



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

Council Chambers

Monday, August 11, 2014 at 7:00 PM

**1. Call to Order:**

**2. Notice of New Business:**

Mayor's List

Councillors Additions

CAO's Additions

**3. Adoption of Agenda by Consensus:**

**4. Declaration of Conflict of Interest:**

**5. Adoption of Minutes:**

M1 July 14, 2014 Regular Council Meeting

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M2 July 28, 2014 Special Council Meeting

Page 7

**6. Business Arising Out of the Minutes:**

**7. Staff Reports:**

SR1 Action Items and Other Updates by Administrator

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SR2 Support Letter for North Peace Economic Development Application to  
Northern Development Initiative Trust Grant

Page 16

SR3 Communications Expenditure

Page 28

SR4 Northern Development Initiative Trust Community Halls and Recreation  
Facilities

Page 31

SR5 Intern Updates

Page 43

SR6 Proposed Rogers Cell Tower

Page 45

**8. Bylaws:**

- |    |   |         |
|----|---|---------|
| B2 | Council Remuneration and Reimbursement of Expense Bylaw No. 840, 2014 | Page 56 |
|----|---|---------|

**9. Correspondence:**

- |     |   |         |
|-----|---|---------|
| C1  | BC Hydro: Invitation to the Peace Williston Advisory Committee Meeting  | Page 60 |
| C2  | Ministry of Forests, Lands and Natural Resource Operations: Groundwater | Page 61 |
| C3  | United Way: Request for Resolution                                      | Page 62 |
| C4  | Elisabeth Haagsman: Gymkhana Series                                     | Page 63 |
| C5  | United Steelworkers: Resolution Request                                 | Page 64 |
| C6  | Mayor Edward J. (Ted) Lewis Letter of Respect                           | Page 66 |
| C7  | Premier's BC Natural Resource Forum: Save the Date                      | Page 67 |
| C8  | Critical Issues for Local Government and First Nations Newsletter       | Page 68 |
| C9  | LGMA: Qualification of Local Government Building Officials              | Page 72 |
| C10 | Notice of Exclusion Application: Kylo                                   | Page 92 |

**10. Reports by Mayor & Council on Meetings and Liaison Responsibilities**

**11. Old Business:**

**12. New Business:**

**13. Public Inquiries:**

**14. Adjournment:**



**REGULAR COUNCIL MEETING**  
**July 14, 2014**  
**7:00 P.M.**  
**MUNICIPAL HALL COUNCIL CHAMBERS**

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

**Staff:** CAO: Tom Matus  
Director of Protective Services: Bob Norton  
Deputy Clerk: Laurel Grimm  
Intern: Devon Flynn

**Other:** 3 in gallery

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

**2. NOTICE OF NEW BUSINESS:**

**Mayors List:**  
Mayor Johansson added a report on the Beryl Prairie water meeting under New Business.

**Council Additions:**  
None

**CAO Additions:**  
Tom Matus added an Agenda Addition, SR9 – Water Treatment Plant, under Staff Reports.

**3. ADOPTION OF AGENDA BY CONSENSUS:**  
The July 14, 2014 Regular Council meeting agenda was adopted by consensus.

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

**5. ADOPTION OF MINUTES:**

**0550-01**

**M1 June 23, 2014 Regular Council Meeting Minutes**

**RESOLUTION NO. 175**  
**M/S Councillors Gilliss/Brown**

**THAT:**

**"The minutes of the June 23, 2014 Regular Council Meeting be adopted as amended."**  
**CARRIED**

M2 **June 23, 2014 Special Council Meeting Minutes**

**RESOLUTION NO. 176**

M/S Councillors Gilliss/Brown

**THAT:**

"The minutes of the June 23, 2014 Special Council Meeting be adopted as amended."

**CARRIED**

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

BA1 **C5: UBCM Call for Nominations**

**0400-01**

Staff requires the background for resolutions sent to UBCM. Information will be sent.

BA2 **NB1: BC Hydro Tradesmen Open House**

**6660-20**

Tradeshow went well.

BA3 **School Bussing**

**0400-70**

No funds have been submitted at this time. Councillor Heiberg is in discussions with the School District No. 60. Both the Peace River Regional District and School District are aware that the District of Hudson's Hope supports this initiative. **Staff to send out a Public Service Announcement**

**7. PUBLIC HEARING:**

(7:10 p.m.)

PH1 **Agricultural Land Commission Application: ATV Park**

**0400-30**

Mayor Johansson read the opening statement. CAO, Tom Matus, gave a brief synopsis of the application. After calling three times to the gallery for comment and hearing none; the Public Hearing was closed.

PH2 **Agricultural Land Commission Application: Airport**

**0400-**

Mayor Johansson read the opening statement. CAO, Tom Matus, gave a brief synopsis of the application. After calling three times to the gallery for comment and hearing none; the Public Hearing was closed.

(7:16 p.m.)

**8. DELEGATIONS:**

Councillor Brown left the room (7:20 p.m.)

D1 **Recreation Society of Hudson's Hope**

**0230-01**

Rosario Lloret representing the Recreation Society of Hudson's Hope.

- Registered non-profit society;
- Created 2 months ago;
- Would like to see an indoor playground at the Pearkes Centre;
- Ping-Pong, pool, foose ball, bouncy castle, etc;
- Has had positive responses from businesses in the area;
- Currently has \$5000.00 in the bank with an additional \$10,000.00 available pending approval in principle from Council;
- Intent is to be open weekends and holidays;
- Opportunity to expand in the future;
- Will be required to have liability insurance.

The Recreation Society of Hudson's Hope is asking that Council draft a letter of Support.

**9. STAFF REPORTS:**

SR1 **Action Items and Other Updates from the CAO**

**0110-**

Tom Matus spoke to the report. **Staff to look at pool fees.**

Councillor Brown returned (7:40 p.m.)

- SR2      **Council Remuneration Policy**      **0340-50**  
Council discussed the financials and need of both the District Shop and Sewer Lagoons.
- RESOLUTION NO. 177**  
**Councillors Gilliss/Miller**  
**THAT:**  
**"Council approve the Council Remuneration Policy."**  
**CARRIED**
- SR3      **Protective Services Update**      **7010-01**  
The Director of Protective Services provided a brief synopsis of his report. There has been no response from UBCM on Jamieson Woods at this time.
- Robert Norton provided an update on the Mount McAllister Fire. 35km due west from Cameron Lake. Modified response. Currently Monitoring the fire. Check Facebook and the Hudson's Hope website for details.
- SR4      **Urban Deer Management**      **0220-01**  
**RESOLUTION NO. 178**  
**Councillors Heiberg/Quibell**  
**THAT:**  
**"That Council direct Staff to continue to enforce the Animal Control Bylaw No. 589 which prohibits the feeding of wildlife and continue with public education efforts."**  
**CARRIED**
- Public Awareness is a key component in the effectiveness of deer management.
- SR5      **Director of Public Works Update**      **1240-01**  
Staff to post information on the new garbage cans on the facebook page, website and Public Service Announcement.
- SR6      **Enabling Accessibility Fund for Hudson's Hope Community Hall**      **1855-01**  
**RESOLUTION NO. 179**  
**Councillors Heiberg/Brown**  
**THAT:**  
**"Approve an expenditure of up to \$10,500 to the Hudson's Hope Community Hall Society pending the Enabling Accessibility Fund be awarded to the Society and:**
1. Provide a letter confirming this financial contribution;
  2. Provide a letter of consent as landlord/lease provider."
- CARRIED**
- SR7      **Action Updates – Intern**      **1011-01**  
**FOR INFORMATION**

- SR8      **Agricultural Land Commission Application**      **0400**  
RESOLUTION NO. 180  
Councillors Gilliss/Quibell  
THAT:  
"Council authorize staff to proceed with the applications, pursuant to Section 30(1) of the Agricultural Land Commission Act, to exclude from the Agricultural Land the following properties:  
1. 4.20 hectares of land from the SW ¼ of Lot 149 and SE ¼ of Lot 149, accessed via Peace Canyon Road for the proposed ATV Park  
  
2. 18.36 hectares of land from Block C, DL 1091;  
49.67 hectares of land from Block C, DL 1092;  
17.19 hectares of land from Block B, DL 1092A for the Airport exclusion."  
CARRIED
10.  
B1      **BYLAWS:**  
**General Local Government Election Bylaw No. 839, 2014**      **3900-02**  
RESOLUTION NO. 181  
Councillors Heiberg/Miller  
THAT:  
"Council give third reading to the General Local Government Elections Bylaw No. 839, 2014."  
CARRIED
- RESOLUTION NO. 182  
Councillors Miller/Gilliss  
THAT:  
"A special Meeting is scheduled for Monday, July 28, 2014 at 7:00 p.m."  
CARRIED
- B2      **Council Remuneration and Reimbursement of Expense Bylaw No. 840, 2014**      **3900-02**  
RESOLUTION NO. 183  
Councillors Gilliss/Miller  
THAT:  
"Council give third reading to the Council Remuneration and Reimbursement of Expense Bylaw No. 8840, 2014."  
CARRIED
11.  
C1      **CORRESPONDENCE:**  
**PRRD: Board Resolution – Mayors' Caucus Meetings**      **0400-50**  
FOR INFORMATION
- C2      **RLGC Meeting Correspondence**      **0360-01**  
FOR INFORMATION
- C3      **BC Hydro: Site C Business-to-Business Network Sessions**      **6660-01**  
FOR INFORMATION



- C4      **Northern Health: NCLGA Meeting**      **0400-80**  
FOR INFORMATION
- C5      **City of Prince George: Submission for the 2014 UBCM Conference**      **0400-01**  
FOR INFORMATION
- 12. REPORTS BY MAYOR & COUNCIL ON MEETINGS AND LIAISONS RESPONSIBILITIES:**
- CR1      Mayor Johansson on Rural Water      **5218-14**
- Verbal Update on water study
  - 6 wells plus 1 tested by FLINRO
  - Studying water in the Pacific Rim area
  - A lot of concern regarding the water in Beryl Prairie
  - 4 year study
  - \$200,000 has been allocate by the Peace River Regional District
  -
- (8:45 p.m. Nicole Gilliss left the room)
- CR2      Mayor Johansson on Ambulance Services      **7100-01**
- Now have a talent acquisition personnel working for them.
  - BC Ambulance will pay for the course costs and licensing fees if they are hired by BC Ambulance
- (8:50 p.m. Nicole Gilliss entered the room)
- 13. OLD BUSINESS**
- OB1      **UBCM Meetings**      **0400-01**  
Council discussed topics they would like to discuss with Ministers at UBCM. **Staff to book meetings**
- 14. NEW BUSINESS:**
- NB1      **Recreation Society Letter of Support**      **0230-01**  
**RESOLUTION NO. 184**  
**M/S Councillors Quibell/Heiberg**  
**THAT:**  
**"Council send a letter of support to the Recreation Society of Hudson's Hope." (9:50 p.m.)**  
**CARRIED**
- NB2      **Wheel Chair Accessibility at Dinosaur Lake**      **6130-20**  
**Staff to prepare a report to Council on the feasibility and costs to pave the walkway to the dock at Dinosaur Lake.**
- 15. PUBLIC INQUIRIES:**
- PI1      **Bob Gammer: BC Hydro**      **6660-20**  
Planning a scheduled power outage for Sunday August 24, 2014. 12 hour durations. 6 a.m. to 6 p.m. BC Hydro needs to replace a circuit breaker at the Pine Pass Substation.
- 16. ADJOURNMENT:**
- RESOLUTION NO. 185**  
**M/S Councillors Miller/Heiberg**  
**THAT:**  
**"That this Regular Meeting recess to go in-camera pursuant to section 90 2. (b) of the Community Charter." (9:05 p.m.)**  
**CARRIED**

**RESOLUTION NO. 186**

**M/S Councillors Gilliss/Heiberg**

**THAT:**

**"The Regular Council Meeting for July 14, 2014 be adjourned" (9:55 p.m.)**

**CARRIED**

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

Certified Correct:

\_\_\_\_\_  
Clerk / Minute Taker

\_\_\_\_\_  
Chair





**SPECIAL COUNCIL MEETING  
July 28, 2014 at 7:00 P.M.  
MUNICIPAL HALL COUNCIL CHAMBERS**

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

**Staff:** CAO: Tom Matus  
Deputy Clerk: Laurel Grimm

**Other:** 1 in gallery

**1. CALL TO ORDER:**

The meeting was called to order at 7:03 p.m. with Mayor Gwen Johansson presiding.

**2. NOTICE OF NEW BUSINESS:**

**Mayors List:**

Mayor Johansson read a thank you letter submitted by Elaine Ferguson thanking Councillor Miller for his support during the Mount McAllister Wildfire Evacuation.

**ADOPTION OF AGENDA BY CONSENSUS:**

The July 28, 2014 Special Council meeting agenda was adopted by consensus.

**DECLARATION OF CONFLICT OF INTEREST:**

**3.** None

**4. STAFF REPORTS:**

**SR1 Municipal Signage Rebranding Update**

**RESOLUTION NO. 190**

**Councillors Heiberg/Bouillon**

**THAT:**

**"Council appoint Councillor Miller and Laurel Grimm to the 2014 Municipal Signage Rebranding Standing Committee, and that, an email be sent to Councillors providing a three day window to reply otherwise the committee may consider a no-reply as approval."**

**CARRIED**

**5. BYLAWS:**

**General Local Government Election Bylaw No. 839, 2014**

**B1 RESOLUTION NO. 191**

Councillors Heiberg/Miller

THAT:

"Council adopt the General Local Government Elections Bylaw No. 839, 2014."

CARRIED

6. **PUBLIC INQUIRIES:**  
None.

7. **ADJOURNMENT:**

RESOLUTION NO. 192

M/S Councillors Miller/Heiberg

THAT:

"That this Regular Meeting recess to go in-camera pursuant to section 90 2. (b) of the Community Charter." (9:05 p.m.)

CARRIED

RESOLUTION NO. 193

M/S Councillors Miller/Heiberg

THAT:

"The Regular Council Meeting for July 28, 2014 be adjourned" (8:55 p.m.)

CARRIED

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

Certified Correct:

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Clerk / Minute Taker

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Chair

## **THE DISTRICT OF HUDSON'S HOPE**

**REPORT TO:** Mayor Johansson and Council  
**SUBJECT:** ACTION and other UPDATES  
**DATE:** August 11, 2014  
**FROM:** Tom Matus, CAO

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### **ViaSport**

In regard to the bus transport for seniors to the golf course our application was rejected:

Thank you for your recent application to the Local Sport Program Development Fund grant program. We regret to inform you that after thorough consideration and review, your application from District of Hudson's Hope for Local Sport Program Development Fund has not been selected to receive support from ViaSport.

Due to the high number of applications received, the application intake was very competitive. The volume of requests received exceeded available funds and the Grant Review Panel was charged with the challenging task of choosing from numerous exciting and worthy proposals. We appreciate the careful thought and time that went into developing your application.

Applicants that were successful in this funding period will be officially announced at a later date. Following a public announcement, recipient information will be available on our website at <http://www.ViaSport.ca>.

### **Airport**

Am awaiting for a free estimate from DGS Astro. Have emailed a few times with no response, as yet.

### **Union Negotiations**

Union/Management met on July 23<sup>rd</sup>, items resolved at this meeting:

- a) Banked Overtime in-Lieu – resolved: MOU to follow
- b) Job Description, Lead Hand - resolved
- c) Job Description, Deputy Treasurer - resolved
- d) Draft Collective Agreement for proofing – not ready until August
- e) Exclusion Request – Event Planner – on-going

The Union has refused the exclusion request for the Event Planner; the drafting of an MOU for this position will be discussed to see if we can agree on this position's requirements/benefits, etc. We can continue to contract though keep in mind the DAS requirement. To follow-up upon my return.

Have received the draft Agreement, will peruse and verify then send back to confirm.

### **Proposed Light Industrial Zone**

Conceptual Plan included in this agenda package.

It is feasible to have the water at the back but if there is going to be fire protection to the lots, the hydrants would need to be placed at the front of the lots along the roadway. This would require a number of long hydrant leads coming off the main at the back to the front. Leads of this length would limit flows to the

hydrants and potentially require a larger water main also. Typical industrial hydrant spacing is 90m, which would require a hydrant almost at every lot line. To connect the sewer to the lagoons is a pretty big endeavour and I agree septic tanks would be a better way to go.

Hopefully a full narrative of the Conceptual design from US will be received before the Council meeting.

Prior notes:

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

Light Industrial Zone issues:

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

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

Final Report received from Urban Systems in regard to the Conceptual design, included in the meeting package for Council perusal. Will discuss further upon my return at next Council meeting. Issues to consider:

A Land Development Workshop is being planned, delivered by Ministry of Jobs, Tourism and Skills Training in Taylor on September 18<sup>th</sup>, 2014.

#### **IC Building Maintenance Agreements**

New Horizons Club and Bullhead Mountain Club Lease Agreements have been sent out for their respective perusal.

#### **IC CKD/Cordero**

CKD:

Message received from Judy Matkaluk of CKD:

Awhile back you asked about our outstanding invoice for the Doctor's salary. I have discussed with our accounting department and General Manager. I don't have very good news for you. It seems that our budget was cut right back and our company basically put on a 'freeze' from our board and investors in China until the Gething project looks like it can proceed. As you are aware we were on hold due to the court case (West Moberly FN) for 8 months. The judge ruled in Government's and our favour but the West Moberly have now filed for an appeal to the Court of Appeal. This court case will likely not happen until Spring of 2015. Consequently our board has not lifted the 'spending freeze' and actually reduced our budget again.

To date we have spent 30 million Canadian dollars on the Gething project and the Board is getting a little frustrated with another 'stop'.

CKD will not have any employees living in Hudson's Hope for at least 1 - 2 years now and of course depending on the court case. We have also stopped the Environmental Assessment work so we will not have any Stantec consultants relying on the services of Hudson's Hope for again another 1 - 2 years, if all goes well with the court case.

Please advise your suggestions on how to work this out as we want to continue our good relationships with the district of Hudson's Hope. We are just not sure if we will have a project in the District of Hudson's Hope at this time.

I am sorry to share this very disappointing and frustrating news and especially when you are dealing with some hardships at the present time. Take Care and I will follow up in a couple of weeks.

#### **Pool Policy**

The Pool Supervisor is researching other pools for their policies.

#### **Fees Bylaw**

All fees are presently being compiled by staff for Council review.

#### **Preliminary Letters of Approval**

Amended L&T Ventures and William Beattie PLAs have been sent out. After soliciting legal counsel it was found that much more was required of the two developers.

**L&T Ventures:**

Requires a decision from Council for the allotment of parks space either through land or cash in lieu. And council needs to enter into a Purchase & Sale Agreement for the "swap" of land for services agreement should L&T decide to pursue this subdivision.

**William Beattie:**

Will require decision from Council on at least three Development Variance Permits in regard to the deferral of subdivision requirements to a "developer" as Wm. Beattie does not intend to develop the three new lots, only wants to subdivide the one lot into three lots and a frontage variance: the Approving Officer could approve this if a Council has passed a bylaw delegating its powers to an AO which we do not have; several covenants need to be entered into to accommodate the deferral of statutory subdivision requirements; and a Statutory Right of Way Agreement needs to be signed by William Beattie should Mr. Beattie decide to pursue this subdivision.

I will engage in further discussion on these two applications upon my return. In the meantime the PLAs have been sent out.

#### **Waterman Valve Insertion Project**

Tenders have been sent out by Focus for both the valve insertion and excavation, closing August 8<sup>th</sup>, 2014.

## **Water Treatment Plant**

### **Well Pumps**

Received flow discharge rates from Peace Canyon Dam, they indicate that BCH is complying with its water licence of discharging not less than 10,000 cubic meters of water per second.

We have identified a faulty transformer that feeds the water pump house at the river, (oily fluids on the ground directly beneath the transformer), we have BCH taking emergency action on this issue. This could be the cause of the pumps failing as brown-outs may be occurring which would trip the pumps causing them to both activate at the same time when coming back online.

### **Gate Valve**

We have found that a backflow preventer valve will not be needed on the outside of the WTP, just a shut-off gate valve for installation directly outside of the WTP on the water distribution line.



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Tom Matus, CAO



July 31, 2014

File: 0664.0015.14-X

District of Hudson's Hope  
9904 - 100th Ave  
P.O. Box 330  
Hudson's Hope, BC V0C 1V0

**Attention: Tom Matus, CAO**

**RE: District of Hudson's Hope Industrial Subdivision Concept**

Hudson's Hope is in need of industrial land for development. Through discussions with staff and Council, Urban Systems was asked to prepare a concept for an industrial development along Highway 29 between the Jamison Avenue road allowance and the parcel to the east of Powell Road.

The attached plan shows the concept that has been generated based on discussions with the District. In general the concept includes:

- +/- 1.0 Ha lots along a new frontage road fronting Highway 29. These lots have been noted to include a 20 m buffer zone along the front of the lots to provide a visual break from the highway.
- Frontage road connection to Highway 29 at the Jamison Avenue road allowance and Powell Road. This plan indicates the Taylor Avenue Road allowance would be closed.
- A watermain extension to provide fire protection and water services from the current water system extents at Jamison Avenue. Please note that the water pressures and flows were not analyzed as part of this exercise. As the main is a dead end and at the extents of the current system, the District will need to ensure adequate pressure is available from the existing reservoir/pump station. Please also note, the watermain has been shown along the frontage of the proposed lots. This is necessary to provide access to fire hydrant connections necessary for the development parcel.
- It has been assumed that onsite septic can be accommodated for the properties. If this is not possible from a geotechnical standpoint, a connection to the sewage treatment plant is feasible but, would be difficult and add significant costs to the project. The attached plan indicates a sewer line and a connection to the existing lagoons. The challenge with this would be getting under the highway and down a significant embankment to the lagoon site.
- 3 Phase power is available along the highway. A connection to this line and individual lot connections would be required to service the lots. A secondary line along the access road may also be required.

Date: July 31, 2014  
File: 0664.0015.14-X  
Attention: Tom Matus, CAO  
Page: 2 of 2



While this layout is currently just a concept, the anticipated servicing costs for the development are as indicated in Table 1. These values have been estimated based on the preliminary drawings, typical area construction costs, and a contingency amount of approximately 40%. This does not include any lot development costs.

The intersection costs have been assumed at \$500,000 each. This would include the addition of left turn lanes heading north on Highway 29 and a right hand turn out lane heading south into each entrance. No provisions for traffic lighting have been included. These details would need to be confirmed and discussed with the Ministry of Transportation. If a simple intersection without turning lanes is permitted this cost would be significantly less.

Table 1: Infrastructure Estimates

Item	Cost
Road Improvements	\$ 2,000,000
Highway Intersections (2)	\$ 1,000,000
Watermain Extensions	\$ 1,100,000
Power and lighting	\$ 700,000
Connection to Sewer (if required)	\$ 1,500,000
<b>Total</b>	<b>\$ 6,200,000</b>

We hope that this concept and letter provide a preliminary review of the potential industrial development the District is looking for. If we can provide any other information or details on the concept please let us know.

Sincerely,

**URBAN SYSTEMS LTD.**

A handwritten signature in blue ink, appearing to read "E. Sears", is written over a horizontal line.

Eric Sears, P.Eng.  
Project Engineer

/eds

\\usl.urban-systems.com\projects\Projects\_FSL\0664\0015\14X-Single-File\Industrial Development\2014-07-31 LTR Industrial Concept T\_Matus.docx





**URBAN**  
systems  
urbansystems.ca



Scale	Date	Figure
1:5000	2014-07-08	F01
06640015.14		THIS

**Industrial Subdivision  
Conceptual Site Plan**

## REQUEST FOR DECISION

<b>RFD#:</b> 7SR	<b>Date:</b> July 28, 2014
<b>Meeting#:</b> CM072814	<b>Originator:</b> Tom Matus, CAO
<b>RFD TITLE:</b> Support Letter for NPEDC app to NDIT Marketing Initiatives Grant	

### BACKGROUND:

Jennifer Moore, Regional Economic Development Officer for the NPEDC is requesting a support letter from the District of Hudson's Hope, (including support letters from the District of Taylor and the PRRD), in regard to a \$20,000 grant they are applying for through the NDIT for an \$80K project entitled North Peace Branding & Marketing Strategy.

### DISCUSSION:

Project description and rationale, respectively, are as follows:

"This initiative is to re-brand the NPEDC, update our current website, produce marketing materials and develop a marketing strategy for the North Peace Economic Development Commission service area (Hudson's Hope, Taylor, Areas B& C of the PRRD). This is an all-inclusive strategy that will produce more economic (including tourism) initiatives for the North Peace by increasing awareness of our region to potential investors and tourists.

The North Peace has been experiencing continuous growth for the past 10 years and this is expected to continue for the long term. A lot of this growth is coming from oil and gas, forestry, agriculture and tourism as well as small and large business. In order for us to take advantage of this growth trend, NPEDC has to develop a marketing strategy to ensure that the long term growth continues. For example, tourism is currently a \$70+ million industry in the North Peace but the potential to see this grow to \$100 million already exists. A new marketing strategy will assist all the tourism agencies and organizations in our region to reach their potential."

### BUDGET:

N/A.

### RECOMMENDATION / RESOLUTION:

That:

Council provide a support letter to the North Peace Economic Development Commission for their \$20K grant request for the North Peace Branding & Marketing Strategy project from the NDIT's Marketing Initiatives Grant Fund.

  
\_\_\_\_\_  
Tom Matus, CAO





NORTH PEACE  
ECONOMIC  
DEVELOPMENT  
COMMISSION

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DISTRICT OF TAYLOR • DISTRICT OF HUDSON'S HOPE  
PEACE RIVER REGIONAL DISTRICT ELECTORAL AREAS "B" AND "C"

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July 14, 2014

Ms. Gwen Johansson  
Mayor  
District of Hudson's Hope  
Box 330  
Hudson's Hope, BC  
V0C 1V0

Dear Mayor Johansson,

**Re: Northern Development Initiative Trust – Marketing Initiatives Grant**

The North Peace Economic Development Commission respectfully requests a letter of support from the District of Hudson's Hope in support of the Marketing Initiatives Grant application that will be submitted to Northern Development Initiative Trust in early August 2014.

Through a strategic planning process that took place in early 2014, the North Peace Economic Development Commission identified 3 top priorities for the organization over the year – branding the North Peace and redeveloping the marketing materials was one of the top three. The process that will undertake is a multi-step process that will occur over the next 12 months with the new brand applied to a redeveloped website, all new investment materials that can easily be updated with current information, and a solid marketing strategy. It is planned to have the new materials completed by June 30, 2015. As there is ever increasing attention focused on Northeastern British Columbia, it is important that the image that the region is promoting is professional, current and consistent.

The total project budget over the 12 months is \$80,000 and the Northern Development Initiative Trust will provide up to a maximum of \$20,000 at a rate of 28.57%.

Please feel free to contact me with any questions you may have. We appreciate the continued partnership with the District of Hudson's Hope to continue the growth of a strong and vibrant economy in the North Peace region.

Yours truly,

Jennifer Moore  
Regional Economic Development Officer

**Adobe Reader 8.0+ is required to complete this application form.**

If you are using an earlier version, you will not be able to save any information you enter into the form.

Adobe Reader is a free download available at: <http://www.adobe.com/products/acrobat/readstep2.html>**1. Project Name**

Provide a name for the project that is proposed in this funding application:

North Peace Branding &amp; Marketing Strategy

**2. Applicant Profile**

Applicant Organization (Legal Name): North Peace Economic Development Commission	Non-Profit Society Registration No. (if applicable):
Address (street, city, postal code): 9505-100 Street, Fort St John BC V1J 4N4	
Telephone: 250-785-5969	Fax: 250-785-1125
Email: invest@npedc.ca	Website (URL): www.npedc.ca

**3. Primary Contact Information**

Primary Contact (for this application): Jennifer Moore	Position / Title: Regional Economic Development Officer
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Complete the following if different from Applicant Organization contact information:

Address (street, city, postal code):	Telephone:
Email:	Fax:



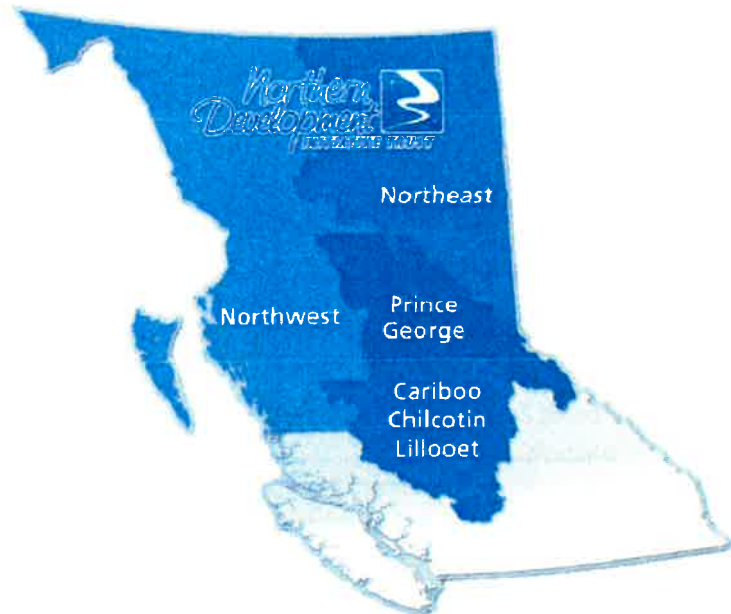
## 4. Select the Application Process

Northern Development accepts Marketing Initiatives funding applications to each of the following Trust Accounts. See the Application Guide for more information on the advisory review and approval process.

Select **one** of the following accounts:

Regional Development:

- ☐ Cariboo-Chilcotin/Lillooet
- ☒ Northeast
- ☐ Northwest
- ☐ Prince George



- ☐ Pine Beetle Recovery    ★ If you select Pine Beetle Recovery, complete [Schedule A](#) of this application form.

Identify the municipality or regional district that is supporting this funding application:

Peace River Regional District

Resolution of Support:

- ☒ A resolution of support from the municipality or regional district is attached.
- ☐ A resolution of support has not yet been secured from the municipality or regional district.

The date when this funding application is scheduled for review is:

*Applicants are responsible for securing a resolution outlining support for the Northern Development funding request from a municipality or regional district. The applicant must provide a certified copy of the resolution of support to Northern Development before a funding decision can be made.*

*The resolution of support must specify formal support for the funding application to Northern Development by the municipality's Council or the regional district's Board, the amount and terms of the funding supported, and the account and local government allocation that the Council or Board supports the funds to be drawn from.*

## 5. Project Overview

<p>Identify the project's <b>primary</b> investment area:</p> <ul style="list-style-type: none"> <li><input type="radio"/> Agriculture</li> <li><input checked="" type="radio"/> Economic Development</li> <li><input type="radio"/> Energy</li> <li><input type="radio"/> Forestry</li> <li><input type="radio"/> Mining</li> <li><input type="radio"/> Olympic Opportunities</li> <li><input type="radio"/> Pine Beetle Recovery</li> <li><input type="radio"/> Small Business</li> <li><input type="radio"/> Tourism</li> <li><input type="radio"/> Transportation</li> </ul>	<p>Identify the project's <b>secondary</b> investment area:</p> <ul style="list-style-type: none"> <li><input type="radio"/> Agriculture</li> <li><input type="radio"/> Economic Development</li> <li><input type="radio"/> Energy</li> <li><input type="radio"/> Forestry</li> <li><input type="radio"/> Mining</li> <li><input type="radio"/> Olympic Opportunities</li> <li><input type="radio"/> Pine Beetle Recovery</li> <li><input type="radio"/> Small Business</li> <li><input checked="" type="radio"/> Tourism</li> <li><input type="radio"/> Transportation</li> </ul>
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*Northern Development project investments must fall within the ten investment areas above as identified in the Northern Development Initiative Trust Act.*

<p><b>Provide a concise description of the project:</b></p> <p>This initiative is to re-brand the NPEDC, update our current website, produce marketing materials and develop a marketing strategy for the North Peace Economic Development Commission service area (Hudson's Hope, Taylor, Areas B&amp; C of the PRRD). This is an all inclusive strategy that will produce more economic (including tourism) initiatives for the North Peace by increasing awareness of our region to potential investors and tourists.</p>
<p><b>Explain the rationale for the project:</b></p> <p>The North Peace has been experiencing continuous growth for the past 10 years and this is expected to continue for the long term. A lot of this growth is coming from oil and gas, forestry, agriculture and tourism as well as small and large business. In order for us to take advantage of this growth trend, NPEDC has to develop a marketing strategy to ensure that the long term growth continues. For example, tourism is currently a \$70+ million industry in the North Peace but the potential to see this grow to \$100 million already exists. A new marketing strategy will assist all the tourism agencies and organizations in our region to reach their potential.</p>
<p>★ <i>Focus on community or regional needs with regards to economic development that the proposed project will address specific to the primary investment area</i></p>

## 6. Key Deliverables

The following key deliverables will be reported on by the applicant organization for a five (5) year period to demonstrate the direct economic benefits of the project:

Outline the projected economic benefits to the local or regional economy:

A revised marketing strategy will assist in continuing economic growth to the region. This will include investments in real estate, small and large business, tourism and new industry for the region. The economic benefits associated with this growth will reach in the billions of dollars in a very few short years.

Current Annual Revenues:	Projected Annual Revenues				
	Year 1	Year 2	Year 3	Year 4	Year 5
\$	\$	\$	\$	\$	\$

**INCREMENTAL REVENUE GENERATION OVER FIVE (5) YEARS: \$**

◆ Incremental revenue is the sum of the Projected Annual Revenues for the five (5) years of the project, minus the Current Annual Revenues maintained over the same five (5) year period.

Describe how the revenue will be generated and the sources of revenue:

Revenues will be generated through investment, start ups of small and large business and other sectors such as tourism. There is significant potential revenue from the growth of the LNG industry (for every \$1 billion invested in NW BC, there will be \$5 Billion + invested in the North East) and BC Hydro's Site C project (\$8 billion investment).

What percent of the projected annual revenue is from outside central and northern BC? 60 %

## 7. Project Participation

List all participants that will actively contribute to the project:

Communities (population ≤ 5,000 residents) : Taylor, Hudson's Hope

Communities (population > 5,000 residents) : Areas B&C of the PRRD

First Nations Communities: Treaty 8 Tribal Association, Moberly Lake First Nations, Doig River FN, Blueberry FN, Halfway FN

Private Businesses:

Non-Profit Organizations:

Governmental Organizations: Province of BC

## 8. Project Milestones

Stage of Project:	Scheduled Date:	Describe the current stage of the project:
1) Develop of concepts	July 2014	<p>We are currently developing the strategy concepts and researching potential consultants, etc.</p> <p>Copies of the quote for the branding exercise will be available by early September and will be sent in.</p>
2) RFP for branding exercise	August 2014	
3) Development of brand	October - December 2014	
4) Adoption of new brand	January 2015	
5) RFP marketing strategy, marketing material & website	January 2015	
6) Launch of new marketing materials & website	June 2015	

Complete the above, however if you wish to provide a more detailed project schedule, please attach separately to this application.

## 9. Project Budget

Expense Item:	Amount (\$):	Verification:
Rebranding	\$ 50,000	<input type="checkbox"/> Quote(s) attached
Website Redevelopment	\$ 15,000	<input type="checkbox"/> Quote(s) attached
Marketing Material Development (ad development, photographers, etc)	\$ 15,000	<input type="checkbox"/> Quote(s) attached
	\$	<input type="checkbox"/> Quote(s) attached
	\$	<input type="checkbox"/> Quote(s) attached
	\$	<input type="checkbox"/> Quote(s) attached
<b>TOTAL PROJECT BUDGET: \$ 80,000</b>		

Complete the above, however if you wish to provide a more detailed project budget, please attach separately to this application.

## 10. Funding Request

The following funding is requested from Northern Development:

Funding Type:	Amount (\$):	
Grant	\$ 20,000	✦ Maximum allowable grant is \$20,000 per marketing project.

## 11. Other Funding Sources

Funding Source:	Amount (\$):	Identify funding terms:	Identify funding confirmation:
NPEDC	\$ 60,000	<input type="radio"/> Grant <input type="radio"/> Loan <input checked="" type="radio"/> Other:	<input checked="" type="radio"/> Approval letter attached <input type="radio"/> Date approval expected:
	\$	<input type="radio"/> Grant <input type="radio"/> Loan <input type="radio"/> Other:	<input type="radio"/> Approval letter attached <input type="radio"/> Date approval expected:
	\$	<input type="radio"/> Grant <input type="radio"/> Loan <input type="radio"/> Other:	<input type="radio"/> Approval letter attached <input type="radio"/> Date approval is expected:
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	\$	<input type="radio"/> Grant <input type="radio"/> Loan <input type="radio"/> Other:	<input type="radio"/> Approval letter attached <input type="radio"/> Date approval expected:
<b>TOTAL OTHER FUNDING: \$ 60,000</b>		<b>TOTAL PROJECT FUNDING: \$ 80,000</b> (Northern Development + Other Sources)	

Prior to disbursement of funds, Northern Development must receive copies of letters of approval for all other funding sources. Please attach all letters of approval received to date with this application. If there are more than six other funding sources, attach a complete list separately.

## 12. Leveraging

Northern Development's funding leverage for the project:

The funding request as a percentage of total project funding is: **25.0 %**

♦ *Leverage % = (Northern Development funding request) ÷ (Total project funding)*

*Northern Development provides funding up to a maximum of 28.57% of a total project budget (a leveraging ratio of \$1.00 from Northern Development to \$2.50 from other sources).*

## 13. Attachments

List all documents attached to this application:

Document Name:

- 1) Quotes for various components - to follow in early September
- 2) Resolution of support from PRRD
- 3) Letter of Support from District of Taylor
- 4) Letter of Support from District of Hudson's Hope
- 5)
- 6)
- 7)
- 8)
- 9)
- 10)



#### 14. Authorization

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I AFFIRM THAT the information in this application is accurate and complete, and that the project proposal, including plans and budgets, is fairly presented. I agree that once funding is approved, any change to the project proposal will require prior approval of Northern Development Initiative Trust (Northern Development).

I also agree to submit report reporting materials as required by Northern Development, and where required, financial accounting for evaluation of the activity funded by Northern Development. I understand that the information provided in this application may be accessible under the Freedom of Information (FOI) Act.

I agree to publicly acknowledge funding and assistance by Northern Development.

I authorize Northern Development to make any enquiries of such persons, firms, corporations, federal and provincial government agencies/departments and non-profit organizations operating in my organization's field of activities, to collect and share information with them, as Northern Development deems necessary, in order to reach a decision on this application, to administer and monitor the implementation of the project and to evaluate their results after project completion.

I agree that information provided in this application form may be shared with the appropriate Regional Advisory Committee(s) and/or Northern Development staff and consultants.

Name:

*Organization Signing Authority*

Title:

Date:

#### 15. Submitting Your Application

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Completed funding applications (with all required attachments) should be provided electronically to Northern Development by email.

Email: [info@northerndevelopment.bc.ca](mailto:info@northerndevelopment.bc.ca)

## SCHEDULE A: PINE BEETLE RECOVERY ACCOUNT

Only complete this schedule if you are applying for funding from Northern Development's Pine Beetle Recovery Account. See the Application Guide for more information on the advisory review and approval process for Pine Beetle Recovery Account applications.

### Required Features

Describe the specific economic impact of the Mountain Pine Beetle epidemic in the community and region where the project will be implemented:

Describe how the project will directly support economic diversification that will mitigate the impact of the Mountain Pine Beetle epidemic in the community or and/region:

Outline partnership and collaboration between 1) private business, 2) First Nations, and 3) local government(s) that contributes support for the project:

✦ *Direct economic benefits to the three (3) parties should be described.*



## THE DISTRICT OF HUDSON'S HOPE

**REPORT TO:** Mayor and Council  
**DATE:** July 31, 2014  
**FROM:** Laurel Grimm, Deputy Clerk  
**SUBJECT:** Communications Expenditure

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### RECOMMENDATION:

*That: "Council approve an expenditure of up to \$2000 to Communications for the purchase of seven mobile devices."*

### Administrator Comments:

Due to the problems some Councillors are having with their cell phones staff recommends upgrading to more functional and ease of use cell phones. It looks like our IT consultants (IT Partners) lean to the iPhone due to its "ease of use". Staff awaits direction from Council on this matter.



Tom Matus, CAO

### INFORMATION

Council has had their current blackberries for 26 months. Numerous issues are arising including battery and device failures. Staff is recommending that all the cell phones are updated prior to the 2014 Local Government Election.

Based on Council's needs we could go in two different directions and look at upgrading to the newest blackberry Z30 or switching operating systems to the iPhone 5S.

The hardware would be purchased with a 2-year contract agreement.

## Hardware Specs:



**iPhone 5s 16GB**



**Blackberry Z30**

<b>Price</b>	<b>\$230.00 + \$45.83 (hardware upgrade)</b>	<b>\$130.00 + \$45.83 (hardware upgrade)</b>
<b>Product Description</b>	iPhone 5s, Apple EarPods with Remote and Mic, Lightning to USB Cable, USB Power Adapter, Documentation	BlackBerry® Z30, Stereo headset, AC charger, Rechargeable battery, USB sync and charging cable
<b>Operating System</b>	<b>iOS</b>	<b>Blackberry 10</b>
<b>Screen</b>	4-inch (diagonal) Multi-Touch Retina display	5" 1280 x 720 pixel touchscreen
<b>Camera</b>	8-megapixel iSight camera for photos and 1080p HD video recording FaceTime HD camera for video calls	Rear: 8MP rear facing Front: 2MP front facing
<b>Network Speeds</b>	Up to 75 Mbps download speeds (expected average is 12-25 Mbps).	Up to 75 Mbps download speeds (expected average is 12-25 Mbps)
<b>Processor</b>	A7 with 64-bit architecture and M7 coprocessor	Qualcomm MSM8960T Pro 1.7 GHz Dual Core
<b>Battery</b>	Built-in rechargeable lithium-ion battery	2880 mAh Lithium-ion, non-removable
<b>Talk/Standby time</b>	8hrs / 250hrs	18hrs / 384hrs
<b>Internal Memory</b>	16 GB	16 GB
<b>Expandable Memory</b>	None	Up to 64 GB
<b>Weight/Dimensions</b>	112 Grams	170 Grams
<b>Networks</b>	4G LTE : 700MHz (Band 17) / AWS (Band 4) 4G (UMTS/HSPA/HSPA+/DC-HSDPA): 850MHz / 900 MHz / 1800MHz / 1900MHz / 2100MHz 2.5G (GSM/EDGE): 850MHz / 900MHz / 1800MHz / 1900MHz	4G LTE : 850MHz (Band 5) / AWS (Band 4) / 2600MHz (Band 7) 4G (HSPA): 2100MHz (Band I) / 1900MHz (Band II) / AWS (Band IV) / 850MHz (Band V) 2.5G (GSM): 850MHz / 900MHz / 1800MHz / 1900MHz

**Notes from IT:**

***Blackberry –***

- Pros: Great Canadian owned company.  
For the basics (email, txt and calling) it works fine.
- Cons: Platform costs more for developers to develop on – thus not as many apps are created for it.
- Note: Just like Nortel this platform could become obsolete and support could become costly.

***iPhone –***

- Pros: High adoption rate among developers – more apps created.  
Ease of use – it just works  
Great built in Camera (municipal use could be used for documentation of work, accident or issue)
- Cons: Recommend having a cover.
- Note: Do not recommend jail breaking phone.

***Android –***

- Pros: High adoption rate among developers – least costly to develop applications for
- Cons: Lots of hackers write code to hijack these phones.
- Note: Do not recommend hacking phone and gaining root access.

Four (technical information notes) TINs for you

*Antivirus* – Recommended and we can add this for you and control it from the same screen we do your computers.

*Security* – We can remotely wipe these phones from the exchange server and ensure that the phones have a lock code on the screen.

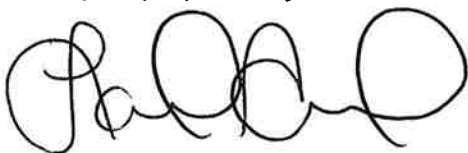
*Emergency issues* - Did you know that during an emergency cellphone towers can become overloaded? To avoid this situation and have your emergency personnel more likely to get through using their cellphones talk with your cellphone provider about 'next in que'(aka priority) cellphone plans. I would recommend this for your fire chiefs, boards members and directors.

*Remote areas and mountains* – Emergency vehicles I would recommend installing cellular boosters. We did in one of our remote Municipalities and they were able to drive through Grande Cache and had Cellular connectivity the majority of the time compared to only 30 percent with just a phone.

*Blackberry Enterprise Server (BES)* – You currently have this installed. Removing it would reduce the space needed and improve your resource utilization slightly

If Council agrees with the recommendation Staff will order the new devices based on Council direction. All current devices will need to be handed in and they will be wiped when the new ones arrive.

Report prepared by:

A handwritten signature in black ink, appearing to read 'Laurel Grimm', with a stylized, cursive script.

Laurel Grimm, Deputy Clerk



## REQUEST FOR DECISION

<b>RFD#:</b> _____	<b>Date:</b> <b>August 7, 2014</b>
<b>Meeting#:</b> _____	<b>Originator:</b> <b>Devon Flynn, Intern</b>
<b>RFD TITLE: NDIT Community Halls and Recreation Facilities</b>	

### BACKGROUND:

Several opportunities are available to fund renovations for the Hudson's Hope Community Hall, a crucial community asset for the District of Hudson's Hope. One highly potential source of funding is through the NDIT Community Halls and Recreation Facilities funding application. The intake deadline was August 8, 2014. To meet this deadline, an application for funding has already been sent in. The application process is iterative however and required documents, like resolutions of support, can be provided post-application-submission.

### DISCUSSION:

The Community Halls and Recreation Facilities program provides municipalities, regional districts, First Nations bands and registered non-profit organizations with up to 50% of a project's budget to a maximum of \$30,000 in funding to improve or expand existing facilities in order to increase the number of events held annually in community, contributing to service revenues in the local economy. Though other forms of funding for this project have been pursued, none have been confirmed as of yet.

NDIT funding will prove to be integral to improving the Hudson's Hope Community Hall, a key anchor facility in the community in dire need of renovations. As noted in the application criteria, a resolution of support from the municipality is required.

I am requesting a resolution of support from Council. Given that this NDIT funding is designed as a matching grant and no other sources have been confirmed as of yet, I am also requesting this resolution of support indicate a confirmation of financial support of *up to \$30,000.00* for this project. Should other sources of funding become confirmed in the interim, this financial commitment on behalf of the District of Hudson's Hope will be re-evaluated.

The application form provided with this RFD includes:

- Industrial Stove/Oven; Energy Efficient Lights repl. (neither incl. installation) - \$8648.00
- Wall renovation and purchase of single Model CD12 cooler - \$5356.00
- Energy Efficient Furnace replacement - \$7631.00
- Paint/Epoxy downstairs bathrooms - \$1050.00
- Replace main hall flooring - \$59,940.00
- Demolish and replace three (3) decks, including roof renos and cement walkway - \$27,000

\*Note the fifth item, "Replace main hall flooring". I bring this to attention for informative purposes, but also because it is the most expensive item and will be removed in order to reach a reasonable budget for this application. It was advised by NDIT that it be included in the submitted application. I am currently working with NDIT to maximize financial leveraging. As a result, budgeted items are subject to change.

To reiterate, a resolution of support derived from this RFD would be an agreement to provide up to \$30,000 for this particular project – no more.

**BUDGET:**

\$30,000.00 from General Capital Works, M&E Reserve Fund.

**RECOMMENDATION / RESOLUTION:**

THAT Council:

Approve a resolution of support for applying to NDIT's Community Halls and Recreation Facilities funding application.

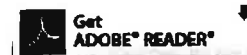
1. Provide a letter confirming this resolution of support
2. That the same letter confirm a financial match of up to \$30,000.00



Tom Matus, CAO

**COMMUNITY HALLS AND RECREATION FACILITIES****Adobe Reader 8.0+ is required to complete this application form.**

If you are using an earlier version, you will not be able to save any information you enter into the form.

Adobe Reader is a free download available at: <http://www.adobe.com/products/acrobat/readstep2.html>**1. Project Name**

Provide a name for the project that is proposed in this funding application:

Hudson's Hope Community Hall Renovations

**2. Applicant Profile**

<b>Applicant Organization (Legal Name):</b> Hudson's Hope Community Hall Development Society	<b>Non-Profit Society Registration No. (if applicable):</b> S-000 9417
<b>Address (street, city, postal code):</b> PO Box 330, Hudson's Hope, BC V0C 1V0, 10310 Kylo Street	
<b>Telephone:</b> 250.783.9901	<b>Fax:</b> 250.783.5741
<b>Email:</b> intern@hudsonshope.ca	<b>Website (URL):</b> www.hudsonshope.ca

**3. Primary Contact Information**


<b>Primary Contact (for this application):</b> Devon Flynn	<b>Position / Title:</b> Intern
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Complete the following if different from Applicant Organization contact information:

<b>Address (street, city, postal code):</b> 11606 Ross St. V0C 1V0, BOX 284. Hudson's Hope, BC	<b>Telephone:</b> 250.783.9901
<b>Email:</b> intern@hudsonshope.ca	<b>Fax:</b>

### 4. Select the Application Process

Northern Development accepts Community Halls and Recreation Facilities funding applications to each of the following Trust Accounts. See the Application Guide for more information on the advisory review and approval process.

<p>Select <b>one</b> of the following accounts:</p> <p>Regional Development:</p> <p><input type="radio"/> <u>Cariboo-Chilcotin/Lillooet</u></p> <p><input checked="" type="radio"/> <u>Northeast</u></p> <p><input type="radio"/> <u>Northwest</u></p> <p><input type="radio"/> <u>Prince George</u></p>		
<p>Identify the municipality or regional district that is supporting this funding application:</p> <p>District of Hudson's Hope</p>		
<p>Resolution of Support:</p> <p><input type="radio"/> A resolution of support from the municipality or regional district is attached.</p> <p><input checked="" type="radio"/> A resolution of support has not yet been secured from the municipality or regional district.</p> <p>The date when this funding application is scheduled for review is: August 11, 2014</p>		

*For all Regional Development Account applications, applicants are responsible for securing a resolution of support from a municipality or regional district. The applicant must provide a certified copy of the resolution of support to Northern Development before a funding decision can be made.*

*The resolution of support must specify formal support for the funding application to Northern Development by the municipality's Council or the regional district's Board, the amount and terms of the funding supported, and the account and local government allocation that the Council or Board supports the funds to be drawn from.*

## 5. Project Overview

### Provide a concise description of the project:

Renovations of the Hudson's Hope Community Hall entails minor and major components, some of which are cosmetic, some of which are a matter of safety.

#### Minor:

Purchase new furniture for meeting room  
 Purchase additional cooler fridge unit. This requires remodeling of a wall behind the bar  
 Replace double range stove/oven unit in kitchen  
 Replace lights with energy efficient models

#### Major:

Replacing main hall flooring  
 Demolish and replace rear outdoor deck/ramp/stair case. This requires renovations on the roof directly above the deck.  
 Demolish and replace second rear entrance staircase  
 Demolish and replace front entrance staircase  
 Construct paved walkway connecting rear two rear entrances to parking lot  
 Paint or epoxy flooring of downstairs bathroom  
 Replacing existing furnace with energy efficient model

The details of these renovations and appliance/furniture purchases are explained in the quotes given

### Explain the rationale for the project:

The Hudson's Hope Community Hall is over 50 years old. Large renovations and repairs are expensive and rare. Past renovations have been through grant funding provided by the District of Hudson's Hope to the Community Hall Development Society. As the Society is a non-profit group, most revenue is put towards operating costs and not capital improvements. As a result, most minor repairs and renovations are ad hoc and make-shift, usually led by in-kind volunteer efforts which have been fatiguing over the past few years. In 2014, the Society applied for District funding to renovate the downstairs meeting room. Though this has been a successful renovation, it was also draining on any financial savings the Society had. Ongoing repairs and renovations are increasingly becoming a burden for the Society and the District of Hudson's Hope, both financially and socially. NDI's Community Halls and Recreation Facilities program funding will not only ease this burden for the community, it will be a significant step towards improving a valued space and increasing the value and use of the building itself. An improved and rejuvenated community hall will encourage a higher rental use in the community, increasing revenue generated from rentals.

The proposed renovations and repairs in this application are not only for aesthetic purposes, but for operational and safety purposes. The outside deck is not up to code, pilings are missing, and some parts are rotting. This presents a hazard for groups who use the community hall. Replacing certain appliances, like the kitchen oven/stove and furnace will help increase gas savings which can be substantial for a small group like the Society. And finally, replacing furniture, painting the bathroom floors will improve the aesthetics of the Hall. The community hall is important hub for the community, used for a wide range of events hosted in the community and surrounding area, including: weddings, funerals, dances, Christmas celebrations, pancake breakfasts, and as a meeting place for various clubs and organizations, including the Women's Club, Lion's Club, and Brownies. As energy projects like the WAC Bennett Dam and Site C draw workers and families to the area, Hudson's Hope hopes to maintain a quality of life through social and community engagement and participation. A pleasing and functional community hall, one residents can be proud of, is essential in achieving this quality of life.

✦ Focus on community or regional needs with regards to economic development that the proposed project will address specific to the primary investment area.

## 6. Direct Economic Benefits

Outline the direct economic benefits to the local or regional economy:

The community hall is currently rented out to groups and organizations. Renovations will allow for higher rental use rates by these and potentially new groups, increasing revenue generations. Renovations will allow the opportunity to rent the basement meeting room separate from renting the entire hall. Doing so will provide flexibility for the needs of these groups and a means of accommodating two separate groups at the same time. An improved community hall will encourage rentals locally instead of rentals of halls in other communities like Chetwynd or Fort St. John. Renovations will also create jobs through contract work (surveyors, engineers, carpenters, painters, etc). These positions, as well materials required will be contracted through a "as local as possible" basis.

## 7. Current Employment

Nature of positions:	Number of existing positions:	Hours of employment per week (average):	Total person months employed annually (average):	How does the proposed funding help to sustain the existing positions?
Direct permanent full-time jobs:	1	35+ hours/week	12 months/year	The one position is for janitorial services. This will not be impacted by renovations
Direct permanent part-time jobs:	0	hours/week	12 months/year	
Direct seasonal jobs:	0	hours/week	months/year	

## 8. New Employment (Job Creation)

The following job creation will be reported on by the applicant organization for a five (5) year period to demonstrate the direct economic benefits of the project:

Nature of positions:	Number of new positions to be created:	Hours of employment per week (average):	Total person months of employment to be created (average):	Position(s)/Title(s):
Direct permanent full-time jobs:		35+ hours/week	12 months/year	
Direct permanent part-time jobs:		hours/week	12 months/year	
Direct seasonal jobs:		hours/week	months/year	
Direct temporary jobs (construction or consulting):	3	35 hours/week	2 months/year	General Contractor Furnace Contractor
<b>TOTAL PROPOSED FULL-TIME EQUIVALENT (FTE) JOB CREATION:</b>				<b>0.5</b>
† Full-time equivalent (FTE) job creation is aggregated from information provided above. 1.0 FTE is equal to 1 new position working 35 hours/week for 12 months/year.				

### 9. Increased Revenue Generation

The following annual revenue generation will be reported on by the applicant organization for a five (5) year period to demonstrate the direct economic benefits of the project:

Current Annual Revenues:	Projected Annual Revenues				
	Year 1	Year 2	Year 3	Year 4	Year 5
\$ 2,850	\$ 3,000	\$ 3,200	\$ 3,500	\$ 3,550	\$ 3,600
<b>INCREMENTAL REVENUE GENERATION OVER FIVE (5) YEARS:</b>					<b>\$ 2,600</b>
† Incremental revenue is the sum of the Projected Annual Revenues for the five (5) years of the project, minus the Current Annual Revenues maintained over the same five (5) year period.					
Describe how the revenue will be generated and the sources of revenue: Rentals and donations					
What percent of the projected annual revenue is from outside central and northern BC?					100 %

### 10. Project Participation

List all participants that will actively contribute to the project:	
Communities (population ≤ 5,000 residents):	District of Hudson's Hope
Communities (population > 5,000 residents):	
First Nations Communities:	
Private Businesses:	
Non-Profit Organizations:	Community Hall Society;
Governmental Organizations:	District of Hudson's Hope;

### 11. Project Milestones

Stage of Project:	Scheduled Date:	Describe the current stage of the project:
1) Resolution of Support from Council	August 11	Waiting for official support from Council.
2) Apply for BC Energy-Efficient Lighting Capital Incentive	August 31	Currently in the process of establishing other means of funding, including BC Hydro Energy-Efficient Lighting Capital Incentive.
3) Begin construction (tentatively)	April 1, 2015	Have applied for ESDC's Enabling Accessibility in Communities Funding and will hear back by November 1st, 2014.
4)		*Note not all items in project are required. Some items can be omitted to meet funding requirements
5)		
6)		

Complete the above, however if you wish to provide a more detailed project schedule, please attach separately to this application.

### 12. Project Budget

Expense Item:	Amount (\$):	Verification:
Industrial Stove/Oven; Energy Efficient Lights repl. (neither incl. installation)	\$ 8,648	<input checked="" type="checkbox"/> Quote(s) attached
Wall renovation and purchase of single Model CD12 cooler	\$ 5,356	<input checked="" type="checkbox"/> Quote(s) attached
Energy Efficient Furnace replacement	\$ 7,631	<input checked="" type="checkbox"/> Quote(s) attached
Paint/Epoxy downstairs bathrooms	\$ 1,050	<input checked="" type="checkbox"/> Quote(s) attached
Replace main hall flooring	\$ 59,940	<input checked="" type="checkbox"/> Quote(s) attached
Demolish and replace three (3) decks, including roof renos and cement walkway	\$ 27,000	<input checked="" type="checkbox"/> Quote(s) attached
<b>TOTAL PROJECT BUDGET: \$ 109,624</b>		

Complete the above, however if you wish to provide a more detailed project budget, please attach separately to this application.



## 13. Funding Request

The following funding is requested from Northern Development:

<b>Funding Type:</b>	<b>Amount (\$):</b>	
Grant	\$ 30,000	✦ Maximum allowable grant is \$30,000 per Community Hall or Recreation Facility project.
Loan	\$ 0	Re-Payment Terms Requested:
<b>TOTAL REQUESTED: \$ 30,000</b>		

The Community Halls and Recreation Facilities program limits funding to a **maximum one-time grant of \$30,000 per facility**. For projects requiring additional funding, a loan may be requested from Northern Development.

## 14. Other Funding Sources

Funding Source:	Amount (\$):	Identify funding terms:		Identify funding confirmation:
District of Hudson's Hope	\$ 30,000	<input type="radio"/> Grant	<input type="radio"/> Loan	<input type="radio"/> Approval letter attached
		<input type="radio"/> Other:		<input checked="" type="radio"/> Date approval expected: August 11
	\$	<input checked="" type="radio"/> Grant	<input type="radio"/> Loan	<input type="radio"/> Approval letter attached
		<input type="radio"/> Other:		<input checked="" type="radio"/> Date approval expected:
	\$	<input type="radio"/> Grant	<input type="radio"/> Loan	<input type="radio"/> Approval letter attached
		<input type="radio"/> Other:		<input type="radio"/> Date approval expected:
	\$	<input type="radio"/> Grant	<input type="radio"/> Loan	<input type="radio"/> Approval letter attached
		<input type="radio"/> Other:		<input type="radio"/> Date approval expected:
	\$	<input type="radio"/> Grant	<input type="radio"/> Loan	<input type="radio"/> Approval letter attached
		<input type="radio"/> Other:		<input type="radio"/> Date approval expected:
	\$	<input type="radio"/> Grant	<input type="radio"/> Loan	<input type="radio"/> Approval letter attached
		<input type="radio"/> Other:		<input type="radio"/> Date approval expected:
<b>TOTAL OTHER FUNDING: \$ 30,000</b>		<b>TOTAL PROJECT FUNDING: \$ 60,000</b>		
		(Northern Development + Other Sources)		

Prior to disbursement of funds, Northern Development must receive copies of letters of approval for all other funding sources. Please attach all letters of approval received to date with this application. If there are more than six other funding sources, attach a complete list separately.

### 15. Leveraging

Calculate Northern Development's funding leverage for the project:

The funding request as a percentage of total project funding is: 50.0 %

✦ *Leverage % = (Northern Development funding request) ÷ (Total project funding)*

*Northern Development provides funding up to a maximum of 50% of a total project budget.*

### 16. Sustainability

Explain how funds will be generated to operate the facility for five (5) years:

Revenue is generated through hall rentals and donations. However, renovations may allow the opportunity to rent the basement meeting room separate from renting the entire hall. Doing so will provide flexibility for the needs of different groups and a means of accommodating two separate groups at the same time, thereby increasing hall rentals

Describe how the project will support population growth or help sustain population in the community or region:

The hall is a key hub in the community and an important part of maintaining the quality of life in Hudson's Hope. It is crucial the building be maintained and utilized to its full potential so to encourage and maintain current rentals and new and potential uses. As energy projects like the WAC Bennett Dam and Site C draw workers and families to the area, Hudson's Hope can expect to see a rise in population. A proud and successful community hall will help encourage and sustain social participation and community engagement for residents and newcomers alike.

Describe how the project will contribute to environmental sustainability:

An energy efficient furnace unit will generate and distribute heat more efficiently in the hall and decrease energy usage. Natural gas accounts for 1/6 of the Society's expenses. Reducing these costs would be substantial for the Hall.

A new stove/oven will be more efficient in its use and decrease energy usage. The current stove is functional, but only few people know how to light the pilot lights. A new, easy-to-light stove would reduce this dependence on these key people as well as improve efficiency.

Contract work, as well materials required will be procured through a "as local as possible" basis so to reduce transportation mileage. Replacing current fluorescent lighting systems with energy efficient models will improve lighting and decrease energy usage

Describe and quantify any increase to property value(s) that would directly result from the project:

Yes, these renovations would increase the property value

### 17. Attachments

List all documents attached to this application:

Document Name:
1) QBD Cooler Quote
2) WL Construction Ltd. Quote
3) Northern Legendary Construction Quote
4) R & R Construction Ltd. Quote
5) ProNorth Heating Quote
6) E.B. Horsman & Son Quote
7) Quote on Garland double oven with 24" flat top grill - 6 burners
8) Community Hall Photos
9)
10)

## 18. Authorization

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I AFFIRM THAT the information in this application is accurate and complete, and that the project proposal, including plans and budgets, is fairly presented. I agree that once funding is approved, any change to the project proposal will require prior approval of Northern Development Initiative Trust (Northern Development).

I also agree to submit report reporting materials as required by Northern Development, and where required, financial accounting for evaluation of the activity funded by Northern Development. I understand that the information provided in this application may be accessible under the Freedom of Information (FOI) Act.

I agree to publicly acknowledge funding and assistance by Northern Development.

I authorize Northern Development to make any enquiries of such persons, firms, corporations, federal and provincial government agencies/departments and non-profit organizations operating in my organization's field of activities, to collect and share information with them, as Northern Development deems necessary, in order to reach a decision on this application, to administer and monitor the implementation of the project and to evaluate their results after project completion.

I agree that information provided in this application form may be shared with the appropriate Regional Advisory Committee(s) and/or Northern Development staff and consultants.

Name: Johanna Dupuis  
*Organization Signing Authority*

Title: Secretary Treasurer

Date: August 6, 2014

## 19. Submitting Your Application

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Completed funding application forms (with all required attachments) should be provided electronically to Northern Development by email.

Email: [info@northernddevelopment.bc.ca](mailto:info@northernddevelopment.bc.ca)

## Intern Update, 8/11/14 – Devon

Ongoing/Current	
Project	Status
Community Hall	<ul style="list-style-type: none"> <li>• Have submitted application for NDIT Community Halls and Recreation Facilities Grant – requires letter of support from Council</li> <li>• Have submitted application for Enabling Accessibility Grant</li> <li>• Inquiring into BC Hydro Energy Efficient Lighting Design funding</li> </ul>
ALR Exclusion(s)	<ul style="list-style-type: none"> <li>• Awaiting responses from ATV Campground and Airport applications</li> <li>• Pursuing second site adjacent to primary site</li> <li>• Inquiring into gravel reserve for light industrial site</li> </ul>
Civic Spatial Grant(s)	<ul style="list-style-type: none"> <li>• Split into two separate applications: AddressBC and CivicSpatial funding</li> <li>• Have submitted applications for both</li> </ul>
GeoTourism Project (previously Geocaching project)	<ul style="list-style-type: none"> <li>• Contacting key stakeholders</li> <li>• Developing project outline</li> </ul>

Tentative/In the works	
Project	Status
NDIT Business Façade Improvement	<ul style="list-style-type: none"> <li>• Awaiting contact from NDIT</li> <li>• Will pursue concurrently with Small Town Love project</li> </ul>
NDIT Small Town Love	<ul style="list-style-type: none"> <li>• Had discussion with Renata from NDIT</li> <li>• Awaiting next steps from Renata and Amy Quarry</li> </ul>
Hudson's Hope website audit	<ul style="list-style-type: none"> <li>• Auditing website</li> <li>• Anticipate updating pages lacking photos</li> </ul>

Potential/yet to begin/research only	
Project	Status
Jam at the Dam	<ul style="list-style-type: none"> <li>• Researching into music festivals</li> </ul>
MEC Grant	<ul style="list-style-type: none"> <li>• Applicable for outdoor recreational projects</li> </ul>
Vancouver Foundation Grant	<ul style="list-style-type: none"> <li>• Available for community projects outside of Vancouver. Have not started.</li> <li>• Requires a project to attach it to</li> </ul>

Green Municipal Fund	<ul style="list-style-type: none"> <li>• Applicable for lagoon.</li> <li>• Have not started as website continues to be down</li> </ul>
Healthy Eating Active Living Grant	<ul style="list-style-type: none"> <li>• Applicable for health initiatives</li> </ul>
PRRD Parks & Trails Recreational Trails Grant	<ul style="list-style-type: none"> <li>• Applicable for recreational trail development</li> </ul>
Community Futures Peace Liard CED Funding	<ul style="list-style-type: none"> <li>• Applications no later than two weeks prior to Regular Board Meetings</li> </ul>
Community Garden	<ul style="list-style-type: none"> <li>• Inquiring into process</li> <li>• Inquiring into groups/organizations interested in supporting it</li> </ul>
Good Food Box program	<ul style="list-style-type: none"> <li>• Inquiring into process</li> </ul>

## THE DISTRICT OF HUDSON'S HOPE

**REPORT TO:** Mayor and Council

**SUBJECT:** Proposed Rogers Cell Tower

**DATE:** 11 August 2014

**FROM:** Robert Norton, Director of Protective Services

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### Information

Rogers Communications Inc. is proposing the installation and operation of a 44.9m telecommunications tower within the District of Hudson's Hope, near the location of the existing Telus tower. As the installation and operation of such a facility is governed by Industry Canada, Rogers is required to consult with local land use authorities and the public as part of the regulated development process.

To this end, Rogers has provided the attached information package to the District, and will initiate the Industry Canada default consultation process. This process will include sending out notification packages to all land owners within 3 times the height of the tower, as well as advertising with local media. These advertisements must run for two consecutive weeks, and will be followed by a 30 day comment period. The proposed dates for these advertisements in the Alaska Highway News will be the weeks of August 12th and 19<sup>th</sup> 2014.

Once this reporting period has ended, Rogers will provide to the District a summary of the comments received from the community as well as a copy of the replies provided. Upon the satisfactory completion of the consultation process, Rogers will be seeking formal concurrence from the District to signal the completion of the consultation process. This concurrence typically takes the form of a resolution from Council supporting the project.

I have also attached for Council's information the Public Consultation Package which would go to the land owners within the 150m notification zone, as well as a Notification Area Calculation worksheet showing property owners within the notification zone.

  
Robert Norton, Director of Protective Services

  
Tom Matus, CAO





Suite 120 – 736 Granville Street, Vancouver, BC V6Z 1G3  
Phone: (604) 620-0877 Toll Free: (855) 301-1520 Fax: (604) 620-0876

August 7, 2014

Via Email

Robert Norton, BAppBus:ES  
Director of Protective Services  
District of Hudson's Hope  
Box 330, 9904 Dudley Drive  
Hudson's Hope, BC V0C 1V0

Dear Mr. Norton:

**Subject:** Rogers Telecommunications Facility Proposal  
Information Package  
**Address or Legal:** Address not yet assigned  
**PID:** N/A  
**Coordinates:** 56° 01' 32.99" N, -121° 56' 34.93" W  
**Rogers Site:** W2155 – Hudson's Hope

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## Overview

Cypress Land Services, in our capacity as agent to Rogers Communications Inc. ("Rogers"), is submitting this information package ("Information Package") to initiate the consultation process related to the installation and operation of a telecommunications facility. We have been in preliminary consultation with the District of Hudson's Hope to identify a suitable site for a 44.9m tower in order to provide dependable wireless data and voice communication services. This Information Package is intended to formalize the consultation process.

## Proposed Site

The proposed 44.9m self-support tower will be situated on Crown Land located within the District of Hudson's Hope (**Schedule A: Tower Site Location**). The proposed Licensed Area, approximately 30m x 30m, is located approximately 80m west of an existing TELUS tower. The area is treed and would require clearing. Approximately 40m of road will need to be constructed to access the License Area. There are existing overhead power lines approximately 100m north along Canyon Drive providing power to the TELUS tower that can potentially be utilized.

## **Rationale for Site Selection**

Rogers seeks to maintain and improve high quality, dependable network services. In order to improve network performance, Rogers is seeking to add the proposed communications tower.

The proposed site is a result of many considerations. Existing structures, including towers, were initially reviewed during the site selection process. After careful examination, it has been determined there are no viable existing structures in the area that would be suitable for the operations of Rogers' network equipment. The existing TELUS tower is unable to accommodate additional loading.

Rogers is proposing to secure its own Crown Tenure to construct the tower and has submitted a Crown Land Application for a Communications Tenure. The preliminary letter of acceptance has been issued by the Crown. The Tenure will be finalized when all appropriate approvals have been granted. Rogers' radio frequency engineering has identified that the proposed 44.9m tower will provide service coverage which extends into Hudson's Hope and the surrounding areas.

The proposed location is considered to be appropriate given the surrounding areas and network requirements. The tower will be minimally visible from any residential properties.

## **Tower Proposal Details**

Rogers is proposing to install a 44.9m self-support lattice tower in order to improve and extend wireless and telecommunications services.

Rogers has completed preliminary design plans (**Schedule B: Preliminary Plans**). These preliminary design plans are subject to final engineered design, land survey and approval of Transport Canada. Transport Canada approval may require tower lighting and/or marking.

Rogers encourages comments from the District of Hudson's Hope regarding the proposed location and design of the tower.

Applications to both NavCanada and Transport Canada have been submitted. Comments from both are pending.

## **Consultation Process with the District of Hudson's Hope**

Industry Canada requires all proponents to consult with the local land use authority and public, notwithstanding that Industry Canada has exclusive jurisdiction in the licensing of telecommunication sites, such as the proposed tower. Following Industry Canada's requirements, Rogers would like to initiate Industry Canada's Default Public Consultation Process (as described in the Industry Canada circular, CPC-2-0-03, including the changes outlined in the February 5, 2014 Ministerial announcement, and commonly referred to as the "CPC").

Information on the “CPC” consultation process developed by Industry Canada may be found on-line at:

<http://www.ic.gc.ca/eic/site/smt-gst.nsf/eng/sf08777.html>

In order to obtain comments, concerns or questions in regards to the proposed tower site, the CPC requires Rogers to send out notification packages to all properties located within three times the height of the proposed tower. We estimate that four (4) properties will require notification. A notice in the local paper is also required in order to allow for public comment on the proposed site. The notice is required to be placed for two consecutive weeks. This comment period is a minimum of 30 days.

We expect the notification package to be sent by August 13<sup>th</sup>, 2014 to initiate this segment of the consultation process.

At the conclusion of the consultation process, Rogers will prepare a summary of comments received from the community as well as the replies provided by Rogers.

Rogers is requesting that, subsequent to the completed consultation process and report to Council, a letter or resolution of concurrence is issued by the District of Hudson’s Hope.

### **Health and Safety**

Health Canada’s Safety Code 6 regulations are applicable to this, and all, telecommunications sites. Safety Code 6 seeks to limit the public’s exposure to radiofrequency electromagnetic fields and ensures public safety. Additional information on health and safety may be found on-line at:

Health Canada:

[http://www.hc-sc.gc.ca/ewh-semt/pubs/radiation/radio\\_guide-lignes\\_direct-eng.php](http://www.hc-sc.gc.ca/ewh-semt/pubs/radiation/radio_guide-lignes_direct-eng.php)

### **Concurrence Requirements**

In order to complete the consultation process, Rogers will be requesting concurrence from the District of Hudson’s Hope in a form acceptable to both the District and to Industry Canada. Examples of concurrence include a resolution, staff letter, or report.

### **Conclusion**

Please consider this information package as the commencement of the consultation process for this site. Rogers is committed to working with the District of Hudson’s Hope and the community

in determining an appropriate location and design for a telecommunications tower that will improve wireless services.

We look forward to working together during this process. Please do not hesitate to contact us by phone at 604.620.0877 or by email at [ingrid@cypresslandservices.com](mailto:ingrid@cypresslandservices.com).

Thank you in advance for your assistance and consideration.

Sincerely,

**CYPRESS LAND SERVICES**

Agents for Rogers Communications Inc.

Ingrid Matthews

Municipal Affairs

cc: Samuel Sugita, Rogers Communications



**SCHEDULE A**  
**PROPOSED TOWER LOCATION**



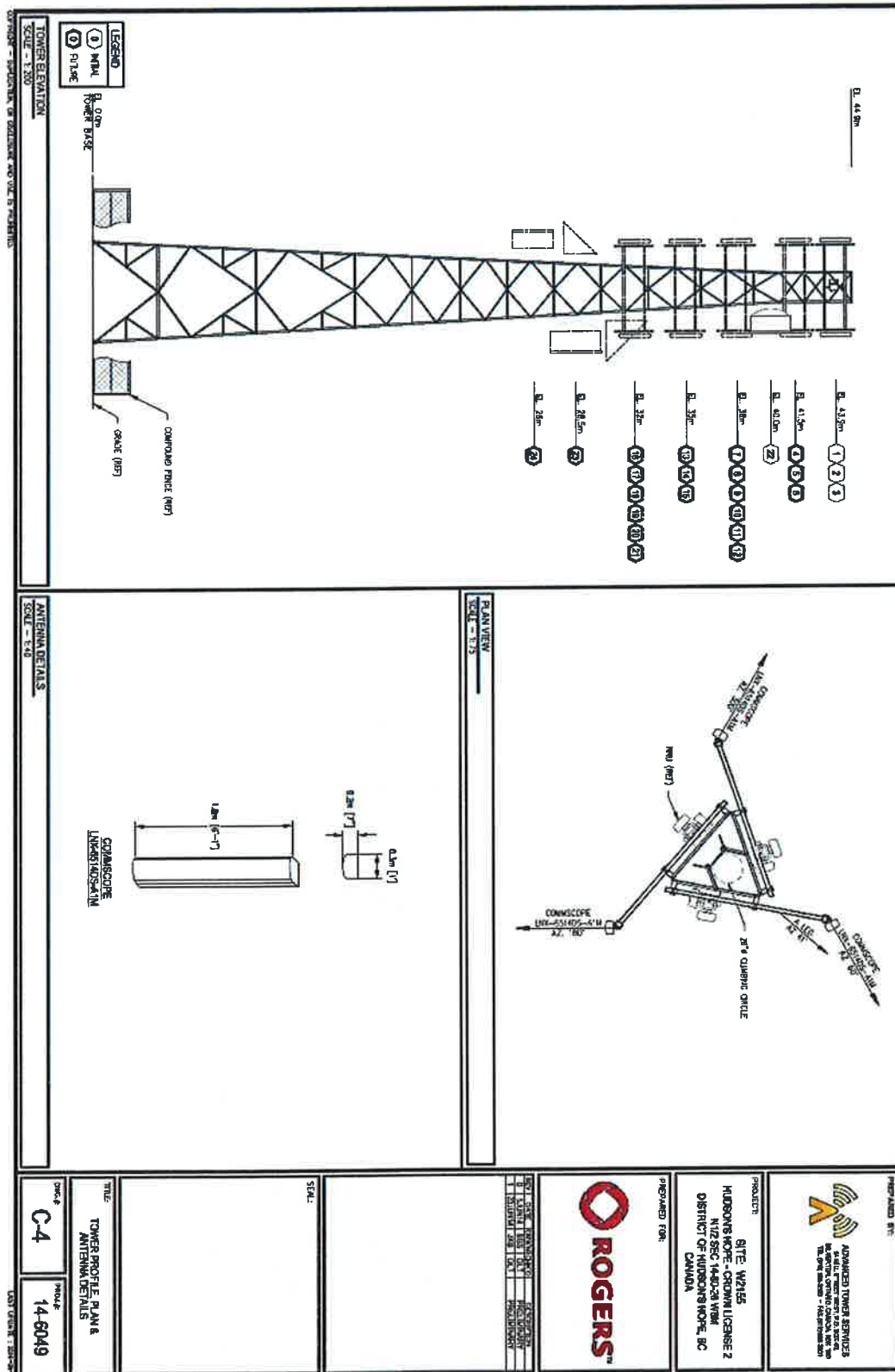
[illegible]



[illegible]



## SCHEDULE B TOWER PROFILE



## Notification Area Calculation

### W2155 – Hudson's Hope

Tower Height = 44.9

Tower Height x 3 = 134.7

Lease Area / Compound = 30 x 30

Notification Area = 134.7 + 42.43

Tower Height x3      value of c

Notification Radius = 177.13

Right angled triangle

Solve for hypotenuse =

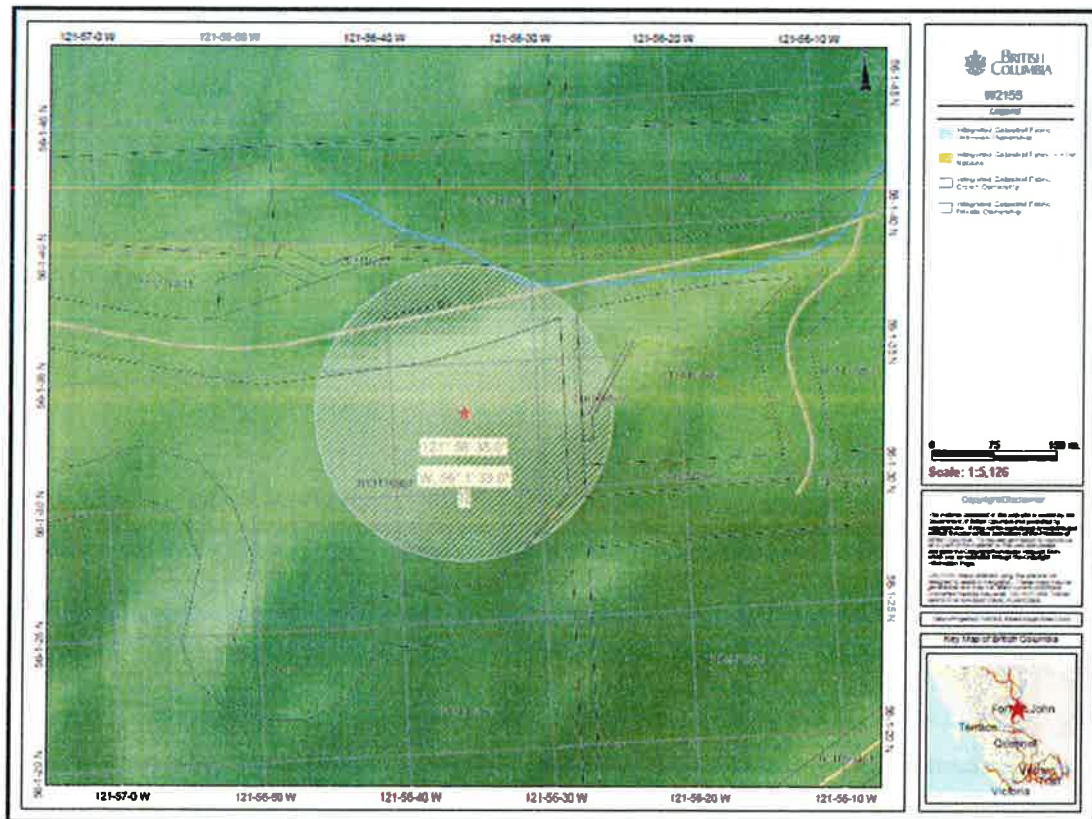
**c ≈ 42.43**

**a** Leg 30

**b** Leg 30



Source: 10/10



PID:	Owner & Address:	Property Address:
005932068	GRETA EILEEN GODDARD/ROBERT GLEN FEQUET PO BOX 687 HUDSON'S HOPE BC V0C 1V0	N/A
016768507	CROWN PROVINCIAL C/O PEACE FLNR SERVICE CENTRE 370-10003 110 AVE FORT ST. JOHN BC V1J 6M7 & ASTRAL MEDIA RADIO (TORONTO) INC 120-1717 RENE-LEVESQUE BOUL E MONTREAL QC H2L 4T9	20205 SIGNAL HILL TRAIL BC
013116801	CROWN PROVINCIAL C/O PEACE FLNR SERVICE CENTRE 370-10003 110 AVE FORT ST. JOHN BC V1J 6M7	N/A
013116886	CROWN PROVINCIAL C/O PEACE FLNR SERVICE CENTRE 370-10003 110 AVE FORT ST. JOHN BC V1J 6M7	N/A

## THE DISTRICT OF HUDSON'S HOPE

**REPORT TO:** Mayor and Council

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

**DATE:** August 1, 2014

**FROM:** Laurel Grimm, Deputy Clerk

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### RECOMMENDATION:

**THAT:** *"Council adopt the Council Remuneration and Reimbursement of Expense Bylaw No. 840, 2014"*

### BACKGROUND:

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

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

Staff is in the process of preparing a policy which will dictate that a committee review this bylaw one year prior to each municipal election with members of the public forming part of the committee.

Report Prepared By:



Laurel Grimm, Deputy Clerk



## **BYLAW NO. 840, 2014**

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

---

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

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

Remuneration:

2.

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

f)

Expenses:

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

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

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

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

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

Read for a First Time on the 23<sup>rd</sup> day of June, 2014.

Read for a Second Time on the 23<sup>rd</sup> day of June, 2014.

Read for a Third Time on the 14<sup>th</sup> day of July, 2014.

Adopted on the 11<sup>th</sup> day of August, 2014.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

Certified a true copy of Bylaw No. 840  
this \_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
Clerk



**Bob Gammer**

Community Relations Manager  
Northern Region  
Phone: 250 561-4858  
Cell: 250 961-0676  
Email: bob.gammer@bchydro.com

August 1, 2014

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

Re: Invitation to the Peace Williston Advisory Committee meeting

Dear Mayor Johansson and Council:

On Monday, August 18, 2014, the Peace River/Williston Reservoir Advisory Committee (PWAC) will be holding a meeting at the GM Shrum Generating Station in the Administration building. I am writing to extend an invitation to you and Council on behalf of Jack Weisgerber – PWAC chair, to join the committee for lunch at noon. In addition, Mr. Weisgerber would be pleased if you, or a representative from Council, could provide some welcoming remarks to the committee. You are also welcome to stay for all, or part, of the meeting.

As you know the PWAC is comprised of residents from the Peace River/Williston Reservoir area including Leigh Summer and Mayor Johansson from Hudson's Hope. The committee acts as an advisory board to BC Hydro on issues and concerns regarding BC Hydro's operations in the area. In addition, the committee endeavours to remain informed on a wide array of topics concerning electric utilities, power generation, transmission and distribution by hearing from a variety of presenters, or field trips to BC Hydro and other sites.

This month's meeting will include a tour of the WAC Bennett Dam and GMS Generating Station with a special focus on some key capital projects underway now.

I hope that you are able to join us and I look forward to seeing you on August 18 at noon.

Yours truly,



Bob Gammer



July 2014

Dear Peace River Region Resident:

The province has been working closely with Simon Fraser University over the past three years on a pilot project to improve our understanding of groundwater in the rural area surrounding Dawson Creek. The study to date, has included sampling private wells and springs, drilling observation wells and conducting non-invasive geophysical surveys along roadways and in fields to create a picture of how groundwater is moving through the Peace River basin. Our intention is to now expand the project to sample water wells and springs in the rural areas and municipalities of the entire Peace River regional district.

The immediate benefits to participating residents include being provided with the results of water analyses and the opportunity for a one-to-one discussion, at your convenience, to interpret those results. Your contribution to this initiative will lead to improved water security for residents who depend on well water for domestic and agricultural needs. This project will also allow the comparison of private wells to the growing provincial observation well network in the Peace.

Our methods:

1. Determine accurate elevation of water table using sonar inside existing water wells and GPS at the surface.
2. Measure pH, conductivity, dissolved oxygen and oxidation/reduction potential on site.
3. Collect water samples from water wells and springs that will be sent to Simon Fraser University and other partner laboratories for analyses to determine the age of the water and the chemical signature of different aquifers (including: metals, cations, anions, hardness, dissolved gases and various isotopes).
4. Addresses and names will be kept strictly confidential. Any publications will not directly identify location. Total time to sample a well is approximately 1 hour.

If you have a water well or a spring or you know someone who does and may be interested, we encourage your participation in this initiative. Please contact Catherine Henry at (250) 782-9852 or by email: [groundwaterstudy@gmail.com](mailto:groundwaterstudy@gmail.com) to schedule a sampling time that works for you. If you would like more information or further discussion, please contact Chelton van Geloven by phone at (250) 565-4462 or by email [Chelton.vanGeloven@gov.bc.ca](mailto:Chelton.vanGeloven@gov.bc.ca).

Sincerely,

**Chelton van Geloven, R.P.F.**  
Source Water Protection Hydrologist

---

**Ministry of Forests,  
Lands and Natural  
Resource Operations**

Mailing Address:  
325-1011 Fourth Avenue  
PRINCE GEORGE BC V2L 3H9

Telephone: (250) 565-6135  
Facsimile: (250) 565-6629

## Clerk

---

**From:** Nicola Hedges <nikih@unitedwaynbc.ca>  
**Sent:** Tuesday, July 29, 2014 9:04 AM  
**To:** Clerk  
**Subject:** RE: United Way Northern BC request for Proclamation 2014

[Here it is again](#)

---

**From:** Nicola Hedges [mailto:nikih@unitedwaynbc.ca]  
**Sent:** Wednesday, July 16, 2014 1:50 PM  
**To:** clerk@hudsonshope.ca  
**Subject:** United Way Northern BC request for Proclamation 2014

### **Re: United Way Northern BC Request for Resolution proclaiming September as UW Month**

As the Community Development and Campaign Officer for the North East I would like to kindly request that Mayor and Council grant UWNBC a proclamation for the month of September 2014 as a United Way of Northern British Columbia month. Please see the attached letter. I will not need to present again this year but I have added a current information sheet for Mayor and Council as to the programs that UWNBC is funding this year that support and impact residents of Hudson's Hope.

Once again United Way of Northern BC is requesting that all the municipalities in which UWNBC works and invest crucial funds to local community programs and services grant UWNBC a proclamation and also kindly ask if you are able to fly the UWNBC flag or display a banner as supporters of UWNBC.

We have designed a consistent UW month proclamation wording so that each of the proclamations we receive read the same if possible. We would like very much that as many municipalities as possible to name September as UW month in line with our Northern BC Campaign Kick-Off activities in this month.

Thank you so much and if you have any questions please contact me. I will either be available to receive a proclamation if granted or I will arrange for a UWNBC representative to attend the delegation.

Kind Regards

### **Niki Hedges**

Community Development & Campaign Coordinator  
[nikih@unitedwaynbc.ca](mailto:nikih@unitedwaynbc.ca)

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**United Way of Northern BC**  
**Helping each other...the northern way**

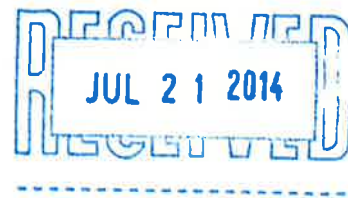
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North East  
10704 - 97 Ave, Suite 200  
Fort St. John, BC V1J 6L7  
Tel: 250-263-9266

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July 09, 2014

Beryl Prairie Gymkhana Series 2014  
C/O Elisabeth Haagsman  
Box 307  
Hudson's Hope BC  
V0C 1V0



Dear Hudson's Hope District,

We decided to coordinate a Beryl Prairie Gymkhana Series From June 29 to August 24. The events will include Barrels, Poles, Flags and Stakes. Age groups vary from Open, Juniors and Peewees. We have just held our second series last Sunday, July 06 /14 with 15 local participants and with many spectators. It is a popular event!!

We do not charge for arena fees and we are a non profit organization. It would be nice to purchase several prizes for the Finals and we were hoping that you would help us by making a donation.

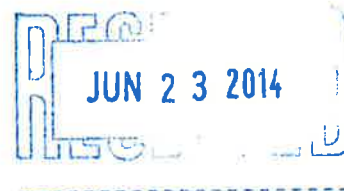
**Any donation would be greatly appreciated due to the amazing result!!**

We will be purchasing summer toys for the Peewees, and for the Juniors and Open we will purchase horse related tack.

Thank you so much for your consideration. With your donation it will be even better!

Sincerely,

Elisabeth Haagsman



**Stephen Hunt**  
District Director

June 16, 2014

Dear Mayor and Councillors,

In 2004, the House of Commons came together in historic fashion to unanimously pass the Westray Act. The legislation came in response to the horrific Westray coalmine explosion in Nova Scotia that killed 26 miners on May 9, 1992, and after a strong lobby campaign by the United Steelworkers to demand "No More Westrays".

The legislation was intended to hold corporate executives, directors and managers criminally responsible for workplace deaths. Ten years later, approximately 10,000 Canadians have been killed on the job, yet not one corporate executive has faced a single day in jail.

In response to this shameful record, our union has launched a campaign to "Stop The Killing and Enforce The Law", which asks provincial, territorial and federal governments to work together to ensure that workplace deaths are taken seriously and that, where warranted, the Westray Law is enforced.

As part of this campaign, we are asking City Councils to pass resolutions expressing their support for proactive action to protect workers. Though not an area of municipal responsibility, we recognize you as community leaders and this is a community issue. There is no place in Canada that has not been touched by workplace deaths, and your voices are needed to encourage senior levels of government to take steps to enforce the Westray Law.

Already communities across Canada have endorsed the enclosed resolution, including Toronto, Sudbury, St. Sault Marie, Hamilton in Ontario, Nanaimo, Burnaby, Lake Cowichan, New Westminster, Port Alberni, Mission in British Columbia, and Flin Flon in Manitoba.

I respectfully request that your council consider adding its voice by passing this resolution, and sending it to your provincial municipal association. In doing so, you will be sending a message to senior levels of government that it is time to work together to Stop the Killing, and Enforce the Law.

We would be pleased to have a representative from our union make a presentation to your council to provide additional information. Please contact Health & Safety Coordinator Ron Corbeil at 604-683-1117 or [rcorbeil@usw.ca](mailto:rcorbeil@usw.ca) to schedule.

Thank you for your consideration.

Sincerely,

Stephen Hunt  
Director

SH/BW/dl  
encl.

copy: Scott Lunny, Assistant to the Director  
Ron Corbeil, USW D3 Health & Safety Coordinator  
USW Staff Reps

our ref: 1920-100 Westray

**United Steel, Paper and Forestry, Rubber, Manufacturing, Energy, Allied Industrial and Service Workers International Union**

## **SAMPLE RESOLUTION**

Enforce the Westray Amendments to Canada's Criminal Code

WHEREAS it has been more than two decades since the Westray mine disaster in Nova Scotia and a decade since amendments were made to the Criminal Code of Canada to hold corporations, their directors and executives criminally accountable for the health and safety of workers; and

WHEREAS police and prosecutors are not utilizing the Westray amendments, and not investigating workplace fatalities through the lens of criminal accountability; and

WHEREAS more than 1,000 workers a year are killed at work

THEREFORE BE IT RESOLVED that this Council support a campaign to urge our federal/provincial/territorial government to ensure that:

- Crown attorneys are educated, trained and directed to apply the Westray amendments;

- Dedicated prosecutors are given the responsibility for health and safety fatalities;

- Police are educated, trained and directed to apply the Westray amendments;

- There is greater coordination among regulators, police and Crown attorneys so that health and safety regulators are trained to reach out to police when there is a possibility that Westray amendment charges are warranted.

It is with very deep sadness that we advise of the passing of our Mayor Edward J. (Ted) Lewis. Ted served the Village of Zeballos as our Mayor since December 2008 when he was elected by acclamation. No one else had the passion to go down the very tough road that was ahead.

His sense of commitment and progressive thinking moved the Village along the road to a brighter future. His professionalism, honesty and integrity were bar none. His smile and sense of humor made him especially endearing and a very amiable person to work alongside.

Ted's primary goal was making Zeballos memorable to everyone he met and for them to come to love our little piece of heaven as much as he and his wife Barb. He fought a great fight for our Village – the battle with cancer, he fought valiantly and lost.

He will be sorely missed by any and all who came into contact with him, especially by the "Family of the Village of Zeballos".

Contact information Village Office 250-761-4229 or [zeballos@recn.ca](mailto:zeballos@recn.ca)

**Mayor Edward J. (Ted) Lewis**

May 3, 1956 to August 5, 2014

*Village of Zeballos*







# PREMIER'S BC NATURAL RESOURCE FORUM

*Our Resources - Our Future*



**Mike Morris, MLA,  
Prince George-Mackenzie, is pleased to present the  
12th ANNUAL BC NATURAL RESOURCE FORUM  
Prince George Civic Centre, 808 Civic Plaza**

**SAVE  
THE DATE!**  
**January  
20 - 22, 2015**

- ◆ Amazing opportunity to engage with First Nations, Government and resource sector leaders
- ◆ Two full days of speakers sharing insight and experience on developments and trends in forestry, LNG, oil & gas, mining, finance and education
- ◆ Two full days of networking, connecting with old friends and meeting new ones
- ◆ Full trade show, Tuesday night dinner, workshops

Stay tuned for exciting updates! • Follow us on Twitter @BCNRF and check out our website [www.bcnaturalresourcesforum.com](http://www.bcnaturalresourcesforum.com)

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1/5 XX(N)  
Karen Anderson



THIS EVENT IS A  
MUST-ATTEND FOR:

- Local government mayors and councilors
- First Nation chiefs, councilors and leaders
- Local government and First Nation administrators and financial advisors
- Lawyers
- Planners
- Risk managers
- Government representatives
- Project managers
- Local government managers and directors
- Consultants and advisors
- Insurance professionals
- Professionals working with First Nations or local governments

# Critical issues for Local Governments and First Nations



Chaired by: Don Lidstone, Q.C.,  
Lidstone & Company Law Corporation

October 3rd, 2014  
SFU Harbour Centre,  
515 West Hastings St., Vancouver, B.C.

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# Forging strong relationships among municipal, regional and First Nation governments

The relationship between local governments and First Nations has become increasingly complex. Changes to legislation, policy and case law on the nature and scope of First Nation rights and obligations have brought greater uncertainty for all parties. First Nations and local governments are challenged more than ever to develop and maintain good working relationships. The course will provide important insight, clarification and best practices for navigating this evolving relationship.

## 8:30 WELCOME AND INTRODUCTION

### CONSULTATION AND ACCOMMODATION

#### 8:40 WHAT ARE THE CURRENT CASE LAW OBLIGATIONS?

*Maegen Giltrow, Lidstone & Company Law Corporation*

- Local government land acquisition or disposition
- Leases and licences; grants and projects

#### 9:20 WHAT DOES THE TSILHQOT'IN DECISION MEAN FOR LOCAL GOVERNMENTS?

*Murray Browne, Woodward & Company LLP*

- Implications of the *Tsilhqot'in* case and other recent developments for relationships between municipalities and First Nations
- What happens if a First Nation proves title within a municipality or proves title to a watershed relied on by a municipality?
- Are there any legal impacts from recognizing a First Nation's history and title in an OCP or declaration?

#### 10:15 UNDERSTANDING CURRENT STATUTORY CONSULTATION OBLIGATIONS

*Ralph Hildebrand, Metro Vancouver*

- Statutory obligations to consult with First Nations on the official plan and regional growth strategy
- Approaches to consultation and engagement with First Nations for local governments

#### 11:20 BOUNDARY EXTENSIONS: KEY ISSUES AND CURRENT CASE LAW

*Jaela Shockey, Janes Freedman & Kyle Law Corporation*

- Consultation with First Nations on boundary extensions
- Incorporation of new municipalities
- Understanding the impact of recent decisions

## 12:00 NETWORKING LUNCHEON

### SERVICE AGREEMENTS

#### 1:00 SERVICES AGREEMENTS: KEY ISSUES & BEST PRACTICES

*Don Lidstone, Q.C., Lidstone & Company Law Corporation*

- Duty to provide services
- Determination of what services require compensation
- Control over services on reserve
- Land use issues
- Tax issues, methods of payment, relationship with third party lessees, suspension and termination

### RESERVES AND LOCAL GOVERNMENTS

#### 1:45 BYLAWS AFFECTING RESERVES & ACQUIRING INTERESTS IN RESERVES

*Sandra Carter, Valkyrie Law Group LLP*

- Bylaws affecting land use
- Other regulatory bylaws
- Enforcement
- First Nation bylaws consistent with local government bylaws if necessary to receive services
- Acquiring interests in reserves for roads, mains, plants, etc.

#### ADDITIONS TO RESERVES

*Director Ralph Drew, Metro Vancouver and Mayor, Village of Belcarra*

- Federal policy in transition
- Impacts on local governments
- Local government engagement

#### TAXATION, FEES AND CHARGES

*Peter Ranson, KPMG*

- First Nations as taxing entities
- The interaction of First Nation property tax regimes usage of service
- First Nations participating in FNGST
- Doing business with First Nations – do's and don'ts

### TREATIES

#### 4:00 TREATY IMPLICATIONS FOR LOCAL GOVERNMENTS

*Rob Botterell, Lidstone & Company Law Corporation*

*John Jack, Huu-ay-aht First Nation*

- Impacts on land use, servicing, utilities
- Governance issues
- Regional district representation

### CASE STUDY

#### 4:45 BEST PRACTICES: JOINT ECONOMIC DEVELOPMENT

*Josh Smienk, Founding Member, Columbia Basin Trust*

- Success stories: Columbia Basin Trust
- Creating partnerships

#### 5:20 Closing Remarks

#### 5:30 Conference Concludes



## CHAIR



**DON LIDSTONE** Q.C., Lidstone & Company Law Corporation, Vancouver, B.C.. Don has practiced generally in the area of local government law since 1980. His local government law focus is in the areas of governance, opinions and agreements, land use and sustainable development, regulatory approvals, and legislative drafting. He has written and spoken on these issues extensively. Don has also published numerous papers and manuals and consulted on the development of the *Community Charter* as well as other municipal statutes in a number of provinces. He was designated Queen's Counsel in 2008. Don has been voted by his Vancouver peers as a "Best Lawyer" in the area of municipal law.

## SPEAKERS



**ROBERT BOTTERELL** Lidstone & Company Law Corporation, Vancouver, B.C.. Rob focuses on major project negotiations, law drafting, Aboriginal law, resource law and lobbying. Rob led a team that put together the Freedom of Information and Protection of Privacy legislation and advised on the Personal Property Security Act and others. He negotiated the key provisions of the Maa-nulth Treaty for Huu-ay-aht, has drafted over 500 pages of laws, and has negotiated with all levels of government and industry on major projects. Rob has practiced law in British Columbia for 20 years.



**MURRAY BROWNE** Woodward & Company, LLP, Victoria, B.C. Murray is a versatile lawyer with degrees in law, languages and public administration. He has been involved in Aboriginal law and Treaty negotiations for over 15 years and was part of the legal team for the Tsilhqot'in case. He is legal counsel for several First Nations in the forefront of Treaty negotiations and also works on Specific Claims, and Aboriginal rights and title litigation. He is committed to using rights and title to leverage economic and community development. He is a former municipal planner and has worked with numerous First Nations to improve relations with local governments and negotiate fairer servicing and tax agreements. Murray also has an extensive background in governance, land use management and taxation and works with First Nations on electoral codes, Land Codes, tax bylaws and laws, and implementation of good governance, taxation and land management practices.



**SANDRA CARTER** Valkyrie Law Group LLP, North Vancouver, B.C. Sandra is an experienced municipal solicitor and frequent speaker on both municipal and First Nations law issues. She articulated and practiced for 15 years with a major Vancouver law firm, providing advice to local governments on issues across the spectrum of municipal law. She has advised on many new local government initiatives, including economic development incentives, tax revitalization programs, the creation and operation of municipal business corporations, post-treaty relationships and agreements with First Nations, and other innovative uses of local government authority. She has written and spoken extensively on these issues.



**MAEGEN GILTROW** Lidstone & Company Law Corporation, Vancouver, B.C. Maegen works in the areas of Aboriginal, constitutional, administrative and environmental law. She has valuable experience in governance matters, having developed key legislation for First Nations leading to self-governance under treaty, and serving as general counsel advising a B.C. First Nation under its post-treaty legislative regime. She also developed one of British Columbia's first indigenous adjudicative tribunals. On behalf of local governments, Maegen is responsible for handling services agreements with First Nations, taxation arrangements, treaty advice, consultation and accommodation matters, OCP consultation, protocols/memoranda of understanding, economic development (including joint ventures), boundary extensions and other local government matters.



**RALPH HILDEBRAND** Metro Vancouver, Vancouver, B.C. Ralph G. Hildebrand is the General Manager, Legal and Legislative Services, and Corporate Counsel for Metro Vancouver. Prior to becoming Metro Vancouver's Corporate Counsel he was the Deputy City Solicitor for the City of Surrey, British Columbia. He is a graduate of Simon Fraser University (B.A.) and University of British Columbia (LL.B.). He is former Chair of the Canadian Department of the International Municipal Lawyers Association (IMLA), and former Chair of the Municipal Section, Canadian Bar Association, B.C. He is also a past recipient of IMLA's highest award, The Charles S. Rhynne Award.



**JOHN JACK** Huu-ay-aht First Nation, Port Alberni, B.C. John is an elected Member of Council for the Huu-ay-aht First Nations (HFN). His community is a party to the Maa-nulth Final Agreement (Treaty) with the provincial and federal governments which grants the HFN a seat on the Board of Directors of the Alberni-Clayoquot Regional District (ACRD). In addition to his representation of HFN to the ACRD, he holds the portfolios of Economic Development and Law & Policy Development. He is honoured to help represent his community's interests on the regional stage and has focused much of his effort in creating mutual understanding between local governments and Aboriginal communities. In addition, he places a distinct importance on regional economic renewal and the need for neighbouring communities to work together to cultivate new opportunities for a stronger regional economy.



**DIRECTOR RALPH DREW** Metro Vancouver and Mayor, Village of Belcarra, B.C. Ralph Drew has been active in municipal politics for over 35 years. He has been Mayor of Belcarra for 31 years, has been on the Metro Vancouver Board of Directors for the past 33 years, and is the longest serving Metro Vancouver Director. Ralph is presently Vice-Chair of the Metro Vancouver Aboriginal Relations Committee, and previously served for 10 years as Chair of the Lower Mainland Treaty Advisory Committee. In 2013, he was awarded the Queen Elizabeth II Diamond Jubilee Medal for his on-going dedication to public service. In 2014, he received the Lieutenant-Governor's Medal for historical writing for his self-published history, *Forest & Fjord: The History of Belcarra*. Ralph has been married to his wife Carol for 45 years, and has a daughter and three grandsons who live in Coquitlam, British Columbia.



**PETER RANSON** Office Managing Partner and Tax Services, and National Leader, Aboriginal Services, KPMG, Kelowna, B.C. Peter has 32 years of public accounting experience, focusing on providing tax and business advisory services to the private, public sector and Aboriginal organizations. Peter has assisted numerous First Nations and Aboriginal communities with developing appropriate business governance models and business implementation. He has advised on the financial impact of Own Source Revenues on fiscal transfers as well as assisting with the interpretation of language within those agreements and providing remedial advice. Peter has also advised on the management and taxation of various revenue sharing agreements including forestry and mining. Furthermore, he has advised on distribution agreements in connection with various revenue sharing agreements. Across Canada, he has provided a broad range of services to First Nations. He has lectured and written extensively in this area. He is one of Canada's leading experts on Aboriginal taxation in Canada.



**JAELA SHOCKEY** Janes Freedman & Kyle Law Corporation, Victoria, B.C. Jaela practices Aboriginal law and environmental law, with a focus on consultation and accommodation, environmental regulatory matters and treaty negotiations. Jaela works with First Nations and First Nation organizations in British Columbia, Alberta, Saskatchewan and the Northwest Territories in consultations, negotiations and regulatory proceedings respecting the protection of Aboriginal and Treaty rights, and Aboriginal title in relation to governance, strategic planning, land and resource developments, mining, water management, and oil and gas. She has worked with First Nations on proceedings before the Supreme Court of British Columbia, the British Columbia Court of Appeal, the Supreme Court of Canada, the National Energy Board, and Joint and Federal Environmental Assessment Review Panels.



**JOSH SMIEK** Founding Chair, Columbia Basin Trust, Balfour, B.C. The Columbia Basin Trust was created to help the region deal with the flooding of the valleys and resulting impacts caused by the Columbia River Treaty. Josh led the negotiations and helped in the writing of the Trust's legislation. He was founding Chair of the Board from 1995 until he retired in 2007. The Trust is built on partnerships, with federal, provincial, First Nations and local governments involved in its management. In addition to his role as the Chair of the CBT, Josh was Chair of its wholly-owned subsidiary, CBT Energy Inc. He has been a Director of the Columbia Power Corporation and was involved with the purchase, development and construction of the Brilliant Dam and Brilliant Expansion, and the construction of the Arrow Lakes Power Generating Station. At Columbia Power, Josh Chaired the Major Projects Review Committee, which reviewed the development plans of the Waneta Upgrade Generating Station, a 750 million dollar project which will be completed in 2014. He currently sits as a Director of B.C. Assessment where he chairs the Governance Committee. In the past 30 years of public service, he has held numerous positions. In 2012, Josh received the Queens Jubilee Medal for his work in the Community.

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UPCOMING CONFERENCE

# The Significance and Implications of the SCC *Tsilhqot'in* Decision

Chaired by: David M. Robbins, Woodward & Company LLP  
September 26th, 2014, Vancouver, B.C.

This is a ground-breaking chapter in the evolution of Canadian Aboriginal law. It is the farthest-reaching decision on First Nations' land claims and title to date. The implications for First Nations, industry, provincial and federal governments have been described as "massive," "game-changing" and "staggering."

Chaired by those with over a decade of first-hand experience on the case at trial, on appeal and at the Supreme Court of Canada, this course explains the critical changes and impact on: the definition of Aboriginal rights and title; unsettled and new land claims; projects and partnerships between First Nations and industry, including consultation and accommodation; the role of provincial and federal governments; and treaty negotiations.



## REGISTRATION

### Local Governments and First Nations: Critical Issues

October 3rd, 2014. SFU Harbour Centre, 515 West Hastings Street, Vancouver, B.C.

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## ACCREDITATION

### LAWYERS

This program has been pre-approved by the Law Societies of B.C. and Saskatchewan for 7.3 and 7.5 hours respectively.

For Alberta lawyers, consider including this course as a CPD learning activity in your mandatory annual Continuing Professional Development Plan as required by the Law Society of Alberta.

For Ontario lawyers, this program qualifies for 7.3 substantive CPD hours with the Law Society of Upper Canada.

## PRICING

**Early Bird Deadline (August 29th, 2014)**  
\$650.00 + \$32.50 GST = \$682.50

**Regular Course Price**  
\$695.00 + \$34.75 GST = \$729.75

Affiliation pricing code \_\_\_\_\_  
(if applicable)

Registration fee Includes: The program, all program materials, coffee breaks and a casual networking lunch.

## Tom Matus

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**From:** office@lgma.ca  
**Sent:** Friday, July 18, 2014 2:38 PM  
**To:** office@lgma.ca  
**Cc:** 'Nancy Taylor'  
**Subject:** Proposed Changes to BC's Building Regulatory System  
**Attachments:** Paper 1 - Qualification of Local Government Building Officials -2014 update.pdf; Paper 2 - Modern Building Regulatory System - 2014 update.pdf; 17638 - Terms of Reference.pdf

Hello,

The Province has developed a number of proposals to change British Columbia's building regulatory system to achieve a more modern, streamlined system. These proposals have been developed based on stakeholder consultations over the past several years. Attached are two papers to inform you of the scope of the proposed changes. The first outlines considerations for qualifications of local government building officials and the second provides an overview of the regulatory changes that are under discussions.

Legislation is currently being drafted, and the LGMA has been asked to participate in an advisory group to review the proposed changes. **In addition to informing our members about the proposed changes to the building regulatory system, we are looking for up to 2 representatives who could assist with the technical review and assessment of the proposed changes. If you have a technical background and are currently or have experience in building inspection, or have someone on your staff who you would support to assist with the legislative review, kindly email their name and contact information by August 11 to [office@lgma.ca](mailto:office@lgma.ca)** The terms of reference for the review process are attached as reference. We would like to ensure representation from both larger urban centres as well as a small community.

Thank you for your consideration of this request.

Best regards

Nancy



**NANCY L. TAYLOR**

*Executive Director*

7th Floor, Central Building

620 View Street

Victoria, BC V8W 1J6

Phone: (250) 383-7032

Cell: (250) 889-9931

Fax: (250) 383-4879

E-mail: [ntaylor@lgma.ca](mailto:ntaylor@lgma.ca)



## **Qualification of Local Government Building Officials: Response to Consultation**

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### **Preface**

Two Provincial discussion papers, *Modern Building Regulatory System* and *Certification of Local Government Building Officials*, were released in February 2012 to present government's proposals for a more efficient and effective building regulatory system. The papers were widely distributed to local governments and the building construction sector for their comments.

### **Changes to the proposals**

Changes to the initial proposals have been made in response to both operational pressures and stakeholders' comments. These changes are summarized below and incorporated into the body of this paper.

#### **Mandatory certification for building officials**

The initial proposal for mandatory certification through the the existing Building Officials' Association of BC (BOABC)<sup>1</sup>'s certification program has changed. Stakeholders expressed concerns that local governments' costs and challenges in recruiting building officials would increase significantly if certification were required, particularly in relation to continuing professional development and work experience requirements.

Instead, building officials would be required to meet Provincial qualifications. These qualification requirements would differ from the initial proposal for BOABC certification as follows:

Work experience: The work experience requirement would be eliminated.

Continuing professional development: This requirement would be limited to mandatory attendance at a BOABC-endorsed seminar or successful completion of a BOABC-provided exam on major changes to the BC Building Code.

Implementation period: Four years in total. Unqualified building officials would be required to write the Level 1, 2 and 3 exams within the first two years. They could rewrite Level 2 or 3 exams, if necessary, during the remaining two years.

Professional engineers and registered architects: These professionals would be exempt from the qualification and BOABC membership requirements.

### **Background**

Local governments employ building officials to monitor the compliance of building design and construction with the BC Building Code and other Provincial building regulations. Building officials review plans and inspect buildings under construction, and act as a "second set of eyes" that increases the likelihood that non-compliance and defects that

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<sup>1</sup> Established by the *Building Officials' Association Act*, the BOABC is a self-governing association that represents local government building officials. The BOABC has 486 local government building officials among its members, which represents a large proportion of the building officials in BC. The BOABC is also an accredited qualification body meeting the Standards Council of Canada National Standards System CAN-P-9 Conformity Assessment and currently offers its members a voluntary qualification and continuing education program.

## **Qualification of Local Government Building Officials: Response to Consultation**

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jeopardize health and safety are identified and corrected. Consistency in Building Code administration and application is primarily achieved through the activities performed by building officials.

Despite the key role they play in the construction process, there are no mandatory minimum qualification or continuing education requirements for BC building officials. Building officials' levels of knowledge vary, which can lead to inconsistencies and errors in how the Building Code is applied, interpreted and enforced. Most other Canadian jurisdictions require building officials to be certified or licensed.

Consultation with participants in the building regulatory system has reinforced the crucial importance of qualified individuals, including building officials, to Code compliance and building safety. The construction sector has also repeatedly expressed concerns about inconsistent application of the Code by building officials within and across jurisdictions.

A workforce of highly-skilled building officials is essential to an effective and efficient building regulatory system. Minimum Provincial qualification requirements for building officials will increase uniformity in Code application and enforcement, and ultimately building safety, by ensuring that the individuals who review plans and inspect buildings under construction are qualified to do so. And by requiring building officials' responsibilities to be consistent with their level of qualification, the proposal would ensure that a local government does not adopt a Code administration regime that it does not have the capacity to carry out.

### **Provincial Qualification Requirements**

The Province is proposing a system of mandatory minimum qualification requirements for building officials. The requirements would be administered by the BOABC under a formal agreement with the Province. This proposal would:

- require all building officials employed by local governments to meet Provincial qualifications and obtain membership in the BOABC;
- limit local governments to employing only qualified individuals as building officials; and
- limit the functions that building officials can perform to their level of qualification.

The qualification requirements would consist of examinations designed to assess knowledge of the Building Code and continuing professional development. Three levels of examinations, developed and administered by the BOABC, would reflect three general categories of building construction, each of increasing complexity:

- Level 1 – one and two-family dwellings regulated under Part 9 of the Building Code;
- Level 2 – other buildings regulated under Part 9 of the Building Code, including some small commercial buildings; and
- Level 3 – larger or more complex buildings regulated under Part 3 of the Building Code, such as hospitals, schools and high-rise condo buildings.

In addition to these requirements, continuing professional development related to major changes to the Building Code would be required to maintain qualification.

## **Qualification of Local Government Building Officials: Response to Consultation**

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The proposal includes a four year transition period for existing unqualified building officials to meet the qualifications. New entrants to the profession would also be required to successfully write the Level 1, 2 or 3 exams, depending on their responsibilities, within the implementation period.

### **What is the difference between certification by the BOABC and Provincial qualification requirements?**

**BOABC certification** is voluntary.

- *To become certified*, a building official must:
  - obtain membership in the BOABC;
  - successfully write the necessary exams at Level 1, 2 or 3; and
  - achieve the necessary work experience for Level 1, 2 or 3.
- *To maintain certification*, a building official must:
  - obtain the required number of continuing professional development points over a three year period; and
  - meet a Code change maintenance requirement when a new edition of the Code is adopted.

**Provincial qualification** would become mandatory.

- *To become qualified*, a building official would have to:
  - obtain membership in the BOABC; and
  - successfully write the necessary exams at Level 1, 2 or 3.
- *To maintain qualification*, a building official would have to:
  - attend a BOABC-endorsed Code change seminar and/or successfully write a BOABC-provided Code change exam within six months of the availability of a Code change seminar or exam. This requirement would apply to all major Code changes.

### **Who would the qualification requirements apply to?**

- Any individual who administers or enforces the BC Building Code and other Provincial building regulations for or on behalf of a local authority would need to be qualified. The term “building official” includes plan checkers, building inspectors, building officials and plumbing officials.
- This would include building officials and plumbing officials employed by or working under contract to a municipality, a regional district, a treaty first nation or any other authority that administers or enforces Provincial building regulations.
- Administration or enforcement of Provincial building regulations could include:
  - reviewing or checking building plans for compliance with the BC Building Code;
  - inspecting and/or monitoring for compliance with the Building Code; and
  - signing permits and/or rendering decisions on a building project’s compliance with the Building Code.



## **Qualification of Local Government Building Officials: Response to Consultation**

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- The requirement would not apply to management positions that do not take an active role in administration or enforcement of Provincial building regulations, as described above.

### **Would professional architects and engineers who are employed as building officials need to meet Provincial qualification requirements?**

- Architects or engineers working as building officials would not need to meet qualification requirements or BOABC membership requirements.

### **How would the Province implement a qualification requirement?**

- Existing unqualified building officials would be able to continue to work as building officials for up to four years. During that time, they would need to pass the examinations corresponding to their level of responsibility.
- If they are already certified, and their certification is in good standing, they would automatically be qualified at their level of certification.
- Existing building officials who are not BOABC members would also be required to obtain membership within six months.
- New entrants to the occupation would have to become BOABC members and become qualified at the level at which they intend to work.

### **Why would BOABC membership become mandatory?**

- If all building officials are BOABC members, then the BOABC code of ethics applies and the BOABC can investigate complaints and discipline members. Mandatory qualifications and membership in a professional association is the model that is commonly applied to professions via the “college” system (e.g., the health professions).

### **Who would pay for the costs of BOABC membership, examinations and continuing professional development?**

- Most local governments currently cover the costs of BOABC membership, training and examinations for their employees.
- Current BOABC fees are:

○ Annual membership	\$448
○ Study session in preparation for exams(two days)	\$290
○ Code change seminar	\$290
○ Examination <sup>2</sup>	\$224

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<sup>2</sup> One examination must be written to obtain Level 1 and 2 qualification. Five examinations must be written for Level 3 qualification.

## **Qualification of Local Government Building Officials: Response to Consultation**

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### **What happens if a local government doesn't have any building officials at higher levels of qualification?**

- A number of smaller local governments currently contract for building permitting, plan review and inspection services with larger municipalities or regional districts, or with individual building officials. Local governments without building officials at higher levels of qualification could continue this practice.

### **Would local governments be able to hire building officials who are not yet qualified?**

- Yes, but only during the four year implementation period, during which the unqualified building officials would need to pass the examinations corresponding to their level of responsibility.
- After that, local governments would be required to hire qualified building officials.

### **What training is available to help building officials meet the qualification requirements?**

- The BOABC has an agreement with the British Columbia Institute of Technology to recognize its correspondence training for Level 1 qualification and classroom training courses for other qualification levels. BOABC also offers its own study sessions, including Code change seminars province-wide, as well as an annual three-day Education Seminar.
- The BOABC is also:
  - developing new course material and examinations with the Alliance of Canadian Building Officials Association and the International Code Council and new plumbing courses and examinations through an agreement with the Plumbing Officials' Association of BC;
  - planning for broader delivery of training through more institutions, including online delivery of core Code education in collaboration with colleges and universities; and
  - providing more regional study sessions and education conferences.

## **MODERNIZATION ADVISORY GROUP**

### **TERMS OF REFERENCE**

#### **Background**

A number of issues currently complicate the building regulatory system, creating delays and missed opportunities in development and construction. These include local government building standards that exceed the Building Code and inconsistent Code interpretation. These issues can increase construction costs, which negatively affects job growth in the sector and reduces housing affordability.

The Building and Safety Standards Branch has undertaken extensive review and stakeholder consultation (2004-2008 and 2011-2012) on the building regulatory system in British Columbia. The Province has developed proposals based on these consultations to achieve a more modern, streamlined building regulatory system.

#### **Purpose of the Modernization Advisory Group**

The Modernization Advisory Group will be established by the Building and Safety Standards Branch of the Office of Housing and Construction Standards. It will review aspects of the proposed changes that affect local governments and industry, as the Province moves toward implementation. The advisory group will also provide a forum for discussion and dialogue between local government and construction sector stakeholders.

#### **Role of the Modernization Advisory Group**

The role of the Modernization Advisory Group is to provide advice on the proposed changes. Advisory group members will:

- review documents periodically and provide comments;
- identify and consider issues and potential impacts related to the proposed changes;
- review and consider the wording of the proposed change in relation to desired outcomes; and
- participate in discussions to share a variety of perspectives on the issues raised.

#### **Membership and Structure of the Modernization Advisory Group**

In establishing the membership of the Modernization Advisory Group and associated Review Group, the following criteria have been considered:

- The advisory group will include representatives from groups or sectors with a stake in the outcome of the process.
- Members will have knowledge and experience that will contribute to the advisory group.
- The membership of the advisory group will be structured to ensure a balance of perspectives and interests.
- Members must be willing and able to make the time commitment required to see the project through.

### **Advisory Group**

Representatives from the following organizations will be invited to join the Modernization Advisory Group:

1. Building Officials' Association of BC (BOABC)
2. Local Government Management Association (LGMA)
3. Municipal Insurance Association (MIA)
4. Plumbing Officials' Association of BC (POABC)
5. Union of BC Municipalities (UBCM)
6. Urban Development Institute (UDI)

The Modernization Advisory Group will be convened and chaired by the Building and Safety Standards Branch.

### **Advisory Group Member Responsibilities**

Advisory Group members will:

- represent the interests of their respective member organizations;
- attend scheduled meetings and participate in online discussions beginning in summer 2014;
- review any background information and draft documents prior to meetings;
- participate in discussions of background information and draft documents;
- respond to requests for information from the Chair;
- participate in discussion and dialogue with other group members on issues raised during meetings and on SharePoint forum; and
- provide suggestions on further consultations that may be necessary.

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### **Review Group**

Additional stakeholders will be invited to participate as members of a review group, in order to review documents and provide information. Review group members may also be invited to attend advisory group meetings. Representatives from the following organizations will be invited to join the review group:

1. Applied Science Technologists & Technicians of BC (ASTT)
2. Architectural Institute of BC (AIBC)
3. Association of Professional Engineers and Geoscientists of BC (APEGBC)
4. BC Construction Association (BCCA)
5. Building Code Appeal Board (BCAB)
6. Canadian Home Builders Association of BC (CHBA)
7. Independent Contractors and Businesses Association (ICBA)
8. Planning Institute of BC (PIBC)
9. Public Works Association of BC (PWABC)

Note: Additional members of the organizations that form the advisory group may be invited to the review group to enhance regional representation.

### **Review Group Member Responsibilities**

Review Group members will:

- represent the interests of their respective member organizations;
  - attend scheduled meetings and participate in online discussions when invited by the Chair;
  - review and comment on any background information and draft documents that are distributed;
  - respond to requests for information from the Chair;
  - participate in discussion and dialogue with other group members on issues raised on SharePoint forum; and
  - provide advice on any further consultations that may be necessary.
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### **Confidentiality**

Members will be required to sign an Undertaking of Confidentiality and not to make public statements about the work of the advisory group.

### **Meeting Timeframe**

Advisory group members will meet every month for approximately six to eight months. The format of these meetings is described in the next section.

### **Meeting Format**

Advisory group members will be requested to participate in three ways:

- **In person meeting:** The advisory group will have an initial in-person meeting in the greater Vancouver area at the end of June, 2014. Further details of this meeting will be provided by email. Travel costs will be covered by the Building and Safety Standards Branch for in-person meetings.
- **Online meetings:** Online meetings will be scheduled every month following the initial in-person meeting. Advisory group members will be provided a link to each online meeting via email.
- **Online discussions:** Advisory and review group members will be provided access to a confidential SharePoint website to view documents, provide feedback and discuss the proposed changes outside of scheduled meetings. The Branch will monitor SharePoint discussions, and comments and questions raised in this forum may be addressed at monthly meetings.

### **Preface**

Two Provincial discussion papers, *Modern Building Regulatory System* and *Certification of Local Government Building Officials*, were released in February 2012 to present government's proposals for a more efficient and effective building regulatory system. The papers were widely distributed to local governments and the building construction sector for their comments.

### **Changes to the proposals**

Changes to the initial proposals have been made in response to both operational pressures and stakeholders' comments. These changes are summarized below and incorporated into the body of this paper.

#### **Provincial alternative solutions and product evaluation body**

After consideration of the complexities and uncertain benefit of establishing an independent statutory body with decision-making powers in relation to alternative solutions and building products, this proposal shifted to:

- Provincial review of commonly-proposed alternative solutions (including building products) for inclusion in the Building Code; and
- Provincial review and approval of Code variances (i.e., innovative proposals that are not Code-compliant).

#### **Online portal**

Funding is not currently available to proceed with this proposal.

#### **Provincial levy on construction**

This proposal was withdrawn due to stakeholder concerns about cost and administrative burden.

### **Background**

British Columbia's building regulatory system oversees a dynamic construction sector that in 2012 accounted for just over 4 per cent of provincial GDP and 4.6 percent of provincial employment.

The Province adopts a Building Code ("the Code") that applies throughout BC (except in the City of Vancouver) and is administered and enforced by 140 local government building departments, each with its own policies and procedures, levels of capacity and ways of interpreting Code provisions. The concurrent authority provisions of the *Community Charter* require local governments to obtain Provincial approval of local building standards that vary from the Code; however, it also provides a mechanism for building standards to be adopted under other authorities.

The building regulatory system has been the subject of several major Provincial reviews over the past 25 years. Reviews have led to more accountability for complex building design and construction on the part of architects and engineers and better protection for homeowners. The Modernization Strategy, which began in 2004, made recommendations to improve the system's effectiveness after extensive stakeholder

## A Modern Building Regulatory System: Response to Consultation

consultation. However, as priorities shifted to 'greening' the Building Code and developing new Code provisions for mid-rise wood-frame construction, implementation of these recommendations was deferred.

In consultations that began in spring 2011, stakeholders confirmed that major issues raised in previous reviews are still unresolved and continue to produce major impacts. These include:

Issue	Impacts
<b>Inconsistent Code interpretations</b> between and within local government jurisdictions	Complicates development and construction; a major cause of increased costs to business
<b>Local government building standards that go beyond the Code</b>	Complicates development and construction; can create delays and increase costs Complicates compliance with international and interprovincial trade agreements, which promote uniform standards
<b>Lack of centralized decision making on Code matters</b> , with each local government making its own decisions on a new product or technology	Results in each jurisdiction evaluating the same issue, with wide variation in decisions reached Can result in local government decisions not to approve new technologies and products (due to risk aversion), limiting flexibility and innovation
<b>Poor compliance with Code provisions</b> such as fire protection in some high-rise residential, commercial and other large complex buildings	Can jeopardize the health, safety and/or energy efficiency of buildings
<b>Lack of skills or Code knowledge</b> among some system participants	Contributes to poor quality construction and poor compliance with Code provisions, which jeopardizes the health, safety and/or energy efficiency of buildings

Appendix B describes research that further substantiates some of these issues.

In other jurisdictions, such as Alberta and Ontario, provincial governments play a more active leadership role. Specific building-related legislation defines these jurisdictions' roles and responsibilities as well as those of other system participants.

A uniform Building Code gives these jurisdictions sole authority to adopt building standards, so that the standards are the same wherever buildings are built. Provincial bodies provide support services such as binding interpretations of Code provisions; product evaluation and approval; qualification and registration of practitioners; training; building department accreditation; dispute resolution and review of Code change proposals.



## **A Modern Building Regulatory System: Response to Consultation**

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### **Provincial Leadership in a Modern Building Regulatory System**

Provincial leadership, in partnership with local governments and the construction sector, is the foundation for a modern, streamlined building regulatory system. Both local governments and industry have asked the Province to step up its involvement in the system to resolve longstanding issues.

Based on previous consultation, advice and recommendations, the Province has developed a set of interdependent actions and proposals that establish Provincial leadership and work together to support a modern building regulatory system. Appendix A describes the actions and proposals in detail.

A **uniform Building Code** would give the Province sole authority to adopt building standards, ensuring that standards are substantially the same throughout BC.

**Provincial technical bulletins and binding Code interpretations** provide necessary support for the uniform Code.

As building construction becomes increasingly complex, technological advancements lead to more proposals for the use of new building products and assemblies that can decrease costs and improve affordability. These proposals can be either an *alternative solution*, a method of Code compliance that provides at least the same level of performance as a prescribed Code requirement; or a *Code variance* that provides an adequate level of performance but does not comply with the Code. The Province would determine if **commonly-proposed alternative solutions**, including building products, materials, technologies and assemblies, should be acceptable across BC. The Province would also establish a **process to review Code variances** to identify potential risk and determine if they can achieve an adequate level of safety.

**Random assessments** would provide information on the level of Code compliance for complex buildings, establishing a valid evidence base for changes to improve safety.

Minimum **qualification requirements** for residential builders of four units or less and for building officials would improve the competency of key system participants.

The Building and Safety Standards Branch of the Office of Housing and Construction Standards is leading this initiative. If you have any comments you would like to share, please contact us at:

Building and Safety Standards Branch  
Office of Housing and Construction Standards  
Ministry of Natural Gas Development and Minister Responsible for Housing  
PO Box 9844, Stn Prov Govt  
Victoria, BC V8W 9T2  
Email: [Building.Safety@gov.bc.ca](mailto:Building.Safety@gov.bc.ca)

### Appendix A: Proposals for a Modern Building Regulatory System

#### Uniform Building Code

Under a uniform Building Code, the Province would have sole authority to adopt building standards. The Province would review any proposed variation from the Code; if approved, the variation would be implemented through either a Code change or a Provincial regulation. This is consistent with the building regulatory framework in other jurisdictions.

Existing local bylaws that include building standards would have a two-year transition period to achieve uniformity with the Building Code. During the transition period, the Province would work with local governments and the construction sector to find solutions to key issues like fire sprinklers that would increase consistency while addressing local needs.

#### Code Interpretations

The Province will issue technical bulletins and binding interpretations (directives) on topics of concern to Code users. A directive clarifies the meaning of a Code provision that may commonly be interpreted in different ways.

#### Alternative Solutions and Code Variances

An *alternative solution* is a method of Code compliance that provides at least the same level of performance as a prescribed Code requirement. While local governments decide whether alternative solutions for specific building projects in their communities are equivalent to Code requirements, only the Province can determine if these alternative solutions should be acceptable across BC.

While an alternative solution may be the intellectual property of the individual who developed it, many are simply different applications of a relatively small number of principles, often related to use and egress or combustibility. Removing the current uncertainty about the acceptance of these alternative solutions from one jurisdiction to the next could greatly expedite innovation and the acceptance of approaches that have been successful elsewhere.

The Province will review commonly-proposed alternative solutions, including building products, materials, technologies, components, assemblies and equipment, for inclusion in the Building Code as new prescribed requirements. Local governments will be able to allow the use of these products and technologies without seeking further evidence of their level of performance from building project proponents.

Some proposals include *Code variances* that may provide an adequate level of safety but do not comply with the Code. Since these variances are not alternative solutions and therefore cannot be approved by local governments, the Province would need to engage technical experts to review them to identify potential risk and determine if they can achieve an adequate level of safety. Proponents would pay a fee to offset the cost of the review. The Province's approval of a proposal would be based on the recommendations of the technical experts reviewing it and would be enacted by regulation.

## **A Modern Building Regulatory System: Response to Consultation**

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Provincial review of variances is expected to support innovation, as well as Provincial objectives relating to increased energy efficiency and use of wood in building construction.

### **Random Assessments of Complex Buildings under Construction**

In order to fulfill its leadership role in the system, the Province needs access to quality information on the level of Code compliance. Currently, this information is largely unavailable. Assessments of complex buildings under construction are a necessary tool for supplying this information. It is expected that 60 assessments would be sufficient to produce statistically valid data.

Initially, assessments would focus on high-risk aspects of complex (Part 3) building design and construction, establishing a baseline for Code compliance. Assessments would be used to collect reliable information on levels of Code compliance and make observations on the effectiveness of local government and registered professional Code administration processes. Targeted measures could then be developed to address specific areas of non-compliance and ineffective administrative processes. Subsequently, assessments would be used to selectively monitor the system and measure its performance.

Assessments would consist of a combination of site visits during construction and review of project documentation, including design drawings. Code compliance would be measured through a review of "key indicators" that would identify issues in high-risk areas of Parts 3, 4, 5, 6 and 7 of the Building Code. Assessments would be conducted by registered professionals retained by the Province.

Where non-compliance is observed during an assessment, this information would be provided to the general contractor, the registered professional and the local building department for action. If any key indicators are negative, this could potentially trigger a more thorough assessment.

### **Stakeholder Advisory Body**

Minister-appointed construction sector and local government representatives would advise on matters related to the building regulatory system.

### **Qualification Requirements**

Based on task force recommendations from the "Raising the Bar" collaborative process, increased competency for residential builders of four units or less will be achieved through mandatory qualifications for licensing, including continuing professional development (CPD).

It is proposed that increased competency for building officials be achieved through mandatory qualification requirements, including CPD. The Building Officials' Association of BC would administer the program.

The need for Code knowledge or skills qualifications of other system participants would be determined through the proposed assessment program.

## A Modern Building Regulatory System: Response to Consultation

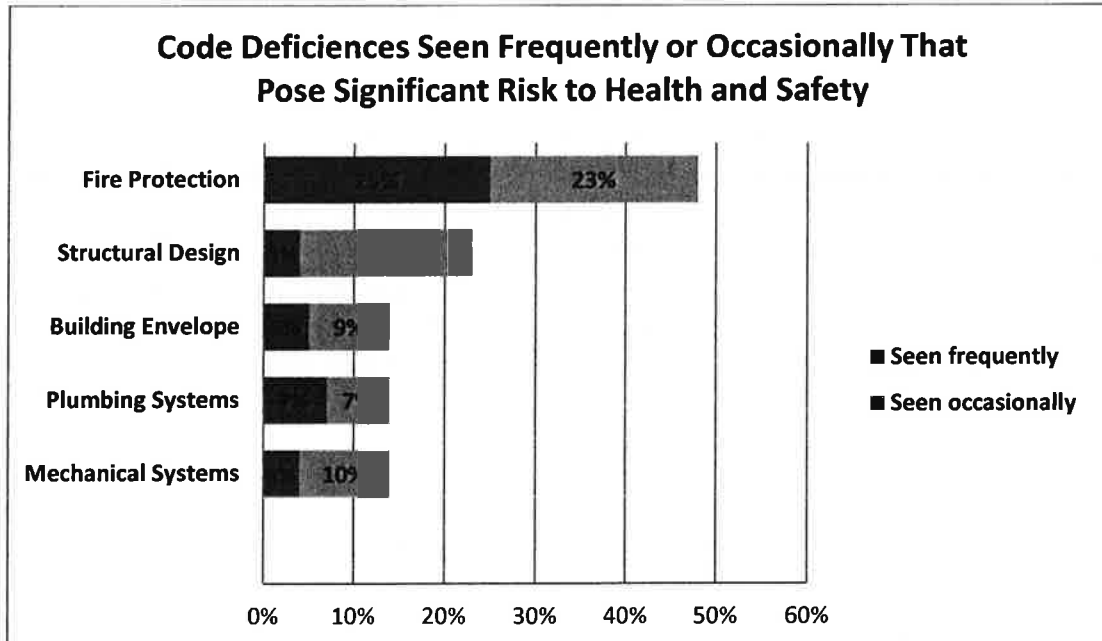
### Appendix B: Research Results

#### Stakeholder survey: highlights

The Ministry conducted a survey of key stakeholder groups (architects, engineers, technologists, contractors, building officials) in summer 2011 for their views on Code compliance and Code administration processes such as reviews of building design, inspections, Code interpretations, etc.

#### **Code compliance:**

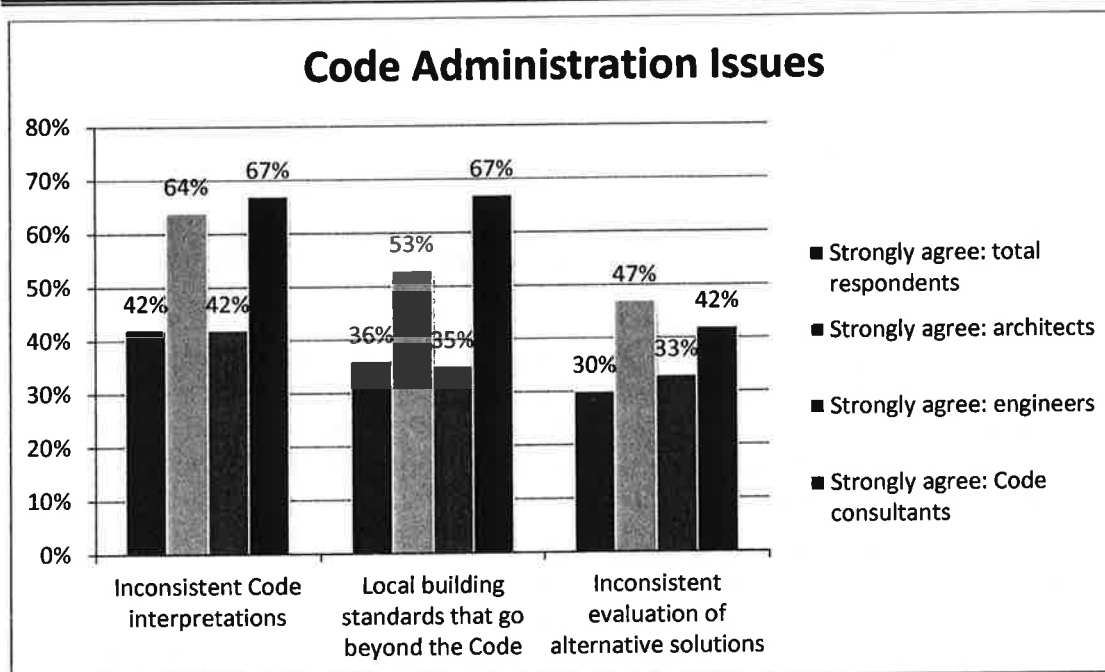
The survey asked stakeholders how frequently they saw Code deficiencies in large complex building projects, and how much risk the deficiencies they saw posed to health and safety. Responses related to Code requirements for fire protection are cause for concern—over 47 per cent of 304 respondents occasionally or frequently saw Code deficiencies that they think represent a significant risk to health and safety. Survey respondents see fewer significant Code deficiencies related to structural design, building envelope and mechanical and plumbing systems.



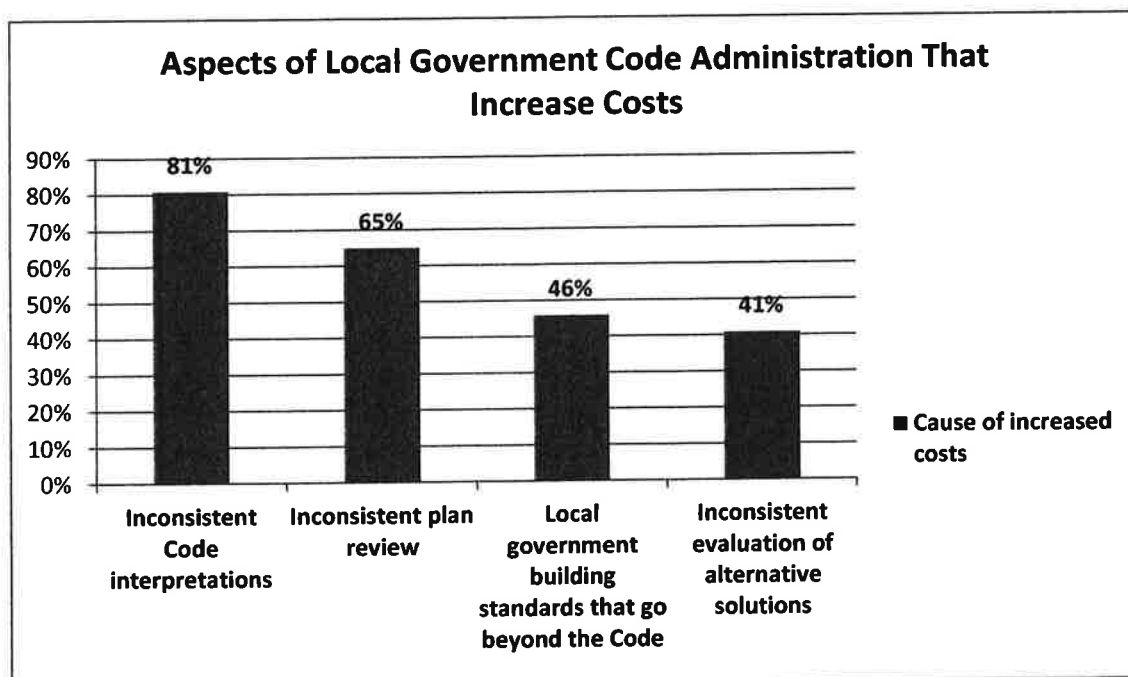
#### **Code administration:**

The survey also asked stakeholders if they had issues with any aspects of Code administration. In addition to architects, engineers and Code consultants<sup>1</sup>, the 395 respondents included building officials and architectural and engineering technologists and technicians. The table below shows the percentages of the total respondents and the percentages of responding architects, engineers and Code consultants that strongly agree that inconsistent Code interpretations, varying local building standards and inconsistent evaluation of alternative solutions are issues for them.

<sup>1</sup> Code consultants are architects or engineers who provide consulting services such as Building Code compliance review, fire protection engineering analysis and development of alternative solutions to building projects. They are considered to be the Building Code experts of the construction sector.



Respondents were also asked if inconsistency in Code administration practices had increased the costs to a business they owned or were involved with. For the 138 stakeholders who responded to this section, inconsistent Code interpretations were the principal cause of increased costs. Inconsistent plan review procedures and requirements, local building standards that go beyond the Code and inconsistent evaluation processes for alternative solutions also increased costs.



While some respondents said it was difficult to quantify the costs to business of inconsistency, others gave specific examples. Costs were expressed either in dollar

## **A Modern Building Regulatory System: Response to Consultation**

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amounts, ranging up to tens of thousands of dollars per project, or as an overall percentage of costs, ranging from 5 percent to 35 percent. A few respondents indicated that the costs to business were not simply dollar amounts, but included the impact of missed opportunities in markets with shorter building seasons, project bankruptcies due to delays and the cost to professional reputations when projects were delayed and costs increased. A number of respondents also stated that the costs to their businesses were simply passed on to the building owners, and in turn, on to the final consumer.

### **Code deficiency analysis: highlights**

In a review of condition assessments performed by consulting engineers on buildings completed since 1999, 30 percent of 40 buildings had fire or structural deficiencies that could represent a major safety risk. Since these buildings are occupied, these are deficiencies that building departments and architects and engineers involved in design and construction did *not* detect.

### **Online public review responses: highlights**

There were 41 responses to the questions on proposals for assessment (previously termed “audits”) and an alternative solution evaluation body. The majority of respondents were either building officials (39 percent) or architects / engineers (25 percent). 100 percent of building officials and 60 percent of architects / engineers supported the assessment proposal, while 81 percent of building officials and 70 percent of architects / engineers supported an alternative solution evaluation body.

### **Appendix C: Previous Reviews of BC's Building Regulatory System**

#### **Previous Reviews:**

The reviews listed below illustrate the extent to which systemic issues have been studied, stakeholders consulted and recommendations made over the past 24 years.

**Commission of Inquiry, Station Square Development (Closkey Commission), 1988:** The Commission was prompted by a roof collapse in Burnaby, and largely focused on issues related to the practice of structural engineering. One of the commission's major recommendations was the province-wide use of standardized Letters of Assurance, in which architects and engineers assure that the design and construction of complex buildings are Code-compliant. This recommendation was implemented in the 1992 BC Building Code.

**Options for Renewal, 1994-1996:** This review was intended to solicit stakeholder feedback on issues in the system and to recommend actions in response to the issues raised. In 1995, Options for Renewal was merged with a parallel review, which focused on building systems such as electrical and gas equipment, in a single ongoing review of the entire safety system, the Safety Systems Review. Work on the recommended actions was never completed.

**Safety Systems Review, 1995-1997:** Its recommendations were intended to apply to the entire safety system, including building construction, but were ultimately applied only to a group of specific safety technologies such as gas, electrical and elevators. The transformation of the safety system is in some respects a model for change to the building regulatory system.

**Commission of Inquiry into the Quality of Residential Condominium Construction in BC (Barrett Commission), 1998 and 2000:** The Commission was appointed in response to the "leaky condo" crisis. A major outcome was the creation of the Homeowner Protection Office (HPO) in 1998, but numerous recommendations related to increased oversight of construction and the competency of system participants were never implemented.

**Modernization Strategy, 2004-2007:** After extensive stakeholder consultation, this review made proposals for major changes to Building Code application and enforcement; liability; information management and system performance; and competency. While Cabinet approved the changes in principle, which led to some minor legislative amendments in 2007, fundamental change was deferred as priorities shifted to 'greening' the Building Code and provisions for mid-rise wood-frame construction.

**Raising the Bar: Enhancing Professionalism in BC's Residential Construction Industry, 2005-2008:** A 2005 HPO discussion paper asked stakeholders for feedback on a proposal for minimum qualifications for residential builders. The HPO subsequently convened an industry task group that made recommendations for a new qualification system. Work on the recommendations is in progress.



## A Modern Building Regulatory System: Response to Consultation

### Key Components of a Modern, Effective Building Regulatory System: Implementation

The table below lists key components of a modern, effective building regulatory system, grouped by topic. For each component, the table shows when previous reviews recommended its implementation and whether it is included in these proposals. Note that recommendations made in 1997 by the Safety Systems Review were intended to apply to building construction, but were ultimately implemented for safety technologies only.

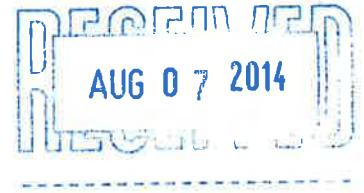
**Key** ✓: Implemented previously or included in these proposals

Key Components of a Modern, Effective Building Regulatory System	Previously Recommended in:	Included In These Proposals
<b>Uniform Building Code and supporting services:</b>		
Uniform Building Code	1996, 1997	✓
Directives (binding Provincial Code interpretations)	1996, 1997, 2007	Legislative authority has been enabled
Consistent Code interpretations and evaluation of equivalencies (alternative solutions)	1996	✓
Provincial-level product approval	1996, 1997	✓
<b>Code administration:</b>		
Centralized, uniform administration and application of codes and standards	1997	Assessments will identify whether changes may be needed to strengthen Code administration and professional review
Improved enforcement tools	1997*	
Additional third-party inspections to augment architects' field reviews of construction	1998	
Mandatory Code administration and enforcement by local governments or other third parties	2007	
Consistent Code administration processes	2007	

## A Modern Building Regulatory System: Response to Consultation

<b>Key Components of a Modern, Effective Building Regulatory System</b>	<b>Previously Recommended in:</b>	<b>Included in These Proposals</b>
<b>Provincial role in the building regulatory system:</b>		
Provincial leadership and coordination of the safety system	1997	✓
<b>Qualifications and licensing/registration/certification:</b>		
Qualification requirements for all system participants	1996, 1997	Assessments will identify what changes may be needed to ensure participant competency
Minimum mandatory education for multi-family residential design and construction, including testing architects, engineers, and registered builders on the basics of building science and the Building Code	1998	
Development, implementation and enforcement of trade qualification requirements	1998	
Requirement for designers and builders to demonstrate Code knowledge	2004	
Skills certification for building officials	2004	
Education and experience requirements for new residential builders of four units or less	2008	✓
Continuing professional development (CPD) to requirements for builder license renewals	2008	✓

**NOTICE OF EXCLUSION APPLICATION  
REGARDING LAND IN THE AGRICULTURAL LAND RESERVE**



William Scott Kylo & Barbra Lee Kylo


Of Hudson's Hope, P.O Box 88 VOC 1V0

Intend on making an application pursuant to Section 30 (1) of the *Agricultural Land Commission Act* to exclude from the **Agricultural Land Reserve** the following property which is legally described as,

Part NW ¼, Section 29, Township 81, Range 25, Meridian W6, Peace River Land District

And located at, 4447 Powell Rd

Any person wishing to express an interest in the application may do so by forwarding their comments in writing to, The Hudson's Hope District Office 9909 Dudley Drive P.O Box 330 VOC 1V0

By 



# Provincial Agricultural Land Commission

hudson's hope



*Subject Property*



