community particularly health care providers
- Lack of consistent communication with the Town and community when there is no or limited BCAS services are available

- Reassurance that the HH BCAS Unit will not be deployed entirely out of the community
- Acknowledge that deployment is reviewed by BCAS when maximum capacity is reached based on a risk assessment
- Consideration for HH being the site of a pilot for recruitment and retention if able to offer more BCAS employees regular work
- Niki Saban - BCEHS Chief Transformation Officer will be in the NE June 24-26
- Several Canadian Paramedicine service models (Ontario, Nova Scotia) whereby ambulance staff provide community services for instance
- Seniors and vulnerable population i.e. home checks similar to the 'Mr. Lutheran' program in FSJ which have 15 minute checks (safety, food, medication) four times a day to support and keep seniors safe in their home in between calls or home visit collections of labwork
- Acknowledgement that there has been significant work by Craig to address the BCAS recruitment of additional staff in Hudson's Hope
- One driver has been hired and another application is being processed
- In order to assure that there is reasonably full time coverage then need a minimum of 3 EMT-A and optimal 12
- Need 6 people in order to offer an EMT-A training session in HH through the Justice Institute
- Safe driving course will require access to the airport as a driving area for training and testing

2 Pilot Study:

- Nikki Saban is developing a paramedicine Services Program though it is in the early stages of development;

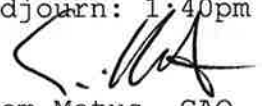
3 Lab Technician:

- Union issues in work sharing;
- Online Lab Assistant courses with 1 month practicum;
- Consists of a 7 month training for Lab Technician
- One internal lab/xray tech to be interviewed;
- Terry, Susan and Dr. Hubner are trained in blood sampling;

4 Homecare/Home Support Worker

- Home nursing care service - Susan: 1 day/week
- Home check for seniors
- Nurse practitioner advertised.

Adjourn: 1:40pm


Tom Matus, CAO

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor Johansson and Council
SUBJECT: ACTION and other UPDATES
DATE: June 23, 2014
FROM: Tom Matus, CAO

Airport

Spoke with L&M and received the following from Curtis Saunders:

"Here are some useful notes we had on this runway project from last year:

- L&M performed a quick survey for John Locher to determine the general runway condition;
- The proper way to perform this runway rehab would be to mill down the high spots and then pave a constant asphalt overlay (2-3" thickness);
- Alternately, a levelling course of asphalt could be placed and compacted in the low spots, followed by a constant asphalt overlay (2-3" thickness);
- The caveat is that the cracks are likely due to weakness in the base gravels/subgrade (not just the top asphalt layer) and will most likely to reappear. We have not seen any information on the existing asphalt and base gravel thicknesses under the runway. Does the District possess this information? It could be beneficial to do a lifecycle cost analysis to ensure the recommended paving suggested above is the most cost-effective repair option for the District in the long run.
- John Locher requested cost estimates directly from DGS Astro and Terus for an asphalt overlay based on our preliminary survey, however, we were not provided with a copy of any estimates that John may have received."
- The accuracy of the GPS survey equipment is +/- 2cm is great, but considering the cross sections of the runway were taken at 50m intervals, even if more accurate survey equipment were used the data would still show a general layout of the existing runway. Cannot see any hills or valleys along the runway in either plan or profile that show any need for a leveling compound. A pilot noted his main concerns were the huge cracks. I have:

The survey/profile is attached; am awaiting a free estimate from DGS Astro.

April 30, 2014 MoTI Meeting Feedback

Inquired to Scott Maxwell, District Manager, MoTI last week in regard to our meeting, his reply:

"Thanks for getting in touch. I have touched base with our gravel reserve group, but just want to confirm before I give you a firm answer. I'll be in touch shortly. I'll be able to give you an update on all of the other issues soon as well."

Bryan Crosby followed up:

Please see below our remarks regarding the meeting last month.

1. Signal Hill

- a. Cracks - Identified by YRB and placed within program for summer repair
- b. Brake Check - MoTI has consulted with CVSE regarding the construction of an official brake check at the top of Signal Hill. We are pleased to announce that we will be constructing a brake check this summer across from the existing pull-out at the top of the hill

2. Canyon Drive

- a. Shoulders – MoTI/YRB will monitor shoulder conditions
- b. Runaway – MoTI has explored the options for a runaway lane at this location in the past and it was found that locations for a properly designed runaway lane are limited on this road. Given the unstable soils in the area, the construction of a suitable runaway lane adjacent to Canyon Drive would have a high probability of increasing the soil instability which would negatively impact the existing road base/bed
- c. Brake check – MoTI will be constructing a brake check this summer season
- d. Soil instability – MoTI/YRB will continue to monitor the slope conditions along Canyon Drive

3. Farrell Creek Intersection

- a. A traffic count is planned for this summer. Traffic counts are an important component in quantifying the need for turning lane improvements
- b. MoTI spoke to YRB regarding the hiring of the HH Fire Department to remove accumulated material at this intersection. YRB will look into that option with the HH Fire Department

4. Canyon Drive/29N Intersection

- a. MoTI has scheduled a traffic count for this intersection. Traffic counts are an important component in quantifying the need for turning lane improvements

5. Paint

- a. Paint quality remains an issue and MoTI continues to work with the private sector to develop new formulas that weather northern climates

6. Gravel Reserve

- a. The reserve is surplus to MoTI material needs. MoTI will be releasing our tenure on this parcel of land to FLNRO. We will advise when this process is complete. Once the reserve is returned to crown land, HH is encouraged to contact FLNRO to acquire tenure rights

Hydro PCD Visitor's Centre

Bob Gammer of BCH dropped into my office and stated the following in regard to the Peace Canyon Dam Visitors Centre:

BCH is actively recruiting to staff the two positions needed to open the PCDVC and that the 9 employees they have at the WACBD are all essential personnel to keep that visitor center open. They believe that once the school year is over they should be able to recruit the personnel they need to open the PCDVBC.

Atkinson Property

Dan Baskill will let me know when he plans to present to Council.

Union Negotiations

Ratification agreement expected to be presented by the Regular Council Meeting of July 14, 2014.

GIS Capabilities

Will be submitting an application for Civic Spatial Grant funding next week regarding the Hudson's Hope Integrated Cadastral Fabric.

Proposed Light Industrial Zone

Light Industrial Committee met on May 28th. Direction was given to the CAO as per the minutes of this meeting included in this agenda package to research the following:

Light Industrial Zone issues:

- 1 location of buffer zone;
- 2 can access road run adjacent to Hwy 29 ROW (sharing the ditch);
- 3 invite Moberly Development Corporation to Public Open House;
- 4 determine services location (front or back of building);
- 5 cost of running sewer line 115 meters or cost of running water & gas 115 meters;
- 6 3 phase electricity;
- 7 Total cost of all lines installation;
- 8 Determine ROW location between District and provincial highways;
- 9 Meter cost of water/sewer services.

Conceptual design to include two T-sections, large ROWs so T-sections shouldn't be a problem. Al notes that sharing the ditch between both ROWs would have to be negotiated with MoTI; frontage road is the best option. US should have first Design draft ready this week.

Urban Systems has sent a draft conceptual plan, I noted a few issues/ideas for them to include and am awaiting next draft for Light Industrial committee review. Attached for info.as

To note: according to our consultant, during the fan-out process of FLNRO to all interested bodies, First Nations have the ability to intercede and vie for possession of any Provincial Crown properties for their own use.

TransCanada Pipeline PRGT

PRGT will be conducting random public polling in regard to energy development vis-à-vis pipeline projects over the next few weeks. Also, will be holding another FYI Open House, tentative date being June 23rd; much the same as the last one held in November 2013. I will also meet with them to discuss the lagoon upgrade project.

Sewer Main Extension

Jason Young has begun working (as per his contract).

BC Hydro Row Housing

BC Hydro Building Permit payment received.

Building Maintenance Agreements

Starting on reviewing agreements that need to be renewed, requesting a template from MIABC lawyers for conformity and continuity, should get it over the next week or so. Will discuss contract with clubs and then send to MIA for their review.

Lab/Xray Technician – Hudson's Hpe

Latest info from Angela De Smit, June 18th:

"To note that we have successfully recruited a Medical Radiation Technician who will start work in Hudson's Hope effective July 28. This will result in lab and x-ray services five days a week. He will be receiving two weeks of orientation in FSJH before July 28 to ensure he is confident to work on his own particularly in the lab. In the interim we are working out a schedule with Susan for regular lab services at the Centre."

Clean-up of ATV Park

Devon and I met with Mike Mant, the PCN plant manager on Monday at the ATV Campground to discuss the clean-up of the area. BCH agrees to hire a contractor to clean-up all debris: old gravel, cinder blocks, concrete, refuse and level the whole area off.

ALR applications are ready, Public Notices has been posted at site, advertisements in Alaska Highway published and Public Hearing scheduled for July 14, 2014. Same for Airport Lands.

Have inquired to ALC and FLNRO in regard to obtaining Licence of Occupation and Tenure Offer for 2nd ATV campsite location.



Tom Matus, CAO

18

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor Johansson and Council
DATE: 17 June 2014
FROM: Laurel Grimm, Deputy Clerk
SUBJECT: Hudson's Hope Garbage Collection Bylaw No. 838, 2014

RECOMMENDATION:

That: "Council adopt the Hudson's Hope Garbage Collection Bylaw No. 838, 2014."

ADMINISTRATOR COMMENTS:

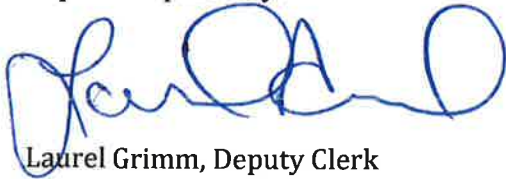


Tom Matus, CAO

INFORMATION:

Staff is currently waiting on adoption of the attached bylaw before they begin disbursement of the new garbage waste receptacles. Council provided feedback at the Council meeting on May 26, 2014 and June 9, 2014 which was implemented into the attached bylaw.

Report Prepared By:



Laurel Grimm, Deputy Clerk



BYLAW NO. 838, 2014

A bylaw to establish and provide for the operation of a service comprising the collection, removal storage and disposal of waste material, and to regulate, prohibit and impose requirements in relation to the service.

1. Title

This Bylaw shall be cited as the "Hudson's Hope Garbage Collection Bylaw No. 835, 2014".

2. Definitions

In this Bylaw:

- (a) "Director" means the Director of Public Works or any person authorized by the Director to administer this bylaw.
- (b) "District" means the District of Hudson's Hope.
- (c) "Garbage" means waste material other than automobile parts, construction, land clearing and demolition waste, animal carcasses and parts, furniture, or any other type of material or substance determined by the Director to be hazardous or unacceptable for handling in the District's waste material collection and disposal system.
- (d) "Garbage Container" means a 240 litre receptacle used to hold waste material which is provided by the District of Hudson's Hope.
- (e) "Premise" means a premise which is serviced by the District of Hudson's Hope for the purpose of "Collection Services".
- (f) "Transfer Station" means the Transfer station operated by the Peace River Regional District.

3. Administration

- (1) Where this bylaw directs a person to do anything or to comply with regulations, the Director and any person authorized by the Director to do so, may enter on any land or premises that are subject to the regulations to inspect and determine whether the regulations are being observed.

4. Collection Services

- (1) The District by this bylaw, establishes the service of collecting, removing and disposing of garbage.
- (2) The service includes the provision of equipment and personnel for collection, removal and disposal of garbage at the times and intervals prescribed by the Director, and the maintenance and disposal of items other than garbage, from the transfer station.
- (3) Every occupier of premises within any of the collection areas shown on Schedules A, A-1, A-2, A-3, A-4 and A-5 to this bylaw must make use of the collection service established by this bylaw and pay the applicable fees imposed under Schedule B to this bylaw.
- (4) Every occupier of premises outside the collection areas shown on Schedules A, A-1, A-2, A-3, A-4 and A-5 to this bylaw must pay the applicable fees for access to and use of the transfer station imposed under Schedule B to this bylaw.
- (5) All garbage shall be contained in securely tied plastic bags and shall be placed in a District of Hudson's Hope issued garbage container for collection adjacent to the boulevard, curb or shoulder of the roadway prior to 8:00 am on the day of collection.
- (6) A limit of two Garbage Cans per customer may be placed for collection service as per pick-up schedule.
- (7) The District shall be under no obligation to collect or remove garbage or any other waste material from any roadway if the occupier has not placed such material for collection in accordance with the requirements of this bylaw.
- (8) A Garbage Container provided by the District of Hudson's Hope is required in order to receive "Collection Services" as defined in this bylaw.
 - a) All Garbage Cans remain the property of the District of Hudson's Hope.
- (9) The use of a District of Hudson's Hope issued "Garbage Container" is required in order to receive collection services.

5. Fees and Charges

- (1) Every occupier of premises shall pay the fee prescribed by Schedule B to this bylaw.
- (2) The fees shall be due and payable in full on the date specified in the District's invoice.
- (2) Fees imposed for services provided under this bylaw may be collected in the same manner and with the same remedies as property taxes on the premises in respect of

which they are imposed, and, if unpaid on December 31 of the year in which they are imposed and due and payable on that date, shall be deemed to be taxes in arrear.

6. Transfer Station

- (1) An owner or occupier of residential premises in the District may deposit garbage or other permitted materials at the transfer station upon payment of the fee specified in Schedule B to this bylaw.

7. Severability

- (1) The provisions of this bylaw are severable and the invalidity of any part of this bylaw shall not affect the validity of the remainder of this bylaw.

8. Repeal

- (1) The District of Hudson's Hope Bylaw No. 758, 2008, and Bylaw 778, 2009, are hereby repealed.

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

Read a First Time this 9th day of June, 2014.

Read a Second Time this this 9th day of June, 2014.

Read a Third Time this this 9th day of June, 2014.

Adopted this this ____ day of _____, 2014.

MAYOR

CLERK

Certified a true copy of Bylaw No. 838, 2014
this __ day of _____.

Clerk

**Schedule B
Fees for Garbage Collection and
Use of Transfer Station**

Description	Annual Fee (except where stated)
Fees for Premises within Collection Areas Shown on Schedules A-1, A-2, A-3, A-4 or A-5	
Residential Dwellings – once weekly collection	\$118.00
(a) For each single family residence (each manufactured home in a manufactured home park is considered as a single family residence and the owner/operator is charged (pro rata) on the basis of occupied units each month.	
(b) For each dwelling unit in a two-family residence or multi-family residence	\$118.00
(c) For each bed and breakfast unit in a residence	\$118.00 plus \$9.00/unit
Commercial and Other	
(a) For premises that receive daily collection (excepting Saturdays and Sundays)	\$716.00
(b) For premises that receive twice weekly collection	\$243.00
(c) For premises that receive once weekly collection	\$148.00
BC Hydro and Power Authority – twice weekly collection	
(a) GMS Generating Station:	
Control Building	\$2607.00
General Trades Shop	\$2607.00
(b) Peace Canyon Generating Station	
Control Building	\$2214.00
General Trades Shop	\$2214.00
(c) Seasonal:	
Trappers Cabin	\$37.00/month
Lookout Restaurant	\$325.00/month
Fees for Premises outside of Collection Areas Shown on Schedules A-1, A-2, A-3, A-4 or A-5	
For access to and use of the transfer station by owners and occupiers of premises outside of collection areas shown on Schedules A-1, A-2, A-3, A-4 and A-5.	\$30.00
The District of Hudson's Hope will provide one "Garbage Container" free of charge to every premise which pays for "Collection Services". The loss, replacement or an additional Garbage Container will be charged at the cost for each of:	\$65.00

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor and Council
DATE: June 18, 2014
FROM: Dwylla Moraice, Chief Elections Officer
SUBJECT: General Local Government Elections Bylaw No. 839, 2014

RECOMMENDATION:

That: "Council give first and second readings to the General Local Government Elections Bylaw No. 839, 2014."

INFORMATION

Changes made to bylaw 591 were only the "Municipal Act" to the "Local Government Act" and added the Special Voting at Silver Willows.

Report prepared by:



Dwylla Moraice, Chief Elections Officer



BYLAW NO. 839, 2014

A bylaw to provide for the determination of various procedures
for the conduct of elections and other voting.

WHEREAS under the *Local Government Act*, the Council may, by bylaw, determine various procedures and requirements to be applied to the conduct of local government elections and other voting;

AND WHEREAS the Council wishes to establish voting procedures and requirements under that authority;

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

CITATION

1. This Bylaw may be cited as "General Local Government Election Bylaw No. 839, 2014."

ADVANCE VOTING OPPORTUNITIES

2. As authorized under Section 97(2) of the *Local Government Act*, the required Advance Voting Opportunity shall be held for an election or other voting shall be held on the 10th day before general voting day.
3. The voting hours for advance voting opportunities are from 8:00 a.m. to 8:00 p.m.
4. Pursuant to section 98 of the *Local Government Act*, the Council authorizes the Chief Election Officer to establish additional voting opportunities for each election to be held in advance of general voting day and to designate the voting places, and to establish the date and voting hours for these voting opportunities.

SPECIAL VOTING OPPORTUNITIES

5. To give electors who may otherwise be unable to vote an opportunity to do so, the Council will provide a special voting opportunity as authorized under section 99 of the *Local Government Act* on the 10th day before general voting day for the general local election or other voting during the hours specified and for the electors specified:
 - (i) Silver Willow Court

10104 Ellis Crescent
Hudson's Hope, BC V0C 1V0

2:00 pm to 3:30 pm

Only electors who are residents of the Silver Willow Court may vote at this special voting opportunity.

RESOLUTION OF TIE VOTE AFTER JUDICIAL RECOUNT

6. In the event of a tie vote after a judicial recount, the tie vote will be resolved by conducting a lot in accordance with section 141 of the *Local Government Act*.

REPEAL

7. District of Hudson's Hope Election and Voting Procedures Bylaw No. 591, 1999 is repealed.

Read a First Time the ____ day of _____, 2014.

Read a Second Time the ____ day of _____, 2014.

Read a Third Time the ____ day of _____, 2014.

ADOPTED the ____ day of _____, 2014.

MAYOR

CLERK

Certified a true copy of Bylaw No. 839
this ____ day of _____, ____

Clerk



THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor and Council

SUBJECT: Council Remuneration and Reimbursement of Expense Bylaw No 840, 2014

DATE: June 19, 2014

FROM: Laurel Grimm, Deputy Clerk

RECOMMENDATION:

THAT: " Council give first and second readings to the Council Remuneration and Reimbursement of Expense Bylaw No. 840, 2014"

BACKGROUND:

Hudson's Hope Council remuneration has not changed since 2000 and there is a desire to update remuneration to ensure the continued interest of the general public to run for Council. It is generally accepted that mayor and council are performing a community service and council remuneration is a stipend only. . Council has been historically hesitant to address a monetary issue that impacts them personally.

Council appointed a Remuneration Committee consisting of Councillor Bouillon, William Lindsay and Robert Bach. The Committee present a report with a recommendation at the June 9 Council Meeting which Council requested be implemented into the attached bylaw.

The only other area the CAO saw that was not mentioned in the report is the possibility of increasing the "private accommodation" amount from \$30 to \$50. (or a similar relevant amount)

If Council wishes to do so this amendment must be made before third reading of the bylaw.

Report Prepared By:



Laurel Grimm, Deputy Clerk



BYLAW NO. 840, 2014

A bylaw to provide for remuneration of the Council
and for the reimbursement of expenses.

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

1. This Bylaw may be cited as "Council Remuneration and Reimbursement of Expenses Bylaw No. 840, 2014".

Remuneration:

2.
 - a) The Mayor shall be paid \$16,000 annually as remuneration for carrying out his or her duties of office.
 - b) Each Councillor shall be paid \$8,000 annually as remuneration for carrying out his or her duties of office.
 - c) When a member of Council is away from Hudson's Hope and engaged in municipal business, or attending a meeting, course or convention related to municipal matters, in addition to the remuneration paid under subsections (1) and (2), he or she shall be paid \$115 per day for any function lasting up to 6 hours or \$173 per day for any function lasting over 6 hours. The time spent travelling to and from the function is included in calculating the duration of the function.
 - d) Should a member of the Council participate in a municipal benefit plan the cost of the annual premiums for such plans will be deducted from the remuneration paid under subsections (1) or (2).
 - e) One-third of all remuneration paid to a member of the Council under subsections (1) to (3), shall be considered to be an allowance for expenses incidental to the discharge of his or her elected duties.

f)

Expenses:

3. When a member of the Council is authorized to represent the District of Hudson's Hope, to engage in municipal business, or to attend a meeting, course or convention related to municipal matters, the following expenses shall be fully reimbursed unless otherwise noted:

- g) accommodation charges and applicable taxes (with receipts) for hotels and motels;

- h) \$30 per day for private accommodation (no receipt required);
- i) a total of \$60.00 per day for meals including gratuities (no receipts required), as follows:
 - i) \$15.00 for breakfast,
 - ii) \$15.00 for lunch, and
 - iii) \$30.00 for dinner;

A person engaging in municipal business, or attending a meeting, course or convention related to municipal matters for one day or less is required to provide receipts and the actual cost will be reimbursed to a maximum of the meal allowances outlined in 3(c).

- j) use of a personal vehicle: 51¢/km for the first 500 km of a round trip and 45¢/km thereafter, effective as of January 1, 2010, or the equivalent to the cost of return airfare to that destination, whichever is less.
 - k) use of a personal vehicle: 52¢/km for the first 500 km of a round trip and 45¢/km thereafter, effective as of January 1, 2011, or the equivalent to the cost of return airfare to that destination, whichever is less.
 - l) use of a personal vehicle: 52¢/km for the first 500 km of a round trip and 45¢/km thereafter, effective as of January 1, 2012, or the equivalent to the cost of return airfare to that destination, whichever is less.
 - m) miscellaneous expenses (with receipts): course or convention registration fees, ferry charges, highway tolls, parking fees, economy aeroplane fares, taxi and bus fares, vehicle rental charges (including insurance charges), related telephone and fax charges and courier charges.
4. Notwithstanding section 3 (c), where a meal is provided as part of the meeting, course or convention, no claim shall be submitted for reimbursement. Notwithstanding section 3 (d), the reimbursement for the use of a personal vehicle shall not exceed the cost of return-trip economy airfare for travel from Fort St. John Airport to the point of destination.
5. The following Bylaws are repealed:
- (a) Council Remuneration and Reimbursement of Expenses Amendment Bylaw No. 779, 2009; and
 - (b) Council Remuneration and Reimbursement of Expenses Bylaw No. 600, 2000

Read for a First Time on the 23rd day of June, 2014.

Read for a Second Time on the 23rd day of June, 2014.

Read for a Third Time on the day of

Adopted on the day of

MAYOR

CLERK

Certified a true copy of Bylaw No. 840,
this ____ day of _____, 2014.

Clerk



Hudson's Hope Playschool

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

250-783-5505



June 9, 2014

Ms. Greta Goddard
Special Events Coordinator c/o
District of Hudson's Hope

Dear Ms. Goddard:

On behalf of the Hudson's Hope Playschool, I would like to thank the Special Events Committee, and the District of Hudson's Hope for generously donating \$250 as a result of our involvement in this years' Easter Egg hunt at Beattie Park on April 21, 2014.

We expect to use this money to help offset the costs of summer camps for kids this July.

This money will be used to providing enriching, fun and rewarding experiences for two age groups of children – those 3-5 years old and those 6-9 years old.

We expect to offer children a comprehensive mix of camps, including those related to dinosaurs, agriculture, art, science and outdoor living.

Again, thank you for your recent financial support of the Hudson's Hope Playschool.

Sincerely,

Tyler Schwartz
President
Hudson's Hope Playschool

Cc: District of Hudson's Hope

cc copy for the district

RECEIVED
JUN 11 2014

Box 478
Hudson's Hope, B. C.
V0C 1V0
June 10, 2014

Mayor and Council
District of Hudson's Hope, B. C.
Box 330
Hudson's Hope, B. C.
V0C 1V0

Dear Mayor and Council:

Re: Condition of Cemetery

I visited the cemetery yesterday, as I have on many occasions in the past. Upon arrival, the first impression is of a field of unmowed weeds and dandelions that are in seed. The grounds are in the most deplorable condition they've been in the forty-five years since I've lived here. More than half of the grave sites are sunken enough to be a walking hazard and many of the grave markers have holes washed under them from rainstorms or from animals digging underneath.

This particular cemetery has always been a peaceful, well-groomed sanctuary for those who go to visit loved ones. Is there not money in the budget allotted for upkeep of our community cemetery? If there isn't, there should be. Would council please do whatever it takes to return it to its former respectability?

A reply at your earliest convenience would be appreciated.

Yours truly,

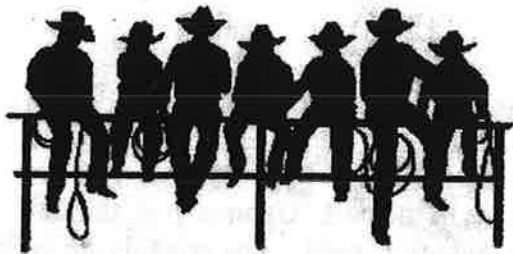


Rita Porter

RECEIVED
JUN 11 2014



Thank You



TO: Hudson Hope

Thanks for the T-shirt
it was very generous of you!

Pereh Hadford C3

The Municipal Council
District of Hudson's Hope
P0 Box 330
Hudson's Hope BC
V0C 1V0

June 16th 2014

Dear Mayor and Council Members;

The museum's "Raising the Roof" fall event will be held on October 4th. We are taking a different approach this year in that will be offering a dinner and dance and auction at the Community Hall. We have applied to the Province for a Gaming Licence to sell tickets on a few expensive prizes, so hopefully all will turn out well.

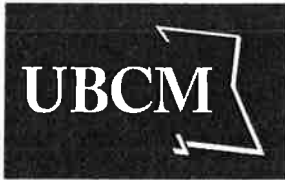
As usual though, we would like to ask Council for two 2015 District family passes, one for the pool and the other for the camp grounds. These are always popular items that bring a nice financial return!

Thank you for your consideration. I will look forward to hearing from you.

Yours sincerely


Fay Lavallee
Fund Raising Coordinator.

RECEIVED
JUN 16 2014



June 10, 2014

RECEIVED
JUN 16 2014

TO: UBCM Members
ATTN: ELECTED OFFICIALS

FROM: Mayor Mary Sjostrom
Chair, Nominating Committee

RE: **Call for Nominations for UBCM Executive**

UBCM is the collective voice for local government in BC. The membership signals the directions it wants to pursue during the Annual Convention. The members elect an Executive during the Convention to ensure the directions set by the general membership are carried forward. The Executive also provides direction to the UBCM between Conventions.

This circular is notice of the UBCM Executive nomination process, including information about the positions open for nomination and the procedures for nomination. The deadline for advance nominations is **Thursday July 31, 2014**.

1. Positions Open to Nominations

The following Executive positions are open for nomination:

- President
- First Vice-President
- Second Vice-President
- Third Vice-President
- Director at Large (5 positions)
- Small Community Representative
- Electoral Area Representative
- Vancouver Metro Area Representative (2 positions)

Information on the responsibilities and commitments of UBCM Executive members is attached as Appendix B. Information on nominations and elections procedures is attached as Appendix C. The relevant extract from the UBCM Bylaws is attached as Appendix D.

2. Qualifications for Office

Each candidate must be an elected official from a UBCM member local government.

A candidate for Small Community Representative must be from the council of a village, or a municipality with a population not greater than 2,500.

A candidate for Electoral Area Representative must be an Electoral Area Director on a regional district board.

A candidate for Vancouver Metro Area Representative must be an elected official from either or both a member municipality of the GVRD, or the GVRD Board.

3. Nomination Process

A candidate must be nominated by two elected officials from a UBCM member local government, using the attached nomination and consent form (Appendix A).

The Nominating Committee reviews the qualifications of each candidate. The members of the 2014 Nominating Committee are:

- Mayor Mary Sjostrom, Immediate Past President, UBCM, Chair
- Councillor Bruce Christensen, North Central Local Government Association
- Councillor Marg Spina, Southern Interior Local Government Association
- Mayor Christina Benty, Association of Kootenay & Boundary Local Governments
- Councillor Chuck Puchmayr, Lower Mainland Local Government Association
- Mayor Larry Cross, Association of Vancouver Island & Coastal Communities

4. Advance Nominations & Nominating Committee Report

The Nominating Committee will prepare a Report on Nominations including, at the candidate's option, a photo and 300-word biography. The Report on Nominations will be distributed to all UBCM members for their consideration, in mid-August.

To be included in this report, nominations must be received by **Thursday July 31, 2014.**

Nominations submitted for inclusion in the Report on Nominations are deemed advance nominations. It is to a candidate's advantage to submit an advance nomination, since the candidate's name, photo and biography will appear in the Report on Nominations distributed to every UBCM member elected official prior to Convention.

5. Nominations Off the Floor

Any qualified candidate may be nominated "off the floor" at the Convention.

Nominations from the floor will be solicited at specific times during the Convention. Please refer to the Report on Nominations or the Convention Program for these times.

As with advance nominations, the candidate must be nominated by two elected officials from a UBCM member local government.

6. Further Information

The Call for Nominations, Nomination & Consent Form, and related background information are available on the UBCM website under Convention > Nominations & Elections.

All other inquiries should be directed to:

Mayor Mary Sjostrom	Chair email: msjostrom@quesnel.ca
Chair, Nominating Committee	Chair tel: 250.991.7477 (city hall)
UBCM	250.991.9192 (cell)
60-10551 Shellbridge Way	
Richmond BC V6X 2W9	

UBCM Contact:

Marie Crawford	Email: mcrawford@ubcm.ca
Associate Executive Director	Tel: 604-270-8226 ext. 104

1415/60/Call for Nominations-Items/Call for Nominations

¹NOMINATIONS FOR THE 2014/2015 UBCM EXECUTIVE

We are qualified under the UBCM Bylaws to nominate¹ a candidate and we nominate:

Name: _____

Position (Mayor/Chair/Councillor/Director): _____

Local government: _____

Nominated for: _____

NOMINATED BY:

Name: _____ Name: _____

Position: _____ Position: _____

Muni/RD: _____ Muni/RD: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

CONSENT FORM

I consent to this nomination and attest that I am qualified to be a candidate for the office I have been nominated to pursuant to the UBCM Bylaws². I will also forward by **July 31, 2014** to the Chair of the Nominating Committee, the following documentation:

- Nomination & Consent Form, completed and signed;
- Portrait photograph* (resolution: 300 ppi; size: 600x400 px; format: TIFF or JPEG); and
- Biographical information*. The maximum length of such information shall be 300 words. If the information provided is in excess, the Nominating Committee Chair shall return it once for editing; if it still exceeds 300 words the Nominating Committee Chair shall edit as required.

* Photo and bio will be published in the Report on Nominations.

CANDIDATE:

Name: _____ Position: _____

Local government: _____

Nominated for: _____

Signature: _____ Date: _____

Photograph, biographical information, and completed Nomination & Consent Form should be submitted to the attention of the Chair, Nominating Committee, via email: mcrawford@ubcm.ca.

Submission Deadline: July 31, 2014

¹ Nominations require two elected officials of members of the Union [Bylaw 4(b)].

² All nominees to the Executive shall be elected representatives of a member of the Union [Bylaw 3(c)].
Nominees for Electoral Area Representative, Small Community Representative and Vancouver Metro Area Representative must hold the appropriate office.

BACKGROUND INFORMATION FOR CANDIDATES TO THE UBCM EXECUTIVE

1. RESPONSIBILITY OF UBCM EXECUTIVE

Under the UBCM Bylaws:

The Executive shall have the power and it shall be their duty to put into effect the will of the Union as expressed by resolutions at any of its meetings. Between meetings they shall manage the affairs of the Union and shall report all the transactions of the year to the Annual Convention.

2. UBCM EXECUTIVE STRUCTURE

Executive

President
First Vice-President
Second Vice-President
Third Vice-President
Director at Large (5 positions)
Small Community Representative
Electoral Area Representative
Vancouver Representative
GVRD (Metro Vancouver) Representative
Immediate Past President
Area Association Rep. (5 positions)
Vancouver Metro Area Rep. (2 positions)

Committees

The President appoints Executive members to Committees – of which the following are currently active:

- Presidents
- Resolutions
- Convention
- Community Safety
- Environment
- Healthy Communities
- First Nations Relations
- Community Economic Development

Each Executive member generally serves on two committees.

3. EXECUTIVE MEETINGS

The full Executive meets six times a year, following this general pattern:

- Friday, the last day of the Annual Convention (1 hour)
- Second or third week November
- Second or third week of January
- Second or third week of April (avoid conflict with an Area Association meeting)
- Third full week of July
- Sunday preceding the Annual Convention (half day)

Executive meetings, other than those in conjunction with the Convention, usually take place over a Thursday and Friday. Committee meetings are held Thursday and the full Executive meets on Friday.

Some Committees' activities require attendance at meetings or conferences throughout the year. This is usually a two or three day added commitment except for Committee Chairs or Table Officers who may be called on for more regular representation.

Travel expenses and a per diem for meals and incidentals are provided for all activities on behalf of UBCM.

However, for Executive members attending the Annual Convention, UBCM provides reimbursement only for the added expenses that would not normally be incurred by attending as a delegate from a local government.

UBCM EXECUTIVE NOMINATION & ELECTION PROCEDURES

UBCM EXECUTIVE STRUCTURE

The ongoing administration and policy work of the UBCM is governed by an Executive Board that is elected and appointed at the Annual Convention. The Board is comprised of 21 members, with the following structure:

13 Elected Positions

President
 First Vice-President
 Second Vice-President
 Third Vice-President
 Director at Large (5 positions)
 Small Community Representative
 Electoral Area Representative
 Vancouver Metro Area Representative (2 positions)

8 Appointed Positions

Immediate Past President
 Vancouver Representative
 GVRD (Metro Vancouver) Representative
 Area Association Representatives: AKBLG, AVICC, LMLGA, NCLGA & SILGA

NOMINATING COMMITTEE

In accordance with the UBCM Bylaws, a **Nominating Committee** is appointed to oversee the nomination and election process. The Committee is comprised of the Immediate Past President and representatives of the five Area Associations.

NOMINATION PROCESS

May/June

Nominating Committee will circulate a Call for Nominations notice that will contain the following information:

- positions open for nomination
- process for nomination
- qualifications for office
- role of Nominating Committee
- closing date for nominations to be included in the Report on Nominations
- general duties of an Executive member

The Call for Nominations will include instructions on how to access additional information on UBCM Executive responsibilities and how to submit a nomination.

July 31, 2014

Advance nominations close – all candidates must have their documentation submitted.

Following the July 31 advance nomination deadline, the Nominating Committee will review nominees' qualifications and prepare the Report on Nominations. It is not the role of the

Nominating Committee to recommend any one candidate. The Committee's mandate is to ensure nominations are complete and in accordance with policies and procedures.

Mid-August

The Report on Nominations will be distributed to all UBCM members and will include the following information for each candidate:

- name and the position for which he or she has been nominated
- portrait photograph
- biographical information

On-Site at Convention

Any qualified candidate may be nominated off the floor of the Convention. The specific times when nominations will be accepted from the floor are given below.

ELECTION PROCESS

Step 1 – Election of Table Officers

WEDNESDAY, SEPTEMBER 24

- 9:20 a.m. Nominating Committee presents the list of advance nominees for positions of President, First Vice-President, Second Vice-President, and Third Vice-President.
- 11:55 a.m. Nominations from the floor for Table Officer positions.
- 2:15 p.m. Candidate speeches if necessary.
- 2:30-5:00 p.m. Elections for Table Officer positions (as necessary).

THURSDAY, SEPTEMBER 25

- 8:00-9:00 a.m. Elections continue for Table Officer positions (as necessary).

Step 2 – Election of Remaining Executive Positions

THURSDAY, SEPTEMBER 25

- 8:30 a.m. Nominating Committee presents the list of advance nominees for Director at Large, Small Community Representative, Electoral Area Representative and Vancouver Metro Area Representative.
- 11:25 a.m. Nominations from the floor for the above positions.
- 11:30 a.m. Candidate speeches if necessary.
- 2:30-5:00 p.m. Elections for remaining Executive positions (as necessary).

FRIDAY, SEPTEMBER 26

- 7:30-8:30 a.m. Elections continue for remaining Executive positions (as necessary).

For further information on the nomination and election process, please contact the Chair of the UBCM Nominating Committee.

**EXTRACT FROM THE UBCM BYLAWS:
EXECUTIVE COMPOSITION, NOMINATIONS & ELECTIONS**

UBCM BYLAWS SECTIONS 2 TO 5

2. OFFICERS:

The Officers of the Union shall be: President, First Vice-President, Second Vice-President, and Third Vice-President.

3. EXECUTIVE:

(a) There shall be an Executive which shall be composed of:

- the Officers of the Union;
- the Immediate Past President, who shall be the last president to have completed the term of office as President;
- a Vancouver Representative, who shall be a member of the Vancouver City Council;
- a Small Community Representative, who shall be a member of a Council of a Village or a municipality with a population not greater than 2,500;
- an Electoral Area Representative, who shall be an Electoral Area Director of a Regional Board;
- a GVRD Representative who must be a member of the GVRD Board;
- five Directors representing the five Area Associations as defined in Section 21;
- five Directors at Large; and
- two representatives ("Vancouver Metro Area Representatives") who must be elected members of either or both a council of a member municipality of the GVRD or of the GVRD Board.

The members of the Executive shall be the Directors of the Union.

- (b) The Officers, the Directors at Large, the Small Community Representative, the Electoral Area Representative and the Vancouver Metro Area Representatives, shall be elected annually at the Annual Convention, and except as herein otherwise provided, shall hold office until their successors are elected at the next Annual Convention. The Vancouver Representative shall be appointed annually by the Vancouver City Council, the GVRD Representative shall be elected annually by the Board of the GVRD, and the five Area Association Directors shall each be appointed by their respective Area Associations as identified in Section 21. All such appointments shall be communicated to the Nominating Committee by the appointing body pursuant to Section 4(b).
- (c) Except for the Immediate Past President, all members of the Executive, including Officers of the Union, shall hold office only so long as they remain elected representatives of a member of the Union. If a person holding the office of Immediate Past President ceases to be an elected representative of a member of the Union while holding the office such person shall only hold the office for the remainder of the then current term.

- (d) No person shall hold a position as Officer of the Union unless elected as an Officer by the membership of the Union and no person shall be elected more than twice, whether consecutively or otherwise, as President of the Union.

In the event of a vacancy occurring amongst the Officers, the next ranking Officer willing to serve shall fill the vacancy, provided that if the office of President cannot for any reason be filled as aforesaid, the Executive shall call a special election for the office of President and such election may be held by a mail ballot pursuant to the rules and procedures established and determined by the Executive.

In the event of a vacancy:

- amongst the Officers, other than President, the Executive may appoint, from amongst persons qualified to be elected to the Executive, Acting Directors at Large equal to the number of vacancies;
 - amongst the Directors at Large, the Small Community Representative, the Electoral Area Representative, or the Vancouver Metro Area Representatives, the Executive may appoint a person qualified to hold the office to fill the position for the term remaining;
 - in the position of Vancouver Representative, GVRD Representative or amongst the five Directors appointed by the Area Associations such vacancies shall be filled in the manner of the original appointment.
- (e) The Union shall pay the expenses of the Executive incurred on authorized business of the Union, except for attendance at the annual Convention. For attendance at the Executive meeting immediately preceding the annual Convention such expenses shall be limited to the per diem rates and extra hotel accommodation costs incurred for the period of that Executive meeting only. No travelling expenses nor any part of other expenses ordinarily incurred by Executive members in attending the annual Convention will be borne by the Union. In the event that the Immediate Past President no longer holds municipal office, while still remaining a member of the Executive, his or her expenses incurred in attending the annual Convention and the Executive meeting immediately prior to it shall be paid by the Union.

4. NOMINATIONS FOR ELECTION OF OFFICERS AND EXECUTIVE:

- (a) There is constituted a committee of the Executive to be known as the Nominating Committee consisting of the Immediate Past President (if any) and the five appointed Area Association Directors provided that where any of the five appointed Area Association Directors declares an interest in seeking election to the Executive of the Union, the Area Association that appointed such Area Association Director may name another elected official of a member of the Union to serve on the Nominating Committee.
- (b) The Nominating Committee shall elect a Chair from amongst the members of the Committee and shall prior to the Annual Convention:
- issue a call for nominations for each of the positions of Officer of the Union and for the positions of Small Community Representative, Electoral Area Representative, the five Directors at Large, and the Vancouver Metro Area Representatives;
 - encourage potential nominees to come forward as candidates for office and as requested provide information to such person relating to duties, responsibilities and roles pertaining to the various offices;

- review the credentials of nominees to ensure that each nominee is qualified to hold office pursuant to Section 4(j);
 - accept qualified nominees nominated by two elected officials of members of the Union;
 - obtain the name of a qualified person who has been appointed by the City of Vancouver to assume office as the Vancouver Representative, the name of the GRVD Representative and the names of the five Area Association Directors who have each been appointed to assume the office of Area Association Director by the respective Area Association;
 - at least 30 days prior to the Annual Convention, prepare and provide to all members of the Union a report on nominations accepted for each office that have been received by the close of business on the last business day of July and on the persons appointed by the City of Vancouver, by the GVRD and the five Area Associations. Such report shall be neutral and the Nominating Committee shall not recommend any nominee or group of nominees.
- (c) In making its report the Nominating Committee, taking into consideration the names of appointees submitted by the City of Vancouver, the GVRD and the five Area Associations, shall ensure they are balanced and representative nominations including:
- that sufficient nominations are received;
 - that each general area of the Province is represented on the Executive nominated or appointed.

The Nominating Committee shall not recommend any nominee or group of nominees.

- (d) The Chair of the Nominating Committee, during the morning session of the first day of the Annual Convention, shall present the nominations for the positions of Officers on the UBCM Executive, i.e. President, First Vice-President, Second Vice-President, and Third Vice-President. After the Chair's report on these positions has been read, the Chair shall call for nominations from the floor for each of the positions of Officers, in addition to the names presented by the Nominating Committee.
- (e) If, at the close of nominations, only one candidate for each position of Officer stands validly nominated, the Chair of the Nominating Committee shall forthwith proclaim the candidate elected.
- (f) If, at the close of nominations, more than one candidate stands validly nominated for any of the positions of Officers, the Chair of the Nominating Committee shall cause an election to be held.
- (g) On the second day of the Annual Convention at the time after the results of the election of Officers has been announced, the Chair of the Nominating Committee shall present the nominations for the positions of:
- Small Community Representative;
 - Electoral Area Representative;
 - for the five positions of Director at Large; and
 - the two Vancouver Metro Area Representatives.

After the Chair's report on these positions has been read, the Chair shall call for nominations from the floor for each of the positions of Small Community Representative, Electoral Area

Representative, for the five positions of Director at Large, and the two Vancouver Metro Area Representatives.

- (h) If, at the close of nominations: only one person stands validly nominated for the position of Small Community Representative, or only one person stands validly nominated for the position of Electoral Area Representative, or in the case of the five positions of Directors at Large, only five persons stand validly nominated; or in the case of the two Vancouver Metro Area Representatives, only two persons stand validly nominated, the Chair of the Nominating Committee shall forthwith declare the only candidates in each of the categories to be elected.
- (i) If, at the close of nominations, more than one person stands validly nominated for the positions of Small Communities Representative, Electoral Area Representative, or in the case of the five positions of Director at Large, more than five persons stand validly nominated, or in the case of the two Vancouver Metro Area Representatives more than two persons stand validly nominated, the Chair shall cause an election to be held.
- (j) Where a nomination is made from the floor, the nominators must advise the Chair that the nominee is qualified pursuant to Section 3 to hold the office and that he or she has consented to be nominated. The Chair shall forthwith ask the nominee to confirm such consent from the floor and if the nominee is not present on the floor at the time of nomination, the nominators may either withdraw the nomination or immediately provide the Chair with the written and signed consent of the nominee.
- (k) Nominations shall require two nominators. The nomination shall state only the candidate's name, elected office, municipality, regional district or other membership affiliation, and Area Association, and that the consent of the person nominated has been received.

5. ELECTION OF OFFICERS AND EXECUTIVE:

- (a) If, at the close of nominations, more than one candidate stands validly nominated for each position of the Officers, and for the position of Small Community Representative, and for the position of Electoral Area Representative, or in the case of the five positions of Director at Large, more than five such candidates stand, or in the case of the two Vancouver Metro Area Representatives, more than two candidates stand, the Chair of the Nominating Committee shall cause elections to be held as may be required.
- (b) The election of Officers shall be held on the afternoon of the first day and the morning of the second day of the Annual Convention.
- (c) The election of Small Community Representative, Electoral Area Representative, the five positions of Director at Large, and the two positions of Vancouver Metro Area Representative shall be held on the afternoon of the second day and the morning of the third day of the Annual Convention.
- (d) If any election is to be held, ballot papers shall be prepared and distributed. In the case of an election for Officer positions, one ballot shall be used. In the case of elections for Small Community Representative, Electoral Area Representative, the five positions of Director at Large, and the two Vancouver Metro Area Representatives, individual ballots shall be used for each category. The names of the candidates shall be printed alphabetically in order of surnames on the ballots, and shall show only the candidates' names, official positions, municipality, regional district or other member affiliation and Area Association. Before any

ballot is taken, any person nominated may decline or withdraw his or her name by giving two hours' notice thereof following the time of the candidates' speeches.

- (e) Scrutineers shall be appointed by the President and it shall be among the duties of such Scrutineers to count the votes on such ballots and declare the result of such elections to the Chair of the Nominating Committee who shall report the results of the elections to the Convention. In the case of a ballot vote being held for the five positions of Director at Large, and the two Vancouver Metro Area Representatives, all ballots marked for more than the number to be elected shall be counted as spoiled ballots.
- (f) All elected representatives from members who are present at the Convention shall be entitled to vote for Directors at Large. Only representatives from Small Communities members who are present at the Convention shall vote for the Small Community Representative, only representatives from Electoral Areas who are present at the Convention shall vote for the Electoral Area Representative, and only representatives of the GVRD and the delegates from its member Municipalities may vote for Vancouver Metro Area Representatives. No vote by proxy shall be recognized or allowed.
- (g) In the event that the result of election for the position of any Officer of the Union, Small Community Representative or Electoral Area Representative cannot be declared because of an equality of votes between two or more persons receiving the greatest number of votes, then the Chair shall hold a run-off election amongst those persons who received equal votes.

In the case of an election for the position of Vancouver Metro Area Representative, the Chair shall declare elected the two candidates who receive the highest number of votes. If a candidate cannot be elected because of an equality of votes between two or more candidates, the Chair shall hold a run-off election for the positions remaining undeclared in which the only candidates shall be the unsuccessful candidates in the original election who do not withdraw.

In the case of an election for office as Director at Large, the Chair shall declare elected the five candidates who received the highest number of votes, provided that if a candidate cannot be declared elected because of an equality of votes between two or more candidates, the Chair shall hold a run-off election for the positions remaining undeclared in which the only candidates shall be the unsuccessful candidates in the original election who do not withdraw.



June 11, 2014

Dear Mayors and Chairs:

I am pleased to inform you of opportunities to schedule appointments with me at the upcoming annual UBCM Convention taking place in Whistler, September 22 to 26, 2014.

You will have recently received a letter from Honourable Christy Clark, Premier, containing information about the online process for requesting a meeting with Premier Clark and other Cabinet Ministers. I am pleased to provide you with information regarding the process for requesting a meeting with me, as well as with provincial government, agency, commission and corporation staff.

If you would like to meet with me at the Convention, please complete the online form available from **June 16** at: CSCD Minister's Meeting and submit it to the Ministry of Community, Sport and Cultural Development before **August 15, 2014**. Meeting arrangements will be confirmed by early September. I will do my best to accommodate as many meeting requests as possible. In the event I am unable to meet with you, arrangements may be made for a meeting post-Convention.

Ministry staff will email the provincial appointment book. This lists all government, agency, commission and corporation staff available to meet with delegates at the Convention, as well as details on how to request a meeting online.

I look forward to another productive Convention and working with you in the year ahead.

Sincerely,

Coralee Oakes
Minister

pc: Honourable Christy Clark, Premier
Ms. Rhona Martin, President, Union of British Columbia Municipalities

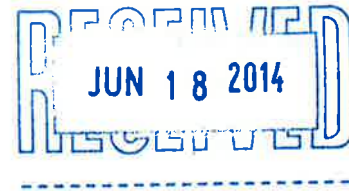
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JUN 16 2014



canadian | association
energy | canadienne
pipeline | de pipelines
association | d'énergie

Suite 200, 505 – 3rd St SW
Calgary, Alberta T2P 3E6
PHONE 403 221
FAX 403 221

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



June 12, 2014.

Re: The Canadian Energy Pipeline Association (CEPA)

Dear Laurel Grimm,

I am writing on behalf of the Canadian Energy Pipeline Association (CEPA). CEPA represents Canada's transmission pipeline companies who operate more than 130,000 kilometres of pipeline in Canada and the United States. These energy highways move approximately 1.2 billion barrels of liquid petroleum products and 5.1 trillion cubic feet of natural gas each year. Our members transport 97 per cent of Canada's daily onshore crude oil and natural gas from producing regions to markets throughout North America. CEPA's mission is to continually enhance the operating excellence, business environment and recognized responsibility of the Canadian energy transmission pipeline industry through leadership and credible engagement between member companies, governments, the public and stakeholders. **CEPA does not speak on behalf of any projects or advocate for proponents, we represent a technical and engaged industry voice committed to providing factual, straight forward and transparent information about the pipeline industry in Canada.**

Over the past two years, CEPA has focused on expanding its engagement to a more local level; including situating an outreach person in British Columbia, Ontario and Quebec. Part of our outreach and engagement commitments is working with local governments to ensure that access to reliable and factual data to help you understand the types of issues and questions your constituents are posing around pipeline safety, performance, environmental impact and socio-economic impacts.

CEPA has focused on developing outreach initiatives that combine the need for technical information about the pipeline energy system, coupled with addressing the pressing concerns and issues that communities are raising across the province. This letter and package today are meant to highlight some of the work CEPA is doing and also identify potential support mechanisms for your local government and community to increase pipeline literacy. CEPA's team is open to working with you and your communities needs in designing outreach presentations and discussions that meet the needs of your local community – we look forward to an opportunity to discuss this collaborative approach further.

A couple of key initiatives I would like to highlight about the current work at CEPA includes:

- **CEPA Integrity First Program®**: a management system approach that enables CEPA members to strengthen the pipeline industry's performance, communication and engagement by jointly developing and individually applying common practices and messages. The key pillars for the

program are: safety, environment and socio-economic. A fact sheet on this program is included in this outreach package.

- We offer local governments and communities **Pipeline 101** sessions that review these pillars within the industry and identify emerging best practices and technologies
- **Collaborative initiative between members:** CEPA facilitates a variety of work groups across the member companies working together to identify and establish best practices and sometimes formal agreements between the members. A couple of examples of recent work across members:
 - *Mutual Aid Agreement:* All the members at CEPA have committed, legally, to supporting each other with equipment, staff and resources necessary if a major incident is to occur. While this type of collaboration was a best practice but now a formal, legal agreement has been made between members
 - *Code of Conduct for Land Agents:* CEPA members have approved a land agents code of conduct including an ethics course requirement for certification. This code of conduct will streamline and create consistency for what communities can expect from CEPA's members when they are on their land.
- **Outreach to the Full Value Chain:** Understanding the full value chain of impacts from pipeline construction to operation is very import. At CEPA we are working with members to finalize a comprehensive list of local suppliers and businesses which serve directly and indirectly the pipeline industry, including specific information on the local businesses in your region. This information will be an important tool in understanding the full benefits of the pipeline industry.
- **Emergency Management:** CEPA and its members strive for zero incidents. Therefore emergency preparedness, response and restoration are everyday pillars of CEPA's members and the work of the association. CEPA is able to provide specific information to local governments regarding a variety of emergency management issues including air emissions, climate change, water impacts, response and reclamation, wildlife and importantly new technologies and best practices that prevent and respond to incidents.

We have put together a package of information about CEPA, the work we do with members and some of the key initiatives we are currently working on. As follow up to this information package Katie Shaw will be contacting you to discuss any questions you might have and also explore any further opportunities to work with you and your community.

Thank you for your time, we look forward to speaking with you soon.

Sincerely,



Philippe Reicher, MEdes
Vice President, External Relations
preicher@cepa.com
Phone 403-221-8778



canadian
energy
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association | association
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About CEPA

The Canadian Energy Pipeline Association (CEPA) represents Canada's transmission pipeline companies who operate more than 130,000 kilometres of pipeline in Canada and the United States. Our members transport 97 per cent of Canada's daily onshore crude oil and natural gas from producing regions to markets throughout North America. In 2012, these energy highways moved approximately 1.2 billion barrels of liquid petroleum products and 5.1 trillion cubic feet of natural gas, which amounts to approximately 22% of mercantile trade.

Mission

CEPA's mission is to continually enhance the operating excellence, business environment and recognized responsibility of the Canadian energy transmission pipeline industry through leadership and credible engagement between member companies, governments, the public and stakeholders.

Goals

Performance

Deliver auditable improvements against strategic imperatives related to CEPA Integrity First, Emergency Response and Pipeline Technology.

Credibility & Engagement

Execute a defined, explicit stakeholder strategy that develops and leverages critical partner groups outside of CEPA across relationships and technology deliverables while supporting well-informed ambassadors and strengthening alignment across the industry.

Business Environment

Influence tangible improvements to CEPA member's business environment through strategic imperatives related to Landowner and Aboriginal affairs, and regulatory and environmental policies.

Operational Effectiveness

Increase CEPA's reach and effectiveness through improved governance, staff capacity, and more focused planning which increases predictability while sustaining responsiveness.

CEPA Integrity First®

We the Members of CEPA are dedicated to continuing the development of a safe, socially and environmentally sustainable energy pipeline industry for all Canadians. We commit ourselves to advancing a Safety Culture aimed at protecting the health and safety of our communities, our workplaces and the environment everywhere we operate.

Members

- Access Pipeline Inc.
- Alliance Pipeline Ltd.
- ATCO Pipelines
- Enbridge Pipelines Inc.
- Inter Pipeline Ltd.
- Keystone Pipeline TransCanada
- Kinder Morgan Canada
- Pembina Pipeline Corporation
- Plains Midstream Canada
- Spectra Energy Transmission
- TransCanada Pipelines Limited
- TransGas Limited
- Trans-Northern Pipelines Inc.



canadian
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association

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Organization

CEPA's activities are governed by a Board of Directors who set the priorities of our executive team and our working committees. More than 100 volunteers from our member companies lend their time and expertise to CEPA's 10 Work Groups, each of which focuses on the important aspects of the industry, in the broad areas of pipeline operations and business environment.

Pipeline Operations

- Damage Prevention
- Emergency Security Management
- Environment
- Health & Safety
- Pipeline Integrity

Business Environment

- Aboriginal Affairs
- Climate Change
- Land Issues
- Property Tax
- Regulatory Policy

Safety Culture

We are committed to advancing a safety culture throughout our industry based on a strong foundation of leadership and continual improvement leading to zero incidents.

Contact Us

Suite 200, 505-3rd St. SW
Calgary, Alberta T2P 3E6
Tel: 403.221.8777
Fax: 403.221.8760
Email: aboutpipelines@cepa.com

aboutpipelines.com



canadian | association
energy | canadienne
pipeline | de pipelines
association | d'énergie

TRANSMISSION PIPELINE COMPANIES IN BRITISH COLUMBIA

SAFE AND RELIABLE OPERATIONS

- MORE THAN 60 YEARS
OPERATING EXPERIENCE
- MORE THAN 80% OF CRUDE OIL AND
100% OF NATURAL GAS SUPPLIES ARE
DELIVERED BY PIPELINE
- 6,500 KILOMETRES OF
NATURAL GAS PIPELINE
- 3,000 KILOMETRES OF CRUDE OIL
AND REFINED PRODUCTS PIPELINES

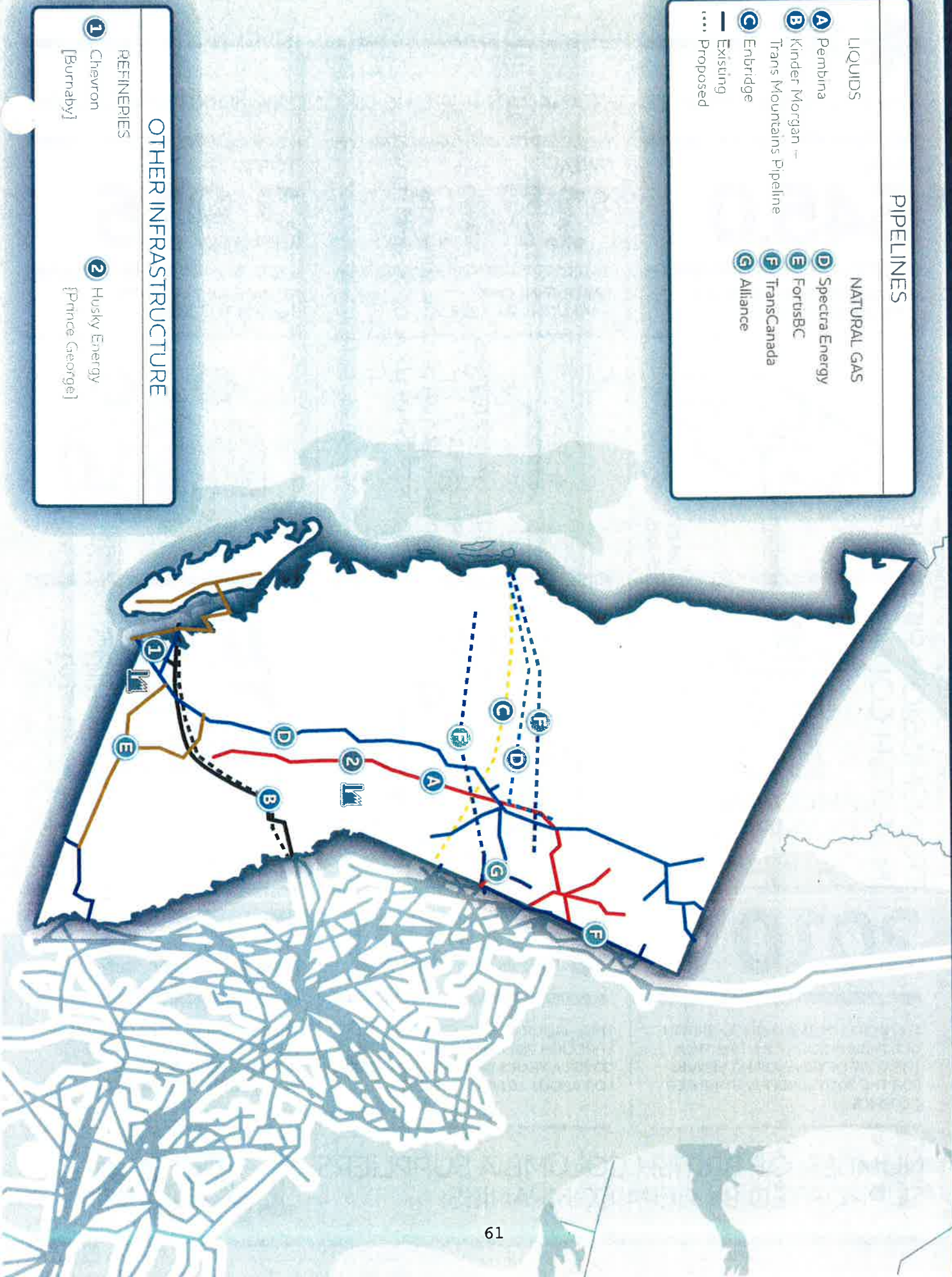
BENEFITTING LOCAL COMMUNITIES AND BUSINESSES

- PAID \$116 MILLION IN PROPERTY AND CORPORATE TAXES
- INVESTED \$1 MILLION IN LOCAL COMMUNITIES
- PARTNERED WITH MORE THAN 1,000 LOCAL BRITISH COLUMBIA SUPPLIERS
- SPENT ALMOST \$60 MILLION ON PROCUREMENT OF LOCAL GOODS AND SERVICES

In 2012

FUELING DOWNSTREAM INDUSTRIES

- NATURAL GAS DISTRIBUTION
- OIL REFINING
- RETAIL GASOLINE
- BULK FUEL DISTRIBUTION

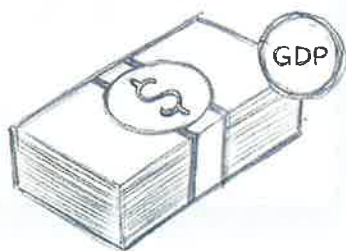


THE ECONOMIC IMPACTS OF CANADA'S PIPELINE NETWORK IN BRITISH COLUMBIA

TOTAL

\$645.0

GROSS DOMESTIC PRODUCT
– MILLIONS OF 2012 \$



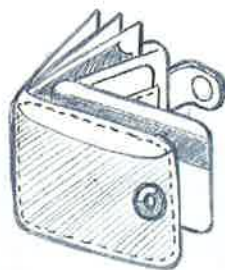
2010

THE GDP CONTRIBUTION TO BRITISH COLUMBIA IS SLIGHTLY MORE THAN THE COST OF DEVELOPING VENUES FOR THE 2010 VANCOUVER WINTER OLYMPICS.

TOTAL

\$174.1

LABOUR INCOME
– MILLIONS OF 2012 \$



30,000

THE LABOUR INCOME GAINED IN B.C. THROUGH PIPELINES IS ENOUGH TO COVER A YEAR'S WORTH OF GROCERIES FOR ABOUT 30,000 HOUSEHOLDS.

TOTAL

2,915

NUMBER OF FULL-TIME
EQUIVALENT JOBS



2,495

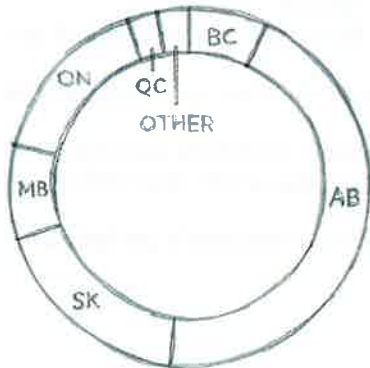
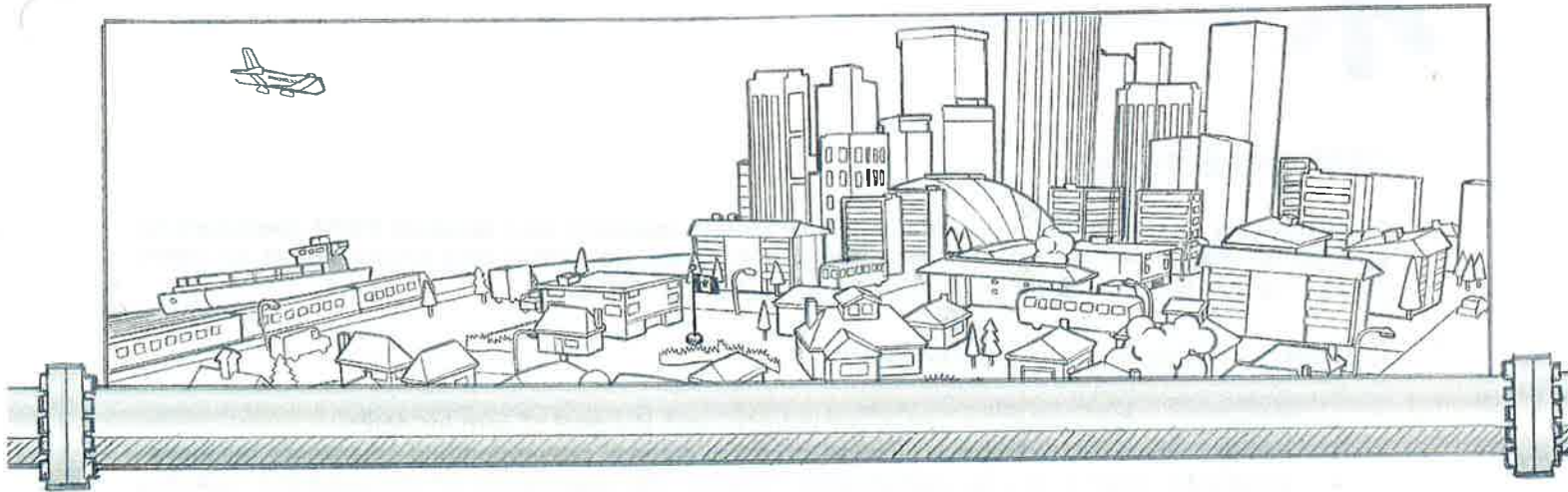
THE NUMBER OF JOBS CREATED IN THE PROVINCE BY PIPELINES IS ROUGHLY EQUIVALENT TO THE POPULATION OF CHASE, B.C.

NUMBER OF BRITISH COLUMBIA SUPPLIERS
SUPPORTED BY CEPA COMPANIES:

1,024



THE ECONOMIC IMPACTS OF CANADA'S PIPELINE NETWORK

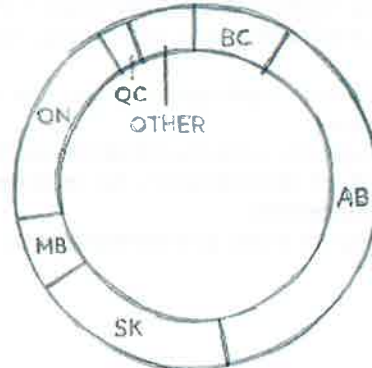
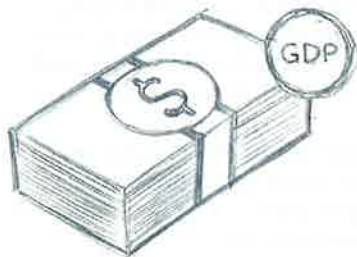


1

TOTAL

\$8,824.6

GROSS DOMESTIC PRODUCT
– MILLIONS OF 2012 \$

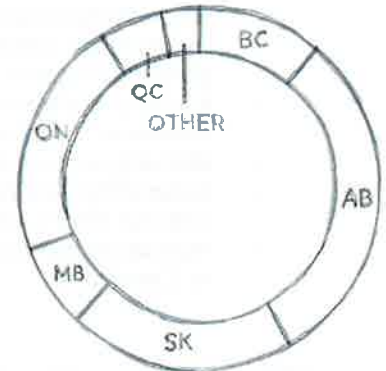


2

TOTAL

\$1,947.3

LABOUR INCOME
– MILLIONS OF 2012 \$



3

TOTAL

25,019

NUMBER OF FULL-TIME
EQUIVALENT JOBS



NUMBER OF CANADIAN SUPPLIERS
SUPPORTED BY CEPA COMPANIES:

2,554



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CEPA Integrity First®

CEPA Integrity First® Program is a management system approach that **enables CEPA members to strengthen the pipeline industry's performance, communication and engagement** by jointly developing and individually applying common practices and messages.

Guiding Principles of the Program

- Advancing a Safety Culture across our industry with the goal of zero incidents
- Acting deliberately to improve pipeline integrity, damage prevention and emergency response
- Constantly improving our performance through the application of management systems, recommended practices and standards in every aspect of our operations
- Focusing on continuous improvement and technology innovation to ensure the integrity of our pipeline systems
- Actively collaborating with our business partners and service providers to enhance the sustainability of our operations
- Working with aboriginal people in a manner that respects their culture, traditions and rights
- Respecting landowners and all stakeholders by meaningfully engaging them and striving to address their concerns and interests
- Honouring our accountability to track and transparently report on our industry's performance to Canadians

We are Committed to:

Safety: Ensuring safe communities and workplaces	Environment: Minimizing the impact of our operations on the environment and biodiversity throughout every phase of pipeline operations	Socio-Economic Benefits: Creating lasting social and economic benefits to communities, regions and countries where we operate
Employee Safety: training, risk management and mitigation Pipeline Integrity: system reliability, design and monitoring, risk management and mitigation Damage Prevention: all interference causing damage to pipelines Emergency Management: preparedness, response and reclamation	Land Management: short and long-term impacts to land Air Emissions: releases from transmission systems and ambient air quality Climate Change: emissions, adaptation and product impact Water Impacts: watershed disruption, water crossings, and water quality Wildlife: habitat disruption, impacts to species and mitigation Noise: noise impacts of operations	Land Use and Access: rights, land access, sites/routes, landowner relations Economic Benefits: local business and employment, community investment, taxes paid, contribution to national and regional economies Aboriginal Relations: legal and constitutional rights, agreements, and economic development Workforce: attraction, recruitment, retention and competency



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CEPA Integrity First® Commitments

The initial focus of the program is on Pipeline Integrity and Emergency Management. CEPA member companies agree to adhere to the following commitments:

Pipeline Integrity

- We strive for zero incidents by applying strict standards and systems in designing, constructing, operating and maintaining our pipelines.
- We maintain and use detailed information and records to make informed decisions that support our pipeline integrity program.
- We identify, evaluate and manage risks and hazards to protect the public, the environment, and the integrity of our pipelines.
- As CEPA member companies, we are committed to continual improvement and we share lessons learned to support the ongoing safe operations of our pipelines.

Emergency Management

- We regularly assess pipelines and right-of-ways and apply risk-management practices to minimize adverse impacts to people, property or the environment in an emergency situation.
- We strive to meet or exceed all new and existing regulations applicable to our operations and monitor our compliance.
- We educate and work closely with local emergency response agencies and community members to address their needs and concerns in the event of an emergency.
- We have emergency response plans in place that follow an internationally recognized emergency response system.
- We have the equipment, resources and highly trained emergency response personnel necessary to respond effectively in any emergency.
- We regularly review our emergency response plans, conduct drills and share lessons learned with our peers to continually improve our response capabilities.

Contact Us

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Email: info@aboutpipelines.com

aboutpipelines.com



PIPELINE MYTHS VS FACTS

MYTH: Pipelines are unsafe.

FACT: Pipelines are the safest way of transporting large quantities of crude oil and natural gas over land.

Transmission pipelines in Canada operate with a 99.999% safety record, and incidents on pipelines are rare relative to other modes of transportation.

MYTH: Oil sands crude is more corrosive than other types of crudes and can cause damage to pipelines.

FACT: Pipelines transporting oil sands crude (diluted bitumen) are not at any greater risk of corrosion than pipelines carrying other types of petroleum products, such as conventional crude.

There is virtually no difference between oil sands crude and conventional crude oil. Our industry has been safely transporting diluted bitumen in pipelines for more than 30 years and conventional crude for more than 60 years.

MYTH: Diluted bitumen from the oil sands is harder to clean up if it spills from a pipeline.

FACT: In the event that diluted bitumen was to spill, the procedures for cleaning up the spill would be similar to cleaning up a conventional crude oil spill.

Environmental and site-specific conditions will determine the type of procedures and equipment used during the clean-up.

MYTH: Pipeline companies do not take responsibility for their spills.

FACT: In the event of a pipeline incident, pipeline companies are 100 per cent responsible to clean up the spill and to ensure any impacted land is remediated to as close to the original condition as possible.



MYTH: Pipeline companies run their pipelines at dangerously high pressure to reduce their operating costs.

Fact: Each pipeline has a maximum allowable operating pressure, and to exceed that maximum is prohibited by law.

It is typical for pipeline companies to operate their pipelines below the allowable maximum operating pressure.

MYTH: If pipelines are taken out of service because they are no longer needed (abandoned) the costs and risks associated with the abandoned pipeline falls to the owner of the land where the pipeline is located.

FACT: In Canada, by law, federally regulated pipeline companies, not the landowner, are responsible for the abandonment of their pipelines.

Pipeline companies are ultimately responsible for the full costs of operating and abandoning their pipelines they are held responsible for these costs by the regulator.

MYTH: Pipeline companies cut corners in areas such as safety to make more money.

FACT: Pipeline companies operate under financial regulation. Investments in pipeline safety and integrity are adequately covered by the tolls their customers (oil and natural gas producers) pay them to transport their product.

There is no financial incentive for pipeline companies to cut safety expenses; in fact, there is a strong financial incentive to invest in pipeline safety so that their pipelines can continue to operate in a reliable manner.

MYTH: Canada's pipelines are old and deteriorating, increasing the risk of spills.

FACT: With proper maintenance and monitoring a pipeline can be safely operated indefinitely.

Pipelines are subject to regular testing and assessment to ensure continued safe operations. The age of a pipeline is not in and of itself a reason for concern.

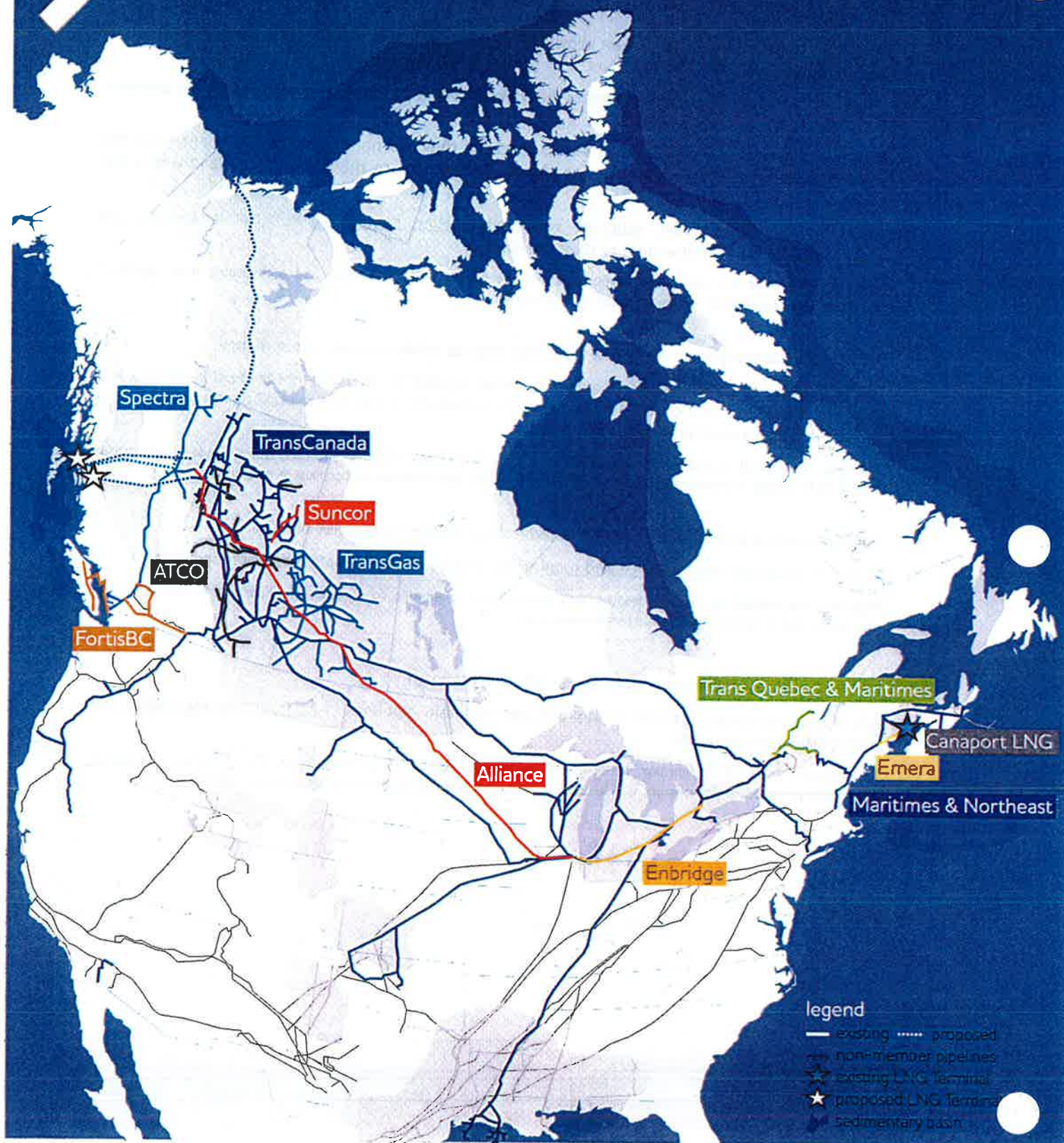
MYTH: Canada's pipeline regulations are not strong enough.

FACT: The regulatory process to approve and maintain pipelines is rigorous and transparent to protect the public interest.

In addition, pipeline companies must meet numerous standards published by the Canadian Standards Association related to the design, construction, operation and maintenance of oil and gas pipeline systems.



natural gas pipelines



CEPA provides these maps "as is" for general information purposes only.

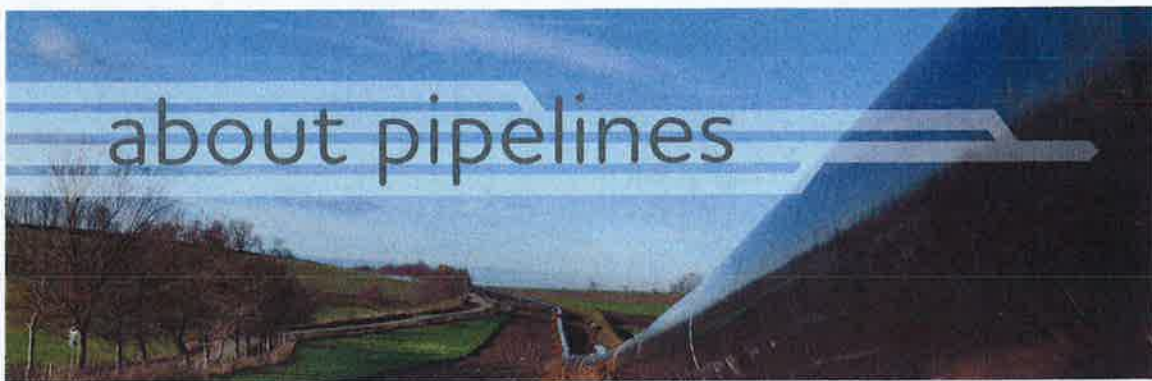
CEPA does not make any guarantee or warranties concerning the accuracy and completeness of the information contained in these maps.

liquids pipelines



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Safe Pipeline Operations

Operating safe and reliable pipelines is critical to the pipeline industry. It is the fundamental premise behind everything that our member companies do. Pipeline operators undertake a wide range of activities in order to prevent incidents from occurring on their pipeline facilities.

What are the key aspects of operating a safe pipeline? There are several key aspects a pipeline operator can do to maintain the safety of their pipeline. Some of these are:

- Pipeline Integrity Management
- Corrosion Prevention
- Inspection
- Monitoring, Leak Detection and Isolation
- Damage Prevention

What is involved in Pipeline Integrity Management?

Pipeline Integrity Management involves a series of activities, using a systematic, comprehensive approach, to manage the safety and integrity of pipeline systems. Pipeline integrity management is achieved through thoughtful design, prudent selection of materials, use of careful construction practices and the diligent operation of pipeline systems. During the operational life of a pipeline, operating companies strive to maintain pipeline integrity through the application of multiple practices to maintain safe, environmentally responsible, and reliable service from their systems.

What is Corrosion Prevention? Corrosion is a naturally occurring phenomenon that happens when metal reacts to the environment in which it exists. Pipeline operators try to prevent corrosion by applying coatings to the outside of their pipelines. This helps to isolate the steel of the pipeline from the underground environment and so inhibits the development of external corrosion. Additionally, cathodic protection is applied to pipeline systems to provide supplemental protection against the development of external corrosion at any location where the coated pipe surfaces may have been damaged. For more information on corrosion, please take a look at our fact sheet on the subject, which can be found at www.aboutpipelines.com.

What do we mean by Inspection? Every year, pipeline operators are involved in inspecting and re-inspecting elements of their pipeline systems. There are different ways to inspect a pipeline. One of these ways is through the use of 'smart' in-line inspection tools. These computerized tools travel inside the pipeline and have the ability to identify and locate pipeline anomalies.



Figure 2: Image courtesy of TransCanada PipeLines Ltd.



Figure 3: Image courtesy of Baker Hughes Company Canada



Figure 1: Image courtesy of Alliance Pipeline

"Ensuring pipeline operations remain safe is an extensive, intensive and ongoing process for pipeline operators, a process CEPA and its members aim to improve even further through our Integrity First® program."

Ziad Saad

Vice President,
Safety & Sustainability
Canadian Energy
Pipeline Association

These anomalies are then prioritized and assessed by qualified engineers and corrective actions may take place. Corrective actions could include digging up and repairing the piece of pipe or replacing sections of the pipe.

What is involved in Monitoring, Leak Detection and Isolation?

Monitoring, leak detection and isolation also play an important role in operating a safe pipeline. Pipeline operators are continuously monitoring the pipeline, 24 hours per day, 365 days per year, from their control centres. Every pipeline operator has a control centre, which is the hub of pipeline operations. These control centres use devices, such as Supervisory Control and Data Acquisition (SCADA) systems, to collect information from sensors installed along the pipeline route. This information is then transmitted back to the control centre. In the control room, highly qualified technicians, who have received extensive training in pipeline operations and emergency response, evaluate the information and determine if further action is required.



Figure 4: Image courtesy of Alliance Pipeline

The SCADA systems also allow the pipeline operators to remotely control pipeline flows by starting and stopping pumps and compressors, and opening and closing valves. If a significant leak occurs, automated leak detection systems, which continuously monitor pipeline flows, have the ability to alert the control centre technicians. The technician may be required to isolate sections of the pipeline with automated or manual block valves that are strategically located along the pipeline. Pipeline operators also use other leak detection methods such as aerial and ground patrols, as well as investigating concerns raised by the public.

What do we mean by Damage Prevention? The most common cause of damage to a buried pipeline is the uncontrolled excavation or undertaking of a digging project without the knowledge of where that pipeline is located. To prevent damaging the pipeline, it is critically important for pipeline operators, and those in communities through which pipelines pass, that are involved in underground work around pipelines to follow safe digging practices through accurate identifying, locating, and marking of buried utilities. The public can also play its part by contacting a provincial One Call centre or line locating service before doing any digging, especially with mechanical equipment. This will help prevent project delays, disruption of essential services, property damage, environmental contamination and serious injury.

Will following safe pipeline operations prevent incidents from occurring? Although they are the safest way to transport oil and natural gas products, pipelines are not completely risk-free. Pipeline integrity management programs and other preventative measures have been in place since the 1950s. They are used to reduce the risk associated with the operation of a pipeline as much as possible. In fact, our member companies, through CEPA, have initiated a program called CEPA Integrity First®. This program is designed to improve pipeline performance in the area of safety, environment and socio-economic matters. For more information on CEPA Integrity First®, please visit our website at www.aboutpipelines.com.

For more information on operating safe pipelines please visit:

Canadian Energy Pipeline Association
www.aboutpipelines.com

Canadian Common Ground Alliance
www.canadiancga.com

Individual pipeline company websites

Connect with us

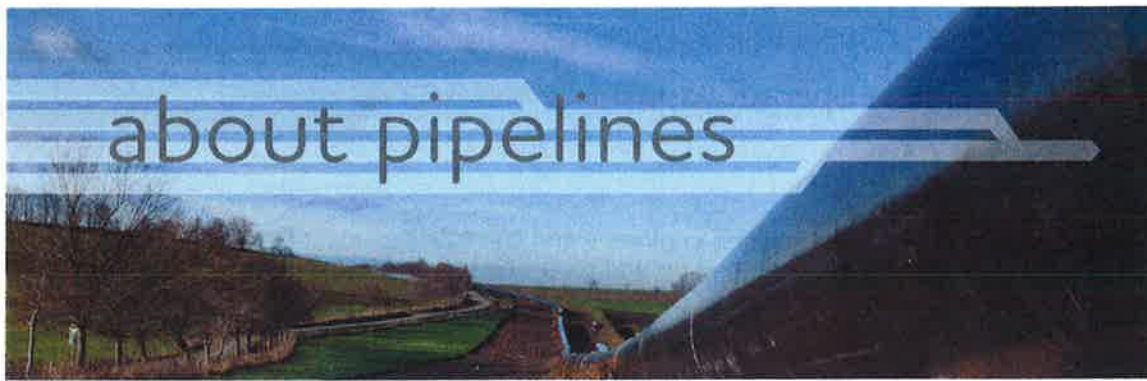
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Corrosion

What is corrosion? Corrosion is a naturally occurring phenomenon which happens when metal reacts with the environment, such as water or soil. If you think of a chain that's been left out in the rain, over time that chain will develop rust and start to corrode. Pipelines are no different. Over time and without protection, pipelines can corrode as well.

So how do we protect our pipelines? There are two main ways to protect our pipelines. The first involves applying a coating to the pipeline when it's being manufactured. The most common type of coating is an epoxy coating, which is a paint-like substance that seals the steel surface of the pipeline. The epoxy interferes with corrosion mechanisms affecting the pipeline. In the field, other specific types of coatings are also used to prevent corrosion. Often these coatings are case-specific, depending on the situation. For example, a special type of cement coating is used in river crossings to weigh the pipe down and also protect against mechanical damage during installation.

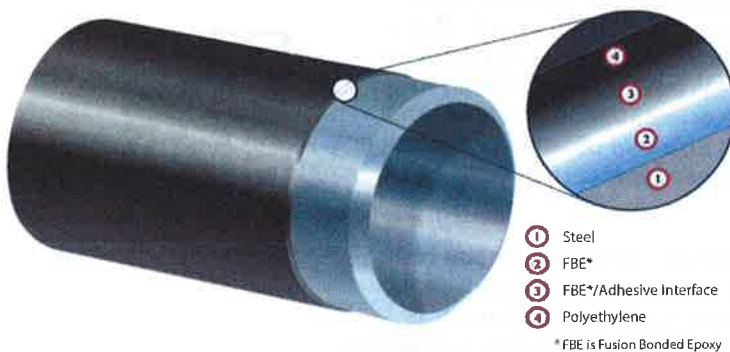


Figure 2: Images courtesy of Kinder Morgan Canada and Shaw Pipe

Another way to protect the pipeline is through the use of cathodic protection. Cathodic protection is a technique used to control the corrosion of a metal surface by using another piece of metal to draw corrosion away from the pipe through the use of a carefully calibrated electrical current.

A combination of metal, water and air is necessary for corrosion to occur. While external corrosion is more prevalent than internal corrosion on transmission pipelines, failures are extremely rare. This is due, in part, to rigorous maintenance practices. Internal corrosion is also rare because the product in the pipeline is always flowing and frequently cleaned with scrapers.

Scrapers can look like large wire brushes that rotate as they go through the pipeline. This helps to clean the pipe and prevent any build-up of material. In some cases, a corrosion inhibitor, a chemical substance used to prevent corrosion from taking place, is used.

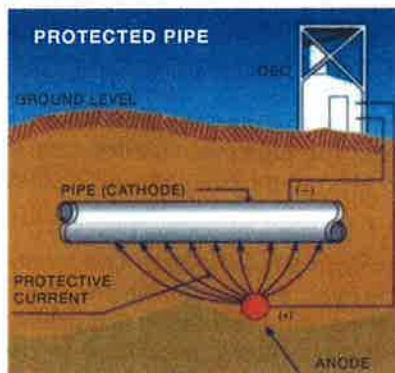


Figure 1: Image courtesy of Kinder Morgan Canada

"Corrosion is significantly mitigated when pipelines are properly monitored and protected."

Ziad Saad
Vice President,
Safety & Sustainability
Canadian Energy
Pipeline Association

What are some of the tools used to monitor corrosion? Even though failures due to pipeline corrosion are very rare, our pipeline operators continuously monitor their pipelines with different technology and tools. Some of these tools include in-line inspection tools, such as pigs, and visual inspections. Pigs, which stands for pipeline inspection gauge, are large metal devices that look like a plunger. They're inserted into the pipeline and pushed along by the force of the product flowing through the pipeline. Smart pigs measure several different things from inside the pipeline, such as restrictions and deformations in the pipe, as well as metal loss. If metal loss is detected, then the pipeline operator will take action, which in some cases may include replacing a section of the pipe with brand new pipe.

Although it's important to have the tools in place to identify potential issues on the pipeline, visual inspections are also important. Pipeline field personnel walk the right-of-way looking for clues, such as pooling of oil or changes in the environment. Planes and helicopters can also give the pipeline operators a birds-eye view of what's happening on the ground. If any of these clues are discovered, the pipeline operators will act quickly to investigate the situation and repair the affected pipe.



Figure 3: Image courtesy of Baker Hughes Company Canada



Figure 4: Image courtesy of Baker Hughes Company Canada

With the proper protection and monitoring, pipeline operators, in the vast majority of cases, are able to identify and mitigate any potential issues long before a leak or a failure occurs.

"Though almost all of Canada's transmission pipelines are underground, CEPA members can keep close tabs on the condition of their pipelines."

Ziad Saad
Vice President,
Safety & Sustainability
Canadian Energy
Pipeline Association

For more information on corrosion, please visit:

Canadian Energy Pipeline
Association
www.aboutpipelines.com

National Association
of Corrosion Engineers
www.nace.org

American Society
of Mechanical Engineers
www.asme.org

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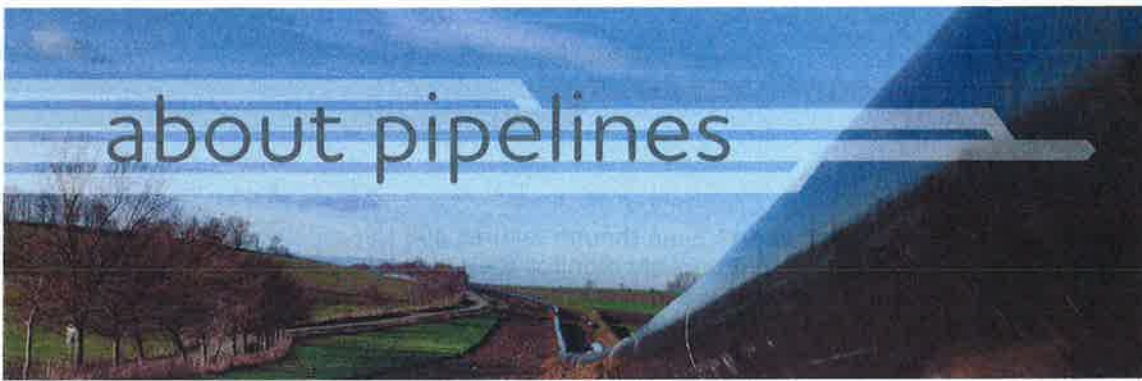
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Diluted Bitumen in Pipelines

What is bitumen? Bitumen is a thick, molasses-type product that is found in regions around the world, but more locally in the oil sands regions of northern Alberta, Canada. Sometimes, it's found near the surface mixed in with sand and other debris, while in other instances, it can be found deep in the ground under several layers of rock.

How is bitumen extracted and what is diluted bitumen? There are two ways to extract bitumen. The first involves using large mining trucks and shovels to scrape the surface of the ground and collect the oil found in the sand. This is called surface mining. Once collected, the mined material is processed to remove the sand and other debris.

The second method involves injecting steam deep into the ground. The steam heats up the bitumen and forms a mixture of bitumen and water, which then flows to the surface in the same way conventional oil does. This is called in-situ production. Once on the surface, the water is separated from the bitumen.



Figure 1: Image courtesy of Syncrude Canada Ltd.



Figure 2: Image courtesy of Syncrude Canada Ltd.

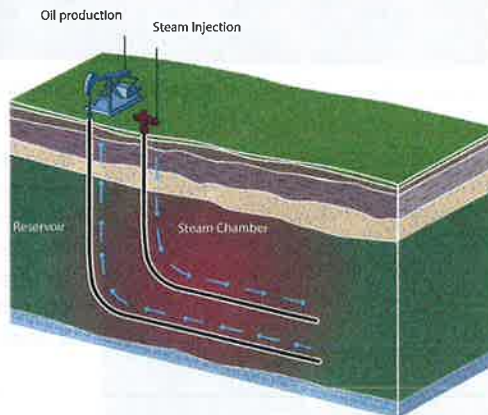


Figure 3: Image courtesy of the Centre for Energy

*"For pipelines carryi
diluted bitumen, the risk
of corrosion is not any
different than pipelines
carrying conventional
crude."*

Ziad Saad
Vice President,
Safety & Sustainability
Canadian Energy
Pipeline Association

Following extraction, the bitumen can be processed locally into a suite of refined petroleum products including synthetic crude, which is similar to conventional light crude. Bitumen is too thick to flow in a pipeline at ground temperature, so it needs to be thinned with a very light petroleum product called diluent.

Diluent is typically either light crude, such as 'synthetic crude', or 'condensate', which is extracted from the ground along with natural gas. Synthetic crude and condensate on their own have been produced and transported by pipeline for decades.

Does diluted bitumen increase the risk of pipeline corrosion? No. Pipelines transporting diluted bitumen are not at any greater risk of corrosion than pipelines carrying other types of petroleum products, such as conventional crude. The only significant difference between diluted bitumen and conventional crude is that diluted bitumen carries diluent.¹ Neither the properties of diluent or bitumen carry any characteristics that would cause more corrosion.

There are two components in the diluted bitumen that have raised concern, namely acid and sulphur. These components exist in varying degrees in all crude types. If crude is heated to a temperature higher than 200 degrees Celsius, corrosion to pipelines transporting diluted bitumen may occur.² However, these pipelines don't operate anywhere near that temperature; they typically operate at much cooler temperatures. For more information on corrosion, please visit www.aboutpipelines.com.

How safe is it to transport diluted bitumen? Transporting diluted bitumen is as safe as transporting other types of crude oil. This is because there is virtually no difference between the two products. Our industry has been safely transporting diluted bitumen in pipelines for more than 30 years and conventional crude for more than 60 years.

What happens if there is a leak and diluted bitumen is spilled?

Is it harder to clean up than conventional crude? No. Pipeline operators have developed and implemented emergency response plans and procedures tailored to the characteristics of the pipeline they operate, including the type of product it carries. However, in the event that diluted bitumen were to be spilled, the procedures for cleaning up the spill would be similar to cleaning up a conventional crude spill. Environmental and site-specific conditions will also determine the type of procedures and equipment used during the emergency. For more information on pipeline emergency response procedures, please visit www.aboutpipelines.com.

For more information on diluted bitumen in pipelines, please visit:

Canadian Energy Pipeline Association
www.aboutpipelines.com

Alberta Innovates
www.albertainnovates.ca

American Petroleum Institute:
Facts About Pipeline Safety and Canadian Crude
www.api.com

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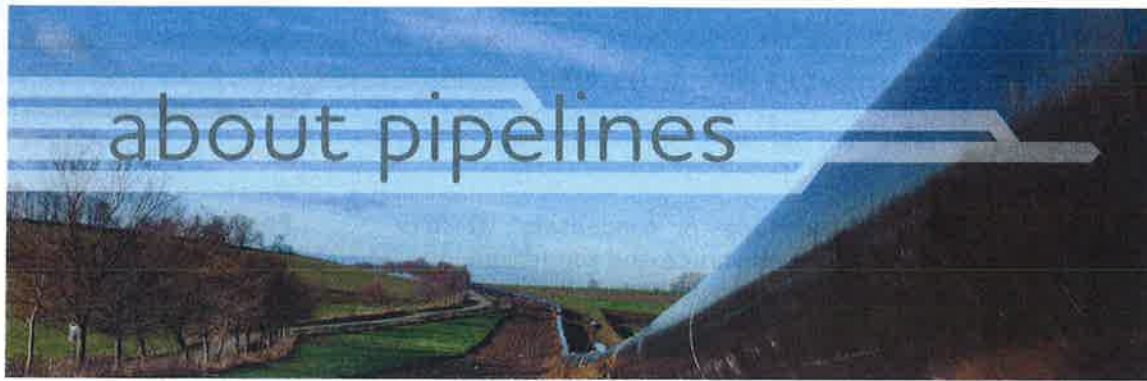


aboutpipelines.com



¹ Alberta Innovates: Comparison of the Corrosivity of Dilbit and Conventional Crude, pg.iv

² Alberta Innovates: Comparison of the Corrosivity of Dilbit and Conventional Crude, pg.iii



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association canadienne de pipelines d'énergie

Emergency Response

Pipelines are the safest and most reliable means of transporting large volumes of crude oil, natural gas and liquid petroleum products. Pipeline incidents are rare considering our member companies operate 110,000 kilometres of pipelines. In 2011, the transmission pipeline industry in Canada moved 1.2 billion barrels of liquid petroleum products and 5.3 trillion cubic feet of natural gas. Our most recent statistics show that 99.99% of liquid products are transported safely.

Despite being the safest way to transport oil and gas products over long distances, no pipeline is completely risk-free. Unfortunately incidents, from time-to-time, do occur and when this happens, pipeline operators are trained and required to manage these emergency situations. With an effective emergency response plan (ERP) in place, the chances of long-term impacts on the community and the environment are greatly reduced.

What is a pipeline emergency? A pipeline emergency is an unforeseen incident that could endanger the health, safety or welfare of the public and the environment.

What is an emergency response plan? An ERP outlines the necessary steps and decisions required to manage an emergency situation. It contains specific steps that the pipeline operator must take in order to control the incident.

Pipeline operators are expected to have ERPs in place by the regulator, whose role is to review and audit these plans. An ERP contains many types of information critical in managing an emergency situation. It includes manuals on how to proceed with the deployment of emergency personnel, evacuation plans, location of access points, communications procedures and protocols. In the case of large incidents, many pipeline operators use the Incident Command System (ICS), which is an organizational structure used for the command, control and coordination of an emergency response. ICS was originally developed in response to a series of wildfires in southern California in the 1970s.



Figure 2: Workers use vacuums to clean up oil



Figure 1: Workers undergo safety training

"Emergency Response Plans are critical to ongoing pipeline operations. They allow pipeline operators to respond effectively to any emergency that could impact the public and the environment."

Ziad Saad
Vice President,
Safety & Sustainability
Canadian Energy
Pipeline Association

What key factors need to be considered by the pipeline operator? Managing an emergency is a complex and critically important matter. Pipeline operators make many decisions to address an emergency. For example, in the case of a spill, some of the key factors include: proximity to residences, waterways and wildlife, protecting the aquatic habitat if the spill occurred in a waterway, the amount and type of hydrocarbon released and how to handle it, weather conditions, anticipated behaviour of the hydrocarbon, resource and equipment requirements, the amount of time it will take to get key personnel on-site, site accessibility, containment sites and control points. These are just a few of the factors that pipeline operators must consider and the ERP must address.

What are the steps required to manage a pipeline incident on-site? While pipeline operators may have slightly different procedures, the most important aspect of responding to an emergency is determining how to safely conduct an emergency response while at the same time containing and reducing the risk to the public and the environment. These steps could include: protecting property, identifying and managing the site, evaluating the hazards and risks, selecting the appropriate protective clothing and equipment, managing information and resource coordination, implementing response objectives, decontaminating, and cleaning up the site.

How are emergency response plans reviewed and kept up-to-date?

Emergency response plans are developed, regularly reviewed and updated, as required, by the pipeline operator and submitted to the appropriate regulator. Pipeline operators conduct regular emergency response exercises, consult with agencies that are involved in emergency response procedures and inform everyone who may be associated with an emergency response activity of the practices and procedures to be followed. In addition, companies conduct outreach activities to inform nearby residents of what to do in the case of a pipeline emergency.



Figure 3: Workers use booms in safety training exercises

For more information on emergency response plans, please visit:

Canadian Energy Pipeline Association – www.aboutpipelines.com

National Energy Board – www.neb-one.gc.ca

Energy Resources Conservation Board – www.ercb.ca

Incident Command System Canada – www.icscanada.ca

Pipeline Association for Public Awareness – www.pipelineawareness.org

Individual pipeline company websites

"Emergency Response Plans provide useful roadmaps for first responders to work side-by-side with pipeline operators during an emergency."

Ziad Saad

Vice President,
Safety & Sustainability
Canadian Energy
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Damage Prevention

Excavation and construction around transmission pipelines is one of the most common causes of damage to buried pipelines. And, unfortunately, pipeline damage caused by these activities can pose a serious risk to the public, the environment and the pipeline itself.

Where are buried pipelines located? Before any work takes place, including digging, scraping or even placing heavy equipment, along the right-of-way, buried pipelines must be located. Pipeline markers are signs found along the right-of-way, typically at road or river crossings, to identify approximately where the buried pipelines are located. However, these markers should not be solely relied on for the exact location, path or depth of a pipeline.



Figures 2 and 3: Excavation underway

How do we prevent pipeline damage? Most Canadian provinces have a One-Call Centre or a Call Before You Dig program to alert pipeline owners and operators of excavation and construction projects that could damage a pipeline. Parties who plan to excavate near a pipeline have an obligation to contact a One-Call Centre before digging or conducting ground disturbance activities near buried pipelines. If a One-Call Centre does not exist, the party should contact the pipeline operator(s) directly.

Upon receipt of a locate request, the One-Call Centre will notify the pipeline operator(s) in the vicinity of the activities that could result in damage to the pipeline. Within two to three business days, the pipeline operator will contact the caller to determine the next steps. However, regardless of the timeframe, the caller should wait to hear from the pipeline operator before proceeding. Identifying the location of pipelines will help prevent damage and minimize risk to the public and the environment.



Figure 1: Image courtesy of Alliance Pipeline

Who's responsible? Preventing damage to pipelines is everyone's responsibility. Both pipeline operators and various stakeholders, including landowners and excavators, have a shared responsibility to protect themselves, their workers, the public and the environment by acting in a responsible and prudent manner.

Pipeline Operators must:

- construct pipelines in accordance with accepted practices and governing regulations
- respond in a timely manner to requests for line locates from the digging community
- develop an awareness of and respect for the digging community's concerns and the constraints under which it does business
- be proactive in damage prevention activities

Other stakeholders, including the public, must:

- recognize the dangers in disturbing the ground near pipelines
- always contact a One-Call Centre at least three working days before digging or conducting ground disturbance activities near buried pipelines
- wait until the lines are located
- follow the instructions from an authorized pipeline operator representative
- report any damages to the pipeline operator immediately

What are the consequences? The potential consequences of damaging a pipeline could range from service disruptions to environmental impacts to serious injuries or even the potential loss of life. As urban populations grow, the likelihood of pipeline damage due to construction work, such as excavating near pipelines, increases. This type of damage is preventable. Please call before you dig.

For more information on damage prevention, please visit:

Canadian Energy Pipeline Association - www.aboutpipelines.com

Canadian Common Ground Alliance - www.canadiancga.com

Provincial One-Call Centres across Canada



Figures 4: Excavation by hand

For more information on damage prevention, please visit:

Canadian Energy Pipeline Association
aboutpipelines.com

Canadian Common Ground Alliance
www.canadiancga.com

Provincial One-Call Centres across Canada

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canadian energy pipeline association
association canadienne de pipelines d'énergie

CEPA FOUNDATION



Image courtesy of Kinder Morgan

At the **CEPA Foundation**, we believe, there is a unique opportunity to bring together the entire energy pipeline industry. This includes engineers, designers, constructors, manufacturers, pipeline maintenance, legal, land and environmental service companies... and everything in between.

WHO ARE WE?

The days of quietly transporting oil and gas products to market are long gone. With demanding expectations to find and deliver our products safely into new markets, cutting-edge technologies, and increased transparency, our industry has changed forever.

Our entire energy pipeline industry begins with the pipeline operators transporting products to market, but often overlooked, are the critical companies along the way that enable these products to be transported.

These key industry players are vital components to the success of the pipeline industry and, we believe, our collective voice can implement change and improve the industry. No other foundation exists in Canada where energy pipeline industry leaders will be brought together, under one roof, to solve industry issues in a collaborative and engaging manner.

WHAT DO WE DO?

We work together to share ideas, develop solutions, promote research, and advocate on behalf of the pipeline industry. It is an opportunity to work with large and small organizations across all related industry sectors that share the common goal of improving the pipeline industry. In doing so, the CEPA Foundation will leverage its membership so that the pipeline industry continues to improve its performance, as it relates to its reputation, safety, reliability, efficiency, technology and environmental responsibility.



CEPA Supports Engineers Without Borders

Since 2007, CEPA has been a proud supporter of Engineers Without Borders (EWB, www.ewb.ca). EWB's commitment and passion in showing engineers how their skills can help reduce global poverty is one of the reasons why the Canadian Energy Pipeline Association (CEPA) has supported EWB.

Both organizations believe that technology can drive extraordinary change when incorporated into each community's social, cultural, economic and political context. Through its CEPA Integrity First® program, CEPA members throughout the industry are committed to advancing a safety culture based on a foundation of leadership and continual improvement leading to zero incidents.

Likewise, EWB has worked tirelessly over the past several years to build projects with the capacity and resiliency to ensure their long-term independence and sustainability. In doing so, EWB uses its resources to solve problems and make substantial contributions in the fight against global poverty. EWB aims to create systems and infrastructure that provides benefits to the community in the long-term, which is something that CEPA understands and encourages.

For the past several years, CEPA has donated the proceeds from its Annual Golf Tournament and Year-End Dinner to EWB. With both these events, CEPA is able to create a greater presence for EWB in Western Canada, as well as a financial contribution.

CEPA represents Canada's transmission pipeline companies who operate approximately 115,000 kilometres of pipelines in Canada. These energy highways move billions of barrels of liquid petroleum products and trillions of cubic feet of natural gas every year. CEPA members transport 97 per cent of Canada's daily natural gas and onshore crude oil from producing regions to markets throughout North America.

Did you know...?

- Some CEPA member companies have contributed billions of dollars in renewable energy projects – including wind, solar, and geothermal – in Canada and the United States.
- Some CEPA member companies are leading experts in the fuel efficient and environmentally conscious process of co-generation. They operate plants that make innovative use of natural gas, co-generation and waste by-products, such as waste heat exhaust from pipeline compressor stations.
- CEPA member companies paid \$1,020 million in property and corporate taxes in 2012, \$630 million in local procurement, and \$20 million in community investment.
- The pipeline industry in Canada is safe. CEPA member companies' safety record between 2002-2012 was 99.999%.
- Pipeline companies work with federal and provincial agencies of energy, as well as other organizations, such as the Canadian Standards Association to set requirements for the design, construction, operation and dismantling of pipeline facilities.

"Engineers Without Borders is an exciting community of problem-solvers. Our support of this amazing organization helps to further our shared values of innovation, improvement and engineering excellence."

Brenda Kenny
President and CEO,
Canadian Energy
Pipeline Association

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