

DISTRICT OF HUDSON'S HOPE

AGENDA

Council Chambers

Monday, July 25, 2016 at 6:00 PM

1. Call to Order:

2. Notice of New Business:

Mayor's List

Councillors Additions

CAO's Additions

3. Adoption of Agenda by Consensus:

4. Declaration of Conflict of Interest:

5. Adoption of Minutes:

M1 July 11, 2016 Regular Council Meeting

Page 1

6. Business Arising From the Minutes:

7. Delegations:

D1 Hudson's Hope RCMP Policing Report

Page 9

D2 Peace View Enterprises Ltd. – Garbage Pick-up for BC Hydro

Page 11

D3 Evelyn Edinger – Removal of Interior Lot Lines

Page 12

8. Staff Reports:

SR1 CAO, Action and other Updates

Page 13

SR2 DPW Lunch Trailer

Page 14

SR3 Computer purchases

Page 18

9. Bylaws:

B1 Garbage Bylaw Amendment No. 870

Page 31

10. Correspondence

C1 Letter from Hilde Jeffries

Page 46

C2 Letter from Arlene & Art Nicklin

Page 47

C3 Province of BC – Selina Robinson, M.L.A.

Page 48

C4 Taylor Gold Panning

Page 49

C5 LNG Canada

Page 50

C6 Letter from RCMP for ICBC Broker

Page 52

C7 Metro Vancouver - UBCM Resolution Support

Page 53

C8 City of Prince George 20146 UBCM Resolutions

Page 64

C9 Northern Health – Hudson's Hope Physician Recruitment Update

Page 71

C10 Site C – 1,200 rooms now open at Site C worker lodge

Page 72

C11 Unconditional Grant Funding Letter

Page 76

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

CR1 Request for Support: Paperless Meetings

Page 78

12. Old Business:

13. New Business:

14. Public Inquiries:

15. Adjournment:



REGULAR COUNCIL MEETING

July 11, 2016

6:00 P.M.

MUNICIPAL HALL COUNCIL CHAMBERS

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

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

Other: 12 in gallery

1. **CALL TO ORDER:**

The meeting called to order at 6:07 p.m. with Mayor Gwen Johansson presiding.

2. **NOTICE OF NEW BUSINESS:**

Mayors Additions: Doctor, Ben Jones-subsurface rights, Dinosaur Tracks

Councillors Additions: RCLC Update

Staff Additions: Agenda Additions SR9

3. **ADOPTION OF AGENDA BY CONSENSUS:**

The July 11, 2016 Council meeting agenda was adopted by consensus.

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

Councillor Quibell declared a conflict of interest with agenda item SR2.

5. **ADOPTION OF MINUTES:**

M1 **June 27, 2016 Regular Council Meeting Minutes**

0550-01

RESOLUTION NO.115/16

M/S Councillors Quibell/Middleton

THAT:

"The minutes of the June 27th, 2016 Regular Council Meeting be adopted as amended."

CARRIED

MI

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

BA1 **C1 Hudson's Hope proposed changes to NH website**

- Councillor Miller has talked with CEO Ulrich
- Information that was given at June 27th meeting were the preliminary changes to be made.
- Councillor Miller will keep council posted on changes to be made to the NH website regarding to Hudson's Hope information

7. **DELEGATIONS:**

D1 **DOHH-Occupational Health and Safety Committee**

2640-01

District Shop – Health Concerns

- As a committee monthly inspections are done on all facilities
- 5 years ago it was brought forth that a new shop was needed
- Council breaking promise
- Benefit to a new shop is health and safety for employees and protection of the equipment
- Black mold, electrical hazards, mouse problems, etc.

Council response:

- No question need new shop
- Taking the steps: purchased land, done prep work for shop on land.
- Bids higher than anticipated
- No grant money for shop – funded 100% thru district
- Still going forth with shop – delay in completion
- October completion of design – January tenders to go out – Spring, as soon as construction can start, build
- Public Works to have input in design and what is needed in new shop – consultation with staff and engineers
- Appreciate communication between staff and council
- Shop Committee to be formed specific to Shop issues – Council reps/Foreman of Public Works/Staff Reps

Temporary solution – ATCO trailer at current shop location until new shop complete. Foreman to get quotes and return to council. Does not have to wait until next council meeting.

8. **STAFF REPORTS:**

SR1 **Ice Making Policy**

0340-50

RESOLUTION NO.116/16

M/S Councillors Miller/Heiberg

THAT:

"Council approves the Ice Making Policy as written.

CARRIED

Councillor Quibell leaves @ 6:44pm.

SR2 **Computer Purchases**

1170-01

- Museum to be included

- End goal is to go paperless for agenda packages and Council and Staff to have laptops they can work on instead of using personal computers.

RESOLUTION NO.117/16

M/S Councillors Gilliss/Beam

THAT:

"Council approve the expenditure for the following equipment:

Server quote # 001050	\$23,144
Library Connection Quote # 001156	\$ 8,201
Site Connection (SonicWALL) x 4 Q# 001115	4 @ \$1,097 = \$
4,388	
Shop, Arena, VIC, Library, Museum	
Email Migration x 26 Q#1059	\$ 9,042

Total:	\$44,775
	=====

directly from our IT maintenance provider IT Partners; evoking our option under our Purchasing Policy, Policy Objectives section 1. i. vi. which reads:

- i. For the purpose of ensuring efficiency and effectiveness, the following exceptions to the normal procedure are authorized and the quotation and tender provisions of the Purchasing Policy do not apply when:
 - vi. District Council by resolution authorizes a direct purchase in circumstances they consider appropriate."

CARRIED

Councillor Quibell returns @ 6:55pm.

SR3 TSD Parcel Tax Roll Review Panel Time and Date

1970-08

RESOLUTION NO.118/16

M/S Councillors Gilliss/Heiberg

THAT:

"Council appoint Councillor Gilliss, Councillor Quibell and Councillor Miller to the Parcel Tax Roll Review Panel regarding the Gaylor Ave sewer main extension enacted through Local Area Service Parcel Tax Bylaw #865, 2016."

CARRIED

Alternate will be Mayor Johansson

And

RESOLUTION NO.119/16

M/S Councillors Quibell/Miller

THAT:

"Council approve the date of the Parcel Tax Roll Review Panel sitting regarding the Local Service Area sewer main installation on Gaylor Ave. be at 5:00pm, Tuesday, July 26, 2016 at the District of Hudson's Hope Council Chambers on 9904 Dudley Drive, Hudson's Hope, BC."

CARRIED

SR4 Gaylor Ave Local Service Area Tender 5340-01

RESOLUTION NO. 120/16

M/S Councillors Gilliss/Quibell

THAT:

"Council transfer \$25,000 from the Sanitary Sewer Fund to the Sewer Capital Works Reserve.";

That:

"Council approve the estimated expenditure for the Gaylor Ave. Local Service Area of \$149,648.00 from the Sewer Capital Works Reserve";

and that

"Council appoint L&M Engineering as the Project Manager for the Gaylor Ave. Local Service Area sewer main installation project."

CARRIED

- How much of the cost will be coming back to the district? \$66k put in initially - \$34,304 is district contribution at the end of 30 years.
- \$149K includes contingency
- It needs to be clarified with L&M that a Project Manager is expected to be onsite and no costs over run
- Talk that a hydrant should be installed – not in initial cost, so it would be extra
- Hydrant cost is \$4k + installation costs
- Hydrant decision to be wait until tenders come back and see if there is room for the cost
- Staff to prepare quotes for hydrant cost, so that ready to present when needed

Councillor Middleton leaves @ 7:45pm and returns @ 7:47pm.

SR5 Payment of Staff During Emergency Operations Center Activations 0340-50

RESOLUTION NO.121/16

M/S Councillors Heiberg/Miller

THAT:

"Council adopt the "Payment of Staff During Emergency Operations Center Activations" Policy 2016."

CARRIED

SR6 2016 UBCM Appointment Bookings 0400-01

Appointments to be booked with the following:

1.Ministry of Health

Issues: Permanent Doctor for Hudson's Hope and Tele pharmacy

2.Northern Health

Issues: Permanent Doctor for Hudson's Hope, Assurance of Tele pharmacy and Extend Lab hours 5 days a week

3.Ministry of Transportation and Infrastructure

Issues: Infrastructure damage replace at higher level of quality and Highway 29 realignment-Passing Lanes

- SR7 **ATV Campground** **6130-20**
- Refer to budget for 2017 – to be presented by Recreation Committee and Councillor Quibell to assist
 - District of Hudson's Hope Dinosaur Lake ATV Campground Operation & Maintenance Guide approved at March 24, 2014 Regular Council Meeting – Resolution No. 79.
 - Was the weed issue resolved?
- SR8 **CAO, Action and other Updates** **0110-01**
- Shop Site Prep Work
- Waiting for final invoices
 - Job completed
- Shop Design
- Sent to legal for proper contract
 - Tender to be put out to Public soon
- Thompson subdivision Statutory Right of Way
- Working on wording on how to maintain water agreement
- Solar Panel Project
- Waiting to find out what size panels are needed to take next step in project.
- General Request from Council that Urban Systems come to next council meeting do give an update.
- SR9 **Love Hudson's Hope Signs** **6120-01**
- Further discussion needs to be had regarding where to place the signs.
9. **BYLAWS:**
- B1 **Bylaws #864 & 865 Adoption** **3900-20**
- RESOLUTION NO.122/16
M/S Councillors Middleton/Gilliss
THAT:
"Council approve the amendment to Local Area Service Parcel Tax Bylaw Number 865, 2016 in the Imposition of Parcel Tax section, subsection 3 from "October 1, 2016" to read "January 1, 2017"."
- And That:
- "Council approve the adoption of The District of Hudson's Hope Local Area Service Bylaw No. 864, 2016 and the Local Area Service Parcel Tax Bylaw Number 865, 2016, as amended."
- CARRIED
10. **CORRESPONDENCE:**
- C1 **Newleaf** **8400-01**
- FOR INFORMATION

- C2 **Prince Rupert Gas Transmission Project Activity Update #33** **6660-20**
FOR INFORMATION
- C3 **Coastal GasLink Connector June 2016** **6660-20**
FOR INFORMATION
- C4 **Letter from City of New Westminster** **0400-01**
FOR INFORMATION
- C5 **Arena Equipment Upgrades** **1855-01**
FOR INFORMATION
- C6 **BC Hydro – 2016 UBCM Convention** **0400-01**
FOR INFORMATION
11. **REPORTS BY MAYOR & COUNCIL ON MEETINGS AND LIAISON RESPONSIBILITIES**
- CR1 **BC Hydro Peace Region Community Non-Profit Fund Committee** **0540-01**
 - This was the first committee meeting held so general overview and introductions
 - \$200K for 2015 & \$100K for 2016
 - NDIIT appointed the Fund Administrator and will handle all application for funding - \$2K per year being charged for handling the fund
 - There will be lots of talk about distribution – what direction should Hudson's Hope go
 - Build allies with Electoral Areas
 - Have very good briefs
 - Hudson's Hope needs to get as much as possible
 - Talk about degree of impact rather than population
 - 4600 acres lost
- CR2 **Regional Community Liaison Committee** **0540-01**
 - Attended June 29th meeting in Fort St. John
 - Site tour
 - Job numbers – 40% Peace River regional hirers (does not mean provincial), 50 of the 70 companies working onsite are local
 - ATCO Two Rivers to complete camp by August – 1700 beds
 - Councillors interested in taking tour of camp – contact Dave Conway
- Councillor Beam leaves @ 8:01pm*
- CR3 **NDIT Advisory Committee Meeting** **0540-01**
 - Councillor Quibell attended by telephone and Mayor Johansson was at meeting
 - Clarification of members of committee
 - Reviewed annual report then went into In-Camera
 - In In-Camera meeting – Hudson's Hope was featured and it was positive

- CR4 **Doctor** **0400-80**
- Prospective Doctor and his wife to visit community on Wednesday July 13th
 - Interested in Emergency – promised 1 day a month at Chetwynd Hospital
 - He was trained in the UK and wife is Canadian
- CR5 **Ben Jones** **6660-01**
- He is giving back the subsurface rights to Crown
 - Might come back
 - Developed a tool – with tool Fracking not necessary
- CR6 **Dinosaur Track**
- Rich McCrea offered for another group to go visit
 - Can it be a group from the community? Mayor to have further conversations with Rich
12. **OLD BUSINESS:**
- OB1 **Establish Shop Committee** **0540-01**
- Committee should be made up of Public Works Foreman, CAO, at least 2 Public Works Employees and at least 2 Councillors.
 - Purpose – 1) mutual accountability to move shop to completion 2) to provide Public Works Staff any support until shop built (Safety/Health) and 3) increase communication
 - Meetings to be held during working hours
 - First meeting scheduled for Monday, July 18, 2016 at 1:00pm
13. **NEW BUSINESS:**
- NB1 **Update on Beryl Prairie – Sinkhole/Fenced off** **6130-01**
- Need assessment to be completed of what is actually happening at the location
14. **PUBLIC INQUIRIES:**
None
15. **ADJOURNMENT:**
Mayor Johansson declared the meeting adjourned at 8:28 pm and council move back into the In-camera meeting.

	DIARY	Diarized
	<i>Conventions/Conferences/Holidays</i>	
DY1	<i>PRRD: Solid Waste Disposal</i>	<i>05/12/14</i>
DY2	<i>Airport Resurface and Redevelopment</i>	<i>05/12/14</i>
DY3	<i>Co-Op Correspondence Re: Card Lock</i>	<i>11/12/13</i>
DY4	<i>Capital Projects Meeting (every 6 months)</i>	<i>10/14/14</i>
DY5	<i>Financial Assistance Grant Policy</i>	<i>03/09/15</i>

DY6	<i>Wood & Tent Policy Changes</i>	<i>07/13/15</i>
DY7	<i>Bylaw 588 to be looked at after Bylaw 852 adopted</i>	<i>09/14/15</i>
DY8	<i>Clean up of Moraine – spring reminder</i>	<i>11/23/15</i>
DY9	<i>Building Bylaw – add new construction requirements</i>	<i>11/23/15</i>
DY10	<i>Budget Meetings to be set up in February 2017</i>	<i>04/25/16</i>

Certified Correct:

CAO/Tom Matus

Chair/Mayor Gwen Johansson



Cpl. Trevor LN Romanchych
Detachment Commander
Hudson's Hope Detachment
RCMP

Your File

Mayor and Council
District of Hudson's Hope
9904 Dudley Drive
Hudson's Hope, BC

Our File

2016-07-21

Mayor and Council

**Hudson's Hope RCMP
Report to Mayor and Council
April to July 2016**

Total Files to date for Hudson's Hope Detachment: 270
(Last year at this time 2015: 258)

Prisoners lodged to date 2016: 6
(Last year at this time 2015: 9)

Assaults / Domestic Assaults and Uttering Threats to date for 2016: 4 (Domestic)
(last year at this time 2015: 2 Domestic)

Impaired Drivers Caught to date 2016: 7
(last year at this time 2015: 10)

Checkstop program road blocks:
2016 to date: 16
2015 same time frame: 14

Road Safety
Total # of written violations / warnings to date: 156

Theft
Total to date 2016: 11

DI

Non-sensitiveMischief:

To date 2016: 10

Break and Enter:

To date 2016: 5 (3 residential, 2 commercial in Gas industry area)

Mental Health Act: 4Operational:

No members due to transfer out of Hudson's Hope this year. Training is still underway to get all members trained for Jet Boat and ATV /Sled operations.

Community / Youth Involvement:

- School attendances: School year has come to an end. Members attended the school as much as possible. A bike rodeo was held for the elementary school students. Intramural sports had also taken place. Hudson's Hope Members to meet with the School Principal at the start of the coming school year to organize RCMP involvement within the school
- Community events: Members continue to attend as many community events as possible whether it be on or off duty and with their families. This assists with creating trust within the community.

Other:

Members have engaged in speed / safety enforcement campaigns in the following areas; Beattie Drive School zone, Canyon Drive, Beryl Prairie and Highway 29 near Halfway River.

Members are also setting up random drinking driving counter attack roadblocks throughout the community.

Community education will continue through the Hudson's Hope newsletter for topics such as, Child car seat requirements, taking steps to protect your residence from Break and Enter, vandalism, theft from vehicles and vehicle thefts.

Increased number of Dinosaur Lake boat patrols to take place to enforce the Canadian Shipping Act (Small Vessel Regs et al) Impaired Boater detection and increase the safety on the water by police presence and Compliance / Safety checks on boats.

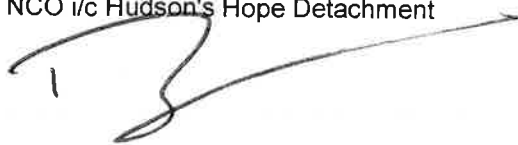
Increased number of ATV patrols of the Moraine, Geddes bay area to detect impaired operators, enforce the new Off Road Vehicle Act (ORA). Goal of the enhanced visibility is to help maintain a safe outdoor recreational environment for all.

New this year:

Peace River jet boat patrol initiative between Hudson's Hope and Fort St John (Taylor). Purpose of the initiative is to enforce the Canadian Shipping Act (Small Vessel Regs et al) Impaired Boater detection and increase the safety on the water by police presence and Compliance / Safety checks on boats. Fort St John RCMP to provide a member to ride on the Jet Boat for the patrols and provide back up coverage for the Hudson's Hope detachment if required.

Members will continue to work to be proactive and visible within the community.

Cpl Trevor Romanchych
NCO i/c Hudson's Hope Detachment





HUDSON'S
HOPE
PLAYGROUND OF THE PEACE

DISTRICT OF HUDSON'S HOPE

Delegation to Council Request Form

Name of person or group wishing to appear before Council:

MARK HODGKINSON

PEACE VIEW ENTERPRISES LTD.

Subject of presentation: GARBAGE PICK UP
FOR BC HYDRO.

Purpose of presentation:

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

Contact person (if different than above):

Telephone number: 250 783-0700

Email address: peaceview@pvi's.ca

Will you be providing supporting documentation? ☐ Yes ☒ No

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

Technical requirements:

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



HUDSON'S
HOPE
PLAYGROUND OF THE PEACE

DISTRICT OF HUDSON'S HOPE

Delegation to Council Request Form

Name of person or group wishing to appear before Council:

EVERLYN EDINGER

Subject of presentation: REMOVAL OF INTERIOR
HOT LINES

Purpose of presentation: ☒ information only
☐ requesting a letter of support
☐ requesting funding
☐ other (provide details)

Contact person (if different than above):

Telephone number: 250-783-0567

Email address: N/A

Will you be providing supporting documentation? ☒ Yes ☐ No

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

Technical requirements:

☐ flip chart
☐ multimedia projector
☐ laptop
☐ other _____

THE DISTRICT OF HUDSON'S HOPE

STAFF MEETING

SUBJECT: ACTION and other UPDATES

DATE: July 25, 2016

FROM: Tom Matus, CAO

CAO Anticipated Travel:

GFOA Bootcamp – Uvic - Victoria:
UBCM – Victoria:

August 21st – 25th
September 26th – 30th

Bullhead Mountain Curling Club

Procured one signature, awaiting one more.

Shop Site Prep Work

Completed – Urban systems reviewing invoices.

Shop Design

Will need to publicly advertise this work due to compliance with the New West Partnership Trade Agreement: costs may exceed services threshold. Continuing to compile information for the Tender/RFP package. Need to have solar panel weight specifications from Urban Systems/Peace Energy Co-op for inclusion in the Tender/RFP for roof design.

Thompson subdivision Statutory Right of Way

One item to resolve separately, sent to Bill for signing; then to LTO for registering.

Thompson Sewer Main Extension Construction

L&M tender package ready to tender, closing August 5th.

Solar Panel Project

Three of Peace Energy team, (Don Pettit, solar sales rep Greg Dueck and Peace Energy pres. Steve Rison) met with Urban Systems, Eric Sears and Edward Stanford, in FSJ about 2 weeks ago: doing some preliminary research and planning. Will follow up in the near future.

Wastewater Facility Upgrade: Synopsis

Project tendered June 30th, with closing date of July 20, 2016. Two contractors visited the site on Tuesday, July 5, 2016.

Corporate Officer

Offered job to Tammy Andersen, tentative start August 2nd.

Special Events Coordinator

To advertise immediately for 1 year term. Have received 4 applications. Closing July 29th.

DPW Committee:

Met on July 18th: recommending purchase of Lunch Trailer as per RFD.

Computers:

Received three quotes for laptop and 9 “tablets”: IPT, Micosoft and The Source; please see attached RFD.

Tom Matus, CAO

SR1

REQUEST FOR DECISION

RFD#:	Date: July 25, 2016
Meeting#: CM072516	Originator: Tom Matus, CAO
RFD TITLE: DPW Lunch Trailer	

BACKGROUND:

The DPW Shop construction has been deferred to the 2017 fiscal year. Due to this setback, Council has requested Administration to identify a lunch trailer to purchase for use as a DPW Staff Room and Office until the new DPW Shop is built.

DISCUSSION:

A 2017 Mountain View Trailer has been identified which can be purchased immediately.

The cost (partly, as per the attached document) includes:

Trailer	\$50,900	
Fridge & microwave	\$ 2,400	(additional)
Sewage tank	\$ 6,000	"

	\$59,300	
PST	\$ 4,151	
GST	\$ 2,965	

Total	\$66,416	
	=====	

Note that GST is refundable.

BUDGET:

Estimated \$63,451.00 from General Capital Works, M&E Reserve Fund.

RECOMMENDATION / RESOLUTION:

That:

"Council approve the purchase of a "2017 Mountain View Trailer" for the total cost of \$63,451.00 to be charged the General Capital Works, M&E Reserve Fund.



Tom Matus, CAO

582

1

Layton Bressers

From: Nicole Gilliss
Sent: July-13-16 4:46 PM
To: Layton Bressers
Subject: Fwd: 2017 Mountain View Trailer
Attachments: Scan0255.pdf; ATT00001.htm

Nicole Gilliss
Councillor, District of Hudson's Hope

Begin forwarded message:

From: Lyle Lakusta <Lyle@mountainviewmfg.com>
Date: July 13, 2016 at 12:47:47 PM MST
To: Nicole Gilliss <Nicole@hudsonshope.ca>
Subject: 2017 Mountain View Trailer

Hi Nicole
Total price delivered to site in Hudson's Hope Bc.
2017 Mountain View Mfg 12 x 40 skid Mounted Office Trailer With One Office & Self Contained
Washroom Equipped With Central Air
As Per Spec Sheet
Price \$50,900 + Gst
Option : Lunchroom Kitchen With Fridge & Microwave
Price \$ 2400 + Gst
Any Questions Please Call Our Office or E-Mail
Tks
Lyle Lakusta
Mountain View Manufacturing Inc
5327-52 Ave
Tofield Ab
780 462-9600
lyle@mountainviewmfg.com
www.mountainviewmfg.com

MOUNTAIN VIEW MANUFACTURING INC.

5327 - 52 Ave
Tofield, ALBERTA
TOB 4J0

PHONE (780) 462-9600

FAX (780) 662-2626

**12 X 40 SKID MOUNTED OFFICE
MANUFACTURING SPECIFICATIONS**

SKIDS:	Double rail 12/30 with 4" schedule 40 pipe cross members	DOORS	
		Exterior	1 - 36" door w/window & Panic hardware
		Interior	hollow core western oak door/trim
FLOORS	2" X 10" spruce joists	WINDOWS	5 , double pane pvc sliders, c/w venetian blinds
Joists & Plates	5/8" T & G fir 1/4" spruce underlay R20 insulation Armstrong industrial linoleum		
EXTERIOR WALLS	light grey metal siding/blue trim Plywood sheeting 2"x6" framing 1"x3" horizontal strapping R20 insulation 3/8" OSB sheeting	Heating	Intertherm 70,000 Btu Forced Air furnaces Central Air Cond 2 Ton System
INTERIOR WALLS	3/8" OSB sheeting 1/2" prefinished drywall Battens to match with oak trim Rubber baseboard	ELECTRICAL	120/240 volt, single phase Computer outlets/Phone Outlets extra as per customer requirements Vapour seal on all plugs & switches
ROOF		WASHROOM	400 Gallon Fresh Water Burke Water Pump 36 Litre Electric Hot Water Tank Sink & Vanity/ Toilet
Exterior	2" x 8" framing R28 insulation 7/16" OSB Sheeting EPDM Rubber	Lighting	Interior Flourescent fixtures c/w decora plugs & switches 2 exterior lights
		CEILING	3/8" OSB Sheeting 1/2" prefinished drywall

Notes:

Units are finished with a light grey prefinished drywall, oak trim throughout with oak doors,
venetian blinds on all windows, panic hardware on exterior doors.

Frost-free double pane pvc slider windows.

3/8" OSB behind all drywall and ceiling tiles.

Ultimate quality and detail in finishing.



REQUEST FOR DECISION

RFD#:	Date: July 11, 2016
Meeting#: CM071116	Originator: Tom Matus, CAO
RFD TITLE: Computer purchases	

BACKGROUND:

The 2016 fiscal budget has an approved expenditure for the following computer equipment, quotes received from our IT service provider IT Partners are as follows:

"Tablets"/Laptops:

Microsoft Surface Pro	9 @ \$1,491	= \$13,418
Microsoft Surface Book	1 @	= \$ 4,046

Total:		\$17,464

DISCUSSION:

IT Partners' quote \$22,280.97 is now revised at July 11, 2016 which includes GST (see attachments):

Microsoft Surface Pro 4 9 @\$1,443.35 = \$12,990.15

Microsoft Surface Book 1 @ \$4,024.00 = \$ 4,024.00

The new quote includes for each of the computers (which were not included in the 2016 budget quote), the following

Microsoft Office Home & Business 2016, @ \$287.99 = \$2,879.90
10 keypads @ \$146 = \$1,460.00

Plus GST

I have received two other quotes:

The Source:

(see attachment)

Surface Pro 4, 9 @ \$1,280 without the keypad = \$11,520

Surface Book 1 @ \$3,450 without the keypad = \$ 3,450. _____
\$14,970.00

Add GST, no keypads, no docking, plus shipping.

Note: The Source quotes are per item greater than the Microsoft quotes below. I did not bother to research the other items.

SR3

Microsoft Store Canada

(see attachment)

Surface Pro 4, 9 @ \$1,253.42 = \$11,280.00

Surface Book 1 @ \$3,289.06 = \$ 3,289.06

10 Keypads @ \$159.79 = \$ 1438.11

Docking for Surface Book = \$ 244.39

10 Office Home & Business = \$ 2,990.00

No charge for Shipping

Note: the new budgeted items: 1 docking, 10 keypads, and 10 Office Home & Business 2016, is still lower than the ITP quote, which ITP does not include the docking.

These items may be purchased via Purchase Order to Microsoft Store Canada.

BUDGET:

Microsoft's quotes are the least at \$21,551.42 delivered.

Charged to General Capital Works, M&E Reserve Fund: an increase of \$4,088.00 over the 2016 approved budget though additional items are being purchased.

To note: we have deferred the following capital projects to the 2017 fiscal year: Solar Panel (\$1,350,000), and DPW Shop (\$1,400,000).

RECOMMENDATION / RESOLUTION:

That:

"Council approve the capital purchase of 10 computers, as noted above, at the cost of \$21,551.42 charged to the General Capital Works, M&E Reserve Fund."



Tom Matus, CAO

QUOTE

COMPANY DETAILS		Quote #	PAYMENT AND REMITTANCE TERMS
Company Name	Hudson's Hope	CA07221601JR	
Company Address	9904 Dudley Drive Hudson's Hope BC V0C 1V0	Date Created	July 22, 2016
		Date Expires	August 21, 2016
		PO #	
Order Company Tax ID		Remittance Info	Account Name: Microsoft Corporation
Delivery Country	Canada BC		Bank Name: Royal Bank of Canada
Quote Currency	CAD		Account Number: 1088475
			Swift Code: ROYCCAT2
			Trans: 003-00002
			Lockbox: 9278
			GST: 135625069RT0001
			PST: PST-1014-4408
			Bank Address: PO Box 847833, Dallas, TX, 75284-7833, USA
Contact Name	Dwylla Budalich		
Contact Phone	250 783 9901		
Contact Email	clerk@hudsonshope.ca		
MS Account Lead	Jesse Robles		
Lead Phone	855 425 9872		
Lead Email	v.jerob@microsoft.com		

Ready to Order?
 See Following Pages for Ordering Instructions and Terms & Conditions

PRODUCT DESCRIPTION		PRODUCT DETAILS		
		QTY	UNIT PRICE	PRODUCT SUBTOTAL
Canada - PC - CR5-00001 - Microsoft SP4 128GB i5 4GB SC EN/XX/Canada Hdwr		9	1,253.42	11,280.78
Canada - PC - QC7-00001 - Microsoft SP4 Type Cover SC English US/Canada Hdwr Black		9	159.79	1,438.11
Canada - PC - CR7-00001 - Microsoft Surface Book 512GB i7 16GB GPU SC English US/Canada Hdwr		1	3,289.06	3,289.06
Canada - PC - PD9-00003 - Microsoft Srfc Dock c SC EN/XX/XX Hdwr		1	244.39	244.39
Canada - PC - TSD-02323 - Microsoft Office Home and Business 2016		10	299.00	2,990.00

COST BREAKDOWN	
Subtotal	19,242.34
TAX	2309.08
Shipping	-

TOTAL **CAD** **21,551.42**

NOTES

PREPARED BY Jesse Robles

Ready to Order? See Following Pages for Ordering Instructions and Terms & Conditions

INSTRUCTIONS

Customer approves quote, issues purchase order, and provides two years financial statements if required - see credit check requirements

Once customer confirms the quote, they forward a customer-generated purchase order. The purchase order must include ALL of the following, or the process may be delayed:

1. Customer company logo
2. PO figures and descriptions must match the information in the quote
3. Customer Tax ID number (this is critical information to provide in order to process quickly and correctly)
4. Customer "bill to" information
5. Customer "ship to" information
6. Vendor (Microsoft) information - see Quote for relevant remittance information



* If the customer is requesting a unique discount, this will need to be approved by multiple parties. This request may come before or after the original quote (and therefore PO) has been issued, and may increase time required to process the order.

1 - 2 Business Days

Once purchase order is received from customer



1. Microsoft checks customer credit. To process a purchase order over \$10,000 USD the customer must provide two years of financial statements. Microsoft will set up the customer on Net 30 credit terms. (This step is skipped for existing customers.)

1 - 2 Business Days



2. Microsoft creates new customer master record. (This step is skipped for existing customers.)

1 - 2 Business Days



3. Order is submitted to our commercial order desk for processing

1 Business Day



4. Order is processed and prepared for shipment

5 Business Days



5. Inventory is triggered, and invoice is sent to customer

Total Processing Time:
9-12 business days for new customers
6-8 business days for existing customers



We have prepared a quote for you

Microsoft Surface Pro 4 Quote

Quote # 001088
Version 1

Prepared for:

District of Hudson's Hope

Tom Matus
cao@hudsonshope.ca

Hardware

NEW QUOTE

Item	Description	Price	Qty	Ext. Price
CR5-00001	Microsoft Surface Pro 4 MS Surface Pro 4 12.3" 128GB Windows 10 Tablet 6th Gen Intel Core i5-6300U	\$1,443.35	9	\$12,990.15
CR7-00001	Microsoft Surface Book (512GB/Core Intel i7-16GB/dGPU)	\$4,024.00	1	\$4,024.00
320-BBVZ	Microsoft Surface Pro 4 Type Cover - Black	\$145.99	9	\$1,313.91
A8572034	Microsoft Office Home & Business 2016	\$287.99	10	\$2,879.90

Subtotal: \$21,207.96

Recycling Fees

Item	Description	Price	Qty	Ext. Price
ADS - Laptop	Alberta Environmental Disposal Surcharge-Laptop Alberta Environmental Disposal Surcharge-Laptop	\$1.20	10	\$12.00

Subtotal: \$12.00

Microsoft Surface Pro 4 Quote



Prepared by:

I.T. Partners
Kim Thibert
780-513-4455
Fax
admin@itpartners.ca

Prepared for:

District of Hudson's Hope
Box 330 9904 Dudley Drive
Hudson's Hope, BC V0C 1V0
Tom Matus
cao@hudsonshope.ca
2507839901

Quote Information:

Quote #: 001088
Version: 1
Delivery Date: 11/07/2016
Expiration Date: 20/11/2015

Quote Summary

Description	Amount
Hardware	\$21,207.96
Recycling Fees	\$12.00

Subtotal: **\$21,219.96**

HST: **\$1,061.01**

Total: **\$22,280.97**

All product requires 100% payment up front prior to ordering.

Signature _____

Date _____

Hi Dwylla,
The Surface Book that you requested for CAO with the 1 TB
is only available in the US. the one we are quoting is the top of
the line availability in Canada.

OLD QUOTE

Hardware

Item	Description	Price	Qty	Ext. Price
CR5-00001	Microsoft Surface Pro 4 MS Surface Pro 4 12.3" 128GB Windows 10 Tablet 6th Gen Intel Core i5-6300U	\$1,490.99	9	\$13,418.91
CR7-00001	Microsoft Surface Book 13.5" Convertible Laptop 512GB SSD, 16GB RAM, Windows 10 With 6th Gen Intel Core i7-6600	\$4,045.99	1	\$4,045.99

Subtotal: \$17,464.90

Recycling Fees

Item	Description	Price	Qty	Ext. Price
ADS - Laptop	Alberta Environmental Disposal Surcharge-Laptop Alberta Environmental Disposal Surcharge-Laptop	\$1.20	10	\$12.00

Subtotal: \$12.00

#206-11101, 104 Ave
Grande Prairie, Alberta T8V 8H6
www.itpartners.ca
780-513-4455



Microsoft Surface Pro 4 Quote



Prepared by:

I.T. Partners
Kim Thibert
780-513-4455
Fax
admin@itpartners.ca

Prepared for:

District of Hudson's Hope
Box 330 9904 Dudley Drive
Hudson's Hope, BC V0C 1V0
Dwylla Moraice
clerk@hudsonshope.ca
2507839901

Quote Information:

Quote #: 001088
Version: 1
Delivery Date: 12/01/2015
Expiration Date: 11/20/2015

Quote Summary

Description	Amount
Hardware	\$17,464.9
Recycling Fees	\$12.0

Subtotal: \$17,476.9

Tax: \$873.8

Total: \$18,350.7

All product requires 100% payment up front prior to ordering.

Signature

Date

Microsoft Surface Book 13.5" Laptop with Intel® Core™ i7-6600U Processor, 512GB SSD, 16GB RAM, NVIDIA GeForce GPU & Windows 10 - English

Web ID/SKU: 108052772

★★★★★ 4.3 (3) [Write a review](#)

Built to handle all of your creative tasks, the Microsoft Surface Book will serve as the ultimate 2-in-1 laptop designed from inspiration and innovation. Edit photos, sketch, make music, or create amazing videos, the Surface Book can do it all, featuring [Read More](#)



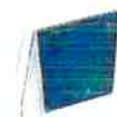
Share this product:



 Zoom



 Zoom



Share this product:



3,449⁹⁹

Qty 1



Availability

✓ In Stock Online

[Check other Locations](#)

Available in

[Add to Lists](#)

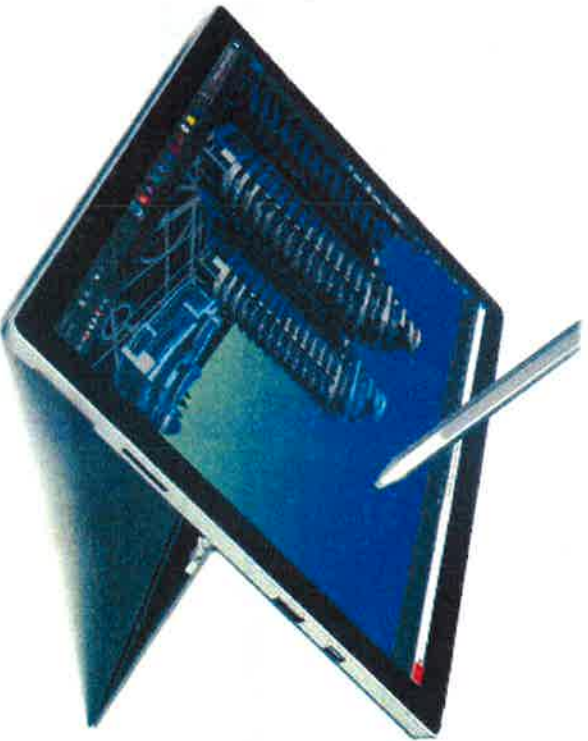
Available in 10 locations

Microsoft Surface Pro 4 12.3" Tablet with Intel® i5 Processor, 128GB Storage & Windows 10 Pro

Web ID/SKU: 108041523

★★★★★ [3.5](#) (6) [Write a review](#)

Microsoft Surface Pro 4 features a 6th Gen Intel® Core™ i5 processor with 4GB memory and a 128GB solid state drive. It is more powerful than its previous versions and lighter than ever before at 1.73lbs. The amazing 12.3" touchscreen PixelSense™ [Read More](#)



 Zoom

Share this product:



 Zoom



Share this product:



1,279⁹⁹

Would you like to add an extended warranty to this item? Love your tech longer with extra protection.

Add a Warranty

Qty 1

Availability

▼ In Stock Online

! Limited YORKDALE MALL

! Limited DUFFERIN MALL

! Limited TORONTO EATON CENTRE (QUEEN)

Check other Locations

Add to List

Add to Lists

REQUEST FOR DECISION

RFD#:	Date: July 19 2016
Meeting#: CM072516	Originator: Layton Bressers
RFD TITLE: Garbage Bylaw Amendment	

BACKGROUND:

Rob Gill from Hydro asked if I could meet with him at GMS to discuss whether or not we could expand our pick up route with the garbage truck and if we could handle the bins they have with their truck. Ed, John, and I met with Rob and Lee Clark we checked out the bins and the 4 new spots that they wanted us to pick up we told them that yes we can handle their bins and pick up the additional garbage and cardboard.

DISCUSSION:

According to our Bylaw we charge hydro 2607.00 to pick up at the control building and 2607.00 to pick up at the Gt shop per year and 37.00 to pick up at the Trappers cabin per month and 325.00 per month to pick up at the lookout Restaurant. The pick-ups are twice a week. We are currently losing a lot of money at the rates we are charging if we are to expand the pick-ups we will have to do three trips a week. So in all we will have 8 pickups three will only be for 6 months during summer 4 will be twice a week and one will be once a week this is cardboard.

CAO Comments

The current bylaw does not require the District to collect garbage from BCH as BCH is not located within the five zones, Schedules A1-A5, that the bylaw identifies as areas for collection, though the bylaw does provide a rate to charge BCH.

Garbage is/was collected by a contractor. As noted by the Foreman, BCH has approached the District to collect garbage from all its sites, as we do not presently collect from all its sites. This means that BCH has no longer elected to avail itself of the services this local contractor provides.

The District must decide whether it will collect BCH's garbage as BCH requests - thus taking away business from the local contractor.

Should the District not accept this contract it would free up time for DPW staff to do other work: this work will take a minimum of 5 hours per week.

31

BUDGET:

Each round trip to the Dam site is 48 kl not counting going to and from all pick up spots this would be around 60 kl approximately. Kim did a fuel test and filed up at the shop went to the look out and back we used 20L of diesel. In order for us to break even we have to charge 2.00\$ Kl (.50 Fuel .10 Repairs .10Insurance 2.5 cents tires 2.5 cents admin and overhead and 1.25 wages) We are currently charging hydro 7,386.00 we should be charging minimum 10,400.00 per year to break even 50klx2.00\$x2times a week x 52= 10,400.00. If we expand the amount of pickups we will be going 60 kl round trip twice a week and 50kl once a week so to break even minimum charge must be 17,680.00\$ a year.

IN conclusion we are losing money. Now if the District charges what is suggested you will break even if fuel or wages go up we will be losing money.

CAO Comments:

Salary & benefits plus vehicle expenses rounded off at \$2.50/hr to service BCH GMS and Peace Canyon.

GMS:

2 trips/week x 52 weeks, = \$2.50/km x 60km = \$150 x 2 trips x 52 weeks = \$15,600
1 trip/week x 52 weeks = \$2.50/km x 50km = \$125 x 52 weeks = \$ 6,500

Peace Canyon:

2 trips/week x 52 weeks, = \$2.5/km x 16km = \$40 x 2 trips x 52 weeks = \$ 4,160

Breakdown:

Employee's cost per km:

<i>Salary &Benefits</i>	<i>Total Hrs/trip</i>	<i>trip cost</i>	<i>Employee cost/km</i>
<hr/>	<hr/>	<hr/>	<hr/>
\$40.47	2.5 hrs	\$101.175	\$1.68625/km

Vehicle costs per km for:

	GMS:		Peace Canyon:
	waste	cardboard	waste
Km Per Trip =	60	50	16
Km per year =	6,240	2,600	1,664
	<u>cost / year</u>	<u>cost / year</u>	<u>cost / year</u>
Per km cost:			
fuel \$0.50	\$3,120	\$1,300	\$832.00
repair \$0.10	\$ 624	\$ 260	\$166.40
ins \$0.10	\$ 624	\$ 260	\$166.40

tires	\$0.025	\$ 156	\$ 65	\$ 41.60
admin	\$0.025	\$ 156	\$ 65	\$ 41.60
<hr/>				
Vehicle	\$0.75/km	\$4,680	\$ 1,716	\$1,248.00
+				
S & B	\$1.69/km			
=				
Ttl /km	\$2.44/km			

Round off at \$2.50 / km due to increases in S&B and fluctuation in vehicle expenses.

		New charge	current charge	(deficit)/surplus
GMS	8840 km	\$22,100/yr	\$5,214/yr =	(\$16,886.00)
Peace	1664 km	\$ 4,160/yr	\$4,428/yr =	\$ 268.00
<hr/>				
New charge:		\$26,260/yr	\$9,642/yr =	(\$16,618.00)
<hr/>				

RECOMMENDATION / RESOLUTION:

The District must decide whether it will collect BCH's garbage as BCH requests - thus taking away business from the local contractor.

Should the District not accept this contract it would free up time for DPW staff to do other work: this work will take a minimum of 5 hours per week.

Should Council accept this work then Administration recommends the following resolutions:

That:

1. "Council amend its Garbage Bylaw No. 838, 214, Schedule B fees to BC Hydro at the W.A.C. Bennet Dam(GMS): the proposed new garbage collection and removal fees for the W.A.C. Bennet Dam is as follows:

(a) W.A.C. Bennet Dam – twice weekly collection: \$15,600.00
All household garbage removal sites.

(b) W.A.C. Bennet Dam – once weekly: \$ 6,500.00
Cardboard removal."

And

2. To approve First Reading of "Hudson's Hope Amending Garbage Collection Bylaw No. 870, 2016".



Tom Matus, CAO



BYLAW NO. 870, 2016

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

1. Title

This Bylaw shall be cited as the "Hudson's Hope Amending Garbage Collection Bylaw No. 870, 2016".

2. Garbage Collection Bylaw No. 838, 2014 is hereby amended as per the following:

In Schedule B where it reads:

BC Hydro and Power Authority – twice weekly collection	
(a) GMS Generating Station:	
Control Building	\$2607.00
General Trades Shop	\$2607.00
(b) Peace Canyon Generating Station	
Control Building	\$2214.00
General Trades Shop	\$2214.00
(c) Seasonal:	
Trappers Cabin	\$37.00/month
Lookout Restaurant	\$325.00/month

Is deleted and replaced with the following:

BC Hydro and Power Authority	
(a) W.A.C. Bennet Dam – twice weekly collection:	\$15,600.00
All household garbage removal sites.	
(b) W.A.C. Bennet Dam – once weekly:	\$ 6,500.00
Cardboard removal.	
(c) Peace Canyon Generating Station	
Control Building garbage site	\$2214.00
General Trades Shop garbage site	\$2214.00

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

Read a First Time this ____ day of _____, 2016.

Read a Second Time this this ____ day of _____, 2016.

Read a Third Time this this ____ day of _____, 2016.

Adopted this this ____ day of _____, 2016.

MAYOR

CLERK

Certified a true copy of Bylaw No. 870, 2016

this __ day of _____.

Clerk



BYLAW NO. 838, 2014

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

1. Title

This Bylaw shall be cited as the "Hudson's Hope Garbage Collection Bylaw No. 838, 2014".

2. Definitions

In this Bylaw:

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

3. Administration

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

4. Collection Services

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

5. Fees and Charges

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

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

6. Transfer Station

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

7. Severability

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

8. Repeal

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


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

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


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

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

Adopted this this 23rd day of June, 2014.



MAYOR



CLERK

Certified a true copy of Bylaw No. 838, 2014

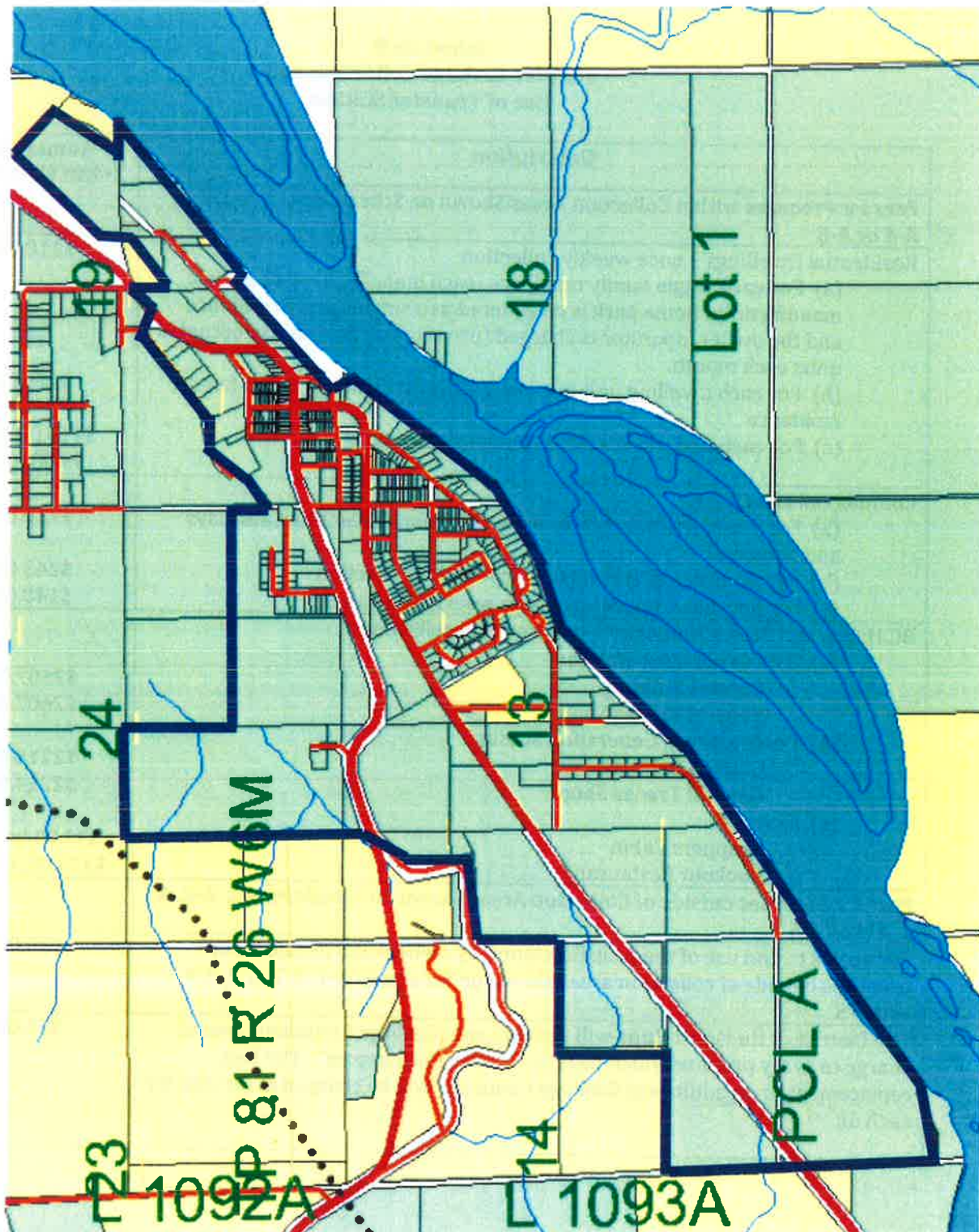
this __ day of _____.

Clerk

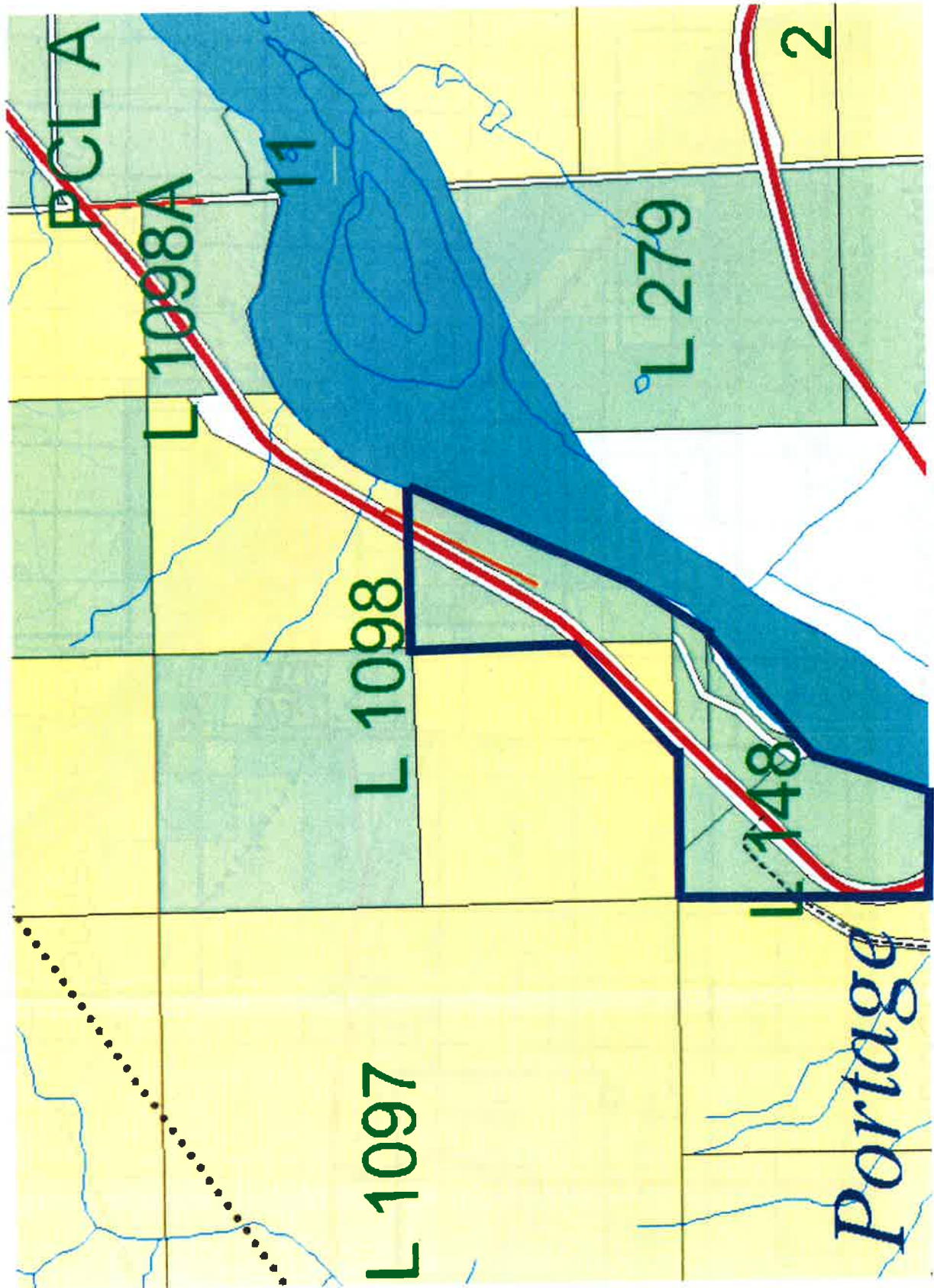
**Schedule B
Fees for Garbage Collection and
Use of Transfer Station**

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

Hudson's Hope Townsite - Garbage Route Map (Schedule A-3)

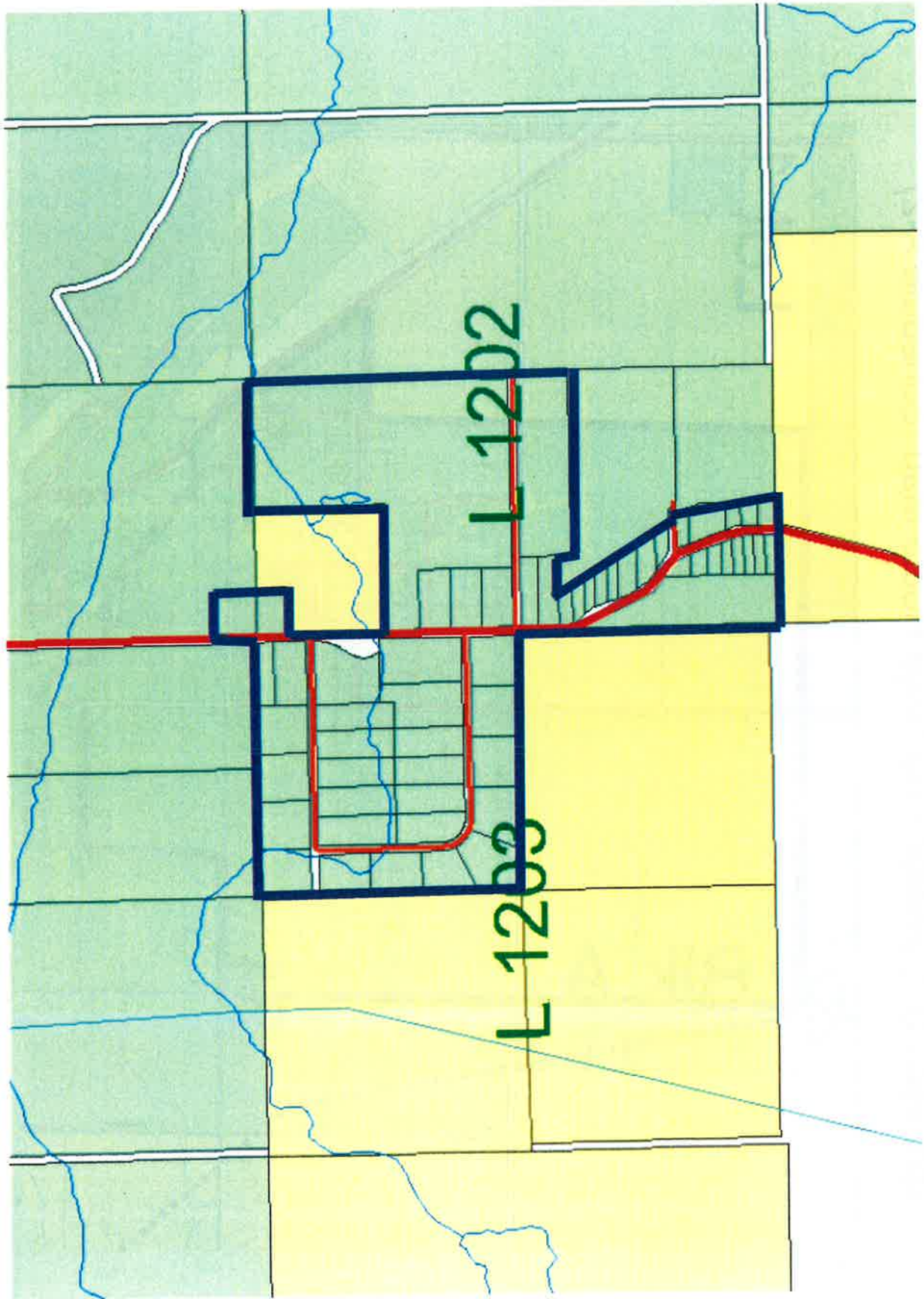


Highway 29 South - Garbage Route Map (Schedule A-5)

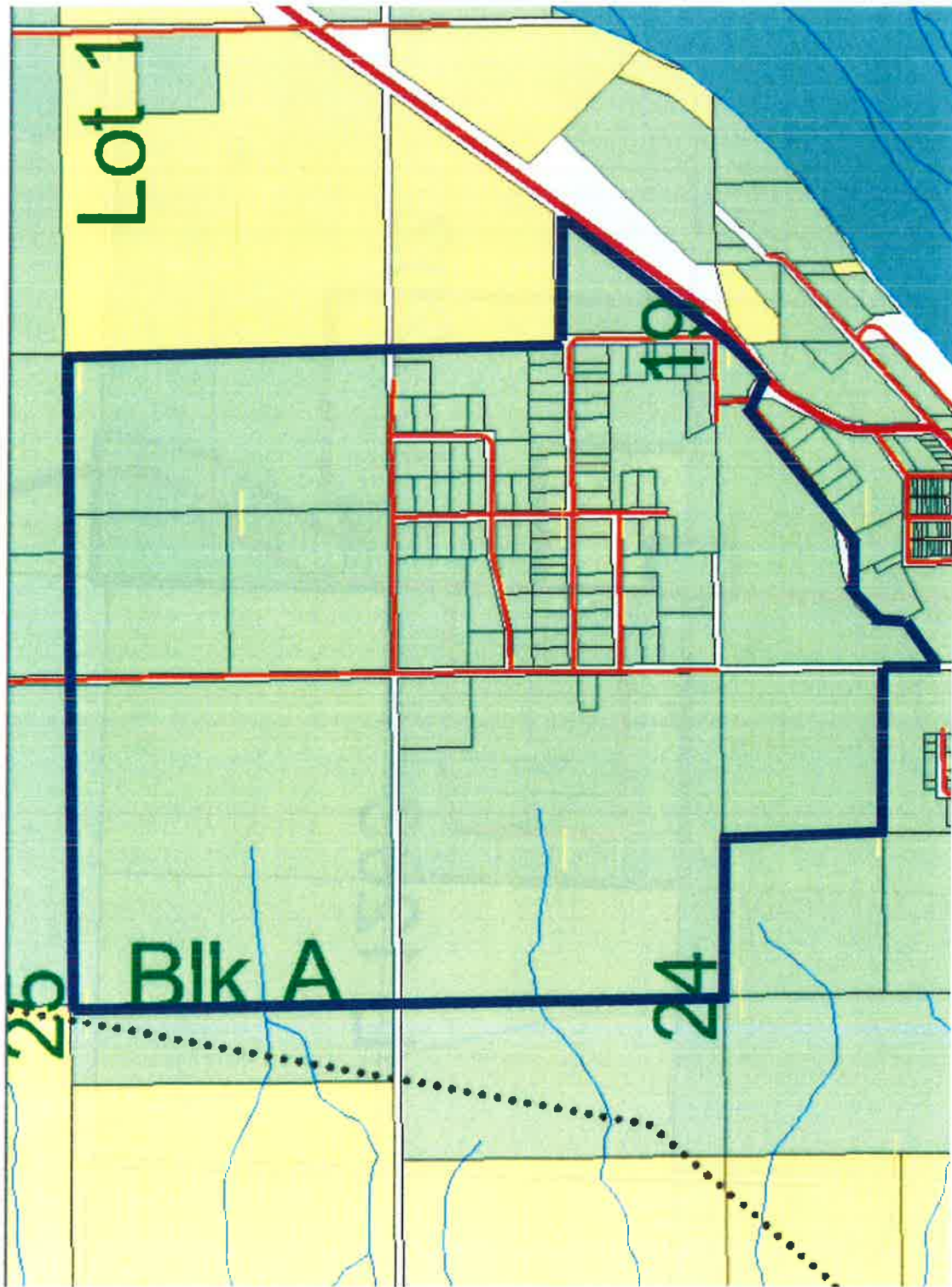


[illegible]

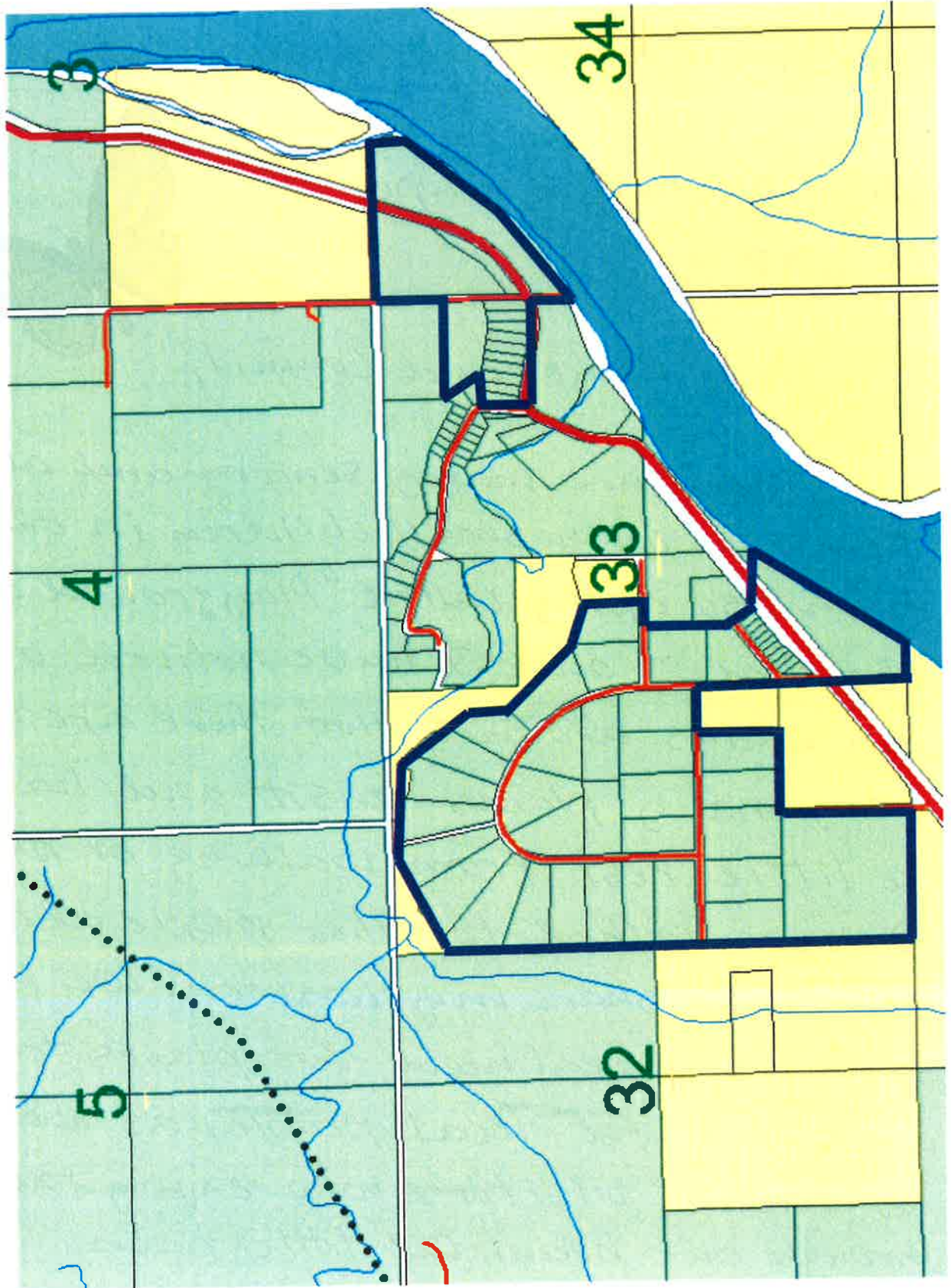
Beryl Prairie Subdivision - Garbage Route Map (Schedule A-1)



Jamieson Subdivision - Garbage Route Map (Schedule A-2)



Lynx Creek Subdivision - Garbage Route Map (Schedule A-4)



Hilde Jeffries

Box 725

Hudson's Hope, B.C.

July 1, 2016

District of Hudson's Hope

Box 330



Dear Mayor and Council,

There are many seniors and also families with small children in our town (so aptly called "Playground of the Peace") and I have noticed on my walks around, that there are not very many places to sit and have a little rest from walking or playing. I have talked to other people about this who share my concern. We feel there is a real need for places to sit and rest for local people, as well as touring visitors who enjoy roaming through our beautiful little town.

Sincerely,

46/82

old Dunc Jeffries

C1

District of Hudson Hope
Hudson Hope, B.C.
VOC 1VO

5160-14 St. W. E.
Salmon Arm, B.C.
V1E 3M8

Dear Sir or Madam:

Thank you for the return of \$5.00 owed us as camp attendant charged us \$20.00 instead of \$15.00 as sign in front of washrooms clearly states.

Thanks a million to "Sue" a very smart lady who listened to our side. We don't know her but she deserves the credit for this. This lady "deserves to be 'Tops' as 'Citizen of the year'". She takes her two black and white collies for a walk through the park everyday and lives near by.

We no doubt will be back to your lovely park.

Yours sincerely,
Arlene & Art
Nicklin (Nicklin)



C2



Selina Robinson, MLA
(Coquitlam-Maillardville)

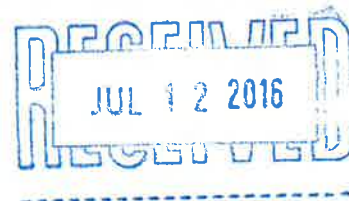


**Province of
British Columbia**
Legislative Assembly

Selina Robinson, MLA
(Coquitlam - Maillardville)
Victoria Office:
Room 201
Parliament Buildings
Victoria, BC V8V 1X4

Community Office:
102 - 1108 Austin Avenue
Coquitlam, BC V3K 3P5
Telephone: 604 933-2001
Facsimile: 604 933-2002

July 5, 2016



Her Worship Mayor Gwen Johansson and Council
District of Hudson's Hope
Box 330
Hudson's Hope, BC V0C 1V0

Dear Mayor Johansson and Councillors,

I hope your summer is going well. I am writing to you in preparation for the UBCM Convention September 26-30. I am pleased to inform you that all of the Opposition MLAs will be at the UBCM Convention and that we would love to meet with you and hear more about your issues and concerns.

In order to book an appointment with an MLA during UBCM please contact my Legislative Assistant Brontë Renwick-Shields at bronte.renwick-shields@leg.bc.ca or call 250-952-7647 and she will be happy to schedule an appointment for you. Please let Brontë know the specific issues or concerns that you would like to address in the meeting so that we can ensure the appropriate MLAs are in attendance.

We would also like to remind you that the Opposition will be hosting a free breakfast on the Friday morning of UBCM in the Crystal Ballroom Room at the Fairmont Empress Hotel, doors open at 6:45 am but please come when you can before 8:30 am. We would love to have you join us, invitations and further information will be included in your Convention package.

Yours sincerely,

Selina Robinson, M.L.A Coquitlam-Maillardville
Opposition Spokesperson for Local Government, Seniors and Sports

C3

World's Invitational Class "A" Gold Panning Championships



July 29th - July 31st, 2016
Peace Island Park

May 12th, 2016

Dear Prospective Participant,

We invite you to join us for the 44th Annual World's Invitational Class "A" Gold Panning Championships on July 29th, July 30th, & July 31st, 2016 at Peace Island Park, Rocky Mountain Fords, in Taylor. We are also extending you a special invitation to compete in the Media/Celebrity/Sponsorship Panning Event, which will be held on Saturday, July 30th at 12:00pm. We welcome anyone from your organization to compete in this event. This year, the event will be a bit different from in the past. Rather than have 3 rounds of panning, we will have a single, penny weight nugget speed round.

A registration desk will be on site at the park on Saturday. Along with the panning events, we have Friday evening entertainment, metal detecting, family activities, an arts and crafts fair, and a Sunday morning pancake breakfast. There will also be a gold panning parade on Friday evening.

If you would like camping reservations in the park, please call Peace Island Park at 789-9295.

We hope that you will bring your family and join us for a great weekend.

Yours truly,

A handwritten signature in black ink, appearing to read 'Sheena'.

Sheena Taillefer
Event Coordinator
Taylor Gold Panning

C4

Joint venture companies:



July 11, 2016

LNG Canada's Joint Venture Participants Delay Timing of Final Investment Decision

Impact of global industry challenges, despite strong project fundamentals

Vancouver, British Columbia -- Today, LNG Canada announces that its joint venture participants – Shell, PetroChina, Mitsubishi Corporation and Kogas – have decided to delay a final investment decision on LNG Canada that was planned for end 2016.

LNG Canada remains a promising opportunity – it has strong stakeholder and First Nations' support, has achieved critical regulatory approvals, has important commercial and engineering contracts in place to design and build the project, and through its pipeline partner Coastal Gas Link, has received necessary environmental approvals and First Nations support along the pipeline right-of-way.

"Our project has benefitted from the overwhelming support of the BC Government, First Nations – in particular the Haisla, and the Kitimat community. We could not have advanced the project thus far without it. I can't say enough about how valuable this support has been and how important it will be as we look at a range of options to move the project forward towards a positive FID by the Joint Venture participants," said Andy Calitz, CEO LNG Canada.

Through their efforts to build a strong LNG sector for Canada, and a critical, cleaner energy alternative for the world, the governments of British Columbia and Canada have developed sound fiscal and regulatory frameworks for success.

However, in the context of global industry challenges, including capital constraints, the LNG Canada Joint Venture participants have determined they need more time prior to taking a final investment decision. At this time, we cannot confirm when this decision will be made.

In the coming weeks, LNG Canada will continue key site preparation activities and work with its joint venture participants, partners, stakeholders and First Nations to define a revised path forward to FID.

LNG Canada Joint Venture Participants are Shell (50%), PetroChina (20%), Mitsubishi Corporation (15%) and Kogas (15%).

--- END ---

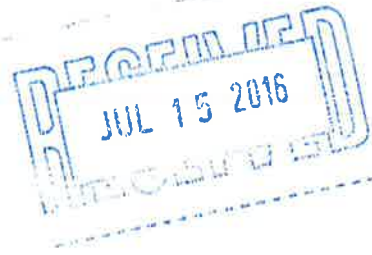
C5

Contact:

LNG Canada Media Relations
Katharine Birtwistle
media@lngcanada.ca

About LNG Canada

LNG Canada is a joint venture company comprised of Shell Canada Energy (50%), an affiliate of Royal Dutch Shell plc, and affiliates of PetroChina (20%), Korea Gas Corporation (15%) and Mitsubishi Corporation (15%). The joint venture is proposing to build an LNG export facility in Kitimat that initially consists of two LNG processing units referred to as "trains," each with the capacity to produce 6.5 million tonnes per annum of LNG annually, with an option to expand the project in the future to four trains.



NCO i/c RCMP
PO Box 240
Hudson's Hope, BC
V0C 1V0
Telephone: (250) 783-5241
FAX: (250) 783-9480

July 12, 2016

ICBC Broker
District of Hudson's Hope
Box 330
Hudson's Hope, BC
V0C 1V0

Attn: Johanna Dupuis

Dear Johanna,

Thank you so much for your very generous donation of \$2,000.00 to our RCMP Bike Rodeo Event that was held on May 25, 2016.

The event took place in the morning and involved the school kids from Kindergarten to Grade 6. The kids learnt about bicycle and road safety, maintenance for their bikes, and got to participate in two different obstacle routes. Fun was had by all and without the generous donation the event would not have been such a great success!

Due to your large donation we are also planning on sponsoring other events in the community throughout the year. We want you to know that donation will be reaching a lot of people in our community.

Sincerely,



Cpl Trevor Romanchych

C6





JUL 18 2016

File: CR-12-01
Ref: SD 2016 Jun 24

The Honourable Mary Polak
Minister of Environment
PO Box 9047, Stn Prov Govt
Victoria, BC V8W 9E2
VIA EMAIL: env.minister@gov.bc.ca

Dear Minister Polak:

Re: Mattress and Bulky Furniture Extended Producer Responsibility

At its June 24, 2016 regular meeting, the Board of Directors of the Greater Vancouver Sewerage and Drainage District ('Metro Vancouver') considered a report on issues related to mattress recycling and disposal in the Metro Vancouver region and adopted the following resolution:

That the GVS&DD Board:

- a) write a letter to the Minister of Environment requesting an amendment to the B.C. Recycling Regulation to require the implementation of an Extended Producer Responsibility (EPR) program for mattresses and other bulky furniture by 2017; and*
- b) copy all municipalities and regional districts in the Province on the letter.*

The Province of B.C. has been a leader in implementing extended producer responsibility (EPR) programs for a broad range of products, including most recently packaging and printed paper, has improved the management of many products in British Columbia. Responsibility for recycling these products has been shifted from municipalities to producers, convenient systems have been put in place for recycling of materials that may create negative environmental impact, and producers are now considering the full-life cycle impacts of their products by implementing design changes.

Building upon the success of current EPR programs, Metro Vancouver believes that it is important to move forward with the implementation of EPR programs for mattresses and bulky furniture. Mattresses and other furniture are specifically identified in the Canadian Council for Ministers of the Environment Canada-Wide Action Plan for EPR as targets for new EPR programs by 2017. The Ministry of Environment has previously communicated its intent to implement EPR programs for mattresses and bulky furniture by 2017.

An estimated 165,000 mattresses are recycled each year in the Metro Vancouver region, of which approximately 60,000 are handled at Metro Vancouver transfer stations. An additional 32,000 mattresses and 59,000 bulky furniture items are picked up by municipalities, either through illegal dumping clean-up programs or large item pick-up programs. Recycling generates significant energy

C7

savings and greenhouse gas benefits, but at significant cost to taxpayers. Metro Vancouver estimates the cost to regional taxpayers of illegal dumping clean-up and bulky items pick-up programs for mattresses and bulky furniture to be as high as \$5,000,000 per year.

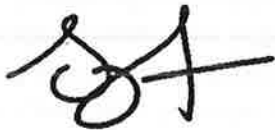
Establishing an EPR program for mattresses and bulky furniture would result in a number of benefits:

1. The cost for collection and recycling of mattresses and bulky furniture would be incorporated into the price of the items rather than being funded by municipal taxpayers.
2. Variability in commodity markets would not impact the potential for recycling mattresses.
3. Mattress production could be changed or alternatively innovative recycling systems could be implemented to manage hard-to-recycle products such as pocket-coil mattresses
4. Mattresses could be recycled by businesses and residents free of charge, reducing the potential for illegal dumping

Within the last year or so, new mattress EPR programs have launched in California, Connecticut and Rhode Island. Given a common pool of mattress and bulky furniture brand owners operating in the United States and Canada, this is a key time to begin moving forward to include these product categories in the *B.C. Recycling Regulation*.

We thank you in advance for your consideration of this request. We would be pleased to discuss how we can work together as partners to facilitate the implementation of this and other EPR programs. Please feel free to contact me to discuss further, or have your staff contact Andrew Doi of the Solid Waste Services Department.

Yours truly,



Greg Moore
Chair, Metro Vancouver Board

GM/PH/sw

cc: All Municipalities and Regional Districts in the Province of BC

Encl: "Mattress Recycling Update" Report to GVS&DD Board dated June 24, 2016 (Doc# 17939528)



To: Zero Waste Committee

From: Sarah Wellman, Senior Engineer, Solid Waste Services

Date: May 26, 2016

Meeting Date: June 9, 2016

Subject: **Mattress Recycling Update**

RECOMMENDATION

That the GVS&DD Board:

- a) write a letter to the Minister of Environment requesting an amendment to the B.C. Recycling Regulation to require the implementation of an Extended Producer Responsibility (EPR) program for mattresses and other bulky furniture by 2017; and
- b) copy all municipalities and regional districts in the Province on the letter.

PURPOSE

The purpose of this report is to update the Greater Vancouver Sewerage and Drainage District ('Metro Vancouver') Board on issues related to mattress recycling in the region and seek direction to write the Minister of the Environment to request that the Province implement an EPR program for mattresses and other bulky furniture.

BACKGROUND

At its April 27, 2012 meeting, the GVS&DD Board adopted the following resolution:

That the Board request the Chair to send a letter to the Provincial Government highlighting the importance of implementing an Extended Producer Responsibility program for mattresses and other large furniture items.

The Board Chair's letter is attached (Attachment 1) along with the response from the Ministry of Environment (Attachment 2).

In 2014, Maple Ridge submitted the following UBCM resolution requesting an EPR program for mattresses:

2014 B97: Maple Ridge

WHEREAS the Province is transitioning responsibility for end-of-life management of goods to industry through the use of product stewardship program as governed by the BC Ministry of Environment Recycling Regulation;

AND WHEREAS there is currently no product stewardship program for used mattresses and improperly discarded mattresses have to be disposed of by local government at taxpayers expense:

THEREFORE BE IT RESOLVED that UBCM request the provincial government to require industry to develop a product stewardship program to adequately address end-of-life management of waste mattresses.

This resolution was endorsed by UBCM, and received the following response from the Ministry of Environment:

The Ministry of Environment supports UBCM's request to include waste mattresses under future product stewardship programs to ensure the costs associated with managing these commonly discarded products are transferred to the producers responsible. In fact, the Ministry has committed to meeting the targets set out in the Canadian Council of Ministers of the Environment's (CCME) Canada-wide Action Plan for Extended Producer Responsibility (EPR) programs – including those for construction and demolition materials, furniture (including mattresses, hide-a-beds, etc.), textiles, carpets and appliances by 2017. BC continues to lead all jurisdictions in this regard. Continued efforts in the Lower Mainland to collect and recycle these items are encouraged as they will not only support waste diversion, but will help establish this industry as a proven entity and inform future consultations regarding the upcoming EPR program for mattresses.

An estimated 160,000 to 170,000 mattresses are recycled each year in the Metro Vancouver region, of which approximately 60,000 are handled at Metro Vancouver transfer stations with the remainder delivered directly to the mattress recyclers either by private industry, private pick up services, or by municipalities that offer collection services and/or pick up illegally dumped mattresses.

In 2011, the *Tipping Fee and Solid Waste Disposal Regulation Bylaw* (Tipping Fee Bylaw) was changed to ban mattresses from disposal due to operational impacts and to encourage mattress recycling. Mattresses are received at Metro Vancouver transfer stations for \$15 per unit to pay for the cost of recycling the mattresses.

Due to challenges recycling pocket coil mattress springs, in 2015, the Tipping Fee Bylaw was amended to provide a \$25 discount per tonne at the Waste-to-Energy Facility for loads containing more than 85% metal in recognition of the value of the metal in loads, and also to help reduce costs for mattress recyclers with no recycling alternative for these pocket coil springs.

At the September 10, 2015 Zero Waste Committee directed staff to report back to the Committee on:

the effectiveness of the mattress surcharge

MATTRESS AND OTHER BULKY FURNITURE DISPOSAL AND RECYCLING

The past practice of disposing of mattresses commingled in the waste stream was operationally challenging due to the bulkiness of mattresses, which makes them difficult to handle during waste pickup and transport. Their low density makes them undesirable landfill material, and the springs have a tendency to impact landfill and transfer station equipment (e.g. puncture hydraulic systems). Removal of mattresses from the waste stream has helped reduce maintenance on transfer station and landfill equipment.

The majority of the mattresses collected at transfer stations are recycled. In mattress recycling there are secondary markets for the steel of the innerspring unit, the polyurethane foam, the cover (toppers), the cotton, and the wood. According to the May 2012 CalRecycle Study "Mattress and Box Spring Case Study: The Potential Impacts of Extended Producer Responsibility in California on Global Greenhouse Gas (GHG) Emissions", mattress and box spring recycling and component reuse generates significant energy and greenhouse gas benefits.

Pocket coils are difficult to recycle, as it is challenging to separate the metal from the fabric. Metro Vancouver is currently accepting pocket coil mattresses at the Waste-to-Energy Facility, and recovers the metal for recycling.

Up until recently, there were three private companies in the region recycling over 160,000 mattresses. Metro Vancouver's disposal ban on mattresses has been key in the development of this industry. With declining metal prices mattress recycling companies have faced economic challenges because historically metal was the primary revenue source from recycling mattresses.

As of May 2016, one of the recycling companies, Recyc-Mattress, stopped accepting mattresses. Without an EPR program in place for mattresses, the net costs for mattress recycling must be charged to residents, businesses and the public sector dropping off mattresses for recycling. Over the last two years, Metro Vancouver's drop-off costs at the private recycling facilities have increased from \$9 to \$13 per unit. Metro Vancouver has maintained drop-off fees at \$15 at transfer stations despite the increased recycling costs to reduce the potential for illegal dumping.

With the temporary closure of Recyc-Mattress, there have been more discarded mattresses than the local capacity for recycling. As a result, Metro Vancouver is temporarily stock-piling some mattresses, and may need to send some mattresses to landfill. This issue highlights the need for an EPR program for mattresses to stabilize the recycling capacity in the region regardless of commodity prices.

Other bulky furniture such as couches are recyclable in the same manner as mattresses, and these products are also a challenge from a disposal perspective due to their bulk and the presence of springs. The cost of recycling couches is approximately \$30 – \$45 per unit. If an EPR program for mattresses and bulky furniture was put in place, couches and other bulky furniture could be banned from disposal, dramatically increasing recycling of these products and reducing impacts on the disposal system.

Illegal Dumping

Illegal dumping is an ongoing concern in the region. It causes environmental, health and social impacts, and is a considerable resource and financial burden on governments, businesses and residents. In particular, municipalities often bear the majority of costs associated with reactively cleaning up and disposing of abandoned waste.

Despite the availability of recycling programs provided by Metro Vancouver and the private sector, illegal dumping of mattresses is common in the region.

The resident's principal barriers to mattress recycling in the region include:

- difficulty and cost of transporting mattresses to transfer stations or appropriate recyclers,
- recycling fee charged when a customer drops off a mattress, and

These barriers contribute to continued incidents of illegal dumping in many member municipalities.

An estimated 10,000 mattresses and 16,000 other pieces of large furniture are abandoned each year in the region with an average municipal unit cost for collection of \$50 per unit (includes labour, and transportation), which leads to a cost of approximately \$1,300,000 per year for member municipalities.

Anecdotally, the highest portion of abandoned mattresses occur in urbanized areas with a transient population near apartment complexes or multi-family dwellings. In these areas, many residents do not own vehicles, rely solely on public transportation, or own small vehicles not suitable for transporting large and bulky mattresses.

It is uncertain as to the relative impact of recycling fees compared to transportation barriers in determining the number of illegally dumped mattresses. Drop-off revenues for mattresses at Metro Vancouver and City of Vancouver transfer stations equal approximately \$900,000 per year, and cover most of the cost of recycling these mattresses. Reduction or elimination of these fees is unlikely to eliminate illegal dumping and as such reduction or elimination of fees would result in a net cost. Drop-off fees could be eliminated if an EPR program for mattresses is put in place.

Large Item Pick-Up Programs in the Region

Many municipalities have implemented large item pick-up programs as a way to reduce incidents of illegal dumping. These programs are generally available only to residences served by municipal garbage collection. There are a combination of various features in member municipalities' programs, including the types of materials collected, pick-up limits, housing types serviced, collection frequency, collection fee, etc. Approximately 22,000 mattresses and 43,000 pieces of furniture are picked up through large item pick-up programs each year.

EPR Program for Mattresses

There is urgent need for an EPR program for mattresses and other bulky furniture in the region. Lack of an EPR program increases the potential for illegal dumping of these items and transfers costs to municipalities that must pick-up illegally dumped items. In many cases municipalities incur additional costs by offering large item pick-up programs at no cost to residents to reduce the potential for illegal dumping. Recent changes to commodity markets have reduced the economic viability of local mattress recycling businesses and may result in the requirement to landfill recyclable mattresses. The Ministry of Environment has previously communicated that they targeted implementing an EPR program for mattresses and bulky furniture by 2017. The typical timeframe for EPR programs to be implemented following a change to the Recycling Regulation is approximately 18 months, and as such, even if a change to the Recycling Regulation is made in 2016, it could be 2018 before a program is in place. It is important to highlight to the Ministry of Environment the urgent need to proceed with an EPR program for mattresses and other bulky furniture.

ALTERNATIVES

1. That the GVS&DD Board:

- a) write a letter to the Minister of Environment requesting an amendment to the B.C. Recycling Regulation to require the implementation of an Extended Producer Responsibility (EPR) program for mattresses and other bulky furniture by 2017; and
- b) copy all municipalities and regional districts in the Province on the letter.

2. That the Zero Waste Committee receive the report titled "Mattress Recycling Update", dated May 26, 2016 for information and provide alternate direction to staff.

FINANCIAL IMPLICATIONS

If the Board approves Alternative 1, correspondence will be sent to the Minister of Environment to advocate for an EPR program for mattresses and other bulky furniture.

SUMMARY/CONCLUSION

An estimated 160,000 to 170,000 mattresses are recycled each year in the Metro Vancouver region, of which approximately 60,000 are handled at Metro Vancouver transfer stations. Mattress recycling generates significant energy and greenhouse gas benefits, and reduces Metro Vancouver's operational and maintenance costs when compared to disposal. A mattress recycling fee is collected by Metro Vancouver at the transfer stations, and paid to mattress recyclers to help cover the cost of dismantling and recycling mattress components.

Many municipalities have developed large item pick-up programs to reduce the incidences and costs associated with illegal dumping.

An EPR program for mattresses and bulky furniture is urgently needed, as changes to commodity markets have reduced the economic viability of local recycling businesses and may result in the requirement to landfill potentially recyclable mattresses. Lack of an EPR program increases the potential for illegal dumping of these products and transfers costs to municipalities. There is a need to continue to urge the Minister of Environment to address this ongoing issue and to introduce an EPR program for mattresses and other bulky furniture and therefore staff recommend Alternative 1.

Attachments and References:

Attachment 1: Letter from Chair Moore to Minister Terry Lake, dated June 19, 2012

Attachment 2: Letter from Minister Terry Lake to Chair Moore, dated December 11, 2012

17939528



metrovancover

4330 Kingsway, Burnaby, BC, Canada V5H 4G8 604-432 6200 www.metrovancouver.org

Office of the Chair
Tel. 604 -432-6215 Fax 604 -451-6614

JUN 19 2012

File: CR-24-03-EPR
RT: 3960

The Honourable Terry Lake
Minister of Environment
PO Box 9047, Stn Prov Govt
Victoria, BC V8W 9E2

Dear Minister Lake: **TERRY**

Re: Acceleration of an Extended Producer Responsibility (EPR) Program for Mattresses and Large Upholstered Furniture

As part of the Canadian Council of Ministers of the Environment (CCME) Canada-wide Action Plan for EPR, all provinces committed to implementing a program for furniture, including mattresses, by the Phase II target of 2017.

The leadership demonstrated by the Province, Metro Vancouver and others, has created a robust recycling industry for mattresses and large upholstered furniture, with three processors located in the Lower Mainland. With the recent emergence of this local recycling industry, Metro Vancouver implemented a ban on the disposal of mattresses at regional disposal facilities in January 2011. A \$20 per mattress fee was charged to cover the costs of collection, transportation and processing. In 2011, over 125,000 mattresses were recycled into their wood, metal, foam, and fibre components, leading to over 70 green jobs added in this recycling sector. These valuable natural resources were reused and/or recycled thereby avoiding the disposal of these materials in landfills and the extraction of new natural resources.

While this initiative has been an overwhelming success from an environmental perspective, the combination of the ban and the \$20 per unit fee has resulted in the unintended consequence of illegal dumping by a minority of individuals unwilling to pay a fee for responsible management of products at the end of their useful life. As a result, municipalities incur significant costs to responsibly manage these products, as opposed to the manufacturers, producers, distributors and retailers who do not currently bear the full environmental cost to manage their products.

We ask that the Ministry of Environment amend the Recycling Regulation to include mattresses and large upholstered furniture and accelerate the implementation of this EPR program to 2015. This request to accelerate EPR implementation is explicitly stated in action 1.1.10 of our Integrated Solid Waste and Resource Management Plan which was approved last year. The infrastructure and regulatory structure already exists in Metro Vancouver and could be easily extended throughout the Province.

Minister of Environment

Acceleration of an Extended Producer Responsibility Program for Mattresses and Large Upholstered Furniture

Page 2 of 2

We thank you in advance for your kind consideration of this request. We would be pleased to discuss how we can work together as partners to facilitate the acceleration of this and other EPR programs. Please feel free to contact me to discuss this matter further, or have your staff contact Andrew Doi, Environmental Planner, at 604-436-6825.

Yours truly,



Greg Moore
Chair, Metro Vancouver Board

GMPH/ad



Reference: 171883

DEC 11 2012

Greg Moore, Chair
and Directors
Metro Vancouver Board
4330 Kingsway
Burnaby BC V5H 4G8

Dear Chair Moore and Directors:

Thank you for your letter of June 19, 2012, regarding the acceleration of an extended producer responsibility (EPR) program for mattresses and large upholstered furniture in British Columbia (BC). I apologize for the delay in responding.

As you may know, BC has recently been recognized for its leadership position on EPR. BC has more EPR programs than any jurisdiction in Canada and is further advanced towards fulfilling its Canadian Council of Ministers of Environment Canada-wide Action Plan (CAP) for EPR.

A date for the addition of mattresses and large upholstered furniture to the Recycling Regulation has not been set at this point in time. Ministry of Environment staff are currently actively engaged on the implementation of the packaging and printed paper product category under the Recycling Regulation. Further product additions to the Regulation will be addressed in priority sequence.

The Ministry's 2011/12 – 2013/14 Service Plan highlights our commitment to the CAP for EPR. The CAP recommends that EPR programs be implemented by 2017 for construction and demolition materials, furniture, textiles, carpets and appliances, including ozone-depleting substances. We are making every effort to meet these 2017 targets, and I would like to assure you that mattresses and large upholstered furniture will be included in future discussions.

I would like to acknowledge and commend Metro Vancouver for extending, as documented in action 1.1.3 under Goal 1 of the Metro Vancouver Integrated Solid Waste and Resource Management Plan, the offer to provide staffing support and partner with the Ministry to help advance EPR in the province. This offer of support has the potential to assist in steering waste diversion activities in a manner that will ultimately eliminate waste or effectively manage it as a resource.

...2

Ministry of
Environment

Office of the
Minister

Mailing Address:
Parliament Buildings
Victoria BC V8V 1X4

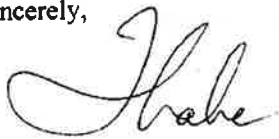
Telephone: 250 387-1187
Facsimile: 250 387-1356

I see the recent Memorandum of Understanding (MOU) on EPR between Metro Vancouver and the Ministry as a promising start to Metro Vancouver's commitment to advance EPR in collaboration with the Province and I encourage the use of the MOU as the mechanism to capture opportunities where Metro Vancouver and the Province can work together to develop new EPR programs.

If you have any further suggestions for the development of EPR programs, or any questions about the content of this letter, please do not hesitate to contact Ms. Meegan Armstrong, Head of Industry Product Stewardship in the Ministry of Environment, at 250 387-9944 or by email at Meegan.Armstrong@gov.bc.ca.

Thank you again for writing.

Sincerely,

A handwritten signature in black ink, appearing to read 'T. Lake', written in a cursive style.

Terry Lake
Minister of Environment

Clerk

From: [REDACTED]
Sent: Tuesday, July 19, 2016 3:14 PM
To: cityclerk@princegeorge.ca
Cc: 100 Mile House; Abbotsford; ACRD; Alertbay; Anmore; Armstrong; Ashcroft; Barriere; Belcarra; BIM; Burnaby; Burns Lake; C Saanich; Cache Creek; Campbell River; Canal Flats; Cariboo RD; Castlegar; CCRD; CDPR; Chase; Chetwynd; Cilliwack; Clinton; CNV; colstream; Colwood; Comox; Comox Valley RD; Coquitlam; Cord; Courenay; cranbrook; CRD; creston; CSRD; Cumberland; CVRD; Dawson Creek; Delta; District of Taylor; DNV; DOCBC; DTR; Duncan; Elkford; Enderby; Esquimalt; Fernie; Fort St James; Fort St John; Fraser Lake; Fruitvale; FVRD; Gibsons; Gold River; Golden; Grand Forks; Granisle; Greenwood City; Harrison Hot Springs; Hazelton; Highlands; Hope; Houston; Clerk; Invermere; Islands Trust; Jumbo Glacier MRM; Kamloops; Kaslo; Kelowna
Subject: 2016 UBCM Convention: Resolutions Submitted by the City of Prince George
Attachments: City of Prince George 2016 UBCM Resolutions.pdf

Good afternoon,

At the City of Prince George regular Council meeting held June 27, 2016, Council gave consideration to proposed Union of British Columbia Municipalities (UBCM) resolutions regarding: Gaming Funds Available to Non-Profit Community Organizations; Call for a Poverty Reduction Plan for British Columbia; and Federal Marijuana Tax Fund. Please find attached the proposed resolutions for your review and a request for your support at the 2016 UBCM Convention.

Thank you,



LESLIE JACKSON

Legislative Assistant
[REDACTED]

1100 Patricia Blvd, Prince George, BC, Canada V2L 3V9
P: 250.561-7655

CS

ADMINISTRATIVE SERVICES

LEGISLATIVE SERVICES DIVISION

1100 Patricia Blvd. | Prince George, BC, Canada V2L 3V9

p: 250.561.7600 | www.princegeorge.ca

July 19, 2016

Attention: UBCM Member Municipalities,

At the City of Prince George regular Council meeting held June 27, 2016, Council gave consideration to proposed Union of British Columbia Municipalities (UBCM) resolutions regarding: Gaming Funds Available to Non-Profit Community Organizations; Call for a Poverty Reduction Plan for British Columbia; and Federal Marijuana Tax Fund. The following resolutions were approved for submission to the UBCM for consideration at the 2016 Convention:

1. Gaming Funds Available to Non-Profit Community Organizations

WHEREAS each year charitable groups and non-profit organizations in municipalities are challenged with finding enough funding to provide services and programs integral to the health of every community;

AND WHEREAS since the Provincial Government changed the Community Charitable Gaming Program from multiyear grants to a single year grant in 2010, the Gaming Program has demonstrated a shift towards inflexible policies, a reduction in gaming revenue, sectors removed and then reinstated after public pressure, with discretionary funding;

AND WHEREAS the reduction and elimination of this funding has impacted the ability of non-profit organizations to deliver services that contribute to the economic viability, sustainability and cultural fabric of our communities;

AND WHEREAS if community programming is viewed as a priority to the educational, cultural, recreational, environment, public safety and social wellbeing of every British Columbian, then Government of BC spending priorities need to include a Gaming Program with funding that is both sustainable and enhanced;

AND WHEREAS the Charitable Gaming Program cannot and should not exist without charities and communities being the priority behind the Program as it would otherwise fail in its mandate and its historical promise;

THEREFORE BE IT RESOLVED that the UBCM urge the Government of BC to form a committee to provide for the restoration of the Community Charitable Gaming Grant program and grants to the funding levels of 2008/2009, re-implement a 3 year grant funding model for stability of programming and provide a proportional share of the gaming revenues to community organizations so that as revenues increase, gaming grant funding increases proportionately.

2. Call for a Poverty Reduction Plan for British Columbia

WHEREAS the poverty rate in British Columbia continues to be among the highest in Canada yet BC is the last province in Canada to have a commitment to a poverty reduction plan;

AND WHEREAS many impacts of poverty are experienced at the local level, and local residents pay for poverty in increased health care costs, higher crime, higher demand for community, social and charitable services, lack of school readiness, reduced school success, and lower economic productivity;

THEREFORE BE IT RESOLVED that the Union of British Columbia Municipalities urge the Government of BC to follow the lead of all provinces and territories by adopting a comprehensive and accountable provincial poverty reduction strategy to reduce the number of people living in poverty in BC by setting concrete targets and timelines to reduce poverty.

3. Federal Marijuana Tax Fund

WHEREAS BC local governments bear the financial burden of Federal Government policy approaches that emphasize enforcement of marijuana prohibition, consume significant portions of municipal budgets and that divert law enforcement attention away from criminal activities where police involvement can better improve community safety;

AND WHEREAS the UBCM in the past has endorsed a resolution that it lobby senior governments to research the regulation and taxation of marijuana that could provide funding to municipalities as a revenue source for police activities related to community safety and drug law enforcement;

AND WHEREAS the UBCM has reviewed possible taxation models and suggested a model similar to that of the gas tax fund, which would create a new revenue source for municipalities and that would be established within Federal legislation;

AND WHEREAS the Federal Government has indicated that it plans to consult with Canadians in 2016 and to introduce new marijuana legislation in 2017;

THEREFORE BE IT RESOLVED that the Union of British Columbia Municipalities urge the Government of BC to request the Federal Government include local government as part of the marijuana taxation equation through the establishment of a Federal Marijuana Tax that would provide revenue that would be shared with municipalities across the province.

On behalf of Prince George City Council, your support of these resolutions at the 2016 UBCM Convention is appreciated.

If you have any questions or would like more information, please contact me at cityclerk@princegeorge.ca or (250) 561-7793.

Sincerely,


Maureen Connelly
Deputy Corporate Officer

COMMITTEE REPORT TO COUNCIL

1100 Patricia Blvd. | Prince George, BC, Canada V2L 3V9 | www.princegeorge.ca

DATE: June 17, 2016

TO: MAYOR AND COUNCIL

NAME AND TITLE: Councillor Brian Skakun, Chair
Standing Committee on Intergovernmental Resolutions

SUBJECT: Proposed 2016 Union of British Columbia Municipalities Resolutions

ATTACHMENTS: Schedule A - Proposed Resolutions regarding Community Charitable Gaming Grant Program, Poverty Reduction Plan for BC, Federal Marijuana Tax Fund and Community Based Agricultural Extension Program Provincial Proposal

RECOMMENDATIONS:

THAT Council:

1. Endorse resolutions 1, 2, and 3, attached as Schedule A to the report dated June 17, 2016 titled "Proposed 2016 Union of British Columbia Municipalities (UBCM) Resolutions" to be submitted for consideration by the UBCM Resolutions Committee at the 2016 Convention; and
2. Support resolution 4, as outlined on Schedule A attached to the report dated June 17, 2016 titled "Proposed 2016 Union of British Columbia Municipalities (UBCM) Resolutions" regarding the June 16, 2016 resolution of the Regional District of Fraser-Fort George Board with respect to a Community Based Agricultural Extension Program Provincial Proposal.

PURPOSE:

For Council consideration and decision.

STRATEGIC PRIORITIES:

The Standing Committee on Intergovernmental Resolutions held meetings in the month of May and June to consider items referred by Council for consideration. At the last meeting of the Committee held June 14, 2016 the Committee directed the attached resolutions be forwarded for Council approval to submit to the Union of British Columbia Municipalities (UBCM) 2016 Convention. City Council referred three matters to the Committee for consideration of UBCM resolutions.

Resolution 1 regarding Gaming Grants was initiated by a delegation from the Northern Interior Communities Association who cited concerns with decreased funding. It recommends that the Province restore and enhance the funding arrangements or the Community Charitable Gaming Grant program so

that charitable groups and non-profit organizations in municipalities can provide services and programs integral to the health of every community.

The resolution regarding a Poverty Reduction Plan for BC came forward from Mayor Hall and urges the Province of BC to adopt a comprehensive poverty reduction strategy to reduce the number of people living in poverty by setting concrete targets and timelines for poverty reduction.

The third resolution regarding the Federal Marijuana Tax Fund was put forward by Committee. It encourages the federal government as part of any marijuana regulation and taxation program to include funding to local government as a revenue source.

The last item Beyond the Market Proposal for a Provincial Community-Based Extension Services Program is in regards to supporting the local food and agricultural sector across the BC Highway 16 region. Given the nature of the resolution and the wide area that would be impacted, the Committee requested that Administration contact the Regional District of Fraser-Fort George (RDFFG) to inquire on whether their board would consider taking the lead on this proposal. On June 16, 2016 the RDFFG Board passed a resolution outlined on Schedule A attached to this report and requested City Council's support for their resolution.

The deadline for resolution submissions to the UBCM is June 30, 2016.

SUMMARY AND CONCLUSION:

The Standing Committee on Intergovernmental Resolutions supports the attached three resolutions regarding a Community Charitable Gaming Grant Program, Federal Marijuana Tax Fund and Poverty Reduction Plan for BC and recommends they be advanced to the UBCM 2016 Convention for consideration.

RESPECTFULLY SUBMITTED:



Councillor Brian Skakun, Chair
Standing Committee on Intergovernmental Resolutions

MEETING DATE: June 27, 2016

City of Prince George UBCM Resolutions

1. Gaming Funds Available to Non-Profit Community Organizations

WHEREAS each year charitable groups and non-profit organizations in municipalities are challenged with finding enough funding to provide services and programs integral to the health of every community;

AND WHEREAS since the Provincial Government changed the Community Charitable Gaming Program from multiyear grants to a single year grant in 2010, the Gaming Program has demonstrated a shift towards inflexible policies, a reduction in gaming revenue, sectors removed and then reinstated after public pressure, with discretionary funding;

AND WHEREAS the reduction and elimination of this funding has impacted the ability of non-profit organizations to deliver services that contribute to the economic viability, sustainability and cultural fabric of our communities;

AND WHEREAS if community programming is viewed as a priority to the educational, cultural, recreational, environment, public safety and social wellbeing of every British Columbian, then Government of BC spending priorities need to include a Gaming Program with funding that is both sustainable and enhanced;

AND WHEREAS the Charitable Gaming Program cannot and should not exist without charities and communities being the priority behind the Program as it would otherwise fail in its mandate and its historical promise;

THEREFORE BE IT RESOLVED that the UBCM urge the Government of BC to form a committee to provide for the restoration of the Community Charitable Gaming Grant program and grants to the funding levels of 2008/2009, re-implement a 3 year grant funding model for stability of programming and provide a proportional share of the gaming revenues to community organizations so that as revenues increase, gaming grant funding increases proportionately.

2. Call for a Poverty Reduction Plan for British Columbia

WHEREAS the poverty rate in British Columbia continues to be among the highest in Canada yet BC is the last province in Canada to have a commitment to a poverty reduction plan;

AND WHEREAS many impacts of poverty are experienced at the local level, and local residents pay for poverty in increased health care costs, higher crime, higher demand for community, social and charitable services, lack of school readiness, reduced school success, and lower economic productivity;

THEREFORE BE IT RESOLVED that the Union of British Columbia Municipalities urge the Government of BC to follow the lead of all other provinces by adopting a comprehensive and accountable provincial poverty reduction strategy to reduce the number of people living in poverty in BC by setting concrete targets and timelines to reduce poverty.

3. Federal Marijuana Tax Fund

WHEREAS BC local governments bear the financial burden of Federal Government policy approaches that emphasize enforcement of marijuana prohibition, consume significant portions of municipal budgets and that divert law enforcement attention away from criminal activities where police involvement can better improve community safety;

AND WHEREAS the UBCM in the past has endorsed a resolution that it lobby senior governments to research the regulation and taxation of marijuana that could provide funding to municipalities as a revenue source for police activities related to community safety and drug law enforcement;

AND WHEREAS the UBCM has reviewed possible taxation models and suggested a model similar to that of the gas tax fund, which would create a new revenue source for municipalities and that would be established within Federal legislation;

AND WHEREAS the Federal Government has indicated that it plans to consult with Canadians in 2016 and to introduce new marijuana legislation in 2017;

THEREFORE BE IT RESOLVED that the Union of British Columbia Municipalities urge the Government of BC to request the Federal Government include local government as part of the marijuana taxation equation through the establishment of a Federal Marijuana Tax that would provide revenue that would be shared with municipalities across the province.

4. Community Based Agricultural Extension Program Provincial Proposal

WHEREAS the agriculture industry in B.C. is an extremely important economic sector providing strong and independent jobs with good potential for growth with the right forms of support;

AND WHEREAS British Columbia has the oldest farmers on average in Canada (56 years) and the lowest percentage of farmers under 25 years of age, necessitating the need for training a new generation of farmers;

AND WHEREAS there are significant gaps in knowledge and training for existing farmers and those wanting to enter the agriculture sector;

AND WHEREAS there is a lack of agriculture extension services across British Columbia, often cited as a significant barrier to new and young farmers;

THEREFORE be it resolved that in support of the Province of British Columbia's Jobs Strategy, that UBCM call upon the Province to deliver a province-wide community based agricultural extension program to support knowledge enhancement for new, prospective and existing farmers.

MEDIA BULLETIN

For Immediate Release
July 21, 2016

Hudson's Hope Physician Recruitment Update

Northern Health continues to work in partnership to support residents of Hudson's Hope to access to healthcare services including recruiting a full-time physician to the community. A vacancy posted with HealthMatch BC seeks a family practitioner to begin working in the Hudson's Hope.

While the Hudson's Hope Health Centre will remain open, there will not be a physician in the community during the month of August. During this time, residents of Hudson's Hope will have to access medical services from physicians elsewhere in the region for instance, Chetwynd or Fort St. John. Northern Health does have physician coverage for September and October, and is working to secure longer term coverage.

Northern Health is also working to recruit a nurse practitioner to the community.

During this time, Northern Health asks residents of Hudson's Hope to utilize the following services:

- If you require urgent care, please call 9-1-1.
- You can book an appointment with a physician or nurse practitioner at the North Peace Primary Care Clinic 250.262.5210 or the Chetwynd Primary Care Clinic 250.788.7300. Make sure to call ahead to check the clinic's hours or book an appointment as appropriate.
- Call HealthLink BC at 8-1-1 for confidential health information and non-emergency services 24 hours a day, seven days a week. For deaf and hearing-impaired assistance (TTY), call 7-1-1.
- If you have a cold, ask your pharmacist for advice about over-the-counter medications to ease your symptoms.
- If you have concerns about your mental health, call the Community Response Unit at 250-565-2668.
- If you are concerned about a possible poisoning or exposure to a toxic substance, call Poison Control at 1-800-567-8911.

In communities with one physician, there are occasionally times that contingency plans are required for coverage. This includes if the physician takes vacation, sick leave, or decide to leave their practice in the community.

Media Contact Northern Health Media Line: 1 (877) 961-7724



Site C

Clean Energy Project

(/)

[Document Library \(/document-library/information-materials\)](/document-library/information-materials)[Maps \(/about-site-c/maps\)](/about-site-c/maps) [FAQ \(/faq\)](/faq)[Contact Us \(/contact-us\)](/contact-us)

1,200 rooms now open at Site C worker lodge

July 18th, 2016

Second of three phases completed on schedule and on budget

FORT ST. JOHN – BC Hydro and its contractor, ATCO Two Rivers Lodging Group, have reached a milestone in the construction of the Site C worker accommodation lodge. The second phase of the lodge – which adds 900 rooms and key amenities – has been completed on time and on budget.

The Site C worker lodge is being constructed in three phases. The first phase, which was completed in February 2016, included 300 rooms and temporary amenity facilities. Phase two of the camp brings the total number of rooms to 1,200 and includes the full dining hall and kitchen, lounge and fitness facility.

The final phase is on track to be completed later this summer when all 1,600 rooms will be available for Site C construction workers.

ATCO Two Rivers Lodging Group was awarded the eight-year \$470-million contract to complete the design, construction, partial financing, operation and maintenance of the worker accommodation lodge. This contract includes the creation of approximately 360 positions during the construction and operation of the lodge. ATCO Two Rivers Lodging is recruiting locally for these positions.

Some of the ATCO workforce during construction and operations includes: maintenance technicians, carpenters, electricians, HVAC technicians, general labour, front desk clerks, cooks, general kitchen help, salad and sandwich makers, bakers and dishwashers.

There are now more than 1,200 British Columbians working on the Site C project, according to BC Hydro's latest employment statistics.

Quotes

Hon. Mike Bernier, MLA, Peace River South:

"With the completion of the second phase of the camp, we have another construction milestone accomplished on schedule and within budget. I'm pleased to see the construction of Site C progressing well."

Pat Pimm, MLA, Peace River North:

"Construction of the lodge has created hundreds of jobs and the operations of the facility will create many more. It's good to see these additional rooms open up as Site C contractors ramp up their activities and hiring."

Chris O'Riley, Deputy CEO, BC Hydro:

"The quality of worker accommodation is a key component of the project's labour approach to attract and retain workers. At the same time, we've designed a lodge that will be self-sufficient to minimize the impact on nearby communities."

Steve Lockwood, President & Chief Operating Officer, ATCO Structures & Logistics Ltd.:

"With the commitment and dedication of our employees and contractors, we are pleased to turn over phase two to BC Hydro. In addition to meeting schedule and budget metrics, it's also important to recognize that these milestones have been achieved with a significant focus on safety, which is evident in the accomplishment of more than 690,000 hours without a lost-time incident."

Facts

- The worker lodge for Site C will be built to house approximately 1,600 Site C construction workers, with services and utilities designed to accommodate a total capacity of 2,200, if required.
- The accommodations will feature single-occupancy bedrooms with ensuite bathrooms, television and Wi-Fi services. In addition, workers will have access to a fitness facility that will include cardio equipment and a weight training area.
- Health care services at the lodge are being provided by

The Site C Clean Energy Project is a hydroelectric dam and generating station under construction in northeast B.C. The project is being built to meet long-term electricity needs in B.C. Once complete in 2024, the project will provide clean, reliable and cost-effective electricity for more than 100 years.

For more information:

BC Hydro Media Relations
604-928-6468

[◀ Back to Listings \(/news-and-information/\)](/news-and-information/)

Get Updates

Name (required)

Name

Email (required)

Email

Yes, sign me up for general project email updates

Yes, sign me up for construction email updates

Subscribe

Contact Us

Site C Clean Energy Project (/contact-us)

P.O. Box 49260

Vancouver, BC V7X 1V5

Toll-free: 1 877 217 0777

Fax: 604 695 5290

Email: sitec@bchydro.com (<mailto:sit%65c@bc%68%79dro.%63o%6D>)

Community Consultation Office, Fort St. John (/contact-us)

9948 100th Ave

Fort St. John, BC V1J 1Y5

Tel: 250 785 3420

Fax: 250 785 3570

Email: sitec@bchydro.com (<mailto:sitec@bchydro.com>)

Community Consultation Office, Hudson's Hope (/contact-us)

The Pearkes Centre

10801 Dudley Drive

Hudson's Hope, BC V0C 1V0

Tel: 250 785 3420 / Toll-free: 1 877 217 0777

Fax: 250 785 3570

Email: sitec@bchydro.com (<mailto:sitec@bchydro.com>)

Clerk

From: LGIF CSCD:EX <LGIF@gov.bc.ca>
Sent: Friday, July 22, 2016 3:08 PM
To: Clerk
Subject: Unconditional Grant Funding Letter - June 2016 Payment

Ref: 167872

Her Worship Mayor Gwen Johannson
and Councillors
District of Hudson's Hope
Box 330
Hudson's Hope, BC V0C 1V0

Email: district@hudsonshope.ca

cc: rhonda@hudsonshope.ca

Dear Mayor Johannson and Members of Council:

I am pleased to inform you of the 2016 Small Community and Traffic Fine Revenue Sharing grants for your municipality. These provincial grant programs support strong and vibrant communities by ensuring municipalities have the necessary fiscal capacity to provide good governance and community safety to their citizens.

For 2016, the Province of British Columbia will provide approximately \$103.4 million to municipalities throughout British Columbia (\$48.5 million through Small Community Grants and \$54.9 million through Traffic fine Revenue Sharing). This amount will be marginally lower than the 2015 funding because, if you recall from last year, the Province advanced approximately \$5 million from the 2016 budgeted grant amount to the 2015 grant payment. This was a one-time adjustment.

If you have any questions or comments regarding your grant amount, please feel free to contact Ms. Jennifer Richardson, Policy Analyst, Local Government Infrastructure and Finance Branch, by email at: Jennifer.Richardson@gov.bc.ca or by telephone at: 250-356-9609.

Unconditional Grant Funding	Purpose	Payment Date	Amount
Small Community Grants	Local government services	June 29, 2016	\$288,101
Traffic Fine Revenue Sharing Grants	Defray the cost of local police enforcement	June 29, 2016	\$ 0

Sincerely,

"Original signed by"

Peter Fassbender
Minister of Community, Sport and Cultural Development
Minister Responsible for TransLink

Request for Support: Paperless Meetings

With the request in the budget to supply Councilors with a refresh on their tablets, I would like to propose that Council move to implement a paperless meeting policy. I believe that increasing our use of technology will improve operational efficiencies and make it easier to access information.

Currently agenda packages and minutes are prepared for Council members by the Friday prior to the Monday evening meeting. They are emailed to Council members and provided in hard copy in the mail area for Council members. Any additional items to the meeting are printed and added to the agenda by staff, in addition to being emailed to Council.

Converting to paperless meetings will provide the following advantages:

- Cost savings – saves cost on toners, paper, printers, etc.
- Time savings – the office staff already make the agendas/minutes available electronically. If the printing were to stop this would free up staff time.
- Portability/Accessibility – If members of Council use their tablets (issued by the District), they would no longer need to transport large volumes of paper and would be able to take Council information with them wherever they go.

Sample Policy:

Example Paperless Policy – Please see attached document following this note.

Options to Consider:

- Consideration for documents that cannot be distributed in electronic format (still available to be picked up in the mail boxes?)
- Consideration that documents received in hardcopy may not scan well and may need to be made available to Council as requested
- *A secure drive/cloud based storage site for materials for meetings and any materials that are not included in meetings but pertinent information to share with the Mayor and Council*
- *Linking of that secure drive to the District website to make agenda packages available to the public in a timely manner*
- *A demonstration of how to access the materials for Council and training for staff on how to upload the documents*

Recommendation: That, concurrent with the purchase of new tablets for Council, staff consider creating a paperless meeting strategy that includes IT support.

CR1

DEPARTMENT: Administration
SUBJECT: Paperless Agenda Devices
DATE OF RESOLUTION: December 2, 2013

Resolved that:

All former policies and practices relating to this matter be rescinded and the following policy adopted:

Policy Statement:

To establish a policy to provide clarity and guidance to Council and Employees on the expectations regarding the use and support of electronic devices.

Purpose:

The use of electronic devices at Council meetings and other District meetings will mean a reduction in the amount of paper used by the District. In 2013, the District committed to a paperless strategy and adopted the use of tablets as a method by which the District agendas and other District information would be accessed by Council.

Policy:

1. Using the Device

Protection of commercially sensitive information and the protection of privacy in accordance with the *Freedom of Information and Protection of Privacy Act* are paramount considerations in the use of Electronic Devices.

Therefore Council and Employees must:

- Take all reasonable steps to safeguard any device used to access any District related information to ensure that the integrity and confidentiality of the information is not compromised;
- Only access District records for legitimate business reasons;
- Must accept that all information, work-related or not, stored on and transmitted to/from a mobile device are subject to formal disclosure requests through a Freedom of Information request; and
- Not use for their own personal or business purposes, or the personal or business purposes of immediate family members or friends, information acquired in the course of their work for the District when that information is not generally known and available to the public.

2. Downloading Material

If Council members download confidential material to their Device they must delete the material from their Device following the meeting to which the material relates. Due to their sensitive content, In-Camera agendas saved to the electronic device must be deleted following each meeting.

3. Applications ("apps")

The ability to download and install third-party applications (hereafter referred to as "apps") onto devices is pervasive. Many of these apps provide true business value, while other apps are purely for entertainment. Some apps are free, while others incur additional charges to the user. The District will not censor or regulate downloading and installation of additional apps onto District-issued devices. As such, it is the responsibility of the user to:

- Ensure apps downloaded, installed, and used on devices are consistent with this and all applicable policies and any relevant government legislation;
- Ensure additional memory, apps, or features above those deemed necessary by the District for normal business use are acquired at the user's expense; and
- Seek reimbursement for additional apps justified for legitimate business purposes according to the conditions specified by this policy;

4. District Issued Devices

If a Council Member or Employee elects to use a District Provided Device, it may be used by that individual for personal use provided that the transmission or receipt of information from that device is respectful of the District and its Council. The device may not be used for any purpose that:

- Could cause or does cause harm to the District or its reputation; or
- Will harm the information technology systems or devices.

If using a District Issued Device, Employees and Council Members:

- Must assume all liability when installing or uninstalling any software to the device and do so at their own risk;
- Are responsible for adhering to copyright and licensing laws and guidelines for all software on the device;
- Must be aware that the device is District property, and the District reserves the right to distribute/redistribute devices as needed. As such, if any installed app is licensed to a particular phone hardware appliance, that app will be redistributed with the phone;
- Must be aware that the District reserves the right to remove additional apps it does not support if necessary to restore the device to proper working condition;
- Must accept the standard device, plan, app, and features set issued as sufficient for District business purposes; and
- Must be aware that use of devices may consume network resources beyond those provided by standard District plans for normal business usage and that the user is responsible for reimbursement of overage charges that cannot be justified for District business purposes.

5. Security

To ensure the relevant level of information and technology protection, the District requires Council and Employees must ensure their personal device is kept secure. Council and employees:

- Must utilize the password protection feature to secure the device;
- Must utilize the auto-lock feature, set to fifteen minutes or less, with a secure password to prevent unauthorized use;
- Must ensure that the device remains secure at all times and that the password and/or device is not shared with any other party;
- Must ensure that current anti-virus software is installed on their device and will ensure that virus definitions installed and configured remain current; and
- Must notify the Chief Administrative Officer (CAO) and Director of Finance if they believe the security of their electronic device has been compromised.

6. Personal Use

The purpose of providing the electronic device is for District business such as reading Council meeting agendas and District-related documents.

It is expected that there may be some reasonable personal use on the device, such as emails, calendar appointments and other applications. Personal files should be kept separate from District files. It is recommended that users delete any unnecessary notes from the device once they are no longer required.

7. Breakage and Lost or Stolen Devices

Council members will be responsible to ensure that the device remains in their custody and is not handled or accessed by any unauthorized person.

In the event that an electronic device is lost or stolen the Council member will report this loss or theft to the CAO and Director of Finance as soon as is practical. The District reserves the right to disable or wipe the device.

The District will arrange for repairs or replacement for damages incurred while operating the device for District business. If the device is damaged during personal use, the District will repair or replace the device at the Council member's cost.

8. Retiring from Council

When a Council Member retires from Council, they will return their assigned devices to the Executive Assistant. There is the option to purchase the device at fair market value as per Appendix 1. The device will be returned to the District to have any District information removed before it is purchased by the Council member.

APPENDIX 1: COUNCIL ELECTRONIC DEVICE ACKNOWLEDGEMENT

I, the undersigned, acknowledge receipt and assignment of the following District of Sparwood property:

Device Model: _____

Serial Number: _____

I understand that the above-noted equipment is issued to me primarily for business purposes and belongs to the District of Sparwood. When using the device for personal matters I will use my discretion to ensure that the use is appropriate. I will undertake reasonable care when using the device to keep it secure and in good operating condition. When using the device, I will responsibly manage and protect corporate information that I have access to, to ensure that the integrity and confidentiality of that information is not compromised. I will not disclose or provide access to sensitive or confidential information that is not available to the general public. I acknowledge that I have a duty to maintain the confidentiality of all information in accordance with the *Freedom of Information and Protection of Privacy Act*.

In the event of my resignation from the Council or end of my Council term, I will return the property, including all accessories, to the District of Sparwood. Alternatively, I may purchase the device at fair market value. Fair market value is designated as 50% after one year of the original purchase price, 25% after two years and 10% after three years. If I elect to purchase the device I will provide it to the District of Sparwood to be cleansed of all District of Sparwood data and software.

Signature: _____

Print Name: _____

Date: _____