

**DISTRICT OF HUDSON'S HOPE
AGENDA**

Council Chambers

Tuesday October 11, 2016 at 6:00 PM

1. Call to Order:

2. Notice of New Business:

Mayor's List

Councillors Additions

CAO's Additions

3. Adoption of Agenda by Consensus:

4. Declaration of Conflict of Interest:

5. Adoption of Minutes:

M1 September 12, 2016 Regular Council Meeting

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6. Business Arising From the Minutes:

7. Delegations:

D1 Bullhead Mountain Curling Club

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D2 Curtis McKay- YRB (North Peace) Ltd

Page 18

D3 Eric Sears, Don Pettit, Greg Dueck- Community Solar Initiative

Page 20

D4 Hudson's Hope RCMP Policing Report

Page 26

8. Staff Reports:

SR1 RFD- Arena Concession

Page 28

SR2 RPT-Campground Year End Report

Page 29

SR3 RPT- Pool Year End Report

Page 34

SR4 RPT- Visitor Center Year End Report

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SR5 RPT- Special Events Coordinator

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SR6 RFD- Special Events Coordinator Consultant

Page 44

SR7 RFD- Reservoir inspection

Page 47

SR8 RFD- Surplus Equipment

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9. Bylaws:

B1	OCP Amendment Bylaw No 872	Page 53
B2	Zoning Amendment Bylaw No 873	Page 60
B3	Council Procedure Amendment Bylaw No 875	Page 62

10. Correspondence

C1	Peace Region Palaeontology Research Centre	Page 65
C2	BC Hydro 2016 Northern Annual Report	Page 66
C3	Notice of Site C Construction Activities: September 2016	Page 76
C4	Coastal GasLink Connector Newsletter - September 2016	Page 81
C5	Prince Rupert Gas Transmission Project – Project Activity Update #34 (July-September 2016)	Page 83
C6	Site C Construction Bulletin - September 30, 2016	Page 88
C7	Environment and Climate Change Canada	Page 90
C8	Site C Clean Energy Project - Draft Detailed Operations Plan	Page 91
C9	Minister of Transportation-Nominations for New Stop of Interest Signs	Page 112
C10	Correspondence from Hilary Crowley	Page 114
C11	Correspondence from Cathy Peters	Page 117
C12	Letter from HH Minor Hockey Association	Page 121
C13	UBCM- Convention Bulletin	Page 122
C14	Ministry of Children and Family Development	Page 123
C15	Municipal Youth Engagement Handbook	Page 124

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

CR1	invitation to Northeast Resource Municipalities Coalition	
CR2	UBCM	Page 148

12. Old Business:

OB1	Bylaw 588 Review	Page 149
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13. New Business:

NB1	Property Tax Rates Policy in DOHH	Page 150
NB2	standing Community Recreation Engagement Committee establishment	Page 155

14. Public Inquiries:

15. Adjournment:



REGULAR COUNCIL MEETING
September 12, 2016
6:00 P.M.
MUNICIPAL HALL COUNCIL CHAMBERS

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

Absent: Councillor Travous Quibell

Staff: CAO, Tom Matus
Foreman of Public Works, Layton Bressers
Corporate Officer, Tammy Andersen

Other: 3 in gallery

1. **CALL TO ORDER:**

The meeting called to order at 6:02 p.m. with Mayor Gwen Johansson presiding.

2. **NOTICE OF NEW BUSINESS:**

Mayors Additions:

- Water transport: There will be 83 trucks in convoys of 5 hauling water over the next 3 weeks from the core road down Farrell Creek Road, up Hwy 29 to the Alaska Hwy., up the Alaska Hwy and in on the Mile 95 Road to the Wet Creek Road. This will cause traffic delays on affected roads.
- Thompson Sewer: There are stabilization issues which are causing them to require a larger portion of land from the right-of-way than originally planned. Clarifying that the risk of not increasing the area required outweighs the cost of completion. Once completed the land will be returned to its original state.
- Mayor's Roundtable: Discussions in regards to value-added programs, Safety of Pipelines, examination of policies regard electricity usage i.e. mills in Quesnel

Councillors Additions:

Councillor Heiberg-

- PRRD meeting: discussion in regard to mutual aid agreement, fire protection, between Charlie Lake and Fort St John, may consider same type of agreement between Moberly Lake and Chetwynd.
- Spectra is being bought out by Enbridge in 2017.
- Save our Northern Seniors: Limited places for seniors to reside, requested to lobby at UBCM for more care facilities.

- RCLC: attempting to get a Site visit

Councillor Gillis-

- Press release: Go Fund-Generating Opportunities, \$200,000 available for non-profit organizations, discussion on how disposition of funds will be determined.

Staff Additions: Agenda Additions D2 and SR3, update to SR2

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

The September 12, 2016 Council meeting agenda was adopted by consensus.

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

Councillor Middleton declared a conflict of interest with agenda item B1.

0550-01

5. **ADOPTION OF MINUTES:**

M1 **August 22nd, 2016 Regular Council Meeting Minutes**

RESOLUTION NO.144/16

M/S Councillors Heiberg/Miller

THAT:

"The minutes of the August 22nd, 2016 Regular Council Meeting be adopted as amended."

CARRIED

6430-01

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

BA1 **SR4 DOHH Corporate Strategic Plan 2015-2020**

- Strategic Planning meeting is set for October 15th, 2016 @ 8AM

0540-20

7. **DELEGATIONS:**

D1 Jennifer Moore, Regional Economic Development Officer

- Presentation in regard to upcoming Business walk tentatively set for October 19th, 2016.
 - Focus on existing business community- will entail a short visit with each of the local service providers with the goal of determining what the municipality and Economic Development can do to support the growth and retention of their business.
 - Report to be compiled summarizing business economy of area and the struggles faced by local businesses.

0810-20

D2 Coleman Mercereau, Hudson's Hope Gentleman's Rec Hockey

- Request for permission to use west end of Arena as a designated refreshment area during the upcoming Turkey Blaster Hockey Tournament.

RESOLUTION NO.145/16

M/S Councillors Heiberg/Miller

THAT:

"The Council support the Hudson's Hope Gentleman's Rec Hockey by allowing the use of the west end of the Arena as a designated beer garden."

CARRIED

8. **STAFF REPORTS:**

**0110-01
810-20**

SR1 **CAO –Action and Other Updates**

- Shop Design: District is responsible for supplying washed crush gravel, bringing waterline to surface, supplying gravel to level site, tying in the fire hydrant, digging septic tank. Still need to look into insurance for lag time. More in-depth contract to be forwarded by contractor. **5320-01**
- Thompson Sewer Main: Project is on track, completion expected by month's end. Will use tank to flush system, will monitor to determine required frequency of flushing. **0970-01**
- Solar panels: Scan is almost complete. Looking at spreading panels to multiple buildings in order to reduce the largest percentage of consumption rather than having four larger solar arrays. Plan is to find the most efficient use of the panels in order to net hydro expenses to as close to zero as possible. Staff to request presentation in regard to maintenance and to request project timeline. **0720-20**
- Wastewater Facility: We are working on other avenues to obtain a contractor for this project – as requirements met that satisfy the NWPTA. Though re-tendering this project in January is the current plan. Council requested review of scope to determine what had created costs to increase. Staff directed to return to Council prior to making any decisions in regard to contract. **5360-03**

Remaining items for information purposes only.

SR2 **RTC- Transfer Station Site**

- Ministry of Environment prohibits scavenging at waste or transfer sites unless items are in a designated area such as a share shed.
- Attendants Scope of Work to be forwarded To CAO
- The District does not have a contract in place with Kevin Howard Trucking for site maintenance.

RESOLUTION NO.146/16

M/S Councillors Gillis/Middleton

THAT:

"The Council direct staff to prepare contract with Kevin Howard Trucking and direct staff to work with Councillor Miller and PRRD to set a new designated area for public retrieval of reusable materials."

CARRIED

0400-01

SR3 **CAO- UBCM Briefing Notes**

- Discussion in regard to briefing notes for upcoming meetings with Northern Health and the Ministry of Transportation

- **Mayor Johansson to contact Dr. Kamath and request a letter of support re: Necessity of Laboratory and Xray Technician 5 day work week.**
- Request clarification in regard to Paramedicine availability
- Due to regulations clinic requires Doctor and nurse plus Lab/Xray Technician to perform ambulatory care. Can Paramedical be considered third required health provider to meet requirements? If not must stress necessity for additional coverage either by the hiring of a nurse practitioner or guarantee from outlying areas.
- Ministry of Transportation: focus on Hwy 97 Infrastructure, need to include issues in regard to Hwy 29 and local surrounding roads.
- Hwy 29 between Hudson's Hope and Moberly Lake still not completely repaired from flooding in July.
- Discuss Healthcare perspective- emergency routes closed off due to damaged infrastructure.
- **Staff to retrieve stats in regard to accidents on the Farrell Creek Road.**
- Concerns in regard to increased traffic during Berm construction, pedestrian safety an issue by the post-office. Request should be made in regard to either creating another pedestrian crosswalk, repainting the existing crosswalk, installing crosswalk signal or a combination.

9. **BYLAWS:**

B1 **Garbage Bylaw Amendment**

3900-20

Councillor Middleton leaves at 8:00 pm, returns at 8:03 pm

Council approve the amendment to Garbage Bylaw Amendment No. 870, 2016 from "Bennet" to read "Bennett".

RESOLUTION NO.147/16

M/S Councillors Gillis/Miller

THAT:

Council approve the "Hudson's Hope Amending Garbage Collection Bylaw No. 870." as written.

CARRIED

And that:

"Council approve the adoption of The Garbage Bylaw Amendment No. 870, 2016, as amended".

RESOLUTION NO.148/16

M/S Councillors Heiberg/Beam

THAT:

"Council adopt the Hudson's Hope Amending Garbage Collection Bylaw No. 870."

CARRIED

B2 **Municipal Ticket Information System Amendment Bylaw No. 871, 2016**

3900-20

RESOLUTION NO.149/16

M/S Councillors Heiberg/Miller

THAT:

"Council adopt the Municipal Ticket Information System Amendment
Bylaw No. 871, 2016."

CARRIED

10. **CORRESPONDENCE:**

- | | | |
|-----|--|----------------|
| C1 | BC Hydro- Site C Construction Bulletin August – September
FOR INFORMATION | 6660-02 |
| C2 | FortisBC- UBCM reception invitation
<i>Staff to register Mayor Johansson and Councillors Heiberg and Miller to attend</i> | 0400-01 |
| C3 | Urban Systems- Site C Berm and Shoreline Protection
FOR INFORMATION | 6660-02 |
| C4 | CN Operations and Community Affairs- UBCM meetings
FOR INFORMATION | 0400-01 |
| C5 | BC Hydro- Peace Water Use Plan
Staff to contact and register Council for attendance | 6660-02 |
| C6 | BC Hydro- Site C Construction Bulletin Sept 5- Sept 18
FOR INFORMATION | 6660-02 |
| C7 | Alaska Highway Newsletter
New Special Events Coordinator and Info Center Supervisor to possibly attend. <i>Councillor Miller to research further.</i> | 7710-01 |
| C8 | UBCM- Convention Bulletin #4
For Information | 0400-01 |
| 11. | REPORTS BY MAYOR & COUNCIL ON MEETINGS AND LIAISON RESPONSIBILITIES | |
| CR1 | Community Paramedic Program
Discussion was had in regard to being able to use the Hudson's Hope Airport for Paramedical driving training.
RESOLUTION NO.150/16
M/S Councillors Heiberg/Miller
THAT:
"The Hudson's Hope airport may be used for Paramedical driving training under the condition that availability has been cleared with the Airport Authority."
CARRIED | 7100-01 |

12. **OLD BUSINESS:**

OB1 **Diarized Items**

- PRRD: Solid waste disposal-item is currently being actioned, remove from Diary.
- Airport Resurface and Redevelopment-Staff directed to locate report, item to be included on Strategic Planning list, remove from Diary.
- Co-Op Correspondence Re: Cardlock- move from Diary to old business for next agenda: industrial site implementation. **CAO directed to contact to discuss possible partnership, discuss anticipated traffic.**
- Capital Projects Meeting- remove from Diary to meeting calendar
- Building Bylaw 588 to be looked at after Bylaw 852 adopted- move from Diary to Old Business: staff to pull both Bylaws and review past minutes prior to next meeting.
- Clean up of Moraine-spring reminder- remove from Diary, **Mayor Johansson to follow up with BC Hydro.**
- Building Bylaw-add new construction requirements- remove from diary: **staff directed to review OCP to determine designated area that new bylaw will apply to, prepare bylaw for next meeting**
- Budget meetings to be set up for February 2017- remove from diary, add to Strategic Plan Meeting on October 15, 2016. Draft budget to be presented at December meeting.
- Beryl Prairie Playground- to remain on Diary
- Reduce-Reuse-Recycle: District of Hudson's Hope Dump- item is currently being actioned, remove from Diary.

13. **NEW BUSINESS:**

14. **PUBLIC INQUIRIES:**

15. **ADJOURNMENT:**

Mayor Johansson declared the meeting recessed at 8:06 pm and return to In-camera meeting returning to Regular Council Meeting at 9:02 at which time Mayor Johansson declared the meeting adjourned.

DIARY

Conventions/Conferences/Holidays

Beryl Prairie Playground

Diarized

07/25/16

Certified Correct:

CAO/Tom Matus

Chair/Mayor Gwen Johansson



DISTRICT OF HUDSON'S HOPE

Delegation to Council Request Form

Name of person or group wishing to appear before Council:

Bullhead Mountain Curling Club, Shane Frocklage

Subject of presentation: Plant Repairs

Purpose of presentation:

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

Contact person (if different than above):

Telephone number: 250-783-0949

Email address: shanenbarb@xplornet.com

Will you be providing supporting documentation? ☒ Yes ☐ No

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

Technical requirements:

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

DI

Rules for Delegations:

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

Helpful Suggestions:

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

I understand and agree to these rules for delegations

Shane Frocklage

Name of Delegate or Representative of Group

Shane Frocklage

Signature

Oct 6, 2016

Date

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

Bullhead Mountain Curling Club Plant Issues

I came in to check on the plant and the plant was down. I checked out the plant and attempted to start it. The plant would run for a short time during which the compressor suction pressure would start to drop off followed by the compressor discharge pressure till the pressures reached the values that will cause an automatic shutdown, this would take about 10 seconds. Through discussion with 3 different refrigeration mechanics it was determined that the likely problem with the plant could only be a few different issues. 2 of these gentlemen couldn't be here for a couple weeks as this is their busy season. The third, Byron Conroy of Yeti Refrigeration, could be here immediately. He got the necessary parts and came here from Prince George. This was the repairs that I had gotten the OK for from Tammy at the district office.

We replaced the elements in the Refrigerant Filter Drier and then replaced the Tx Valve. Both these items are on the Freon side of the plant and were suspected of causing the problem. Once these items were replaced and the system was back together Byron put a nitrogen purge on the section of Freon piping we were working on and that had been open to atmosphere. Nitrogen purge is required because air and Freon don't mix well. As soon as Byron shut off the nitrogen we could hear a bubbling sound in the brine section and the pressure gauge he had on the nitrogen was dropping steadily (this pressure should have held steady). I closed a few valves on the brine system right at the plant. This was to eliminate the entire rink part of the system and make the brine section inside the plant smaller so we could see if the nitrogen pressure that was dropping would show up in the brine system. The pressure gauge on the brine pump started at 0 and as soon as I closed those valves the pressure started climbing. This was the first confirmation that there was a hole/s in the Chiller between the brine and Freon systems. The Chiller is a heat exchanger where warm brine from the ice surface is circulated on one side and cold Freon from the plant is circulated on the other.

At this point we were certain that the Tx Valve was not the problem so Byron made a call to his supplier to see if he could return the valve as it was not required and is quite costly. Supplier agreed to take the valve back so he removed the valve. The old elements for the Refrigerant Filter Drier were very dirty and once you remove the new elements from their packaging they are not returnable so those were left as is. Once the Tx Valve was removed from the piping, brine started to drip out of the piping that is connected to the Chiller. This was the second and absolute confirmation that the Chiller was compromised. Freon has been lost into the brine system as it runs at a much higher pressure than the brine. We will not know how much until the Chiller is fixed and we can open the valves on the compressor. These valves are closed right now effectively keeping the remaining Freon contained in the condenser section of the plant. We have no way of assessing the Freon volume in the condenser section.

During discussions with Byron while we were working on the plant and before we had discovered the problem with the Chiller he had told me that our Chiller was nearing the end of its life cycle and that he had been involved in replacing one in the lower mainland that was near the same age.

Once we had confirmed that the Chiller was the problem Byron made a suggestion that makes perfect sense and that I hope the district will consider. He suggested we change our Freon to a different type of Freon as the R-22 that we are currently using has been deemed too damaging to the environment and legislated out by government. All new construction right now cannot use R-22 and by 2020 it will be completely outlawed. As a result of this the manufacturing of R-22 has been greatly reduced making it very expensive and hard to get. Byron suggested we switch to the same Freon that is used at the arena, R-507a. It is close enough in properties with R-22 that we can use it in our plant without any major changes to the plant. It also makes it cost effective for anybody coming to work on both these plants which should be a cost savings for the district. The only change needed to our plant would be running different oil in the compressor.

Yeti Refrigeration Inc.

4599 Azure Ave
Prince George BC, V2M 6R3
1-250-640-7322
yeti.byron@gmail.com

Friday September 30th, 2016

Bullhead Mountain Curling Club (BMCC)
Hudson's Hope BC

Attn: Hudson's Hope Town Council
RE: Budget Pricing and timeline for chiller replacement at BMCC

Greetings Mayor Gwen Johansson and Council,

Unfortunately, the chiller at the BMCC has reached the end of its serviceable life. Due to an internal chiller failure, the brine solution which is circulated through the curling floor is leaking into the refrigeration circuit of the refrigeration plant. This cannot be repaired and will require the replacement of the chiller pressure vessel. The associated refrigeration and brine piping connections will also need to be altered. The typical life span of this type of chiller is 10-15 years. Your model was installed for the 2004/2005 curling season.

The following price is a **budget** price for removal and replacement of the chiller unit. My price of \$34,432.00 includes the following:

- Removal and disposal of old chiller
- Delivery and placement of new chiller
- Reconnection of brine piping
- Reconnection of refrigeration piping
- New refrigeration TX valve and solenoid valve (both were affected by brine)
- Insulation of all new components as required
- Compressor oil change
- All required labour and travel to Hudson's Hope

Again this is a budget price, I will have a firm number early next week. The delivery time on a new chiller is 6-8 weeks. Once the new chiller is onsite it will require 1 week to install and commission.

I would also like to take this opportunity to make a case for changing the refrigerant in this facility from R-22 to R-507a. R-22 is being phased out across North America and Europe due to its high ozone depletion potential and large greenhouse gas potential. Reduced production of R-22 began in 2015 and by 2020 will reach zero. The cost of the refrigerant will rise accordingly. For the past few years, use of R-22 in new refrigeration plant construction has not been considered.

Retrofitting your facility down the road will be costlier and this repair presents a great opportunity replace the R-22. R-507a is also the same refrigerant that the arena uses. The total cost for replacing R-22 with R-507a is \$5,100. This price includes

- Recovery of R-22
- 170lb charge of R-507 (\$10/lb)
- System flush (R-507 uses a different oil and the system must be cleaned)
- Refrigerant drier change (x1)
- Compressor oil changes (x2)
- Required compressor gaskets
- All required labour

There are a number of R-22 replacements. R-507a is proven in this type of application and its usage in the local arena makes for cost effective service of both facilities.

I hope the above information helps in your decision making process. If you have any questions, please reach out to me via email or phone. I'm more than happy to be of assistance.

Regards,

Byron Conroy

President, Yeti Refrigeration Inc.

Yeti Refrigeration Inc.

4599 Azure Ave
Prince George BC, V2M 6R3
1-250-640-7322
byron@yetirefrigeration.ca
www.yetirefrigeration.ca
Proudly Serving Northern BC

Wednesday October 5, 2016

Bullhead Mountain Curling Club (BMCC)
Hudson's Hope BC

Attn: Hudson's Hope Town Council
RE: Quotes for Chiller replacement and refrigerant conversion

Greetings Mayor Gwen Johansson and Council,

Attached are the final quotes for the replacement of the chiller unit and the proposed conversion to R-507. The Delivery time for the chiller is 6-8 weeks. Installation time would be one week.

I have selected an electronic TX valve for the new chiller. The TX valve feeds refrigerant to the chiller to cool the brine. This type of valve is the most cost effective way to increase plant efficiency. Electronic valves provide a far greater range of control, thereby maximizing efficiency of the refrigeration plant. This style of valve is also compatible with many different refrigerants and will not require replacement should you choose to switch to R-507 in the future.

If you choose to convert the system to R-507 there will be some saving of labour costs as work can be completed while the chiller is being installed. You'll also be protected against the rising cost of R-22 as production is phased out (2020). And again, it's worth noting that this conversion would also standardize the towns facilities as the area also uses R-507.

My price is a total price of what is required to remove, replace and commission the new chiller. I'm familiar with the facility and this quote reflects the total scope of work required to successfully complete this project.

Thank you for your consideration, please don't hesitate to contact me if you have any questions

Regards,
Byron Conroy
President, Yeti Refrigeration Inc.

QUOTE

YETI Refrigeration

Proudly Serving Northern BC

4599 Azure Ave Prince George BC V2M 6R3

Phone 1-250-640-7322

byron@yetirefrigeration.ca

www.yetirefrigeration.ca

INVOICE # 62-1602

DATE: OCTOBER 5, 2016

EXPIRATION DATE NOVEMBER 4, 2016

TO Shane Frocklage
Bullhead Mountain Curling Club
10311 Gething St.
Hudson's Hope, BC V0C 1V0
1-250-783-9175

SALESPERSON	JOB	PAYMENT TERMS	DUE DATE
Byron C	62-1602	Net 30	

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
	Quote for conversion from R-22 to R-507. Quote includes removal and disposal of existing R-22. Full Charge of R-507, oil changes and system flush. Refrigerant Drier replacement and all required labour.		
170lbs	Complete system charge R-507	\$10.00/lb	\$1,700.00
2	Compressor oil changes	\$657.00	\$1,314.00
1	Compressor gaskets and required o-rings	\$194.00	\$194.00
1	System flush	\$690.00	\$690.00
1	Labour, including return trip for second oil change	\$1,200.00	\$1,200.00

SUBTOTAL \$5098.00

PST: PST 1060 1533

PST \$272.00

GST: 75504 9095

GST \$254.90

TOTAL \$5624.90

This is a quotation on the goods named, subject to the conditions noted below:

1. Compressor oil is POE RL 68. RL is a synthetic oil, thus the higher price. RL68@\$216.00/USGal
2. Warranty only covers replaced components, refrigerant leaks are not covered unless due to Yeti refrigeration negligence.
3. Travel charge includes mileage charge, truck charge and drive time for technician
4. A second oil change is recommended due to the chiller failure as POE is very hydroscopic.

To accept this quotation, sign here and return: _____

THANK YOU FOR THE OPPORTUNITY

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QUOTE

YETI Refrigeration

Proudly Serving Northern BC

4599 Azure Ave Prince George BC V2M 6R3

Phone 1-250-640-7322

byron@yetirefrigeration.ca

www.yetirefrigeration.ca

INVOICE # 62-1601
DATE: OCTOBER 5, 2016

EXPIRATION DATE NOVEMBER 4, 2016

TO Shane Frocklage
Bullhead Mountain Curling Club
10311 Gething St.
Hudson's Hope, BC V0C 1V0
1-250-783-9175

SALESPERSON	JOB	PAYMENT TERMS	DUE DATE
Byron Conroy	62-1601	Net 30	

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
	Quote for replacement of failed chiller pressure vessel. Quote includes all refrigeration piping, brine piping, valves and insulation required to replace chiller unit. Quote also includes labour for commissioning and start-up of new chiller unit.		
1	DX Chiller ERC-12084-610 (Inc. Freight)	\$15,534.20	\$15,534.00
1	Danfoss Electronic TXV sized for new chiller (compatible with R-22 or R-507)	\$2,123.00	\$2,123.00
1	Liquid line solenoid valve	\$590.00	\$590.00
1	Required pipe, fittings, brazing gas, pressure test gas, gaskets, paint, insulation and cladding for refrigerant and brine piping	\$3816.00	\$3816.00
1	Compressor oil change (oil and gaskets)	\$297.00	\$297.00
1	Total Required Labour; Includes welding services, refrigeration labour, travel and accommodation expense	\$11,664.00	\$11,664.00
	Applicable taxes not included		

SUBTOTAL \$34,024.00

PST: PST 1060 1533

PST

GST: 75504 9095

GST

TOTAL

This is a quotation on the goods named, subject to the conditions noted below:

1. Quote does not include refrigerant (R-22) which may be required. R-22 refrigerant price is \$19.50/lb System charge = 170lbs.
2. R-22 also is also subject to an enviro levy of \$1.58/lb
3. Quote does not include any brine work or repairs not related to replacement of chiller.
4. Warranty only covers replaced components and their operation. Warranty period of one year from date of start-up.
5. Travel charge includes mileage charge, truck charge and drive time for technician

To accept this quotation, sign here and return: _____

THANK YOU FOR THE OPPORTUNITY

Page 2 of 2



HUDSON'S
HOPE
playground of the planet

DISTRICT OF HUDSON'S HOPE

Delegation to Council Request Form

Name of person or group wishing to appear before Council:

Yellowhead Road & Bridge (North Peace) Ltd.

Subject of presentation: Pre-Winter Informational Presentation

Purpose of presentation:

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

Contact person (if different than above):

Curtis McKay

Telephone number: 250-264-8696

Email address: Curtis@yrb.ca

Will you be providing supporting documentation? ☐ Yes ☒ No

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

Technical requirements:

- ☐ flip chart
 - ☒ multimedia projector
 - ☐ laptop
 - ☒ other Projector Screen
- } YRB can supply own if needed

Rules for Delegations:

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

Helpful Suggestions:

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

I understand and agree to these rules for delegations

Curtis McKay
Name of Delegate or Representative of Group

[Signature]
Signature

Oct. 5 / 2016
Date

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



DISTRICT OF HUDSON'S HOPE

Delegation to Council Request Form

Name of person or group wishing to appear before Council:

Eric Sears, Urban Systems

Don Petit, Greg Dueck, Peace Energy Co-op

Subject of presentation: Community Solar Initiative Update

Purpose of presentation:



information only



requesting a letter of support



requesting funding



other (provide details)

Contact person (if different than above):

Telephone number: 250-793-2947

Email address: esears@urbansystems.ca

Will you be providing supporting documentation? ☒ Yes ☐ No

If yes:



handouts at meeting



publication in agenda (one original due by 4:30 the
Wednesday prior to your appearance date)

Technical requirements:



flip chart



multimedia projector



laptop



other

Will bring own computer and
can connect it to the TV's

Rules for Delegations:

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

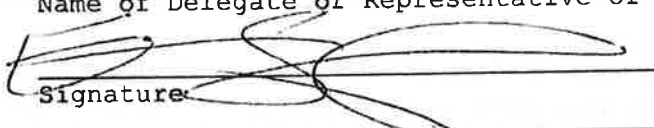
Helpful Suggestions:

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

I understand and agree to these rules for delegations

ERIC SEARS

Name of Delegate or Representative of Group

Signature: 

OCT 05, 2016
Date

For Office Use

☐ Approved

☐ Rejected

By (signature): _____

☐ Mayor

☐ CAO

Appearance date if applicable: _____

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

By (signature) _____

Date: _____



Peace Energy Renewable Energy Cooperative

Box 2567

Dawson Creek, British Columbia, Canada

V1G 5A1

250-782-3882

admin@peaceenergy.ca

www.peaceenergy.ca

Grid-Tied Solar FAQ

February 2016

What is Grid-Tie?

- Your inspected and approved solar electric system feeds power into the grid through your existing power panel and an "inverter" that converts your solar DC current into grid-ready AC.
- Your Smart Meter tracks both the power you pull out of the grid and the power you feed in.
- You pay only for the difference = reduced electrical bills.
- If you put more power in than you take out over a one-year pay period, BC Hydro pays you for that excess at 10 cents/kwh.

Some provinces, like Ontario, pay much more (up to 80 cents/kwh) for home-produced solar power to encourage home owners and businesses to go solar. This higher, guaranteed rate is referred to as a "feed-in tariff." At this time, BC, Alberta and the Yukon do not have feed-in tariffs, and each pays different rates for grid-tied solar power. Your Peace Energy Co-op rep will help you figure this out.

A solar power system mounted on your roof can produce some, most or all of the electricity consumed in your home. Most Canadian houses use between 5,000 kwh (very efficient) and 13,000 kwh (not very efficient) per year. Northern BC, Alberta and the Yukon all have a very good solar resource.

When you are grid-tied, the grid acts as a huge battery where you can store excess solar power when you have too much, then draw it out again when you need it. In northern Canada this works very well: we have excellent solar power in the spring, summer and fall, but not so good in the winter with our short hours of sunlight and occasionally snow-covered panels. Being grid-tied means the large excess you are likely to generate in the summer months will be "stored" in the grid as a credit, which you can then use up as needed in the winter.

How does the system attach to my roof?

Peace Energy recommends the Fast-Rack or Uni-Rack systems. These unique solar panel mounting systems secure the modules to the roof with low profile brackets covered with anodized trim pieces. They have special self-sealing roof attachments that make sure the panels are strongly attached but watertight. These attachment systems go together relatively easily (although an experienced solar installer is recommended), and they also disassemble easily so that if your roof needs replacing in the future, the system can be quickly removed and reinstalled after the roofers have completed their work.

Are solar panels a good investment?

Solar users like producing their own energy, and knowing its source is clean and renewable. Solar fixes your energy costs, avoiding utility rate increases. Some provinces like Ontario have a feed-in tariff that offers to purchase the power from your system, creating an income stream. In BC solar power is credited against your on-going electricity usage, and at the end of your billing period you are paid for any excess power you may have fed into the grid.

Solar electric panels feature a 25 year output warranty and will likely last for 30 to 40 years or more. This means the solar system you install today will produce low-cost and reliable electricity for decades. As an investment in your home, cottage or RV, your system will enhance its value while delivering clean, quiet, effortless energy. Even modest grid-tied solar power systems can significantly reduce your electrical bills, and larger well-designed systems can essentially make you and your family or business a net-zero electrical user, or even a clean energy producer, helping to green-up the grid, a benefit to everyone.

How do I know what my system is producing?

The inverter has a display that shows the cumulative energy produced by the solar array. Also, your regular bill from your utility will have not just how much power you have used from the grid ("In-flow") but also how much you have fed into the grid ("Outflow"). These numbers are useful for tracking your solar output from month to month over the year.

For more detailed tracking, internet-based monitoring apps and equipment are now readily available for most solar power systems, providing monitoring and data recording of your power output, with detailed graphical analysis of system performance accessed from your home computer or mobile device.

What happens in winter?

Solar energy does vary throughout the year. In practice, roof-mounted grid-tie system owners don't usually worry about snow as winter months have low production, and low winter output is more than compensated for by very high production during the spring, summer and fall. The excess power your solar array produces during the summer is "stored" in the grid as a credit, which is withdrawn as needed in the winter.



Grid-Tied Solar FAQ

What happens during a power failure?

Grid-tie systems safely disconnect in the event of a power failure. We offer the option of a Secure Source battery backup that will run some selected loads like pumps, furnaces, freezers or lighting in the event of a blackout.

I've heard about a new low cost solar panel...

There is lots of investment in solar technology development these days. The best producing solar panels for rooftops are crystalline silicon solar cells. These offer the highest efficiency, reducing the cost of mounting equipment and time to install. Low efficiency panels are less expensive per module, but will often result in higher system costs due to the larger array size. Peace Energy Co-op sells only high output, best quality crystalline silicon solar panels.

What do I need to start?

First you need a suitable location for solar panel placement – ideally a steep-sloped South facing roof, but other roof orientations will work. A solar array can also be rack mounted on the ground in a sunny spot on your property, or mounted on a vertical south facing wall. The less shading from trees and nearby buildings the better. Your Co-op rep will help you evaluate your site.

Peace Energy offers two solar evaluation packages, a Basic Package (which will provide a price estimate and an estimate of the solar potential of your location) and an Advanced Package that will give you exact information about payback, solar power output and a price quotation for the equipment and installation.

Finally, you will need a budget to purchase the system, or qualify for a home renovation or equity loan from your bank or credit union. Your Peace Energy sales rep will then provide all of the required solar equipment and a professional installation. We also have follow-up system performance and maintenance options.

Peace Energy Co-op makes going grid-tie solar easy!

**ph 250-782-3882 admin@peaceenergy.ca
www.peaceenergy.ca**

Peace Energy Renewable Energy Cooperative Grid-tie Solar Demonstration House



Pease Energy Cooperative, in partnership with Don Pettit Photography and Moch Electric Ltd., has installed a grid-tie solar demonstration system at their Dawson Creek, BC offices. Commissioned in November 2013, the building achieved net-zero energy usage after its first full year of operation, and has continued to produce more electricity each year than it uses.

This demonstration system showcases simple grid-tie solar power: the solar array feeds electricity to a 5000 watt inverter, which powers the building and stores excess power in the grid as a credit to be drawn out as needed at night and throughout the winter. ***This solar array produces more electricity each year than the building uses!*** Common-sense energy efficiency measures, like installing LED lightbulbs, helped achieve this goal.

Tours are available by appointment. Call or email Peace Energy Cooperative for a tour today!

- System designed and supplied by Peace Energy Cooperative, installed by Moch Electric Ltd.
- 23 Trina 240 watt polycrystalline solar modules = 5500 watt peak output
- Power-One 5 kw grid-tie inverter
- Unirac roof mounting system

Peace Energy Cooperative,
1204-103rd Ave, Dawson Creek, BC
ph 250-782-3882 email: admin@peaceenergy.ca



Peace Energy Cooperative – Building a Brighter Future



Royal Canadian Mounted Police Gendarmerie royale du Canada

Security Classification/Designation

Non-sensitive

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

Your File

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

Our File

122-3

2016-10-05

Mayor and Council

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

Total Files to date for Hudson's Hope Detachment: 379
(Last year at this time 2015: 379)

Prisoners lodged to date 2016: 8

Assaults / Domestic Assaults and Uttering Threats to date for 2016: 8 (4 Domestic)
(last year at this time 2015: 5 (3 Domestic))

Impaired Drivers Caught to date 2016: 12
(last year at this time 2015: 12)

Non-sensitive

Operational:

No members due to transfer out of Hudson's Hope this year. Cpl Romanchych has been extended to stay for a fourth year. There is a pending transfer still for the 2018 Summer Training is still in the planning stages to get the remaining member trained for Jet Boat and Sled operations.

Other:

Members continue to be engaged in speed / safety enforcement campaigns in the following areas; Beattie Drive School zone (Start again in Sept), Canyon Drive, Beryl Prairie and Highway 29 near Halfway River.

Members will be setting up random drinking driving counter attack roadblocks throughout the community and Highway 29 as the holiday season approaches

Emergency services (Fire, RCMP, BC Ambulance) are looking to set up another Winter Driving Awareness road block again this year.

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

Increased presence on Dinosaur Lake this year with the Detachment Jet Boat. Impaired operator, Vessel Safety and operator / vessel licensing being the priority.

Peace River Patrols between Hudson's Hope and Taylor has been successful. Hudson's Hope and Fort St John Detachment are planning to work together to make this an annual summer seasonal policing initiative. We are hoping to carry this over into Charlie and Moberly Lake this next year.

The Detachment is preparing for the winter months coming.

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



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

October 1, 2016

To Mayor and Council,

Over the last few years I've noticed it is getting harder to find someone to run the concession at the arena. Unfortunately, the arena is not busy enough to make a worthwhile profit. If we have all amenities available, it's possible the patron attendance may increase bringing in more money for the arena.

I think hiring someone to run it would be a solution. This would be a Monday to Thursday job, four to six hours a day and a few weekends with long hours, possibly 8 to 12 hour days, (hopefully more weekends in the future). About 336 hour for the week days and 60 hours for tournaments, special events would be about 25 hours, the figure skating club would be an extra 6 hours for the carnival, and the school buys lunch at the arena after Christmas so that's another 16 hours with a total of about 445 hours. A casual could be called on the tournament weekends to help out. The money made in the concession would help offset the wages. People buying from the concession would then have access to a debit machine which makes it more convenient for them.

This person would be responsible for ordering all the supplies, which can be done through Wrights in Dawson Creek. We already have an account with them and the product would be delivered right to the arena.

The arena staff are the ones that have to take the complaints about the concession, when they don't show up or when the quality of the food is questioned. This position would create a consistent menu, a reliable worker and the District would have more input as to what is sold.

This would also save the district a little money for special events that are held at the arena. The freebies given out at these events would be at cost for the District instead of retail price they have been paying.

I have spoken to my Union Rep about this position and she suggests a contracted temp position, because of the possibility of the long hours that would be worked on some weekends. So, unfortunately, this would be a non-union position.

Thank you for your time,

Cindy Edgar

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor and Council
SUBJECT: Campground Year-End Report 2016
DATE: September 19, 2016
FROM: Becky Mercereau, Office Assistant

INFORMATION

Campground Reservation System

We opened reservations on May 1, 2016. We had \$18,173.40 revenue through our PayPal account this year.

2016 Revenue & Occupancy

Attached you will find detailed information on the 2016 Revenue and Occupancy report. As usual you will see that Cameron Lake saw the majority of our customers with Dinosaur Lake having a large percentage as well.

Here is a quick comparison from the last five years for the total revenue from the campgrounds (you can note that we did start charging for firewood and increased our fees from \$15.00 to \$20.00):

2016 = \$50,588.70

2015 = \$39,294.61

2014 = \$31,233.50

2013 = \$41,960.00

2012 = \$44,356.75

Season and Punch Passes

In 2016 we sold 15 resident camper passes. Some pass holders used them more than others, but overall there were 237 nights used on these passes. We received \$3000 in revenue for these passes, and if these people were to pay for these nights we would have made \$4740.

This year we sold 29 punch passes at \$100 a pass (which were changed this year to 7 night stays; therefore campers get 2 nights free). With 29 passes sold, this equals 203 nights sold and there were only 135 nights used on these punch passes. We received \$2900 in revenue for these passes, and we technically gave away 58 nights for free, but there were still 68 nights that were not used from those passes sold. These passes are for the current year only, so campers cannot redeem the unused punches next year.

SR2

Comment Cards

Comment cards are handed out by the campground attendants. We only received 15 cards back. I have included almost all the comments:

- Better signage
- Signage for whether it is safe to swim? Any drop offs for poor swimmers, children and seniors
- Gates at entrance (however at provincial parks where gates are used there is a camp attendant who can open the gates if there is an emergency)
- Vehicles driving around in middle of the night
- Staff were amazing and so friendly!
- Add gravel for beach and removal of willows at water edge
- Leveling campsites, filling in holes and adding more shoreline campsites
- Beautiful scenic campground, great northern spot, but cannot be left without making improvements
- People partying at Cameron Lake because they know there are not attendants here at night. Three nights of loud, screaming, shouting, music and on third night we left due to lack of sleep. I foresee this problem only getting worse as people find out they can do anything they want out there. Over 10 vehicles are parked at one campsite! If you're going to charge people so much for camping, you have to have overnight supervision. I'm nervous to come here again because of the ongoing noise. Unfortunate for your decent campers that have enjoyed the peace of Cameron for years....
- Restroom is too full and needs to be pumped out, no grates on some fire pits, some campsites could use some gravel around fire pits – dirt to level site
- \$20 nightly fee is expensive with no on-site attendant and no fresh water.
- Playground could use bigger swing set etc. for older children.
- Appreciate being able to reserve! Excellent to be able to count on what we would find upon arriving after 1.5 hours' drive.
- Appreciate wood delivered to our site twice a day if we want it and quality of wood is good.
- Access to fresh water would be good.
- Mowing of grass, keep the bush down, clean shoreline of goose poop, bigger sites need two tables
- Booking online should pay only one registration fee, not for every night.
- BC Hydro should step up and provide electricity, water, sewage as the dam is so close and they are a big corporation. This would provide showers and laundry facilities. Circular campsites with more trees as you would get far more campsites and more revenue would be collected.
- Lights for protection would be great.
- Logs removed regularly on lake for boat safety.
- I read the sign at the front about Dudley, went and seen the cabin, as he donated this property to the district, the least you could do for \$20 a night with NO services other than outhouses is have some respect for him and do some upkeep. The state it is in is atrocious. The path used to be kept so you could see wildlife that would approach.
- Water pump would be great here as well as starter firewood for the hours that the district does not come around.

- Over the years the service has become less and less and the price has increased. Wood not give now with cost of site, price of site gone up, use to be great, now its reserve and more money expected. When camping with family each unit has to pay same price for site already used. I could understand \$5.00 extra for each other unit not same as what a site is for one. Next time we will book 5 sites and park our units in parking and stay and eat all together in one site. This will take up 4 extra sites which will sit empty with 1 unit in each. We have to pay same price anyways. This will be less for the District because those sites will not have any extra people added. It's sad how everything is about money now. Local people just want to have a place to enjoy our area.
- Potable water and dumping – yah! Hot shower – yah! Visitors center really helpful also!
- A lovely campsite and wonderfully clean and tidy. Thanks to the kind parks lady for local area information.

Campground Attendant Comments

I requested information from the campground attendant. Below are their accomplishments and recommendations for improving our campsites.

Accomplishments

- Explained that with two people working had to cover costs by raising unit price and selling firewood. Now about par with other campsites.
- Got new tables and painted old ones. Moved them around so that the best wouldn't be stolen from Cameron Lake.
- Filled a lot of potholes all summer.
- Filled 7 campsites with gravel for drainage and to level out.
- Kept campsites, fire pits and garbage cleaned and empty.
- Always got compliments about how clean our washrooms are.
- Had to deal with geese. They left a lot of poop that we regularly had to scoop. People thought it was dogs.

Recommendations

- Need a new "rule" sign for Dinosaur Lake (all other campgrounds have one except Dinosaur) and a warning sign at Alwin Holland for "large rigs" that may not know how small the turnaround area is.
- Fire pits need grills (approximately 5-10)
- Road to Dinosaur Lake needs to be graded and silt on paved road (PW working on this)
- Path to river at Alwin Holland needs to be filled with gravel, mowed in summer for tents.
- Dead trees need to be taken out of all campgrounds
- Gravel in low turn around site spots
- Level out sites
- Culvert at Cameron Lake needs to be replaced
- Branches hanging over road need to be removed
- New outhouse needed at Cameron Lake
- Suggestion that a gate be put up at Cameron Lake to stop the theft of tables and fire pits during the off season. It would also stop the cutting of trees.

RECOMMENDATIONS

The following are some recommendations I think Council should consider from the camper comments and from the camp attendants recommendations:

1. Some kind of noise patrol, especially at Cameron Lake where campers do not have cell service to call RCMP, etc.
2. Purchase a "Rules" sign for Dinosaur Lake.
3. Consider upgrades to playground equipment at Cameron Lake.
4. Consider charging "additional units" a discounted price (as stated above in the comments, these campers could all spread out and we would be losing money by having only 1 camper in each site instead of 3 campers in one site) and also consider a "maximum" number of additional units (this may prove difficult with different sizes of units, for example 5 tents versus 5 motorhomes).
5. Consider only charging the \$6.00 reservation fee up to a limit of \$18.00 (as per the Provincial Parks, so if you book for 7 nights on our reservation system you would pay \$18.00 fee instead of a \$42.00 reservation fees)
6. We do receive quite a few calls from people trying to make reservations and they need help. This does take up quite a bit of staff time. The following excerpt is from BC Parks and could be considered for reservations we help with: "In addition to the reservation charge, a service fee of \$5.00 plus tax will be applied to transactions completed by the call centre. You can avoid this charge by reserving online."
7. Make a plan for each campground (sites be levels, dead trees to be removed, culverts to be installed, etc.)

Report Prepared By:

Becky Mercereau, Office Assistant

ADMINISTRATOR COMMENTS:

Tom Matus, CAO

2016 Season Camp Pass Usage

Nights used by Season Camp Pass Holders (15 pass holders)

Cameron Lake	Dinosaur Lake	Alwin Holland	King Gething
157	49	14	17

2016 Punch Pass Usage

Nights used by punch pass holders (29 passes sold for 7 night passes)

Cameron Lake	Dinosaur Lake	Alwin Holland	King Gething
99	29	6	1

2016 Year End Pool Report:

Attention Council Members and Supervisors: To start with I would like to note that summer 2016 has been an overall success at the pool. I would like to point out that we have had a very smooth year with the staff with minor issues or complications. We most definitely have very mature and competent staff at the facility. We have faced a few complaints that have been dealt with in regards to a few staff members. This includes attention on the pool when their friends are present for the Public swims amongst some typical teenager type behaviour. In general we have only faced three complaints only one complaint being formal, that have been dealt with immediately at the time it was presented. In regards to maintenance, it was overall smooth. We most definitely faced issues with the Chlorinator machine and keeping up with the high volume of patrons. But other than that in the maintenance area that was the only issue we came across. As for the showers it seems to have been working out quite well with the new timer system that was installed.

The upcoming 2017 Season we will have lost three possibly four lifeguards to moves and next chapters in their lives. Our young staff is at the point now where they are in the midst or coming up this winter to be fully certified by the spring. This will leave us in the position of having to re direct positions and adding new employees to our staff. When this happens I have my recommendations of re evaluating all positions and who possesses them. I feel that some of the Guards are much more responsible, eager and willing over other guards. So in that regard it wouldn't hurt to re assess the positions.

We ran the Client Tracker this year, which had complications of its own. Yes this is a great idea for attendance but it would be much easier if it were set up on the same network as the rest of the District; which it is not. This has caused many technical errors whilst logging in to the programs. Another amongst the problems is that we do not have an office designated individual to keep track of the Client Tracker. I have scheduled extra guards this summer due to the incredible high volume of patrons who attended our pool. But during our busy times there are most definitely issues with keeping proper track of the Client Tracker, running the till, answering the phones and dealing with the public. I was present for the portion of 8am-3:30pm primarily give or take half hr if need be, which covered these concerns during those hours. But after my shift it definitely added up in numbers and the ability to scan in a hundred or more people creates the possibility of the numbers not being completely accurate. It also does not allow the ability to view the actual times that people attended, in result myself or a designated staff member had to input the scanned numbers the following morning or Monday if it was a weekend. Regardless of the programs complications, it still gives us a close approximate amount of visits which is beneficial.

In regards to our debit machine, other than the odd complication I feel that continuing the debit transactions is beneficial and convenient. Unfortunately it does have its complications as well. A few of the issues involved with the debit machine is that it only offered debit, no credit cards; this has posed some confusion to our young staff and the ability to recognize or question the type of card our visitors

are using, not realizing it was a Credit card, which creates an interest fee for the transactions that are by credit card and inconveniences Rhonda on her end of the cash outs. Another issue is again making sure the staff member in control of the till at the moment inputs the right type of transaction, quite frequently they will ring it in as Cash not Debit; this has created a bit of a nightmare for Rhonda. I always break it down and find the mistakes and balance it all out, but at times our "Z" Reports are different than our Debit Batch Out. As I have mentioned I catch it and break it down before closing out the weekly cash reports. I do suggest for next year the convenience of using credit cards will help the confusion with the type of card entered and the ability of our facility to be more versatile.

There are a number of items we will need to include in the 2017 budget. These items I will describe and discuss the priority of these items;

In regards to the office/staff room I feel that we need more space to separate our personal items, food, and dishes away from the view of the public. This has posed a few issues in regards to cleanliness, organization and all around function ability of our greeting place for patrons. I have discussed this in brief with Public Works on the functionality with having a separate space. My thought on this topic is that it would be sanitary if we could put a small staff space in the "Breaker" Room of the facility. This space is not very large, but sufficient enough to keep our public office more professional. One of the biggest concerns is that we have 11 staff members, quite frequently during the teaching of lessons we can have up to 4-6 employees at once in the facility. Never mind the cross shift interchange, which can have 6-8 people in the back at once getting organized. Taking this into account please visualize that amount of teenagers/young adults with all food, clothing, and swim gear all in a space of less than 100 square feet! My ideas would involve a tub sink to be installed under the window in the room so we can do dishes. This is a major concern because it goes against Health Regulations to wash our dishes in a hand sink in our washroom that has no counter space to dry the dishes off. The need for our staff to have food is because we run on running breaks where we cannot leave the building and we still need to assist the public in whatever way we can while we are on shift. This room is big enough to relocate our fridges, microwave, coffee maker, and a set of lockers. We would need a table that would fit and a few shelves installed. This will completely organize our "Office" and all around be much better.

A concern with the deck is that we have absolutely no shade, this includes our patrons and it is extremely hot on deck. When we average a temperature of 20-28 degrees, on deck it would be a more concentrated heat on the concrete ranging from 30-40 degrees. We do not even have an outdoor thermometer that can tell us the temperature on deck above 35 degrees. This being said the facility has the ability to install Wall Awnings. This would be an easy installation to secure at least 3 medium sized awnings off the side of the building. This would create shade for everyone. I would also like to include the request of a mobile guard station. This item is important for the use of the Lifeguards so we minimize Heat Exhaustion. A guard station is made of fibreglass, plastic mix, that is on wheels and easy to maneuver. We could roll it to whichever spot is best for our focal scanning points on the edge of the deck overlooking the water. I will attach the quote on this item as well.

More on the deck that is crucial is that the grass needs to be removed! This is an annual issue in regards to the grass clogging our pool filtration system. It also poses an issue with Public Health. In replacement

of the grass we have discussed and I am waiting on a quote is to install a spray park. Seemingly the District is hesitant to installing a hot tub, we have discussed alternate solutions; One being that we install a spray park, and on the other portion of the lawn to put a few picnic tables with umbrellas. If the spray park would be added it would be most accessible where the water lines are plumbed in for the "Hot Tub". If that were to be the chosen location of this item, I would recommend the chain link exterior fence be expanded at this point of interest. This would create a much more convenient aspect to our facility. We have had close to 6000 accounted for visits of attendance this season. A huge majority of our visits are from non locals. People travel from Chetwynd, Fort St John, and Fort Nelson etc... To enjoy a great afternoon at our beautiful outdoor pool. I will forward Counsel on any further quotes after I receive them, or add as an attachment to this report.

With the demands of an ever-growing pool visitation population it would be nice to see us install a slide. I am not saying a waterslide with mechanical issues etc but a nice slide that our patrons could enjoy. The slide I have in mind is from our Supplier, Aquatic Commercial Supplies. This slide is valued at \$4678.15 and I will include the specs and info sheet in the attachments. This item would be a nice little feature to add to our facility.

We have discussed frequently about the heating costs and rain creating imbalances to our temperatures and chemicals as well. This being said it would be in our best interest to get a custom made Pool Cover. The covers are \$2.90 sq ft plus the additional straps, loop ties and the Commercial Blanket Roller. With the appropriate calculations and design style we could seek a quote on this item as well. This would save the Municipality large amounts of money if we had a cover. There would be less evaporation, our pool would be much more consistent with the chemical and temperature imbalances and will help the filtration system out in regards to evening environmental debris.

A recommendation for the colder days, mostly May, June and August, our mornings can be very chilly and we would appreciate propane or electric patio heater. This is requested because we as Lifeguards cannot wear too heavy of clothing in case the situation call for a water entry. To have a heater on deck for those occasions would be much appreciated.

I will list a number of items we require for our lessons, aquafit and all around safety. We need to purchase a variety of new PFD's (Lifejackets). This item cannot be skipped as our current PFD's are expired and worn out. PFD'S from our supplier range from \$34.75/ea - \$41.10/ea, which we would need approximately 15- 20 of each size. We need to purchase a case of flutter boards, which are \$202.50 for a case of 12. Our swimming flotation mats are extremely deteriorated, in result I have been putting this item off due to its pricy nature but we cannot put it off any longer! We would need 4 or 5 Large Play Rafts cost of \$185.35/ea, and 4 Medium Fun Mats priced at \$67.75 along with 4 Large Fun Mats priced at \$129.80/ea. Aquafit has increased dramatically in participation! This is a good thing... Our Aquafit supplies are also deteriorated and water logged. The equipment will need to be replaced by the beginning of next season. The items included in this program would be to purchase new handbags, approximately 20 sets at \$46.15/ea, along with a variety of sizes of exercise belts. We would need approx 6 of each size, which range from \$44.10/ea-\$48.75/ea. The last Aquafit item we require are Aquafit Water Noodles which we would need approximately 20 at the price of \$18.65/ea. The required equipment for

the Swimming Lessons other than the flutter boards and PFD'S mentioned above would include; a minimum of 10 Swim Bars priced at \$32.75/ea, 10 one piece pull buoy's priced at \$11.75/ea and a variety of swim flippers. Again we would require diverse sizes approx 5 of each size price range per size \$20.30-\$47.50/ea. One final item would be to purchase 2 new Hockey nets to go behind the basketball hoop for polo or basketball. This item you can purchase at any Canadian Tire for approximately \$100.

For In-services and Training I would recommend getting our Fire Chief Robert Norton to inquire about purchasing 3 Training AED machines and a minimum of 3 Annie Adult Dolls, 1 Child Annie Doll, and One Infant Annie doll. These items better prepare and train competent more accurate treatments in case of emergency. Seems we are only a seasonal facility these items would be crucial in maintaining trained and confident staff. We would benefit from this dramatically. Another amongst the training supplies would be to purchase 1 or 2 rescue dolls. These dolls weigh down to the bottom of the pool with realistic weights of what a person would weigh, this item would also benefit our staff in reality training. The more supplies we have, the more prepared our staff would be in case of an emergency. We are a seasonal facility where our Emergency Skills go months without consistent use! We only renew every two years our NLS and every 3 for our SFA. With this being said, we can go most of the year not keeping our skills up to date. The training items listed would be very beneficial for our facility.

In order of Facility Maintenance would include; A new light balace in the Family change room, we could really use a locksmith to come back to the facility to service our exterior door locks, as they have all started to stick and seize. The front door, only one side opens, not the full thing. Another annual issue is the drains in the change rooms... This issue makes our change rooms extremely wet and dangerous. The drains are higher in the concrete making the water flow away from draining! It would be suggested to get someone to jack hammer out the areas of the main drains in the change rooms to lower the water exist points. In result of the drains it creates very large water puddles which are not only un sanitary, but increases the risk of slipping and hurting oneself. Our mop bucket is missing wheels and our floor could really benefit from a polishing, seems I don't think it's ever been done.

This season we started a suggestion, compliments, and complaints customer input box at the front desk. We have had very positive feedback about the energy and commitment of our Pool Staff. We were complimented on the cleanliness of the facility and pool, the upkeep to the maintenance and how friendly and helpful our staff is overall. We have had a few criticisms on certain members of our staff, which has been discussed and acknowledged. A few suggestions have been made, mostly items I have requested for the upkeep of our equipment, a hot tub or sauna requested annually and a slide. More concerning issues expressed is the installation of awnings and seating for shade.

In conclusion to the 2016 Summer Season, it was successful with minor issues at hand. There are the things mentioned that would bring our facility and its operation more successful and organized. I am personally looking forward to the upcoming 2017 Season and how our few improvements will make the face of our community proud to be an advocate for Hudson's Hope and its true nature of being "The playground of the Peace"!

Sincerely, Elisha Siemens (Pool Supervisor)

Visitor Centre Year End Report 2016

The visitor centre was open on May 1st with two new student staff being Austin Douglas and Jessica Boychuk. Training was completed prior to opening. Weather of course plays a great role in visitors coming through. If you recall the season started with wild fires not only on Carter Street in Hudson's Hope but also on the Alaska Highway north of Mile 72 And then there were many other fires topping the list with the Fort McMurray fire.

By the long weekend of May we had a cold rain ... lots. So for May we started out with our stats substantially down. June was the same. July things started to pick up although the network statistic system was down. August was pretty much on par.

I found that the visitor origin seems to have changed for this year. A noticeable increase in people from Ontario. As well a lot of Europeans and Australians. We had two bicycling touring parties visiting that stayed for a few days. Once couple from Argentina that were bicycling over several years from Alaska to the tip of South America. The other couple doing the same trip were from Squamish. We posted a pic on Hudson's Hope Visitor Centre Facebook of the Argentinians riders and got 2700 views which is pretty good for us.

In August we participated in the regional motor cycle poker run which included the communities of Fort St. John, Taylor, Dawson Creek, Tumbler Ridge, Chetwynd and ourselves. It is organized by Chetwynd and this is their third or fourth year. Good group of over 100 riders passed through to pick up a card for their poker hand, both men and women. The proceeds go half to rider and half to charity.

The new washrooms in Beattie Park are proving to be well utilized. Seems like it draws more people to the park to picnic, hauling coolers over to the tables that were put in last year. Maybe it makes it just more user friendly. Do you recall those tables that were part of the side walk/ pathways that Devon Flynn worked on. Unfortunately the tables are a bit wobbly, poor design. Had public works in for a look to fix it but seems to not be such a simple fix. I think John V. is going to fix them.

The Cameron Lake Campground did not have advance signage for visitors heading that way. Difficult to direct them to the campground with only being able to say on your right , 24km. The other three municipal campgrounds have advance and point of turn signs which is great for the driver and even more so for someone not familiar with the area. Amelia Adams from Ministry of Transport, Creative Signworks and myself got the sign design and specs down and the signs should be erected soon by Cariboo Road Services (Chetwynd) under the guidance of M o T.

And last but not least the Williston Lake Trackway unveiling was a show stopper for all that got out there. It raised lots of interest from visitors coming in and wanting to view the tracks. Many did volunteer work out there. It was great the District organized a second tour in August. Many visitors have come in since and really have a keen interest in them.

I truly enjoy working at the visitor centre and giving the best service I can to each and every visitor that comes in the door. In closing, I'd like to mention that I have experienced a great interest in the Site C dam and almost all visitors were incredulous that it would proceed and some got quite anxious and aggressive that 'we' , I, you could let this proceed. There is an opportunity to enter new categories within the statistic system that will be a new entry next year.

Visitor Centre closed on September 30, 2016

Kathy Burseth

Hudson's Hope Visitor Centre Manager

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor and Council
SUBJECT: Events & Recreation Coordinator Summary
DATE: October 11, 2016
FROM: Emily Nusse, DOHH Special Events & Recreation Coordinator

Introduction:

Good Evening Council & Mayor Johansson. I would like to take this opportunity to introduce myself and thank-you for the opportunity to join the District of Hudson's Hope (DOHH) as the Events & Recreation Coordinator. I have prepared this report to give you a summary of what my work has entailed since my starting date.

Summary:

Over the past three weeks I have had the opportunity to arrange several meetings with community clubs, societies and organizations in the community such as the HH library, RCMP, Principal Beam, Lion's Club, and HH museum. The conversations have been very informative for me to understand the current projects these organizations are working on. I will continue to attend and schedule times to meet with clubs and societies to gain more knowledge around the challenges and opportunities that exist. Layton was able to give me a thorough tour of the DOHH recreation venues & facilities including Dinosaur and Cameron Lake.

On a regional scale, I attended an information session for the launch of a Destination Development Program Strategy for NorthEastBC. This was a great networking session. Furthermore I attended a Northeast Heritage Strategy workshop which aims to "explore the value of a heritage strategy for Northeastern British Columbia." Complimenting this session, the HH Museum hosted the NorthEast Regional Museum Meeting at the end of September. This background on the efforts and importance the museums represent in preserving and educating locals and visitors on the cultural and historical artifacts in this region was invaluable.

I will continue to be very involved as a DOHH representative on the Co-operative Planning Partnership of the 75th Anniversary of the Alaska Highway. The overall goal will be to develop cohesive messaging and easy channels of information for what is known as the "Alaska Highway Traveler."

Events Attended:

I have worked alongside Greta Goddard at the following events:

Fall Sign-up Night: This was an excellent introduction into this role as I was able to witness the community dynamic and meet several of the members of clubs and societies.

SR5

BC River's Day & Corn Roast: I worked with Greta with the set-up, execution, and take-down of this event at Lynx Creek Campground. It was very valuable to observe all the necessary pre-planning involved with such an event. Arranging with public works, well in advance, the delivery of DOHH equipment necessary for an event is vital. Also working with Layton and the Public Works team to arrange logistics will play a key role in the planning process.

Senior Swim: I joined Greta on the Senior/Adult Swim to Chetwynd. This was a great opportunity to pick up decorating supplies for the upcoming Veteran's Dinner. Moving forward I will not attend this outing on a regular basis. I will take a note of attendee #'s and work to schedule drivers as well as follow-up with the driver each trip. In the case I need to pick up certain supplies for upcoming events, I will take the opportunity to join the trip.

Outside of work I attended the new dinosaur trackway with the Y2Y Conservation Initiative and met Dr. Rich McCrea and Dr. Lisa Buckley from Tumbler Ridge. I also attended the Dam Run as a volunteer. This was great to work alongside other volunteers in the community.

Events Planned:

The below events are what I am working on planning with Greta's help.

Pumpkin Painting—Oct 21st

Frightful Frolics—Oct 30th

Remembrance Day Ceremony: I have nearly confirmed all participants who will have a role in the ceremony.

Veteran's Dinner: An updated invitation list has been made and invitations have been sent. Greta and I will be working together to contact veterans and the museum to arrange the memorabilia displays for the community hall. During the week Oct 11-14th, I will confirm the dinner program.

Christmas Parade & light-up: The parade and Tree light-up will take place Sunday Nov 27th. I have contacted the RCMP & Public Works to create awareness. The week of Oct 17-21st I will create the ad for the bulletin to encourage float participation. I will also follow-up with past year participants to encourage entering again and invite new float participation.

Christmas Bingo: I will continue to plan a Sunday evening Bingo in December. Date TBD. I will work with Johanna Dupuis to arrange a date that would be suitable for the Community Hall use.

Meet & Greet: I am working on planning a regional "Meet & Greet" info and lunch session for the "Event & Recreation Coordinators" and the Visitor Information Center Supervisors in the surrounding communities: West Moberly, Chetwynd, Taylor & Fort St. John. I would like this meeting to happen during the week of Oct 24-28th. The goal of the meeting is to strengthen the communication channels between event planners and to try to work together to create and encourage participation in the surrounding communities. I would also like to see more discussion around regional recreation planning and knowledge sharing between these communities.

Budgetary Items:

TENT

I am waiting on a quote and a design for a 10 x 10 DOHH Branded canopy tent which I envision being used at most if not all outdoor events/recreation activities. The purpose of this tent would be to provide cover from the elements, be an easy to find “information/checkin” station for event goers and participants of recreation activities. The tent would also bear the DOHH brand and be a mobile marketing tool and could be set up at non DOHH events such as the Farmer’s Market as an Info booth promoting the current and upcoming events.

This tent could be available to act as a “mobile information booth.” In developing and working with regional partnerships there may be opportunities to set it up in the surrounding communities encouraging visitation and participation in DOHH events and activities. I am looking into if the “Destination British Columbia 2017 Visitor Services Innovation Fund” may be a source of funding for this type of investment if purchased as a Visitor Center asset.

HOT CHOCOLATE BACKPACK

Something I think would be great for the events in the colder weather such as the Christmas parade and winter carnival is to have a hot chocolate Backpack dispenser. This is a mobile unit: see image below.

I have witnessed that at several events, the event organizer relies on a coffee carafe and hot chocolate carafe which requires an electrical outlet or generator be nearby. This could be filled at the arena concession and it is a way to keep the hot chocolate hot and be mobile at the same time. It is a great way to interact with parade goers, winter carnival attendees and even spectators in the bleachers at the arena. There is potential for it to be out through the district.

I am waiting on a quote for the below product. The capacity is 320 oz which is equivalent to 80 of the Styrofoam cups.



Arena (Skate & Helmet Rental potential):

Cindy Edgar and I have created a tracking sheet to count "rental" skates and helmets given out for free use at the DOHH arena. Doing a quick check to the arenas in the neighboring communities, I found that Chetwynd, Fort St John, and Dawson Creek all charge a fee for this service. This is something I would like to look into further to see if A) there is a safety check that is required before charging a rental fee and B) if there is, determine if this is something we should start doing.

Other:

The funding application for Canada Day 2017 festivities (150 year bday) has been released and I will be working on completing the application by the deadline of Nov 21st, 2016.

I feel the formation of a Recreation Standing Committee will be very beneficial for the recreation planning in the community. Decisions made around Program designs and budget use for recreation activities will benefit more residents when it is a consensus process of representatives from multiple groups within the community. I would like to investigate into how to link potential volunteers to volunteer opportunities within the community. The goal will be to try to lessen the load on the current volunteers that are typically relied upon.

Lastly, I would like to create a DOHH Instagram account. This form of Social Media is a great way to showcase through photos the happenings in the District. Other Instagram users can link their hashtags of the Hudson's Hope region. It acts as a channel for communicating what the area has to offer through other users photos. It would be a way to run photo submission contests through promoting the use of a specific hashtag. We can link the DOHH Facebook page and our Instagram together. When we post a photo we can have it share to our Facebook page. This may in turn create more Instagram users to start following our Facebook page and vice versa.

Tom Matus, CAO

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor and Council
SUBJECT: Special Events Coordinator Consultant
DATE: October 5, 2016
FROM: Tammy McKeown, Corporate Officer

RECOMMENDATION:

Council decide whether they would like to create a contract position focused on working in cooperation with the Community Recreation Services and Special Events Coordinator.

ADMINISTRATOR COMMENTS:

Report Approved by: _____

Tom Matus, CAO

INFORMATION:

Special Events Coordinator Consultant contract proposal from Greta Goddard attached.

Report prepared by: _____


Tammy McKeown, Corporate Officer

Greta Goddard

Proposed Contract Position: Special Events Coordinator Consultant

Contract Salary: \$4,000.00 for term

Contract term: 3 months

Expense budget: Dependent

Any Incurred expenses related to event purchases, licenses, permits etc. to be fully reimbursed.

Any incurred mileage expenses related to events to be fully reimbursed.

Funding/Expenses if applicable

All funding received from cost recovery programs/events to be used to cover event/program expenses in addition to regular budget

All funding received from donations and/or sponsorships are in addition to expense and used for designated programs/events in addition to regular budget: example Winter Carnival

Proposed Duties:

Work with Special Events Coordinator

- to set up a schedule of timely meetings to review event planning
- to determine the list of events and to evaluate value and necessity of events
- to review and update list of events, to add, substitute or delete events/programs of similar time frames
- to assess and source grant possibilities
- to consult on all mutually agreed upon special events: Veteran events: Remembrance Day, School Viewing, Poppy Campaign, Veteran Dinner, local Veteran Research and updates, Christmas Parade, Information Center Decorating, Christmas Bingo, Christmas Skate, Senior Swim and Winter Carnival
- to consult on duties of the events, timeline of events, promoting the event, securing sites, facilities, permits, and equipment if necessary, purchasing materials and supplies
- to consult on community resources including: creating partnering with community groups, volunteer organizations and assessing and accessing community resources and equipment availability
- to consult on partnerships with regional resources including corporate, regional and local business partners

To work in cooperation with the Special Events Coordinator, Recreational Committee and CAO to assess community needs, events, programming

To build community partnerships that would utilize best possible resources, avoid redundancy, provide communication, and benefit community

Page 2 (continued)

Work cooperatively and in conjunction with regional groups that would benefit the community of Hudson's Hope: example: Fort St. John Recreation committee, Regional Committee, Chetwynd Recreational Committee, Moberly Lake

Work cooperatively with community groups to bring projects to fruition

The Hudson's Hope Winter Carnival is a huge event. Over the past seven years, it has become a signature event that raises the profile of this small community. It has been extremely well supported and very well attended. It involves an extreme amount of planning that extends over the course of the year. The bulk of the work, however, starts in October and continues until the event is complete. It would be beneficial for Emily to have guidance and assistance with this event in particular.

REQUEST FOR DECISION

RFD#:	Date: OCT 7 2016
Meeting#:	Originator: Layton Bressers
RFD TITLE:	

BACKGROUND: Reservoir inspection and cleaning. This is done by Divers and done while the reservoirs are in service. They will video the interior of the reservoirs also.

DISCUSSION: This is required by Northern Health it is to be done at least every two years This has not been done in the last two years. Advanced Diving Projects will be doing FSJ and Mackenzie so we will save approx. \$3,000 if we do this now.

BUDGET: \$ 16,000

RECOMMENDATION / RESOLUTION I recommend that we do this as it is required by Northern Health

Tom Matus, CAO

SR7



Tel: (403) 612-3162
Fax: (800) 641-1580
Email: advancediving@gmail.com

Advance Diving Projects www.advancedivingprojects.com

Sales Quote	Date: October 7 2016	Page 1 of 4
Name: Layton	Tel: 778-204-0303	
Client: Hudsons Hope	Fax:	
	Email: Foreman@hudsonshope.ca	

Hudsons Hope Reservoir Cleaning and Video Inspection

Dear Valued Customer:

We have provided the following proposal with respect to the commercial diving trade for the above project, subject to the terms and conditions hereinafter set out, including those listed on the reverse side hereof. This proposal is based upon supplying and installing the following materials and services.

Service	Description	Price
#1 1 Day travel from Mackenzie to/from Hudsons Hope (No charge from travel from Calgary)	4 MAN CREW	6Hrs @ \$270.00/hr
#2 Initial Safety Orientation and Hazard Assessment Set up diving equipment Complete Cleaning Process and video inspection on Reservoirs		3 Days @ \$2880.00/day
#3 PerDiem		3 Days @ \$800.00/day
#4 Accommodation is cost plus 15%		
* \$2000 Pre-Cleaning Inspection Credit Within 1 year of Servicing *		-\$2000.00

Minimum Fee: \$2,000.00/ Visit

Sub Total: \$12,600.00

Terms: Net 60 days, interest charged at 15% per month on overdue accounts. GST Extra. Quote valid for 90 days.

We thank you for the opportunity to provide pricing on this project and look forward to a favorable response. Should you have any questions or require clarification please call at your earliest convenience.

If this quote is acceptable and you would like to proceed with the work, please sign below and return to us by fax. We will then make the necessary arrangements to proceed with the work.

Accepted this ____ day of _____ A.D. 2016

Advance Diving Projects (2007) INC.

Signed.....

P.O.# _____

Per.....



Tel: (403) 612-3162
Fax: (800) 641-1580
Email: advancediving@gmail.com

Advance Diving Projects www.advancedivingprojects.com

Sales Quote

Date: October 7 2016

Page 2 of 4

*** This estimate is meant as a guideline to give adequate in order to install components to spec. or maintain water quality during cleaning, while maintaining the safety of our personnel., ADP does not foresee needing to go over estimated time allotment. If ADP finishes the project sooner than is originally estimated, the agreed daily rate of any days not worked will be subtracted from the original estimate and be adjusted accordingly using ADP's standard day rate for the days worked.**

***ADP will be expected work 9 hour days with dive times ranging from 5 to 7 hours a day.**

***If extreme weather conditions delay or hinder progress in any way it is not the responsibility of ADP. In cases where ADP has to go on standby or is unable to work due to weather related issues ADP will be entitled to charge a minimum daily fee.**

*** If for some unforeseen reason diving operations are not necessary or work is unable to commence due to circumstances unrelated to Advance Diving ie, emergency fire situation, Contractor Space Confliction, Client Administrative Meetings etc . ADP will be entitled to charge a minimum daily fee for their time and costs.**

***Client is responsible for providing accessible worksites. Free of Hazards or Hindrances. Client will assist in making job site as secure and safe for work as is reasonably possible.**

*** This is only an estimate and can not be held as a final billing. Final prices stated include travel, as well as food and accommodations for four. ADP is only responsible for removing sediment from the floor area of the interior of quoted reservoirs. ADP will not be held responsible for cleaning of walls, ceilings or external components of said reservoirs. Any such projects will be a separate entity and will be treated as such. In the occasion that unforeseen complications should arise, such as increased sediment or excessive debris, the final sum of the original estimate will be changed accordingly. All estimates are based on a quarter inch to two inches of sediment.**



Tel: (403) 586-3164
Fax: (800) 641-1580
Email: advancediving@gmail.com

Advance Diving Projects www.advancedivingprojects.com

Sales Quote

Date: March 1 2016

Page 3 of 4

General Conditions

1. **TERMS OF PAYMENT:** Except when materials and labour covered by this quotation are subcontracted and except where progress payments are provided for on the front hereof, terms of payment are Net 30 days after completion of work described in this quotation.
If material and labour covered by this quotation are a subcontract of a general contract, payment is to be made by the contractor to the subcontractor on or about the fifteenth day of every month covering 90% of the value of the labour and material completed by the subcontractor to the end of the previous month. The balance of 10% will be paid 15 days after the final completion of the work covered by this quotation.
All forgoing is subject to approval by our Credit Department. Contract sum to be payable in Canadian Funds at the governing rate of exchange unless otherwise stated.
2. **WAIVERS OF LIEN:** Waivers of Lien will be signed only for release of holdback monies as stipulated by Alberta Legislation.
3. **DELAYS:** Vendor is not responsible for delays resulting in whole or in part from transportation tie-ups or delays, priorities, strikes, picketing, boycotts, labour disputes, accidents, riots, war, acts of God or other causes beyond the Vendor's control.
4. The vendor is not subject to penalties or claims for liquidated damages except as may be specifically provided herein.
5. **CONTRACT FORM:** Upon acceptance of this tender, a binding contract shall be completed. In the event that the purchaser issues their own purchase order the conditions contained herein shall be part of the purchase order unless excepted there out in writing signed by the vendor. If the purchaser desired a formal contract, these terms shall be incorporated and made part thereof.
6. **INSURANCE:** Vendor agrees to carry Workman's Compensation and Public Liability policies, insuring during the process of the operations such as liability which may by law be imposed upon the vendor on account of accidents arising from such operation.
The purchaser shall at his sole cost maintain and pay for fire and water insurance, with standard supplemental risk endorsement, in the joint names of the purchaser and vendor for the total value of the work to be done and materials delivered, so that any loss under such policies of insurance will be payable to the purchaser and vendor as their respective interest may appear, and purchaser shall furnish duplicate of all such policies to the Vendor upon being requested to do so. If a loss shall be sustained. Vendor shall repair the damage and complete the work and shall be entitled to receive from the purchaser in addition to the contract price the value of all restoration carried out by the vendor and the insurance proceeds shall be used for such purpose and shall be paid as the work of restoration proceeds. Such loss shall not affect the rights and obligations of the parties but the vendor shall be entitled to a reasonable extension of time for the performance of work. In the event purchaser is a contractor any insurance which specifically names vendor, if it otherwise complies with the provisions of this clause shall satisfy the terms above.
7. If the purchaser shall fail to make any payments as provided herein and if such default shall continue for fifteen days, or if by virtue of any law this contract is frustrated, the vendor may cease work and recover payment for the work already completed and unpaid proportionate to the total contract price plus damages for loss of profit.

8. **VARIATION OF WORK:** if purchaser is a contractor and if variations are requested by owner they shall be carried out by vendor and vendor shall be entitled to be paid any additional amounts thereof based on the value of the original offer hereunder.
9. **JOB SITE STORAGE:** Adequate access to the job site and an adequate storage and operating area shall be provided at no cost to the vendor.
10. **NOTICE RE COMMENCEMENT OF WORK:** Purchaser shall give the vendor at least two weeks clear notice by telegram or letter before buildings are ready for the application of vendor's material, provided always the vendor has obtained approval of erection detail prior time of notice. Purchaser shall be responsible for reimbursements to Vendor for additional expenses incurred through incorrect notifications of job readiness.
11. **LIABILITY FOR DAMAGE TO MATERIAL:** the purchaser is to indemnify vendor for all loss or damage to vendor's material and finished work on the job resulting from theft, misuse, fire, water damage or flood, wind damage direct or indirect, hail, lightning, explosion, riots, impact by aircraft or other vehicle, smoke damage or other hazard or risk not caused by vendor's workmen.
12. **CHANGES IN TAX RATE:** This tender has been based on existing sale, excise and custom taxes. In the event that these taxes shall be changed following the date of this offer, the price shall be adjusted to reflect such changes.
13. **COMPLETION AND ACCEPTANCE:** Upon completion the purchaser agrees to issue an acceptance to the vendor provided the work has been completed according to the terms of the contract.
14. **INSTALLATION:** In all cases vendor's method of installation is in keeping with specifications covering the project. Suitable applications and equipment used in conjunction with vendor's work are the responsibility of other trades and are specifically excluded from vendor's contract.
Vendor's quotation is based on the warranty by purchaser that installation work once commenced may be completed without interruption and that light and power will be made available by the purchaser free of charge except as may be specifically provided for in this contract. Purchaser shall be responsible for all losses that may be suffered by vendor by reason of any breach.
15. **BACK CHARGE:** Purchaser shall not submit back-charges for materials, services, or labour without vendor's written authorization.
16. **LAW, BY-LAWS AND LOCAL ORDINANCES:** Vendor shall not be responsible for any damages or costs resulting from specifications not in conformity with laws, by-laws and local ordinances.
17. **ORAL COMMITMENTS:** Vendor shall not be responsible for oral commitments with respect to this proposal or which may be made once the contract has been entered into.
18. **GUARANTEE:** If this quotation forms part of a subcontract or general contract, notwithstanding anything contained in the general conditions the agreement governing the general conditions, or any of the contract documents related hereto, any guarantee offered with this quotation is specifically limited to the terms of the standard form of guarantee as issued by vendor. This guarantee does not warrant any materials, or design, or methods specified or directed by the owner, his engineer or contractor.
19. Vendor shall only be responsible for supplying those things it has expressly agreed to supply and general contract to the contrary notwithstanding.

REQUEST FOR DECISION

RFD#:	Date: Oct 7 2016
Meeting#:	Originator: Layton Bressers Foreman
RFD TITLE: Olympia sale and Ford Garbage truck	

**BACKGROUND: 1980 Olympia ice resurfacers # 2GCEK14H9B1128301
2003 Ford Garbage truck #1FDXF46S13ED72219**

DISCUSSION: Surplus pieces of equipment that we would like to sell by public auction

BUDGET:

RECOMMENDATION / RESOLUTION: sell it as soon as possible.

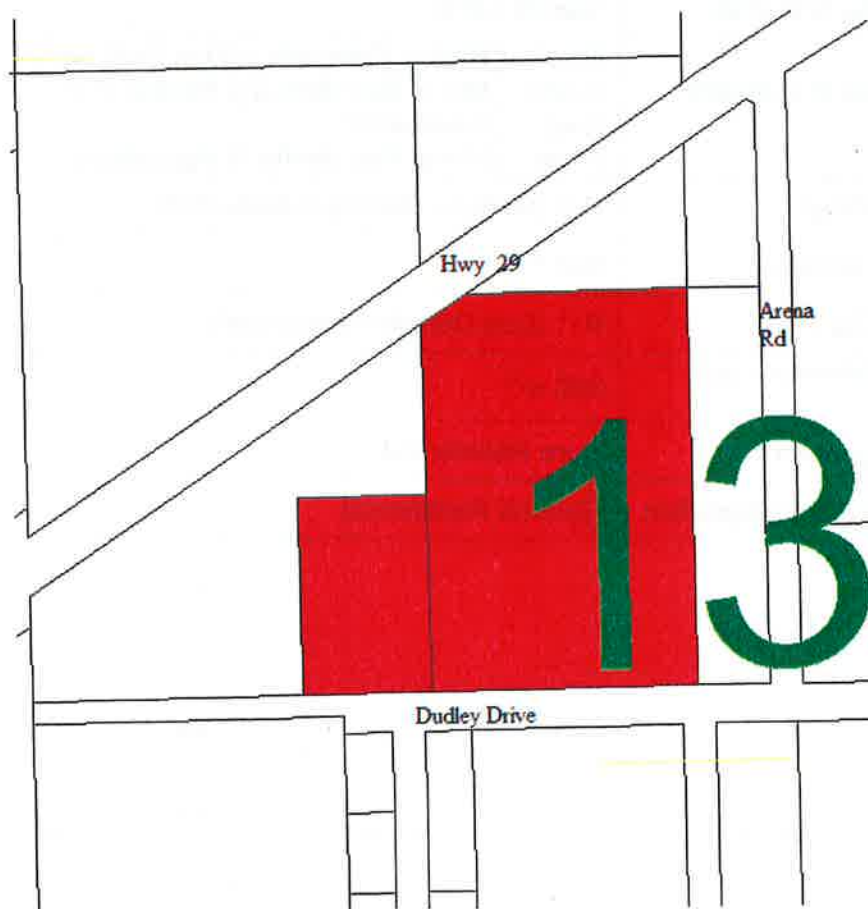
Tom Matus, CAO

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor and Council
DATE: OCTOBER 4, 2016
FROM: Tammy McKeown, Corporate Officer
SUBJECT: Rezoning and OCP Amendment – Atkinson Property

RECOMMENDATION

1. That 1st and 2nd readings be given to Official Community Plan Amendment Bylaw No.872, 2016.
2. That staff be authorized to schedule a public hearing for the proposed Official Community Plan Amendment.
3. That 1st and 2nd readings be given to Zoning Amendment Bylaw No.873, 2016.
4. That staff be authorized to schedule a public hearing for the proposed Zoning Bylaw Amendment.



PROJECT DETAILS

Project Proposal:	The District, as owner, proposes to rezone from R-2 (Medium Density Residential) to R-2 (Low Density Residential) for the potential development of the area.	
Address:	<i>To be assigned</i>	
Legal Description	Lot A, Plan 14064 Part of NW ¼, Section 13 , Township 81 Range 26 West of the 6 th Meridian Peace River District Lot A, Plan 16585 Part of NW ¼, Section 13 , Township 81 Range 26 West of the 6 th Meridian Peace River District	
Owner:	District of Hudson's Hope 9904 Dudley Drive, Hudson's Hope, BC	
Applicant:	District of Hudson's Hope 9904 Dudley Drive, Hudson's Hope, BC	
Application Received:	August 2010	
Parcel Size (each):	≈ 4.87 ha	
Existing Use of Parcel:	Vacant Land	
Existing Use of Adjacent Parcels:	North: South: East: West:	Park & Campsite – King Gething Mix of Residential & Institutional Residential Mix of Residential & Agricultural
Current Zoning:	R-2 (Medium Density Residential)	
Minimum Lot Size	500 m ²	
Proposed Zoning:	R-1 (Low Density Residential)	
Proposed Minimum Lot Size:	500 m ²	
OCP Designation	Core Residential	
Proposed OCP Designation	General Residential	

PLANNING POLICIES

Part 2 – Land Use Plan of the Official Community Plan states:

"This future use and development of land within the District of Hudson's Hope must be consistent with the official land use designations shown in Schedules C and D

Schedule "C" – Land Use identifies the subject property as Core Residential.

COMMENT AND ANALYSIS

Proposal

The District proposes to rezone the subject property to limit the development to single-detached and duplex housing.

Background

This site is comprised of 2 rectangular shaped lots bordered by King Gething Park (to the north), residential properties (to the east), a mix of residential and agricultural land (to the west) and both residential and institutional properties (to the south).

The site is within 800m of a controlled access highway and access Ministry of Transport approval has been previously obtained.

This land is not part of the Agricultural Land Reserve.

Land Use Considerations

The current Official Community Plan (OCP) is five years old.

The OCP states under

Section 2.19:

Consider options to encourage development of vacant properties within the townsite for residential development, such as providing information on available vacant land, providing incentives to infill developments, and/or considering changes to taxation for vacant lands in priority growth areas.

Section 2.20:

New residential development is encouraged to be focused primarily within, or contiguous to, the townsite to best take advantage of existing services and infrastructure.

This lot has been vacant for several years. It was originally used as a trailer park for workers involved in the construction of the Dam. There are still several concrete pads where trailers used to sit. The site is currently only used as an overflow camping area and is also used sometimes as a location for people to party and have campfires.

The District has been working to try to get the area developed and the change from a Medium Density Residential Zone to a Low Density Residential Zone will allow a council to limit the development to single-detached and duplex housing.

There is a natural barrier of trees between the property and both the Highway and King Gething Park. Any future development of the area should consider the noise from the highway and the park to ensure a liveable area.

SERVICING

This lot is currently serviced by a 6" water main. This main also services Adams Street. There is also a sanitary line that runs through the property on a registered right-of-way. Vehicle access to the property will be off Dudley Drive.

SUMMARY

This land has been vacant for many years and has great potential to fill a void in the community if executed properly. The change in the OCP will make it clear how this property should be developed. A rezoning to low density residential would ensure that there will only be single-detached and duplexes to meet the potential requirements of developers.

I recommend having first and second readings so that a Public Hearing can be scheduled which will allow for public input and a transparent process.

Report prepared by:



Tammy McKeown, Corporate Officer

ADMINISTRATOR'S COMMENTS

Tom Matus
Chief Administrative Officer**Attachment:**

- R-1 Zoning Uses from the Zoning Bylaw

9.0 R1 ZONE: LOW DENSITY RESIDENTIAL

The intent of the R1 zone is to permit single-detached dwellings and duplexes on compact parcels that are efficient to service with municipal water and sewer.

9.1 Permitted Uses

In the R1 zone, the following uses and no other uses are permitted:

- .3 Accessory buildings and structures.
- .4 Bed and breakfasts.
- .5 Day care centres.
- .6 Duplexes.
- .7 Home occupations.
- .8 Secondary suites.
- .9 Single-detached dwellings.

REMINDER: recreational vehicles including campers, motorhomes, and tent trailers, must not be used as principal or accessory dwelling units as they do not meet the minimum requirements that are established in this bylaw for single-detached dwellings, caretaker residences or secondary suites.



DISTRICT OF HUDSON'S HOPE
Bylaw No. 872

A Bylaw to amend the Official Community Plan.

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

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

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

1. This Bylaw shall be cited as the "Official Community Plan Amendment Bylaw No. 872, 2016".
2. Schedule "C" of Bylaw No. 822 is amended by changing the land use designation of the following lands:

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

And,

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

from Core Residential to General Residential shown shaded on Schedule "A", which is attached to and forms part of this Bylaw.

(Atkinson Property – Addresses to be assigned)

Read for a First Time on the day of , 2016.

Read for a Second Time on the day of , 2016.

A Public Hearing was held on the day of , 2016.

Read for a Third Time on the day of , 2016.

Adopted on the day of , 2016.

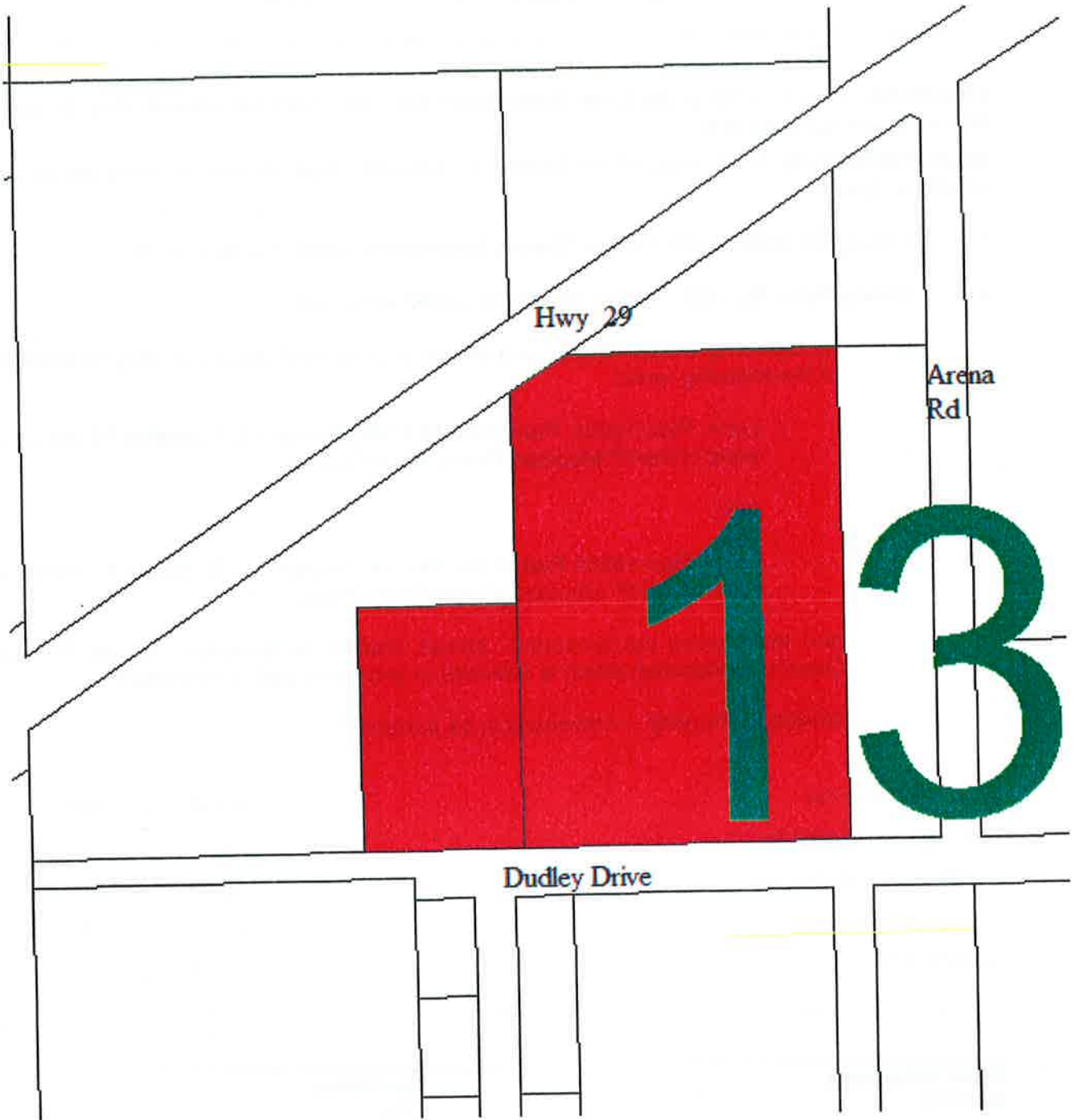
MAYOR

CAO

Certified a true copy of Bylaw No. 789
this ____ day of _____ 201__.

Clerk

Schedule "A"





BYLAW NO. 873, 2016

A Bylaw to amend the District's Zoning Bylaw

WHEREAS under Part 26 of the *Local Government Act*, (the "Act") the Council may, by bylaw, amend a zoning bylaw; and

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

1. This Bylaw shall be cited as the "Zoning Amendment Bylaw No. 873, 2016".
2. Zoning Bylaw No. 823, 2013 is hereby amended as follows:
 - a) by repealing the existing zoning designation of R2 {Medium Density Residential} of the following lands:

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

And,

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

and designating the properties, shown shaded on Schedule "A", as R1 (Low Density Residential) which is attached to and forms part of this bylaw

(Atkinson Property – Addresses to be assigned)

Read a first time this	_____ day of _____, 2016
Read a second time this	_____ day of _____, 2016
Public hearing held on this	_____ day of _____, 2016
Read a third time this	_____ day of _____, 2016
Adopted this	_____ day of _____, 2016

Gwen Johansson,
MAYOR

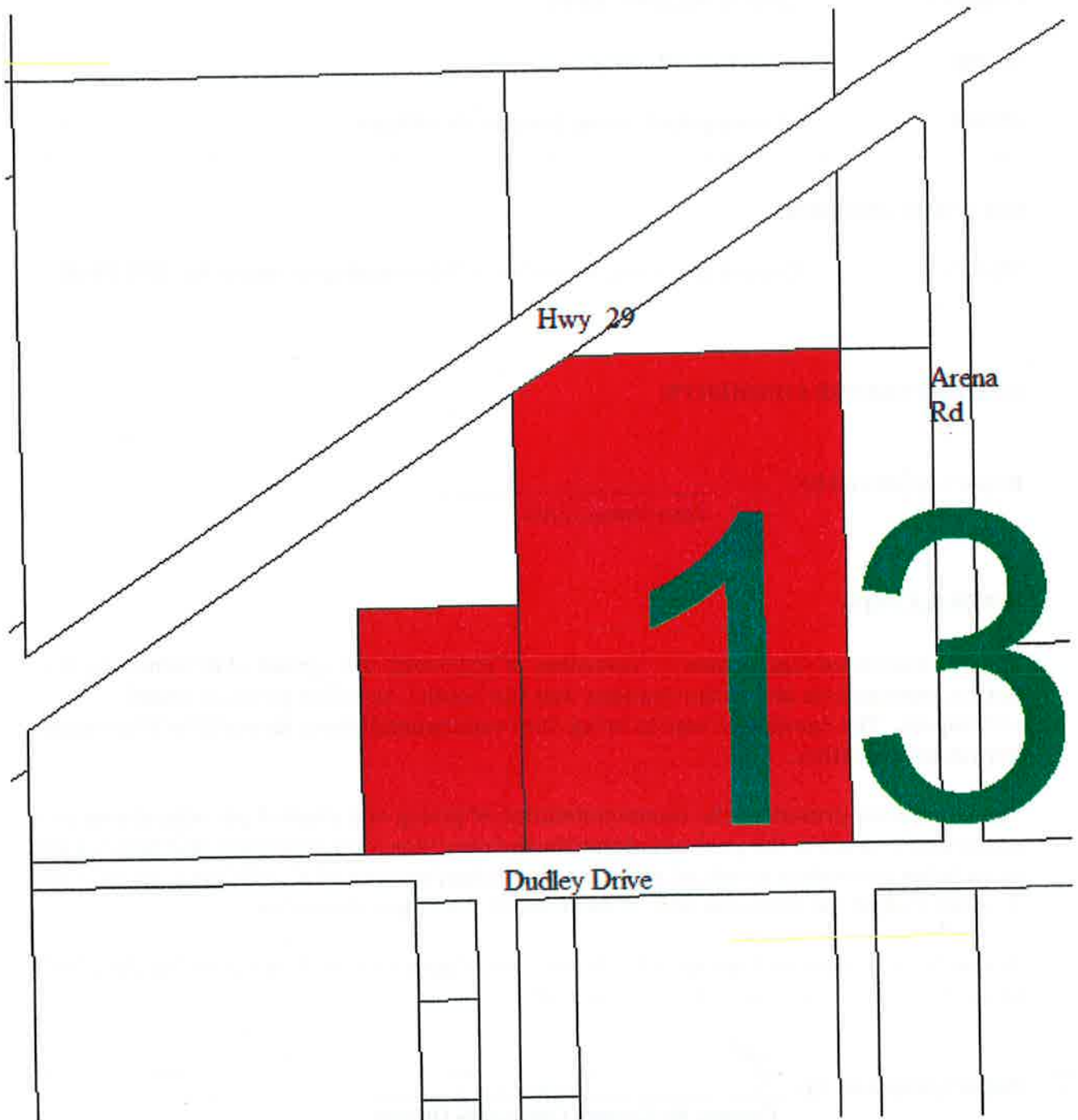
Tom Matus,
CAO

Certified a true copy of Bylaw No. 873, 2016

this ____ day of _____, _____.

Clerk

Schedule "A"



THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor and Council
SUBJECT: Bylaw No. 875, 2016
DATE: October 10, 2016
FROM: Tammy Andersen, Corporate Officer

RECOMMENDATION:

THAT: *"Council give First, Second and Third reading to Bylaw No. 875, 2016."*

ADMINISTRATOR COMMENTS:

Report Approved by: _____

Tom Matus, CAO

INFORMATION:

The YC committee was formed in November of 2015 with the agenda of determining the duties, expectations and authorizations that the Youth Councillor position would encompass. The committee was to bring their recommendations forward for discussion with Administration.

The committee presented the recommendation of giving one student per school year the opportunity to act in the position of the Youth Councillor for a maximum of 2 terms, each term being equivalent to school year. A scholarship/bursary of \$1,000 has been entered into the Budget for 2016 and will be awarded to the Youth Councillor.

Bylaw No. 875 amends District of Hudson's Hope Council Procedure Bylaw No. 765, 2009 by adding the position of a Youth Councillor.

Report prepared by: _____

Tammy McKeown, Corporate Officer



BYLAW NO. 875, 2016

A by-law to amend the "District of Hudson's Hope Council Procedure Bylaw No. 765, 2009".

1. Title

This Bylaw shall be cited as the "**DISTRICT OF HUDSON'S HOPE COUNCIL PROCEDURE AMENDMENT BYLAW NO. 875, 2016**"

2. The "District of Hudson's Hope Council Procedure Bylaw No. 765, 2009" is hereby amended by the following:

a) That a new sub-section, Sub-Section 2.5.2 titled "Youth Councillor", be added to Bylaw No. 765, 2009, subject to the following:

1. The Youth Councillor must be less than 18 years of age or enrolled as a fulltime student in a school within the District of Hudson's Hope;
2. The Youth Councillor shall be elected by his or her school peers or appointed by the staff of the said school. The Youth Councillor should display a keen interest in politics;
3. The number of Youth Councillors shall be limited to one from Hudson's Hope Elementary-Secondary School;
4. The Youth Councillor shall not be permitted to move or second any By-Law resolution nor shall the Youth Councillor be counted for the purpose of deciding a vote of the Council;
5. The Youth Councillor shall not be included in constituting a quorum of Council;
6. The Youth Councillor shall not be allowed to participate in any committee or Council deliberations that are closed to the public;
7. The term of office for a Youth Councillor shall be established with the appointment but shall not exceed two terms with each term being equivalent to a school year;

8. The Youth Councillor shall not be compensated with wage or per diem as with other members of Council;
 9. A scholarship of \$1,000 will be awarded to the Youth Councillor for each term the position is held. The scholarship is to be used within two years of receipt. Upon the expiry of the two years, the Youth Councillor will have an option to donate the proceeds of the scholarship to a charity of their choice.
3. This Bylaw shall come into effective on the date this bylaw is adopted.

Read a First Time this day of , 2016.
Read a Second Time this day of , 2016.
Read a Third Time this day of , 2016.
Adopted this day of , 2016.

MAYOR

CAO

Certified a true copy of Bylaw No. 875, 2016

this ____ day of _____.

Clerk

Subject: FW: Y2Y Tour of "Six Peaks Dinosaur Track Site"

From: Rich McCrea [<mailto:rtmccrea@hotmail.com>]
Sent: Tuesday, September 20, 2016 11:16 AM
To: Gwen Johansson <mayer@hudsonshope.ca>
Subject: Y2Y Tour of "Six Peaks Dinosaur Track Site"

Hello Gwen,

I hope you are well.

We are still working on the site, off and on. We gave a tour to about 20 BC Hydro people last Thursday. Hopefully that leads to some better cooperation. We have a tour on September 24th with the Yellowstone to Yukon (Y2Y) group at the site. This might be a good time to have yourself and any interested councillors show up as there are representatives from the Vancouver Foundation that will be in attendance. This is a potential funding source for any number of things related to the track site project. Which brings me to another point. Would the District of Hudson's Hope be interested in an interpretive exhibit relating to the Six Peaks Dinosaur Track Site and possibly those from the Peace River Canyon? It seems to me that this could be done with a series of 4'x8' metal signs in a park, perhaps with some tracks or a trackway or two in concrete. I would be happy to provide the interpretive text, images and illustrations and our museum staff could provide access to the moulds for concrete replicas. The material costs could be provided via fund-raising through the NPEDC. Such an exhibit would be the most accurate and informative that has been done on the Gething Fm. tracks in this region. I have recently looked at the BC Hydro signs on this topic at the WAC Bennett Dam and they are awful in most respects.

I would be happy to make a presentation to council about this idea and also provide a summary of our work this summer.

All the Best,

Rich

Richard T. McCrea, Ph.D.
Director & Curator
Peace Region Palaeontology Research Centre
Box 1540
Tumbler Ridge, British Columbia
V0C 2W0
CANADA
Ph.: (250) 242-4051
Fax.: (250) 242-4050
E-mail: rtmccrea@prprc.com
Websites: www.prprc.com & www.canadatrails.ca

Northern Community Relations 2016 Annual Report

September 2016

Moose near McLeod Lake – close to one of our 500 kilovolt power line corridors.

Message from Jessica McDonald



BC Hydro is proud to serve communities and their elected representatives in all parts of the province.

We're working hard to meet our customers' electricity needs both today and in the future. As you know, we don't just generate and sell electricity. We work closely with you on a daily basis on a wide range of topics from infrastructure planning, reservoir water levels and planned outages, to beautification and anti-graffiti measures, energy management, emergency preparedness and all stages of large and small capital projects.

Inside this report, we've included many examples of how we're working with your communities and some important indicators of how we're doing in terms of providing reliable power.

We're in an unprecedented period of renewing our entire electrical system. At the same time, we know electricity is an expense for our more than four million customers and we need to do what we can to keep rates affordable. We're in year three of the 10 Year (2013) Rates Plan designed to balance our need to invest with ensuring our rates remain among the lowest in North America. We're on track to achieve this goal, despite lower forecast revenues, because we implemented new measures to reduce costs.

We plan to continue this diligence as our investments in B.C.'s electricity system will be more than \$2 billion a year for at least the next decade. In fact, over the past five years, we've completed more than 560 capital projects of all sizes – worth almost \$6.5 billion – that have been delivered under budget by about .2%.

These investments are also the very efforts that will keep us focused on meeting our long-term electricity demand, which is expected to grow approximately 40% over the next 20 years.

In the Northern region, for example, we're building the new Site C Clean Energy Project. As well, we're working on a number of upgrades to the GM Shrum Generating Station and the W.A.C. Bennett Dam which were built in the 1960s and are cornerstones of our electricity system.

If you have any questions, please contact our community relations representatives in your region. We'd be pleased to help.

Sincerely,

Jessica McDonald
President & Chief Executive Officer
BC Hydro

Quick Facts

PROVINCE-WIDE:

4 million customers

Electricity is delivered through a network of:

- 79,000 kilometres of transmission and distribution lines
- 300 substations
- 1 million utility poles
- 334,000 transformers

Capital investments of more than \$2 billion a year

NORTHERN REGION SUPPLY

Generating Stations:

GM Shrum	2,730 MW
Peace Canyon	694 MW
Falls River	7 MW
Clayton Falls	2 MW

Thermal:

Fort Nelson	73 MW
Prince Rupert	46 MW

Diesel:

10 Diesels	47 MW
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MW = megawatt



 **BC Hydro**
Power smart

Site C construction reaches one year milestone

A significant milestone was achieved in the summer of 2015 when construction started on the Site C Clean Energy Project. This is a third dam and hydroelectric generating station on the Peace River, located about seven kilometres southwest of Fort St. John. It'll provide enough energy to power more than 450,000 homes. Construction started with site preparation, including clearing trees, building access roads, excavating materials and building a worker accommodation lodge. Other highlights included:

- Peace River Hydro Partners was awarded the main civil works contract and mobilized to the site in spring of this year
- 5,100 people and more than 700 businesses attended Site C job fairs and networking sessions in Chetwynd, Dawson Creek, Fort Nelson, Fort St. John, Mackenzie, Prince George, Quesnel and Tumbler Ridge
- The project surpassed 1,000 B.C. workers in May of this year, as construction activities ramped up
- 1,200 rooms are available at the worker lodge – 75% of the 1,600 that will be available at completion
- A community measures agreement between the City of Fort St. John and BC Hydro was signed in April 2016
- The Regional Community Liaison Committee – providing a forum for two-way dialogue between local and regional governments and BC Hydro about Site C construction – started meeting monthly

To learn more about Site C, please select sitecproject.com.



The 329-metre Peace River construction bridge was completed in March 2016, linking the north and south banks of the dam site.

Revenue Requirements Application filed

In July 2016, we filed our Fiscal 2017 – Fiscal 2019 Revenue Requirements Application with the B.C. Utilities Commission. The Application determines the total amount of money we need to operate and sets how much money we collect from our customers through rates.

The Application explains our business costs, the factors we consider when making decisions to spend and how we're acting in the best interest of our customers.

A drop in world commodity prices has slowed the rate of growth in some industrial sectors. While this has cut into our forecast revenues, we need to keep spending about \$2 billion a year to invest in our aging electrical system and build for future energy demand. In fact:

- A million more people will be living in B.C. 20 years from now – that's like adding a city the size of Vancouver and Surrey combined
- Our hydroelectric dams and generating stations are 45 years old on average
- Over 400,000 of our transmission and distribution assets need to be renewed or replaced within the next 10 years

We also gave careful thought to new measures to reduce our costs even further so we could stick to our plan to ensure low and predictable rates. For example, we are:

- Re-prioritizing capital projects to save about \$380 million over the next three years
- Implementing a debt management strategy that locks-in low interest rates
- Replacing contractors with internal staff where it is possible, to save approximately \$20 million in overall capital costs over the next three years

While the last couple of years have seen some shifts in commodity markets, history shows that we must plan for significant increases in population and industrial growth over the long-term. Our forecasts are the result of extensive, customer-by-customer analysis and industry outlooks from third-party experts.

The evidence points to an almost 40% increase in electricity demand in 20 years. This means if we kept our system as is and didn't build Site C or upgrade other facilities for increased generating power, in two decades we'd have an electricity deficit equivalent to what it takes to power more than 2 million B.C. homes. And that's a risk we can't take.

For more information, please select: bchydro.com/about/planning_regulatory/regulatory_documents/revenue_requirements.html

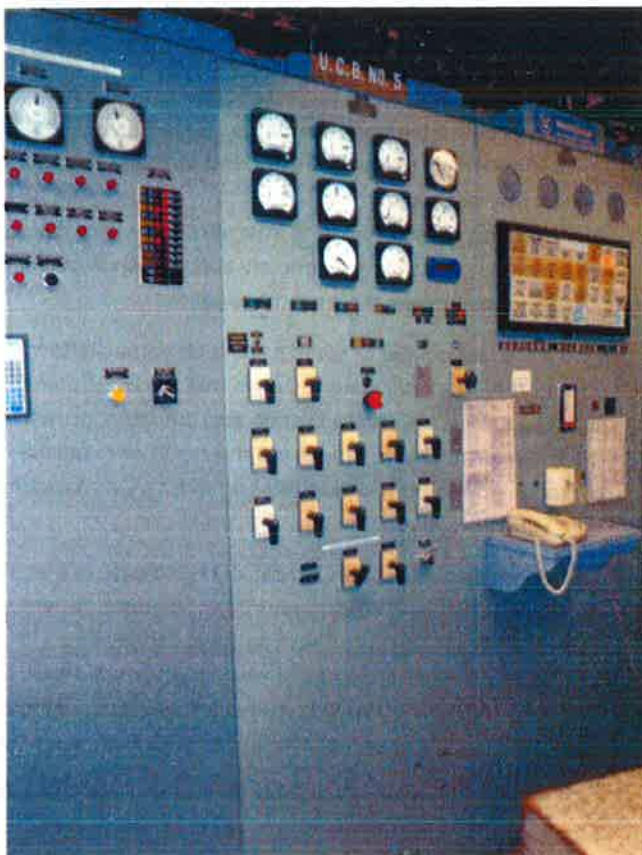
Regional information

Capital projects

GM SHRUM (GMS) GENERATING STATION CONTROL SYSTEM UPGRADE

In the GMS powerhouse at the WAC Bennett Dam – located on the Peace River, west of Hudson's Hope – we're replacing unit controls for Units 1 to 10; governor controllers for Units 6 to 10 – these control the water flow through the turbine to regulate the shaft speed of the generator; exciters for Units 9 and 10 – these control the current through the generator field winding to regulate the output voltage of the generator; controls for intake systems; controls for plant auxiliary systems; GMS plant central control room; and remote operation controls for GMS and the Peace Canyon Generating Station.

Extension of the plant local area network and unit control upgrade work for Units 5, 3 and 2 is complete. Unit control upgrade work is underway for Unit 1 which is scheduled for completion by the fall of 2016. Unit control upgrade work for Unit 4 is expected to start in the fall of 2016.



G5 unit control board – before.



G5 unit control board – after.

Did you know?

- GMS turbine units turn at 150 revolutions per minute
- GMS units produce power at 13,800 volts, with a current of over 5,000 amps

W.A.C. BENNETT DAM RIP-RAP UPGRADE

Since completion of dam construction nearly 50 years ago, there has been steady deterioration of the rip-rap – large boulder-sized rock that protects the upstream slope of the dam. Upgrading the deteriorated portions of the rip-rap will ensure long-term dam safety and erosion protection from ice and impact from wind and waves in the Williston Reservoir.

In May 2016 we received approval from the B.C. Utilities Commission for the project. We've also selected contractor Peter Kiewit Infrastructure Inc. for the civil construction work. The plan is to start quarry development at the Sand Flat limestone site this year. Placement of the rock, which will be undertaken in the spring during the period when reservoir levels are lower, is expected to be completed in 2019 or 2020.

Regional engagement



W.A.C. Bennett Dam Visitor Centre

The updated visitor centre opened to the public in 2015 with all-new interactive displays and exhibits. After a successful first season, a second phase of work for the aboriginal-themed exhibits was completed for a May 2016 opening.

This phase of the project includes the Our Story, Our Voice gallery within the visitor centre; it speaks to impacts of the creation of the Williston Reservoir on Aboriginal Peoples, taking visitors on an emotional journey back in time, to before, during and after the valley was flooded in 1968.

The gallery features a powerful video, created by the Kwadacha Nation, called *Kwadacha by the River*. There are also Aboriginal-themed outdoor displays. These exhibits have been developed through input and guidance from the Peace Aboriginal Advisory Committee and the Kwadacha Nation. There were many months of detailed design planning and engagement with internal and external stakeholders and Aboriginal communities before construction started.



An artistic representation of a Metis canoe is one of the Aboriginal-themed outdoor displays at the visitor centre.



Wildfire damage to our transmission line in April 2016.

Crews contend with flames and flooding

Power outages caused by early season wildfires and flooding had our crews rallying to the Peace region in April and June 2016. Strong winds fanned the flames and caused power outages to more than 6,400 customers. The hardest hit communities were Fort St. John, Smithers, Burns Lake and Fort Nelson. Heavy smoke and road closures hampered restoration efforts on the electrical system.

One wildfire damaged a 138 kilovolt transmission line, causing a power outage to about 2,800 customers north of Fort St. John in the communities of Prespatou, Milligan Creek, Charlie Lake, Montney and Upper Halfway. During a helicopter patrol we found that the fire burnt through over 40 transmission structures that carry the line which runs from the GM Shrum Generating Station in Hudson's Hope to the Fort St. John Substation. Our crews had to manually reconfigure power lines in the area to switch impacted customers to different lines.

The heavy rainfall in June – over 100 mm in some locations – caused localized flooding and outages in the Peace region. At the peak, about 3,500 customers were without power in the Fort St. John, Dawson Creek and Chetwynd areas. One of our challenges was that, similar to the 2011 rainstorm and flooding, sections of Highway 97 were washed out, forcing additional crews to detour via Alberta to get to the region and support the power restoration effort.



Flooding in Dawson Creek in June 2016.



Landslide knocks out Terrace to Prince Rupert transmission line

In November 2015, a large landslide took out five pole structures that carry the 287 kilovolt transmission line between Terrace and Prince Rupert. The section hit was in a remote area with no road access meaning helicopter support was required.

Prince Rupert area customers were supplied during the outage by our 46 megawatt gas-fired generating station. A second landslide also disrupted the connection of Brown Lake and Falls River, two small hydroelectric generating stations south of Prince Rupert.

The crews returned the main line to service 10 days later and with four new structures that will improve resilience in the event of another landslide. Close to 40 crew members, contractors, first-aid attendants, surveyors, storekeepers and engineers coordinated efforts to rebuild and re-energize the line.



Our crews rebuild transmission pole structures that were damaged in a landslide.



Hazard tree clearing in Wells.

Tree clearing welcomed by Wells

Fewer power outages were experienced by customers in Wells in the winter of 2015–16 due in part to the removal of 700 trees from near our power line that follows the Barkerville Highway to the community.

Early season heavy, wet snow caused numerous disruptions in service in past years as tree branches were weighed down and contacted the line. In addition, warmer temperatures overall contributed to an outbreak of the Spruce Beetle which is a bark beetle that is killing the mature conifer forest near the line. Once these trees die, they begin to rot and can fall onto the line at any time, but wind and snow can cause that to occur sooner. Often, these trees are very large and can break poles and sever lines. This type of damage is more time consuming to repair, particularly so in winter when access is difficult.

The District of Wells was happy to see us proceeding with the hazard tree clearing along Highway 26 and thanked our employees who worked hard to ensure the project happened.

What's a hazard tree?

It's a tree that has a structural defect that may cause the tree (or part of it) to fall on a power line or other nearby structure. A tree falling on a power line is one of the main causes of outages in B.C. – especially when the wind and rain pick up during the fall and winter months. And it's not just an inconvenience; fallen trees are a safety risk too, as they can become energized by the line and potentially ignite a fire.

Reliability performance



We recognize how important the reliable supply of electricity is to our customers. We'll continue to improve, reinforce and maintain the electrical system.

We have started using a new method to calculate the statistics as it provides a more accurate representation of community reliability.

The information below provides a comparison between Fiscal 2015 and Fiscal 2016, using this new method for both years, for communities in the Northern region. These statistics include interruptions due to planned outages.

Community	Fiscal 2015 Average customer interruption duration (hours)	Fiscal 2016 Average customer interruption duration (hours)	Fiscal 2015 Average number of interruptions per customer	Fiscal 2016 Average number of interruptions per customer
100 Mile House	4.63	3.01	3.69	3.96
Atlin	4.58	3.09	5.11	9.34
Burns Lake	3.93	4.33	4.69	3.82
Chetwynd	3.40	1.30	2.48	4.04
Dawson Creek	1.50	1.05	4.08	3.42
Fort Nelson	1.14	1.42	1.38	4.75
Fort St. James	1.86	4.71	4.22	5.79
Fort St. John	2.14	1.88	4.04	2.81
Fraser Lake	7.73	1.50	0.62	2.88
Granisle	0.82	1.48	6.18	1.19
Hazelton	1.72	2.28	3.09	2.18
Houston	1.61	3.25	3.39	1.38
Hudson's Hope	4.90	2.62	4.47	1.37
Kitimat	5.30	0.82	5.87	8.94
Mackenzie	4.50	2.61	4.27	0.36
Masset	1.97	1.92	4.86	3.36
McBride	1.98	0.85	9.40	11.42
New Hazelton	1.47	1.52	3.32	2.98
Port Clements	3.62	3.27	15.13	10.06
Pouce Coupe	1.06	0.69	2.63	3.56
Prince George	2.81	2.03	3.15	2.26
Prince Rupert	2.50	1.08	2.08	5.65
Queen Charlotte	2.77	1.97	8.18	6.53
Quesnel	10.98	2.10	3.03	1.49
Smithers	1.71	1.63	3.94	2.87
Stewart	17.88	5.78	1.29	3.55
Taylor	7.51	2.72	1.20	0.32
Telkwa	1.41	2.15	8.05	8.03
Terrace	3.19	2.32	3.09	1.93
Tumbler Ridge	1.55	3.58	3.64	5.14
Vanderhoof	2.06	2.68	4.53	3.04
Wells	8.96	3.85	17.27	3.16
Williams Lake	4.63	2.35	3.27	3.51

Supporting communities

Vegetation management

Our distribution system is complex and highly efficient, with more than 48,000 kilometres of overhead distribution power lines throughout the province. Our vegetation management program controls a \$50 million annual budget for distribution and transmission lines, which helps to provide safe, reliable power to our customers. Every two to five years, vegetation maintenance coordinators audit the overhead lines to identify vegetation issues, such as trees situated close to power lines, and dead, dying or diseased trees that could fall on the lines. Vegetation management contractors then prune or remove trees and vegetation in areas where the lines may be impacted. What's more, when an area experiences reliability issues, we assess the local distribution lines for potential tree-related causes. Even with a proactive management program, trees account for about 28% of all power interruptions.

Community ReGreening Program

We partner with Tree Canada Foundation on the Community ReGreening Program and work directly with communities around the province to support tree planting in urban areas. The grants are designed to assist in planting appropriate trees within municipalities with an awareness and sensitivity to the proximity of power lines. This helps us maintain a safe and reliable electrical distribution system while helping to restore and retain green space. Community projects that meet the program criteria can receive up to \$10,000. Applications for funding in the next fiscal year need to be received by BC Hydro before January 31, 2017. For more information, please select bchydro.com/regreening.

Successful applications over the past year included:

Community	Project	Grant
Hudson's Hope	Community beautification	\$4,500
Kitimat	Community beautification planting	\$7,000
Vanderhoof	Fruit tree forest	\$881

Fish & Wildlife Compensation Program

The Fish & Wildlife Compensation Program (FWCP) is a partnership of BC Hydro, the Government of B.C., Fisheries and Oceans Canada, First Nations, and public stakeholders, to conserve and enhance fish and wildlife impacted by BC Hydro dams.

In 2015–2016, the FWCP funded 15 wildlife and seven fish projects across the four sub-regions of Finlay, Peace, Parsnip and Dinosaur, for an investment of just under \$800,000. The projects included increasing the survival of Woodland Caribou calves through the use of maternity penning; identifying winter bat hibernacula to reduce the threat of White Nose Syndrome; identifying stream crossings that impede fish passage to upstream habitat; and improving the available scientific information on mercury levels in fish in the Williston and Dinosaur reservoirs.

Since 1988 the FWCP has invested more than \$26 million in fish and wildlife projects in the Peace region. For more details about the projects, please select fwcp.ca.



The FWCP in the Peace region has been funding the volunteer-driven Mackenzie Nature Observatory banding station for 20 years. In 2015, for the first time ever, the observatory received a report of an "encounter" (a recaptured banded bird) outside the U.S. or Canada: a Lincoln's Sparrow found in southern Mexico, more than 4,000 km away. Photo courtesy of Raul Said Quintero Felix.

Beautification fund

We provide financial assistance to municipal governments for conversion of overhead electrical service distribution lines to underground facilities, and for decorative wraps on existing service kiosks. The purpose of our participation in co-funding beautification projects is to cooperate with municipal governments in achieving their objectives related to environmental concerns and visual aesthetics. Applications need to be submitted by October 1, for consideration in the following year. For more information, please select bchydro.com/beautification.



Beautification project in downtown Prince George completed in March 2016.

Decorative wrap policy

We're allowing decorative wraps to be installed on our pad-mounted equipment. Municipal governments, strata councils, property managers, and well established community groups (i.e. Business Improvement Associations, Kinsmen, Lions or Rotary Clubs, Neighbourhood Associations) or businesses (established for five years or more) are eligible to apply. Requests from individual homeowners or renters aren't being accepted at this time. For more information about the policy and installation guidelines, please select bchydro.com/wrap.

Successful applicants over the past year included:

- Village of Pouce Coupe

Grants-in-lieu

We pay net property tax and grant payments to local governments. The grant program is a provincial government initiative and the amounts paid are determined under the current legislation. Listed below are the grants paid to each community in the Northern region as of June 30, 2016.

Municipality/District	School Taxes*	Grants	Other Taxes	Total Payments
District of 100 Mile House	\$74,335.05	\$72,743.14	0	\$147,078.19
Village of Burns Lake	\$40,008.24	\$76,398.89	0	\$116,407.13
Central Coast Regional District	0	\$3,632.00	0	\$3,632.00
District of Chetwynd	\$51,122.61	\$110,820.37	\$44.63	\$161,987.61
City of Dawson Creek	\$199,571.85	\$380,336.21	0	\$579,908.06
District of Fort St. James	\$39,217.50	\$47,954.63	0	\$87,172.13
City of Fort St. John	\$116,328.15	\$280,102.34	\$356.82	\$396,787.31
Fraser-Fort George Regional District	0	\$849,600.00	0	\$849,600.00
Village of Fraser Lake	\$11,356.20	\$191,933.85	0	\$203,290.05
Village of Granisle	\$10,044.00	\$6,860.24	0	\$16,904.24
Village of Hazelton	\$3,326.94	\$7,834.15	0	\$11,161.09
District of Houston	\$102,170.70	\$176,530.88	\$600.00	\$279,301.58
District of Hudson's Hope	\$1,569,096.11	\$1,498,918.36	\$20,194.07	\$3,088,208.54
District of Kitimat	\$111,618.00	\$108,582.44	\$(177.52)	\$220,022.92
District of Mackenzie	\$67,801.32	\$2,029,354.92	0	\$2,097,156.24
Village of Masset	\$34,730.70	\$24,098.30	0	\$58,829.00
Village of McBride	\$26,318.25	\$9,812.72	0	\$36,130.97
District of New Hazelton	\$29,064.42	\$16,945.25	\$608.80	\$46,618.47
Northern Rockies Regional Municipality	\$385,362.50	\$298,443.47	\$4,446.25	\$688,252.22

Municipality/District	School Taxes*	Grants	Other Taxes	Total Payments
Peace River Regional District	0	\$1,235,933.00	0	\$1,235,933.00
Village of Port Clements	\$4,446.90	\$4,771.17	0	\$9,218.07
District of Port Edward	\$130,720.50	\$124,854.62	0	\$255,575.12
Village of Pouce Coupe	\$4,171.50	\$9,982.00	0	\$14,153.50
City of Prince George	\$711,293.13	\$1,697,769.14	\$3,651.54	\$2,412,713.81
City of Prince Rupert	\$92,307.60	\$197,627.96	0	\$289,935.56
Village of Queen Charlotte	\$49,118.13	\$15,818.76	\$708.30	\$65,645.19
City of Quesnel	\$176,233.05	\$679,222.80	0	\$855,455.85
Skeena-Queen Charlotte Regional District	0	\$12,712.00	0	\$12,712.00
Town of Smithers	\$91,197.90	\$146,532.11	\$100.00	\$237,830.01
District of Stewart	\$41,622.41	\$20,153.85	\$9,123.60	\$70,899.86
District of Taylor	\$26,811.00	\$421,420.31	0	\$448,231.31
Village of Telkwa	\$8,654.85	\$8,280.82	0	\$16,935.67
City of Terrace	\$408,559.95	\$322,082.17	\$5,843.10	\$736,485.22
District of Tumbler Ridge	\$212,368.50	\$76,066.61	0	\$288,435.11
District of Vanderhoof	\$85,477.41	\$126,491.49	\$1,583.00	\$213,551.90
District of Wells	\$6,898.50	\$3,897.32	0	\$10,795.82
City of Williams Lake	\$104,336.10	\$217,059.98	\$248.42	\$321,644.50

* Local governments collect school taxes which are then forwarded to the provincial government to help fund school districts.

Community grants

By supplying electricity to the people and businesses of this province, we provide an essential and important service. We also believe in doing more than that: we work with and lend a hand to those who are also committed to building a more energy conscious, safer and prosperous British Columbia. Last year, we supported over 380 community-based projects across every region of the province.

We now offer two types of grants to support non-profit organizations and registered charities that are making a difference in their communities. Our grants are given out in three focus areas: building the workforce of tomorrow, safety education, and developing smart energy ideas. When planning for your project, please keep in mind that our process is new and our grants have set criteria and application deadlines. To learn more, please select bchydro.com/grants.

Some of the organizations that we supported in the Northern region this past year included:

Applicant	Project	Community	Grant
Bella Coola Valley Sustainable Agricultural Society	Putli'liw Community Garden	Bella Coola	\$2,500
Cariboo Regional District/South Cariboo Recreation Centre	Energy Camp	100 Mile House	\$1,000
District of Fort St. James	Water Monitoring Program for Nahouli Creek	Fort St. James	\$5,000
Fort St. John Library Association	2015 Summer Reading Program	Fort St. John	\$2,000
Gavin Lake Forest Education Society	Grade 6 Outdoor Education Program (winter portion)	Williams Lake	\$3,000
Northwest Science & Innovation Society (NSIS)	Northwest Science Fair Extravaganza	Terrace	\$1,500
Prince Rupert Wildlife Rehab Shelter	Veterinary costs for birds and animals and pen repairs	Prince Rupert	\$2,550
School District #27 - Cariboo Chilcotin	Heavy Metal Rocks	Williams Lake	\$2,000
The Exploration Place	Explorers Urban Garden Project	Prince George	\$2,000
Valley Museum and Archives Society	Robson Valley Education and Learning Centre	McBride	\$3,000

BC Hydro Community Relations

At BC Hydro we build strong relationships to support the unique needs and strengths of the communities we serve. Our Community Relations team does this by listening, providing information and working together with communities. Community Relations is the point of contact for local government, media, local business and community groups. Whether it's for capital projects, corporate initiatives and programs, local BC Hydro activities, significant planned outages, emergency response or unplanned power outages, we work hard to meet the needs of our stakeholders and ensure communities are kept informed.

Northern region

If you have questions or comments for us, please contact:

Bob Gammer
Manager, Northern Community Relations
250 561 4858
bob.gammer@bchydro.com

Dave Mosure
Community Relations Coordinator
250 561 4906
dave.mosure@bchydro.com

Dayle Hopp
Public Affairs Administrator
250 549 8581
dayle.hopp@bchydro.com

BC Hydro guide for local governments

Quick access to key information on bchydro.com

My Hydro and Energy Savings initiatives

bchydro.com/myhydro/

Log in to manage your account.

Energy savings programs

bchydro.com/energysavings

Learn how you can be smart with your power. Take advantage of rebates and programs.

Projects

Smart Metering Information

bchydro.com/smartmeters

Find out why smart meter installations are an important upgrade to our electricity system.

Capital Projects

bchydro.com/energy-in-bc/projects.html

We're investing in projects needed to keep the lights on in our province. Learn more about projects taking place in your region.

Programs

Beautification program

bchydro.com/beautificaltion

Our beautification program assists municipal governments in achieving their objectives related to environmental concerns and visual aesthetics. Learn more about the program and the principal considerations that should be included in a proposal.

Community ReGreening Program

bchydro.com/regreening

Regreening grants assist municipalities to plant appropriate trees around the community with an awareness and sensitivity to the proximity of power lines.

Community Giving

Grants for community groups

bchydro.com/grants

Learn about our funding opportunities and how to apply for them.

Scholarships & Endowments

bchydro.com/scholarships

We look to build the next generation of engineers, electricians, and many other key roles who will help us deliver clean energy for generations. Learn about our scholarship and endowment opportunities.

Report an outage

How to report a power outage

bchydro.com/outages

During a power outage call BC Hydro at 1 888 POWERON (1 888 769 3766) or *HYDRO (*49376) on your mobile phone.

Get info on energy savings initiatives, our projects, important announcements, outages and more.

 facebook.com/bchydro
 [@bchydro](https://twitter.com/bchydro)

 **BC Hydro**
Power smart

Diane McSherry
Vice President & Project Director
Site C Clean Energy Project
P.O. Box 49260
Vancouver, B.C. V7X 1V5

September 2016

Sent via Email

Re: Notice of Site C Construction Activities: October through December 2016

Dear Mayor Johansson,

This letter describes the construction activities planned from October 1 to December 31, 2016. For the upcoming three-month period, the focus will be on the continuation of earthworks at the dam site and preparation works for the transmission line. Site preparation, including the construction of access roads and temporary infrastructure, will be substantially completed in this upcoming period. Work areas will include the dam site, the eastern and lower reservoir, public roads used to access the dam site, segments of Highway 29, Hudson's Hope, the transmission line corridor including access road upgrades, Wuthrich Quarry, West Pine Quarry and Portage Mountain Quarry.

Please note that the information in this letter may change based on the Site C contractors' specific plans and schedules.

For all of the activities described below, the necessary permits, authorizations, licenses or other government approvals have been or will be obtained as required to proceed with the work. Geotechnical site investigations, air quality monitoring, heritage and other field studies are ongoing. BC Hydro will continue to provide field study notices of these activities. In all of the identified work areas, geotechnical site investigations, including the drilling of test holes, may be required.

Please let us know if you have any questions.

October through December 2016

The following construction-related activities are expected to commence, continue, or be completed in the period from October through December 2016:

Dam Site Area

- Clearing and debris management: Vegetation and tree clearing will continue on the north and south banks. Wood waste will be processed by grinding and removed from site. Merchantable timber will be transported to local mills.
- Access roads at the dam site: Work on the north and south bank access roads will be completed during this period. Crews will continue to maintain the dam site access roads and existing south bank resource roads, including the petroleum development roads.
- Temporary Moberly River construction bridge: Work will continue to construct the temporary bridge across the Moberly River, near confluence of the Moberly and Peace rivers. Work will include pile driving and will be completed in fall/winter 2016. Once the bridge is constructed, a debris boom will be installed upstream of the bridge. This boom will restrict navigation of the

Moberly River for boaters and recreation users who wish to travel upstream of the bridge.

- Excavation and material relocation: Excavation will continue on the north and south banks. Materials will be relocated to designated relocated surplus excavation material (RSEM) sites, which are being constructed in the dam site area.
- North bank distribution line: Work will continue to extend an existing distribution line from Old Fort Road to the entrance of Myca Pit.
- Main civil works: The main civil works contractor will increase their construction activities on site during the October to December period. In addition to the excavation mentioned above, this will include:
 - Continued mobilization of crews and equipment.
 - Installation of site infrastructure, including buildings and distribution lines.
 - Survey work and site investigations, including drilling, on the north and south banks of the dam site.
 - The installation of geotechnical instrumentation on the north and south banks.
 - The backfilling of historic drill holes on the south and north banks.
 - The continuation of earthworks, including the construction of dikes, on the south bank.
 - Excavation for the south bank drainage tunnel, the south bank approach channel, the south bank cofferdam and for north bank slope stabilization.
 - Construction of the south bank drainage tunnel.
 - Construction of the approach channel and cofferdam on the south bank.
 - Material crushing on the south bank for the roller-compacted concrete (RCC) buttress.
 - Excavation for the powerhouse buttress.
 - Construction of the north bank cofferdam.
 - Construction of the inlet cofferdam.
- Dam site security: Security fences, signs, and guard buildings will be installed.
- Septimus rail siding: Construction will be completed on the new rail siding on the south bank in fall 2016.
- Temporary substation: Operations and maintenance will occur at the temporary south bank substation and is anticipated to occur for the duration of the project.
- Viewpoint: Construction of the north bank viewpoint, and access road leading to the viewpoint, will begin in September and will be completed in fall 2016.
- Riprap placement: Riprap may be placed along the south bank.

Public Roads and Highways

- Public road upgrades: Upgrade work will continue on 271 Road, including utility relocations. Paving will occur on Old Fort Road.
- Highway 29: Survey work and geotechnical investigations will continue for the Highway 29 realignment at Cache Creek / Bear Flat in order to support detailed design development. This work will be completed in fall 2016. Survey work and geotechnical investigations will continue

at Halfway River in order to support detailed design development. This work will be completed in fall 2016.

Peace River/ Reservoir

- Signs and markings: Safety beacons are being installed on the north and south banks of the Peace River, upstream and downstream of the dam site. Signs are in place to provide advance warning of the active construction area beginning 3000 metres upstream and downstream.
- Reservoir clearing: The clearing contractor will mobilize to the dam site in the fall, once the temporary Moberly River construction bridge has been installed, and begin clearing in some areas of the lower and eastern reservoir. Merchantable logs will be decked and transported to local mills. Planned work areas include:
 - Clearing on the south bank of the Peace River, from the west side of the Moberly River to western point of Tea Island.
 - Clearing on the north bank of the Peace River from the dam site west to Tea Creek.
 - Clearing on the north bank of the Peace River from Wilder Creek to Cache Creek.
 - Clearing may occur on the south bank of the Peace River, in the area approximately one kilometre to the west of Tea Island.
- Halfway River debris boom: Survey work will occur to support the design of the Halfway River debris boom. The boom will be constructed and installed in early or mid-2017.

Transmission Works

- Preparation work: Geotechnical investigations, survey work, field investigations and layout work will continue along the 500 kV transmission line right-of-way between the dam site and the Peace Canyon generating station.
- Access road upgrades: Portions of various existing access roads will be upgraded to provide safe construction access to the transmission line right-of-way. This work is expected to occur in fall/winter 2016.
- Clearing work: Clearing and vegetation removal will occur in the 500 kV transmission line right-of-way, and a one-time clearing will occur adjacent to the right-of-way, between the dam site and the Peace Canyon generating station beginning in fall/winter 2016.
- Peace Canyon generating station: Some clearing may occur within this period at the generating station to prepare the site for the expansion of the 500 kV switchyard to terminate the two new 500 kV transmission lines.

Hudson's Hope

- Initial site investigations: Initial survey work and geotechnical investigations will occur in Hudson's Hope to support detailed design development for the shoreline protection project.

Production and Transport of Materials

- Wuthrich Quarry: Riprap will be produced for use in construction at the dam site. Blasting will occur as part of this work.

- Portage Mountain Quarry: Quarry access roads and a sorting and stockpiling area will be constructed.
- West Pine Quarry: Riprap will be produced for use in construction at the dam site.
- 85th Avenue Industrial Lands: The main civil works contractor is expected to mobilize to the 85th Avenue Industrial Lands and begin work during this period. This mobilization will involve the preparation of offices, a parking lot and laydown/stockpile areas. Work will occur to prepare the Industrial Lands for excavation.
- Conveyor belt system: Preparatory work may begin for the temporary conveyor belt system that will be installed in 2017 to move excavated material from the Industrial Lands to the dam site area. This will include clearing and the construction of access points. The conveyor belt system will run south from the Industrial Lands and will cross at points along Old Fort and 240 roads.

Leaves to Commence Construction

During the course of construction, BC Hydro will apply for a series of Leaves to Commence Construction (LCCs) under its Water Licences in order to construct particular project works or components of project works. Construction-related activities under the LCCs are also independently reviewed by the Independent Engineer (IE) and the Independent Environmental Monitor (IEM) as required by BC Hydro's Water Licences.

To date, BC Hydro has obtained LCCs for the initial works, relocated surplus excavated materials (RSEMs), south bank stage one cofferdam and excavations. In the upcoming three-to-six month period, BC Hydro anticipates that it will seek LCCs for reservoir clearing (for areas described above on page three), roller-compact-concrete structures and associated excavation at the dam site, and north bank stage one cofferdams and diversion works.

What to Expect

During this time period, the following can be expected:


- There will be truck traffic on public roads as construction crews mobilize and the hauling of rock and timber continues. This will include increased industrial traffic on resource roads and public roads from Chetwynd leading to the site on the south bank.
- Early morning and night shifts may be scheduled, as well as shifts on the weekends.
- Some noise will occur in the vicinity of the dam site, along public roads, in and around the transmission line right-of-way and in other work areas as a result of the scheduled construction activities.
- Some noise and vibration will result from the periodic blasting that is occurring in Wuthrich Quarry. Material hauling may occur at night.
- Some noise and vibration may result from the work that is occurring in Portage Mountain Quarry.
- Some noise and vibration may result from the work that is occurring in West Pine Quarry.
- There will be construction work, including clearing, occurring in and around the Peace River within the dam site, and in and around the Moberly River near the confluence of the Moberly and Peace rivers.

- There will be construction work, including clearing and access road construction, occurring in and around the transmission line right-of-way.
- Public safety signs have been installed on the north and south banks of the Peace River, upstream and downstream of the dam site, to mark the boundaries of the active construction area. Beacons will be installed this fall/winter. Until further notice, boaters will be able to pass through the dam site, but will not have shoreline access in the dam site construction area. A security boat will be actively monitoring boat traffic.
- Once constructed, navigation upstream of the Moberly River construction bridge will be restricted when the debris boom is installed upstream of the bridge. Boats can access the area upstream of this bridge using available access points located further south on the Moberly River.
- BC Hydro is monitoring air quality in the Site C project area. This data is being added to the Ministry of Environment's BC Air Quality Monitoring Data (<http://www.bcairquality.ca>). The Ministry uses this data to report on air quality trends. In the event of poor air quality, the Ministry will release air quality advisories.

Learn More

- Visit the project website: sitecproject.com
- Follow the Site C Twitter account: [@sitecproject](https://twitter.com/sitecproject)
- Call the toll-free project line: 1-877-217-0777
- Email the project team: sitec@bchydro.com
- Send an enquiry or feedback online at: <https://www.sitecproject.com/contact-us#enquiry>

Kindest regards,



Diane McSherry

cc: Tom Matus, District of Hudson's Hope

Coastal GasLink Connector

Coastal GasLink Connector

September 2016



Back row from left to right: Reg Blackwell, President, Lakes District Airport Society (LDAS); Dave Hopper, Director, LDAS; Bill Miller, Director, Electoral Area 'B' (Burns Lake Rural); Gordon Douglas, Vice President, LDAS; Wayne Svehla, LDAS; Eileen Benedict, Director, Electoral Area 'E' (Francois/Ootsa Lake Rural)

Front row from left to right: Rachel Kulasa, Coastal GasLink Community Relations; Kiel Giddens, Coastal GasLink Community Relations; Luke Strimbold, Mayor, Village of Burns Lake; Jaimie Harding, Coastal GasLink Community Relations

Baker Airport in Burns Lake receives facelift

Coastal GasLink was pleased to contribute \$30,000 to the Lakes District Airport Society to help with much needed resurfacing of the runway of the Baker Airport. This regional airport provides air access to the Village of Burns Lake, and the surrounding rural areas in the Regional District of Bulkley-Nechako (RDBN).

"We believe in supporting the health and safety of regional residents if medical or fire control operations are needed, and having an airport runway that is safe and functioning is very important," said Greg Cano, Director, Project Planning and Execution. "We are proud to be associated with this important initiative and it demonstrates our commitment to the communities which will become our neighbours if the Coastal GasLink project is built."

After many years of wear and tear, the surface of the runway has deteriorated and a resurfacing is required so it can continue to be operational and not risk closure.

"TransCanada's contribution to the Lakes District Airport Society will help ensure the airport remains operational for medievac and emergency services and accessible for the residents," said Bill Miller, Chair, RDBN. "The RDBN appreciates the commitment that TransCanada has shown to the Lakes District."

"The Baker Airport is a vital asset to our community. Our residents rely on it for medical evac services as well as forest fire protection and emergency services. Resurfacing the runway will ensure the continued safety of the Lakes District and we are very grateful to the funders for their support," said Luke Strimbold, Mayor, Village of Burns Lake.

Coastal GasLink
Pipeline Project

Clean Up Kitamaat/Kitimat campaign helps make communities look cleaner and greener



The first Clean Up Kitamaat/Kitimat campaign took place in April, with support from Coastal GasLink. The second campaign is planned for September. Both focus on safety hazards, reducing harm to the environment (wildlife, waterways), litter and how it affects the local economy and insecure loads on vehicles.

"The Clean Up Kitamaat/Kitimat campaign was a huge success. The District of Kitimat was thrilled to partner with the Haisla Nation, RCMP, and the Ministry of Transportation to engage the public and raise awareness of how we can all work together to keep our communities clean," said Mayor Phil Germuth. "With the help of many others we were able to produce videos that clearly presented the campaign's message. With the support of TransCanada's Coastal GasLink project we were able to hand out prizes to community members already doing their part, which created even more excitement around the campaign."

The intent of the campaign is to have a long-lasting impact on the community by educating people about keeping Kitamaat/Kitimat Clean.



Left to right: TransCanada Community Relations Liaison Catie Underhill; Dean of Trades and Apprenticeships Mark Heartt; NLC Board Chair John Kurjata; MLA Peace Region, Mike Bernier; NLC President and CEO Bryn Kulmatycki; Encana Senior Community Relations Advisor Brian Lieveise; NLC student alumna (Welding) Collen Seward.

New trades training facility planned for Northern Lights College in Dawson Creek

Funding announced on August 22 by the B.C. Government and the Government of Canada will provide opportunities for those who want to start a career in trades to get the proper skills for upcoming projects, and will help build a new state-of-the-art training facility. TransCanada and other industry partners are also contributing. TransCanada's donation of \$250,000 announced in October 2015 will be used for student bursaries, and the new welding booths and Trades Training Space at the Dawson Creek campus.

Update from LNG Canada

In July 2016, LNG Canada (our customer) announced that its joint venture participants – Shell, PetroChina, Mitsubishi Corporation and Kogas – have decided to delay a final investment decision on the LNG Canada project that was planned for the end of 2016. They have stated that the LNG Canada project remains a promising opportunity. It has strong stakeholder and First Nations' support, has achieved critical regulatory approvals, and has important commercial and engineering contracts in place to design and build the project. And, through its pipeline partner Coastal GasLink, has received necessary environmental approvals and First Nations support along the pipeline right-of-way.

Your input matters

If you have questions or comments about TransCanada's Coastal GasLink Pipeline Project, please contact our project team by email: coastalgaslink@transcanada.com or by phone at 1.855.633.2011 (toll-free).

Our website has maps, videos, past newsletters and more at www.coastalgaslink.com
Receive updates as they happen by following along on Twitter: @CoastalGasLink





Prince Rupert
Gas Transmission Project

PRGT Project

Activity Update #34

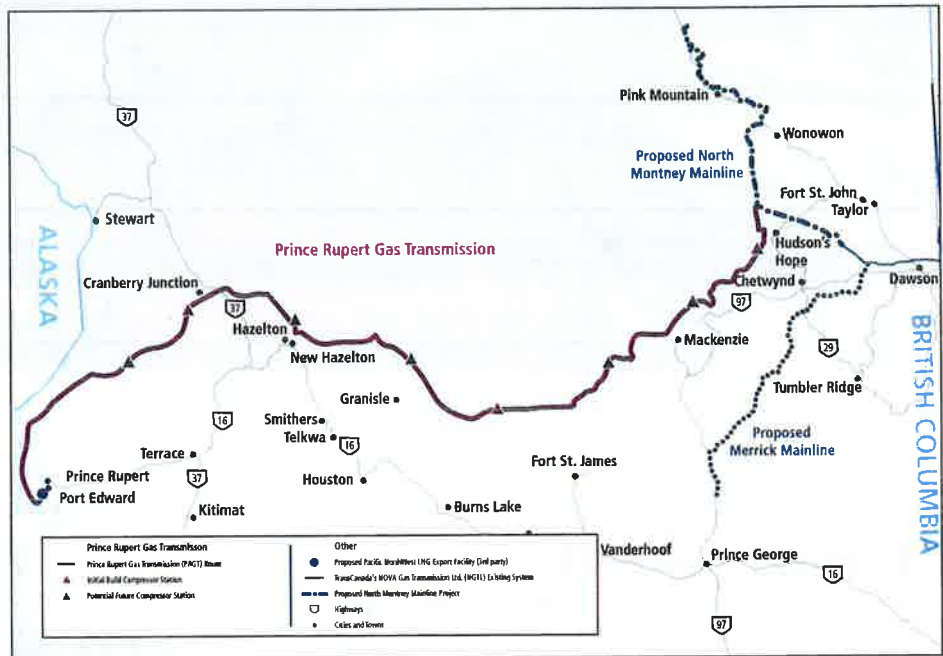
July – September 2016

PRGT Project Activity Update #34

About the Project

The proposed Prince Rupert Gas Transmission (PRGT) Project is an approximately 900 kilometre natural gas pipeline to be routed from north of Hudson's Hope B.C. to the proposed Pacific NorthWest LNG export facility on Lelu Island within the District of Port Edward. Upon receiving all approvals, PRGT will be constructed and operated with safety and environmental stewardship as top priorities.

Once it's operating, the project will generate an estimated \$25 million each year in property taxes. This revenue will help support school and hospital districts, emergency services, recreation services, recycling programs and other local programs vital to sustaining strong communities.



Project Updates

Schedule

In February 2013, PRGT's customer, Pacific NorthWest LNG's (PNW LNG) kicked off its federal environmental permitting process for the PNW LNG facility with the Canadian Environmental Assessment Agency (CEAA). Since then, PNW LNG has provided detailed information to CEAA related to the facility's design, environmental mitigation measures, and ongoing engagement with First Nations and communities. In March of this year, CEAA concluded an extended public comment period related to the permit application and the federal government is expected to make decision on the permit in the coming weeks.

Should the facility receive CEAA approval, PNW LNG, will do a full project review, including considering impacts of any permit conditions, prior to making a Final Investment Decision.

In the meantime, PRGT continues to engage with communities and First Nations, is pursuing all required construction-related permits, and is refining costs and schedules to be ready to begin construction. The first construction activities will involve preparation of camps (required

to house construction staff), and right-of-way clearing. Following a full notice to proceed from our customers, PRGT will be engaging with stakeholders and First Nations prior to commencing any construction-related activities.

Visit our new website!

PRGT is pleased to launch our new and improved website. Here you'll find the latest news and information about the project, facts about natural gas and LNG, our Vendor Registration form, maps, articles, previous project activity updates, and much more. We encourage you to head to www.princerupertgas.com for more information about PRGT.

PRGT Project Activity Update #34



In The Community

September 26-30: Union of BC Municipalities Convention

For the 4th year, TransCanada is proud to sponsor and attend the annual UBCM Convention, this year taking place in Victoria. We look forward to meeting with community leaders along our project corridor and catching up with our communities.

October 4: Hope Air 30th Anniversary

To celebrate TransCanada's long partnership with Hope Air and their valuable contribution to our communities, we will be hosting an event in Smithers to toast their 30th anniversary.

October 22: Prince George Chamber Business Excellence Awards Gala

TransCanada is excited to once again sponsor the Prince George Chamber of Commerce Business Excellence Awards. Categories for this event include Entrepreneur of the Year, Business of the Year, and the Community Impact Award. Congratulations to all the nominated businesses!

October 22: Prince Rupert & District Chamber of Commerce Annual Fall Gala

We look forward to sponsoring and attending this year's Prince Rupert & District Chamber of Commerce Annual Fall Gala, which recognizes outstanding businesses and individuals in the community.

November 5: Prince George Cougars Heroes Night

TransCanada is once again honoured to sponsor the Prince George Cougars Heroes Night, which recognizes local emergency responders, safety providers, and veterans for their service. This exciting game against Kamloops will start at 7:00pm, and tickets can be purchased through Ticketmaster.

PRGT Project Activity Update #34



TransCanada Community Relations Liaison Catie Underhill, Dean of Trades and Apprenticeships Mark Heartt, NLC Board Chair John Kurjata, MLA Mike Bernier, NLC President and CEO Bryn Kulmatycki, Encana Senior Community Relations Advisor Brian Lieveise, and NLC student alumna (Welding) Colleen Seward unveil the design for the new Trades Training Building at the Northern Lights College Campus in Dawson Creek.

Investing in Skills Training and Education

Over the past 2 years, TransCanada's Pathway to Pipeline Readiness Program has been delivering training and capacity development initiatives to northern B.C. residents and First Nations with a focus on preparing the local workforce for opportunities in the pipeline construction field, as well as providing transferable skills that can be used in a variety of industries.

Since 2014, TransCanada has made over 800 course seats available to Northern B.C. students through our partners including northern colleges and Aboriginal training organizations. This summer we saw a number of milestones from two of our key partnerships with Northern Lights College and Tribal Resources Investment Corporation (TRICORP).

Please visit our Project Benefits website page to learn about specific training opportunities currently available in your region: <http://www.princeruptgas.com/home/project-benefits/>

Northern Lights College

On August 22, TransCanada was excited to participate in the announcement of a new Trades Training Building at the Northern Lights College Campus in Dawson Creek. As part of our Pathways to Pipeline Readiness program, TransCanada contributed \$150,000 towards the purchase of welding booths that will be used in the new building once complete.

The new facility, which will house the majority of NLC's Dawson Creek trades training areas within a single integrated centre, is the result of a partnership between the provincial and federal governments, industry, and Northern Lights College. The new equipment to be made available at the College will ensure local students have the skills to help them build lasting careers in the region.

PRGT Project Activity Update #34



Catie Underhill, Community Relations Liaison, and Brandi Cox, Indigenous Relations Liaison, at the Welcome Table, greeting Summer Reading Program participants as they entered the carnival.



Breanne Whyte, Community Relations Liaison, helps out behind the desk at the Tri-Town Theatre in Hazelton

Investing in the Community

Fort St John Library Summer Reading Program- Year End Carnival

This year's Fort St John Library Summer Reading Program was another great success, with children from across the city participating in the program that encourages them to continue reading over the summer months. As a sponsor of the program, staff from TransCanada had a great time volunteering at the year-end Summer Carnival, where program participants were able to collect a medal for their participation, while playing games to win various prizes. Despite the rain, over 120 children attended the event and a great time was had by all celebrating the end of the year's program and the return to school.

Hazelton Movie Night

On August 15, local residents attended PRGT's annual Free Movie Night at the Tri-Town Theatre in Hazelton. The sold-out event saw 140 attendees come out to watch Ice Age 3D at the theatre and enjoy complimentary admission and refreshments. Staff members from TransCanada were also on hand to say hello and answer questions on the project.

Thank you to all who attended and stay tuned for the next event!

Mackenzie Free Swim

On September 9, PRGT held our Fourth Annual Free Swim at the Mackenzie Recreation Centre. Residents from the Mackenzie area were invited to use the pool and gym while enjoying some snacks, all compliments of TransCanada. This year's event saw over 150 participants come out to enjoy the evening. Thanks to all who attended!

Hudson's Hope Fall Fair

TransCanada was excited to participate in this year's Hudson's Hope Fall Fair as the entertainment sponsor. This exciting annual event, which celebrates the best of the harvest, crowned the winner for the year's largest pumpkin (over 60 lbs) and tallest sunflower among other categories. Other activities of the day included a pet show, car show with entries from Fort St John and Dawson Creek, and farmers market. Over 100 area visitors stopped by the TransCanada booth to chat, while kids were able to make their own TransCanada pins.

From: Project Team, Site C <sitec@bchydro.com>
Sent: Friday, September 30, 2016 3:01 PM
To: Project Team, Site C
Subject: Site C Construction Bulletin - September 30, 2016

Site C Construction Schedule: October 3 – October 16

The following construction activities are scheduled to occur October 3 – October 16:

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

- The main civil works contractor will continue to mobilize crews, material and equipment.
- Security fencing will be installed.
- Excavation will continue on the north and south banks.
- Drilling and the installation of geotechnical instrumentation will continue on the south bank.
- Work will continue on the south bank drainage tunnel and access ramp.
- Work will continue on the south bank cofferdam and approach channel.
- The placement of riprap may continue along sections of the south bank shore.
- Aggregate will be crushed on the south bank and work will continue to construct concrete batch plants.
- Work will begin to construct the foundation for the roller-compacted-concrete buttress.
- Work will continue to construct a storage site for excavated surplus material on the south bank, to the east of the confluence of the Moberly and Peace rivers. A storage site is also being constructed on the north bank of the Peace River, to the west of the temporary Peace River construction bridge.
- Road maintenance activities will continue as required.
- Work will continue on the new rail siding on the south bank.
- Work will continue to construct the Moberly River construction bridge. This will include pile driving.

Other work areas

- Construction of the viewpoint will continue on the north bank of the Peace River, above the dam site.
- The main civil works contractor has mobilized some equipment to the 85th Avenue Industrial Lands. Initial work will include surveying and staking.
- The Ministry of Transportation and Infrastructure's contractor will continue working on Old Fort Road. The construction on Old Fort Road required the pavement to be removed between the bottom of the curve and the access to Myca Pit, resulting in a temporary gravel surface. This section will be paved in early October, weather permitting.
- BC Hydro's contractor will continue work on 271 Road.
- Operations will continue in Wuthrich Quarry and trucks will haul material from the quarry to the dam site.
- Work may begin to construct an access road into Portage Mountain Quarry.
- Geotechnical investigations and heritage work will continue for the Highway 29 realignment at Cache Creek/Bear Flat.
- Clearing may be required at Peace Canyon to prepare for switchyard expansion work.
- Survey work and staking will occur along the transmission line right-of-way between the dam site and Peace Canyon. Some clearing may be required.
- Upgrade work may begin on existing access roads that connect to the transmission line right-of-way. Work will include clearing.

Please note that all activities listed in this construction bulletin are based on the latest information in our construction plan and are subject to change.

What to Expect

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

- There will be truck traffic on public roads as construction crews mobilize and the hauling of rock and timber continues. This will include increased industrial traffic on resource roads and public roads from Chetwynd leading to the site on the south bank.

- Some noise and vibration will result from the periodic blasting that is occurring in Wuthrich Quarry. Material hauling may occur at night.
- Some noise may result when access road construction begins at Portage Mountain Quarry.
- Some noise will occur in the vicinity of the dam site and along public roads as a result of the scheduled construction activities, including pile driving for the Moberly River construction bridge.
- Some noise will occur in and around the transmission line right-of-way as a result of clearing and access road upgrades. There may be minor traffic delays while upgrades are completed on the access roads.
- Early morning and night shifts may be scheduled, as well as shifts on the weekends.
- For boater and worker safety, boats will need to stay clear of active in-river work areas. These areas are clearly identified with signage and markings.
- There will be minor traffic delays while upgrades are completed on Old Fort Road and 271 Road.

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

Learn More

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

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

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

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September 20th, 2016

RE: Seeking your input on the Government of Canada's draft policies on the implementation of the *Species at Risk Act*

On September 19th, 2016, the Government of Canada posted seven draft policies on the Species at Risk Public Registry (sararegistry.gc.ca). These policies listed below support the predictable, clear and consistent implementation of the *Species at Risk Act*. As an individual, community, or organization which may be directly affected by these policies, we wanted to notify you of the opportunity to provide input.

We would welcome any comments you may have and are particularly interested in your response to the following:

- Do you find the policies clear and understandable?
- Do you have any concerns or recommendations regarding these policies?

The seven draft policies include:

1. [Policy on Critical Habitat Protection on Non-federal Lands](#)
2. [Policy on Protecting Critical Habitat with Conservation Agreements under Section 11 of the *Species at Risk Act*](#)
3. [Policy on Survival and Recovery](#)
4. [Policy Regarding the Identification of Anthropogenic Structures as Critical Habitat under the *Species at Risk Act*](#)
5. [Approach to the Identification of Critical Habitat under the *Species at Risk Act* when Habitat Loss is Not Believed to be a Significant Threat to the Survival or Recovery of the Species](#)
6. [Species at Risk Act Permitting Policy](#)
7. [Listing policy for Terrestrial Species at Risk](#)

You are invited to submit your feedback to the Species at Risk Public Registry at the following address: ec.registrelep-sararegistry.ec@canada.ca by November 18th, 2016 or by contacting:

Conservation Planning Unit

Canadian Wildlife Service, Pacific Region
Environment and Climate Change Canada
5421 Robertson Road, Delta, BC, V4K 3N2
ec.ep.rpy-sar.pyr.ec@canada.ca
604-350-1900

For your information, related to the seven draft policies, the Government of Canada also posted the following final documents:

1. [Range Plan Guidance for Woodland Caribou, Boreal Population \(Final\)](#)
2. [The Species at Risk Act Policy Principles \(Final\)](#)

Should you have any questions regarding these materials, please contact us at the e-mail address provided above. Thank you for taking the time to provide us with your input.

Yours sincerely,

Randal Lake

Unit Head, Conservation Planning
Canadian Wildlife Service, Pacific Region
Environment and Climate Change Canada
5421 Robertson Road, Delta, BC, V4K 3N2

Tammy McKeown

Subject: FW: Site C Clean Energy Project - Draft Detailed Operations Plan for 85th Ave Industrial Lands
Attachments: Draft Detailed Operations Plan - 85th Ave Industrial Lands.pdf

From: Weiss, Sarah [<mailto:Sarah.Weiss@bchydro.com>]
Sent: Wednesday, September 21, 2016 1:55 PM
To: Tom Matus <cao@hudsonshope.ca>
Cc: von Muehldorfer, Karen <Karen.vonMuehldorfer@bchydro.com>; Site C Compliance Reporting <SiteC.Compliance.Reporting@bchydro.com>
Subject: Site C Clean Energy Project - Draft Detailed Operations Plan for 85th Ave Industrial Lands

Dear Mr. Matus,

BC Hydro is pleased to provide you with the draft Detailed Operations Plan for 85th Ave Industrial Lands (referred to as the Impervious Core Materials Source Development Plan in the EAC) for your review and comment (attached). This draft plan has been prepared in accordance with Condition 71 of the Site C Project's Environmental Assessment Certificate (EAC #E14-02), issued to BC Hydro on October 14, 2014.

In accordance with EAC Condition 71, this draft plan is being submitted to you, a minimum of 90 days prior to the commencement of construction activities that require an applicable Development Plan.

A final Detailed Operations Plan for 85th Ave Industrial Lands will be submitted a minimum of 30 days prior to the commencement of construction activities that require an applicable Development Plan.

BC Hydro, therefore, requests your comments on the draft program in writing by **October 21, 2016**. Comments received will be considered and the plan amended as appropriate.

We look forward to receiving your feedback on the draft plan as soon as possible.

Please don't hesitate to contact Karen von Muehldorfer (cc'd above) if you have any questions.

Regards,
Sarah.

Sarah Weiss

Sr. Environmental Coordinator, Site C Clean Energy Project

BC Hydro

Office: 604-699-7283

Email: sarah.weiss@bchydro.com

bchydro.com

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Site C Clean Energy Project
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Site C Clean Energy Project Main Civil Works

Detailed Operations Plan – 85th Ave Industrial Lands

PRHP Document No.

SCCEP-PRHP-CM-PLA-000045

BC Hydro Document No.

1016.Z.05.003.PRH01.CMO.00236.PLAN

Revision

5

Contract Ref No.

Section 31 12 00 [Sources of Materials] Clause 1.4.1.1

Date

2016-08-24

PRHP Document No.	SCCEP-PRHP- CM-PLA-000045	Rev No. 5
BC Hydro Document No.	1016.Z.05.003.PRH01.CMO.00236.PLAN	
Contract Ref No.	Section 31 12 00 [Sources of Materials] Clause 1.4.1.1	
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Revision History				
Rev	Reason for Issue	Revision Date (YYYY-MM-DD)	Redline Y/N	Description of Revision
0	IFR	2016-03-16	N	Issued for BCH Review
1	IFR	2016-05-01	N	Response to BC Hydro Comments
2	IFR	2016-06-05	N	Response to BC Hydro Comments
3	IFR	2016-07-04	N	Response to BC Hydro Comments
4	IFR	2016-07-31	N	Response to BC Hydro Comments
5	IFR	2016-08-24	N	Response to BC Hydro Comments

The signatures below indicate that this document has been reviewed, accepted and demonstrates that the signatories are aware of all the requirements contained herein and are committed to ensuring their provision.

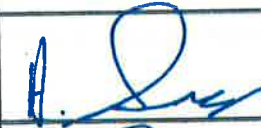


	Name	Signature	YYYY-MM-DD
Prepared by:	Andy Sanderson		2016-08-24
Reviewed by:	Wayne Loo		2016-08-24
Approved by:	John McPherson		2016-08-24

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1 INTRODUCTION

This Detailed Operations Plan for the 85th Ave Industrial Lands describes how Peace River Hydro Partners (PRHP) will manage materials from the 85th Ave Industrial Lands Borrow during construction of the main civil works for the Site C Clean Energy Project (Site C) in accordance with Appendix 6-2 Section 31 12 00 – Clause 1.4.1.1 and Appendix 6-1 Exhibit 6-1-1.

This plan will ensure PRHP's compliance with all requirements of the contract and both provincial and federal regulations for the project.

The following sections of this Detailed Operations Plan will describe:

- Borrow pit site development;
- Mining activities and processes;
- The method and equipment PRHP will use to sort and screen the material;
- How PRHP will stockpile materials at the borrow pit location and the project site;
- How PRHP will haul materials from the borrow pit; and,
- The anticipated production rates.

1.1 PROJECT SUMMARY

BC Hydro is constructing the Site C hydroelectric development on the Peace River 7 km southeast of Fort St. John, BC, Canada. The project consists of a 60 m high and 1,050 m long earth fill dam, a spillway and a 1,100 MW powerhouse. Two 10.8 m finished diameter diversion tunnels are planned to be excavated on the Left Bank to divert the flow of the Peace River during construction of the earth fill dam. During Diversion Stage 1 cofferdams will be installed on the left and right banks, protecting working areas from Peace River flows. Excavations for the river diversion inlet and outlet portal and associated tunnel works are planned during this stage. During Diversion Stage 2 cofferdams will be built across the middle section of the Peace River and flows will be diverted into the tunnels.

1.2 DETAILED OPERATIONS PLAN – 85TH AVE INDUSTRIAL LANDS

1.2.1 Specifications and Reference Material

The following specifications and reference material and shall be followed for development of the 85th Ave Industrial Lands:

- Site C Clean Energy Project, Main Civil Works, Appendix 6-2 Technical Specifications, Section 31 23 00 (Rev. 3); Engineering Document No. 1016.C.02.00068.DBM;
- BC Hydro's Construction Environmental Management Plan (CEMP);

- Aggregate Operators Best Management Practices Handbook for British Columbia, Ministry of Energy and Mines (2002);
- Health and Safety: A Practical Guide for Aggregate Operations, Ministry of Energy, Mines and Petroleum Resources, Mining and Minerals Division (2007);
- Work Safe BC regulations;
- Health, Safety and Reclamation Code for Mines in British Columbia;
- Transportation of Dangerous Goods Act (Canada);
- Technical Specification Section 31 70 00 Fill Construction;
- Technical Specification Section 31 12 00 Source of Material;
- Exhibit 6-1-1 85th Avenue Industrial Lands Site Measures;
- Appendix 2-6 Material Sources Outside Dam Site Area;
- Technical Specification Section 31 11 00 Clearing, Grubbing and Stripping;
- 85th Ave Industrial Lands Environmental Protection Plan.

1.2.2 Drawings

The drawing referenced in the following table is attached in Appendix A and provides a preliminary overview of the development of 85th Avenue Industrial Lands.

TABLE 1-1: BC HYDRO – REFERENCE DRAWINGS FOR 85TH AVE INDUSTRIAL LANDS

Plan Sheet Title	Applicable Drawings
Plans	AS-001 – 85 th Ave Industrial Lands Excavation Plan (Draft)

2 SITE CONDITIONS

2.1 SITE DEVELOPMENT

PRHP will be utilizing 85th Avenue Industrial Lands as a borrow for the primary purpose of mining Impervious Fill material, better known through the project technical specifications as Zone 1 material. The 85th Avenue Industrial Land is composed of 237 acres, its property lines starts at the North end by 85th Avenue and extends past Shaman Industrial Way to the South, and is enclosed between Old Fort Road to the East and 100th St to West (Figure 2-1). PRHP has identified the 85th Avenue Industrial Lands as the preferred source of impervious material due to its close proximity to Site.

Table 2-1 outlines the production requirements for zone material for the duration of the project.

TABLE 2-1: PRODUCTION REQUIREMENTS

Zones	Volumes (m ³)
Zone 1	2,353,800
Zone 1a	160,000
Zone 1b	133,000
Zone 1c	10,200
Zone 1d	54,150
Total	2,711,150

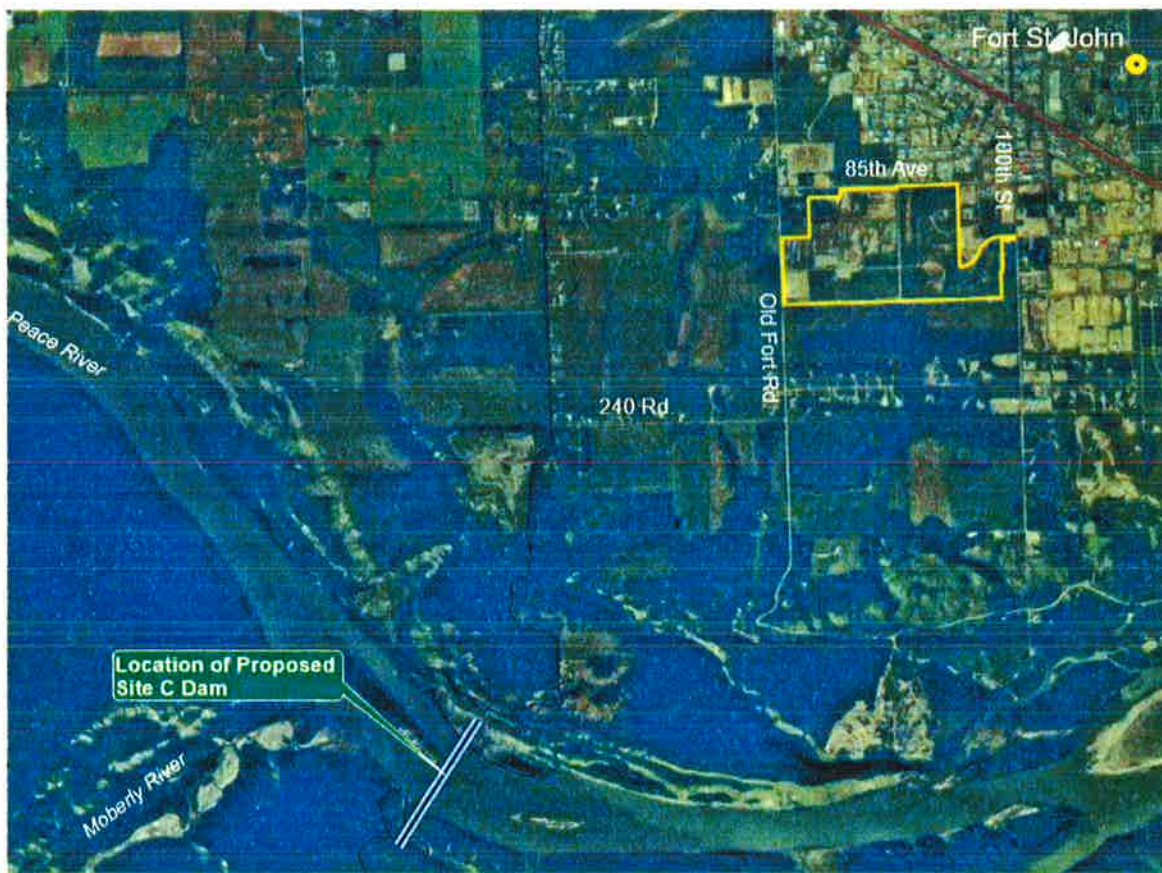


FIGURE 2-1: RELATIVE LOCATION OF THE 85TH AVENUE INDUSTRIAL LANDS

3 PROPOSED METHODOLOGY

3.1 STRIPPING OVERBURDEN & SITE PREPARATION

Majority of the 85th Avenue Industrial Lands has been previously cleared by Others with the exception of the Northwest corner which is still forested. This area will be left intact as it will not form part of the areas being excavated. In the case that said area is found to be required to source materials, it will be stripped and grubbed according to the **Technical Specification Section 31 11 00 Clearing, Grubbing and Stripping**. Most of the 85th Avenue Industrial Lands have been previously used by others; therefore, there is a minor requirement for clearing and grubbing activities.

PRHP will develop the borrow source by stripping overburden material from the excavation areas as required. Based on previous geotechnical investigations carried out within the 85th Avenue Industrial lands limits, a 1.2m cut will be performed in order to dispose of all unusable overburden within the designated excavations areas.

The excavated overburden will be used to construct a minimum of 3m tall berms with the purpose of providing a noise and light barrier for nearby residents. These berms will be placed around the perimeter

of the main borrow area, as well as any area that has a direct line of site. If necessary, to further reduce noise, secondary berms will be constructed closer to work front. All existing vegetation, where possible will be left in place to act as a noise dissipation barrier.

PRHP will address any potential of siltation, by constructing a series of ditches and waterways that will divert all surface water runoff to a constructed Siltation Pond, which will be located at the lowest point of the 85th Avenue Industrial Land quarry. For clarification and design detail, please reference the following plan:

- Environmental Protection Plan for the 85th Avenue Industrial Land.

3.2 RESPONSIBLE PARTIES

The PRHP Construction Manager will:

- Ensure all applicable execution plans, ITP's and relevant drawings are approved for use with this execution plan.
- Coordinates with other construction managers within Site C to project to identify required quantities of materials.
- Coordinate as required with Area Superintendent.
- Monitor and report all daily activities
- Implement the appropriate circuit to be used within the 85th Avenue Industrial Lands to maintain equipment maneuverability and production rates

The PRHP Area Superintendent will:

- Coordinate as required with Area Foremen and other contractor
- Ensure that all access road & maintenance gravel roads are properly maintained and that erosion and sediment controls are in place
- Monitor production rates as well as water levels within Siltation Pond and report as applicable
- Ensure that a copy of the Health, Safety and Reclamation Code for Mines in British Columbia is available to all employees in the site office.

3.3 PRODUCTION QUANTITIES

PRHP forecasts that it will utilize approximately 2,711,150 m³ of impervious fill material for the completion of the Main Civil Works scope.

PRHP will produce the impervious fill material by direct excavation, hauling and sorting of materials. Only a relatively small volume of materials will require processing such as screening or moisture control prior to hauling to site.

3.4 MINING

Prior to commence of any mining activities PRHP will ensure that the following activities have been executed:

1. Access will be restricted via fencing of the 85th Avenue Industrial lands according to the **Technical Specification Exhibit 6-1-1 Scope of work**.
2. All existing utilities have been identified and decommissioned accordingly
3. Areas of interest have been laid out (i.e. Main Excavation Area)
4. Designated areas have been cleared and stripped for mining
5. Berms have been constructed according to **Technical Specification Exhibit 6-1-1 Scope of work**
6. Siltation Pond has been completed
7. Water management plant ditches and water ways have been established.
8. Both visual and noise barrier have been implemented according to **Technical Specification Exhibit 6-1-1 Scope of work**.

PRHP will concentrate the mass majority of its excavation activities in the Main Excavation Area and believes that there will be enough material within this area. If required additional areas will be developed in order to meet the project demands. Please refer to Appendix A for preliminary layout drawing of the 85th Avenue Industrial Lands Borrow.

Refer to drawing JK-00001 for preliminary layout of the excavation areas.

PRHP will commence excavation activities at the site's highpoint (Eastside). Bulldozers will be utilized to push material down the excavation face towards the west, ensuring that all material mined is of a consistent composition. As the mining area increases in depth and size PRHP will implement 2H:1V slopes to ensure safe working conditions.

The mined material will be loaded on to articulating rock trucks by excavators and will then be transported the Sorting, Stockpile and Conveyor Area. From here, materials will be process through grizzlies in order to meet the **Technical Specification Section 31 70 00 Fill Construction**; material will then be stockpile or sent directly to the Site C Dam Project.

Geotechnical investigations will be performed in order to optimize the mining process as well as set up all necessary quality measures on site, in order to properly classify and distribute the demanded type of impervious material.

PRHP will mine the 85th Avenue Industrial Land by strictly using excavators and haul trucks, and no drilling and blasting will be necessary.

3.5 MATERIAL SORTING AND SCREENING

Material mined from the 85th Avenue Industrial Lands would be processed by means of grizzly or equivalent in order to obtain gradation requirement set forth by the **Technical Specification Section 31 70 00 Fill Construction**:

Impervious Fill Material Zone 1 and Zone 1a shall comply with the gradation outlined in Table 3-1.

TABLE 3-1: GRADATION OF IMPERVIOUS FILLZONE1

Sieve Size (mm)	Percent Passing by Weight	
	Coarse Limit	Fine Limit
150	100	-
40	80	100
10	61	85
2.5	48	72
0.315	31	58
0.08	20	50

Impervious Fill Zone 1b shall be select fine Zone 1 material graded as shown Table3-2.

TABLE 3-2: GRADATION OF IMPERVIOUS FILL ZONE 1B

Sieve Size (mm)	Percent Passing by Weight	
	Coarse Limit	Fine Limit
20	100	-
10	84	100
2.5	61	85
1.25	52	78
0.315	38	68
0.08	25	60

Impervious Fill Zone 1c shall be select coarse material meeting the grading outlined in Table 3-3.

TABLE 3-3: GRADATION OF IMPERVIOUS FILL ZONE 1C

Sieve Size (mm)	Percent Passing by Weight	
	Coarse Limit	Fine Limit
150	100	-
56	83	100
10	58	70
2.5	40	52
0.315	22	30
0.08	15	20

Impervious Fill Zone 1d shall have the same gradation requirements as Zone 1 Table 3-1.

3.5.1 Method

PRHP will have screening equipment set up in its southwest corner of the quarry that will be utilized for processing the different types of silts. Material will be loaded via excavator into the screening plants; the output from said plants will then be loaded onto the conveyor system to be transported to site.

3.5.2 Stockpiling

3.5.2.1 Stockpiles for 85th Avenue Industrial Lands:

PRHP plans to implement three different stockpiles at its 85th Avenue Industrial Lands:

- Stockpiles for materials requiring moisture control and or processing.
- Stockpiles for materials ready to be moved the Site C project.
- Stockpiles for the material found to be unsuitable for the project.

All of the stockpiles at 85th Avenue Industrial Land will be relatively small except for the stockpile designated for unsuitable material. The volume of this stockpile will largely depend on unsuitable material excavated, and the volume of rejected material coming off the screening plant. In the event that these stockpiles become too large, PRHP will utilize said material for berm construction, or material will be spread and levelled in conformance with future land uses, in areas where excavation activities have concluded.

Stockpiles that require moisture control; PRHP will implement preliminary measures at 85th Avenue, getting the material as close as possible to its designated moisture content at which point it will be loaded onto the conveyor system and transport to the Site C were after placement of said material additional measure will be taken if need to adjust the moisture content. These stockpiles will not remain at the 85th Avenue site for longer than 48 hours. Stockpiles requiring processing through screening plants will be processed then placed on conveyor and hauled to site.

Material ready to be moved to site will only be stockpile at the 85th Avenue site for a period not extending over 12 hours. Materials shall only be stored here to adhere to the 12 hour working restrictions.

All Stockpiles will be properly sloped in order ensure proper water run-off and protect material accordingly.

3.5.2.2 Stockpiles for Site C Locations:

PRHP will stockpile material coming from 85th Avenue Industrial Lands in Area 25 of the site. Area 25 will be stripped and graded in preparation for this material. PRHP will also be implementing ditch lines and sedimentation ponds in order mitigate any potential for siltation. The material in Area 25 will be piled with a telescoping radial staking conveyor system. This will minimize any potential segregation and optimize the Stockpile area.

A contingency stockpile will be kept on site C in the event that the conveyor systems malfunctions or breakdowns volumes for this stockpiles will be dependent on volume demands by Site C and productions rates at the 85th Avenue Industrial Land Borrow.

All Stockpiles will be properly sloped in order ensure proper water run-off and protect material accordingly.

3.5.3 Conveyor System

Material from the 85th Avenue Industrial Lands to Laydown Area 25 stockpiles will be hauled via 4.85 km long conveyor system that will be manufactured and constructed per specification. PRHP will construct the conveyor along a proposed 15 m wide corridor and will contain a gravel maintenance road, lights and the conveyor system itself.

Design of the conveyor system and alignment will be provided in a separate submittal.



FIGURE 3-1 : CONVEYOR PRELIMINARY ROUTE FROM 85TH AVENUE TO SITE C DAM SITE

PRHP will commence the installation of conveyor system by:

1. Surveying the location of the conveyor corridor and marking it accordingly.
2. Stripping all vegetation and overburden.
3. Constructing a 4.5 m wide gravel maintenance road.
4. Installing the chain link fence in order to restrict access to authorized personnel only.
5. Utilizing the newly constructed right of way to transport material and equipment into place for the physical installation of the conveyor system from the 85th Avenue Industrial Lands to Site C Dam Site.

PRHP plans on constructing overpass structures at each junction where the conveyor system requires to over pass an existing road or requires access over a specific section, these section may include the following:

- Old Fort Road
- 240 Road
- Drainage Channel at RSEM Area L3

- North Bank Road

The design of the overpasses will be finalized once the conveyor contractor is procured, but PRHP will ensure that all overpasses will have clearance height of at least 6 metres in height where applicable and that all sections of the conveyor system are accessible for maintenance.

By implementing the overpass feature PRHP will ensure that local traffic conditions are not affected by the everyday operations of the 85th Avenue Industrial Lands.

The conveyor corridor will be composed of a perimeter berm to mitigate noise pollution, a 4.5-meter wide gravel maintenance road for maintenance of conveyor system, utilities poles as a means of power supply and chain link fence to limit access to authorize personnel (Figure 3-3). Additionally, the conveyor corridor will be equipped with a surveillance system and a sprinkler system install at the inlet and other location of the conveyor to address dust mitigation. Typical conveyor cross section as shown in Figure 3-4.

Refer to 85th Ave Industrial Lands Borrow EPP for further clarification on Noise and Dust control measures.

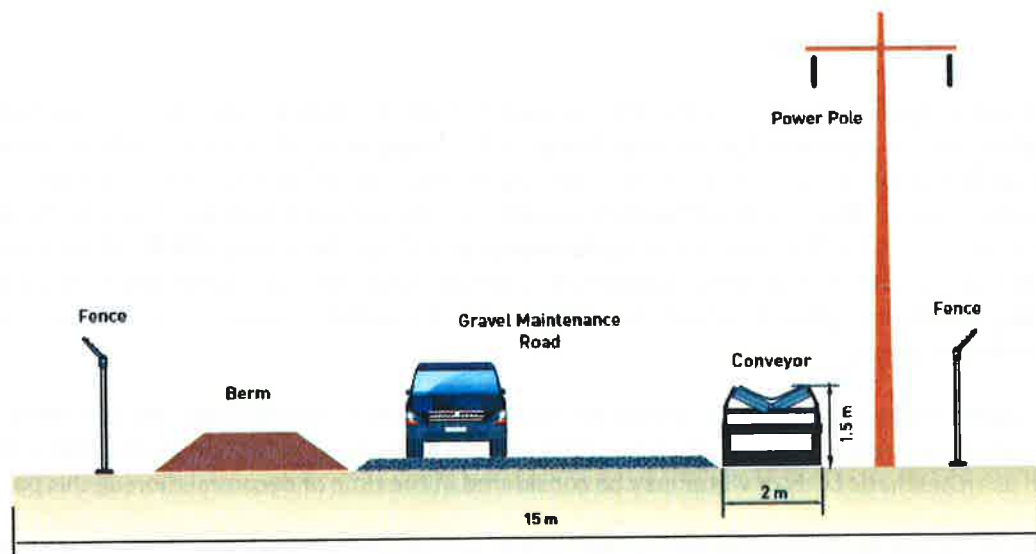


FIGURE 3-2 : PRELIMINARY CROSS SECTION OF CONVEYOR CORRIDOR

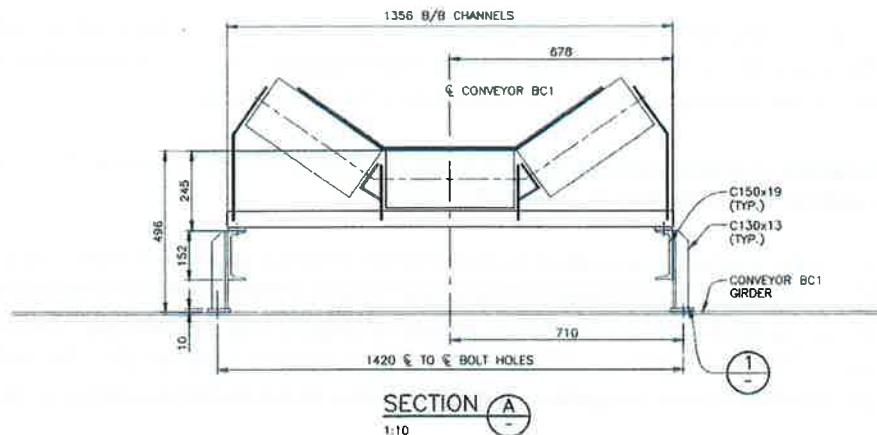


FIGURE 3-3: PRELIMINARY CONVEYOR CROSS SECTION

3.6 RECLAMATION

PRHP will progressively reclaim the 85th Avenue Industrial Lands as operation allows, following the guidelines set by **Technical Specification Exhibit 6-1-1 Scope of Work**. Final excavations within the 85th Avenue Industrial lands should reach a maximum elevation of 664m when excavated. Previously excavated overburden as well as rejected material from the excavation will be utilized in the reclamation measures, material will be levelled in conformance with future land uses. PRHP will also be stabilizing slopes implementing and restabilising drainage systems in order address natural water run-off in this area. Seeding and other vegetation will also be used as means to control sedimentation and erosion on the new embankment slopes.

The sedimentation pond will be one of the last components removed from this site. PRHP will allow vegetation measures to be in place and working prior to its removal. An option to keep the sedimentation pond as an aesthetic body of water may be considered at the time of decommissioning this parcel of land.

All berms and perimeter fencing will be removed as part of the reclamation process. Trees will be placed on 10m centres within the North property line that parallels 85th Ave between 107th and the East property line. This activity will be performed during initial developmental stag of site. Trees will be maintained in "good condition" to assist in the reclamation process.

As part of the development of the 85th Avenue Industrial Lands PRHP will set up and office and laydown area for personnel and equipment working on the 85th Avenue site. The implementation of these areas will be outlined below.

3.7 ACCESS

The 85th Avenue Industrial Lands site will be completely fenced as per BC Hydro specifications. There will be a number of gates to access the area with the main gate located on Shaman Industrial Way.

Access will be closed to the general public and controlled for the duration of the mining operations. Gates and signs will be erected to notify the public of safety concerns.

PRHP will leave all three roads located within the site, as access roads for equipment and personnel. Access and egress ramps will be available at each designated excavation as per Work Safe BC Guidelines.

3.8 FACILITIES

PRHP plans to implement an office trailer, washroom facilities and corresponding utilities in order to run the everyday operations of the 85th Avenue Industrial Lands.

Facilities will be connected to potable water and septic tanks that will be serviced regularly via septic pump truck and portable water tanks, power will come from the power lines that run parallel to Old Fort Road and telecommunication connections will be done via local infrastructure.

3.9 PARKING

Parking will only be available for site personnel and authorized visitors it will be located adjacent to the site office and laydown area. All parking and walkways will have a gravel base in order to provide a proper bearing surface.

3.10 SPECIALIZED EQUIPMENT

The 85th Avenue Industrial land will not require any special equipment in its everyday operations with the exception of the conveyor system which as discussed in Section 3.4.3. For additional information concerning equipment, please refer to Section 8 of this plan.

3.11 PROCESS WATER CONTAINMENT

The requirement for process water and equipment wash-down will lie with the PRHP subcontractor and supplied by PRHP means and methods. The run-off water from daily operations will be diverted through a sequence of trenches and ditches that will ultimately be discharged to a designated sediment pond. Please refer to the Environmental Protection plan for the 85th Avenue Industrial land for further clarification.

4 HAUL ROAD DESIGN

PRHP will not be utilizing any local roads for the transportation of the mined material from the 85th Avenue Industrial Land. PRHP will be implementing a gravel maintenance road in the construction of the conveyor corridor. The gravel maintenance road will have an approximate width of 4.5 meters and maintained as required by PRHP. PRHP will install perimeter fencing and gates at each potential exit and entrance in order to restrict access to only authorized personnel.

5 EXPLOSIVES

The mining process utilized by PRHP in the 85th Avenue Industrial Land will not require any drilling or blasting and therefore this would eliminate the need for any explosives.

6 HEALTH AND SAFETY AND ENVIRONMENTAL REQUIREMENTS

In order to maintain worker safety within the 85th Avenue Industrial Land PRHP will generate a safety and environmental plan that will address safety and environmental concerns as well deal with visual, noise and operational needs.

Refer to **The Environmental Protection Plan for the 85th Avenue Industrial Lands** and **The 85th Avenue Industrial Lands Safety Plan** for further clarification.

7 EQUIPMENT

Table 8-1 presents the proposed equipment that PRHP will use at 85th Ave Industrial Lands Quarry.

TABLE 7-1: 85TH AVE INDUSTRIAL LANDS QUARRY EQUIPMENT LIST

Equipment	Qty	Use/Notes
Rubber tired loader	1	Loading feeders and haul trucks
Articulating rock truck	12	Hauling processed and surplus material
Hydraulic excavator	2	Stripping and sorting
Bulldozer	2	Stripping operations, stockpile management
Grader	1	Road Maintenance
Roller Packer	1	Road Maintenance
Conveyor	1	Various sizes to match production
Stacking conveyor	1	Radial telescoping stacker
Water Truck	1	Dust Control & Water Content Measures
Mechanic's truck	1	Service truck with crane
70 Tonne Apron Feeder	2	Material Handling
Wobbler Feeder	2	Material Handling

Appendix A DRAWINGS

END OF PLAN



September 26, 2016

Reference: 260872

Dear Union of B.C. Municipalities and Local Governments:

Re: Nominations for New Stop of Interest Signs

Following my announcement at the 2016 Union of BC Municipalities (UBCM) Convention this morning, I am pleased to invite you and your representatives to participate in the Province of British Columbia's Stop of Interest sign engagement and nomination process, taking place this fall and winter.

The Province is proud to announce the addition of up to 75 new Stop of Interest signs throughout British Columbia, bringing further awareness and recognition to our collective history and provincial heritage. This process augments our work to rejuvenate approximately 100 of the 139 existing Stop of Interest signs province-wide.

In order to ensure a well-rounded and comprehensive complement of new signs, we are asking local governments, First Nations, tourism associations, stakeholders and the public to nominate people, places or events of provincial significance they would like to see commemorated. Please share this invitation with businesses in your community and anyone else who would be interested.

The nomination period will be open from September 26, 2016, to January 31, 2017, after which we will evaluate the submissions on criteria such as the impact that the person, place or event has had on the lives of British Columbians.

For more information on Stops of Interest and associated signs currently in place across the province, or to access the nomination form to suggest a new sign, please visit our engagement web site at <http://engage.gov.bc.ca/stopsinterest/>

Should you have any questions, please do not hesitate to contact Sandra Toth Nacey, the ministry's Director of Business Management Services. She can be reached in Victoria at 250 356-9768 or at Sandra.TothNacey@gov.bc.ca and would be pleased to assist you.

.../2

- 2 -

I encourage you to take this opportunity to highlight more of your local history and connect your community and its visitors to British Columbia's captivating past.

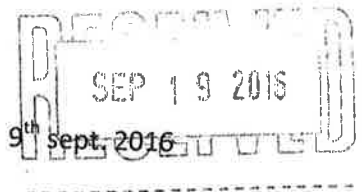
Sincerely,



Todd G. Stone
Minister

Copy to: Sandra Toth Nacey, Director
Business Management Services Branch

Re: Shortage of Physiotherapists



Dear *Mayor Gwen Johansson & Council,*

First of all, thank you for your support of the Cariboo Regional District resolution at last years UBCM requesting a physiotherapy program at UNBC, which passed at the convention. Recent articles in the Prince George Citizen demonstrate community need for physiotherapy throughout the life-span. Currently UBC graduates 80 physiotherapists per year but only 2 or 3 of these graduates ultimately end up practicing physiotherapy in northern BC. There are vacant positions throughout the north but also many more communities without access to physiotherapy. Families are struggling to access suitable physiotherapy services for their infants with disability – many go without, due to distance and lack of appropriate services. The community will ultimately demand equality with other areas of the province once they know the facts.

Since last years UBCM physiotherapists for northern communities have presented to the Standing Committees on both Finance and on Health. We met with Isobel Mackenzie, Seniors Advocate, and responded to her report "Placement Drugs and Therapy" which highlighted the lack of physiotherapy services for seniors in BC, which is exacerbated in northern and rural communities. We continue to have discussions with the President, Provost and Deans of Medicine at UNBC and UBC and with our MLAs..

There is a need to increase the number of physiotherapists graduating in BC from 80 to 100 with the extra 20 seats being situated at UNBC. Recruitment from the north for training in the north is the best solution for providing health professionals for the north.

Research shows that access to physiotherapy helps:

- To reduce hospital, emergency and Dr visits.
- To reduce number of hospital stay days through early mobilisation.
- To keep seniors at home
- To provide optimal quality of life in residential care.
- To achieve appropriate developmental milestones for children with disability.

We need your support for a full academic physiotherapy program at UNBC, preferably a dual UBC/UNBC degree, in order to meet the needs of the citizens of northern BC and other rural areas of the province.

This need is urgent since the physiotherapy workforce is aging and we are at risk of losing this opportunity with reverse migration of students leaving the north to train and stay in the south if we don't all get behind it now. We implore you to urge the provincial government to release funds to enable this important program to come to fruition. We are happy to provide any further information you require relative to this need. Thank you so much,

Sincerely,

Hilary Crowley RPT hcrowley@nag-net.com

On behalf of Physiotherapists for Northern Communities

Dear Mayor Gwen Johansson & Council, Sept. 13th 2016

This is updated information we have for the physiotherapy fact sheet regarding shortage of physiotherapists in the north. The fact sheet that was attached to the e-mail sent out last week only had the information about 7% of physios work in rural communities. The information below here shows more accurately the inequities in our province. The stat is that 7% of Physios in BC work in rural communities (not the north), and yet 15% of the population live in rural. The number of the north is:

The shortfall is greatest in Northern BC where **86 registered physiotherapists serve a regional population of 350,000 (1 per 4069 per capita)** compared with 3,251 physiotherapists serving a population of 4,251,000 in the remainder of BC* (1 per 1307). This represents a more than 3-fold difference in availability of physiotherapists to the population without considering the patient access challenges associated with serving a sparsely distributed population.

This updated Fact Sheet provides a more accurate picture of the dire shortage of physiotherapists in northern BC.

Thank you for considering this new information.

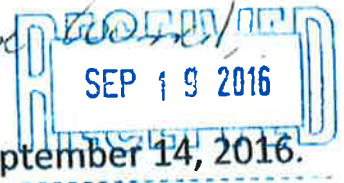
Hilary Crowley
Physiotherapist

PHYSIOTHERAPY FACT SHEET

- **Physiotherapy** is a healthcare profession dedicated to working with people to maximize their ability to move and function throughout their lifespan. Specifically, physiotherapists improve clients' quality of life by promoting optimal mobility, physical activity and overall health and wellness. Physiotherapists help to prevent injuries and provide therapy to alleviate pain, strengthen muscles and improve co-ordination. They work with patients with stroke, arthritis, trauma, neurological disease, cardio-respiratory conditions and much more.
- **Shortage of Physiotherapists:** There is a shortage of physiotherapists across BC however the shortfall is greatest in Northern BC where **86 registered physiotherapists serve a regional population of 350,000 (1 per 4069 per capita)** compared with 3,251 physiotherapists serving a population of 4,251,000 in the remainder of BC* (1 per 1307). This represents a more than 3-fold difference in availability of physiotherapists to the population without considering the patient access challenges associated with serving a sparsely distributed population. In 2014, the Physiotherapy Association of BC identified 267 Physiotherapy vacancies in BC. This includes public and private sector positions however it should be noted that many vacancies are not posted due to unsuccessful physiotherapy recruitment efforts, resulting in loss of positions. Furthermore, the age of the physiotherapy workforce is also greater in the north meaning that imminently there will be more vacant physiotherapy positions and the expertise of these therapists will no longer be available to provide clinical teaching to new students unless this initiative is acted on in a timely manner.
- **Underserved Areas:** Many First Nations communities do not have access to Physiotherapy services. Families living in northern, rural and First Nations communities are disadvantaged by lack of access to these services. The increase in resource development in the north also exacerbates the need for health professionals. Access to physiotherapy reduces reliance on hospital emergency departments for management of chronic disease and improves patient outcomes at lower cost.
- **Pediatrics:** Early Intervention Services for vulnerable children in Nechako Lakes and Burns Lake is presently being provided by Smithers. It is important that we don't leave a gap in physiotherapy services for children with delayed development, since early intervention makes a critical difference in the future of children's ability to function and develop life skills.
- **Seniors:** A recent report by the Seniors Advocate showed that BC falls far behind other provinces in therapy services available to seniors. This leads to seniors in BC being placed in residential care prematurely due to mobility issues and no chance of good rehabilitation following a fall, injury or age-related mobility losses.
- **Training:** UBC is the only Physical Therapy training program in BC. BC has the lowest number of seats to population ratio amongst all the provinces across Canada. UBC graduates 80 physiotherapists annually. In 2011, the provincial government funded the Northern and Rural Cohort, NRC, which supports 20 of these 80 students to complete their clinical experience in rural and northern communities. UNBC is equipped with a physiotherapy lab that is capable of academic distribution from UBC and linked to Northern Health sites across the North. Research shows that students trained in the north are far more likely to stay in the north.
- **Local Government Support:** The Mayors and Councils and MLAs at the NCLGA conference in May 2015 agreed that there was a need for more physiotherapists and that recruitment and retention is more successful when students come from and are trained in a rural or northern community. Their Resolution to this end was endorsed at UBCM.
- **Request:** We urge your support for 20 more physiotherapy academic seats in BC, to be located in the north to address the community need for physiotherapy services. A Northern Physiotherapy Program at UNBC, providing a dual UBC/UNBC degree, will help to serve northern and rural communities. This allows students to live and experience work in rural communities and increase supply for the existing vacancies thereby improving the overall access to physiotherapy for many more rural and northern British Columbians.

For further information: Hilary Crowley, Physiotherapist hcrowley@mag-net.com 250 965-7715

Mayor Johansson, Hudson Hope



Dear Mayors, Councillors, Regional District Directors

September 14, 2016.

We have been "raising awareness" to the issue of **Human trafficking/sexual exploitation, youth and child exploitation, youth porn use/addiction** with civic leaders in BC for the past 4 years.

This culminated in 2 UBCM Resolutions last September B53 on Human Trafficking and B80 on Rape Culture (see yellow sheet). We are encouraging civic leaders to implement and fund these resolutions.

We are also encouraging the implementation of Bill C-36 "The Protection of Communities and Exploited Persons Act" (see yellow sheet).

Human trafficking/sexual exploitation is the fastest growing crime in the world, in Canada and locally. It is a "low risk, high return" crime that has been "invisible" to the public. However, as the demand for commercial paid sex increases, due to an unhindered internet, the supply must increase, making our youth and children vulnerable and targets.

We have included 10 strategies for Councils to consider in stopping this egregious crime.

Please let us know what you are doing in your communities. Please let us know if you need more information. Please let me know if I can present to your Council.

Most Sincerely, Mrs. Cathy Peters; former inner city high school teacher, volunteer for 2 Federal MP's (John Weston- West Vancouver, BC & Joy Smith-St. Paul/Kildonan, Manitoba) , speaker and advocate addressing Human Trafficking/Sexual Exploitation in BC.

#302-150 W. 15th St., North Vancouver, BC V7M 0C4 ca.peters@telus.net

Cathy Peters

10 strategies for cities and municipalities to consider:

1. Learn about the issue. Read the books "Invisible Chains" by UBC law professor Benjamin Perrin, "Pornland" by Dr. Gail Dines (world expert on porn research), have staff take the OCTIP (Office to Combat Trafficking in Persons) free online course. Encourage police to take HT course on the Police Knowledge Network.
2. Incorporate the United Nations 4 Pillars to stop Human trafficking/sexual exploitation: **Prevention, Protection, Prosecution, Partnerships.**
3. **Prevention:** raise awareness in community. "Education is our greatest weapon". ie. Children of the Street Society does school programs.
4. Encourage "Men end exploitation" movements: ie. Moosehide Campaign, Fortress Foundation (in Victoria).
5. Use communications to support a cultural mindshift. Ontario has "Saving the girl next door program", the RCMP has the "I'm Not for Sale" campaign.
6. **Protection:** help victims, have exit strategies in place for them, consider 24-7 "wrap-around programs" ie. Salvation Army "Deborah's Gate", Covenant House, Servants Anonymous.
7. **Prosecution:** increase policing budget, training and priorities. Have "john" deterrants in place, **enforce Bill C-36 "Protection of Communities and Exploited Persons Act" which addresses "demand" ie. perpetrators, johns, facilitators.**
8. Train community stakeholders: Health care workers, fire department, municipal business licensing managers to recognize human trafficking/sexual exploitation ie. Fraser Health Authority has a human trafficking protocol, Surrey Fire department is trained to recognize HT indicators.
9. **Partnerships: Collaboration:** with other cities and municipalities at local government associations, Police agencies and RCMP, 3 levels of government (civic, provincial, federal); UBCM, FCM with Resolutions.
10. **No decriminalization of prostitution because the vulnerable (aboriginal girls/women, youth, children) in our communities will be targets to be lured, groomed and exploited for the sex trade. Goal: safe communities.**

B53**HUMAN TRAFFICKING; NCLGA Executive**

WHEREAS human trafficking is a real and devastating issue in British Columbia;

AND WHEREAS significant work & research has been done as of late to aid in the prevention and prosecution of human trafficking throughout Canada:

THEREFORE BE IT RESOLVED that UBCM call on the RCMP, local police forces and local governments to work collaboratively in order to implement the recommendations found within the National Task Force on Sex Trafficking of Women and Girls in Canada's recent report ("NO MORE' Ending Sex -Trafficking In Canada") as well as the Province of British Columbia's "Action Plan to Combat Human Trafficking."

ENDORSED BY THE NORTH CENTRAL LOCAL GOVERNMENT ASSOCIATION

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION

B80**RAPE CULTURE IN CANADA; NCLGA Executive**

WHEREAS sexual assaults continue to be committed across Canada, and victims are of every age, race, income and gender;

AND WHEREAS sexual assaults are under reported, and prosecution and conviction rates are low:

THEREFORE BE IT RESOLVED that UBCM advocate for an intergovernmental task force to be convened to determine the steps needed to erase the "rape culture" that is pervasive in schools, universities, workplaces and elsewhere across Canada;

AND BE IT FURTHER RESOLVED that the task force be mandated to elicit testimony from victims in order to determine the steps needed to improve the reporting, arrest and conviction rates across Canada.

ENDORSED BY THE NORTH CENTRAL LOCAL GOVERNMENT ASSOCIATION

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION

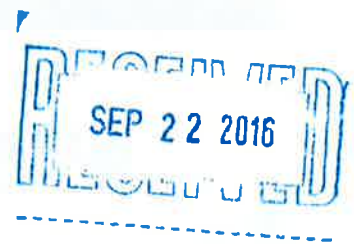
Canadian Federal Bill C-36: "The Protection of Communities and Exploited Persons Act"

(versus the New Zealand Model of Decriminalization):

1. **Targets the demand** by targeting the buyer of sex; the predator, pimp, trafficker, john are criminalized
2. Recognizes the seller of sex is a victim; usually female and is not criminalized
3. Exit strategies put in place to assist the victim out of the sex trade.

Reasons to say NO to legalization/decriminalization:

- human trafficking, juvenile/child prostitution, and organized crime explodes
- sex tourism explodes (USA to Canada)
- international crime syndicates move in
- the sex industry grows and becomes legitimized and normalized in the culture
- porn/prostitution/rape culture are a toxic mix and all become normalized. Every girl and woman will become vulnerable and a possible target. Canada becomes a pimp and prey culture.
- significant violence against girls and women will increase. Prostituted girls and women currently experience extreme violence, torture, degrading and brutal acts.
- the health and the community /public safety all become compromised in our communities to the point they will not be safe, vibrant, healthy or working.
- once children are involved in the sex industry our society breaks down.
- aboriginal girls and women are the first casualties.



To : District of Hudson's Hope

Re : The Grant Money 2014

To whom it may concern,

The Hudson's Hope Minor Hockey Association would like to Thank the District of Hudson's Hope for The Grant Money from 2014 for the amount of \$800 .

With this money we were able to build our new Bottle Shed and it was built beginning of 2015. The money was spent on materials.

Hudson's Hope Minor Hockey Association relies on the generosity of District of Hudson's Hope, we are so grateful for your support.

Best Regards

Hudson's Hope Minor Hockey Association.



CONVENTION BULLETIN

The UBCM Convention Bulletin is a service provided to all registrants, as well as to staff who are organizing the attendance of elected officials, in advance of the UBCM Convention. If you do not wish to receive updates on the 2016 Convention, you may unsubscribe using the link below.

Thank You Delegates!

Thank you for attending the UBCM Convention in Victoria. On behalf of the UBCM Executive and Staff, we hope you found the Convention informative and valuable. We look forward to seeing you next year in [Vancouver!](#)

Convention Evaluation

Your opinion matters to us! Please take a few minutes to fill out the UBCM Convention [evaluation](#) by Friday, October 14. All completed surveys will be entered into a draw to win a Samsung Galaxy Lollipop Tablet in White.

2017 Convention Hotel Block

The hotel block for the 2017 UBCM Convention will open on Monday, October 17 at 9:00am. The hotel accommodation and reservation information will be available on the UBCM website by Wednesday, October 12.

Returning Electronic Voting Devices (EVDs)

Still have your EVD from Convention? Be sure to return it to the UBCM [Richmond office](#). A \$60 invoice will be issued for unreturned EVDs.

2016-2017 UBCM Executive

Find a complete listing of the 2016-17 Executive [here](#).

Photos on Flickr

All photos from Convention have been posted to UBCM's [Flickr account](#).

Session Presentations

Session presentations and handouts will be available online soon. Stay tuned to [The Compass](#) e-newsletter for more information!

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October 3, 2016
Bulletin #6



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Tammy McKeown

From: MCF Info MCF:EX <MCF.Info@gov.bc.ca>
Sent: Friday, September 30, 2016 9:57 AM
To: Tammy McKeown
Subject: Letter from the Honourable Stephanie Cadieux

Ref: 229383

Her Worship Mayor Gwen Johansson and Council
District of Hudson's Hope
E-mail: district@hudsonshope.ca

Dear Mayor Johansson and Council:

As Minister of Children and Family Development, I am delighted to once again proclaim October as Foster Family Month. This is the 26th Anniversary of Foster Family Month in British Columbia - a time to recognize and celebrate foster families for their tremendous contributions and commitment to the children, youth and families in our communities.

The Ministry of Children and Family Development and Delegated Aboriginal Agencies provide supports and services to children and families in your community. With approximately 7,200 children- and youth-in care-across British Columbia, government relies on caregivers to open their hearts and homes and provide a safe and nurturing environment for our province's most vulnerable.

Foster Family Month is an opportunity to show our appreciation and thank caregivers for their incredible kindness and generosity, as well to recognize and celebrate the day-to-day support, comfort and compassion they provide to the children and youth in their care, each and every day.

The Fostering Connections Web site has materials, including printable posters and videos, to help raise awareness of fostering in your community. To access this information, please open the following link at: <http://fosteringconnections.ca/>.

I encourage you to recognize Foster Family Month wherever possible. Your personal acknowledgement and recognition of caregivers in your community will help show these remarkable families that their hard work and efforts are valued, appreciated and greatly needed.

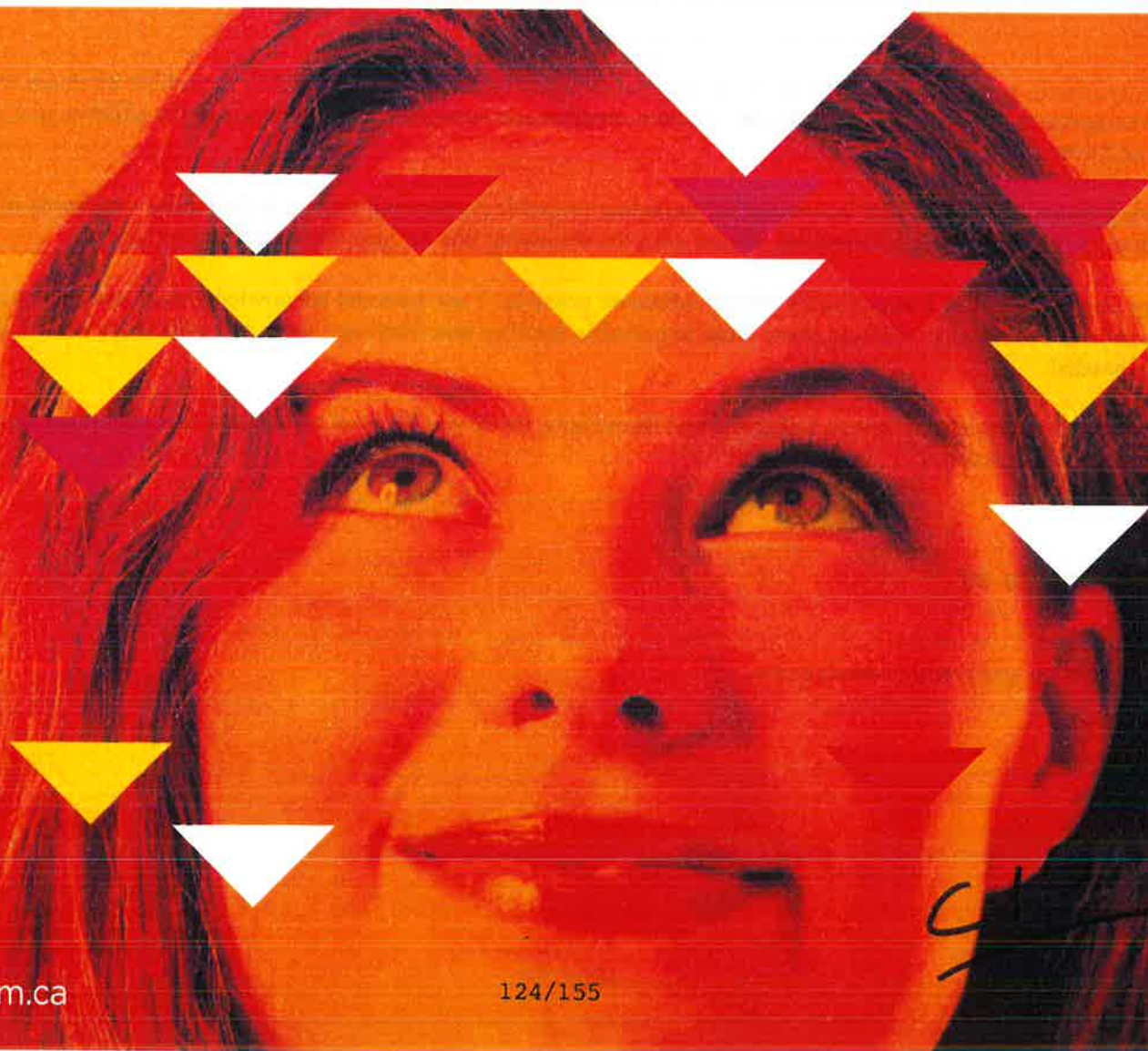
On behalf of the Government of British Columbia and its citizens, thank you for your recognition and continued support of caregivers in your community.

Sincerely,

ORIGINAL SIGNED BY

Stephanie Cadieux
Minister of Children and Family Development

THE MUNICIPAL YOUTH ENGAGEMENT **HANDBOOK**





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INTRODUCTION

The *Municipal Youth Engagement Handbook* is designed to highlight the resources, strategies, and tools that elected municipal officials and public administrators alike can employ to address the challenges of engaging and recruiting young Canadians as future municipal leaders and workers.



Targeting youth aged 14 to 25, the Municipal Youth Engagement Handbook is organized into three different aspects of youth engagement that can be tailored to your local situation, available resources, and objectives. The handbook offers municipal elected officials and administrators a range of approaches from which to choose, depending on resources, staff commitment, and desired outcomes.

The need for municipalities to encourage active citizenship among young residents is clear from the evolving state of the Canadian workforce. According to a 2011 report by the Federation of Canadian Municipalities (FCM) titled [Canada's Aging Population: The Municipal Role in Canada's Demographic Shift](http://www.fcm.ca/Documents/reports/FCM/canadas_aging_population_the_municipal_role_in_Canadas_demographic_shift_en.pdf), Canada reached a significant demographic milestone when the first of its 'Baby Boomer' generation turned 65 years of age. According to Statistics Canada estimates, in 2011, one in seven Canadians was 65 or older, and this ratio is expected to grow to one in four by 2036.¹

While more and more Canadians are approaching retirement age, the number of young Canadians entering the workforce is not keeping pace. For the municipal sector, this ongoing demographic shift represents a significant threat to its ability to provide essential services to citizens. In fact, according to the Canadian Association of Municipal Administrators: "Attracting and retaining qualified employees ranks 2nd only to the economy as the most significant threat" to municipal organizations today. Some municipalities expect 30-50% of their municipal employees to retire within the next five to ten years, the bulk of which are anticipated to be senior experts.²

Because so many municipal employees are expected to retire within the next decade, it is critical for municipal leaders to make recruitment and retention of new municipal staff a priority now. Elected municipal leaders and administrators must engage with their young residents to demonstrate, to both those completing a post-secondary education, and also equally importantly, those entering high school, that careers in the municipal sector can be very rewarding. This will be critical to ensure that services Canadians rely on continue to operate smoothly and sustainably.

Municipal leaders need to engage their youth constituency through more outlets and in ways that are more accessible and interactive than ever before. Currently, young Canadians do not perceive their interests to be represented by the democratic institutions they have at their disposal. This is clear from the declining youth voter turnout that communities across Canada have experienced at all levels of government. Many young Canadians simply do not envision themselves working for institutions in which they perceive do not represent their interests. Municipal leaders have the tools, resources, and the responsibility to challenge this perception.

The Municipal Youth Engagement Handbook offers a variety of initiatives designed to encourage young people in your community to become active and engaged citizens. The handbook also demonstrates that a career in municipal government is not only one with plenty of opportunities but is personally rewarding as well.

1 http://www.fcm.ca/Documents/reports/FCM/canadas_aging_population_the_municipal_role_in_Canadas_demographic_shift_en.pdf
2 <http://www.camacam.ca/en/conference/resources/2011-presentation-Karen-Hall-Robert-Carlyle.pdf>



SECTION 1

Educate and Inform

Lack of basic knowledge about municipal institutions and an incomplete understanding of how to begin taking part in political life are key barriers to youth participation in government.³

Educating and informing youth about municipal government and inviting young people into the corridors of City Hall is a crucial first step to breaking down these barriers. An informed youth population will be more empowered and likely to vote, volunteer, work, and take a leadership role in their communities.

Educational campaigns aim to increase knowledge and change attitudes of a particular group in the community. These can feel like intangible goals, making the prospect of educating and informing youth seem infinite. However, designing a targeted campaign or educational initiative for a specific audience can ensure that you maximize municipal resources and achieve your resources.

With the advent of social media and online tools, increasing awareness and sharing information with youth does not have to be costly. In this section, you will find key principles for initiating an educational or awareness campaign that engages youth, suggested activities and tools, youth organizations to consider reaching out to, and best practices from municipalities who have experience in youth engagement.

Key Principles

Reaching out to young citizens and providing information about the work of municipalities can take a variety of forms: a contest or event, a presentation in a school, an awareness campaign, or utilizing online platforms like social media and websites. This section outlines four key ideas to think about in planning a successful activity and then provides concrete examples.

- 1. AUDIENCE:** What audience are you targeting? Is it made up of elementary students, high school students or young professionals? Do they have specific areas of interest (e.g. sports and recreation, environment, or business)?

- 2. VISIBILITY AND TIMING:** What is the best timing for your event or campaign? Will you be competing with other initiatives or can your efforts be maximized by coordinating with other municipalities or local events? Are you focusing on a specific day, week, or month?

- 3. PARTNERSHIP:** Are there schools or other community stakeholders that can help you initiate the activity and reach your audience effectively?

- 4. RELEVANCE:** Does your campaign, or event, focus on issues that are important to your audience? Are you using language and examples that link the issues to the immediate lives of those in your audience?

Examples of Activities

Local Government Week or Day

Organizing a Local Government Week (LGW) or Local Government Day (LGD) can be an effective way to raise awareness among youth about the important role that municipalities play in our communities. A LGW or LGD should target a specific audience, focus resources within a specific timeframe, reach out to schools or other partners, and focus on themes that are important to your target audience. In addition to an official proclamation by the municipality, a LGW or LGD might feature interactive activities that encourage participants to begin to make connections between their lives and municipal government. Examples of initiatives that could be included in a LGW are:

Simulation/Role Playing

- Hosting a mock council meeting in which students are the elected officials
- Partnering with schools to organize mock municipal elections or referenda
- Inviting students to debate school board trustees on an educational issue

Municipal Politics in Action

- Inviting schools for a Town Hall tour
- Inviting students to observe council in session
- Organizing school visits by municipal staff and elected officials

Student Contest

- Organizing a “Mayor for a Day” student essay contest
- Organizing a photography or art contest inviting students to capture favourite places in their neighbourhood, challenges facing their community, portraits of community leaders, or other themes

READY-TO-GO RESOURCES AND TEMPLATES

- The Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO) has made available a suite of resources for municipalities organizing a Local Government Week. These include a municipal jeopardy trivia game, municipal careers trading cards, samples of initiatives organized by municipalities in the past and a local government resources guide.
- The Government of British Columbia also organized a Local Government Awareness Week and offers online resources, information, and curriculum support materials for British Columbia municipalities and general activity ideas for others interested in organizing a Local Government Week.

Online Tools

To reach a youth audience, municipalities need to be open to online tools and consider adopting new methods to communicate with constituents.

In 2011, 86% of Canadians aged 18 to 34 were likely to have a social media profile and that number is rapidly increasing.⁴ Social media platforms such as LinkedIn, Facebook, Twitter, and Instagram serve as a basis for networking and also sharing pictures, conversations, and user-generated ideas. By utilizing the most popular youth-accessed social media platforms or by implementing innovative applications, municipalities can send a direct message to the next generation that they are willing to share, listen, and discuss local governance with them.

Facebook

Facebook is a flexible platform that allows users to create events, invite other users, and post status updates and pictures. Through Facebook pages targeting young Canadians specifically, a sense of community can be fostered. Facebook pages are good alternatives to youth-specific websites as Facebook is free, easy to set up, and widely used by young people.

Twitter

Twitter is a social media site that is used by more than 145 million users worldwide.⁵ The concept of the site is to have people share posts limited to 140 characters, also known as “tweets,” to provide quick, concise information. Mayors can use Twitter as a tool to showcase their work, as well as to respond to and engage youth. Some municipalities may want to create an organizational Twitter account and invite different elected officials and municipal staff to “tweet for a day.” This dynamic, interactive platform can provide an accessible way to share information about the daily work of municipalities.

Tweet-a-thon/Town Hall

Municipalities can create a townhall/tweet-a-thon/twitter chat to involve youth in the city or town. Preceding words with a hashtag (#) on Twitter will make these words (like #auroratweetchat) a searchable link. This enables connectivity with youth through an interactive discussion.

Some questions that can be raised in a tweet chat are:

- What are the major city/town-wide issues that affect youth?
- If you were mayor, what is the first change you would make?
- What could help increase civic pride in your town/city?
- How can we help the next generation increase their interest in politics?
- Tough decisions in our community: what should we do about “X” issue?
- How would you solve “X” problem?

EXAMPLES

- Local Government Association’s annual [#OurDay Tweetathon](#) – UK
- [FCM Chat on Youth Engagement](#)

Create a Webpage/Website

Another option is to construct a page for youth on the municipal website or a separate online portal focused on youth. These sites can include contact information and updates from city hall and/or the youth council, municipal job postings and volunteer opportunities, election information, municipal surveys, and reports and toolkits.

EXAMPLES

- [City of Vancouver website for youth](#) encourages interaction with city hall as well as highlights youth events, resources, and more.
- [City of Guelph Website for Youth](#) provides resources, employment opportunities, youth council meeting minutes and other content to keep you updated.
- [B.C. Youth Website](#) focuses on methods of active citizenship.
- [Getting to Know the City of Langley](#) booklet is distributed to all grade 5 students so they can learn more about their city.



Innovative Applications

Municipalities can connect with youth and keep them actively engaged through interactive games or applications that keep them up-to-date on municipal issues, announcements, and events.

EXAMPLES

- City of Waterloo interactive municipal application called [Ping Street](#) provides on-the-go municipal information ranging from elections to road closures.
- Alberta Municipal Affairs created a fun, interactive flash game, [Building Communities through Local Government](#), to teach youth the role of local government in their community.



Youth Engagement Organizations

There are dozens of organizations in Canada dedicated to promoting youth political engagement. For instance, [Apathy is Boring](#), a national bilingual organization, uses art and technology to educate young people about democracy. Apathy is Boring offers free lesson plans for teaching young people about elections and political institutions. The organization also provides fact sheets and handouts on how youth can become more engaged in the democratic process

and institutional tips on how to make your organization friendlier to youth. All of its resources are available in both official languages.

Apathy is Boring also offers consultation, research, and youth event planning services (fees are charged for these services). For instance, this organization has partnered with municipalities to conduct audits that measure the “youth-friendliness” of municipal elections according to indicators developed in partnership with the Sheldon Chumir Foundation. The audit reports offer a community profile of the state of youth engagement in the municipality, as well as recommendations on strategies to encourage civic youth engagement, including voting in municipal elections. The organization is committed to working with partners in every region of the country and the cost of each project varies and is assessed on a case-by-case basis.

Similarly, [Student Vote](#), a parallel election for students under the voting age, is another potential ally in increasing awareness and participation of youth in local government. Once registered with Student Vote, schools are given resource materials and support in hosting a mock student vote on the day of the federal, provincial, or municipal election. There is no cost for schools to participate. Although the municipality may not play a direct role in a Student Vote day, local government can make an important contribution to youth engagement by sharing information about these kinds of opportunities and encouraging local schools to participate.

In addition, there are community organizations in every region of the country doing important youth work that would benefit from a partnership with municipal government. The best way to maximize municipal time and resources and create high-impact youth engagement work is to seek out strategic partnerships with youth-driven organizations and create opportunities for collaboration.

Burlington: Youth Engagement in Action

Burlington has been participating in Ontario's Local Government Week (LGW) since 2009. The municipality has excelled in motivating and engaging youth of all ages in numerous activities within the community. The initiative, over the years, has shown a positive impact on the public and has increased morale among municipal staff. Burlington highly encourages other municipalities to initiate a LGW. This section, based on an interview with municipal staff, provides an overview of the city's program and tips for success.

Description of Program

Burlington organized three main activities for its 2013 LGW. These included:

- **A POSTER CONTEST** for grade 5 students based on the question: "What does local government mean to you?" About 45 children participated and voting took place at City Hall and on Burlington's website.
- **SCHOOL VISITS** targeted to grade 10 students in civic classes. The mayor and city councillors visited a high school in each ward to give a presentation on local government.
- **MUNICIPAL STAFF POSTERS** that profiled people leading key projects in the city. The posters enabled Burlington to personalize municipal champions and provide youth with a greater sense of the real people and the career opportunities in local government. These posters were hung in public places like libraries, art centres, arenas, community centres, and City Hall.

Resources Needed

In 2013, the clerks' department led Burlington's LGW with a voluntary staff committee. The committee included members from the communications and web graphics team, a councillor's assistant, a representative from the mayor's office, and two committee clerks. They had five, one-hour meetings to delegate tasks. Staff noted in an interview that, each year, the project becomes easier and more manageable as they accumulate templates and gain experience.

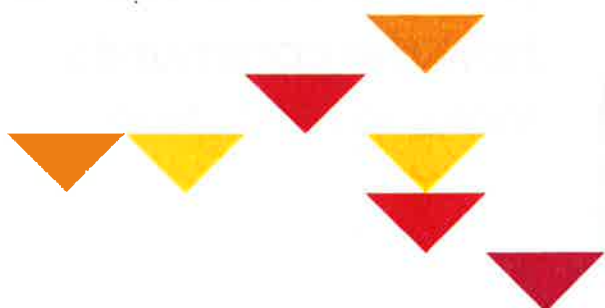
Lessons Learned

This initiative helped build awareness and create opportunities for citizens to see how close local government is to them. It encouraged youth to pursue municipal careers because it demonstrated what types of jobs exist and highlighted local government's role within the community. The youth also thoroughly enjoyed the initiative. Offering a prize in the poster contest added excitement and motivation, and helped increase participation.

Words of Wisdom

Burlington provided a list of suggestions for other municipalities hoping to initiate a similar event:



- Use ready-made resources such as the Association of Municipal Managers, Clerks and Treasurers of Ontario's LGW [webpage](#) and personalize it to the needs and style of the municipality.
- Collaborate, connect, and share resources with other municipalities, especially if from smaller towns.
- Incorporate citizen committees or partnerships with local high schools or universities that may have local government courses.





SECTION 2

Engage and Participate



To attract the next generation of municipal leaders in your community, young residents have to be engaged in a way that makes them excited, interested, and invested in the plans and processes that will shape how the community looks in the future.

This section highlights youth councils, youth advisory councils, and specially-mandated youth positions on municipal council as effective mechanisms to engage young people.

Establishing a municipal youth council is an exciting way to engage young local citizens and encourage them to participate in local affairs. It also offers elected municipal officials and public administrators alike a formal means to include youth perspectives in the regular debates that shape local policy in municipalities across Canada.

Because young leaders that join youth councils have the ability to inform local policy debates in a meaningful way, they are motivated to encourage their peers to become more active in shaping the community and raising issues that matter to them. If young citizens in your community see their priorities reflected in municipal debates, they are likely to envision a future working for the local government whose goals and priorities build a healthy, prosperous, safe, and sustainable place for them to live.

Initiatives to Improve Youth Participation in Municipal Affairs

Youth Advisory Committees and Mayors' Youth Advisory Councils

Youth advisory committees are official committees that report to municipal council. They are expected to connect with, engage, and represent the youth who live in the municipality by setting goals and priorities, hosting public committee meetings, and referring youth issues back to municipal council. In many municipalities, the youth advisory committee may be established as the mayor's youth advisory committee/council. Instead of advising the whole of municipal council, the committee is responsible for directly advising the mayor on youth issues.

In establishing a new youth committee or advisory council, the most significant procedural change for municipal councils is scheduling regular and predictable sessions to meet with these new committees. With this in mind, municipalities should expect to incur some nominal costs to accommodate room or facility bookings, refreshments, and, potentially, transportation costs.

Youth Representatives on Municipal Councils

In April 2014, council of the Town of Essex voted to allow two youth representatives, selected from each of the town's two high schools, to sit as members of municipal council. The decision to create two youth council positions arose from the efforts of a working committee of elected councillors, the chief administrative officer, and local students who felt disconnected from their community. The students agreed that having youth representatives on council gives elected officials the benefit of hearing a youth perspective. It also encourages young people to participate in the decisions that affect them and their futures.

Establishing youth positions on council generally requires a by-law amendment to set out the rules of order and procedure for council and its committees. Because the youth representatives are unelected and, therefore, unaccountable to the public, the by-law amendment restricts them from having a formal vote, attending closed council sessions, or being involved in municipal meetings related to human resource or property negotiations. To learn more about the Town of Essex's Youth Representatives on Council initiative, please contact their Chief Administrative Officer.

Recruiting Youth to be Municipal Champions

The following are a few suggestions for strategies to recruit youth for advisory committees or councils, or how to include youth representatives on municipal council. Individual communities will have to evaluate whether they prefer candidates to be selected from the community at large or from within local high schools.

EXAMPLES

- Have students nominate candidates from their local high school by submitting maximum 250-word essays about why they think their nominees would be passionate and effective representatives. The essays could be submitted for judging to high school officials or to councillors elected in the candidates' wards.
- Request that a member, or members, of a high school's student council participate in the municipal council's chosen youth representation initiative.
- Invite local high schools to hold elections for their allotted number of representatives.

Youth Engagement in Action: Town of Pelham

With the establishment of its Mayor's Youth Advisory Council (MYAC), the Town of Pelham has seen firsthand the impact these initiatives can have in engaging youth in municipal issues.

Structure of the Council

The MYAC was implemented through a town by-law amendment and has a constitution that outlines its structure. The council is composed of 15 to 20 youth from grades 7 to 12, with several appointed each year from every elementary and high school across Pelham. The MYAC meets monthly, and an executive committee made up of a president, secretary, treasurer, and others meets bi-weekly. While the mayor attends meetings to update the MYAC on town developments, the meetings are chaired and led by the youths themselves.

The Pelham MYAC is an example of a small group of young people doing an excellent job of engaging the wider youth population. It is recommended that at least one MYAC representative from each school be on the

Top Five Tips for Your Council to be Engaged and Successful

1 Make sure that all meetings with your youth advisory council or youth representatives are scheduled regularly. One of the biggest complaints from those who serve in these roles is that they lose interest or do not feel their input is valued because they are not routinely engaged by the elected officials they are intended to be advising.

school's student council as well, creating a communication link between leadership within the MYAC and the school community. By choosing youth from a diversity of schools and ensuring that at least some are from leadership roles, the concerns, ideas, and initiatives brought forward by the MYAC is disseminated to the larger youth population of Pelham. The MYAC also organizes a youth forum that gives all youth in the community the opportunity to have their voices heard.

Successes of a Council in Action

A major role of the MYAC is to provide a communication link between the youth of Pelham and the town council. MYAC members have the opportunity to join town committees and participate as active voting members. The youth of the MYAC have participated in a variety of committees and brought forward a diversity of ideas and initiatives. For example, the MYAC advised the city on how to design a new community centre that is youth friendly.

In an interview with the Jack Layton Fellows, Mayor Dave Augustyn of Pelham stressed that the MYAC has given the youth of Pelham the chance to speak on issues that matter the most to them, such as a lack of public spaces for youth and bullying within the community and schools. More importantly, these concerns are then addressed by the MYAC through initiatives such as the development of a skateboard park and the anti-bullying awareness campaign, Pink Shirt Day. These projects and ideas were drafted and presented by the MYAC as recommendations to town council, giving the MYAC a strong leadership role within the local government structure.

Empowerment of Young Leaders

The MYAC makes significant contributions to town council and the overall community. The members of the MYAC also benefit from participation; they hone leadership skills, access networking opportunities, and develop an increased knowledge of municipal government structure, politics, and issues. Finally, throughout their tenure, MYAC members are also exposed to a wide variety of careers within municipal government.

2 When using Twitter to engage local residents, mention the youth representatives if you are tweeting about issues that are of interest to them and their peers. This will extend the dialogue beyond your own network and reach the youth representatives' networks as well. Also encourage your youth representatives to tweet regularly about their activities related to your municipality to broaden your reach.

3 Have your community's youth representatives create a Facebook page where they regularly post updates about their work and ongoing issues affecting the community, providing that their peers with a regular source of current information.

4 Encourage youth representatives to hold youth town halls at their high school as a way to promote engagement in municipal affairs and gain diverse youth perspectives on local issues.

5 Be creative! Encourage your youth representatives to write a monthly article in the local or regional newspaper or to inquire about having a radio show timeslot to discuss issues that matter to them and to engage the wider population in their work.



SECTION 3

Recruit and Retain

▼ The objective of the third section of this handbook is to outline initiatives to attract and recruit top young professionals, and promote career development.

These initiatives have emerged from the youth panel conversation at the 2014 Annual General Meeting of the Federation of Canadian Municipalities (FCM). They were identified as highly promising avenues in recruiting and retaining young professionals. In implementing these initiatives, municipalities will be able to create an organizational culture more catered to young professionals and will be better positioned to compete with the private sector for top talent.

Opportunities Available to Municipalities

- **CAREER MENTORING** – a senior municipal employee is partnered with a young professional in the same field and provides guidance on professional development and career paths. Example: [FCM's Protégé Program](#)
- **JOB SHADOWING** – a municipal employee takes on a young professional for a determined length of time. The young professional accompanies and observes the day-to-day responsibilities of the municipal employee. Example: [University of Alberta Job Shadow Week](#)
- **INTERNSHIPS** – a short-term program that provides young professionals with practical experience working within their fields as they take on real job responsibilities within the municipal sector. Example: [The Municipal Internship Program](#)
- **YOUNG PROFESSIONAL NETWORKS** – an association of young municipal workers who are able to utilize the network to share experiences and resources and gain insight on issues and opportunities. Example: [Young Professionals Network – Municipal Finance Officers' Association of Ontario](#)
- **YOUNG PROFESSIONAL COMMITTEES** – a committee of young professionals working for or within municipalities that outlines concerns over municipal issues pertinent to young professionals and provides innovative solutions and opportunities to municipal challenges. 139/155

Case Study: Municipalité régionale de comté (MRC) d'Argenteuil's Investment in Young Professionals

The municipalité régionale de comté (MRC) d'Argenteuil is a leader in recruitment and retention. With statistics showing 98% employee retention, 98.44% attendance, and a team that seems to be growing exponentially, one might inquire as to what makes this MRC so exceptionally suited to attract and retain staff. Mr. Marc Carrière, Director-General and Secretary-Treasurer of the MRC d'Argenteuil, says that the MRC's dedication to bettering the work experience of its employees, the organizational culture, and the management's sensitivity to the needs of the organization and the community make for a winning combination.

Description of the Program

The MRC d'Argenteuil has several partnerships with educational institutions spanning high school to postgraduate programs with prestigious universities. Targeting all age groups and educational backgrounds ensures that the broadest range of youth within the community has the opportunity to participate and work within the MRC. Furthermore, the young people recognize the numerous opportunities available to them if they choose to stay within the public sector.

Examples of these partnerships include:


- **UNIVERSITIES** – the MRC has invested in internships for university students and provides support and resources to students completing graduate studies.
- **COLLEGES** – the MRC has provided paid internship opportunities for college students. It has also provided unpaid mixed work/study opportunities so students may gain professional skills.

- **HIGH SCHOOLS** – the MRC participates in the Centre de formation en entreprise et récupération program. The program works with young high school students who are not planning on continuing their education and provides them experience working with skilled trades workers and in some manual labour jobs.

These partnerships allow students to get a feel for what it means to be a municipal public servant and learn from the best mentors.

Going to Council, Finding the Budget, and Recruitment

This is what Mr. Carrière had to say about the challenges in implementing these initiatives:



"When it came to convincing council to implement a youth recruitment program, the process was fairly smooth. At the MRC d'Argenteuil, like most municipal entities, staff recruitment is a prerogative of the Director-General and this reduces institutional barriers to implementation. In other words, as long as the program remains within the budgetary constraints, council will undoubtedly agree. If the program requires more money and an addition to the budget needs approval, it is important to focus on the financial, organizational, and community returns brought about by the investment."

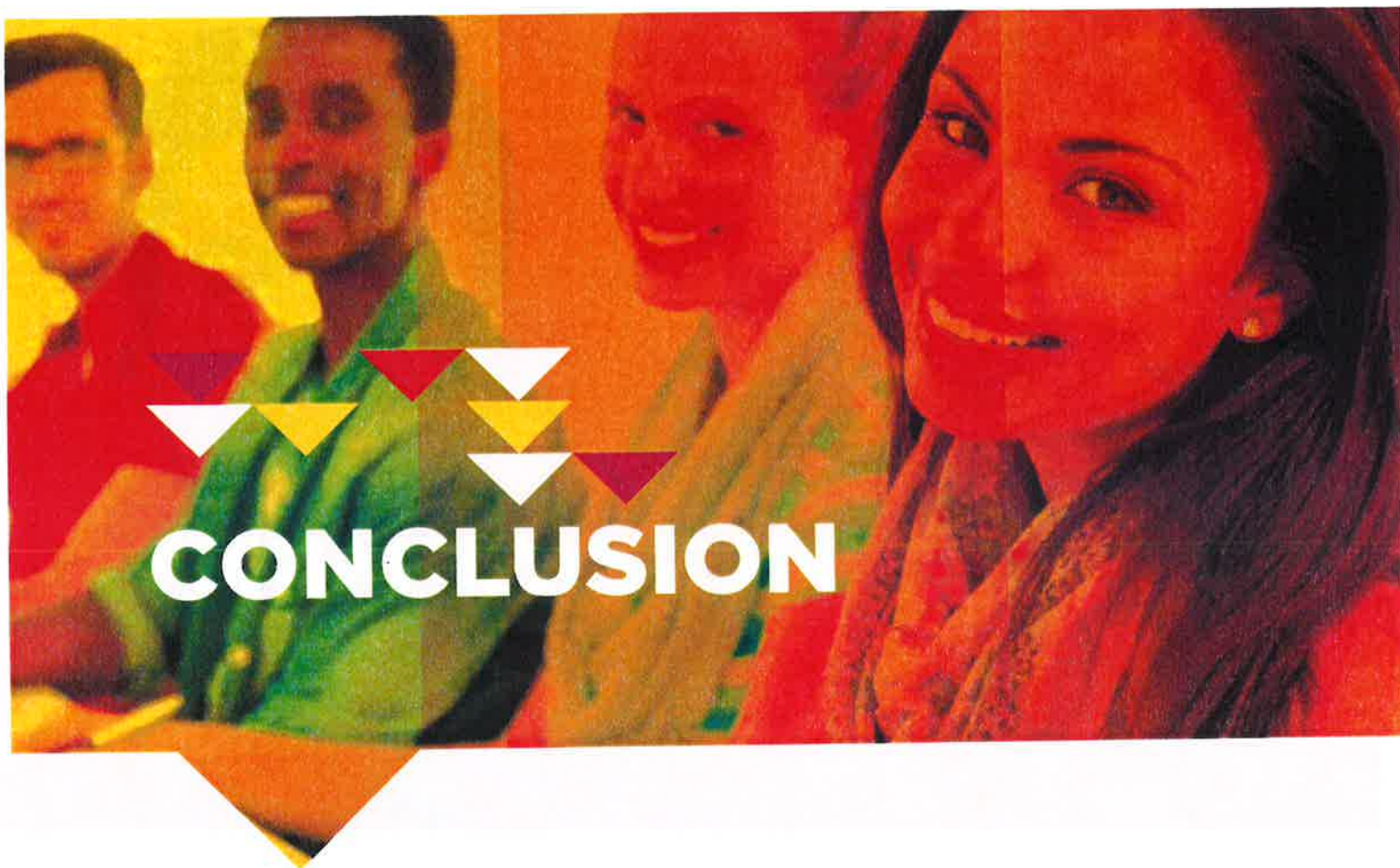
A common hurdle when implementing such programs is the initial hesitancy from directors who are worried about the resources and staff required to support the training and work of these young professionals. These programs also require a reorganization of supervisor workloads so that proper training and mentoring is provided. Lastly, there

needs to be a commitment for, and follow-through of, proper integration and supervision to ensure that there are benefits for all involved.

Benefits

The efforts and commitment of the MRC to incorporate youth within its organization has resulted in the following successes that continue to impact, influence, and shape the organization today.

- By working with youth and young professionals, the MRC has a significant return on investment. Most programs need minimal financial funding and in return the MRC gains access to current knowledge, new perspectives, and innovation while benefitting from young energy.
- Recruiting and retaining young employees facilitates transition of other staff to senior positions if supported internally. This propagates a strong corporate culture of organizational stability.
- In addition, the data, research, and other work completed by young professionals through educational partnerships are used to support the decisions of the MRC d'Argenteuil's council.
- Early investment in employees results in higher retention rates, as these employees become committed to the organization and its values.
- Young professionals who begin their professional careers with the MRC become passionate community members and advocates for municipal programs and issues because of the strong corporate culture.
- Municipalities need to ensure that there is an understanding among senior staff and management of the role and importance of young professionals to the organization. This will result in a management team that is committed to making these programs a core component of the organization.



Words of Wisdom

Advice to other municipalities:

- Listen to what the community asks of you. If there are opportunities for partnerships with local youth institutions, make it a responsibility to involve them.
- Avoid stereotypes and prejudices towards young people who, after all, merely require some mentoring to become champions in the workforce. Recognize their talents and their strengths.
- Give credit to youth when they are involved in municipal projects. Make sure to value and look for their input as young professionals.
- Consider work environment and organizational culture when choosing long-term placements.

Going Forward

FCM's Jack Layton Fellows will continue to assist municipal officials in increasing youth interest and participation within the municipal public service. Without developing an interest in municipal affairs in their formative teenage years nor accessing professional municipal opportunities in their early adult lives, the next cohort of potential municipal leaders may not find its way into the municipal sector. As highlighted in case studies throughout the handbook, many municipalities across the country have already put in place innovative programs to recruit and retain youth. With sustained effort, imagination, and an appetite for organizational change, municipalities in every region can meet the challenge of bringing in the next generation of municipal leaders.

All the resources referenced in the following appendices are valuable and adaptable to your situation. We hope you find them useful.



ACKNOWLEDGEMENTS



This handbook would not have been possible without the precious collaboration of numerous municipal champions. The Jack Layton Fellows would like to extend our sincerest thanks to all the municipalities and organizations referred to in the document. Their resources and expertise were of a great help when it came to identifying key initiatives to engage youth in municipalities.

Toronto Councillor Mike Layton, Pelham Mayor Dave Augustyn and Director-General Marc Carrière of the MRC d'Argenteuil as well as the folks at Burlington City Hall, Apathy is Boring, and [Samara Canada](#) were gracious enough to spend time with the Jack Layton Fellows to help us create this handbook for Canadian municipalities. We would also like to extend special thanks to Councillor Bill Baker and Chief Administrative Officer Russ Phillips of the Town of Essex for contributing knowledge about youth representatives on municipal councils.

APPENDICES

Appendix 1 – Matrices

The following tables provide a very high-level cross comparison of initiatives that municipalities may choose to implement. This is to provide a qualitative overview of each initiative's requirements and potential effectiveness.

Criteria

RESOURCES: This refers to the amount of material costs necessary for the successful implementation of the initiative. Resources represent items such as staff (supervision), office equipment, and capital that are necessary for the day-to-day activities/functions of each option. One star indicates relatively low resources are required and three stars indicate a significant amount of resources required.

TIME: This refers to the amount of time that must be dedicated for the successful implementation of the initiative. Factors include screening, hiring and acceptance of students, training, check-in meetings, review periods, and others that are all essential to the objectives of each initiative. One star indicates that a relatively low amount of time is required and three stars indicate a significant amount of time must be invested.

ADAPTABILITY: This refers to the flexibility of the initiative to be implemented within the various contexts of municipalities. There is recognition that not every municipality is the same and each has its own capacities and limitations. Adaptability assesses whether the initiative can be implemented successfully regardless of which municipality chooses to implement it. One star indicates that the initiative is difficult to adapt and three stars indicate that the initiative is accommodating and easy to adapt.

EFFICACY: This refers to how effective the initiative is in recruiting and retaining young professionals. Each initiative addresses the issue differently and some are more direct than others. Efficacy assesses how effective or successful each initiative would be towards achieving the desired outcome of attracting and retaining young professionals. One star indicates that the initiative is less effective and three stars indicate that the initiative is very effective.

Education and Awareness Initiatives

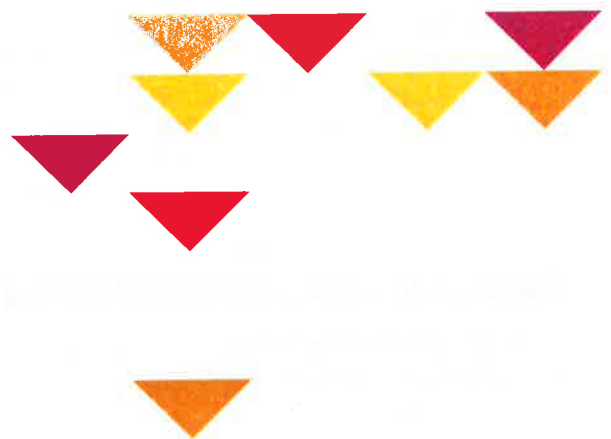
	RESOURCES	TIME	ADAPTABILITY	EFFICACY
LOCAL GOVERNMENT WEEK/DAY ACTIVITIES				
Town Hall tour	▼	▼	▼▼▼	▼
Mock council meeting	▼▼	▼▼	▼▼▼	▼▼▼
Photo contest	▼▼	▼▼	▼▼▼	▼▼▼
School visit by municipal staff or elected officials	▼	▼	▼▼▼	▼▼
ONLINE TOOLS				
Facebook	▼	▼	▼▼	▼▼
Twitter	▼	▼	▼	▼▼
Website/webpage	▼▼▼	▼▼▼	▼▼▼	▼▼▼
Innovative applications	▼▼▼	▼▼▼	▼	▼

Engagement and Participation Initiatives

	RESOURCES	TIME	ADAPTABILITY	EFFICACY
Youth advisory committees	▼▼▼	▼▼	▼▼▼	▼
Mayors' youth advisory councils	▼	▼	▼	▼▼
Youth representatives on municipal council	▼▼	▼▼▼	▼▼	▼▼▼
RECRUITMENT TECHNIQUES				
Peer nomination of youth representatives	▼▼	▼▼	▼▼	▼
Essay contest	▼	▼▼▼	▼▼▼	▼▼
Selecting youth representatives from student councils	▼	▼	▼	▼▼
High school election of youth representatives	▼▼▼	▼	▼▼▼	▼▼▼

Recruitment and Retention Initiatives

	RESOURCES	TIME	ADAPTABILITY	EFFICACY
Career mentoring	▼▼	▼▼	▼▼▼	▼▼▼
Job shadowing	▼	▼▼	▼▼▼	▼▼▼
Internships	▼▼	▼▼	▼▼	▼▼
Young professional networks	▼	▼	▼▼	▼
Young professional committees	▼	▼	▼	▼▼



Appendix 2 – List of Resources

Section 1: Educate and Inform

- [A Guide to Youth Friendly Practices](#), Handbook by the City of Calgary
- [Canadian Policy Research Network](#), numerous publications
- Reid, Linda. (2012). [Engaging Youth Through Social Media](#), [Canadian Parliamentary Review](#) 35 (4)
- Online Tools: Greater Victoria has an online youth portal (youthcore.ca) that includes an excellent resource section: youthcore.ca/resources
- [Strengthening Civic Collaboration: New strategies for engaging young voters](#)

Section 2: Engage and Participate

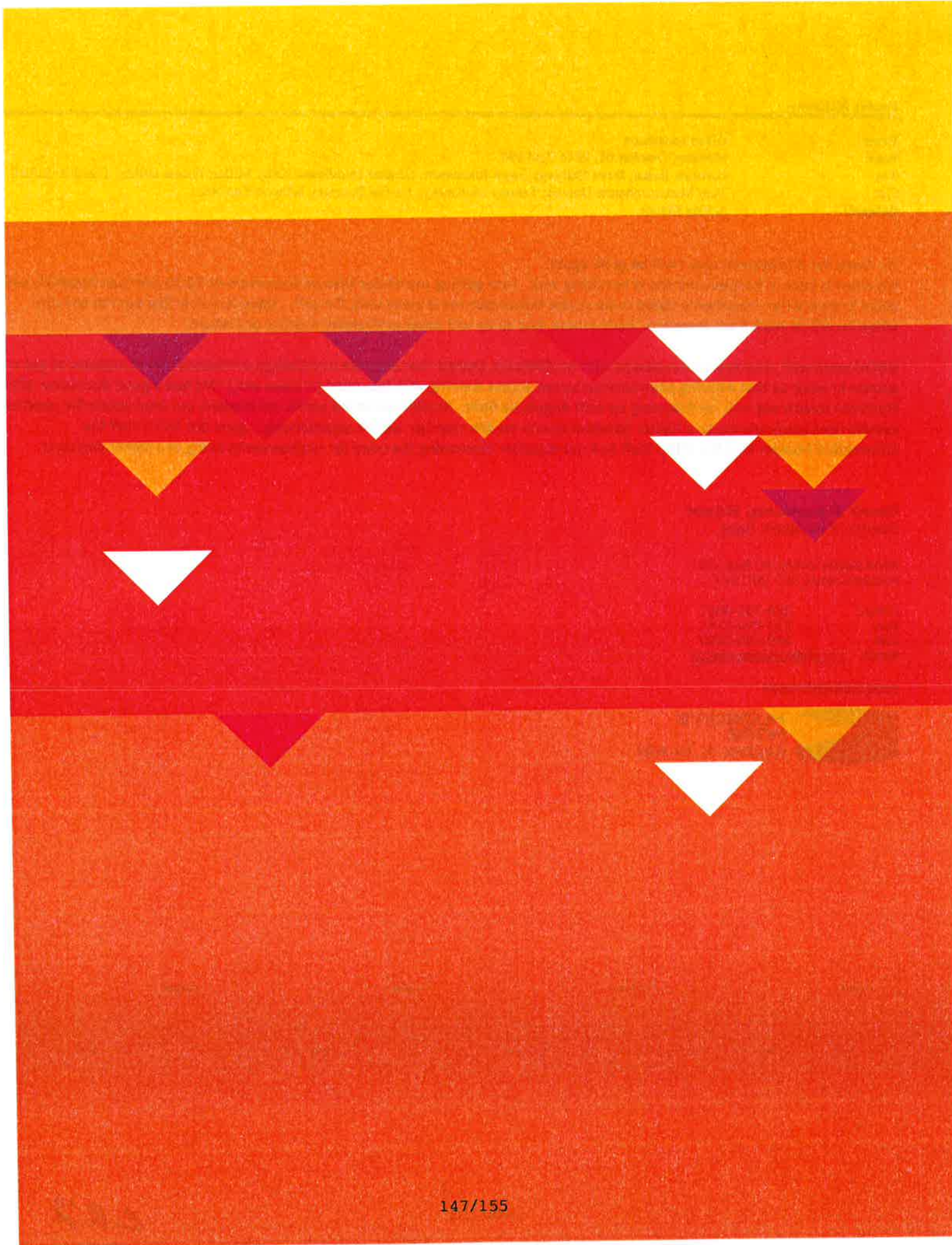
- [A Guide to Youth Friendly Practices](#), Handbook by the City of Calgary
- [City of Edmonton Youth Council](#)
- [City Youth Council of Toronto](#)
- [Congress of Aboriginal Peoples' National Youth Council](#)
- [Create a Youth Council in Your Community](#), Rural Ontario Institute resource

Section 3: Recruit and Retain

- [FCM Protégé Program \(Mentoring\)](#)
- [Kawartha Young Professionals Association](#), City of Kawartha Lakes
- [Municipal Management Internship Program](#), Association of Municipal Managers, Clerks and Treasurers of Ontario
- [Rural Communities Interested in Attracting Professionals](#), a compilation by Alberta Government
- [Succession Planning \(Corporate Planning/Internships/Mentoring\)](#), Government of Saskatchewan
- [The Municipal Internship Program](#), Alberta Municipal Affairs
- [Toronto Urban Fellows \(Internships\)](#), Ville de Toronto
- [Youth Advisory Council](#), City of Quinte West
- [Young Professionals of Chatham-Kent Networking Group](#)
- [Young Professionals Network](#), Municipal Finance Officers' Association of Ontario

Resources on Job Shadowing

- [Big Brothers Big Sisters](#)
- [Canadian Management Centre](#)
- [Concordia University](#)
- [University of Toronto](#)
- [Western University](#)



Tammy McKeown

From: Gwen Johansson
Sent: Monday, October 03, 2016 2:54 PM
To: Caroline Beam; Dave Heiberg; Gwen Johansson; Heather Middleton; Kelly Miller; Nicole Gilliss; Travous Quibell
Cc: Tom Matus; Johanna Dupuis; Tammy McKeown; Layton Bressers; Rhonda Eastman
Subject: Acting Mayor

Hi. Gone for 10 days and now I will be gone again:

My sister is back in hospital and she is not doing well. I am getting my winter tires on tomorrow at 10:30 and then hopefully will leave to go see her. Heather is slated to be Acting Mayor but she is away until the 13th. Dave is next in line but I'm not sure when he will be back from Nanaimo. Kelly is next, and so he will cover until either Heather or I return.

UBCM went well. Our resolution passed with no difficulty. (Asked that province and College of Pharmacists co-operate to get a system in place so that aspiring pharmacy techs can access training with less need to travel etc.) We had a good discussion with Northern Health and will be following up with Angela de Smit. In addition to the points we made in our brief about the need to rebuild road washouts etc to a higher standard due to severe weather we are experiencing, I gave the MOTI staff the information booklet that the PRRD staff had put together illustrating the need for replacements being at a higher standard.

Gwen Johansson, Mayor
District of Hudson's Hope

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

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Fax: 250-783-5741
Cell: 250-783-0820
Email: mayor@hudsonshope.ca

www.hudsonshope.ca



THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor Gwen Johansson and Council
SUBJECT: Review of Bylaw 588
DATE: 10 October 2016
FROM: Tammy McKeown, Corporate Officer

BACKGROUND:

A Diary item had been made in regard to reviewing Bylaw 588 once Bylaw 852 had been Adopted. A review of report that had been submitted with Bylaw 852 at the September 14th, 2015 meeting explained the issue in regards to Bylaw 588:

There has been a concerted on-going review of all District of Hudson's Hope fees and charges. In that the Arena season is upon us administration is recommending the attached increase in arena user fees through bylaw 852. Later, all fees and charges amendments will be consolidated into one bylaw.

It was observed that previous amending fees and charges bylaws had been referencing bylaw #588 when they should have been referencing bylaw 599 as bylaw 599 had amended bylaw 588 Schedule "B" in its entirety; this rendered the effect of having two operative bylaws (599 and the current amending bylaw) which rendered two differing fees and charges bylaws. Bylaw 852 addresses this discrepancy.

Bylaw 852 reads as follows:

All previous bylaws referencing an amendment to Parks, Campgrounds & Facilities Regulation Bylaw No. 588, 1999 shall be amended to read reference to "Campgrounds & Community Recreation Facilities Fees Establishment Bylaw No. 599 (Amends #588)"

Based on the above information, no further consideration is required.

Bylaw No. 852 (Adopted September 28, 2015)
Bylaw No. 599 (Adopted January 11, 2000)
Bylaw No. 588 (Adopted June 28, 1999)


Tammy McKeown, Corporate Officer

Policy Proposal: Property Tax Rate Revisions in the District of Hudson's Hope

Background to Municipal Tax Rates

The formula for determining property value tax revenue is as follows:

$$\text{Tax Revenue} = \text{Taxable Assessment} \times \text{Tax Rate}$$

Taxable Assessment

Taxable assessment represents the assessed value of land and improvements on which a municipality may levy property taxes. The determination of taxable assessment is done by an independent Crown corporation called British Columbia Assessment (BCA). With some minor exceptions, appraisers with BCA must annually value the land and improvements of all property in the Province (both rural and municipal). Each individual property is referred to as a folio and assigned a unique identification code by BCA.

BC Assessment places property in one or more of nine classes, typically based on the property's type or use. Municipal zoning does not determine property class, though it may be a factor in some cases.

The Property classes include:

Class 1, Residential — single-family residences, multi-family residences, duplexes, apartments, condominiums, nursing homes, seasonal dwellings, manufactured homes, some vacant land, farm buildings and daycare facilities.

Class 2, Utilities — structures and land used for railway transportation, pipelines, electrical generation or transmission utilities, or telecommunications transmitters. This property class does not include gathering pipelines, offices or sales outlets.

Class 3, Supportive Housing — this property class only includes eligible supportive housing property that has been designated by Cabinet. Eligible supportive housing property is funded by the provincial government or a health authority for the provision of housing that includes on-site support services for persons who were previously homeless, at risk of homelessness, and who are affected by mental illness or who are recovering from drug or alcohol addictions or have other barriers to housing.

Class 4, Major Industry — land and improvements (buildings and structures) of prescribed types of industrial plants, including lumber and pulp mills, mines, smelters, large manufacturers of specified products, ship building and loading terminals for sea-going ships.

Class 5, Light Industry — property used or held for extracting, processing, manufacturing or transporting products, including ancillary storage. Scrap metal yards, wineries and boat-building operations fall within this category. Exceptions include properties used for the production or storage of food and non-alcoholic beverages and retail sales outlets, which fall into Class 6.

Class 6, Business Other — property used for offices, retail, warehousing, hotels and motels all fall within this category. This class includes properties that do not fall into other classes.

Class 7, Managed Forest Land — privately-owned, forest land managed in accordance with the *Private Managed Forest Land Act* or the *Forest and Range Practices Act*. Property owners in this class have an obligation to provide good resource management practices, such as reforestation, care of young trees, protection from fire and disease and sound harvesting methods.

Class 8, Recreational Property, Non-profit Organization — includes two very different categories:

Recreational Land

- land used solely as an outdoor recreational facility for specific activities such as golf, skiing, tennis, public swimming pools, waterslides, amusement parks, marinas and hang gliding. Improvements on the land (such as a clubhouse) fall into Class 6.
- land in a rural area that is part of parcel used for overnight commercial accommodation that exists predominantly to facilitate specific outdoor recreational activities such as hunting, fishing and kayaking. Improvements on the land most likely fall within Class 6 (e.g. a hotel).

Non-Profit Organization Land and Improvements

- property used or set aside for at least 150 days per year as a place of public worship or as a meeting hall by a non-profit, fraternal organization. The 150 days cannot include activities with paid admission or the sale/consumption of alcohol.
- additionally, the 150 days needs to be in the year ending on June 30 of the calendar year preceding the calendar year for which the assessment roll is being prepared.

Class 9, Farm — to qualify as farm for assessment purposes, the land must produce a prescribed amount of qualifying primary agricultural products for sale, such as crops or livestock. Farm buildings come within Class 1.

Tax Rates

Property tax rates are expressed as a rate per \$1,000 of assessment.

General Municipal Taxation

Every year, each municipality in the Province must adopt a property tax bylaw. The tax bylaw must be adopted after the annual financial plan (budget) for the municipality as the financial plan determines the service level, spending and revenue requirements of a municipality for the current fiscal year. Based on the tax revenue requirements in the financial plan, the municipality will set its municipal tax rates to raise the appropriate revenue from the nine different classes of property.

Municipalities generally have very broad authority to set their tax rates. While they cannot vary tax rates within a class of property, they can vary tax rates between different classes. Setting different tax rates for different property classes is often referred to as a “variable rate” taxation system.

There are some specific restrictions on municipal taxing authority, including:

Utilities – under section 199 of the *Community Charter*, Cabinet can make regulations prescribing limits on tax rates and the relationships between tax rates. A relationship between tax rates (also referred to as a tax ratio), is the ratio of the tax rate between two classes. For example, if the tax rate for Class 1 (Residential) is \$2 per 1,000 and for Class 6 (Business and Other) is \$10 per 1,000; the ratio of Class 6 to Class 1 is 10:2 (or 5:1).

This regulatory authority is currently used to set a maximum tax rate and ratio on Class 2 (Utilities). The maximum tax rate that can be levied by any municipality is the greater of \$40 per 1,000 or 2.5 times the Class 6 (Business and Other) tax rate.

How Does the District of Hudson's Hope Compare?

The following table compares property tax rates amongst a number of communities in the Peace Region from 2016.

TABLE 1.

Property Class	District of Hudson's Hope	City of Fort St John	Tumbler Ridge	Chetwyn d	Pouce Coupe
1. Residential	3.5000	4.7577	6.5432	4.2564	3.0140
2. Utilities	24.0000	40.0000	40.0000	43.6300	47.2000
4. Major Industry	16.0000	26.4021	82.2168	18.0000	
5. Light Industry	16.0000	24.1184	31.9609	18.0000	10.2476
6. Business/Other	9.7000	13.3859	13.6580	10.0312	7.3843
8. Recreation/Non Profit	3.0000	10.0279	0.0055	0.0475	3.0140
9. Farm	3.0000		6.8317	4.5207	3.0140

As you will note, Hudson's Hope has one of the lowest tax rates for the Utility Class in the Peace. As property taxes are a key source of income for Local Government – if the District of Hudson's Hope were to raise the tax rates – in particular the Utility Class Tax Rate – the District would see an increase in our operating revenues during a time when our ageing assests (for example: the roads in the community, the airstrip, sidewalks, etc.) require significant investment to be rehabilitated or built.

However, Provincial Policy sets out regulation concerning Utility Tax Rates (see Appendix A at the bottom of the document). Due to this, I believe we are able to increase the Utility tax rates but am unclear as to what options or impacts this might have on our other rate classes.

Request:

I respectfully submit a request that Council to direct staff to further explore the options for increasing mil rates within the Utilities class prior to the start of 2017.

Sources:

<https://www.bcassessment.ca/Services-products/property-classes-and-exemptions/understanding-property-classes-and-exemptions>

http://www.cscd.gov.bc.ca/Lgd/infra/financial_circulars/cir1507.htm

http://www.ubcm.ca/assets/Services/Publications/11_TAXATION.pdf

APPENDIX A.

Property Taxation - Provincial Class Multiples for 2015 and Municipal Taxation Rate Cap for Class 2 Property for 2015

Circular No. 15:07
ARCS File#: 195-20

March 16, 2015

To: All Municipal Financial Administrators

Re: Property Taxation - Provincial Class Multiples for 2015 and Municipal Taxation Rate Cap for Class 2 Property for 2015

1. Provincial Class Multiples for 2015

Provincial class multiples to be used in setting tax rates for regional district requisitions (and improvement district requisitions, where applicable) levied on the hospital assessment base for 2015 are unchanged from 2014. The multiples established by British Columbia Regulations 426/2003 and 439/2003 are as follows:

<u>Property Class</u>	<u>Class Multiple</u>
1 Residential	1.0:1
2 Utilities	3.5:1
3 Supportive Housing	1.0:1
4 Major Industry	3.4:1
5 Light Industry	3.4:1
6 Business and Other	2.45:1
7 Managed Forest Land	3.0:1
8 Recreation/Non-Profit	1.0:1
9 Farm	1.0:1

The foregoing multiples are also to be used in setting tax rates for regional hospital district purposes (B.C. Reg. 406/82).

2. Municipal Taxation Rate Cap for Class 2 Property for 2000 and Subsequent Years

Extract from B.C. Regulation 329/96:

"2. In setting the tax or levy rate for class 2 property for general municipal purposes, a municipality must not exceed the greater of:

1. \$40 for each \$1,000 of assessed value, and
2. 2.5 times the rate applicable to class 6 property for general municipal purposes in the municipality for the same taxation year."

Note that the term "general municipal revenue" is defined in the regulation.

For those municipalities specifically listed in the schedule to the regulation (copy of Schedule 4 attached), the maximum tax rate is different. The tax rate is not to exceed the greater of the rate cap (column 1) or the value calculated as the product of the ratio cap (column 2) multiplied by the rate set for class 6 property.

Sean Grant
Acting Director, Local Government Finance

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor, Council and Senior Management Staff
FROM: Councilor Gilliss & SEC/rec staff, Emily Nusse
SUBJECT: Establishment of a Standing committee
DATE PRESENTED: Tuesday October 11, 2016

Now that our Full-time in house Staff is hired, and has been in her role nearly a month. I would like to see Council establish a Standing committee that will include:

Staff(Emily)

Council (current rec committee members, Councilors Middleton, Gilliss and Beam)

Youth Councilor (hopefully soon to be appointed)

Public (2-3 members from the public)

PURPOSE: This committee will be a "community engagement" committee. Where the public members will seek other public "residents" feedback regarding; ideas for recreation, special events, facilities, etc. As Councilors on this committee we are representing Council, and our heads and thoughts are often on budget, capacity, resources etc. Therefore, having the public perspective on what they, the public, want, need, desire, are concerned with etc. is valuable feedback that we often don't have while making our decisions.

Our approach to electing the Public representatives is to advertise the committee and ask for interested public members to apply for a committee position with a short cover letter outlining their interest, their past community involvement and their recreation experience. The staff and Council committee members will then choose the best applicants.

