



DISTRICT OF HUDSON'S HOPE

AGENDA

Council Chambers

Monday July 10th , 2017 at 6:00 PM

1. Call to Order:

2. Delegations:

3. Notice of New Business:

Mayor's List

Councillors Additions

CAO's Additions

4. Adoption of Agenda by Consensus:

5. Declaration of Conflict of Interest:

6. Adoption of Minutes:

M1 June 26th, 2017 Regular Council Meeting

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7. Business Arising From the Minutes:

8. Staff Reports:

SR1 CAO Action and Other Updates

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SR2 Bylaw Officer Appointment

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SR3 2017 Water Main Valve Replacement

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SR4 District Office HVAC upgrade

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SR5 Water & Sewer Rates

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9. Committee Meeting Reports:

CM1 Parks and Recreation Committee

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10. Bylaws:

B1/B2 RFD Bylaw 872 and 873

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B1 Bylaw 873-Zoning Plan Amendment

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B2 Bylaw 873- Official Community Plan Amendment

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10. Correspondence

C1	Invitation from Dawson Creek	Page 67
C2	Helicopter Emergency Rescue Operations Society	Page 69
C3	Alaska Highway Commemorative Book Project	Page 71
C4	Letter from City of New Westminster	Page 73
C5	Site C Construction schedule	Page 76
C6	Grad 2017 Financial Assistance Grant report	Page 78

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

CR1	Mayors Report	Verbal
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12. Old Business:

OB1	Arena Concession	Page 83
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14. Public Inquiries:

15. Adjournment:



REGULAR COUNCIL MEETING
June 26, 2017
6:00 P.M.
MUNICIPAL HALL COUNCIL CHAMBERS

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

Absent: Councillor Travous Quibell

Staff: Director of Protective Services, Robert Norton
Foreman of Public Works, Layton Bressers
Corporate Officer, Tammy McKeown

Other:

1. **CALL TO ORDER:**
The meeting called to order at 6:02 p.m. with Mayor Gwen Johansson presiding.
2. **DELEGATIONS:**
3. **NOTICE OF NEW BUSINESS:**

Mayors Additions: Mayor's report
Councillors Additions: OB3
Staff Additions:
4. **ADOPTION OF AGENDA AS AMENDED BY CONSENSUS:**
5. **DECLARATION OF CONFLICT OF INTEREST:**
6. **ADOPTION OF MINUTES:**

M1 June 12, 2017 Regular Council Meeting

0550-01

RESOLUTION NO.141/17

M/S Councillors Miller/Middleton

That

"The minutes of the June 12, 2017 Regular Council Meeting be adopted as written."

CARRIED

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

BA1 **Library Service Agreement:** **0230-20**

- Councillor Middleton will meet with Library Board to discuss the agreement. Expected to have it ready to bring to Council in September if the Board agrees to initiate one.

BA2 **Strategic Priority Fund-Beattie Lift Station** **5600-00**

- Discussion in regard to the lift station and the original designer
- Concerns voiced in regard to the environmental implications if the pipes in the lift station were to fail.
- Discussion in regard to suggestions for new construction contract.
- Concerns voiced in regard to accepting bids from the companies that were hired to create the tenders. Possible unfair advantage.
- Discussion in regard to difference between request for tender and request for proposal. There is a need for caution as a proposal may in essence actually be a tender.
- Council requested clarification from CAO as to how decisions are made in regard to continually hiring Urban Systems and what implications this may have in regard to New West Partnership Trade Agreement (NWPTA). Consultation to happen with Council prior to approval of next project.
- Discussion in regard to invoicing being approved by Urban Systems for Solar Project and Urban Systems duties as project manager.

BA3 **Community Engagement Committee (CEC) Report** **0360-01**

- **Tax in lieu properties:** **6660-20**
 - Requested map of affected areas has not been received. Will be brought to next CEC meeting to initiate the process.

BA4 **Beryl Prairie Playground** **6200-00**

- Need to get Northern Health engaged in regard to the septic field **5340-01**
- Need to have a holding tank constructed
- Not feasible to move the existing playground; need to budget for new playground.

8. **STAFF REPORTS:**

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

- **Solar Array Project** **0970-01**
 - Installation of panels is expected to begin shortly after July 1, 2017.
 - Staff directed to bring back information in regard to the student employment opportunity advertised

- **All Projects** **0970-01**
0720-20
3320-01
 - More detail is required in the project reports to show that they are being properly managed.
 - Reports provided by Project Managers should be included at each Council Meeting.
 - Project reports should include a running budget and a work completion timeline.

- SR2 **District Office Heating, ventilation and air conditioning (HVAC) Upgrade** **1125-00**
- Discussion in regard to O&M
 - Contingency amounts should be included in budget
 - Tabled until next meeting

- SR3 **Coal Licence Referral # 94271530-003** **0400-20**
- Licence referral is for Richfield
 - Discussion in regard to what comments are allowed to be made in response to the referral
 - Need to ensure that the licensee considers the District of Hudson's Hope's Official Community Plan (OCP), sustainability etc.
 - Mayor Johansson to send generic letters to each of the four companies; open line of communication.
 - Mayor Johansson to send letter to Ministry stipulating that the projects must align with our OCP.
 - Mayor Johansson to send letter of response through the referral process.

RESOLUTION NO.142/17

M/S Councillors Heiberg/Middleton

That

"Mayor Johansson write letters to the four companies identified in the referral as a means of opening a line of communication."

That

"Mayor Johansson write a letter to the Ministry stipulating that the mining projects must align with the District of Hudson's Hope's Official Community Plan."

And That

"Mayor Johansson write a letter of response to be forwarded through the referral process."

CARRIED

- SR4 **Annual Report** **0640-01**
- Report is being sent to Local Government Infrastructure & Finance, Ministry of Community, Sport & Cultural Development through the Local Government Data Entry (LGDE)
 - Report is just a revision of previous years
 - Does not align with goals and vision of Community Strategic Plan
 - The information is not accurate and the identified strategic objectives are not present in the document

- Staff directed to ensure that the next report is current, up to date, follows the District's strategic plan and is aligned with the District's goals and visions.

SR5 Contract Approvals

2320-01

- The contracts were signed on advisement from CAO.
- Have gone through the proper process in regards to awarding the contract.
- Council has directed staff to provide draft of the contract or a synopsis detailing the stipulations included in the contract.
- Discussion in regard to the spec house being built at Atkinson; BC Hydro has 18 months from the date of subdivision completion
- Funds from BC Hydro agreements that have not been received are a cause for concern.

RESOLUTION NO.143/17

M/S Councillors Heiberg/Gilliss

That

"Council approve the following contracts:

1 Wastewater Facility Upgrade: contractor Bear Mountain Construction Ltd. in the amount of \$2,548,082.25, (includes GST of \$121,337.25).

2 Atkinson Subdivision Development: contractor Omicron Construction Management Ltd. in the amount of \$2,036,300.00, excluding taxes.

3 Community Solar Initiative: contractor Moch Electric Ltd. in the amount of \$795,475.80, excluding taxes."

CARRIED

SR6 Special Events- Grant Application update

1855-01

- Mayor Johansson clarified that the NDIT-Community Halls and Recreation Facilities grant application has passed through the Regional decision board and has been forwarded to the main board for final decision. Acceptance looks favourable.
- Council requested clarification as to where the request for the New Horizons for Senior Program application was submitted

SR7 Water Main Looping Project

5280-14

- Acting CAO requested that this item be tabled until CAO returns
- Council asked for clarification of situation and the reason for tabling this item
- Foreman of Public Works explained the situation in regard to the need for the loop
 - Increase to fire flow
 - Possible increase to water pressure
 - Only 4 inch pipes in place at this time.

- CAO had directed that it be tabled until his return due to need for scope of work to be created to determine if project would need to be put to tender.
- Discussion in regard to the valve project as it is necessary to have completed prior to paving.
- Discussion in regard to awarding project based on tenders or by obtaining quotes.
- Acting CAO recommended again that the item be tabled
- Mayor Johansson requested Council's direction in regard to the Water Main Looping Project
- Council's direction was to move the recommendation as written.
- Discussion in regard to the Purchasing Policy and the New West Partnership Trade Agreement (NWPTA)
- Recommendation meets the guidelines stipulated in the Purchasing Policy

RESOLUTION NO.144/17

M/S Councillors Gilliss/Heiberg

That

"Council approve the expenditure of \$20,000 to construct a water main connection between Arena Road the Atkinson project."

CARRIED

Discussion in regard to the Valve project

- The valves on Dudley are a Council priority
- Had received two quotes
- Have been informed that the valves could be included as a change order from L&B
- Council requested timeline in the event they decide to proceed with a change order; informed if paving company will come a second time and still honour agreement in place then there is no rush, if not then the timeline is 2 weeks.
- L&M Engineering has been requested to draft a scope of work for tender process
- Staff directed to email CAO and request him to forward the scope of work from L&M; request level of commitment that has been made to L&M in regard to the agreement and clarification in regard to the project; stipulate concerns in regard to the amount of time that it will take to tender the project at this late date as the delay would affect the paving project. Request clarification in regard to when a project can be awarded based on 3 quotes and when it has to be awarded by tender.

9. COMMITTEE MEETING REPORTS:

10. BYLAWS:

11. CORRESPONDENCE:

C1 E-mail from Cathy Peters
For Information

0220-01

- C2 **UBCM newsletter** **0400-01**
For Information
12. **REPORTS BY MAYOR & COUNCIL ON MEETINGS AND LIAISON RESPONSIBILITIES**
- CR1 **Mayor's Report**
- **Review of fact sheet for solar project** **0970-01**
 - Row of solar panels on wall of Arena will need to be placed elsewhere due to issues with ice build up
 - Council to provide additional changes to Mayor Johansson; recommendations are to be forwarded to Peace Energy Cooperative on Wednesday June 28.
 - Panel coverage is based on maximum threshold of 100kw per building and based on weight restrictions of buildings.
 - **Public Service Week** **0220-01**
 - Barbeque held to show appreciation to all the employees of the District of Hudson's Hope
 - Highlighted by presentation to the District's two most senior employees, Rhonda Eastman-26 years of service and Ed Reschke-36 years of service
 - **UNBC Presentation** **0390-01**
 - Provided information around cumulative, environmental, health and community impacts in the Peace River Region
 - Opened lines of communication.
- CR2 **Youth Councillor report** **0640-01**
- Recommendation for next year's student
 - Council should set specific goals
 - Report will be presented at next Recreation Committee meeting
13. **OLD BUSINESS:**
- OB1 **Coal and Energy Forum-Tumbler Ridge in Sept** **0390-01**
- Discussion in regard to Council attendance
 - Revisit closer to Forum date
- OB2 **Arena Concession** **0850-01**
- Staff directed to provide clarification in regard to wage and scheduled number of hours for the position.
- OB3 **Water and Sewer Tax Rates** **1950-01**
- Staff directed to present the amounts for 10% increase over ten years as requested at the April 24, 2017 Regular Council Meeting.
14. **NEW BUSINESS:**
15. **PUBLIC INQUIRIES:**
- ADJOURNMENT:**

16. Mayor Johansson declared the meeting adjourned at 8:20 pm

DIARY

Conventions/Conferences/Holidays

Beryl Prairie Septic Field

Grant Writer Program Sponsorship

Coal and Energy Forum-Tumbler Ridge in Sept.

MARR-Dale Morgan follow-up

Water and Tax Rates comparison

Diarized

07/25/16

04/10/17

04/24/17

04/24/17

06/26/17

Certified Correct:

Corporate Officer/Tammy McKeown Chair/Mayor Gwen Johansson

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: MAYOR JOHANSSON and COUNCIL
SUBJECT: ACTION and other UPDATES
DATE: June 21, 2017
FROM: Tom Matus, CAO

Staff Anticipated Travel:

CO: MATI® Foundations - UBC-Okanagan Campus in Kelowna (confirmed)	August 13-18, 2017
CO: MATI® Community Planning- West Kelowna (confirmed)	October 1-6, 2017
CO: 2017 Clerks & Corporate Officers Forum, Victoria	October 11-13, 2017
CO: EMRG 1331 & 1332 Courses, Prince George	October 24-25, 2017

BCHydro

All funds required to be paid to the District by BCH regarding the BCH-CMA were received in March 2017:

Alwin Holland	\$150,000
Community Planning	\$ 80,000
Community Funds	\$268,000
Road Rescue Services	\$ 20,000

Total:	\$518,000

Coded to General Government Services Department revenue as per Accountants instructions.

Wastewater Facility Upgrade

- The contractor has been delayed a week in getting his equipment to site. They are still committed to the completion dates outlined in the original contract,
- Many of the long lead time items have been reviewed and have been ordered by the contractor,
- The contractor will start to bring equipment and supplies to site this week and will be setting up their holiday trailers in the Beattie RV park,
- We expect them to start excavation and stripping of materials next week.

Solar Array

- PEC has been great to work with so far and they are on schedule.
- Peace Energy has completed the structural review of the proposed buildings and there were no issues brought up with respect to having solar on any of the identified roofs,
- Solar designs have been completed and approved for the; Arena, Public Works Shop, Curling Rink, District Hall ; and VIC. Panels have been ordered for these buildings and we would expect to see them in Hudson's Hope near the end of the month.
- BC Hydro applications have been submitted for the above buildings.
- The Sewage Treatment plant will have a ground mounted array and we are waiting to confirm the final sizing,
- As the initial costs have come in well under the allotted budget, PEC has been asked for pricing to include panels on additional building in the community including; the Beryl Prairie Fire Hall, Community center, Water treatment plant and the pool,
- Moch electric is reviewing resumes from local high school students and will be looking to employ up to 4 local women or men to help with the installation of the project components.

I have received an email noting the approval of the installation of 2,000 - 250 watt solar panels from the originally contracted 1,100 solar panels. We are awaiting the amendment to the Strategic Priorities fund contract for signing.

Atkinson Subdivision

Project: Hudson's Hope Atkinson Subdivision

PD: Korey Roberts

Date: July 06, 2017

Current Week – Tenders Out / In

- N/A

Current/Past Week – Construction Activities

- Install water line at road A. Backfill, compact and install thrust blocks as per design
- Installed water line extension from Road A to Dudley Drive (CACO #2/CCO#0002)
- Install water line at road B. Backfill, compact and install thrust blocks as per design
- Re-align water service to Alexander Property (CACO #2/CCO#0004)
- Install pipe stubs and backfill.
- Install fire hydrants (Terminal City per CACO #2/CCO#0001) on road A.
- L&M Engineering was on site to oversee installation of water lines.

Upcoming Tenders

- Paving (Target recommendation for week of 10-July)
- Landscaping (Target package issuance for week of 10-July)

Next two Weeks – Construction Activities

- Complete water-main change order work
 - Replace AC water main adjacent to lots 19 and 23 with PVC (CACO #2/CCO#0003)
 - Loop water main from Road A to Arena Road along Dudley Drive (CACO #3/CCO#0005)
- Commence installation of storm system/infiltration gallery
- **Pre-Construction:** Finalize valve replacement scope and complete change process

Pending Issues (Site, City, Neighbours, Etc.)

- Removal of existing OH Telus lines and pole stubs (waiting for Telus to confirm mob. date)
- Finalization of utility drawings (BCH, Telus, Fortis) in order to release materials

Personnel on Site

Sub-contractors on site:

- LNB Construction – 7

Consultants on site:

- L&M Engineering – 1
- Northern Geo - 1

Safety:

- Zero lost time injuries reported on site to date.
- 0 First Aids this week.
- Install safety signage as required.
- SWP, pre job hazard assessments collected from contractors and are reviewed by Omicron prior to start of work
- Twice daily safety inspections being completed every day.

Project – Wide Issues (Beyond Construction)

- N/A

Financial Summary

- Total commitment to date: \$1,662,680
- Forecast Final Cost: \$2,215,800
- Projected Variance from Atkinson Funds (including lot sale): \$15,800

Schedule Summary

- Complete water line work (incl. change orders): July 15th
- Storm System: July 7th – July 24th
- Sanitary System: July 22nd – August 10th
- Shallow Utilities: August 10th – August 24th
- Road Prep: August 10th – August 31st
- Curbs and Paving: Early-mid September
- Landscaping: Early-mid September

Bylaw/Safety Officer

Wallace started work on July 4th. He is familiarizing himself with the bylaws and policies. We have assigned him some tasks, i.e. the fentanyl house re Remedial Action Requirements as per Part 3, Division 12 of the CCA. As well as to respond to citizen concerns about town.

Rural Dividend Fund - Arena Reflooring Project

Installation of the new flooring project is expected to start around the first week of July and should take approximately 10 days to complete.

Hocha Property

Daniel Hocha has been informed of the Ministry of MoTI's letter re the requirement of a Traffic Impact Study (TIS) prior to approving any OCP or Zoning amendments for his property. We are working with him to assist in this requirement. I have uploaded to MoTI eDAS the June to September 2015 TIS report done at the Clarke Ave and Highway 29 intersection that we received from MoTI in July of 2015, requesting that this will satisfy their requirement.

MoTI is requesting a new TIS and wants to set up a scope development meeting with all parties, including their traffic engineers, to further discuss traffic requirements. I will find a time that suits the Hocha's as they are responsible for this TIS.

BCH Grants in lieu of Taxes properties:

Maps have been compiled by staff through the LTSA. CAO has forwarded Ecel spreadsheet to ITP and requested to add layers to MIMS for properties already exempted and properties to be exempted next year. Should be done by Monday.

Valve Replacement Project

A Staff Report is included in the agenda.

W/S 10 Year Rates

This report is included as an agenda item in Staff Reports.

Employment of Relatives Policy

The BCGEU is working with their Legal on this policy. Angie's email in part:

"I have sent it down to our legal department as all the advice I have received is it is in contravention of our agreement."

They will present their version to us once complete. We will await their version and present to our Legal.

2016 Annual Report

Quoted from the June 26th minutes:

- Report is just a revision of previous years
- Does not align with goals and vision of Community Strategic Plan
- The information is not accurate and the identified strategic objectives are not present in the document

It seems when I was extrapolating information from the Corporate Strategic Plan pdf document I had not noticed that the document was missing two pages. The document had been scanned one-sided as opposed to two-sided, hence the missing info. We have now corrected this and the document has been scanned double sided having 7 pages, not 5. I had spent considerable time developing this document.

Why it might seem that the report is "...just a revision of previous years" is that the section entitled "**Council Strategic Plan and Progress Report 2016 (-2017)**" is a follow-up report of what was stated in the 2015 Annual Report section entitled **2016-Anticipated Objectives and Measures**, this is to maintain continuity and flow.

The information is accurate as it is a follow-up of objectives in prior Annual Reports that have not yet been achieved. I continue to leave them in the **Council Strategic Plan and Progress Report** until achievement has been accomplished.

Again, in regard to "The information is not accurate and the identified strategic objectives are not present in the document" is only due to the fact that the pdf document of the Corporate Strategic Plan had not been properly scanned and was missing two pages of info, and of course, pages missing would be the missing info for the 2017 year. Most 2017 information was captured in the 2016 Annual Report.



Tom Matus, CAO

20-16-032 Atkinson Subdivision and Servicing Works

Owner: District of Hudson's Hope

Contractor: Omicron Construction Management Ltd

CACO No. 03



Description	Budget Cash Allowance	Previously Committed	Committed This Period	Total Commitment to date	Variance to Date (Budget less Commitments)	Forecast to Complete	Forecast Final Cost	% Complete	Projected Variance (Budget less Forecast Final Cost)
Cash Allowances									
1 Civil	\$ 1,235,978.00		\$ 1,368,064.00	\$ 1,368,064.00	\$ (132,086.00)	\$ 30,000.00	\$ 1,398,064.00	-	\$ (162,086.00)
2 Paving and Curbs	\$ 224,450.00			-	-	\$ 235,000.00	\$ 235,000.00	-	\$ (10,550.00)
3 Landscaping	\$ 50,000.00			-	-	\$ 50,000.00	\$ 50,000.00	-	-
Subtotal Cash Allowances	\$ 1,510,428.00	-	\$ 1,368,064.00	\$ 1,368,064.00	\$ (132,086.00)	\$ 315,000.00	\$ 1,683,064.00	-	\$ (172,636.00)
General Conditions & Fee									
0 General Conditions	\$ 170,000.00		\$ 170,000.00	\$ 170,000.00	-	-	\$ 170,000.00	-	-
0 Contractor Insurance	\$ 4,000.00			-	-	\$ 4,000.00	\$ 4,000.00	-	-
Subtotal General Conditions	\$ 174,000.00	-	\$ 170,000.00	\$ 170,000.00	-	\$ 4,000.00	\$ 174,000.00	-	-
Subtotal CA's & GC's	\$ 1,684,428.00	-	\$ 1,538,064.00	\$ 1,538,064.00	\$ (132,086.00)	\$ 319,000.00	\$ 1,857,064.00	-	\$ (172,636.00)
CM Fee (4%)	\$ 67,377.00	-	\$ 61,522.56	\$ 61,522.56	\$ (5,283.44)	\$ 12,760.00	\$ 74,282.56	-	\$ (6,905.44)
Subtotal GCs, CAs & Fee	\$ 1,751,805.00	-	\$ 1,599,586.56	\$ 1,599,586.56	\$ (137,369.44)	\$ 331,760.00	\$ 1,931,346.56	-	\$ (179,541.44)
Contract Amount	\$ 1,751,805.00	-	\$ 1,599,586.56	\$ 1,599,586.56	\$ (137,369.44)	\$ 331,760.00	\$ 1,931,346.56	-	\$ (179,541.44)
Owner Approved Changes									
1 Service to Alexander Property		\$ 5,500.00		\$ 5,500.00	\$ (5,500.00)		\$ 5,500.00	-	\$ (5,500.00)
2 Waterline Extension to Dudley		\$ 18,480.00		\$ 18,480.00	\$ (18,480.00)		\$ 18,480.00	-	\$ (18,480.00)
3 New 6" line at existing curb stops		\$ 25,000.00		\$ 25,000.00	\$ (25,000.00)		\$ 25,000.00	-	\$ (25,000.00)
4 Credit for bedding materials		\$ (10,014.00)		\$ (10,014.00)	\$ 10,014.00		\$ (10,014.00)	-	\$ 10,014.00
5 Alternate hydrants (Terminal City)		\$ 1,701.00		\$ 1,701.00	\$ (1,701.00)		\$ 1,701.00	-	\$ (1,701.00)
6 Loop watermain to Arena Road			\$ 20,000.00	\$ 20,000.00	\$ (20,000.00)		\$ 20,000.00	-	\$ (20,000.00)
CM Fee on OAC's (4%)	-	\$ 1,626.68	\$ 800.00	\$ 2,426.68	\$ (2,426.68)	-	\$ 2,426.68	-	\$ (2,426.68)
Owner Approved Changes	-	\$ 42,293.68	\$ 20,800.00	\$ 63,093.68	\$ (63,093.68)	-	\$ 63,093.68	-	\$ (63,093.68)
Contingency Allowance (15%)	\$ 284,521.00								
Total Contract Amount	\$ 2,036,326.00	\$ 42,293.68	\$ 1,620,386.56	\$ 1,662,680.24	\$ (200,463.12)	\$ 331,760.00	\$ 1,994,440.24	-	\$ (242,635.12)
Cash Allowances - Owner Costs									
1 Utilities Allowance (BCH, etc.)	\$ 100,000.00			-	-		\$ 100,000.00	-	-
2 Design Contract Admin	\$ 45,000.00			-	-	\$ 70,600.00	\$ 115,600.00	-	\$ (70,600.00)
3 Pavement base - crushing costs	-			-	-	\$ 5,760.00	\$ 5,760.00	-	\$ (5,760.00)
Subtotal GCs, CAs & Fee	\$ 145,000.00	-	-	-	-	\$ 76,360.00	\$ 221,360.00	-	\$ (76,360.00)
Total Project Cost (Budget)	\$ 2,181,326.00	\$ 42,293.68	\$ 1,620,386.56	\$ 1,662,680.24	\$ 518,645.76	\$ 408,120.00	\$ 2,215,800.24	-	\$ (318,995.12)

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor Johansson and Council
DATE: 10 July 2017
FROM: Robert Norton Director of Protective Services
SUBJECT: Bylaw Officer Appointment

RECOMMENDATION

That: *Council appoint Mr. Wallace Roach as a Bylaw Enforcement Officer for the District of Hudson's Hope, and confirm that such appointment is for the term of his employment as a Bylaw Enforcement Officer for the District of Hudson's Hope.*

INFORMATION

The Community Charter Division 5 states that Council may establish officer positions and may assign powers, duties and functions to those positions:

"Officer positions

146 A council

(a) must, by bylaw, establish officer positions in relation to the powers, duties and functions under sections 148 [corporate officer] and 149 [financial officer],

(b) may, by bylaw, establish other officer positions, and

(c) may assign powers, duties and functions to its officer positions."

Many of the District's bylaws make reference to the "Bylaw Officer" and infer powers to that position. The appointment of Mr. Roach as a Bylaw Officer will ensure that he has the required authority and powers to enforce and administer the bylaws of the District of Hudson's Hope.



Robert Norton, Director of Protective Services

REQUEST FOR DECISION

RFD#:	Date: July 7, 2017
Meeting#: CM0719017	Originator: Tom Matus, CAO
RFD TITLE: 2017 Water main Valve Replacement Project	

BACKGROUND:

The approved 2017 Water Capital Works, M&E Reserve Fund budget calls for the replacement of ten water main valves within a budget of \$160,000.00.

DISCUSSION:

As per and in reply to the following Council request at Council meeting of June 26th:

- Staff directed to email CAO and request him to forward the scope of work from L&M; request level of commitment that has been made to L&M in regard to the agreement and clarification in regard to the project; stipulate concerns in regard to the amount of time that it will take to tender the project at this late date as the delay would affect the paving project. Request clarification in regard to when a project can be awarded based on 3 quotes and when it has to be awarded by tender.*

The project scope of work received from L&M is attached though it will need to be revised due to more valves being included for replacement in two existing locations, (and possibly to remove the asphalt paving on Dudley Drive). Disregard the completion date and any reference to tender and dates as this will be changed for a date prior to the paving, and tender to be changed to quotes: the quoting process is similar in that we are ensuring that companies get the same information and have the same time to submit their quote (bid). L&M's involvement in this project was to only provide the Scope of Work, their involvement ends there.

The project can be awarded at the same period as a tender or earlier. When requesting quotes, we would note the date the quote would have to be received, just as in a tender. We are requesting quotes precisely for the time considerations – quotes will be quicker to receive than tenders as we can go directly to the company by phone and request, does save some time. We asked L&M to do up the scope of work to ensure continuity and content is given to all the companies we'll ask quotes from.

We are trying to get the valves done on Dudley so as to save us from pulling up the asphalt at some other time in the future. If we find we cannot coordinate the work on Dudley with the paving company then we will just change the scope of work to include valves that are not on Dudley, though this will not be the case.

I have spoken with Deon Francis of DGS and he has assured me they will come when we need them, as long as it is not too late in the construction season. We will need some paving done on highway 29 as we've valve replacements along this route.

We have time to either tender, request quotes or sole source as per our Purchasing Policy. This project is under the construction threshold amount of the NWPTA so we may request quotes, as per our Purchasing Policy. Presently Ed Reschke and I have been speaking extensively with LNB and we could offer them to do the work through sole sourcing as per our Purchasing Policy. I am awaiting a quote from LNB for the new scope of work. Omicron will supervise LNB as per the same stipulations as our Subdivision contract, (4% on construction work). I recommend we sole source LNB and Omicron to do this project.

To note, the Atkinson subdivision paving is wholly the responsibility of LNB and they have not yet decided as to whom they are going to contract for this paving work. LNB states that they would do whatever paving we require following the paving of the subdivision, in September. We have some valve work along Highway 29 of which we expect to have paving done on this road in September. We are awaiting the permit from MoTI to work on Highway 29.

BUDGET:

\$160,000.00 approved budget charged to Water Capital Works, M&E Reserve Fund.

RECOMMENDATION / RESOLUTION:

That:

"Council invoke its privilege under the District of Hudson's Hope Purchasing Policy re Section 1. i. iv. *"District Council by resolution authorizes a direct purchase in circumstances they consider appropriate."* to sole source and offer to LNB Construction Inc., the Valve Replacement work as per the attached L&M Scope of Work with such Scope of Work to be amended to include two more valves and to include 'no asphalt paving on Dudley Drive'. Thus, replacing a total of 15 water main valves;

And further:

To instruct the CAO to enter into a contract with LNB Construction Inc. which contract price is to be within the approved Water Capital Works, M&E Reserve budget for this item, to be done within the approved budgeted amount of \$160,000.00. "



Tom Matus, CAO

June 2017

WATER SYSTEM UPGRADING VALVE REPLACEMENTS

CONTRACT DOCUMENTS FOR INVITATION TO TENDER

Client: District of Hudson's Hope

L&M Project No.: 1012-30

L&M ENGINEERING LIMITED

1210 Fourth Avenue, Prince George, BC V2L 3J4

Phone: (250) 562-1977



**HUDSON'S
HOPE**

PLAYGROUND OF THE PEACE

UNIT
PRICE
CONTRACT

INVITATION TO TENDERERS

INVITATION TO TENDERERS
PAGE 1 OF 1

Owner: District of Hudson's Hope

(NAME OF OWNER)

Contract: Water System Upgrading Valve Replacements

(TITLE OF CONTRACT)

Reference No. 1012-30

(OWNER'S CONTRACT REFERENCE NO.)

The Owner invites tenders for: District of Hudson's Hope

Water System Upgrading Valve Replacements

Works Include:

- Mobilization;
- Traffic Control;
- Asphalt removal;
- Excavation;
- Valve Replacement;
- Fire Hydrant Replacement;
- Imported Gravel Backfill;
- Asphalt Paving;
- Landscape Restoration.

**Contract Documents are
available during normal
business hours at:**

L&M Engineering Limited

1210 4th Avenue

Prince George B.C. V2L 3J4

**The Contract Documents are
available for viewing at:**

Civic Info BC , BC Bid

Tenders are scheduled to close:

Tender Closing Time: 3 : 00 p m local time

Tender Closing Date: July 7th, 2017

Address: 1210 4th Avenue

Prince George BC V2L 3J4

Attention: Mr. Darryl Brizan, P.Eng.

**NAME OF OWNER'S
REPRESENTATIVE**

L&M Engineering Limited

250-562-1977

TABLE OF CONTENTS

INVITATION TO TENDERERS	PAGES
Instructions to Tenderers – Part 1	
Form of Tender	
FT Appendix 1 – Schedule of Quantities	
FT Appendix 2 – Preliminary Construction Schedule	
FT Appendix 3 – Experience of Superintendent	
FT Appendix 4 – Comparable Work Experience	
FT Appendix 5 - Subcontractors	
Form of Agreement.....	
Supplementary General Conditions.....	
Supplementary Specifications	
Supplementary Standard Detailed Drawings.....	

Appendix A

IFT Design Drawings

THE FOLLOWING ITEMS ALSO FORM PART OF THE TENDER DOCUMENT PACKAGE, BUT ARE NOT INCLUDED IN THIS DOCUMENT. THEY CAN BE FOUND IN THE PLATINUM EDITION MMCD VOLUME II

1. Instructions to Tenders – Part II
2. General Conditions
3. Schedule 17.5.3 – Letter Agreement With References
4. Flow Chart – Changes and Extra Work
5. Flow Chart – Dispute Resolution Process
6. Standard Specifications
7. Standard Detail Drawings

INSTRUCTIONS TO TENDERERS

1.0	Introduction.....	IT - 1
2.0	Tender Documents.....	IT - 1
3.0	Submission of Tenders	IT - 1
4.0	Additional Instructions to Tenderers.....	IT - 1

UNIT
PRICE
CONTRACT

INSTRUCTIONS TO TENDERERS PART I

TABLE OF CONTENTS
IT – PART I 2 OF 2

UNIT		IT – PART I
PRICE		IT - 1
CONTRACT	INSTRUCTIONS TO TENDERERS PART I	2009

(FOR USE WHEN UNIT PRICES FORM THE BASIS OF PAYMENT TO BE USED ONLY WITH THE GENERAL CONDITIONS AND OTHER STANDARD DOCUMENTS OF THE UNIT PRICE MASTER MUNICIPAL CONSTRUCTION DOCUMENTS.)

(TO BE READ WITH "INSTRUCTIONS TO TENDERERS - PART II"
CONTAINED IN THE EDITION OF THE PUBLICATION
"MASTER MUNICIPAL CONSTRUCTION DOCUMENTS" SPECIFIED IN ARTICLE 2.2 BELOW)

Owner: District of Hudsons Hope
(NAME OF OWNER)

Contract: Water System Upgrading Valve Replacements
(TITLE OF CONTRACT)

Reference No. 1012-30
(OWNER'S CONTRACT REFERENCE NO.)

1.0 Introduction

1.1

Works Include:

- Mobilization
- Traffic Control
- Asphalt removal
- Excavation
- Valve Replacement
- Fire Hydrant Replacement
- Imported Gravel Backfill
- Asphalt Paving
- Landscape Restoration

For the Following Intersections:

- Fredette & Montieth
- Kylo & Beattie Drive (northside)
- Kylo & Beattie Drive (southside)
- Hwy 29 & Holland Street
- Jones Crescent & Dudley Drive
- Water Treatment Plant Access & Dudley Drive
- Library Trail Access & Dudley Drive
- Fire Hydrant Across from Fire Hall (optional)

(BRIEF DESCRIPTION OF THE WORK)

1.2

Direct all inquiries regarding the *Contract*, to:

L&M Engineering Limited

Mr. Darryl Brizan, P.Eng.

(NAME AND POSITION OF INDIVIDUAL WHO WILL ANSWER INQUIRIES)

Address: 1210 4th Avenue
Prince George BC V2L 3J4

Phone: (250) 562-1977

Fax: (250) 562-1967

Email: dbrizan@lmengineering.bc.ca

2.0 Tender Documents

- 2.1 The tender documents which a tenderer should review to prepare a tender consist of all of the *Contract Documents* listed in Schedule 1 entitled "Schedule of Contract Documents". Schedule 1 is attached to the Agreement which is included as part of the tender package. The *Contract Documents* include the drawings listed in Schedule 2 to the Agreement, entitled "List of *Contract Drawings*".
- 2.2 A portion of the *Contract Documents* is included by reference. Copies of these documents have not been included with the tender package. These documents are the Instructions to Tenderers - Part II, General Conditions, Specifications and Standard Detail Drawings. They are those contained in the publication entitled "Master Municipal Construction Documents - General Conditions, Specifications and Standard Detail Drawings". Refer to Schedule 1 to the Agreement or, if not specified in Schedule 1, then the applicable edition shall be the most recent edition as of the date of the *Tender Closing Date*. All sections of their publication are by reference included in the *Contract Documents*.
- 2.3 Any additional information made available to tenderers prior to the *Tender Closing Time* by the *Owner* or representative of the *Owner*, such as geotechnical reports or as-built plans, which is not expressly included in Schedule 1 or Schedule 2 to the Agreement, is not included in the *Contract Documents*. Such additional information is made available only for the assistance of tenderers who must make their own judgment about its reliability, accuracy, completeness and relevance to the *Contract*, and neither the *Owner* nor any representative of the *Owner* gives any guarantee or representation that the additional information is reliable, accurate, complete or relevant.
- 2.4 No claim for increase in rates over those in the Schedule of Approximate Quantities and Unit Prices, or other prices quoted in the Contract will be entertained, nor shall the Contractor be entitled to make any claim on the grounds of misrepresentation, nor on the grounds that it was given any promise or guarantee by the *Owner* or their agents or employees or any other person.

- 2.5 If the Unit Prices and total amount of the extensions calculated by the Tenderer in the Tender Form do not agree, the Unit Prices will, under no circumstances, be altered and the total amount of the extensions will be calculated in accordance with the unaltered Unit Prices will be considered as representing the Tenderer's intentions.
- 3.0 **Submission of Tenders** 3.1 Tenders must be submitted in a sealed envelope, marked on the outside with the above *Contract* Title and Reference No., and must be received by the office of: L&M Engineering Limited.

on or before:

Tender Closing Time: _____ 3: 00, _____ pm local time

Tender Closing Date: _____ July 7, _____, 2017

at L&M Engineering Limited

Address: 1210 4th Avenue

Prince George BC V2L 3J4

Fax: 250 562 - 1967

Email: dbrizan@lmengineering.bc.ca

4.0 **Additional Instructions to Tenderers**

FORM OF TENDER

FOR USE WHEN UNIT PRICES FORM THE BASIS OF PAYMENT - TO BE USED ONLY WITH THE GENERAL CONDITIONS
AND OTHER STANDARD DOCUMENTS OF THE UNIT PRICE MASTER MUNICIPAL CONSTRUCTION DOCUMENTS.

Owner: District of Hudson's Hope
(NAME OF OWNER)
Contract: Water system Upgrading – Valve Replacement
(TITLE OF CONTRACT)
Reference No. 1012-30
(OWNER'S CONTRACT REFERENCE NO.)

To Owner.

**WE, THE
UNDERSIGNED:**

- 1.1 have received and carefully reviewed all of the *Contract Documents*, including the Instructions to Tenderers, the specified edition of the "Master Municipal Construction Documents - General Conditions, Specifications and Standard Detail Drawings" and the following Addenda:
N/A

(ADDENDA, IF ANY)

**ACCORDINGLY WE
HEREBY OFFER**

- 1.2 have full knowledge of the *Place of the Work*, and the *Work* required; and
- 1.3 have complied with the Instructions to Tenderers; and
- 2.1 to perform and complete all of the *Work* and to provide all the labour, equipment and material all as set out in the *Contract Documents*, in strict compliance with the *Contract Documents*; and
- 2.2 to achieve Substantial Performance of the Work on or before _____ July 31, 2017 _____; and
(WORK DURATION OR DATE)
- 2.3 to do the *Work* for the price, which is the sum of the products of the actual quantities incorporated into the *Work* and the appropriate unit prices set out in Appendix 1, the "*Schedule of Quantities and Prices*", plus any lump sums or specific prices and adjustment amounts as provided by the *Contract Documents*. For the purposes of tender comparison, our offer is to complete the *Work* for the "*Tender Price*" as set out on Appendix 1 of this Form of Tender. Our *Tender Price* is based on the estimated quantities listed in the *Schedule of Quantities and Prices*, and excludes GST.

WE CONFIRM:

- 3.1 that we understand and agree that the quantities as listed in the *Schedule of Quantities and Prices* are estimated, and that the actual quantities will vary.

WE CONFIRM:

- 4.1 that the following appendices are attached to and form a part of this tender:
- 4.1.1 the appendices as required by paragraph 5.3 of the Instructions to Tenderers – Part II; and
 - 4.1.2 the *Bid Security* as required by paragraph 5.2 of the Instructions to Tenderers – Part II.

WE AGREE:

- 5.1 that this tender will be irrevocable and open for acceptance by the *Owner* for a period of _____30_____ calendar days from the day following the *Tender Closing Date and Time*, even if the tender of another tenderer is accepted by the *Owner*. If within this period the *Owner* delivers a written notice ("*Notice of Award*") by which the *Owner* accepts our tender we will:
- 5.1.1 within 15 *Days* of receipt of the written *Notice of Award* deliver to the *Owner*:
 - .1 a Performance Bond and a Labour and Material Payment Bond, each in the amount of 50% of the Contract Price, covering the performance of the Work including the Contractor's obligations during the Maintenance Period, issued by a surety licensed to carry on the business of suretyship in the province of British Columbia, and in a form acceptable to the *Owner*;
 - .2 a Baseline Construction Schedule, as provided by GC 4.6.1;
 - .3 a "clearance letter" indicating that the tenderer is in Worksafe BC compliance; and
 - .4 a copy of the insurance policies as specified in GC 24 indicating that all such insurance coverage is in place and;
 - 5.1.2 within 2 *Days* of receipt of written "*Notice to Proceed*", or such longer time as may be otherwise specified in the *Notice to Proceed*, commence the *Work*; and
 - 5.1.3 sign the Contract Documents as required by GC 2.1.2.

WE AGREE:

- 6.1 that, if we receive written *Notice of Award* of this *Contract* and, contrary to paragraph 5 of this Form of Tender, we:
- 6.1.1 fail or refuse to deliver the documents as specified by paragraph 5.1.1 of this Form of Tender; or

6.1.2 fail or refuse to commence the *Work* as required by the *Notice to Proceed*,

then such failure or refusal will be deemed to be a refusal by us to enter into the *Contract* and the *Owner* may, on written notice to us, award the *Contract* to another party. We further agree that, as full compensation on account of damages suffered by the *Owner* because of such failure or refusal, the *Bid Security* shall be forfeited to the *Owner*, in an amount equal to the lesser of:

6.1.3 the face value of the *Bid Security*; and

6.1.4 the amount by which our *Tender Price* is less than the amount for which the *Owner* contracts with another party to perform the *Work*.

OUR ADDRESS IS AS
FOLLOWS:

Phone: _____

Fax: _____

Attention: _____

This Tender is executed this
_____ day of _____, 20 _____.

Contractor:

(FULL LEGAL NAME OF CORPORATION, PARTNERSHIP OR INDIVIDUAL)

(AUTHORIZED SIGNATORY)

(AUTHORIZED SIGNATORY)

DISTRICT OF HUDSONS HOPE
WATER SYSTEM UPGRDING - VALVE REPLACEMENTS 2017
SCHEDULE OF QUANTITIES AND UNIT RATES



CONSTRUCTION					
DESCRIPTION	MMCD #	UNITS	QUANTITY	UNIT PRICE	AMOUNT
Section 1 - Intersection of Fredette Street and Montith					
1.1 Mobilization		LS	1		
1.2 Traffic Control	01 55 00	LS	1		
1.3 Asphalt Removal	31 24 13	m ²	32.00		
1.4 450mm Pit Run	32 11 16.1	m ³	15		
1.5 150mm IGB	32 11 23	m ³	5		
1.6 Asphalt Paving	32 12 16	m ²	32		
1.7 Tie to existing with Hymax couplings	33 11 01	ea.	2		
1.8 Replace 200mm valve and tee	33 11 01	ea.	1		
Section 2 - Intersection of Kylo and Beattie Dr. (North)					
2.1 Traffic Control	01 55 00	LS	1		
2.2 Asphalt Removal	31 24 13	m ²	64.00		
2.3 450mm Pit Run	32 11 16.1	m ³	29		
2.4 150mm IGB	32 11 23	m ³	10		
2.5 Asphalt Paving	32 12 16	m ²	64		
2.6 Tie to existing with Hymax couplings	33 11 01	ea.	4		
2.7 Replace 200mm valve and tee	33 11 01	ea.	2		
Section 3 - Intersection of Kylo and Beattie Dr. (South)					
3.1 Traffic Control	01 55 00	LS	1		
3.2 Asphalt Removal	31 24 13	m ²	24.00		
3.3 450mm Pit Run	32 11 16.1	m ³	11		
3.4 150mm IGB	32 11 23	m ³	4		
3.5 Asphalt Paving	32 12 16	m ²	24		
3.6 Tie to existing with Hymax couplings	33 11 01	ea.	2		
3.7 Replace 200mm valve and tee	33 11 01	ea.	1		
Section 4 - Hwy 29 and Holland St.					
4.1 Traffic Control	01 55 00	LS	1		
4.2 Asphalt Removal	31 24 13	m ²	18.00		
4.3 450mm Pit Run	32 11 16.1	m ³	9		
4.4 150mm IGB	32 11 23	m ³	3		
4.5 Asphalt Paving	32 12 16	m ²	18		
4.6 Tie to existing with Hymax couplings	33 11 01	ea.	1		
4.7 Replace 200mm valve	33 11 01	ea.	1		
Section 5 - Jones Crescent on Dudley Drive					
5.1 Traffic Control	01 55 00	LS	0		
5.2 Asphalt Removal	31 24 13	m ²	16.00		
5.3 450mm Pit Run	32 11 16.1	m ³	8		
5.4 150mm IGB	32 11 23	m ³	3		
5.5 Asphalt Paving	32 12 16	m ²	16		
5.6 Abandon existng service	33 11 01	m	15		
5.5 Terminal City Hydrant (3m bury)	33 11 01	ea.	1		
5.6 8" x 6" Tee c/w 6" gate valve	33 11 01	ea.	1		
Section 6 - Water Treatment Plant Access & Dudley Dr.					

6.1	Traffic Control	01 55 00	LS	1		
6.2	Asphalt and Curb Removal	31 24 13	m ²	18.00		
6.3	450mm Pit Run	32 11 16.1	m ³	9		
6.4	150mm IGB	32 11 23	m ³	3		
6.5	Barrier curb and gutter replacement	03 30 20	m	16		
6.6	Tie to existing with Hymax couplings	33 11 01	ea.	4		
6.7	200mm Gate Valves	33 11 01	ea.	4		
Section 7 - Liberty Trail Access and Dudley Drive						
7.1	Traffic Control	01 55 00	LS			
7.2	Asphalt and Curb Removal	31 24 13	m ²			
7.3	450mm Pit Run	32 11 16.1	m ³			
7.4	150mm IGB	32 11 23	m ³	0		
7.5	Tie to existing 3/4" Services	33 11 01	ea.	3		
7.6	Tie to existing with Hymax couplings	33 11 01	ea.	4		
7.7	200mm Gate Valves	33 11 01	ea.	2		
7.8	200 x 200 x Tee c/w thrust block	33 11 01	ea.	2		
Section 8 - Fire Hydrant Across from Fire Hall (Optional)						
7.1	Tie to existing	33 11 01	LS	1		
7.2	Terminal City Hydrant (3m bury)	33 11 01	ea.	1		
				Total		

(TITLE OF CONTRACT)

See paragraph 5.3.2 of the Instructions to Tenderers – Part II.

Indicate Schedule with bar chart with major item descriptions and time.

MILESTONE

DATES: Final Completion – July 31, 2017

[illegible]

Tenderer's Initials

Water System Upgrading – Valve Replacement

(TITLE OF CONTRACT)

See paragraph 5.3.3 of the Instructions to Tenderers – Part II.

Name:

Experience:

Dates:

Project Name:

Responsibility:

References:

Dates:

Project Name:

Responsibility:

References:

Dates:

Project Name:

Responsibility:

References:

Dates:

Project Name:

Responsibility:

References:

Tenderer's Initials

Water System Upgrading – Valve Replacements

(TITLE OF CONTRACT)

See paragraph 5.3.4 of the Instructions to Tenderers – Part II.

PROJECT	OWNER / CONTACT NAME PHONE and FAX	WORK DESCRIPTION	VALUE (\$)
	Owner / Contract _____ Phone () Fax ()		
	Owner / Contract _____ Phone () Fax ()		
	Owner / Contract _____ Phone () Fax ()		
	Owner / Contract _____ Phone () Fax ()		
	Owner / Contract _____ Phone () Fax ()		
	Owner / Contract _____ Phone () Fax ()		
	Owner / Contract _____ Phone () Fax ()		
	Owner / Contract _____ Phone () Fax ()		
	Owner / Contract _____ Phone () Fax ()		
	Owner / Contract _____ Phone () Fax ()		
	Owner / Contract _____ Phone () Fax ()		
	Owner / Contract _____ Phone () Fax ()		

Tenderer's Initials

Water System Upgrading – Valve Replacements

(TITLE OF CONTRACT)

See paragraph 5.3.5 of the Instructions to Tenderers – Part II.

TENDER ITEM	TRADE	SUBCONTRACTOR NAME	PHONE NUMBER

Tenderer's Initials

FORM OF AGREEMENT

BETWEEN OWNER AND CONTRACTOR

This agreement made in duplicate this

_____ day of _____, 20_____.

Contract:

Reference No.: 1012-30

BETWEEN:

The **District of Hudson's Hope**

9904 Dudley Drive

Hudson's Hope BC V0C 1V0

(NAME AND OFFICE ADDRESS OF OWNER)

(the "Owner")

AND:

(the "Contractor")

The Owner and the Contractor agree as follows:

**Article 1 The Work
Start /
Completion
Dates**

1.1 The *Contractor* will perform all *Work* and provide all labour, equipment and material and do all things strictly as required by the *Contract Documents*.

1.2 The *Contractor* will commence the *Work* in accordance with the *Notice to Proceed*. The *Contractor* will proceed with the *Work* diligently, will perform the *Work* generally in accordance with the construction schedules as required by the *Contract Documents* and will achieve *Substantial Performance* of the *Work* on or before
October 31, 2017 subject to

(INSERT DATE OF SUBSTANTIAL PERFORMANCE)

the provisions of the *Contract Documents* for adjustments to the *Contract Time*

Article 2 Contract Documents

- 1.3 Time shall be of the essence of the *Contract*.
- 2.1 The "*Contract Documents*" consist of the documents listed or referred to in Schedule 1, entitled "Schedule of Contract Documents", which is attached and forms a part of this Agreement, and includes any and all additional and amending documents issued in accordance with the provisions of the *Contract Documents*. All of the *Contract Documents* shall constitute the entire *Contract* between the *Owner* and the *Contractor*.
- 2.2 The *Contract* supersedes all prior negotiations, representations or agreements, whether written or oral, and the *Contract* may be amended only in strict accordance with the provisions of the *Contract Documents*.

Article 3 Contract Price

- 3.1 The price for the *Work* ("*Contract Price*") shall be the sum in Canadian dollars of the following
- 1.1.1 the product of the actual quantities of the items of *Work* listed in the *Schedule of Quantities and Prices* which are incorporated into or made necessary by the *Work* and the unit prices listed in the *Schedule of Quantities and Prices*; plus
 - 1.1.2 all lump sums, if any, as listed in the *Schedule of Quantities and Prices*, for items relating to or incorporated into the *Work*; plus
 - 1.1.3 any adjustments, including any payments owing on account of *Changes* and agreed to *Extra Work*, approved in accordance with the provisions of the *Contract Documents*.
- 3.2 The *Contract Price* shall be the entire compensation owing to the *Contractor* for the *Work* and this compensation shall cover and include all profit and all costs of supervision, labour, material, equipment, overhead, financing, and all other costs and expenses whatsoever incurred in performing the *Work*.

Article 4 Payment

- 4.1 Subject to applicable legislation and the provisions of the *Contract Documents*, the *Owner* shall make payments to the *Contractor*.
- 4.2 If the *Owner* fails to make payments to the *Contractor* as they become due in accordance with the terms of the *Contract Documents* then interest calculated at 2% per annum over the prime commercial lending rate of the Royal Bank of Canada on such unpaid amounts shall also become due and payable until payment. Such interest shall be calculated and added to any unpaid amounts monthly.

Article 5 Rights and Remedies

- 5.1 The duties and obligations imposed by the *Contract Documents* and the rights and remedies available thereunder shall be in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed or available by law.
- 5.2 Except as specifically set out in the *Contract Documents*, no action or failure to act by the *Owner*, *Contract Administrator* or *Contractor* shall constitute a waiver of any of the parties' rights or duties afforded under the *Contract*, nor shall any such action or failure to act constitute an approval of or acquiescence in any breach under the *Contract*.

Article 6 Notices

- 6.1 Communications among the *Owner*, the *Contract Administrator* and the *Contractor*, including all written notices required by the *Contract Documents*, may be delivered by hand, or by fax, or by pre-paid registered mail to the addresses as set out below:

The *Owner*:

The District of Hudson's Hope

9904 Dudley Drive

Hudson's Hope BC V0C 1V0

Fax: (250) 783-5741

Attention: Mr. Tom Matus

The *Contractor*:

Fax: _____

Attention: _____

The *Contract Administrator*:

L&M Engineering Limited

1310 4th Avenue

Prince George BC V2L 3J4

Fax: (250) 562-1967

Attention: Darryl Brizan, P.Eng.

- 6.2 A communication or notice that is addressed as above shall be considered to have been received
- 1.1.4 immediately upon delivery, if delivered by hand; or

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FORM OF AGREEMENT

FORM OF AGREEMENT
PAGE 4 OF 7

- 1.1.5 immediately upon transmission if sent by fax and received in hard copy; or
- 1.1.6 after 5 *Days* from date of posting if sent by registered mail.

- 6.3 The *Owner* or the *Contractor* may, at any time, change its address for notice by giving written notice to the other at the address then applicable. Similarly if the *Contract Administrator* changes its address for notice then the *Owner* will give or cause to be given written notice to the *Contractor*.
- 6.4 The sender of a notice by fax assumes all risk that the fax is received in hard copy.

Article 7 General

- 7.1 This *Contract* shall be construed according to the laws of British Columbia.
- 7.2 The *Contractor* shall not, without the express written consent of the *Owner*, assign this *Contract*, or any portion of this *Contract*.
- 7.3 The headings included in the *Contract Documents* are for convenience only and do not form part of this *Contract* and will not be used to interpret, define or limit the scope or intent of this *Contract* or any of the provisions of the *Contract Documents*.
- 7.4 A word in the *Contract Documents* in the singular includes the plural and, in each case, vice versa.
- 7.5 This agreement shall ensure to the benefit of and be binding upon the parties and their successors, executors, administrators and assigns.

IN WITNESS WHEREOF the parties hereto have executed this Agreement the day and year first written above.

Contractor.

(FULL LEGAL NAME OF CORPORATION, PARTNERSHIP OR INDIVIDUAL)

(AUTHORIZED SIGNATORY)

(AUTHORIZED SIGNATORY)

Owner.

District of Hudson's Hope

(FULL LEGAL NAME OF CORPORATION, PARTNERSHIP OR INDIVIDUAL)

(AUTHORIZED SIGNATORY)

(AUTHORIZED SIGNATORY)

(INCLUDE IN LIST ALL DOCUMENTS INCLUDING, IF ANY, SUPPLEMENTARY GENERAL CONDITIONS,
SUPPLEMENTARY SPECIFICATIONS, SUPPLEMENTARY STANDARD DETAIL DRAWINGS.)

**Schedule 1 Schedule
of Contract
Documents**

The following is an exact and complete list of the *Contract Documents*, as referred to in Article 2.1 of the Agreement.

NOTE: The documents noted with "*" are contained in the "Master Municipal Construction Documents - General Conditions, Specifications and Standard Detail Drawings", edition dated 2009. All sections of this publication are included in the *Contract Documents*.

- 1.1 Agreement, including all Schedules;
- 1.2 Supplementary General Conditions (if any, insert title and edition date);
- 1.3 General Conditions*;
- 1.4 Supplementary Specifications;
- 1.5 Specifications*;
- 1.6 Supplementary Standard Detail Drawings;
- 1.7 Standard Detail Drawings*;
- 1.8 Executed Form of Tender, including all Appendices;
- 1.9 *Contract Drawings* listed in Schedule 2 to the Agreement,—"List of *Contract Drawings*";
- 1.10 Instructions to Tenderers - Part I;
- 1.11 Instructions to Tenderers - Part II*;
- 1.12 The following Addenda:

N/A

(ADDENDA, IF ANY)

(COMPLETE LISTING OF ALL DRAWINGS, PLANS AND SKETCHES WHICH ARE TO FORM A PART OF THE CONTRACT,
OTHER THAN STANDARD DETAIL DRAWINGS AND SUPPLEMENTARY STANDARD DETAIL DRAWINGS.)

**Schedule 2 List of
Contract
Drawings**

TITLE	DRAWING NO.	DATE	REVISION NO.	REVISION DATE
*no drawings provided for this contract				

**Supplementary
General Conditions,
Specifications,
and
Standard Detail Drawings
(no supplementary documents
are provided for this contract)**

SUPPLEMENTAL GENERAL CONDITIONS

N/A

SUPPLEMENTAL SPECIFICATIONS

N/A

SUPPLEMENTAL SPECIFICATIONS

N/A

REQUEST FOR DECISION

RFD#:	Date: June 16, 2017
Meeting#: CM062617	Originator: Tom Matus, CAO
RFD TITLE: District Office HVAC Upgrade	

BACKGROUND:

We have been having issues with the air conditioning and heating in the office over the last few years. We had Paul Bitner of Energetic Plumbing & Heating take a look at the equipment and ducting configuration, we've used him in the past and we are very satisfied with his work.

DISCUSSION:

Paul has identified some disturbing issues, as per his attached report, which we should give our immediate attention:

Both the furnace which heats the south facing offices and the furnace which heats the boardroom need replacing – they are both 18 years old and have come to the end of their useful lifespan: the water heater which is 18 years old has come to the end of its useful lifespan. It is recommended that we replace them. The upstairs furnace for the offices will come with an air conditioner as one of the units we have for air conditioning we have outside the building no longer works.

The cost is \$20,000.00, all ducting work is included; any electrical will be extra.

BUDGET:

Budget an extra \$22,000.00 to be charged to GGS Building O&M account: present budget is \$6,000.00, recommend increasing the budget to \$26,000.00.

RECOMMENDATION / RESOLUTION:

That:

“Council approves the increase to the GGS Building O&M budget to \$26,000.00 to accommodate the HVAC upgrade to the District Administration building.”

Tom Matus, CAO

PROPOSAL SUBMITTED TO: <u>District of Hudson Hope</u>			PHONE	DATE <u>June 5/17</u>
STREET			JOB NAME <u>Furnace + water Heater upgrades</u>	
CITY	PROV	PC	JOB LOCATION <u>District office building</u>	
ARCHITECT <u>Layton</u>	DATE OF PLANS		JOB PHONE	

- ① - Supply new 95% eff. furnace w/ air conditioner for main floor south facing offices + reception area.
- ② - Supply new 95% eff. furnace for downstairs boardroom area.
- ③ - Supply new 95% eff. On-demand water heater w/ re-circ pump, to replace existing 18 year old water heater.

Includes removing existing return air ducting + dampers and installing new, w/ proper Filter racks, as the existing is not to proper standards, or ease of maintenance.

The new system would eliminate any existing potential for the circulation of combustion gases to the occupied spaces, as exists now the way they are installed.

The existing furnaces are 18 years old and close to or at their expected life.

Price is based on locating the A/C condensing unit in area of Gas meter. For a different area would require more piping. Electrical for the project not included.

G.S.T. not included.

We propose hereby to furnish material and labour - complete in accordance with above specifications, for the sum of:

Twenty Thousand dollars (\$ 20,000.00)

Payment to be made as follows:

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, windstorm and other necessary insurance. Our workers are fully covered by Worker's Compensation Insurance.

Authorized Signature

Paul Pih

NOTE: This proposal may be withdrawn by us if not accepted within 20 days.

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature

Date of Acceptance:

Signature

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor Gwen Johannson and Council
SUBJECT: Water & Sewer Rates 10%, 10 year Calculation
DATE: July 6, 2017
FROM: Tom Matus, CAO

Attached is a chart showing the estimated 10%, 10-year, annually compounded rate increase calculation for water and sewer rates and the resulting impact on the Utility Funds balances and the clients over this period.

Observations:

You will note that the Sewer Utility Fund is doing quite well with a balance showing an estimate of \$888,234.00, at the end of the 10-year period implementing a 10% annual increased rate.

The Water Utility Fund is not doing well even with the 10% annual increased rate at the end of this period, it is still showing an estimated deficit of -\$487,667.00, whereby the increasing deficit trend only reverses in the ninth year. A continued 10 % increase in rates will be required after the ten-year period to eventually realize a surplus in the Water Utility Fund.

The rate for the Sewer Utility Fund could be held at current rates while increasing only the water rate to 20%. At this rate, the Sewer Utility Fund will still realize an increasing surplus whereby at the end of the ten-year period the accumulated balance would be at an estimated \$365,723.00. This 20% increase in the water rate would be equivalent to a 10% increase in both the water and sewer rates thus maintaining the same client aggregate rate increase. A second chart has been provided to show the resulting impact on users and the utility fund balances using this scenario. It shows an accumulated surplus balance in the Water Utility Fund after the ten-year period of \$1,208,269.00, mainly due to the Commercial water rate increases. The accumulated surplus in the Water Utility Fund is first realized in year 2024.

To note: the number of clients has been increased by 10 starting in the 2023 year and maintained at this level for the remaining period.

Only the energy utilities and salary and salary burden expenses have been increased, all other expenses remain constant throughout the ten-year period.

The 2% discount is calculated for only Residential clients for water and sewer rates.



Tom Matus, CAO

RESIDENTIAL Client											
Per year client % increase:	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
units	20%	20%	20%	20%	20%	20%	20%	20%	20%	20%	20%
319 water	245.93	270.53	297.58	327.34	360.07	396.08	435.69	479.26	527.18	579.90	637.89
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
sewer	223.15	223.15	223.15	223.15	223.15	223.15	223.15	223.15	223.15	223.15	223.15
COMMERCIAL Client											
Per year client % increase:	20%	20%	20%	20%	20%	20%	20%	20%	20%	20%	20%
units	20%	20%	20%	20%	20%	20%	20%	20%	20%	20%	20%
14 water	501.27	551.40	606.54	667.19	733.91	807.30	888.03	976.83	1,074.52	1,181.97	1,300.17
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
sewer	238.78	238.78	238.78	238.78	238.78	238.78	238.78	238.78	238.78	238.78	238.78
WATER Dept											
10% annual increase across the board:	20%	20%	20%	20%	20%	20%	20%	20%	20%	20%	20%
All Revenues	- 128,497	- 149,185	- 178,621	- 213,946	- 256,335	- 307,202	- 374,914	- 447,497	- 538,996	- 646,396	- 775,275
All Expenses	241,105	246,257	252,488	259,287	266,479	274,037	281,552	287,392	293,603	300,011	306,623
Y/E Surplus / (-)Deficit	- 112,608	- 97,073	- 73,867	- 45,341	- 10,144	33,165	93,362	160,105	245,393	346,384	468,652
ACCUM SURPLUS/(-)DEFICIT	87,632	- 9,440	- 83,307	- 128,649	- 138,792	- 105,627	- 12,265	147,840	393,233	739,617	1,208,269
SEWER Dept											
All Revenues	- 93,491	- 114,491	- 114,491	- 114,491	- 114,491	- 114,491	- 116,520	- 116,520	- 116,520	- 116,520	- 116,520
All Expenses	125,970	91,572	92,899	92,352	92,944	94,769	95,356	97,120	98,940	100,818	102,756
Y/E Surplus / (-)Deficit	- 32,478	22,919	21,592	22,140	21,548	19,722	21,164	19,400	17,581	15,702	13,764
ACCUM SURPLUS/(-)DEFICIT	170,191	193,110	214,702	236,842	258,390	278,112	299,276	318,676	336,257	351,959	365,723

RESIDENTIAL Client											
Per year client % increase:	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
units	10%	10%	10%	10%	10%	10%	10%	10%	10%	10%	10%
319 water	245.93	270.53	297.58	327.34	360.07	396.08	435.69	479.26	527.18	579.90	637.89
sewer	223.15	245.46	270.01	297.01	326.71	359.38	395.32	434.85	478.33	526.17	578.78
COMMERCIAL Client											
Per year client % increase:											
units	10%	10%	10%	10%	10%	10%	10%	10%	10%	10%	10%
14 water	501.27	551.40	606.54	667.19	733.91	807.30	888.03	976.83	1,074.52	1,181.97	1,300.17
sewer	238.78	262.65	288.92	317.81	349.59	384.55	423.01	465.31	511.84	563.02	619.33
WATER Dept											
10% annual increase across the board:											
All Revenues	- 128,497	- 136,919	- 150,411	- 165,252	- 181,577	- 199,535	- 223,247	- 243,372	- 269,709	- 296,480	- 325,928
All Expenses	241,105	246,257	252,488	259,287	266,479	274,037	281,552	287,392	293,603	300,011	306,623
Y/E Surplus / (-)Deficit	- 112,608	- 109,338	- 102,077	- 94,035	- 84,901	- 74,502	- 58,305	- 44,021	- 23,894	- 3,532	19,305
ACCUM SURPLUS/(-)DEFICIT	87,632	- 21,706	- 123,783	- 217,818	- 302,719	- 377,221	- 435,526	- 479,546	- 503,441	- 506,972	- 487,667
SEWER Dept											
All Revenues	- 93,491	- 121,273	- 128,732	- 136,938	- 145,964	- 155,892	- 170,407	- 182,780	- 196,391	- 211,362	- 227,830
All Expenses	125,970	91,572	92,899	92,352	92,944	94,769	95,356	97,120	98,940	100,818	102,756
Y/E Surplus / (-)Deficit	- 32,478	29,700	35,833	44,586	53,020	61,123	75,051	85,661	97,451	110,544	125,074
ACCUM SURPLUS/(-)DEFICIT	170,191	199,891	235,724	280,310	333,330	394,453	469,504	555,165	652,616	763,160	888,234



PARKS & RECREATION ADVISORY COMMITTEE

Date: Tues, June 20th, 2017
Mtg Called to Order: 6:53 pm
Mtg Adjourned: 8:30 pm

ATTENDEES:	Present	Absent
	Councilor-Nicole Gilliss	Councilor-Caroline Beam
	Councilor-Heather Middleton	Youth Councilor-Tess Herrington
	Mayor-Gwen Johansson	Member of Public-Lynnea Stacey
	DOHH Staff-Emily Nusse	
	Member of Public-Coleman Mercereau	
	Member of Public-Debbie Beattie	

AGENDA ITEMS:

1. Nicole Gilliss—Chair of the Committee called the meeting to order at 6:53pm.
2. Review Action Items and adopt May 16th Meeting Minutes
Revised Meeting minutes with the addition of Beyrl Prairie Playground to Agenda Item 5 under Top Recreation Needs. Revised May 16th Meeting Minutes attached.
3. Background Documents Question & Discussion:
 - The Old Beyrl Prairie Gymkhana Grounds are on crown land.
 - The Gymkhana Grounds were believed to have been started by Leigh St. Germain.
 - The previous tree falling done at the BP Firehall was done by Firehall members.
 - Beyrl Prairie Firehall Playground & Septic Field
 - Heather stressed the importance of the playground equipment needing to be moved at the BP Firehall. Residents are not happy about the roped off situation.
 - Moving logistics and site prep need to be done prior to moving the existing equipment.
 - Priority of this committee is to get the playground moved as soon as possible. It has been fenced off for 2 years.
 - Hudson's Hope Recreation guide
 - add into the existing Bulletin
 - determined a bi-annual publication is enough. Spring/Summer (published in March) Fall/Winter (published in September).
 - Previous Rec Committee Background Information
 - Learn from previous Rec Committee and not let this committee die.

4. Agenda item 4 & 5

SHORT TERM

- A bi-annual Publication of a HH Recreation Guide was discussed as being a short-term attainable project for the Events & Recreation Coordinator.
 - The committee agreed that this is a short-term priority for the committee and that the staff member has direction to discuss the project with her supervisor to determine if it is attainable.
- The Committee agreed that the BP playground & The Hot Tub installation at the pool were both short term capital projects.
(Note: the Pool staff have been given direction from staff to collect data around out of town use and accurate statistic tracking of the pool facility. The District will have a conversation with the PRRD in regard to possible funding.)
- *Motion:*
M/S Heather Middleton & Debbie Beattie
That:
"This committee prioritizes the BP Firehall park and playground area as a 2018 budgetary item."

This issue was identified as a priority over the hot tub installation due to the cost effectiveness and needing to fix the current BP playground situation.

LONG TERM

- Dinosaur Lake Campground: The committee asked what BCHydro's responsibility is at Dinosaur Lake
 - The maintenance of the boat launch at Dinosaur Lake, how did it get put into legislation that BCHydro would maintain it?
 - Where does the DOHH responsibility end in maintaining the Dinosaur Lk. Dayuse area?
- Multi-Use Trails
 - Discussed this project will be a multi-use trails and not solely walking trails.
 - *Motion:*
M/S Coleamn Mercereau & Heather Middleton
That:
"The Parks and Recreation Committee has prioritized the multi-use trails project as a long term goal which will be planned in a phased approach."

-The Rec Committee needs to reach out to the BCHydro Community Engagement Committee and ask for a progress report/update on the berm. Once the Update is provided, the information is to be distributed to all Rec Committee Members.

6. Methods for Gathering Public Input

BP Firehall Park Area

- The Rec Committee agreed to distribute a survey to gather public input into what members of the public would like to see at the BP Firehall in place of the current playground.
 - The staff member will draft a survey by July 7th and distribute to all members to review and make suggestions on revisions.

- The final survey will be distributed to the public via means of District Social Media, PSA, Mail Drop, and each Rec Committee member canvassing minimum of 20 responses each.
- The respondents must live in the DOHH and their name will be a mandatory requirement of the survey to lessen the likeliness of multiple surveys being filled out by the same individual.
- The date completed the surveys will be accepted until the end of August 2017.
- The staff member will compile data and responses and distribute to all Rec Committee members.

Multi-Use Trails

- Ask the BCHydro Community Engagement Committee to meet with the Recreation Committee to provide us with information around the proposed Berm Design.
- All Rec Committee members are going to bring their ideas of what they envision for the Multi-use trails project and how to plan this project with a phased approach. This will be discussed at the Sept 12th, 2017 meeting.

7. Next Steps/Next Meeting

- Next meeting will be **TUESDAY SEPT 12th, 2017 @ 7pm** in the DOHH Board Room.

ACTION ITEMS

New Business: Description	Member to follow-up	Date	Status: Complete/Ongoing
Revise May 16 th Mtg Minutes to include BP Playground in agenda item 5.	Emily Nusse	06/28/17	Complete
Present the 2 motions into a report with June 20 th Rec Committee meeting minutes to council.	Emily Nusse	06/28/17	Ongoing
Determine if a Mar 2018 publication of a Rec Guide is feasible. Report back to Committee.	Emily Nusse	06/28/17	Ongoing
Information regarding BCHydro's responsibility at Dinosaur Lake Campground/Day use. Where does the DOHH responsibility end?	Emily Nusse/Heather Middleton	06/28/17	Ongoing
Request an update from the BCHydro Community Engagement Committee on the proposed Berm. Provide information to all Rec Committee members.	Emily Nusse	06/28/17	Ongoing
Draft BP Firehall Survey and distribute to all Rec Committee members by July 7 th , 2017	Emily Nusse	06/28/17	Ongoing

Parks & Recreation Advisory Committee
Tues June 20th, 2017

Provide revisions and Suggestions for survey to Emily Nusse by July 11 th , 2017.	All Rec Committee Members	06/28/17	Ongoing
Distribute BP Survey to public July 13 th , 2017 with responses accepted until Aug 31 st , 2017	Emily Nusse	06/28/17	Ongoing
All Rec Committee Members to bring ideas to Sept 12 th meeting regarding What they envision for the Multi-use trail project, and how to achieve this vision in a phased approach.	All Rec Committee Members	06/28/17	Ongoing

Old Business: Description	Member to follow-up	Date	Status: Complete/Ongoing
Determine which individual or group was involved in pushing for the Beryl Prairie Gymkhana grounds.	Coleman Mercereau	06/20/17	Complete
Forward Information from Previous Rec Committee to all current recreation committee members	Emily Nusse	06/20/17	Complete
Determine where the 6 new outhouses which have been ordered will be installed.	Emily Nusse	06/20/17	Complete
Determine where the BP Parkland project left off and send info to all members.	Emily Nusse	06/20/17	Complete
Provide backgrounder on Hot Tub installation to all members. (quote & other info.)	Emily Nusse	06/20/17	Complete
Determine the Cost & Time to produce a Recreation Guide for HH.	Emily Nusse	06/20/17	Complete
Get update on the Beryl Prairie Firehall and the septic field and park area upgrades. Talk to Bob Norton.	Emily Nusse	06/20/17	Ongoing

ADJOURNED: 8:30 pm

REQUEST FOR DECISION

RFD#:	Date: May 9, 2017
Meeting#:	Originators: Tom Matus & Tammy McKeown
RFD TITLE: Atkinson Property OCP & Zoning Bylaws	

BACKGROUND:

First and Second Readings of the *District of Hudson's Hope OCP Amendment Bylaw No. 872, 2017* and the *"District of Hudson's Hope Zoning Amendment Bylaw No. 873, 2017"*. Public Hearing was held on May 8th 2017. Ministry of Transportation approval was received on June 30th 2017.

Due to the BCH - Partnering Relationship Agreement and the Atkinson subdivision development project therein, the District of Hudson's Hope Council may want to amend its current Official Community Plan and Zoning Bylaws to reflect a subdivision development plan that restricts housing development to single detached family units which, also, excludes singlewide mobile units. As was agreed upon between the District of Hudson's Hope and BCH.

We received a request from the Hochas to change the zoning of Parcel A(R33952) of Block 7, Section 19, Township 81, Range 25 West of the 6th Meridian Peace River District Plan 1679 Except Plans H733, 27536, and PGP 36042 from Light Industrial to Multi-residential. The existing zoning is causing a hardship for the owner and the owner is not considering developing an industrial site.

Council had also requested that Administration review the existing Zoning bylaw to ensure that there were proper regulations in place regarding landscaping, paving and fencing of new properties.

DISCUSSION:

The Ministry of Transportation (MoTI) has informed us that a traffic impact study must be conducted for the Hocha property prior to MoTI giving their final sign off for Parcel A(R33952) of Block 7, Section 19, Township 81, Range 25 West of the 6th Meridian Peace River District Plan 1679 Except Plans H733, 27536, and PGP 36042

In order to finalize the required Zoning and OCP amendments for the Atkinson property, we are removing reference to Parcel A(R33952) of Block 7, Section 19, Township 81, Range 25 West of the 6th Meridian Peace River District Plan 1679 Except Plans H733, 27536, and PGP 36042 from Bylaw 872 and 873.

We will prepare new amending Zoning and OCP Bylaws directly relating to the Hocha property once all MoTI requirements have been met. A new Public

Hearing will not be necessary as the May 8, 2017 hearing meets the requirement under the Local Government Act.

Public hearings must be held after first reading and before third reading of the bylaw [LGA s. 890(2)]. Public hearings must be held again, with new notices, if the local government wishes to alter the bylaw so as to alter the permitted land use, increase the permitted density of use, or without the owner's consent decrease the permitted density of use, or wishes to receive new information before adoption

We require Third Reading of the amended Zoning and OCP Bylaws in order to receive final sign off for the Atkinson Subdivision Project.

As directed by Council, at the May 8, 2017 Regular Council Meeting, we are including the following definition in Schedule "A" Section 3.0 of the District of Hudson's Hope Zoning Bylaw:

Privacy fence means a sight-obscuring fence used to block the area enclosed by the fence from view from neighboring properties or public right-of-ways. Fences consisting of chain link mesh, welded or woven wire or sheet metal are excluded under this definition.

At the Atkinson Quality Assurance Team (AQAT) meeting, it was determined that the maximum height of the accessory buildings should be changed from 5m to 6.1m in order to accommodate the storage of larger recreational vehicles.

Local Government Act, Part 26, Division 4 Section 890

(9) Despite section 135 (3) [at least one day between third reading and adoption] of the Community Charter, a council may adopt an official community plan, a zoning bylaw or a bylaw under section 914.2 at the same meeting at which the plan or bylaw passed third reading.

Administration has reviewed the current OCP and Zoning bylaws and have found that the OCP bylaw Land Use Plan must be changed from Core Residential to General Residential; or develop a new Land Use Plan category and/or develop a new Development Permit Area. Also, a new Zone should be developed to allow for the type of housing that the District of Hudson's Hope and BCH agreed to during the Partnering Relationship Agreement process.

The attached Draft OCP Amending Bylaw changes the land designation of the Atkinson property to General Residential and changes the land designation of Hocha's property to Multi-residential. It also removes Paragraph 5 of Schedule A, 2.1.1 and 2.1.2 in order to remove the discouragement of manufactured homes in the core residential and general residential zones.

The most restrictive Zoning we have is "R1 – Low Density Residential" and "R1a – Low Density Residential (Ellis Crescent)", the only difference between the two zones being the setback regulations, everything else in these two zones are virtually identical. These two zones do not

suffice for our purposes for the Atkinson Property as they allow duplex construction which we've agreed with BCH not to allow in the "Atkinson Subdivision Development".

The attached Draft Zoning Bylaw would implement a new "R1b Zone- Low Density Residential". In contrast to the R1 and R1a zones, the new zone would only allow single-family dwellings and would incorporate the following restrictions:

1. Minimum width of the dwelling to 4.6 meters (16 feet), this will allow for double wide modular and larger single-wide modulars.
2. Maximum height of the dwelling to 10 meters (32 feet), we believe this is a sufficient height restriction as most two-story homes are between 6m (20 feet) and 7.6m (25 feet).
3. Maximum height of accessory buildings to 6.1 meters (20 feet).
4. Minimum floor plan to 111 m² (1195 sq. feet).
5. Mandatory 1.83m high rear yard fence.
6. Mandatory siding to ground for all modulars.
7. Maximum parcel coverage at 40%. E.g. smallest lot is 997 m² (10732 sq. feet), total allowable combined building size would be 399m² (4293 sq. feet)

Section 4.6 of Schedule 'A' of the Zoning Bylaw 823, 2013 stipulates:

.6 Applications for a Building Permit to construct or alter the siting, size or dimension of a building or structure in the R2 zone, C-zones and M-zones will be accompanied by a detailed landscape plan for the site and boulevard areas.

Paragraph 6 will be amended to include all R1 zones, to ensure landscaping is completed for all new construction.

Section 7.0 of Schedule 'B' of the Zoning Bylaw 823, 2013 stipulates:

Section 7.0- Standards

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

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

The RU1 zone will include a maximum length of 12m in regard to the requirement for permanent surface for off-street parking, as discussed at the February 15th, 2017 Regular Council Meeting in order to take into consideration the diversity of the community.

As you may know amending OCPs and Zoning bylaws involves a Public Notice process as per the CCA Part 4 and a Public Hearings process as per the LGA Part 14.

Administration has provided the current OCP General Residential Land Use Plan category and the two current aforementioned zoning sections for Council perusal.

Administration has also included the OCP and Zoning amendment bylaws that would be required to comply with agreements made with BCH.

ADMINISTRATOR COMMENTS:

Recommended and approved as per the above comments.

Report Approved by:

Tom Matus, CAO

BUDGET:

n/a

RECOMMENDATION / RESOLUTION:

That:

“Council adopt the “*District of Hudson’s Hope Official Community Plan Amendment Bylaw No. 872, 2017*”;

And That:

“Council adopt the “*District of Hudson’s Hope Zoning Amendment Bylaw No. 873, 2017*”.

Tammy McKeown, Corporate Officer



Ministry of
Transportation
and Infrastructure

eDAS File: 2017-02587
Applicant File: BE01
Date: June 30, 2017

P.O. Box 330
9904 Dudley Drive,
Hudson's Hope, British Columbia
V0C 1V0

Attention: Thomas Matus, CAO

Thank you for your application updates received on June 12, 2017, for a Bylaw to amend Zoning Bylaw 823, 2013 and a Bylaw to amend the Official Community Plan Bylaw 822, 2013.

Section 52 of the Transportation Act applies and therefore, requires a letter of approval from the Ministry of Transportation and Infrastructure (MOTI).

MOTI has received and reviewed your Zoning referral for a rezoning of amend Zoning Bylaw 823, 2013 and a Bylaw to amend the Official Community Plan Bylaw 822, 2013 and has no objections. Please note that this zoning approval is specifically directed to L A SEC 13 TP 81 R 26 W OF THE 6TH MERIDIAN PEACE RIVER DISTRICT PL 14064 EXC PL H830 and L A SEC 13 TP 81 R 26 W OF THE 6TH MERIDIAN PEACE RIVER DISTRICT PL 16585.

It should also be noted that no storm drainage shall be directed towards Hudson Hope Highway 29N for all proposed developments. This would include, but is not limited to collection/run-off of the internal road system or development run-off. All surface and subsurface drainage/storm water from the development is to be dealt with on site.

Thank you for the opportunity to comment. If you have any questions, please call me at 250-787-3336.

Kristy Prothman, District Development Technician

Ministry of
Transportation and
Infrastructure

Peace District

Mailing Address:
District Office Address:
#300, 10003 - 110th Avenue
Fort St John, BC V1J 6M7
Telephone: (250) 787-3237
Facsimile: (250) 787-3279

Area Office Locations:
1201 103 Ave, 3rd floor
Dawson Creek, BC
4744 – 52 Street
Chetwynd, BC V0C 1J0



BYLAW NO. 873, 2017

A Bylaw to amend the District of Hudson's Hope Zoning Bylaw No. 823, 2013

WHEREAS the Council of the District of Hudson's Hope wishes to amend "*District of Hudson's Hope Zoning Bylaw No. 823, 2013*";

AND WHEREAS Council will hold a Public Hearing pursuant to the *Local Government Act*;

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

1. This bylaw will be cited as "*District of Hudson's Hope Zoning Amendment Bylaw No. 873, 2017*."
2. "*District of Hudson's Hope Zoning Bylaw No. 823, 2013*" is hereby amended by adding:

R1b Zone: Low Density Residential (Atkinson)

The intent of the R1b zone is to permit existing single-detached dwellings in the Atkinson Subdivision.

Permitted Uses

In the R1b zone, the following uses and no other uses are permitted:

- 1.1 Accessory buildings and structures.
- 1.2 Bed and breakfast.
- 1.3 Day care centres.
- 1.4 Home occupations.
- 1.5 Secondary suites restricted to principle building.
- 1.6 Single-detached dwellings.

Zone Specific Regulation

On a parcel located in an area zoned as R1b, no building or structure will be constructed, located or altered, and no plan of subdivision approved which contravenes the regulations set out in this section. Column 1 sets out the matter to be regulated and Column 2 sets out the regulations.

COLUMN 1	COLUMN 2
1. Maximum number of: <ul style="list-style-type: none">• Principal buildings• Accessory buildings	1 per parcel 3 per parcel

2. Maximum height of:	
• Principal buildings	10 m
• Accessory buildings	6.1 m
3. Minimum width of principal buildings	6.7 m
4. Minimum floor area of principal buildings	111 m ²
5. Minimum parcel size	997 m ²
6. Minimum frontage	15 m
7. Minimum setback of principal buildings from:	
• Front parcel line	4 m
• Interior side parcel line	1.5 m
• Exterior side parcel line	3 m
• Rear parcel line	6 m
8. Mandatory rear yard privacy fence	1.83m in height
9. Maximum parcel coverage	40%

3. Schedules “D”, “E”, and “F” of the “*District of Hudson’s Hope Zoning Bylaw No. 823, 2013*” are hereby amended by changing the zoning of the area identified in Appendix “A” attached to and forming part of this bylaw from “R2 (Multi-unit Residential)” to “R1b(Low Density Residential).”
4. Schedule “A”, Section 4, Subsection 6, Paragraph 6 of the “*District of Hudson’s Hope Zoning Bylaw No. 823, 2013*” is hereby amended to insert reference to all R1 zones;
5. Schedule “A” Section 3 of the “*District of Hudson’s Hope Zoning Bylaw No. 823, 2013*” is hereby amended to include the following definition:

Privacy fence means a sight-obscuring fence used to block the area enclosed by the fence from view from neighboring properties or public right-of-ways. Fences consisting of chain link mesh, welded or woven wire or sheet metal are excluded under this definition.

6. Schedule “B”, Section 7, Paragraph 6 of the “*District of Hudson’s Hope Zoning Bylaw No. 823, 2013*” is hereby amended to read:

All required off-street parking and loading areas in an R-zone, C-zone, P-zone or RU1-zone (to a maximum length of 12 m) must:

7. If any section, subsection, paragraph, clause or phrase of this Bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, the invalid portion shall be severed and the part that is invalid shall not affect the validity of the remainder.

Read a first time this 10th day of April, 2017

Read a second time this 10th day of April, 2017

Public hearing held on this 8th day of May, 2017

Read a third time this 23rd day of May, 2017

Ministry of Transportation approval on this 30th day of June, 2017

Adopted this ____ day of _____, 2017

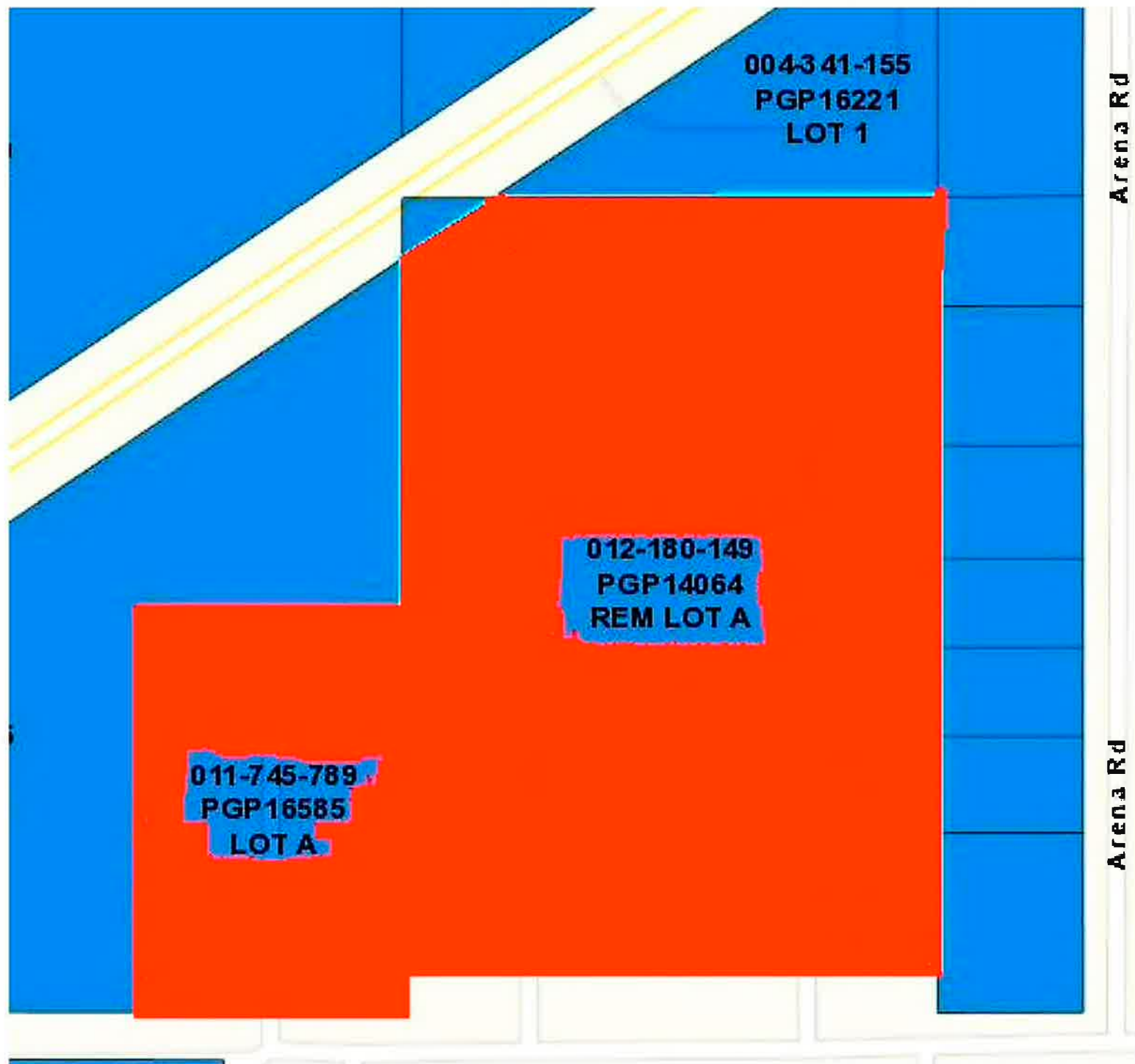
Gwen Johansson,
MAYOR

Tammy McKeown
Corporate Officer

Certified a true copy of Bylaw No. 873
this ____ day of _____ 20__.

Clerk

Appendix "A"



Bylaw No. 872, 2017

A bylaw to amend the *“District of Hudson’s Hope Official Community Plan Bylaw No. 822, 2013”*.

WHEREAS under Part 26 of the *Local Government Act*, the Council may, by bylaw, amend an official community plan; and

WHEREAS the *“District of Hudson’s Hope Official Community Plan Bylaw No. 822, 2013”* includes Schedule “C”, which illustrates land use designations for properties within the municipality;

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

1. This Bylaw shall be cited as the *“District of Hudson’s Hope Official Community Plan Amendment Bylaw No. 872, 2017”*.
2. Schedule “C” of *“District of Hudson’s Hope Official Community Plan Bylaw No. 822, 2013”* is hereby amended by changing the land use designation of the following lands:

Lot A, Plan 14064, Part of the NW 1/4, Section 13, Township 81 Range 26 West of the 6th Meridian Peace River District;

And,

Lot A, Plan 16585 Part of the NW 1/4, Section 13, Township 81 Range 26 West of the 6th Meridian Peace River District;

from Core Residential to General Residential, shown in red on Appendix A, which is attached to and forms part of this Bylaw.

(Atkinson Property – *Addresses to be assigned*)

3. Schedule “A”, Part 2, Section 1, Subsection 1 of *“District of Hudson’s Hope Official Community Plan Bylaw No. 822, 2013”* is hereby amended by striking out Paragraph 5- Discourage the use of manufactured homes in any area designated “Core Residential”.
4. Schedule “A”, Part 2, Section 1, Subsection 2 of *“District of Hudson’s Hope Official Community Plan Bylaw No. 822, 2013”* is hereby amended by striking out Paragraph 5- Discourage the use of manufactured homes in any area designated “General Residential”.

5. If any section, subsection, paragraph, clause or phrase of this Bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, the invalid portion shall be severed and the part that is invalid shall not affect the validity of the remainder.

Read for a First Time on the 10th day of April, 2017.

Read for a Second Time on the 10th day of April, 2017.

A Public Hearing was held on the 8th day of May, 2017.

Read for a Third Time on the 23rd day of May, 2017.

Ministry of Transportation approval on the 30th day of June, 2017

Adopted on the day of , 2017.

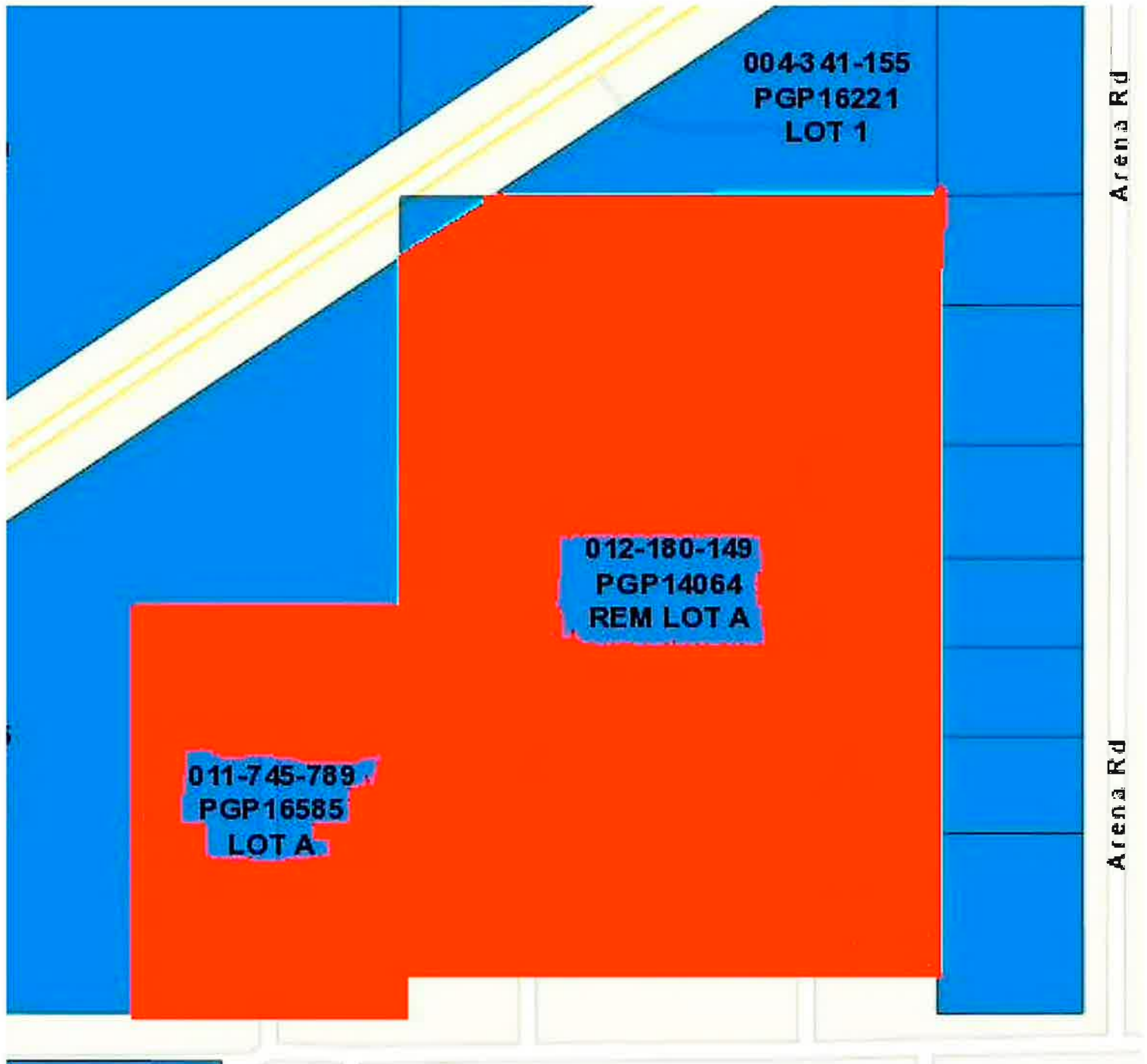
Gwen Johansson,
MAYOR

Tammy McKeown
Corporate Officer

Certified a true copy of Bylaw No. 872
this ____ day of _____ 20__.

Clerk

APPENDIX "A"



City of Dawson Creek

Box 150, Dawson Creek, BC V1G 4G4



Office of the Mayor

Tel: (250) 784-3616

Fax: (250) 782-3203

June 20, 2017

File No: 1-1-0

Gwen Johansson
Mayor
District of Hudson's Hope

Via Email: mayor@hudsonshope.ca

Dear Mayor Johansson: 

Re: Invitation to Dawson Creek's Fall Fair Parade & Friday Exhibition & Rodeo Festivities

I am pleased to extend this invitation for you and a guest to participate in Dawson Creek's parade celebrating the 95th Annual Exhibition Pro Rodeo and Fall Fair on *Friday August 11, 2017*. I am happy to coordinate vintage vehicles for your convenience or you are welcome to arrange your own transportation. This invitation also includes 2 full day passes to the Exhibition Fair and to the Rodeo, which runs from 5:00 pm to 8:30 pm.

Please complete and return the **RSVP Questionnaire** on page 2 to Kelsey Bates no later than **Tuesday, July 18, 2017** by email (kbates@dawsoncreek.ca) or phone (250 784-3636).

I hope to see you there for this fun filled day of Peace Region style fun!

Sincerely,


Mayor Dale Bumstead

/kb

c. clerk@hudsonshope.ca

"Excellence in Service and Leadership"

www.dawsoncreek.ca

2017 RSVP Questionnaire	
Would you like to participate in the Parade?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will you be bringing a guest?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, name of guest: _____
Do you need a vintage vehicle arranged?	<input type="checkbox"/> Yes <input type="checkbox"/> No If no, what type of transport will you be using?:
Would you like tickets to the Fair?	<input type="checkbox"/> One <input type="checkbox"/> Two <input type="checkbox"/> No Thanks
Would you like tickets to the afternoon Rodeo?	<input type="checkbox"/> One <input type="checkbox"/> Two <input type="checkbox"/> No Thanks
Would you like Tickets to the evening Chuckwagons?	<input type="checkbox"/> One <input type="checkbox"/> Two <input type="checkbox"/> No Thanks
Do you need a magnetic car sign with your name and organization?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Please complete return the **RSVP Questionnaire** to Kelsey Bates no later than **July 18, 2017** by email (kbates@dawsoncreek.ca) or phone (250 784-3636).

info@nbcheros.org
P.O. BOX 614
Prince George, BC V2L 4S8
www.nbcheros.org

...because
every second
counts!

H.E.R.O.S.
HELICOPTER EMERGENCY RESCUE OPERATIONS SOCIETY

June 28, 2017

To: All Northern B.C. mayors, district chairs and chief councillors
c/o North Central Local Government Association

From: Ted Clarke

Vice-president of Northern B.C. Helicopter Emergency Rescue Operations Society (HEROS)

Dear elected members,

I am writing to your organization today to ask for you to consider drafting a letter of support for our proposal that the provincial government establish an independent Royal Commission to examine all aspects of prehospital care in B.C., supported by a universal cost/benefit analysis study.

For five years, Northern B.C. HEROS has been working to create public awareness of the shortcomings of the current emergency medical services the provincial authorities provide. We are driven to highlight the need for a doctor-led, rapid-response helicopter service capable of reaching rural and remote areas of the province quickly to prevent unnecessary deaths and decrease morbidity of injuries and illnesses by reducing the time it takes to bring definitive medical care to the patient.

As an organization whose mandate is to take on challenges of public concern to facilitate positive change on regional issues, the North Central Local Government Association represents cities, towns, First Nations communities and organizations whose employees live and work in this vast geographic area. You oversee an area which contains 69 per cent of B.C.'s land mass and which is home to 60 per cent of our aboriginal people. Those people, as well as everyone who lives, works and travels in and around our region, deserve better prehospital care than is currently available to them.

When you are gravely ill or seriously injured, the medical system should not start once you arrive at the hospital door. Other provinces and countries realized decades ago the shortcomings of their own prehospital medical systems and took steps to improve patient care. That has resulted in fewer deaths and significant cost savings to their medical systems as a result of better patient outcomes and fewer lifelong medical conditions because those patients received timely interventions. B.C. Emergency Health Services estimates the cost to taxpayers of trauma (not including medical conditions such as strokes, heart attacks, and diabetic shock) at \$5 billion per year. Yet, in the history of this province, there has never been a non-partisan universal cost-benefit study on pre-hospital care to examine whether our

health care system is spending tax dollars wisely. We think the findings of such a study would lead investigators to conclude money spent up to essentially bring the hospital to the patient will not only save lives but money as well. Those patients will recover quicker without the need for extended hospital stays with less of a chance of developing a longterm medical condition. As a result, WorkSafe BC and ICBC payouts will be reduced and premiums for coverage paid by employers and ordinary citizens would drop.

In this initiative to gather a groundswell of support for this pre-hospital care investigation, HEROS is appealing to private industry - foresters, truckers, miners, petroleum producers; public entities such as firefighters and other first responders and health authorities; and elected government officials like yourselves to push for real change in how the province conducts its emergency services.

Employers are reluctant to send their workers into areas where they are not protected and this issue can negatively affect decisions on where resource-based companies will be willing to establish their rural operations. They expect to have a modern system in place to protect their employees, should they need a rapid evacuation. In northern and rural regions of B.C., that system does not exist simply because our provincial authorities believe it is our choice to live in this area and that we should not expect the same level of emergency care as the people of the Lower Mainland and Victoria now receive. That very comment was taken directly from B.C. Forest Safety Council ombudsman Roger Harris two-year study into northern B.C.'s air ambulance helicopter services, released in February,

We are not the only region of this province that is underserved but this is without a doubt the area that has suffered the longest as a result of having our voices ignored by the people making decisions on how emergency resources are allocated.

We encourage you to join us in this opportunity to show your support in addressing an issue which potentially could affect all British Columbians as well as visitors to this province, by providing this letter showing you are in favour of our proposed system-wide prehospital care inquiry.

Thank you for considering this proposal.

For more information please contact:

Ted Clarke

Northern B.C Helicopter Emergency Operations Society (HEROS)

tedc@nbcheros.org

www.nbcheros.org

www.facebook.com/NorthernBCHeros

Cell: 250-981-0783

Subject: FW: Alaska Highway Commemorative Book Project

From: April Moi <april@nbctourism.com>
Date: July 4, 2017 at 10:57:35 AM MST
To: Gwen Johansson <mayor@hudsonshope.ca>
Subject: Fwd: Alaska Highway Commemorative Book Project

Greetings Mayor Johansson

It was a pleasure chatting with you last week. Following is an introduction to an exciting new project. Please let me know if you have any questions or thoughts as to how to generate more support for the project.

The Fort St. John North Peace Museum and the Alaska Highway Community Society are very pleased to announce the upcoming publication of *Reaching North: Canada and the Alaska Highway*. This generously illustrated 120-page book will be available in spring 2018.

This beautiful book — illustrated with historical and contemporary photographs, maps and illustrations — commemorates the land, people, communities, routes and resources from Dawson Creek to Fairbanks that make Alaska Highway corridor a remarkable place to live as well as one of the world's great tourism destinations.

Author Julie Harris, historian for the Alaska Highway Corridor's heritage nomination as a National Historic Site of Canada, is providing content that is historically accurate, accessible to a wide audience, and reflects information gathered from a broad range of individuals and groups during the nomination project.

The Fort St. John North Peace Museum and the Alaska Highway Community Society are confident that a new general history of the Alaska Highway Corridor will be a popular souvenir, corporate gift, and essential resource for travelers, residents, schools, and libraries. Initial funding support is in place through the British Columbia/Canada 150: Celebrating Communities fund. Advance sales will offset remaining costs and help us confirm the number of books to publish.

Plans are underway to produce general and customized commemorative versions of the book with special pricing for advance orders (\$35 / \$50).

We know that we can count on your support. Please let us know as soon as possible how many books you would anticipate ordering for your organization.

Warm regards

April

April Moi
Industry Development & Travel Trade Specialist
Northern BC Tourism
North East Office
Telephone: [250-793-0062](tel:250-793-0062)
april@nbctourism.com
www.travelnbc.com
Facebook: www.facebook.com/NorthernBC
Twitter: @tourismbcnorth



Jonathan X. Côté
Mayor

June 30, 2017

Via Email

Dear Mayor and Council,

I am writing to request your support for three resolutions submitted by New Westminster City Council to UBCM for consideration at the 2017 Convention, regarding 1) addressing homelessness, 2) restorative justice training, and 3) renovictions. The three resolutions follow below:

1) City of New Westminster resolution regarding addressing homelessness (adopted June 12, 2017)

Whereas the homeless population in Metro Vancouver increased by 29.8% between 2014 and 2017.

Whereas the federal Homelessness Partnering Strategy has focused its resources on crisis response to the chronically and episodically homeless resulting in those at-risk of homelessness not being eligible for housing support and advocacy services.

Whereas municipalities have experienced significant funding cuts to housing outreach, referral and advocacy services, and inadequate senior government funding to address addictions and mental illness are significantly impacting the sheltered and unsheltered homeless population.

THEREFORE, BE IT RESOLVED:

THAT the Union of BC Municipalities urge the Provincial Government to work collaboratively with the Federal Government to place equal emphasis on homelessness prevention and crisis response, to increase funding for housing outreach, referral and advocacy services, and to provide additional funding to address addictions and mental health.

2) City of New Westminster resolution regarding Restorative Justice training as a component of Law Enforcement training (adopted June 12, 2017)

Whereas Restorative Justice has become a valuable tool in addressing certain criminal activities, by mediating a dialogue between the victim and the offender;

And whereas this interaction creates a direct accountability, restitution and apology from the offender;

And further whereas this methods of redress reduces the volume of cases before the courts;

Therefore be it resolved that senior levels of government mandate that Restorative Justice training become a compulsory component of Law Enforcement training.

3) City of New Westminster resolution regarding Renovictions and calling for amendments to the Residential Tenancy Act (adopted June 26, 2017)

Whereas the practice of renovictions, by which some landlords evict their tenants under the guise of performing major renovations and then significantly increase the rent of those units, is on the rise in our province; and

Whereas this practice is very disruptive to those impacted, including the elderly, low-income families and new immigrants, and contributes to housing unaffordability and homelessness; and

Whereas municipalities are limited in their ability to address this issue and many tenants are unaware of their rights or are reluctant to exercise them;

THEREFORE, BE IT RESOLVED:

THAT *the Union of BC Municipalities urge the Provincial Government to undertake a broad review of the Residential Tenancy Act including, but not limited to, amending the Residential Tenancy Act to:*

- *allow renters the right of first refusal to return to their units at a rent that is no more than what the landlord could lawfully have charged, including allowable annual increases, if there had been no interruption in the tenancy;*
- *eliminate or amend fixed-term tenancy agreements to prevent significant rent increases upon renewal; and;*

- *permit one tenant or applicant to represent and take collective action on behalf of all tenants in a building.*

If you have any questions or would like more information about these resolutions, please contact me at jcote@newwestcity.ca or 604-527-4522.

Your support is appreciated.

Yours truly,

A handwritten signature in black ink, appearing to be 'Jonathan X. Côté', written in a cursive style.

Jonathan X. Côté
Mayor

From: Project Team, Site C <sitec@bchydro.com>
Sent: Friday, July 07, 2017 8:46 AM
To: Project Team, Site C
Subject: Site C Construction Bulletin - July 7, 2017

Site C Construction Schedule: July 10 – 23

The following activities are based on our current construction schedule and plans and could change based on, among other things, direction from the provincial government. Should the project proceed as planned, the upcoming construction activities are provided below.

Dam site area and reservoir – north (left) bank and south (right) bank

- The main civil works contractor will continue to mobilize crews, material and equipment.
- Drilling and the installation of geotechnical instrumentation will continue.
- Excavation will continue on the north and south banks. Blasting will continue on the south bank.
- Work will continue on the north bank inlet and outlet cofferdams.
- Upgrade work will continue on the east end of the north bank access road.
- Curtain grouting will continue on the north bank.
- Excavation will continue for the south bank approach channel.
- Work will continue to prepare the foundation for the powerhouse buttress and work will continue on the powerhouse structure.
- Work will continue on the underground portion of the south bank drainage tunnel.
- The turbines and generators contractor will continue to construct their temporary on-site manufacturing facility.
- Excavation and site preparation will continue for the Site C substation.
- Aggregate will be crushed on the south bank. Additional concrete aggregate crushing facilities will be commissioned on the south bank.
- Storage sites will be constructed for excavated surplus material at various locations.
- Access roads will be constructed on the south bank and road maintenance activities will continue.
- Work will continue for the Septimus rail siding offloading area and connecting access road.
- Utility poles may be temporarily relocated to accommodate work on roads and the reservoir.

Other work areas

- Street lights may be installed at the entrance to the viewpoint on the north bank.
- Construction of the viewpoint will continue on the north bank, above the dam site.
- Work may begin to extend an existing distribution line from Old Fort Road to Myca Pit. This will include clearing.
- Geotechnical investigations and site preparation activities may continue along the transmission line right-of-way.
- Work will continue to upgrade existing access roads that connect to the transmission line right-of-way.
- Work will continue to upgrade Old Fort Road and 271 Road.
- Site preparation activities will continue at the 85th Avenue Industrial Lands, including fence installation. Clearing and mulching will continue along the conveyor belt corridor.
- Aggregate, riprap production and clearing will continue in:
 - Wuthrich Quarry, where material will be transported by truck; and
 - West Pine Quarry, where material will be transported by rail.
- Work will continue to construct the access road to Portage Mountain Quarry.
- Site survey work may occur in Hudson's Hope for the shoreline protection project.

- Visual investigations will continue in the vicinity of the Peace River, downstream from the dam site, to prepare for the fish habitat enhancement project.
- Heritage investigations, rare plant surveys, and site preparation, including archeological and site inspection work, may occur for the Highway 29 realignment at Cache Creek/Bear Flat.
- Field assessment activities will continue in the eastern reservoir area in preparation for clearing.

What to expect

While this work takes place, local residents can expect the following:

- There will be truck traffic on public roads as construction crews mobilize, material and equipment is delivered and the hauling of rock and timber continues. This will include increased industrial traffic on resource roads and public roads from Chetwynd leading to the dam site on the south bank.
- There will be minor traffic delays while work occurs on public roads and access roads, including Medicine Woman Road, Trapper Main Road, Old Fort Road and 271 Road. A detour will be implemented on Old Fort Road to minimize delays.
- Some noise and vibration may occur in the vicinity of the dam site and in all other work areas, including Wuthrich Quarry and West Pine Quarry.
- Day and night shifts will be scheduled, as well as shifts on the weekends.
- For boater and worker safety, boats will need to stay clear of active in-river work areas. These areas are clearly identified with signage and markings.
- Helicopters may be used to support investigative works.

Note: In BC Hydro's technical documents, the north bank may be referred to as the left bank and the south bank may be referred to as the right bank.

Learn more

- Visit the project website: sitecproject.com
- Follow the Site C Twitter account: [@sitecproject](https://twitter.com/sitecproject)
- Call the toll-free project line: 1-877-217-0777
- Email the project team: sitec@bchydro.com

Please [click here](#) to view a print-ready PDF in your web browser.

You are receiving this Construction Bulletin because you subscribed to receive email updates on construction for the Site C Clean Energy Project. To unsubscribe, please reply to this email with 'UNSUBSCRIBE' in the subject line.

This email and its attachments are intended solely for the personal use of the individual or entity named above. Any use of this communication by an unintended recipient is strictly prohibited. If you have received this email in error, any publication, use, reproduction, disclosure or dissemination of its contents is strictly prohibited. Please immediately delete this message and its attachments from your computer and servers. We would also appreciate if you would contact us by a collect call or return email to notify us of this error. Thank you for your cooperation.

Financial Assistance Grant

Grad 2017 Report

July 6, 2017

Funds Granted	\$1200.00
----------------------	------------------

Funds Used:

Invitations & Thank you:	\$ 150.64
Caps & Gowns	\$ 372.56
Dinner Guests	\$ 507.00
Flowers (boutonnière and corsages)	\$ 200.00
Technical Person: Joey Poirier	\$ <u>200.00</u>
Used Funds	\$1430.20

Note: Dinner Guests were for 39 guests which included (Grads, Candle Bearers, Teachers and special guests) not included in the cost was Family and their guests paid by each grads family.

Other expenses that incurred were decorations, gifts, and photographer.

**Reported by Lori Herrington
Grad 2017 Secretary**

APPLICATION FOR A GRANT

Date: Jan 21, 2016

Date Received: _____

GENERAL INFORMATION			
Official Name of Non-Profit Organization <u>Grads 2017</u>			
Mailing Address <u>Box 505</u>	City <u>Hudson's Hope</u>	Province <u>BC</u>	Postal Code <u>V0C1V0</u>
SOCIETY INFORMATION			
Society Registration Number		Charity's BN (Business Number) / Registration Number (the number the organization puts on charitable donation receipts)	
SOCIETY EXECUTIVE - ATTACH LIST IF MORE ROOM IS NECESSARY			
Title	Name	Phone Number	
<u>President</u>	<u>Terri Clark</u>	<u>250-783-0917</u>	
<u>Secretary</u>	<u>Lori Herrington</u>	<u>778-204-0140</u>	
<u>Treasurer</u>	<u>Britt Silk</u>	<u>250-783-0624</u>	
LOCAL CONTACT INFORMATION OF PERSON COMPLETING APPLICATION FORM			
Contact Name <u>Lori Herrington (for Grads)</u>			
Mailing Address <u>Box 505</u>	City <u>Hudson's Hope</u>	Province <u>BC</u>	Postal Code <u>V0C1V0</u>
Work Telephone <u>250783-9994</u>	Home Telephone <u>250783-5259</u>	Cell Telephone <u>778204 0140</u>	Email Address <u>johnlori@pris.ca</u>

GRANT APPLICATION	
<input checked="" type="checkbox"/> New Grant Application	<input type="checkbox"/> Application for Project Previously Funded by the

*S 1200 Paid
May 27/16*



ORGANIZATION INFORMATION

Describe the purpose of your organization:

The purpose of this group of grade 11 students is to raise money to help with the cost of their graduation ceremony to take place at the end of June 2017.

There are 9 students in this group, the majority were born here and have attended Hudson's Hope School since Kindergarten. They have volunteered many hours to the community over the years. This group is willing to work to raise the money to have a memorable ceremony.

- Jonah Boullion
- Brandon Clark
- Celina Fequet
- Tess Herrington
- Johannie Jeffries
- Sam McKeown
- Kieran Sandford
- Connor Silk
- Taze Stacey

User Statistics

1. 300 The number of persons that are served by your organization annually.
2. 12 The number of members in your organization/society.

Is the organization run by volunteers, paid staff or a combination of both?

1. 27 the number of volunteers and 110 the number volunteer hours worked per year.
2. The number of paid staff, their titles and number of paid hours per year.

Number	Title	Paid Hours Per Year
/	/	/
/	/	/
/	/	/
/	/	/
/	/	/
/	/	/
/	/	/

REQUEST FOR GRANT

Describe the reason for your grant application:

The reason the Grads of 2017 are applying for this grant is to help with the cost of their graduation ceremony.

The ceremony is one of the biggest events of the year in Hudson's Hope. A night when many members of the community join the grads in celebrating their many achievements, receiving their diplomas and graciously accepting any scholarships they may receive.

The costs that incur to put on such an event are decorations, catering, ^{hire} music, video and lighting technician rental of grad caps and gowns, invitations to name a few.

There will be many honored guests in attendance. The Mayor, SDO Superintendent, Teachers past and present, families from out-of-town, Representatives from Organizations presenting scholarships, community members and others.

Proposal is best characterized as:

☒ Event ☐ Capital Project

Participants/beneficiaries will primarily be:

☒ Youth ☐ Seniors ☐ Disadvantaged Persons

This proposal's activities can best be described as related to:

☐ Arts and Culture ☐ Recreation and Sports ☒ Environment, Social and Education

Attach the following information:

- ☐ Most recent audited Financial Statements including a Balance Sheet and Income Statement
- ☐ Previous year's actual operating budget if the most recent Financial Statements provided are not the previous year's (Please attach a copy of the income and expense statement in a format consistent with the organization's financial statements)
- ☐ Operating Budget for the Current Year (Please attach a copy of the projected income and expense statement in a format consistent with the organization's financial statements)
- ☐ Projected operating budget for the next year
- ☐ Copy of Non-Profit Society Registration papers

N/A



HUDSON'S
HOPE
PLAYGROUND OF THE PEACE

DECLARATION

I hereby declare that the statements and information contained in the material submitted in support of this application are to the best of my belief true and correct in all respects.

I hereby agree to indemnify and save harmless the District of Hudson's Hope and its employees against all claims, liabilities, judgments, costs and expenses of whatsoever kind which may in any way occur against the said City and its employees in consequence of and incidental to, the granting of this exemption, if issued, and I further agree to conform to all requirements of the applicable bylaw and all other statutes and bylaws in force in the District of Hudson's Hope.

Signature of Applicant

A. Hemmings

Date

Jan 21/2016

The personal information on this form is collected for the purpose of an operating program of the District of Hudson's Hope as noted in Section 26(c) of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection and use of this information, please contact the Freedom of Information Coordinator at 250 787 8150.

APPLICATION DEADLINE - FEBRUARY 15

SEND APPLICATIONS TO:

DISTRICT OF HUDSON'S HOPE

HUDSON'S HOPE, BC

VOC 1V0, CANADA

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor Gwen Johansson and Council

SUBJECT: Arena Concession

DATE: July 4, 2017

FROM: Tammy McKeown

At the June 26th Regular Council Meeting, Council requested clarification in regard to the wages and hours of pay. Cindy Edgar contacted the Union and received the following response:

Good afternoon Tom,

Cindy has advised me the District is posting the concession position again this year. I hope you have better luck in filling the position!

The Union is in agreement for the District to create a Job description (subject to article 27.1) titled Concession Supervisor.

We do agree for the position to be a term position as per definition 18 (b) with a start and an end date.

The hourly rate of \$20 per hour plus "in lieu of benefits" as per article 24.10

The hours of work can be an average of 120 – 160 over the 4 week period.

A casual concession assistant is also agreed to at a rate of \$18 per hour.

Working hours to be determined by the District.

If you have any questions please don't hesitate to contact me.

Warm regards,

Angie Panoulas

BCGEU

Staff Representative

Phone (250) 785-6185

Toll Free 1-800-667-0788

Fax (250)-785-0048

The casual concession assistant will work during tournaments and to cover any leave required by the supervisor.

Cindy Edgar and Tammy Cope attended as delegates at the June 12, 2017 Regular Council Meeting and requested the creation of a new Casual position to operate the Arena Concession. The wages associated to this position would be \$20.00 per hour.

One of the concerns presented by Council was in regard to the additional cost to the District if they opted to have the Concession staffed by a District employee.

The overhead costs associated to the concession location and the liability insurance would be Nil, as these costs are already recognized under Arena O & M. The cost of food and paper products will be recognized in the pricing of the menu items. The wages will be covered by the concession's profit margin.

An example of the profit margin is as follows:

product		cost to make		sale price		profit
Hamburger		\$ 2.76		\$ 4.50		\$ 1.74
French Fries		\$ 0.69		\$ 2.00		\$ 1.31
Gatorade		\$ 1.36		\$ 3.00		\$ 1.64
total		\$ 4.81		\$ 9.50		\$ 4.69

The costs include everything associated to the product, such as condiments, containers, and napkins. Based on our profit margin, the wages associated to the position would easily be covered by sales.

Having a reliable concession would be a great service to the community. It would be beneficial to families that are participating in our skating and hockey programs. It would not be directly competing with other food service providers in town due to the different clientele. The people who are in attendance at the arena are looking for a quick and convenient food provider, on location. Normally this clientele do not leave the arena to go to the local restaurants, due to time constraints, instead they either purchase what is available at the arena or bring their own food to the events.

After a year of operations we will be able to provide more complete data in terms of profit. A further decision could be made at that time in regard to whether or not to continue the arrangement in future years.

RECOMMENDATION / RESOLUTION:

That:

"Council approve the hiring of a casual employee, at the rate of \$20.00/hour, to operate the arena concession."

Tammy McKeown, Corporate Officer