



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

### **AGENDA**

Council Chambers

Monday November 27, 2017 at 6:00 PM

1. **Call to Order:**
2. **Delegations:**
3. **Notice of New Business:**
  - Mayor's List
  - Councillors Additions
  - CAO's Additions
4. **Adoption of Agenda by Consensus:**
5. **Declaration of Conflict of Interest:**
6. **Adoption of Minutes:**

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7. **Business Arising From the Minutes:**
8. **Staff Reports:**

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SR3	Pool Year-End Report	Page 28
SR4	Youth Councillor Policy	Page 35
SR5	Christmas Parade Prize	Page 38
9. **Committee Meeting Reports:**
10. **Bylaws:**

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B2	Amended Fees and Charges Bylaw No. 893, 2017	Page 45

**11. Correspondence**

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C5	BC Rural Dividend Program	Page 55
C6	Peace Energy Co-operative- O&M course and ribbon cutting event	Page 84

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

**13. Old Business:**

**14. New Business:**

**15. Public Inquiries:**

**16. Adjournment:**



**COMMITTEE OF THE WHOLE MEETING**  
**October 6, 2017**  
**6:00 P.M.**  
**MUNICIPAL HALL COUNCIL CHAMBERS**

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

**Absent:**

**Staff:** CAO, Tom Matus  
Bylaw Officer/Safety Officer, Wallace Roach  
Corporate Officer, Tammy McKeown

**Other:**

**1. CALL TO ORDER:**

The meeting called to order at 6:00 p.m. with Mayor Gwen Johansson presiding.

**2. DELEGATIONS:**

**D1** Volunteers - William Lindsay

- There has been a paradigm shift in volunteering and it is happening everywhere. There are fewer and fewer people joining the non-profit organizations which is having an effect of them. The lack of volunteers has caused the Lions Club in Fort St. John, Chetwynd and Dawson Creek to close down. The younger generation does not seem to have any interest in volunteering. There is reduced interest in being part of the long term commitment associated to becoming a board member. Social culture has changed, there are fewer school clubs being operated resulting in the youth not learning about the importance of volunteering.
- Mr. Lindsay asked Council if they had attended any sessions in regard to promoting volunteerism, none have.

6:06pm Councillor Beam arrived

- Councillor Beam explained that Social responsibility options were supposed to be available to the Hudson's Hope students, they did not happen. Community involvement is something the school focuses on, there are students available to volunteer if someone was able to organize opportunities for them. In the past, skilled individuals have offered their skills.
- Suggestion was made in regard to including something on the website that would highlight events that require volunteers.

6:13 Councillor Middleton arrived

- Local events and meetings are already included on the website calendar.

- Councillor Quibell will approach the Lion's Club to discuss opening up the meetings to youth volunteers to assist in teaching club etiquette.
- Mr. Lindsay is looking for ways to attract volunteer board members as the same members sit on multiple boards and it is causing them to become burnt out.
- Council will watch for any workshops regarding attracting volunteer board members.
- Mr. Lindsay suggested considering holding a forum with the hopes of attracting interest.

3. **NOTICE OF NEW BUSINESS:**

**Mayors Additions**

**Councillors Additions:** Councillor Beam announce that Jade Rowe has been named Youth Councillor for the 2017/2018 school year.

**Staff Additions**

4. **ADOPTION OF AGENDA AS AMENDED BY CONSENSUS**

Council requested that SR2 be presented first.

5. **DECLARATION OF CONFLICT OF INTEREST:**

6. **STAFF REPORTS:**

SR2 **Solar Array**

- Discussion in regard to the electronic vote request.
  - CAO had sent out a revised report for consideration; only received a couple of responses from Council.
  - New report explained that if the option to put solar panels on both sides of the museum building there would not be enough resources left to install the solar array at the pool. If Council wishes to have solar arrays located at both sites only one side of the museum building can have panels installed.
  - No visuals were included in the package sent out to Council which made it difficult for them to determine the best way to proceed.
  - Concerns were voiced in regard to the possibility of underground gas lines etc. that may hinder the installation of the solar array at the pool.
  - Mr. Dueck from Peace Energy Cooperative had explained to the Museum Society that the best deal would be to install on both sides of the building, which the society had agreed to.
  - Staff has come back stating that the museum was not going to receive any solar panels. The electronic vote was not reflective of this decision.
  - It is important that the District communicates with the museum in regard to the Solar Array, no direct dialogue has occurred. The museum was in agreement to the solar panels and now staff has informed Council of a budget issue.
  - Council would like to proceed with the option 2a and 2b:
    - Option 2a' for the Swimming Pool in conjunction with the Museum and depletes budget:



This option reduces the panels at the pool from 54 to 32. This option does not provide full roof coverage of the museum, only one side of the museum's roof will have solar panels. as noted this option combines the pool and the museum. Dimension are 53' long by 2 panels wide (possibly 10' wide); the height being the lowest (bottom of panel) at 10' off the ground extending to highest (top of panel) at 21'. There is a wavy configuration to this model.

- Option 2b' for the Museum in conjunction with the Swimming Pool and depletes budget:  
This option does not provide full roof coverage of the museum roof, only one side of the museum's roof will have solar panels, as noted this option combines the museum and the pool.

- Council suggested that the museum array to be done first and if any money is left then the pool array can be completed.
- Mayor Johansson suggested requesting smaller arrays at both locations if the capability to add panels at a later date is feasible.
- Council would like options 2a and 2b contingent on the availability of funds to include an educational display.

#### SR1 **Water and Sewer Rates**

- Mayor Johansson suggested increasing the rates by the lowest percentage to show that the District is moving towards reducing the deficit. Need to ensure that lower income households are taken into consideration when determining the rates. Hudson's Hope is able to attract new residents due to our lower cost of living.
- Councillor Heiberg stated that the increase over a 5 year period becomes quite a considerable amount. Concerned that lower income households would not be able to continue to meet the costs. Imperative to find a balance.
- Councillor Middleton informed Council that it is necessary to increase the rates to remain sustainable.
- Discussion in regard to the tax increase options:
  - a. Increase both sewer and water rates by 5%.
  - b. Increase water rates by 10% with no increase to sewer rates.
- [Staff directed to bring both scenarios back to the next regular Council meeting.](#)

#### 7. **CORRESPONDENCE:**

#### C1 **IAP2 invitation FOR INFORMATION**

#### 8. **PUBLIC INQUIRIES:**

9. **ADJOURNMENT:**

Mayor Johansson declared the meeting adjourned at 7:09 pm

**DIARY**

***Diarized***

***Conventions/Conferences/Holidays***

*Beryl Prairie Septic Field*

*07/25/16*

*Grant Writer Program Sponsorship-September*

*04/10/17*

*Water and Tax Rates comparison*

*06/26/17*

*NDIT Community Halls and Recreation Facilities Program-*

*-to be brought forward at Strategic Planning Meeting*

*08/14/17*

*Solar Array Monitoring Display*

*10/23/17*

*Requests from Mr. Kelly-Entrance to dump, handrail  
at Community Hall, Cemetery Plot Map*

*10/23/17*

*NCLGA resolutions for December meeting*

*10/23/17*

Certified Correct:

\_\_\_\_\_  
Corporate Officer/Tammy McKeown

\_\_\_\_\_  
Chair/Mayor Gwen Johansson



**SPECIAL COUNCIL MEETING**  
**October 6, 2017**  
**7:09 P.M.**  
**MUNICIPAL HALL COUNCIL CHAMBERS**

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

**Absent:**

**Staff:** CAO, Tom Matus  
Bylaw Officer/Safety Officer, Wallace Roach  
Corporate Officer, Tammy McKeown

**Other:**

1. **CALL TO ORDER:**  
The meeting called to order at 7:09 p.m. with Mayor Gwen Johansson presiding.
2. **DELEGATIONS:**
3. **NOTICE OF NEW BUSINESS:**  
  
**Mayors Additions**  
**Councillors Additions:** CR1-Councillor Heiberg  
**Staff Additions**
4. **ADOPTION OF AGENDA AS AMENDED BY CONSENSUS**
5. **DECLARATION OF CONFLICT OF INTEREST:**
6. **ADOPTION OF MINUTES:**
7. **BUSINESS ARISING FROM THE MINUTES:**
8. **STAFF REPORTS:**

SR1 **Chief Elections Officer Appointment**  
**RESOLUTION NO.210/17**  
**M/S Councillors Heiberg/Miller**  
**That**  
**"Council appoints William Lindsay as the Chief Elections Officer and appoints Tammy McKeown as the Deputy Chief Elections Officer for the 2017 local municipal by-elections."**  
**CARRIED**

**SR2 Committee Appointments –replacement members**

- North Peace Airport Society-Councillor Heiberg to sit as committee member
- Medical Services Group does not require a third committee member, no changes are required.
- Recreation Committee- Councillor Middleton to chair, Councillor Miller to sit as third member on the committee. Combine the Recreation Committee with the Parks and Recreation Advisory Committee.

**RESOLUTION NO.211/17**

M/S Councillors Heiberg/Miller

**THAT:***"Council appoint the following Council Members to the corresponding Committees:**Mayor is ex-officio on all committees*

<i>Parks And Recreation Advisory Committee</i>	<i>Councillors Middleton/Beam/ Miller Public: Coleman Mercereau, Debbie Beattie, Lynnea Stacey</i>
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**Appointments to External Organizations**

<i>North Peace Airport Society</i>	<i>Councillor Heiberg Protective Services, Bob Norton</i>
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**9. COMMITTEE MEETING REPORTS:****10. BYLAWS****11. CORRESPONDENCE:****12. REPORTS BY MAYOR & COUNCIL ON MEETINGS AND LIAISON RESPONSIBILITIES:****CR1 Meeting with Ministry of Transportation-Councillor Heiberg**

- Councillor Heiberg, Safety Officer Wallace Roach, and Director of Protective Services Robert Norton met with the Ministry of Transportation on November 2, 2017.
  - They visited the site of the proposed crosswalk by the post office and visited the transfer site to review concern brought to Council by Mr. Kelly.
  - Discussion in regard to signage and lighting options for the intersection at Osborne and Canyon Drive. Ministry of Transportation will come back with recommendations.
  - Discussed parking in front of museum; parking must continue to be allowed.

**13. OLD BUSINESS****14. NEW BUSINESS****15. PUBLIC INQUIRIES:**

16. **ADJOURNMENT:**

Mayor Johansson declared the meeting adjourned at 7:26 pm

**DIARY**

***Diarized***

***Conventions/Conferences/Holidays***

*Beryl Prairie Septic Field*

*07/25/16*

*Grant Writer Program Sponsorship-September*

*04/10/17*

*Water and Tax Rates comparison*

*06/26/17*

*NDIT Community Halls and Recreation Facilities Program-*

*-to be brought forward at Strategic Planning Meeting*

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*at Community Hall, Cemetery Plot Map*

*10/23/17*

*NCLGA resolutions for December meeting*

*10/23/17*

Certified Correct:

\_\_\_\_\_  
Corporate Officer/Tammy McKeown

\_\_\_\_\_  
Chair/Mayor Gwen Johansson



**REGULAR COUNCIL MEETING**  
**November 14, 2017**  
**6:00 P.M.**  
**MUNICIPAL HALL COUNCIL CHAMBERS**

**Present: Council:** Mayor Gwen Johansson  
Councillor Dave Heiberg  
Councillor Heather Middleton  
Councillor Kelly Miller  
Councillor Travous Quibell  
Youth Councillor Jade Rowe

**Absent:** Councillor Caroline Beam

**Staff:** CAO, Tom Matus  
Corporate Officer, Tammy McKeown

**Other:** 1 in gallery

**1. CALL TO ORDER:**

The meeting called to order at 6:01 p.m. with Mayor Gwen Johansson presiding.

**2. DELEGATIONS:**

**D1 Corporal Trevor Romanchych**

**7400-01**  
**7380-01**

- Additional patrols have been scaled back due to lack of resources
- Files to date are in line with previous years; fewer amount of roadblocks due to limited resources may account for the lower number of impaired charges.
- Detachment has been focused on meeting priorities
  - Councillor Heiberg suggested a meeting between RCMP and Director of Protective Services to discuss information that was obtained during District meeting with Ministry of Transportation.
- Fentanyl Lab
  - North District Major Crimes and Fort St John GIS Unit worked with the Hudson's Hope detachment on the file.
  - There is not enough concrete evidence to bring the file forward for charge approval; detachment has been informed to close the file.
  - One suspect is incarcerated due to a related crime.
  - All evidence needs to be decontaminated prior to being sent for disposal.
- Recent Provincial Wide State of Emergency
  - Corporal Romanchych assisted in Williams Lake; was glad to have been able to give back.
  - This was the largest emergency operation Corporal Romanchych has been part of.

- Corporal Romanchych was given the honour of marching in the Memorial for Fallen Officers, held in Regina.

**D2 Shock Trauma Air Rescue Service (STARS)**

Due to the weather conditions STARS was unable to attend this meeting. They will reschedule for early in 2018.

**3. NOTICE OF NEW BUSINESS:**

**Mayors Additions: Mayor's report**

**Councillors Additions:**

**Staff Additions:**

**4. ADOPTION OF AGENDA AS AMENDED BY CONSENSUS**

**5. DECLARATION OF CONFLICT OF INTEREST:**

**6. ADOPTION OF MINUTES:**

**M1 October 23<sup>rd</sup>, 2017 Regular Council Meeting**

**0550-01**

Correction to BA2: The Mayor in contact with a representative of the Minister of Transportation and Infrastructure

Correction to CR5: Planned facility has suggested having an all-year farmer's market

Correction to C2: Councillor Miller will continue as a board members. Staff to contact Darryl Johnson and determine if he would be willing to remain as a board member.

RESOLUTION NO.203

M/S Councillors Gilliss/Miller

That

*"Council re-appoint Councillor Miller to the Alaska Highway Community Society Board.*

CARRIED

RESOLUTION NO.215/17

M/S Councillors Heiberg/Miller

That

*"The minutes of the October 23<sup>rd</sup>, 2017 Regular Council Meeting be adopted as amended."*

CARRIED

6:25pm Councillor Middleton arrived

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

**BA1 CR5- Issues brought forward by Mr. Kelly**

**4100-01**

- Staff directed to ensure that Mr. Kelly has been kept apprised of actions being taken

**0710-01**

**BA2 Diary- Grant Writer**

**1855-01**

- The grant application has been submitted; no response has been received.
- Electoral areas have put out a request to surrounding municipalities to consider sharing a grant writer.

- Discussion in regard to hiring a Grant Writer in collaboration with the surrounding municipalities and Peace River Regional District.  
Staff directed to follow-up with suggestion of inter-jurisdictional Grant writer.

8. **STAFF REPORTS:**

SR1	<b>CAO Report- Action and other Updates</b>	<b>0110-01</b>
	<ul style="list-style-type: none"> <li>• <b>Atkinson Subdivision</b> <ul style="list-style-type: none"> <li>○ L&amp;M did a recent site visit, they did not provide any prior notification to the District.</li> <li>○ A few deficiencies were noted and are in the process of being remedied. LNB has agreed to come back in the spring. The holdback will remain in place until all deficiencies are corrected.</li> <li>○ A conference call between Omicron, LNB, L&amp;M and AQAT is planned.</li> <li>○ CAO is to pursue funding from BC Hydro at the next, Atkinson Quality Assurance Team meeting, in regard to appraisal costs.</li> </ul> </li> </ul>	<b>3320-01</b>
	<ul style="list-style-type: none"> <li>• <b>Asphalting</b> <ul style="list-style-type: none"> <li>○ Dudley Drive was completed without any issues, paving company was able to finalize while road was dry.</li> <li>○ Contractor that paved Atkinson has given a one year guarantee.</li> <li>○ Paving at the District Shop is not finalized; the expense should be pro-rated based on completed work. Remaining costs will be realized in the upcoming year.</li> </ul> </li> </ul>	<b>5400-01</b>
	<ul style="list-style-type: none"> <li>• <b>Special Event Coordinator</b> <ul style="list-style-type: none"> <li>○ This was an in-camera item and should not have been included in this report.</li> </ul> </li> </ul>	<b>2770-01</b>
SR2	<b>Solar Array Display and Monitoring System</b>	<b>0970-01</b>
	<ul style="list-style-type: none"> <li>• Discussion in regard to using SolarEdge for monitoring at the lagoon. <ul style="list-style-type: none"> <li>○ Installing internet to monitor would cost more than using SolarEdge.</li> <li>○ It would be more efficient to have continuous updating compared to having daily updates provided by staff.</li> <li>○ Suggestion made in regard to including a monitoring program on the District website so that the public had ease of access.</li> <li>○ Will need to determine where information will be stored due to being a Cloud-based application. Regulations in place in regard to storing municipal information outside of Canada.</li> </ul> </li> <li>• Presented for information purposes.</li> </ul>	
SR3	<b>Valve Replacement Project Update</b>	<b>5600-01</b>
	<ul style="list-style-type: none"> <li>• Presented for information purposes.</li> </ul>	
SR4	<b>Water and Sewer Rates Calculation</b>	<b>1820-00</b>
	<ul style="list-style-type: none"> <li>• Discussion in regard to meeting the financial needs of the District versus the additional costs to the residents.</li> </ul>	



- Council discussed the three scenarios brought forward to them for potential rate increases for water and sewer.
- Sewer reserves are healthy, a rate increase for sewer does not appear to need to be implemented
- Increasing water rates by 10% with a 0% increase to sewer rates.
- Rates will be revisited next year.
- Staff directed to send communication in regard to the rate increase out to the public.
- Staff directed to bring bylaw amendment, showing 10% rate increase to water, to next Council meeting.

SR5	<b>Cemetery Mapping</b> Councillor Miller informed Council that the Museum has information pertaining to the cemetery for the years up to 2010. <b>RESOLUTION NO.216/17</b> <b>M/S Councillors Miller/Quibell</b> <b>That</b> <i>"Council authorize staff to get a search engine creating for the website and enter the cemetery information into it and to contact Mr. Kelly to see if he would be interested in doing the map with plot and section numbers only."</i> <b>CARRIED</b>	4100-01
SR6	<b>Visitor Centre Year-end report</b> For Information	0810-01 0640-01
SR7	<b>Marihuana Production Facilities</b> Staff directed to bring recommendations to Council for necessary changes to affected Bylaws.	4000-01 6440-01
SR8	<b>Surplus Trailer Disposal</b> <b>RESOLUTION NO.217/17</b> <b>M/S Councillors Heiberg/Miller</b> <b>That</b> <i>"Council approve the sale of the following surplus equipment Trailer by sealed bid 'as is, where is' process."</i> <b>CARRIED</b>	1280-20
SR9	<b>Solar Array: Pool/Museum</b> Staff directed to communicate to the museum when the project is scheduled to begin. <b>RESOLUTION NO.218/17</b> <b>M/S Councillors Heiberg/Quibell</b> <b>That</b> <i>"Council accept the Peace Energy Co-op "Option 2a &amp; 2b" Pool and Museum building photovoltaic solar panel arrays."</i> <b>CARRIED</b>	0970-01 0230-20 0810-20
9.	<b>COMMITTEE MEETING REPORTS:</b>	
CM1	<b>North Peace Regional Airport Society Meeting- Councillor Heiberg</b> <ul style="list-style-type: none"> <li>• Board is working with Operations to meet priorities</li> </ul>	8400-01 0540-01

- Organization activities
- Budget requirements.
- Airport is almost at capacity; some periods are above capacity
  - Require staff to have project design in place in the event that funding becomes available.
  - Directors would like to postpone and include with a larger project.
- Procurement Policy
  - Discussion was held in regard to policy; there is nothing formal in place
- Chair of Society has offered to make presentation in Hudson's Hope.
  - Hudson's Hope is one of the owners of the Fort St John airport; would be beneficial to bring information to the community.
  - Invitation to be sent requesting that the Chair of Airport Society to attend as a delegate.

10. **BYLAWS:**

- B1 **Officer Bylaw No. 891, 2017** **3900-02**  
**RESOLUTION NO.219/17**  
**M/S Councillors Quibell/Middleton**  
**THAT:**  
*"Council adopt the "Officer Bylaw No. 891, 2017".*  
**AND THAT:**  
*"Council repeal Officer Bylaw No. 771, 2009."*  
**CARRIED**

11. **CORRESPONDENCE:**

- C1 **Citizens for Safe Technology** **0510-20**  
**0320-00**
  - The District of Hudson's Hope has given permission to Telus to install microcells within the District boundaries.
  - The request is outside of the District's realm of control
  - Pertains to a Regulatory Body Requirement.**FOR INFORMATION.**
- C2 **United Way Campaign** **0320-00**  
**FOR INFORMATION.**
- C3 **Hudson's Hope Playschool final report** **1850-01**  
**FOR INFORMATION.**
- C4 **Salish Sea Trust** **0400-50**  
**FOR INFORMATION.**
- C5 **Site C Construction** **6660-20**  
**FOR INFORMATION.**
- C6 **Letter from the Honourable Katrine Conroy** **6660-20**  
**FOR INFORMATION.**
- C7 **Letter from Northern Health re: UBCM meeting** **0400-20**  
**FOR INFORMATION.**

C8 **Letter from the District of Taylor**  
FOR INFORMATION. 0400-50

C9 **Letter from the Village of Pouce Coupe**  

- Would be a good networking opportunity. 0400-50
- Send letter to Pouce Coupe expressing Council's interest in sharing in the cost of a chartered bus to travel to the 2018 NCLGA conference. 0400-01

12. **REPORTS BY MAYOR & COUNCIL ON MEETINGS AND LIAISON RESPONSIBILITIES**

CR1 **Peace River Regional District Meeting- Councillor Heiberg**  

- Cannabis regulatory action 0400-50
  - Peace River Regional Directors to a consultant facilitated workshop to assist with developing a consistent regulatory scheme. 4000-01
  - Workshop would be beneficial in assisting with Bylaw creation.
- Ministry of Transportation 0400-20
  - Ministry monitors complaints and responds to public concerns.

7:20pm Councillor Middleton left the room

CR2 **Ministry of Indigenous Relations and Reconciliation Meeting- Councillor Heiberg**  

- Based on the statistics provide, it appears that many errors were made during the engagement process. 0400-20
- The Ministry is working towards becoming more transparent.
- They are compiling information gathered from the two meetings and will communicate back to the stakeholders.
- The Peace River Regional District has set up a meeting with Minister Scott Fraser to hopefully discuss the Peace Moberly Tract.

CR3 **Mayor's Report to Council**  

- Pipe laydown yard on Drew Road 6660-01
  - Company is not planning to move the pipe in the near future. Will notify District prior to relocation.
- Water Research Projects 0540-20
  - Student from University of Victoria had planned to come to Hudson's Hope the week of November 11, 2017. Has postponed their trip until spring of 2018.
  - Student from University of BC will be in Hudson's Hope on November 13<sup>th</sup>. She will be testing wells within the District.
- Council requested the creation of a fact sheet outlining each of the water research projects that will be conducted in Hudson's Hope. Suggested planning an information meeting in April.

13. **OLD BUSINESS:**

14. **NEW BUSINESS:**

15. **PUBLIC INQUIRIES:**

16. **ADJOURNMENT:**

Mayor Johansson declared the meeting adjourned at 7:31 pm

**DIARY**

***Diarized***

***Conventions/Conferences/Holidays***

*Beryl Prairie Septic Field*

*07/25/16*

*Grant Writer Program Sponsorship-September*

*04/10/17*

*Water and Tax Rates comparison*

*06/26/17*

*NDIT Community Halls and Recreation Facilities Program-*

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*Requests from Mr. Kelly-Entrance to dump, handrail*

*at Community Hall, Cemetery Plot Map*

*10/23/17*

*NCLGA resolutions for December meeting*

*10/23/17*

Certified Correct:

\_\_\_\_\_  
Chair/Mayor Gwen Johansson

\_\_\_\_\_  
Corporate Officer Tammy McKeown

**REPORT TO:** MAYOR JOHANSSON and COUNCIL  
**SUBJECT:** ACTION and other UPDATES  
**DATE:** November 27, 2017  
**FROM:** Tom Matus, CAO

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**Staff Travel:**

DPW Staff:

Marcel: BCWWA Wastewater Collection Course, Kelowna  
Kevin: BCWWA Water Distribution Course, Kelowna

December 4<sup>th</sup> – 8<sup>th</sup>  
December 4<sup>th</sup> – 8<sup>th</sup>

**Staff Tentative Travel:**

Tom: MATI The Successful CAO: Local Gov't Advanced Management: Bowen Island	Feb 15 <sup>th</sup> – 20 <sup>th</sup>
MATI Advanced Communication Skills for Local Government Professionals: Bowen Island	April 22 <sup>nd</sup> - 27 <sup>th</sup>
MATI Managing People in Local Government Organizations: Bowen Island	May 27 <sup>th</sup> - Jun 1 <sup>st</sup>
MATI Leadership in Local Government Organizations: Bowen Island	June 17 <sup>th</sup> – 22 <sup>nd</sup>

**Wastewater Facility Upgrade**

On a separate report: report week ending November 10<sup>th</sup>.

**Atkinson Subdivision**

Survey commenced November 1<sup>st</sup>, by Vector Geomatics, completed, sent to lawyers for deposit/registration to LTSA. BCH is to put live power to the Atkinson subdivision on December 7<sup>th</sup>.

Subdivision project is completed, list of deficiencies is attached, to be addressed by Omicron. A conference call was held between Omicron, LNB, L&M and AQAT, LNB will address deficiencies spring of 2018. Half the deficiencies were resolved at the meeting.

RFP Appraisal was sent out November 7<sup>th</sup>, closed November 14<sup>th</sup>. Appraisal to be paid by District of Hudson's Hope funds. Will ask BC Hydro to share costs, proportionately. Appraisal of lots to be completed by December 8<sup>th</sup> by Plant & Associates.

**Solar Array**

An extension has been granted for the Strategic Priority Fund grant deadline to August 31, 2018 not December 31, 2018, though invoicing deadline is December 31, 2019.

PEC has been made aware of:

1. suggestion made in regard to including a monitoring program on the District website so that the public had ease of access: could this be done?; and
2. Will need to determine where information will be stored due to being a Cloud-based application. Regulations in place in regard to storing municipal information outside of Canada. Apparently, we, as a municipality, must ensure that our data is stored in Canada? Is this so? Seeing that SolarEdge is American.

I am awaiting their reply to the above.

To note:

Visitor Centre Electrical Inspection document: email received from BCH:

BC Hydro has approved commencement of parallel operation of HH Visitor Center Generating Facility (i.e., we can connect it to the grid).

November 27, 2017 Regular Council Meeting Agenda Package  
“As this project meets the definition of the “Simple Generator” under BC Hydro’s “Distributed Generation Technical Interconnection Requirements 100 kW and Below”, there are no further requirements for this project. Since there is already a smart meter installed, I have requested to setup the account on the Net Metering billing to be effective November 16, 2017. This should be reflected on the next billing.”

**Dudley Drive Asphaltting**

DGS Astro completed Dudley Drive, only. Shop and intersections will be deferred to summer of 2018.

**Director of Public Works Position**

Prospective candidate bowed out, again. Found another candidate, in-person interview scheduled for Monday, November 27<sup>th</sup>. Have sought assistance from the LGMA of which they provided a list of Director of Public Works personnel to contact.

**Special Events Candidate**

Interview held for one candidate: verbal notes to be submitted at the in-camera meeting.



Tom Matus, CAO



WEEKLY PROGRESS REPORT

JOB NO.: 0664.0039.03

PROJECT: Wastewater Treatment Plant Upgrades

WEEK ENDING: November 9, 2017

LOCATION: Hudson’s Hope, BC

COMPLETION DATE: November 30, 2017

OWNER: District of Hudson’s Hope

CONTRACTOR: Bear Mountain Construction

WEATHER: Partly Cloudy -5°C

ENGINEERING: (CLIENT DIRECTIVES, DESIGN CHANGES, TESTS, INSTRUCTIONS, ETC.)

CONTRACTOR: (INCLUDE MEN & EQUIPMENT, WORK PERFORMED, AREAS OF WORK, ETC.)

Workers: 10

Equipment: Excavator, telehandler, bobcat, welding equipment (liner)

Cell #1: The geotextile had been placed in approximately half of the cell. The liner on the north side was installed. The liner on the east side was partially installed.

Cell #4: The pipe penetrations are waiting on the clamps to seal and finalize these connections. Effluent from Cell #2 is being pumped into this cell to start the filling process.

Blower Building: The sidewalk was poured. The cable trays and lighting has been completed. One control panel installed.

GENERAL COMMENTS: (DISCUSS PROGRESS, QUALITY OF WORK, DISCUSSIONS, MEETINGS, ETC.)

The liner installation continued, however snow and cold weather slowed the progress. The sub-contractor was planning on working through the weekend to finish Cell #4.

The bypass system is still in use with sewage going to Cell #3 and then Cell #2. Cell #2 is being pumped into Cell #4.

The remainder of 19mm minus crush gravel has been hauled to site for use on the top of the roads.

A meeting was held on-site on Monday, November 6<sup>th</sup> with the Contractor (Doug and Marty), Urban Systems (Kim and Eric), and the District (Tom and Ed) to discuss progress, scheduling, commissioning, and long-term operations.

CHANGE DIRECTIVE: (GIVE DETAIL OF EXTRA WORK AUTHORIZED)

BUDGET:

Original Contract Value	\$2,426,745.00
Contingency in Original Contract	\$100,000
Changes to Contract Value	\$12,216.29
Total Expected Contract Costs (with contingency)	\$2,426,745.00
Payments	\$1,671,931.23
Amount Remaining to be Paid	\$667,030.06

UPCOMING WORK:

Liner installers will be finishing the liner in Cell #1. Bear Mountain will assist with the anchor trench excavation and backfill, and coordination of pipe installations through the liner. The trenching for the stainless steel air header will begin, and pipe installation will occur when it arrives on-site.

Electrical work on the blower building will continue.

DISTRIBUTION: Tom Matus, District of Hudson’s Hope  
Eric Sears, Urban Systems

DATE: 2017-11-13  
Kimberly Zackodnik  
USL FIELD REPRESENTATIVE







WEEKLY PROGRESS REPORT

PROJECT: Wastewater Treatment Plant Upgrades		WEEK ENDING: November 17, 2017	
LOCATION: Hudson’s Hope, BC		COMPLETION DATE: November 30, 2017	
OWNER: District of Hudson’s Hope		CONTRACTOR: Bear Mountain Construction	
WEATHER: Snowing, -20 - -10°C			
ENGINEERING: (CLIENT DIRECTIVES, DESIGN CHANGES, TESTS, INSTRUCTIONS, ETC.)			

CONTRACTOR: (INCLUDE MEN & EQUIPMENT, WORK PERFORMED, AREAS OF WORK, ETC.)

Cell #1: The geomembrane liner has been fully installed in this pond.

Cell #4: Effluent from Cell #2 has been pumped into this pond in preparation for full filling. The water level is at the bottom of the inlet and discharge pipes. Pumping stopped to prevent flow through the control structures until the gates are installed. One (of two) of the concrete support blocks for the aeration equipment was poured.

Blower Building: The housekeeping pads for the blowers were formed and poured inside the building in preparation for the blowers being installed in place.

General Site: The Contractor has been hauling, placing and compacting the base gravels for on top of berms around the site.

GENERAL COMMENTS: (DISCUSS PROGRESS, QUALITY OF WORK, DISCUSSIONS, MEETINGS, ETC.)

The liner installation continued and finished, however snow and cold weather slowed the progress.

The bypass system is still in use with sewage going to Cell #3 and then Cell #2. Cell #2 is being pumped into Cell #4.

CHANGE DIRECTIVE: (GIVE DETAIL OF EXTRA WORK AUTHORIZED)

BUDGET:

Original Contract Value	\$2,426,745.00
Contingency in Original Contract	\$100,000
Changes to Contract Value	\$12,216.29
Total Expected Contract Costs (with contingency)	\$2,426,745.00
Payments	\$1,671,931.23
Amount Remaining to be Paid	\$667,030.06

No change from previous week.

UPCOMING WORK:

The blowers will be installed on the housekeeping pads. The remainder of the concrete blocks for the aeration equipment support will be poured.

DISTRIBUTION:	Tom Matus, District of Hudson’s Hope
	Eric Sears, Urban Systems

DATE:	2017-11-17
	Kimberly Zackodnik
	USL FIELD REPRESENTATIVE



## THE DISTRICT OF HUDSON'S HOPE

**REPORT TO:** Mayor and Council  
**SUBJECT:** Campground Year-End Report 2017  
**DATE:** November 21, 2017  
**FROM:** Becky Mercereau, Office Assistant

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### INFORMATION

Attached you will find detailed information on the 2017 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 this year we didn't sell as much firewood, due to the fire bans for most of the season):

2017 = \$47,771.50

2016 = \$50,588.70

2015 = \$39,294.61

2014 = \$31,233.50

2013 = \$41,960.00

Firewood:

2017 = \$3,525.00

2016 = \$6,640.20

Please note that the Campfire Ban was on for most of the summer.

### ***Season Passes***

In 2017 we sold 12 resident camper passes. Some pass holders used them more than others, but overall there were 127 nights used on these passes. We received \$2400 in revenue for these passes, and if these people were to pay for these nights we would have made \$2540.

### ***Comment Cards***

Comment cards are handed out by the campground attendants. We only received 56 cards back. They were overwhelmingly positive comments coming from the campers this year!

I have listed most of the comments we received (some were out of our control or not really in our plan, example: requesting power sites and less geese poop, etc.):

- Better drainage so the campsites don't flood out
- More playground park equipment
- Cell phone service for emergencies
- Late night patrol to monitor times for running generators, etc.
- Hand sanitizer stations in outhouses
- Boat launch at Dinosaur Lake full of wood debris
- Water taps at campgrounds
- More signs for keeping people driving slow in campgrounds
- On the off season suggested put up a donation box for campers who are still camping here
- More tent sites near washrooms at Cameron Lake
- Seniors discount requested numerous times
- Outhouses are not wheelchair accessible. For handicapped need higher toilet seats and grab bars.

Report Prepared By:

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Becky Mercereau, Office Assistant

**ADMINISTRATOR COMMENTS:**

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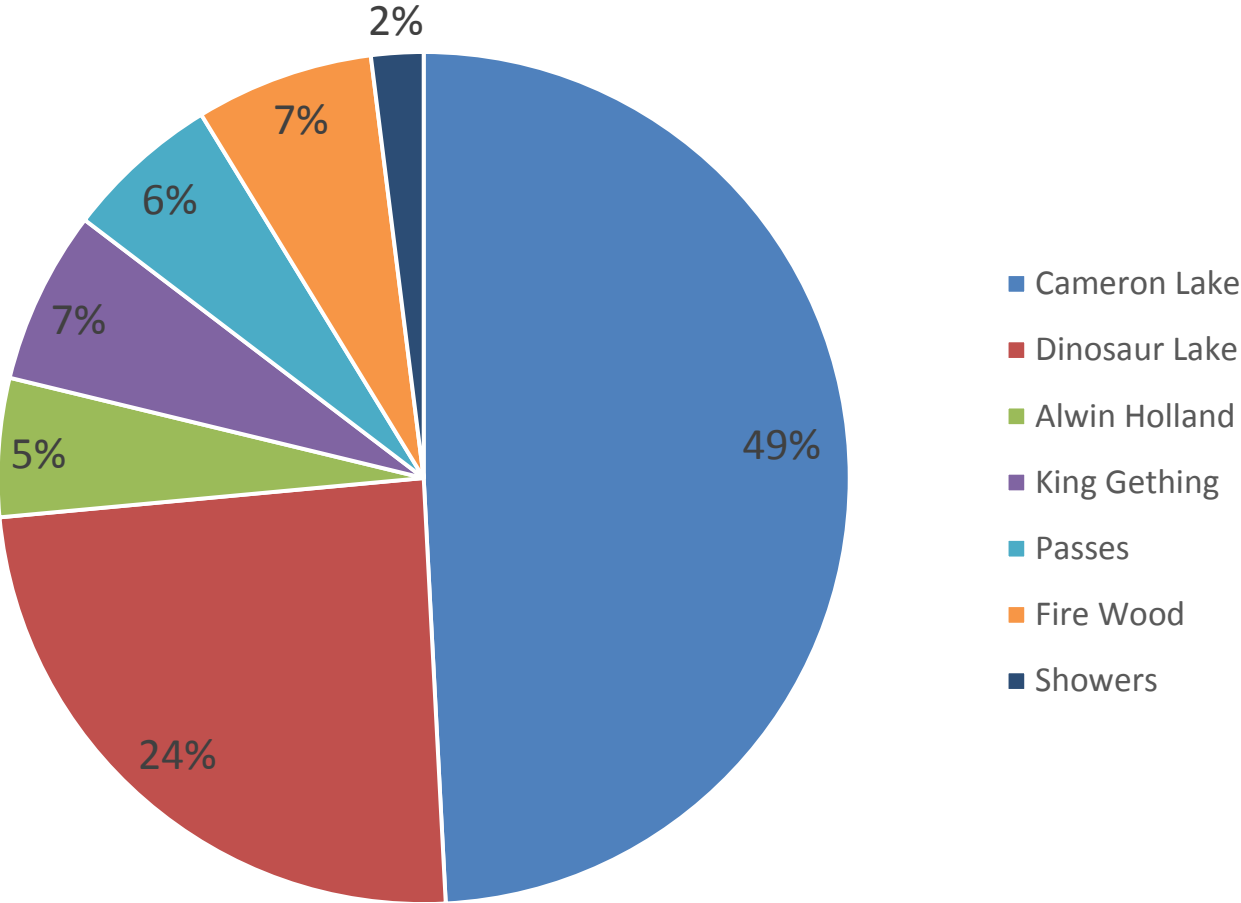
Tom Matus, CAO

**2017 District of Hudson's Hope Campground Revenue & Occupancy Information**

Prepared by: Becky Mercereau

**Includes:**

2017 Occupancy Chart  
2017 Revenue Data  
2017 Revenue Summary  
2017 Revenue Chart By Location



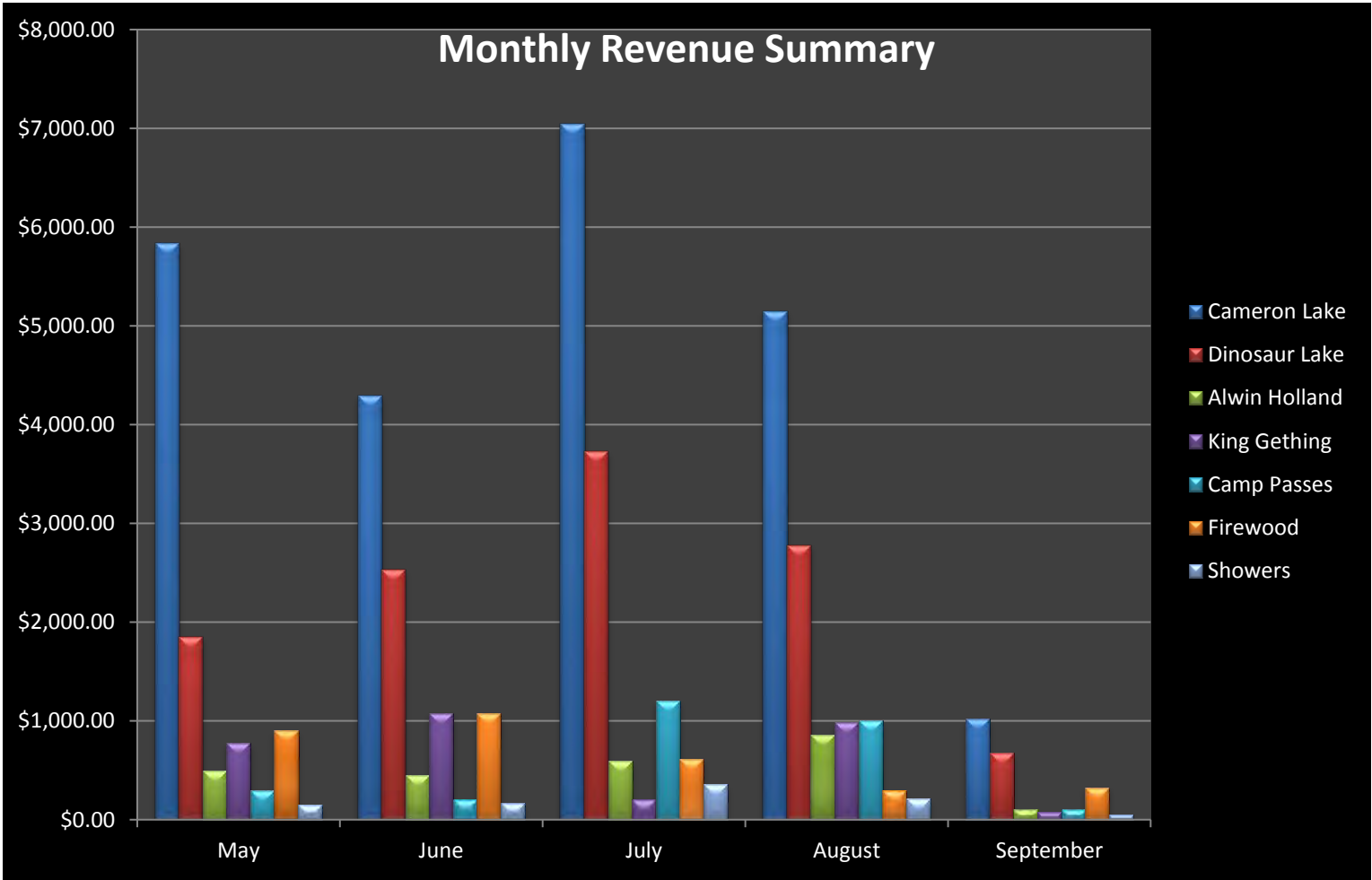
**District of Hudson's Hope Campground Revenue 2017**

Date	Cameron Lake	Dinosaur Lake	Alwin Holland	King Gething	Passes	Fire Wood	Showers	Total
15.05.2017	2082.40	754.70	0.00	662.08				3499.18
22.05.2017	600.00	465.00	100.00	40.00	300.00	821.00	6.00	2332.00
26.05.2017	205.00	100.00	0.00	0.00	0.00	50.00	0.00	355.00
30-05-2017	260.00	40.00	40.00	0.00	0.00	30.00	142.00	512.00
30-05-2017	2685.32	488.62	351.65	74.85	0.00	0.00	5.48	3605.92
06.02.2017	210.00	300.00	0.00	20.00	0.00	125.00		655.00
09.06.2017	200.00	30.00	20.00	40.00	0.00	150.00	55.00	495.00
								0.00
06.11.2017	1085.13	750.34	24.95	0.00	0.00	0.00	0.00	1860.42
06.12.2017	60.00	80.00	40.00	20.00	0.00	56.00	15.00	271.00
19.06.2017	290.00	210.00	20.00	535.00	0.00	185.00	23.00	1263.00
18-06-2017	376.33	446.22	100.08	0.00	0.00	0.00	0.00	922.63
19.06.2017	140.00	130.00	0.00	40.00	0.00	161.00	15.00	486.00
24-06-2017	565.00	240.00	60.00	405.00	0.00	305.00	14.00	1589.00
25-06-2017	1026.70	125.63	125.33	0.00	0.00	0.00	0.00	1277.66
26.06.2017	75.00	20.00	0.00	20.00	100.00	45.00	45.00	305.00
29 -06-2017	260.00	200.00	60.00	0.00	100.00	45.00	0.00	665.00
03.07.2017	670.00	445.00	160.00	60.00	400.00	385.00	240.25	2360.25
11.07.2017	2002.64	761.65	189.42	0.00	0.00	0.00	0.00	2953.71
07.07.2017	550.00	195.00	40.00	40.00	200.00	75.00	20.00	1120.00
13-07-2017	1010.00	220.00	0.00	0.00	100.00	154.00	23.00	1507.00
17-07-2017	252.02	139.23	0.00	0.00	0.00	0.00	0.00	391.25
17-07-2017	555.00	160.00	20.00	60.00	100.00	0.00	17.00	912.00
21-07-2017	296.00	230.00	0.00	20.00	200.00	0.00	22.00	768.00
23-07-2017	250.66	276.52	0.00	0.00	0.00	0.00	0.00	527.18
24.07.2017	420.00	280.00	120.00	0.00	200.00	0.00	10.00	1030.00
28-07-2017	490.00	40.00	40.00	20.00	0.00	0.00	17.00	607.00
30-07-2017	175.52	736.62	24.95	0.00	0.00	0.00	0.00	937.09
31.07.2017	375.00	240.00	0.00	0.00	0.00	0.00	9.00	624.00
08.04.2017	460.00	340.00	20.00	100.00	400.00	0.00	58.00	1378.00
07.08.2017	775.00	240.00	160.00	60.00	0.00	0.00	41.00	1276.00
08.11.2017	550.00	340.00	0.00	20.00	200.00	0.00	10.00	1120.00
23.08.2017	305.00	150.00	40.00	20.00	100.00		27.00	642.00
18.08.2017	594.00	20.00	200.00	240.00	100.00	0.00	11.00	1165.00
21.08.2017	430.00	0.00	80.00	20.00	100.00	0.00	15.00	645.00
25.08.2017	450.00	75.00	160.00	120.00	100.00	100.00	7.00	1012.00
28-08-2017	205.00	20.00	60.00	20.00	0.00	195.00	44.00	544.00
30-08-2017	1378.98	1593.03	136.98	383.32	0.00	0.00	0.00	3492.31
26.09.2017	24.95	24.95						49.90
08.09/2017	781.00	270.00	60.00	20.00	100.00	160.00	0.00	1391.00
07.09.2017	215.00	380.00	40.00	60.00	0.00	165.00	50.00	910.00
<b>Total</b>	\$23,336.65	\$11,557.51	\$2,493.36	\$3,120.25	\$2,800.00	\$3,207.00	\$941.73	\$47,456.50

**2017 Monthly Campground Revenue Summary**

	<b>Cameron Lake</b>	<b>Dinosaur Lake</b>	<b>Alwin Holland</b>	<b>King Gething</b>	<b>Camp Passes</b>	<b>Firewood</b>	<b>Showers</b>
<b>May</b>	5832.72	1848.32	491.65	776.93	300.00	901.00	153.48
<b>June</b>	4288.16	2532.19	450.36	1080.00	200.00	1072.00	167.00
<b>July</b>	7046.84	3724.02	594.37	200.00	1200.00	614.00	358.25
<b>August</b>	5147.98	2778.03	856.98	983.32	1000.00	295.00	213.00
<b>September</b>	1020.95	674.95	100.00	80.00	100.00	325.00	50.00
<b>Total</b>	\$ 23,336.65	\$ 11,557.51	\$ 2,493.36	\$ 3,120.25	\$ 2,800.00	3207.00	941.73





## 2017 Hudson's Hope Pool Report:

Oh boy where to start this season... I would start off by mentioning that we unfortunately seemed to be a little disorganized and uncertain for a good portion of this season. The pool itself has undergone numerous changes within our admin expectations to the confusion of installing items that had been approved at the start of the year. As we are all aware that unfortunately we have lost our Public Works foreman, Layton Bressers at the near start of our season. This has posed most definitely frustration for not only myself but for our Public Works team as well. As Layton has left I was assigned Tammy from what I was informed by her that I respond to her... I was not directed any further by anyone else in the District to any other alternative. As I respect Tammy and she has my full cooperation I feel for anything other than administration that with the Pool I need direction from someone who understands the daily expectations and operations of the facility. I am aware that the pool will once again be under supervision of the new Public Works Foreman with whomever fills the position as Aquatics is a category of its own and only those who understand the facility, its demands and expectations within the high volume of the patrons and the everyday maintenance could one truly understand its challenges. I feel Tammy was mostly focused on the office portion and supervising me, rather than the Pool as a whole entity. As I am non-resistant to changes in administration and collecting the large amount of data that we have been expected to this season, I feel that within Council and channelling through Tammy and Emily this has created a little tension and frustration. As I understand I am the Pool Supervisor and feel that I am more than capable of reasoning the changes within discussion first hand with those who are implementing the changes. Rationale behind that is because I not only enforce and implement the changes I feel that if communication was relayed to me directly that we could have had more of an open forum for I also advocate for the staff and the scope of their expectations. This seasons data collection as beneficial as it is and understandable as its purpose I feel that a newly created position may need to be designed for implementing the accurate collection of the data. During the hours, I am here it poses no issue for me to take care of the demands of the data, but I do find it more difficult for a teenage mind set to be completely on the same page as the importance of this information. I do give the kids credit for how adaptable they have been in this regard but it also takes away from their actual purpose of their position. At our facility, our Lifeguards as you are aware are teenagers that have been trained to be a Lifeguard... With this the demands of the administration have increased into a position that an experienced administrator would have the knowledge and capability of accurately collecting and implementing the changes. As our staff is mostly mature and responsible this is still a high expectation of such young individuals. I would also like to point out that due to the increasingly high volume of patrons we have issued out many more hours and guards on deck as the numbers have been incredibly high. With that we lost 4 experienced guards last year and only regained two newly trained young individuals. To follow it has been required to designate one of my trained staff during my off hours to stay directly in the office position to avoid the rush and mistakes that come with multiple staff members handling the front counter and the deck responsibilities alternating. This has taken away from the availability of my Lifeguard trained staff as they have utilized hours in the office rather than the availability of having the trained staff on deck; this has created overtime hours as we are already under

staffed for trained Lifeguards. The training for a Lifeguard is quite extensive and demanding, therefore we were unable to find enough qualified individuals to cover the expectations of our long operational hours. I am hoping and it has been rumoured that we will be getting more applicants for next season, which I am excited to anticipate as we need a little more diversity and extra qualified individuals to create a nice balance to our facility. I feel that if we created two casual Pool admin positions to cover weekends and evenings at a lower rate than our Jr guards than it would be more beneficial than over extending our trained Lifeguard staff.

Onto other items, the new admin process has implemented changes that include; changing our individual scanning per patron to a generic HH age category from individuals, we added area specific scan cards for the Peace Region including FSJ, TR, Chetwynd, Dawson Creek and PRRD regions. We also added a Visitor Registration process which includes name and area they are visiting from, this has been in attempt to track our visitors so we can seek funding from Municipalities and Regional grants. We have elaborated on our Swim Lesson Registration and grouping process to keep more accurate results on our swim lesson participants. Our daily cleaning closure sheets have been made mandatory to present to Tammy. Emily has formatted spreadsheets to keep track of the new admin processes, which has been effective in keeping track of the listed information in a more organized and convenient fashion. It has been requested that I copy all of our schedules of staff to present the office with, this is the first time this has been expected and I feel that it is quite pointless to supply a future anticipated schedule as the kids shift swap frequently with permission. This will not give an accurate display of their actual hours worked until the week is officially over and it has been noted with the changes. In the past supervisors have not physically put themselves on the schedule as they like to pop in unexpected time and again, with this I do schedule myself within a grace period of either coming in early and leaving a little early, I was made aware that this was unacceptable as I need to account for every minute. I feel that is a little unrealistic as I frequently have work calls, conversations and have to disrupt certain days to go get water or change for the pool and I do not mark that down. But to comply I am willing to account for all minutes pertaining to the pool, but will make it hard to schedule all such events in anticipation of it may or may not be the circumstance for that specific day. In Emily's year end report, it has been mentioned that the Pool Supervisor be scheduled to work every other or third weekend of the month; I however disagree with this. We mostly have out of town visitors on the weekend and the main registration processes or questions or concerns are more frequented on the week days. I have a family and enjoy my weekends and I am not available to work weekends, as I never have in this position. Like I have previously mentioned though is that I am and always have been quite available on my cell for any issues that may arise while I am out of the facility.

At near start of the season I was able to order a few new items for the pool. As I have listed items that we need, I presented what had to be replaced and added onto. With this I ordered new PFD's, new mats, aquafit supplies, new flutter boards and swim bars for lessons. This has been very beneficial as all items have been used on a frequent basis over our season. Our big purchase item was our slide; which did not get put up yet, but is planned to be installed at seasons end. Our next big purchase item is the artificial turf that we are also installing at seasons end. This turf is a beneficial alternative to our existing grass as this turf will not pose as an issue for our filtration system. For Pool requested items I was

approved to cut my total list into 1/3 of what we may require... I ordered all new PFD's and do not foresee needing many more of those as what I have ordered seems sufficient. As for the swim bars and flutter boards, I most definitely believe that we have enough of those as well.

I have a list of items that our facility is lacking and has been mentioned previous years, but yet will stress again of its importance for these items. To start with I would recommend purchasing proper aquatic matts for our floors, we have a safety issue as water pools quite poorly on the concrete floors and we have had a few non-injuries slips this season as we have such a high volume of patrons that we are pooling a lot more water than in the past. I will also include a price list with the amount of material required for the facility.

Another large safety concern is that we do not have adequate shade options at our facility. As I have been made aware that this is not a cheap purchase for our facility, I cannot stress enough that this is a safety issue and we should address its need. Emily and I have looked into outdoor shade structures and I will include some research for your viewing purposes as I feel that this would be necessary. Many places I have travelled to whether it be in a park or outdoor patios down south or even over complete outdoor pools, the outdoor structures are very durable and suiting to our needs. This will be a budget item. The rationale behind the shade structure is quite obvious; we have no shade at our facility, and standing on the concrete in the dead heat can easily go over 40 degrees heat on an average hot sunny day, it is quite frequent that our deck thermometer is maxed out above 35 degrees. This is an item I would really stress the importance of. Even if the shade prevents one of our Guards from Heat Exhaustion that itself is worth it; as we frequently are exposed and inflicted upon the side effects of it on a regular basis.

It has been requested and questioned as to why we do not have viewing bleachers. I took a look into the cost of a set of aluminum bleachers and there is a variety of sizes but I feel that a set of 4 row bleachers that sit 40 people is a total of \$2,503.00 Canadian. I have also submitted the paperwork on that for you to review. I feel that bleachers would be beneficial and maybe help keep our deck clear of a lot of extra bodies if we set it up outside the back fence where there used to be a set. This could help with the issues we have with distractions of the extra siblings and parents being on deck level. This could put the viewers in a better spot while we are conducting lessons.

Things we will need this next upcoming season would include more aquafit dumbbells, a few more play mats, baby floatation mats and rings. I will include a price list for these items so we can budget properly. It is due time to order new shirts and uniforms. This will include going back to a more noticeable uniform for our Guards. I would like to get back to the red and white uniforms, as they are very noticeable from patrons. We have had numerous compliments on our new bathing suits as to how professional and unified they are... With that I would like to get back to that in our hoodies, tanks and t's. I will provide the quote in an attachment for the required uniform order. One other thing to our attire I would like to request is that we be permitted to have a shoe allowance for our flip flops. I understand that Steel toes are provided for labourers so I would like to see if at all possible to have a limit for each staff member to have an allowance to purchase a decent pair of flip flops seemingly we are on our feet for hours at a time.

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.

To further discuss the possibility of having a spray park added to our facility and an out of perimeter picnic area that consists of multiple picnic tables. It has been brainstormed and relayed to me that we have opportunities to draw funding from neighboring communities as well as our Peace River Regional District. I was informed that the purpose to our extra administration logs is to justify and prove that our facility is used by many non-local or PRRD patrons and that there are reserves of funds that one could apply for in order to obtain such funds to better accommodate the Recreation areas of our Municipality. I feel that a spray park would add so much more to our facility and that it would be just one more thing to show such a positive impact on our community. There are a variety of options in this matter and it would really vary based on size and square footage that we would make for in such a case. Becky had forwarded me a wonderful site in regard to a few options in this matter and she could point whoever would be in charge of seeking such items out.

We had reviewed a few seasons ago and implemented rate increases. We are upon that time again and I feel that we need to adjust a few of our rates for the next season. I have contacted and researched other facilities and their rates in order to come up with an educated increase. To start with Swimming Lessons our current prices are \$35.00 for Pre-Level 5 and \$45.00 Levels 6-10. In comparison, I would like to increase our rates from the listed amount to Pre- Level 5 at \$50.00 and Levels 6-10 at \$70.00 including taxes. The reason for that is that with swim lessons the time spent is 10 full sessions of either half hr or 45 min per session. This is why the rates have increased significantly over the past few years unilateral. We are also leaning towards charging day rates per person or family rather than time specific swims. In comparative rates, I would like to see the increase Child: from \$2.50 changed to \$4.00 Youth from \$3.50 to \$5.00 Adult from \$5.00 to \$7.00 Sr from \$3.50 to \$5.00 and Family from \$10.00 to \$15.00. The reason for such a high family increase because most local families are purchasing Family Seasons Passes and we are catering to non-local families at a very large group family capacity and I feel that that rate is fair for daily. Based on further rate increases I believe that we will need to up our punch passes and seasons passes as well... I suggest we increase our seasons passes to; Child \$85.00 Youth and Sr. \$100.00 Adult \$140.00 and Family \$250.00... Punch passes should also be adjusted to 10 punch pass cards as; Child \$30.00, Youth and Sr \$40.00, Adult \$60.00 and Family \$130.00... And one month passes to Child \$50.00, Youth and Sr. \$65.00, Adult \$80.00 and Family \$115.00... The rate increase is very fair in comparison to other facilities. I would recommend that we publicize the changes ahead of time on our

website and local PSA to soften the blow when the public comes in to pay for their desired program or pass. The public can be quite volatile to our young staff when such decisions are made and not aware of it yet. It has been thought that we at the pool open our own FB page for the HHSP with such information as to the daily temperature of the pool, the programs and times of our facility, the weather etc.... This would be a very beneficial site for people seem to get lost on our website on our hours etc.... and this would address a variety of questions and concerns for the public... We would direct an admin on the page as it could not just be open to anyone posting to the site without appropriate approval on what is to be posted on there. This would also open up a discussion and complimentary forum with the public as we are a very desired and highly recommended facility in the entire North Peace Region...

To touch base on the complaints side of things would include; Either the showers we too cold in the morning or too hot in the afternoon. I am under the knowledge that we had issues with an element in our mixing tank for our public showers. This issue seems to have resolved now that the parts are here and installed to my knowledge. I would like to touch on that pool was most definitely a fluctuation of temperatures and was very difficult to find a consistent temperature due to our boiler issues. Again, the boiler is here and being installed now at the end of the season and should resolve itself in this matter. The lack of shading is also a complaint for both guards and patrons. This is actively being worked on as we all feel the importance of this issue. It has been complimented time and again on our suits that we now sport during lessons etc., and it has been pointed out that as earlier mentioned that we would like to go back to the original Lifeguard attire to make us stand out more noticeably from the public to easily point out the Guards. This would be resolved in budgeting in new uniforms from pants, t shirt, tank top, sweater and shorts. Each employee should have the minimum quantity of one per listed item.

As for Staff complaints, I will include a few items; We need a sink in the new staff food room that I had prepared for at the beginning of the season. I did do the room up and it has been inspected and also noted that we require a staff sink to do our dishes outside of the washroom. This item I have been informed will be taken care of this fall and that will resolve this issue. The next big item is that the drains need to be lowered in the facilities change rooms. They are at an elevated state where the water pools up rather than draining in the changerooms. This is not only unsanitary but a slip risk with major liability issues. I feel that they may need to be tore into in the winter months and made a priority as we are at a much higher patron capacity than ever before and it is unsatisfactory. If this were to be dealt with this will even help the smell of the facility as it has very stagnant smelling results.

All around this season we did not have many complaints in regard to our operations or our staff. The few complaints we did have was in regard to mostly one individual staff member. This staff member I would highly recommend to not have her return as she has been the root of many issues at our facility amongst our staff and patrons. This young lady unfortunately has been very confused, moody and insubordinate. I feel that her leadership skills in regard to our Jr. staff has been very poor modelling as she has made a few very questionable decisions and outright inappropriate choices. Unfortunately, there has been numerous complaints about her behaviour from patrons and her co workers. I feel like we could elaborate more if need be but specifics I will offer upon request. I recommend that we hire more staff next season and I truly hope that we can based on a variety of future applicants, as we had to make do this season.

A program elaboration I would like to possibly see is to further develop our Aquafit programs. I feel we have the interest and attendance and that we could offer it at a much higher level than we offer it now... We have regular consistent attendance and we have the opportunity to create a much larger demographic if our lifeguards were properly certified to teach it and to add some new age equipment for our program. I would love to see us offer either the Aquafit mats and or the hydra cycles... This will be most definitely a large purchase item and I will include the quote it in my addendums. I am confident that if we were certified and had extra equipment that we could have a very successful program variety based on age and demographic. We could offer such a great Aquafit program and start capitalizing on it as I feel we could develop a great program aside from our seasons passes and charge separately on these programs as they will be specialized... I have included the quote for our guards to be certified by the trainer in the region. I will also include the equipment quote that our new supplier has submitted to me in the addendums.

Another item of discussion is that Wallace and I feel it necessary to certify our staff at a Pool Operator level. This course would cover any liability and competence with our mechanical room and better prepare our staff in case of an emergency. This course will allow us to be effective in dealing with many concerns ranging from CL levels dropping, water levels dropping, power outages, pool fouls such as vomit and stool issues and all around shut downs in case of an emergency. By rights our guards should not enter the mech room in any scenario as we are not trained to touch anything in that room. This could be resolved by obtaining a trainer to come up and train us the course in one sitting with the guards at the end of April beginning of May...

In conclusion to this 2017 Year End Report the staff has most definitely been very cooperative and helpful... They personally felt that this year has been successful at the facility and other then what has been brought to light in this report that I have addressed and noted they are very pleased and has positively reassured our team that they will be returning next season. I would like to positively note that other than the one team member at this facility has been a joy to work with... Each one of these students are wonderful members of our community and they deserve the recognition they deserve. Lifeguarding takes a mature, responsible, reliable individual... They work long hrs, in the heat, dealing with hundreds of people a day and yet they all seem to always keep such composure and dignity in respect to their positions. They are all wonderful role models and I admire and love them as my own! My Jr. guards have such potential and will aspire and succeed in achieving the same level of competency as the Sr team as the Sr guards continue to guide them... I would like to thank the Public Works team for being so adaptable and helpful in this seasons chaos. Keith, Ed, Marcel and Darren all have been extremely cooperative and diplomatic in a time that our PW crew has been in transition. I would like to point out that I think from my professional stand point that Wallace has been very level headed and has many wonderful reassuring ideas and support for what he and I feel this facility needs to be a wonderful, safe, pleasurable recreation amenity. I would like to thank Tom as he has been very supportive and has respected me as a professional and takes my ideas and thoughts with sincere thoughtfulness. He has treated me with the utmost respect and acknowledgment. Thank you for reviewing my report and if you have any questions or concerns please do not hesitate to contact me.

Elisha Siemens

Pool Supervisor (250)783-0878



## REQUEST FOR DECISION

<b>RFD#:</b>	<b>Date:</b> November 24, 2017
<b>Meeting#:</b> CM112717	<b>Originator:</b> Tom Matus, CAO
<b>RFD TITLE:</b> Youth Councillor (YC) Policy	

**BACKGROUND:**

Administration had been requested to draft a Youth Councillor Policy to govern the YC's duties.

**DISCUSSION:**

Councillor Beam, Councillor Heiberg and the CAO worked together on creating the requested Youth Councillor Policy. The Policy sets out the expectations of the Youth Councillor in regard to duties and attendance and agree to recommend this policy, as written, for Council approval and resolution.

**BUDGET:**

Yearly award of \$1,000.00 from the Legislation Activity O&M budget.

**RECOMMENDATION / RESOLUTION:**

That  
" Council approve the Youth Councillor Policy".

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

## **YOUTH COUNCILLOR POLICY**

**Council Resolution No. \*/11**

**Effective Date:**

Section *Administration*

### **Purpose:**

*To govern the Youth Councillor duties while holding the seat of Youth Councillor in the District of Hudson's Hope Municipal Council.*

### **Definitions:**

*District:* means the District of Hudson's Hope Council;

*HHESS:* means the Hudson's Hope Elementary-Secondary School;

*School or Councillor Liaison:* means designated Councillor or teacher to be the mentor to the Youth Councillor;

*Term of Office* means one school year;

*Youth Councillor:* is a student provided by the HHESS, to hold a Youth Councillor seat in the District of Hudson's Hope Council, Youth Councillor appointed as per the District of Hudson's Hope Council Procedure Amendment Bylaw No. 887, 2017 or any amending bylaw thereafter.

### **Policy Application:**

*Upon the District of Hudson's Hope Council designating an HHESS student the position of Youth Councillor.*

*HHESS will provide a Youth Councillor by the first District Council meeting in October.*

### **Policy Details or Policy Objectives:**

*To allow the student body of the HHESS to be represented at District Council meetings by a Youth Councillor appointed by the HHESS as per the District of Hudson's Hope Council Procedure Amendment Bylaw No. 887, 2017.*

**Procedures or Guiding Principles:**

*Youth Councillor will attempt to form a Student Council at the school and provide the list of names to District Council by the first Council meeting in November.*

*Youth Councillor will maintain their position from the first District Council meeting in October to the last meeting in May of the following year. If necessary, the Youth Councillor term of office may be extended to the first District meeting in the following month of June.*

*Youth Councillor will establish a portfolio of ideas/goals with Student Council or by gathering input from the student body and present them to District Council by first meeting in December.*

*Youth Councillor will provide monthly reports during the school year to council regarding the progress of this portfolio.*

*Youth Councillor may enlist the help of the School or Councillor Liaison at any time when YC requires assistance.*

*The Youth Councillor may designate a member of Student Council as an alternate Youth Councillor to attend up to three meetings in their place, provided that:*

*The alternate Youth Councillor may not attend more than three meetings during the school year, otherwise the appointed Youth Councillor may forfeit their Youth Councillor position and be disqualified. Disqualification to be determined by the District of Hudson's Hope Council.*

*Awarding of the full scholarship will be at the discretion of Council, considering the progress and attendance shown by the Youth Councillor at the end of the Youth Councillor term of office.*

*Youth Councillor will plan and hold a Teen Youth event, such event to be approved by the District.*

**THE DISTRICT OF HUDSON'S HOPE**

**REPORT TO:** Mayor and Council

**SUBJECT:** Christmas parade prize

**DATE:** November 23, 2017


**FROM:** Tammy McKeown, Corporate Officer

---

**THAT:** *"Council authorize a first place prize, for the District of Hudson's Hope Christmas parade, in the amount of a \$200 donation to a non-profit organization of the winner's choice. "*

**ADMINISTRATOR COMMENTS:**

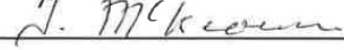
Report Approved by:

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

**INFORMATION**

With the Parade just around the corner, we are beginning to set-up advertising for float submissions. Staff has asked if we could consider changing the First prize for the parade to a \$200 donation to a non-profit organization of the winner's choice. They are hoping that this will provide a better incentive to companies and organizations to partake in the parade.

Staff received authorization from Council through an electronic vote on November 15, 2017. We are bringing it to this meeting in order to support the vote with an official resolution and to ensure transparency behind the decision.

Report prepared by:   
\_\_\_\_\_  
Tammy McKeown, Corporate Officer

## REQUEST FOR DECISION

<b>RFD#:</b>	<b>Date: November 16, 2017</b>
<b>Meeting#:</b>	<b>Originator: Tammy McKeown</b>
<b>RFD TITLE: Garbage Bylaw Amendment</b>	

### BACKGROUND:

Derek Beam contacted the office requesting an amendment to the District of Hudson's Hope's Garbage Bylaw in order to extend the service boundary. The District has received a letter of application signed by the residents who would be affected by the new garbage service boundary (see attached).

### DISCUSSION:

The amendments to the bylaw would include the creation of an additional service area as shown in Schedule A-6.

Section 4.3 of the Garbage Bylaw is amended to refer to the new Schedule A-6 and reads as follows:

*Every occupier of premises within any of the collection areas shown on Schedules A, A-1, A-2, A-3, A-4, A-5 or A-6 to this bylaw must make use of the collection service established by this bylaw and pay the applicable fees imposed under Schedule B to this bylaw.*

Section 4.4 of the Garbage Bylaw is amended to refer to the new Schedule A-6 and reads as follows:

*Every occupier of premises outside of the collection areas shown on Schedules A, A-1, A-2, A-3, A-4, A-5 or A-6 to this bylaw must make use of the collection service established by this bylaw and pay the applicable fees imposed under Schedule B to this bylaw.*

The Garbage Bylaw will be amended by replacing Schedule B with a revised version that refers to Schedule A-6 for Fees for Premises within and outside Collection areas and refers to Schedule A-6 for Fees for access to and use of the transfer station.

**BUDGET:**

We will incur an increase to revenues from garbage fees in the amount of \$88.00 per household. This will amount to a total increase in revenues of \$352.00 per year.

**RECOMMENDATION/ RESOLUTION:**

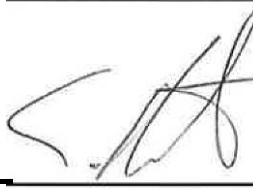
*That:*

*Council approve First, Second and Third Readings of "Hudson's Hope Amending Garbage Collection Bylaw No. 892, 2017".*

**ADMINISTRATOR COMMENTS:**

This RFD is approved as written.

**Report Approved by:**

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

\_\_\_\_\_  
Tammy McKeown, Corporate Officer

September 27<sup>th</sup>, 2017

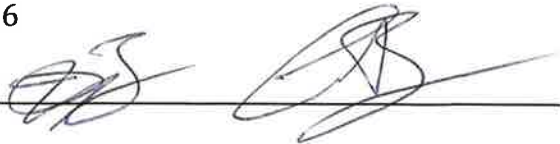
RE: Bylaw Amendment to Extend service Boundary

Greetings;

We, the undersigned are applying for an amendment to the existing bylaw providing service for garbage pickup. We would like the service boundary extended to include service to the following residences:

Derrek & Caroline Beam  
19133, Highway 29 N  
250-783-3044  
250-783-0886

Signatures:

Handwritten signatures of Derrek and Caroline Beam in black ink, written over a horizontal line.

Amy & Steve Perry  
19299 Highway 29 N  
778-899-4123  
250-609-6066

Signatures:

Handwritten signatures of Amy and Steve Perry in black ink, written over a horizontal line.

Shellie & Kevin Howard  
19337 Highway 29 N  
250-783-3089

Signatures:

Handwritten signatures of Shellie and Kevin Howard in blue ink, written over a horizontal line.

Gwen Johansson  
19361 Highway 29 N  
250-783-5314  
250-783-0820

Signature:

Handwritten signature of Gwen Johansson in blue ink, written over a horizontal line.



## BYLAW NO. 892, 2017

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

---

### 1. Title

This Bylaw shall be cited as the "Hudson's Hope Amending Garbage Collection Bylaw No. 892, 2017".

2. "Hudson's Hope Garbage Collection Bylaw No. 838, 2014" is hereby amended by adding a Schedule A-6 which is attached to and forms part of this Bylaw.
3. Section 4.3 of "Hudson's Hope Garbage Collection Bylaw No. 838, 2014" is hereby amended to insert reference to Schedule A-6.
4. Section 4.4 of "Hudson's Hope Garbage Collection Bylaw No. 838, 2014" is hereby amended to insert reference to Schedule A-6.
5. "Hudson's Hope Garbage Collection Bylaw No. 838, 2014" is hereby amended by deleting Schedule "B" and replacing with Schedule "B" attached to this bylaw.

Read a First Time this    day of    , 2017.

Read a Second Time this    day of    , 2017.

Read a Third Time this    day of    , 2017.

Adopted this    day of    , 2017.

---

MAYOR GWEN JOHANSSON

---

CORPORATE OFFICER, TAMMY MCKEOWN

Certified a true copy of Bylaw No. 892, 2017

this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

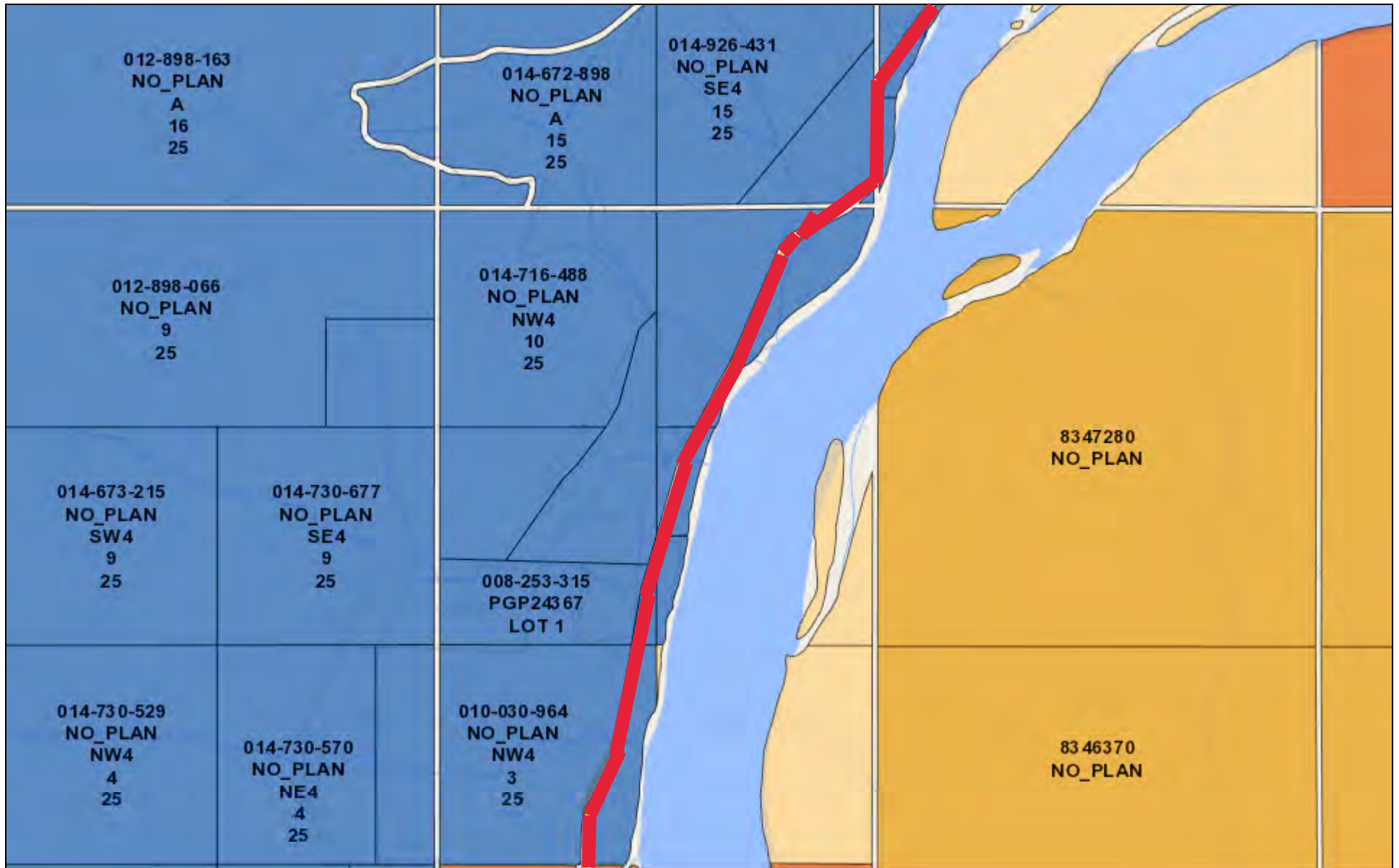
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Clerk

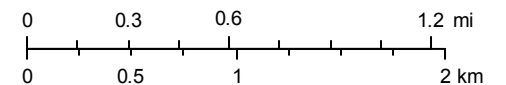


# Highway 29 N- Garbage Route Map (Schedule A 6)

November 7, 2017 Regular Council Meeting Agenda Package



1:36,12



Government of British Columbia, DataBC, GeoBC



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

<b>Description</b>	<b>Annual Fee (except where stated)</b>
<b>Fees for Premises within Collection Areas Shown on Schedules A-1, A-2, A-3, A-4, A-5 or A-6</b>	
Residential Dwellings - once weekly collection	
(a) For each single family residence (each manufactured home in a manufactured home park is considered as a single family residence and the owner/operator is charged (pro rata) on the basis of occupied units each month.	\$118.00
(b) For each dwelling unit in a two-family residence or multi-family residence	\$118.00
(c) For each bed and breakfast unit in a residence	\$118.00 plus \$9.00/unit
Commercial and Other	
(a) For premises that receive daily collection (excepting Saturdays and Sundays)	\$716.00
(b) For premises that receive twice weekly collection	\$243.00
(c) For premises that receive once weekly collection	\$148.00
BC Hydro and Power Authority	
(a) W.A.C Bennett Dam- twice weekly collection: All household garbage removal sites.	\$15,600.00
(b) W.A.C Bennett Dam- once weekly: Cardboard removal.	\$6,500.00
(c) Peace Canyon Generating Station: Control Building garbage site General Trades Shop site	\$2214.00 \$2214.00
<b>Fees for Premises outside of Collection Areas Shown on Schedules A-1, A-2, A-3, A-4, A-5 or A-6</b>	
For access to and use of the transfer station by owners and occupiers of premises outside of collection areas shown on Schedules A-1, A-2, A-3, A-4, A-5 and A-6	\$30.00
The District of Hudson's Hope will provide one "Garbage Container" free of charge to every premise which pays for "Collection Services". The loss, replacement or an additional Garbage Container will be charged at the cost for each of:	\$65.00

## REQUEST FOR DECISION

<b>RFD#:</b>	<b>Date: November 22, 2017</b>
<b>Meeting#:</b>	<b>Originator: Tammy McKeown</b>
<b>RFD TITLE: Fees and Charges Bylaw Amendment</b>	

### BACKGROUND:

At the November 14, 2017 Regular Council Meeting, Council made the resolution to increase the District of Hudson's Hope's water rates. The rate increase is required to cover the costs of system operations and maintenance and to cover the costs of improvements to capital infrastructure to ensure the system remains sustainable.

### DISCUSSION:

Schedule "B", Section 5.0 of the District of Hudson's Hope Fees and Charges Bylaw No. 843 will be amended to incorporate the new rates for residential and commercial & non-residential.

The proposed new rates are as follows:

Service	Existing Rate	Proposed Rate
Residential	\$228 annually	\$250.80 annually
Commercial/ Non-residential	\$465 annually	\$511.50 annually

The existing bylaw does not have reference to a discount for paying the two installments prior to the due date, however the District has been giving a 4% discount in this regard.

If Council would like to continue to offer a discount we will need to amend Schedule B, Section 5.0 and Schedule C, Section 3.0 to include a reference to the allowable discount for both sewer and water utilities.

The following three suggestions are being brought forward for Council's consideration in regard to the discounts for both water and sewer services in the Fees and Charges amending bylaw:

1. No discount for early payment.
2. 2% discount for early payment.
3. 4% discount for early payment.

**B2**

**BUDGET:**

In regard to the increased water rates to unmetered water clients only, we expect a \$7,000 increase to the water utility services revenue, this includes the discount.

**ADMINISTRATOR COMMENTS:**

The aforementioned discounts were being offered even though the current bylaw does not allow for them. I would recommend we not allow discounts for the water utility service in the amending bylaw, being the utility is so under funded and has not and is still not able to contribute to the water capital reserve.

**Report Approved by:**

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

**RECOMMENDATION / RESOLUTION:**

*That:*

*Council approve First, Second and Third Readings of "Hudson's Hope Amended Fees and Charges Bylaw No. 893, 2017".*

  
\_\_\_\_\_  
**Tammy McKeown, Corporate Officer**

**BYLAW NO. 893, 2017**

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A Bylaw to amend the District of Hudson's Hope Fees and Charges Bylaw No. 843, 2014

**WHEREAS** pursuant to Section 194 of the *Community Charter*, Council may, by bylaw impose a fees and charges payable in respect of any service it considers necessary or desirable;

**AND WHEREAS** Council deems it necessary and desirable to exercise the authority provided by the *Local Government Act* to cover costs or providing various services and information;

**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 "Amended Fees and Charges Bylaw No. 893, 2017."
2. Schedule "B", Section 5.0.1 of the "District of Hudson's Hope Fees and Charges Bylaw No. 843, 2014" is hereby amended to read:

The owner of each dwelling unit as defined in the District's Zoning Bylaw, which is connected to the municipal water supply and distribution systems, shall pay an annual fee of \$250.80 per year.

3. Schedule "B", Section 5.0.4 of the "District of Hudson's Hope Fees and Charges Bylaw No. 843, 2014" is hereby amended to read:

The owner of each commercial or other non-residential premises, which is connected to the municipal water supply and distribution systems, shall pay an annual fee of \$511.50 per year.

Read a First Time on this    day of    , 2017.

Read a Second Time on this    day of    , 2017.

Read a Third Time on this    day of    , 2017.

Adoption of Bylaw on this    day of    , 2017.

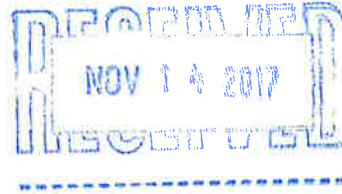
\_\_\_\_\_  
Gwen Johansson, Mayor

\_\_\_\_\_  
Tammy McKeown, Corporate Officer

Certified a true copy of Bylaw No. 893, 2017

this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Clerk



**Dear Valued Supporter**

Please find enclosed a copy of Volume XII of the BC/Yukon Command of The Royal Canadian Legion's **Annual "Military Service Recognition Book"** recognizing Veterans in BC and the Yukon who so valiantly served our Country, as well as interesting military history. We have also enclosed a "Certificate of Appreciation" acknowledging your organization's generous support.

You will find the advertisement you purchased during our 2017 Telephone Appeal printed inside, along with another copy of your invoice, if you have not yet forwarded your payment.

Your ongoing support for this important project for the **BC/Yukon Command of The Royal Canadian Legion** is sincerely appreciated. Proceeds raised will be used to improve services to Veterans and the more than 147 Communities that we serve. Proceeds are also directed to programs and services sponsored by The Royal Canadian Legion in communities throughout British Columbia and the Yukon. The Royal Canadian Legion is one of the single largest contributors to a vast array of community charitable programs which touch every aspect of life, every age group, and every citizen in some way.

We look forward to your continued support of this important Legion project when you are contacted for our 2018 publication.

Please don't hesitate to contact us at **1-800-964-9074**, if you require additional information.

Once again, **Thank You!**

**Respectfully,**

**Penny Aujla**  
**Events & Marketing Coordinator**  
**BC/Yukon Command**  
**The Royal Canadian Legion**

# Certificate of Appreciation



**Presented to**



*District of Hudson's Hope*

For supporting the “**Military Service Recognition Book**” of the **BC/Yukon Command of The Royal Canadian Legion**. Your recognition and support for Veterans in British Columbia and the Yukon is sincerely appreciated. Thank you for your participation.

**Penny Aujla**  
Events & Marketing Coordinator

**John Goheen**  
Project Chairman

**2017 - Volume XII**

**BC/YUKON COMMAND OF THE ROYAL CANADIAN LEGION**

**“LEST WE FORGET”**



## 2018 LGLA Leadership Forum Registration

Nov. 15, 2017

The Local Government Leadership Academy's 2018 Leadership Forum will be held January 31-February 2 in Richmond. The theme is *Leading to the Finish: Reflections on a Term in Office*. Delegates will reflect on the first 4-year electoral term, and consider challenges overcome, successes achieved, and the path forward.

The 2018 theme follows on the themes of respectful leadership and communication covered in the last two province-wide forums. Topics will include: responsible conduct, the challenges that come with social media use, learning from the summer 2017 forest fires, exploring community economic development success stories, celebrating partnerships between local governments and First Nations, women in local government, and current legal and financial issues in local governance.

The Honourable Selina Robinson, Minister of Municipal Affairs and Housing will be in attendance, as will representatives from the Official Opposition and the Green Party. Shachi Kurl, Executive Director of the Angus Reid Institute will deliver the keynote address on opening day.

Since the first forum in 2007, LGLA's annual province-wide gathering has been well received by elected officials and senior administrators from BC local governments and First Nations communities. All those with an interest in leadership at the local level will benefit from attendance, including those working towards an LGLA Certificate in Local Government Leadership.

LGLA Forum registration is \$325 per person + GST, and includes the welcome reception, full breakfasts on Thursday and Friday, lunch on Thursday, and refreshment breaks.

UBCM will also be hosting the annual Electoral Area Directors' Forum at the Radisson Hotel from January 30–31.

The Radisson is currently offering rooms at the special "early bird" group rate of \$135/night. Please reserve online, call 1-800-333-3333 or email [reservations@radissonvancouver.com](mailto:reservations@radissonvancouver.com) and mention the *2018 LGLA Forum*.

Contact Errin Morrison, LGLA Program Manager, at 778-800-9952 (ext. 101) or [emorrison@lgla.ca](mailto:emorrison@lgla.ca) with any questions.

### Follow Us On

- Twitter: @ubcm

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November 15, 2017

## Asset Management Grant Deadline Extended

The application deadline for grants under the [Asset Management Planning Program](#) has been extended to November 17, 2017. This grant program assists local governments in delivering sustainable services by extending and deepening asset management practices within their organizations.



## Rural Dividend Intake Announced

The [BC Rural Dividend](#) is providing \$25 million a year over four years to assist rural communities with a population of 25,000 or less to reinvigorate and diversify their local economies. The fourth intake of the program will be open from November 15, 2017 to December 15, 2017. Please review the new Program Guide and supporting documents prior to submitting your application.



[Follow us on Twitter](#)

## 2018 LGLA Leadership Forum Registration

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## Excellence Awards Profile: Excellence in Action

The Community Excellence Awards are designed to profile excellence in local government and to inspire other communities to take risks to innovate, establish new partnerships, and pioneer new customer service practices. Over the coming months, profiles of the 2017 winning projects will be shared. [Read more](#)

## Input on \$15 Minimum Wage

B.C. is moving toward a \$15 minimum wage. [Feedback](#) can be provided to the Fair Wages Commission by email or at a regional meeting before December 7, 2017.

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National Energy  
Board



Office national  
de l'énergie

File OF-Fac-Gas-W102-2015-12 01

8 November 2017

Mr. Jeff Enns  
Specialist, Regulatory Facilities  
Westcoast Energy Inc., carrying on business  
as Spectra Energy Transmission  
2600 – 425, 1<sup>st</sup> Street SW  
Calgary, AB T2P 3L8  
Email [jeff.enns@enbridge.com](mailto:jeff.enns@enbridge.com)

Dear Mr. Enns:

**Westcoast Energy Inc., carrying on business as Spectra Energy Transmission  
(Westcoast)  
Application for Spruce Ridge Program (Project) under section 58 of the *National  
Energy Board Act*  
Decision on Process**

On 19 October 2017, the National Energy Board (Board or NEB) received an application from Westcoast for the Project.

On 8 November 2017, the Board determined that additional information is required before determining the appropriate application assessment process. Interested persons who have comments about the proposed Project, which they wish the Board to consider, must file them in writing with the Board by **noon, 22 November 2017**. If Westcoast chooses to reply to those comments filed with the Board, it must do so by **noon, 29 November 2017**, and serve its reply on all interested persons.

Filings should be e-filed through the NEB's Regulatory Documents link on the NEB website ([www.neb-one.gc.ca](http://www.neb-one.gc.ca)). For any documents that cannot be e-filed, please fax them to the main NEB fax number at 403-292-5503 or toll free at 1-877-288-8803.

If you have any questions about this letter, please contact Kurt McAllister, Director, at 403-299-1991, or through the Board's toll-free number at 1-800-899-1265.

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Suite 210, 517 Tenth Avenue SW  
Calgary, Alberta T2R 0A8

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Canada

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[www.neb-one.gc.ca](http://www.neb-one.gc.ca)  
Telephone/Téléphone : 1-800-899-1265  
Facsimile/Télécopieur : 1-877-288-8803

-2-

The Board directs Westcoast to serve a copy of this letter on all interested persons, including: all Aboriginal groups contacted by Westcoast about the Project; all guides and outfitters and holders of registered trap-lines in the project area; all landowners and local residents; all of its shippers and its Toll & Tariff Task Force members, and commercial third parties; and relevant federal and provincial departments with responsibilities for caribou species at risk by **15 November 2017**.

Yours truly,

*Original signed by*

Sheri Young  
Secretary of the Board

Dear Mayor Johansson,

November, 2017

My name is Milos Posavljak, and I am currently conducting infrastructure asset management research for the fulfillment of my PhD degree at the University of Waterloo. The purpose of this letter is to propose a collaborative opportunity between the District Municipality of Hudson's and the University of Waterloo.

As you may be aware, future provincial funding received by municipalities will rely more and more on their ability to put forth an effort, and develop asset management plans and processes. At the same time, the Federal government has made available \$ 50 M to municipalities over the next five (5) years for the purposes of building asset management capacities. An application process administered through the Federation of Canadian Municipalities is necessary in order to access this funding.

Through my 10 years of public service experience at the provincial, regional, and municipal levels, I have been able to develop an efficient and effective approach to creating comprehensive asset management plans for all assets owned. It has been successfully applied to municipalities and recently won the top national award at the 2017 Canadian Network of Asset Managers conference in Calgary. The approach focuses on minimizing impacts on existing organizational process and resources, while building on top of them, such that a municipality is able to develop a "live" asset management plan, which can readily be updated for its purposes.

As I am midway through my studies I am looking to help a couple of more small municipalities in their asset management efforts. Should you be interested in exploring this collaborative opportunity as an academic research case study, I can guarantee that irrelevant of the current level, your end resulting asset management capabilities will be industry leading. The effects of which will be sustainable public infrastructure and socio-economic community growth.

As time is of the essence, should you be interested in hearing more about this opportunity without any obligation, please feel free to contact me at your earliest convenience.

Kind regards,



Milos Posavljak, P.Eng. | PhD Candidate | University of Waterloo  
[posavljak.milos@hotmail.com](mailto:posavljak.milos@hotmail.com) | 647 885 6914



**From:** Nusse, Emily FLNR:EX  
**Subject:** BC Rural Dividend Fund 4th Intake now open  
**Date:** Wednesday, November 15, 2017 2:40:13 PM  
**Attachments:** [2017FLNR0354-001880.pdf](#)  
[bc\\_rural\\_dividend\\_4th\\_intake\\_program\\_guide.pdf](#)

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Good Afternoon,

The BC Government has announced that the BC Rural Dividend Fund Program's fourth intake will accept applications from November 15 to December 15, 2017. I have attached the news release and program guide for your reference. Please forward this information to any organization that has an interest in submitting an application.

The structure of the Program remains the same as previous intakes, with one minor revision – an extension on the timeline to provide a resolution until January 31, 2018. Section 14 of the Program Guide highlights the opportunity for "Destination Trail Projects."

Please visit the website ([gov.bc.ca/ruraldividend](http://gov.bc.ca/ruraldividend)) for further information regarding the Program. In addition, Program staff are available throughout the intake period to assist applicants in developing strong applications. We encourage applicants to directly contact the Program Office with their questions either by phone (250-356-7950) or email ([ruraldividend@gov.bc.ca](mailto:ruraldividend@gov.bc.ca)).

Regards,

**Emily Nusse**

Recreation Technician,  
Peace—Fort Nelson District  
9000-17<sup>th</sup> Street, Dawson Creek BC V1G 4A4  
Phone: (250) 784-1219  
Email: [Emily.Nusse@gov.bc.ca](mailto:Emily.Nusse@gov.bc.ca)



[www.sitesandtrailsbc.ca](http://www.sitesandtrailsbc.ca)



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## NEWS RELEASE

For Immediate Release  
2017FLNR0354-001880  
Nov. 9, 2017

Ministry of Forests, Lands, Natural Resource Operations  
and Rural Development

### **BC Rural Dividend program announces fourth intake**

VICTORIA – Applications for funding in the fourth intake of the BC Rural Dividend program will be accepted Nov. 15 to Dec. 15, 2017, Minister of Forests, Lands, Natural Resource Operations and Rural Development Doug Donaldson announced today.

“I encourage local governments, not-for-profit organizations and First Nations to get their applications submitted,” said Donaldson. “We’re committed to action that will strengthen rural economies and provide jobs in rural communities.”

Single applicants can apply for up to \$100,000 for community-driven projects and must contribute at least 20% of the total project cost. Partnerships, involving more than one eligible applicant, can apply for up to \$500,000 and must contribute 40% of the total project cost.

A project-development funding stream will provide up to \$10,000 to help communities with limited capacity build the business cases and feasibility assessments needed to develop strong projects and support the development of future project applications.

Under the BC Rural Dividend program’s special circumstances allowance, which is used to help rural communities facing economic hardship, funding will also support those communities hard hit by wildfires in 2017.

Projects will be assessed and approved based on the following criteria:

- Rural communities most in need
- Improved community resiliency and economic strength
- Partnership building and enhanced shared prosperity
- Project feasibility and sustainability
- Economic impact on rural communities
- Attracting and retaining youth
- Innovation in economic development

The fourth intake program guide and detailed instructions on how to apply are available on the BC Rural Dividend website: [www.gov.bc.ca/ruraldividend](http://www.gov.bc.ca/ruraldividend)

Fourth intake results will be announced before March 31, 2018.

**Contact:**

Media Relations  
Ministry of Forests, Lands,  
Natural Resource Operations and Rural  
Development  
250 356-7506

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Connect with the Province of B.C. at: [news.gov.bc.ca/connect](https://news.gov.bc.ca/connect)





# BC Rural Dividend Program Guide

Fourth Round Application Intake 2017/18



Ministry of  
Forests, Lands, Natural  
Resource Operations  
and Rural Development





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# 1 Introduction

This document serves as the BC Rural Dividend Program Guide for the fourth application intake period. It is intended to provide prospective applicants with program information and directions on how to apply. The fourth application intake period will commence on Wednesday, November 15, 2017 with a deadline of midnight PDT on Friday, December 15, 2017.

Now in its second year, the BC Rural Dividend provides \$25 million a year to assist rural communities with a population of 25,000 or less to reinvigorate and diversify their local economies. It was developed to recognize both the contribution rural communities have made to B.C.'s economy, and the unique challenges they face to diversify beyond natural resources.

The program will contribute to the strength and sustainability of small rural communities, making them more attractive places to live and work. The program is focused on supporting worthy projects that help rural communities navigate changes impacting their economies, such as attracting and retaining youth, using innovation to drive economic growth, and developing new and effective partnerships to support shared prosperity.

The Rural Dividend is administered by the B.C. Ministry of Forests, Lands, Natural Resource Operations and Rural Development.



## 2 Eligibility Criteria

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Eligibility of applications will be based on several components:

- › The eligibility of the applicant;
- › The eligibility of the community in which the project will take place;
- › Ability to meet the minimum required applicant financial contribution; and
- › Inclusion of all mandatory documents.

## 3 Eligible Communities

---

The goal of the program is to assist small rural communities across British Columbia. Applications must demonstrate how the proposed project will support either:

- › A community with a population of 25,000 or less, located outside the geographic boundaries of Metro Vancouver and the Capital Regional District.<sup>1</sup>
- › An unincorporated area with a population of 25,000 people or less.

Population size for all applicant communities will be determined using Statistics Canada 2016 Census Data (<http://www12.statcan.gc.ca/census-recensement/2016/dp-pd/prof/index.cfm?Lang=E>). Communities with populations up to 500 over the limit are eligible to apply.

<sup>1</sup> Communities within the Juan de Fuca Electoral Area, Salt Spring Island Electoral Area and the Southern Gulf Islands Electoral Areas are eligible to apply for funding (as defined on the Capital Regional District website – [www.crd.bc.ca](http://www.crd.bc.ca)).



## 4 Eligible Applicants

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As noted above, all applicants must be located outside the geographic boundaries of Metro Vancouver and the Capital Regional District.

### 4.1 » Local Government

- › A municipal government, or regional district, established by or under B.C. legislation with a population of 25,000 people or less.
- › An unincorporated area with a population of 25,000 people or less whose application is submitted through a regional district or a not-for-profit organization.<sup>2</sup>

### 4.2 » First Nations

- › A band council within the meaning of Section 2 of the federal *Indian Act* or any successor to a band council established under federal legislation, governing bodies of treaty First Nations, Nisga'a Lisims Government and a Nisga'a Village Government.
- › Projects submitted by First Nations applicants must take place within the geographic boundaries of an eligible community.
- › A corporation controlled by a First Nation incorporated under an Act of Canada, or a province or territory of Canada, and in good standing under the relevant Act.

### 4.3 » Not-for-profit Organization

- › An organization incorporated as a not-for-profit corporation or society formed under an Act of Canada or a province or territory of Canada and in good standing under the relevant Act.
- › Not-for-profit co-operatives incorporated as community service co-ops under the B.C. *Co-operative Association Act* are considered eligible as a not-for-profit organization.
- › Not-for-profit organizations must have a B.C. location and be active in the Province.
- › Not-for-profit organizations that have received significant foundational funding from the Province are not eligible applicants.

<sup>2</sup> An unincorporated area/community, for the purpose of application to the program, is considered to be a settlement area within a regional district electoral area. A community's boundaries may also coincide with a service area boundary (existing or proposed).



## 5 Eligible Partners

- › Eligible partners include local governments, First Nations and not-for-profit organizations (including universities and colleges).
- › For-profit entities can serve as partners with an eligible applicant as long as the proposed project identifies broad community benefits and does not negatively impact other businesses.
- › The partner(s) must have an active role in the project but are not required to contribute financially. Organizations that are only providing funding to a project but will take no further role are not eligible partners.
- › Partners will not be considered eligible if they are owned by or own the applicant organization. Additionally, partners will be deemed ineligible if they and the applicant are owned by the same entity.
- › Individuals are not eligible partners under current Program Guidelines.
- › All partners listed in the application are required to provide a partnership letter to the Rural Dividend confirming their role and commitment to the project. Projects submitted to the partnerships funding stream without partnership letters will be ineligible for funding.



## 6 Project Categories

The program includes four broadly defined project categories designed to offer communities flexibility in applying for program funding, and the opportunity to develop a wide range of solutions to the challenges their communities are facing. Projects in all four project categories are eligible for funding in each funding stream (listed in Section 7). Project categories are outlined below.

### 1 Community Capacity Building

- › Projects that build the resources, capabilities and capacities of communities to deal with their key economic challenges and changes.
- › Projects that provide or improve community services to support economic diversity, expand market accessibility and enhance quality of life to attract investment.

### 2 Workforce Development

- › Projects that offer training and skills development opportunities, especially for youth, so they stay in the community or return if they have left.
- › Projects that help ensure resilience in the local workforce by attracting, retaining and training workers.

### 3 Community and Economic Development

- › Projects that help rural communities plan to build a foundation for economic growth or improve community vibrancy.
- › Projects that implement strategies to support economic growth.

### 4 Business Sector Development

- › Projects that increase new business creation, business growth and adaptability in the community.
- › Projects that allow communities to retain existing businesses and encourage their expansion.



## 7 Funding Streams

There are three funding streams as detailed below:

Funding Stream	Maximum Funding	Details
Project Development	\$10,000	<ul style="list-style-type: none"> <li>› Support for communities with limited capacity to undertake preliminary work (e.g. feasibility assessments and business cases) to develop strong future projects.</li> <li>› Eligible applicants can apply for up to 100% of total project cost.</li> <li>› An approved project development grant does not provide a guarantee of funding in subsequent applications submitted to government of B.C. funding programs.</li> </ul>
Single Applicant	\$100,000	<ul style="list-style-type: none"> <li>› Supports implementation of community-driven projects.</li> <li>› Eligible applicant must contribute at least 20% of the total project cost via financial or in-kind contributions (maximum 10% in-kind contribution).</li> <li>› Eligible applicant can apply for up to 80% of the total project cost to a maximum of \$100,000.</li> </ul>
Partnerships	\$500,000	<ul style="list-style-type: none"> <li>› Supports implementation of community-driven projects.</li> <li>› Eligible applicant must have at least one eligible partner.</li> <li>› Eligible applicant and eligible partners must contribute at least 40% of total project cost via financial or in-kind contributions (maximum 10% in-kind contribution).</li> <li>› Eligible applicant can apply for up to 60% of the total project cost to a maximum of \$500,000.</li> </ul>



## 8 Applicant Contribution

Applicants to the single applicant and partnerships funding streams are required to provide a specific portion of the total project costs as the applicant and/or partner financial contribution.

### 8.1 » Source of Applicant Financial Contribution

Applicants can use their own funds (including funds obtained through financing) for their financial contribution, as well as funds they have obtained from not-for-profit organizations, such as development trusts.

Applicants must clearly outline their financial contribution and identify what portion of the contribution is provided through in-kind contributions (detailed below). The application is ineligible if the financial contribution does not meet the identified requirement, or if the contribution includes more than 10% in kind contributions.

Funding from other government sources (federal or provincial) cannot be included in the applicant financial contribution, except for the Community Works Fund. An application is ineligible if other government funding is included as part of the applicant financial contribution.

### 8.2 » In-kind Contributions

Applicants must clearly outline their in-kind contributions, including goods and services donated to a project by the eligible applicant and/or eligible partners (e.g. staff time, use of space or equipment). These types of contributions should be valued at fair market value.

Applicants can support the project with as many in-kind contributions as they feel are appropriate. However, it cannot make up more than 10% of their applicant financial contribution.



## 8.3 » Cost-Sharing Formula Examples

The following tables show examples of how the cost-sharing formula breaks down for each funding stream.

Single applicant funding stream:

Examples	Total Project Cost	Program contribution: 80% of total project cost or up to \$100,000 maximum	Applicant contribution: 20% minimum (up to 10% maximum in-kind)
1	> \$50,000	> \$40,000 (80%)	> \$10,000 minimum (can include up to \$5,000 in-kind)
2	> \$125,000	> \$100,000 (80% total project cost and maximum amount)	> \$25,000 minimum (can include up to \$12,500 in-kind)
3	> \$1,000,000	> \$100,000 (maximum amount)	> \$200,000 minimum (can include up to \$100,000 in-kind) <i>Note: Remaining \$700,000 from applicant or other funding sources</i>

Partnerships applicant funding stream:

Examples	Total Project Cost	Program contribution: 60% of total project cost or up to \$500,000 maximum	Applicant/partner contribution: 40% minimum (up to 10% maximum in-kind)
1	> \$100,000	> \$60,000 (60%)	> \$40,000 minimum (can include up to \$10,000 in-kind)
2	> \$833,333	> \$500,000 (60% total project cost and maximum amount)	> \$333,333 minimum (can include up to \$83,333 in-kind)
3	> \$5,000,000	> \$500,000 (maximum amount)	> \$2,000,000 minimum (can include up to \$500,000 in-kind) <i>Note: Remaining \$2,500,000 from applicant/partners or other funding sources</i>



## 9 Other Sources of Funding

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Applicants must clearly outline the amount and source of all funding that will contribute to the project. Verification of other sources of funding may be requested through the assessment process.

Funds obtained through financing can contribute to the total cost of the project. However, financing costs and interest charges are not eligible for program funding.

Funding from other government programs (federal or provincial) can contribute to the overall project funding as long as it is not part of the applicant financial contribution. When project funding is provided from other government programs, applicants must identify the program and provide a contact. Failure to provide this information could result in the disqualification of an application from the assessment process.

## 10 Special Circumstances

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Some rural communities are facing significant economic hardships, such as the loss of a main employer or the impacts of a natural disaster. The Rural Dividend will consider special circumstances requests for such communities, with the potential to access funding outside the parameters of the program.

Special circumstances will only be considered in limited situations where a high level of community need is identified. Communities whose circumstances match this description may contact the program for further information.





## 11 Project Timelines

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Applications for projects that do not require additional steps before they can start (e.g. securing other funding, obtaining permits and approvals) will be more favourably ranked in the assessment and review process. The need for additional steps before the project can start will be taken into consideration in the review and assessment of applications. Such applications may also be deferred for consideration to a future intake round.

Applications must demonstrate that the project will be completed within two years from the project start date.

Costs that were incurred before the application was submitted are ineligible under the program.

## 12 Eligible Project Costs

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To be considered eligible, project costs must be direct and essential to the development and implementation of the project. Costs will be reviewed to determine if they are reasonable and have been accurately estimated. Funding cannot be used for ongoing operational or general organizational support. Inclusion of ineligible, unessential or unreasonable costs will be considered in the assessment and ranking of projects. Examples of costs that are eligible and ineligible for program funding are listed on the next page.

Eligible Costs	Ineligible Costs
Direct costs related to development and implementation of the project.	<ul style="list-style-type: none"> <li>› General organizational support costs.</li> <li>› Any costs associated with administering the project, such as preparing progress reports.</li> <li>› Costs being claimed under any other programs.</li> <li>› Costs incurred outside the time periods for the project as outlined in application.</li> <li>› Project contingency costs.</li> </ul>
Infrastructure costs up to 25% of total project costs. (See Section 13 on next page for additional details.)	› Traditional municipal infrastructure (water/sewer/road/sidewalk) projects.
Destination trail projects. (See Section 14 on page 14 for additional details.)	› Sidewalk projects.
Consulting services, including: <ul style="list-style-type: none"> <li>› Project management,</li> <li>› Design/engineering costs,</li> <li>› Business planning development, and</li> <li>› Project-related professional fees (e.g. architectural).</li> </ul>	<ul style="list-style-type: none"> <li>› Permits and approvals.</li> <li>› Legal costs.</li> <li>› Project-related professional fees payable to the eligible applicant.</li> </ul>
Wages/benefits for new hires to work 100% on eligible project-related activities.	› Ongoing costs for existing staff salaries and benefits.
Capital purchases up to 25% of total project costs that are essential to project implementation, including: <ul style="list-style-type: none"> <li>› Cars and off-road vehicles,</li> <li>› Office equipment, and</li> <li>› Software and new technology.</li> </ul>	› Land acquisition.
Marketing or promotion-related costs or speaker stipends.	<ul style="list-style-type: none"> <li>› Directly meeting and/or lobbying of any level of government.</li> <li>› Expenses relating to attending conferences and trade shows.</li> <li>› Coordinating/hosting conferences/events.</li> </ul>
Meals and project travel related expenses based on government per diem rates. <sup>3</sup>	<ul style="list-style-type: none"> <li>› Remuneration and travel of elected officials.</li> <li>› International travel will require a special review to determine eligibility.</li> <li>› Alcohol.</li> </ul>
Feasibility studies related directly to the project.	› Academic research that does not deliver concrete actions or tangible benefits.
Training activities as part of the Eligible Project or to support the project.	<ul style="list-style-type: none"> <li>› GST and PST.</li> <li>› Financing costs and interest charges.</li> </ul>

<sup>3</sup> [http://www2.gov.bc.ca/assets/gov/careers/all-employees/pay-and-benefits/appendix\\_1\\_travel\\_allowances.pdf](http://www2.gov.bc.ca/assets/gov/careers/all-employees/pay-and-benefits/appendix_1_travel_allowances.pdf)

## 13 Infrastructure Costs

Eligible projects can include infrastructure costs up to a maximum of 25% of the total project cost. Applications that have more than 25% of the total project cost in infrastructure costs will result in the ineligibility of the project. Examples are listed in the table below.

Total Project Cost	Maximum Infrastructure Costs (25% of Total Project Cost)
> \$100,000	> \$25,000
> \$250,000	> \$62,500
> \$2,000,000	> \$500,000

Applicants must clearly identify all costs related to infrastructure. For the purpose of the program, infrastructure costs are all costs related to the construction, renovation or refurbishment of buildings, facilities, equipment, and structures. Items such as engineering/design costs, project management, and professional fees are not considered infrastructure costs, and thus are not included in the 25% limit. Examples of infrastructure costs include:

- › Construction of buildings or structures;
- › Renovation or refurbishment of buildings or structures;
- › Labour or wages, such as general laborers, plumbers, electricians;
- › General contractor and/or contractor fees; and
- › Construction materials such as lumber, windows, doors, fixtures.

The Rural Dividend program requires that proposed infrastructure directly support economic development in the applicant community or communities. Traditional municipal infrastructure such as water, sewer, road or sidewalk projects are ineligible for funding.

Infrastructure project components will be reviewed to determine their applicability in supporting economic development based on the following criteria:

- › Clear demonstration that the infrastructure is needed to support economic development/diversification initiatives (and does not include traditional municipal infrastructure);
- › Demonstrated alignment of the infrastructure with community infrastructure and economic development plans and priorities; and
- › Identification of appropriate owner and source of ongoing maintenance for the infrastructure.

## 14 Destination Trail Projects

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In British Columbia, trail networks offer a unique opportunity to provide health and wellness benefits to communities while supporting local rural economic development by increasing tourism. To be eligible for funding, trail projects must create or improve trail networks that promote local economic diversification (i.e. mountain biking, off-roading, snowmobiling, hiking, Nordic and backcountry skiing) and are directly linked to the creation of a destination for recreation tourism. Trail projects will be evaluated for suitability based on the following criteria:

- › Identification of strong community support;
- › Alignment of the trail project with local, regional and provincial recreation development, tourism and economic development plans and priorities;
- › Demonstration that the trail project supports economic development /diversification initiatives;
- › Identification of appropriate owner and source of ongoing maintenance for the trail project;
- › Documentation demonstrating that required authorizations and regulatory approval processes are underway or complete; and

› Supports the *Trails Strategy for British Columbia*

[www.sitesandtrailsbc.ca/documents/Trail-Strategy-for-BC\\_V6\\_Nov2012.pdf](http://www.sitesandtrailsbc.ca/documents/Trail-Strategy-for-BC_V6_Nov2012.pdf).

Please note that the limit on infrastructure costs (25% of total project costs) does not apply to Destination Trail Projects.

## 15 Applying to the Program

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The application form is available online [www.gov.bc/ruraldividend](http://www.gov.bc/ruraldividend). Please note that some components of the online application (i.e. council/board resolution) may require additional time and planning to complete.

Your complete application package must be received by midnight PDT on Friday, December 15, 2017. Applicants will not be able to submit applications through the online application system past the identified deadline. All documents received by the program will be treated as confidential.

All program communication will take place with the primary contact using the contact information provided in the application. It is the responsibility of the applicant to notify the Program Office regarding any changes to the contact information provided.

If you need help in completing your application please refer to Section 28 Application Support.

## 16 Mandatory Supporting Documentation

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Each application must include the following mandatory supporting documentation, which will be submitted through the online application form. All mandatory supporting documentation must be specific to the legal entity applying for funding and may not be from a related organization such as a parent company or subsidiary.

- › Financial statements: Details are in Section 17 and 18.
- › Articles of Incorporation: Only required for not-for-profit applicants and First Nations Corporations. Documents must include the applicant's legal name and business number and can be Articles of Incorporation or the most recently filed Annual Report.
- › Partnership letters: Only required for applicants to the partnership funding stream. Letters must confirm the partner's role and commitment to the project.
- › Budget: All applicants must complete the program budget template posted at [www.gov.bc/ruraldividend](http://www.gov.bc/ruraldividend).
- › Resolution: All applicants must complete a Council/Organization resolution (included in the application form). Due to the timing of the application intake period the Program will accept resolutions from applicants until January 31, 2018.

Failure to submit the mandatory supporting documentation will result in the ineligibility of the application.

## 17 Financial Statements

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Applicants must provide the financial statements identified for the requested funding amount. Financial statements that meet the requirement for a higher funding amount will also be accepted.

- › Financial statements must be specific to the legal entity applying for funding and may not be from a related organization.
- › The financial statements submitted must be in the final approved form, including signatures from the CPA who prepared them and organization representatives.
- › Applicants must submit financial statements from the 2016 fiscal year or newer. Financial statements for years prior to the 2016 fiscal year will not be accepted.
- › Financial statements must be submitted in their entirety; partial documents will not be accepted.



## 18 Levels of Required Financial Statements

There are three levels of financial statements as indicated in the table below:

Levels	Financial Statements Required	Funding Amounts
1	Internally prepared financial statements signed by two board members.	> \$0–\$10,000
2	Review engagement.	> \$10,001–\$100,000
3	Audited financial statements.	> \$100,001–\$500,000

### 18.1 » Internally Prepared Financial Statements (\$0–\$10,000)

Statements must be signed by two board members and should include (1) a balance sheet from the previous fiscal year; (2) revenue and expense statements from the previous fiscal year; and (3) all notes pertaining to the financial statements. Financial statements prepared by an accountant (often referred to as “Notice to Reader” Financial Statements) are considered equivalent to internally prepared financial statements and should be provided if available.

### 18.2 » Review Engagement Financial Statements (\$10,001–\$100,000)

Statements must be prepared by an independent public accountant on a review basis. The accountant will not express an opinion on the fairness of the financial statements but must provide a limited assurance that the financial information is plausible and conforms to generally accepted accounting principles.

### 18.3 » Audited Financial Statements (\$100,001–\$500,000)

Statements must be prepared by an independent public accountant and include the examination of accounting records and other supporting evidence to render a professional opinion that the financial statements present a fair picture of the organization’s financial position and its activities during the period in which the audit was carried out.

Failure to submit the correct financial statements for the requested funding amount will result in ineligibility. Please contact the Program Office if you have any questions regarding this requirement.

## 19 Optional Supporting Documentation

It is recommended that you include optional supporting documentation to provide additional information and context regarding your project. Suggestions include:

- › Indications of community support: Letters, references, or details of consultation to show community support for the project. Indications of community support will only be accepted from stakeholder organizations or community leaders in their professional capacity (i.e. chamber of commerce, mayor or community development organization).
- › Confirmation of funding from other funding sources listed in the project budget.
- › Approved financial plan developed and approved by the community/organization.
- › Quotes you have obtained from vendors or contractors to support your project budget.
- › Other materials such as business plans or feasibility studies that support your project.

Please do not provide any personal identifiers or third-party personal information (i.e. talk about others) in applications or supporting documents.





## 20 Application Limit

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An eligible applicant is limited to the submission of:

- › One project development application; and
- › One project application (single applicant or partnership).

There is no limitation on participation as a partner on projects submitted by other applicants. Additionally, applicants who received funding during previous intakes are not restricted from applying during current or future intake periods.

Regional districts are eligible to submit the number of applications noted above on behalf of each unincorporated area within their district. In addition, regional districts can submit applications on behalf of their district as a whole if the total population is less than 25,000. Regional districts are required to clearly identify in the application, which community or unincorporated area they are applying on behalf of.



## 21 Project Review and Assessment

Eligible applications will be subject to a competitive review and assessment process. Eligible applications will be assessed and ranked against selection criteria (see Section 22 Selection Criteria). If additional information is determined to be needed to support the review and assessment, eligible applicants will be contacted, and additional information requested. The selection process will be objective and unbiased.

Decisions on applications are expected within four months after the application intake deadline. Applicants will not be notified of the ongoing status of their applications during the review and assessment process.

Funding decisions are final. Applications that are not funded in respect of a particular intake period may be re-submitted in a future intake period.

## 22 Selection Criteria

Meeting the selection criteria does not guarantee that funding will be provided. The program has seen increasing numbers of applications due to growing awareness and interest in the program. Applications are assessed in comparison to other applications received in the intake period, and the provision of funding during one intake does not guarantee funding for similar projects in future intakes.

Applicants should provide sufficient information to support a thorough assessment of their project. They are encouraged to identify measurable benefits wherever possible to support the assessment.



Selection Criteria	Demonstrated Through
Rural communities most in need	<ul style="list-style-type: none"> <li>› Identifies a community need tied to a major economic shock, crisis, or loss of key economic driver.</li> <li>› Meets economic needs such as sustainable jobs and business opportunities as well as community needs that attract and retain residents, especially youth.</li> <li>› Demonstrates the maximum possible impact to meet the needs of the community.</li> </ul>
Community resiliency and economic strength	<ul style="list-style-type: none"> <li>› Increases economic competitiveness and economic diversity and/or activity.</li> <li>› Enhances the community's ability to attract and retain new and existing workforce, youth, employers and investors.</li> <li>› Increases efficiency and productivity, business creation and market growth within the community and in rural businesses.</li> </ul>
Building partnerships and shared prosperity	<ul style="list-style-type: none"> <li>› Supports the creation or continuation of partnerships promoting local economic growth and diversity.</li> <li>› Supports the creation or continuation of partnerships between rural non-First Nation communities and First Nation communities that promote local economic growth and diversity.</li> </ul>
Project feasibility, timeliness and sustainability	<ul style="list-style-type: none"> <li>› Demonstrates the ability to efficiently and effectively manage, leverage funding and complete the project for success.</li> <li>› Demonstrates the ability for the project to commence on a timely basis, and be completed within a two-year timeframe.</li> <li>› Demonstrates long-term financial, social and environmental sustainability principles.</li> </ul>
Greatest economic impact on rural communities	<ul style="list-style-type: none"> <li>› Demonstrates broader economic impact across community or multiple communities/regions.</li> <li>› Identifies and links project benefits and outcomes to project activities.</li> <li>› Provides quantifiable local or regional job creation and retention driven by measurable changes in economic variables like product sales, agricultural production, natural resource harvesting or extraction, tourism revenue, employment, etc.</li> <li>› Degree to which the project is larger in scope/scale than the community could otherwise afford.</li> </ul>
Attracting and retaining youth	<ul style="list-style-type: none"> <li>› Increases capacity for youth to stay or return to rural communities.</li> <li>› Provides economic opportunities for youth in rural communities.</li> </ul>
Innovation in economic development	<ul style="list-style-type: none"> <li>› Utilizes incremental innovation to facilitate business growth and economic development.</li> <li>› Utilizes transformational innovation to diversify the economic base in a rural community.</li> </ul>

## 23 Grant Agreements and Reporting

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Awarding of funding to successful applicants will be conditional upon finalization of a grant agreement that sets out the terms and conditions of the funding. The program reserves the right to award partial contributions of the total funding request.

Grant agreements will require that the applicants follow the program guidelines and requirements, including submitting progress and financial reporting documents. Funding recipients will be required to submit progress reports and a final report that outlines the project's performance and outcomes. Further details on such requirements will be provided to successful applicants.

Failure to meet the requirements of the grant agreement could result in the requirement for the repayment of funding to the program, and disqualify the funding recipient from further applications to the program.

## 24 Audits and Site Visits

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Funding recipients may be subject to audit or site inspections at any time during the term of the funding agreement and for up to three years following the distribution of the program funds to the recipient, so the Province can examine project progress and documentation.

## 25 Events and Communications

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The grant agreement may require the following:

- › The Ministry of Forests, Lands, Natural Resource Operations and Rural Development be kept informed about promotional activities related to the project, with a minimum notice period before public materials are distributed or events held.
- › The Government of British Columbia and the Ministry of Forests, Lands, Natural Resource Operations and Rural Development be acknowledged in project communications, events and signage.
- › Consent to the Province to publish project details in reports and in promotion of the program (on websites and in public materials).

## 26 Freedom of Information

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Applications submitted under the program are subject to the *Freedom of Information and Protection of Privacy Act*. The information being collected is for the purpose of administering the program and will be used for the purpose of evaluating eligibility under the program.

## 27 Conflict of Interest/Confidentiality

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All documents received by the program will be treated as confidential. Program staff will uphold the standards for conflict of interest and confidentiality required by all B.C. public service employees.

## 28 Application Support

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If you have a question that is not addressed in this program guide or the frequently asked questions section of the website ([gov.bc.ca/ruraldividend](http://gov.bc.ca/ruraldividend)), support is available from program staff at [ruraldividend@gov.bc.ca](mailto:ruraldividend@gov.bc.ca) or by calling 250-356-7950.





Ministry of  
Forests, Lands, Natural  
Resource Operations  
and Rural Development





Ministry of  
Forests, Lands, Natural  
Resource Operations  
and Rural Development

## Contact Information

### Rural Dividend Program

**PHONE:** 250-356-7950 (Victoria)

**EMAIL:** [ruraldividend@gov.bc.ca](mailto:ruraldividend@gov.bc.ca)

**WEBSITE:** [gov.bc.ca/ruraldividend](http://gov.bc.ca/ruraldividend)



**Peace Energy Renewable Energy Cooperative**

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admin@peaceenergy.ca www.peaceenergy.ca

ph: 250-782-3882

November 23, 2017

Attention: Tom Matus, CAO District of Hudson's Hope

Re: re-scheduling the solar O&M (operation and maintenance) course and ribbon-cutting event

Hi Tom:

Since we now have an extension on the completion deadline for the HH Solar Initiative, I think we should consider running the solar O&M course and the grand opening/public ribbon cutting event in the spring (late May, early June), subject to your and the council's approval. We feel this would be a better time than holding them now before the end of this year (as originally planned) for these reasons:

- 1) In May/June snow will be gone off the solar arrays and the sun will be higher so that some serious electrical production will be happening for all of the arrays. This will be much better for the O&M course instructor, to have live arrays to teach with;
- 2) For the ribbon cutting, with the leaves coming out, roads clear etc. we are much more likely to have a good turn out to the event. Plus all the arrays will be very active and the monitor displays and web displays of energy output will have data to show. Perhaps the District would like to help with a barbecue and we can add a drive-around tour of the arrays, etc. all of which will make a lot more sense in the spring;
- 3) It may be possible to run the O&M course at the same time as the launch event, so that the instructor (who is the solar engineer for our biggest solar supplier and who has been very much involved in designing your solar arrays) will be there as well. He can teach the two-day course, make a presentation at our event and talk to the high school about solar job opportunities, all during the same time period.

I would like to stress that putting these two events into the spring in no way effects our diligent and on-going efforts to get all of the HH arrays on-line and finished as soon as possible. Ron, Greg and our whole team continue to make finishing all of your work our highest priority, and many of the arrays, as you know, are very close to being complete, on-line and operating.

What do you think about moving the course and launch event to spring? Please advise.

Regards,  
Don Pettit