



DISTRICT OF HUDSON'S HOPE AGENDA

Council Chambers

Monday January 8, 2018 at 6:00 PM

- 1. Call to Order:**
- 2. Delegations:**
- 3. Notice of New Business:**
 - Mayor's List
 - Councillors Additions
 - CAO's Additions
- 4. Adoption of Agenda by Consensus:**
- 5. Declaration of Conflict of Interest:**
- 6. Adoption of Minutes:**
 - M1 December 11, 2017 Regular Council Meeting Page 1
- 7. Business Arising From the Minutes:**
- 8. Staff Reports:**
 - SR1 CAO Action and Other Updates Page 8
 - SR2 Service Provider Agreement- Hudson's Hope Ski Association Page 10
 - SR3 Health & Safety Manual and Policy Page 11
 - SR4 Professional Development Page 58
- 9. Committee Meeting Reports:**
- 10. Bylaws:**
 - B1 Garbage Bylaw Amendment No. 892, 2017 Page 59
- 11. Correspondence**
 - C1 Negotiating a Consultation Agreement Workshop Page 65
 - C2 Correspondence from Cathy Peters Page 71

-
- | | | |
|----|---|---------|
| C3 | Building Inspection Services Solution | Page 77 |
| C4 | Letter from Minister of Public Safety and Solicitor General | Page 82 |
| C5 | Pouce Coupe letter to Minister Trevena | Page 84 |
| C6 | Letter from Telus | Page 85 |
| C7 | Letter from Minister of Municipal Affairs and Housing | Page 86 |
| C8 | Letter from District of West Kelowna | Page 88 |
-
- 12. Reports by Mayor & Council on Meetings and Liaison Responsibilities**
- | | | |
|-----|----------------|---------|
| CR1 | Mayor's Report | Page 89 |
|-----|----------------|---------|
-
- 13. Old Business:**
-
- 14. New Business:**
-
- 15. Public Inquiries:**
-
- 16. Adjournment:**



REGULAR COUNCIL MEETING
December 11, 2017
6:00 P.M.
COUNCIL CHAMBERS

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

Absent: Councillor Heather Middleton
Councillor Caroline Beam

Staff: CAO, Tom Matus
Director Of Protective Services, Robert Norton
Corporate Officer, Tammy McKeown

Other: 2 in gallery

1. **CALL TO ORDER:**

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

2. **DELEGATIONS:**

D1 **North Peace Airport Society: Jim McKnight, Board Chair; 8400-01**
Miranda Flury , Director of Strategy & Capital Planning;
Gordon Duke, Managing Director North Peace Airport

- Presented background of airport
 - First airport was located at Rene Dhenin flat where BC Police post was located.
 - Charlie Lake had been used for many years as a float plane base and at Red Powell's at Sunny Side. Originally used by Yukon Southern Airways which became Canadian Pacific and then Air Canada.
 - In the early 1940's airplanes operated from a strip ran east, west, south of the Condill.
 - An airstrip at Rona was also used for a short time.
 - Construction of the present facility began before the Second World War. With the start of the war Royal Canadian Air Force (R.C.A.F) became the operator of the facility.
 - Airport was turned over to the Department of Transport (D.O.T) in 1952 and was run in conjunction with Transport Canada and the Ministry of Transportation until 1994.
 - In April 1995 North Peace Regional Airport operations were taken over by North Peace Airport Society which is made up of the District of Hudson's Hope, District of Taylor, City of Fort St John and Electoral Areas B & C.

- The legal name of the airport is Fort St John airport and has the international designation YXJ.
- The airport is managed by the Vantage Group under a 30 year contract.
- The airport has operated for the past 20 years with basically no local tax inputs, the majority of improvements have been funded by the airport improvement fees. Some financial assistance has been received from the Airport Capital Assistance Program and the North Peace Economic Development Commission.
- The airport is serviced by Air Canada, WestJet, Central Mountain Air, North Cariboo and the helicopter operators. Aircraft Rescue Fire Fighting Services are now available.
- 250,000+ passengers went through the terminal in 2016
- 25,000+ passengers went through the North Cariboo Terminal in 2017.
- Economic Impact:
 - Value Added (GDP) \$16,000,000
 - Employment: 216 Full time employees
 - House hold income: \$12,000,000
 - Taxes paid: \$6,500,000
- Future growth:
 - Terminal Building renovations to reduce congestion.
 - Considering a new Aircraft Rescue Fire Fighting structure
 - Extensive rebuild to runway
- Discussion was had in regard to changing the name on the sign from Fort St John Airport to North Peace Airport. The committee will discuss with the other stakeholders to see if this is a possibility (Transport Canada etc).
- At this time the North Peace Airport Society is integrated with Peace River Regional District; they are looking to become a stand-alone unit.
- The airport is a key piece of infrastructure in the North. The society ensures that it is run in a safe and efficient manner and that it meets the needs of all its stakeholders.

3. **NOTICE OF NEW BUSINESS:**

Mayors Additions: Mayor's report

Councillors Additions:

Staff Additions: SR3

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

0550-01

RESOLUTION NO.228/17

M/S Councillors Heiberg/Miller

That

"The agenda be amended to allow for the presentation of the mayor's report at the beginning of the meeting"

CARRIED

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

CM1 **Mayor's Report to Council**

- **Discussion with Minister of Energy, Mines and Petroleum Resources, Michelle Mungall.**

0400-20

- Minister Mungall reported that consultation will happen with the communities affected by the Site 'C' decision. Mayor Johansson voiced her concern due to Hudson's Hope being different from the other North East communities, consideration needs to be taken in regard to the fact that we are a supplier of these services not just a utilizer. If there is a decision that is brought to Peace River Regional District in regard to a trust, a weighted vote would have to occur. Mayor Johansson explained her concern in regard to the vote as the majority of the votes will be held by municipalities that are not as directly affected. Mayor Johansson discussed the Legacy Agreement with Minister Mungall; the Minister had not heard of the agreement. Council discussed preparing a background document which would include all information pertaining to Site C, Legacy etc. in order to better explain the District's position.

- **Peace Williston Advisory Committee Meeting**

0360-01

- Established in 1982, hold 4-6 meeting per year. The meetings are an avenue of communication between the Board and the Municipalities. The Committee is traditionally chaired by a northern board member. The new government has replaced three members of the board, Chair Brad Bennett, President & CEO, Jessica MacDonald and Director Jack Weisgerber. A new government usually replaces all the members. The new chair will be Janine North.
- Corky Evans, former New Democrat MLA for Nelson-Creston, was in attendance. He discussed the existing Columbia Basin Trust. Mayor Johansson is not sure if anyone has background on the Legacy Agreement and is concerned that the District of Hudson's Hope will not have proper consideration in regard to the degree of impact.
- Councillor Heiberg is in support of sending one or two Council members to meet with Minister Mungall and to provide her with a background brief. The brief is also to be sent to Janine North, the new Peace Williston Advisory Committee Chairman.
- Mayor Johansson to prepare brief for the Ministry of Energy, Mines and Petroleum Resources and for the Peace Williston Energy Advisory Committee. The completed brief is to be brought back to Council for review. The approved brief is to be forwarded to Minister Mungall and to Janine North, along with an invitation for a meeting.

6. **DECLARATION OF CONFLICT OF INTEREST:**

7. **ADOPTION OF MINUTES:**

M1 **November 27th, 2017 Regular Council Meeting** **0550-01**

Correction to CR2: Progress informed the Mayor that the partnership with Sasol Limited in regard to the Montney shale gas play has now been cancelled. The partnership had owned a substantial piece of property, within the Hudson's Hope area, which they are planning to put on the market

RESOLUTION NO.229/17

M/S Councillors Heiberg/Miller

That

"The minutes of the November 27th, 2017 Regular Council Meeting be adopted as amended."

CARRIED

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

BA1 **SR5 Christmas Parade** **4710-01**

- Council would like to thank all staff for the excellent job of planning and implementation of the Christmas Parade and Tree light-up ceremony.

BA2 **SR1 CAO Report- Action and other Updates -Atkinson Subdivision** **3320-01**

- CAO directed to determine if power is on at the Atkinson Subdivision.

9. **STAFF REPORTS:**

SR1 **CAO Report- Action and other Updates** **0110-01**

• **Wastewater Facility Upgrade** **0720-20**

- The aerators will need to be installed, this cannot be completed until the end of January.
- The upgrade is on budget for this year; overall project does have additional costs. Will be approximately \$300,000 over budget.
- CAO handed out report on the project; report to be brought back to January 8, 2018 Regular Council Meeting for discussion.
- Concern was voiced in regard to having the aerators sitting out in the winter weather. CAO stated that the contractor has given him a form of verbal guarantee that the aerators will not be affected. CAO will request some form of warranty on them.
- Contractor has started to move fluid from cells 2 and 3 to cell 4 at this time.

• **Infrastructure Planning Grants**

- Would like to apply for the grant to use towards the cost of a preliminary design for the upgrade to the Beattie lift station.

1855-03-20
5600-01

- o The estimated cost of the design will be \$20,000. Urban Systems has been contacted in regard to doing the design as they were the original designers and know the project.
 - o The existing valves will need to be moved from inside the well to the outside the well for ease of access and to consider the safety of the employees.
 - o The proposed plan is to replace the existing well which will have a cost of at least \$300,000.
- SR2 **Urban System Report-Wastewater Treatment Plan** 0720-20
- Report states that the blower will be in the week of December 18th, concern voiced in regard to whether this is accurate when considering the delay in completion. CAO to confirm date of commissioning and of operator training. CAO to obtain guarantees in regard to the project.
- SR3 **Christmas/New Year's Office Closure** 0110-01
- RESOLUTION NO.230/17
M/S Councillors Heiberg/Quibell
THAT:
"Council authorize the municipal operations to close at noon hour on December 22 and December 29, 2017."
10. **COMMITTEE MEETING REPORTS:**
11. **BYLAWS:**
- B1 **Garbage Bylaw Amendment No. 892, 2017** 3900-02
Tabled until January 8, 2017 meeting due to lack of quorum for vote. 5360-01
- B2 **Amended Fees and Charges Bylaw No. 893, 2017** 3900-02
RESOLUTION NO.231/17 1820-00
M/S Councillors Heiberg/Miller
THAT:
"Council adopt "Hudson's Hope Amended Fees and Charges Bylaw No. 893, 2017".
12. **CORRESPONDENCE:**
- C1 **Letter to Muscular Dystrophy Canada** 0320-00
FOR INFORMATION.
- C2 **NCLGA Northern Mayors and Chairs Roundtable** 0400-01
RESOLUTION NO.232/17
M/S Councillors Heiberg/Quibell
THAT:
"Council authorize the travel costs for Mayor Johansson to attend the Northern Mayors and Chairs Roundtable in Prince George".
- C3 **UBCM-Gas Tax Agreement Community Works Fund Payment** 0400-01
FOR INFORMATION. 1855-04-20

- C4 **Thank you from Hudson's Hope Historical Society** **0220-01**
FOR INFORMATION.
- C5 **Peace River Regional District-Regional (PRRD) Initiatives** **0400-50**
RESOLUTION NO.233/17
M/S Councillors Miller/Quibell
THAT:
"Mayor Johansson to send a letter to PRRD in support of the regional initiatives".
- C6 **District of Sicamous request** **0400-50**
RESOLUTION NO.234/17
M/S Councillors Miller/Heiberg
THAT:
"Mayor Johansson write a letter of support in regard to the prevention of Quagga and Zebra mussels".
- C7 **The Royal Canadian Legion** **1475-01**
RESOLUTION NO.235/17
M/S Councillors Heiberg/Miller
THAT:
"Council authorize the purchase of a 1/10 page business card-full colour ad as support for the Royal Canadian Legion.".
- C8 **UBCM submission on Cannabis Legalization** **0400-01**
FOR INFORMATION **3710-00**
- C9 **Canada Energy Partners Disposal Well** **0400-20**
 - Staff directed to contact Oil and Gas Commission and request a public forum to be held in Hudson's Hope in regard to the factors behind the decision to re-open the disposal well
- C10 **UNBC Cumulative Impacts Research Consortium** **0390-01**
 - Mayor Johansson will be in Prince George for the Mayor's roundtable and will attempt to attend the consortium while there. Staff directed to RSVP on behalf of the mayor.
- C11 **Support request from Double "H" Saddle Club** **0230-20**
RESOLUTION NO.236/17
M/S Councillors Heiberg/Quibell
That:
"Council approve a resolution of support for the Double "H" Saddle Club application for the BC Rural Dividend Grant to provide a letter confirming this resolution of support."
13. **OLD BUSINESS:**
OB1 **NCLGA Resolutions** **0400-01**
 - Possibly put forward a resolution with Peace River Regional District in regard to Cannabis
14. **NEW BUSINESS:**
15. **PUBLIC INQUIRIES:**

16. **ADJOURNMENT:**

0560-00

7:17pm motion to move into in-camera meeting.

RESOLUTION NO.237/17

M/S Councillors Miller/Heiberg

THAT:

"Council close the meeting Pursuant to the Community Charter under Section 90 1(a), (c) and (g)".

Mayor Johansson declared the meeting adjourned at 7:40 pm

DIARY

Diarized

Conventions/Conferences/Holidays

Beryl Prairie Septic Field

07/25/16

Grant Writer Program Sponsorship-September

04/10/17

NDIT Community Halls and Recreation Facilities Program-

-to be brought forward at Strategic Planning Meeting

08/14/17

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

10/23/17

Certified Correct:

Chair/Mayor Gwen Johansson

Corporate Officer Tammy McKeown

THE DISTRICT OF HUDSON'S HOPE

January 8, 2018 Regular Council Meeting

REPORT TO: MAYOR JOHANSSON and COUNCIL
SUBJECT: ACTION and other UPDATES
DATE: January 8th, 2018
FROM: Tom Matus, CAO

Staff Travel:

Staff Tentative Travel:

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

Wastewater Facility Upgrade

Contract extension to January 31, 2018 due to weather and late deliveries of equipment.

Kimberly's update:

- "ICI (our electrical sub-consultant) was on-site week of December 18th to complete the programming of the PLC and HMI. They are still working through a few small things, but the majority of the work is complete.
- Aerzen (blower manufacturer) was on-site to complete the start-up of the blowers and preliminary testing.
- Five of our operators attended training on December 21st where Aerzen went through the key maintenance activities and troubleshooting of the blowers. All of the information is also provided in an O&M manual which will be compiled and provided to you. ICI also went through the HMI a bit, however it wasn't finalized at that time. More on this to come when the aeration is installed in January. We can go through a bit fuller of a plan overview with them in January when everything is operational."
- another training session will be held in the Spring.
- Other updates being:
 - o Cell #2 and Cell #3 waste was transferred to Cell #4.

Atkinson Subdivision

Appraisal of lots completed. Final survey and covenants deposited to LTSA.

Solar Array

No further updates received from Peace Energy Co-op.

Dudley Drive Asphaltting

Received quotes from Astro for paving projects identified in the Strategic Plan and additional areas.

Director of Public Works Position

Councillors Heiberg and Miller with CAO presented a Foreman training proposition to DPW staff on December 14th, have not received any interest from staff as yet.

Special Events Candidate

Kaitlyn Atkinson commenced work January 2nd.

BizzyBody

Winter Carnival event schedule and budget to be completed by Tuesday, January 9th.

Investing in Canada Grant

This grant will come out in 2018 but most likely be available for the 2019 construction season, of which can be used for the Beattie Lift Station Upgrade/Replacement project. Initial discussions with the Building Canada Fund personnel, it is working on a Fed/Prov/Muni - 40/40/20 cost-sharing split – this is not confirmed but is being considered.

Rural Dividend Fund

No application was submitted.

BC Hydro Preliminary and Conceptual Design Submissions

Foreman trainee proposition presented to DPW staff on December 14th, no response from staff as yet.

2018 Budget

I am presently compiling figures from/with Staff.

A handwritten signature in blue ink, appearing to read 'Tom Matus', is written over a horizontal line.

Tom Matus, CAO

REQUEST FOR DECISION

| | |
|--|----------------------------------|
| RFD#: | Date: January 3, 2018 |
| Meeting#: | Originator: Tammy McKeown |
| RFD TITLE: Service Provider Agreement for Hudson's Hope Ski Association | |

BACKGROUND:

At the December 19, 2016 meeting, Council made the following resolution:

RESOLUTION NO.190/16

M/S Councillors Quibell/Gillis

THAT:

"Council approve insurance sponsorship to the Special Events Coordinator Activities, Bullhead Mountain Curling Club, Recreation Society of Hudson's Hope, Hudson's Hope Ski Hill Association, and the New Horizons as Associate Members for insurance expansion coverage; and further, to allow the aforementioned be sponsored on a perpetual basis."

CARRIED

DISCUSSION:

We have been informed by Susan Ackerman, Risk Management Advisor at Municipal Insurance Association (MIA) of B.C., that the resolution incorrectly name the Hudson's Hope Ski Association by including the word Hill in the name. In order for MIA to issue a perpetual Service Provider Agreement for the Ski Association a new resolution with the correct name is required.

BUDGET:
RECOMMENDATION / RESOLUTION:

THAT:

"Council approve insurance sponsorship to the Hudson's Hope Ski Association, and further, to allow the aforementioned be sponsored on a perpetual basis."

Tammy McKeown, Corporate Officer

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor Johansson and Council

DATE: January 8, 2018

FROM: Wallace Roach, Safety and Bylaw Enforcement Officer

SUBJECT: Adoption of the Health and Safety Manual/Health and Safety Policy

RECOMMENDATION:

That: *"Council adopt the District of Hudson's Hope Health and Safety Manual, and Health and Safety Policy as written, knowing that it is a living document and will require updates and revisions throughout its evolution."*

STAFF REPORT:


The District of Hudson's Hope's Health and Safety Manual has been created, is a living document that is and will be continuously updated to reflect legislative changes, addition of new procedures, and new policies. It is requested that the current Health and Safety Manual, and Health and Safety Policy be adopted as is written.

ADMINISTRATOR COMMENTS:



Tom Matus, CAO

Report prepared by:



Wallace Roach, Safety and Bylaw Enforcement Officer

District of Hudson's Hope

Occupational Health and Safety Policy

It is the policy of the District of Hudson's Hope to provide a safe work environment that is designed, operated and maintained in accordance with occupational health and safety standards.

It is the responsibility of the District of Hudson's Hope management to develop, implement and maintain programs designed to prevent injuries and occupational diseases throughout the District of Hudson's Hope workplaces by ensuring that health and safety hazards are controlled or eliminated, and by developing work procedures conducive to a healthy and safe workplace.

It is the responsibility of every supervisor to ensure that all workers are instructed in, and follow all safe work procedures, regulatory requirements and collective agreement provisions.

It is the responsibility of all workers to follow proper safe work procedures and to monitor their workplaces for unsafe conditions and hazards.

Though the active participation and co-operation of management, supervisors, workers and joint occupational health and safety committees, the District of Hudson's Hope will promote healthy and safe working conditions and attitudes as integral parts of its operations.

Gwen Johansson, Mayor

Tammy McKeown, Corporate Officer

Date: _____



District of Hudson's Hope Occupational Health and Safety Program

Original: January 2018

Amended:

Occupational Health and Safety Program

Contents

| | |
|---|----|
| REFERENCES..... | 1 |
| PURPOSE | 1 |
| POLICY | 1 |
| SCOPE | 2 |
| DEFINITIONS | 2 |
| RESPONSIBILITIES | 4 |
| District of Hudson's Hope..... | 5 |
| District of Hudson's Hope Responsibilities to the Joint Health and Safety Committee.. | 6 |
| Supervisors..... | 7 |
| Workers | 8 |
| Contractors | 8 |
| PROGRAM DETAILS..... | 9 |
| Joint Health and Safety Committees | 9 |
| Structure/Membership..... | 9 |
| Duties and Functions of Joint Health and Safety Committee | 9 |
| Worker Health and Safety Representative..... | 10 |
| JHS Meetings..... | 11 |
| Management Meetings | 11 |
| Investigation of Incidents | 11 |
| Workplace Inspections..... | 14 |
| Hazard Identification | 14 |
| Requesting Inspection by WorkSafeBC | 16 |
| Risk Assessment | 16 |
| Risk Assessments Required For District of Hudson's Hope | 16 |
| Hazard Control | 17 |
| Elimination or Substitution..... | 17 |
| Engineering Controls..... | 17 |
| Administrative Controls | 17 |
| Personal Protective Equipment | 18 |
| Communication Strategies..... | 18 |
| Problems and Hazard Resolution | 18 |
| Hazard Resolution Process | 19 |
| Refusal of Unsafe Work..... | 20 |
| Medical Examinations and Health Monitoring | 21 |
| TRAINING REQUIREMENTS | 21 |
| Goal..... | 21 |
| Objectives..... | 21 |
| Summary of Training | 21 |
| Orientation | 21 |
| Joint Health and Safety Committee | 22 |
| Instruction and Supervision | 22 |
| PROGRAM MAINTENANCE..... | 23 |
| Monthly Review | 23 |
| Annual Review..... | 24 |
| DOCUMENTATION..... | 26 |

| | |
|--|----|
| Records and Statistics | 26 |
| SUPPLEMENTARY INSTRUCTIONS | 30 |
| APPENDICES | 31 |
| Appendix A - Occupational Health and Safety Policy | |
| Appendix B - JHS Committee Terms of Reference | |
| Forms | |
| Incident Investigation Report | |
| Follow Up Form | |
| Inspection Checklist | |

REFERENCES

- WorkSafeBC OHS Regulation 3.1 to 3.3
 - The requirements of the WorkSafeBC Occupational Health and Safety Regulation are mandated by the *Workers' Compensation Act*.
 - The Regulation requires employers with a work force of 20 or more where at least one workplace creates a moderate or high risk of injury, or 50 or more workers, to initiate and maintain an Occupational Health and Safety Program. Employers who do not fit into these categories must maintain a smaller program, encompassing at a minimum, regular monthly meetings with workers to discuss health and safety issues and the control of hazards.
- *Workers' Compensation Act*, Part 3, Division 3, Sections 115 through 124.
- *Workers' Compensation Act*, Part 3, Division 4, Sections 125 through 140 (Joint Health and Safety Committee requirements).

PURPOSE

The Occupational Health and Safety Program is designed to provide workers with a safe and healthy workplace and to comply with the requirements of the *Workers' Compensation Act* and the WorkSafeBC OHS Regulation.

POLICY

The District of Hudson's Hope is committed to providing workers with a safe and healthy workplace by:

- Promoting a positive attitude towards health and safety in the workplace.
- Providing sufficient resources to implement the Occupational Health and Safety Program.
- Complying with legislated regulations, standards and established safe work procedures.
- Cooperating with the Joint Occupational Health and Safety committee to identify hazards, assess risks and find solutions.

It is the policy of the District of Hudson's Hope to provide a safe work environment that is designed, operated and maintained in accordance with occupational health and safety standards.

SCOPE

This program applies to:

- All District of Hudson's Hope workers
- All contractors and sub-contractors working for the District of Hudson's Hope

DEFINITIONS

| | |
|--------------------------------|--|
| Administrative Controls | Methods of lowering risk to workers by providing, using and scheduling work activities and resources in the workplace. This includes planning, organizing, staffing and coordinating activities for the purpose of controlling risk. |
| Combustible Liquid | A substance which meets the criteria for WHMIS Class B Division 3 combustible liquid. |
| Contaminant | A harmful or irritant material, or nuisance dust, not normally part of a substance or a material, that changes the normal proportions of components in a mixture such as air. |
| Controlled Product | A product, material or substance specified by regulations made pursuant to section 15(1)(a) of the Hazardous Products Act (Canada) as products, materials and substances included in any of the classes listed in Schedule 2 of that Act. |
| Engineering Controls | Using technology to reduce the risk of injury to workers. The arrangement, design or alteration of workstations, equipment, materials, production facilities or other aspects of the physical work environment, for the purpose of controlling risk. For example adjusting the height of a work bench to suit the worker's needs thereby reducing awkward posture. |
| Flammable Liquid | A substance which meets the criterion for WHMIS Class B Division 2 flammable liquid. |
| Hazard | A thing or condition that may expose a person to a risk of injury or occupational disease. |
| HEPA | Concerning air filtration, a High Efficiency Particulate Air filter meeting the specifications of a nuclear grade filter e.g. the filter may provide 99.97% filtration efficiency when the particle size is 0.3 micrometer. |

| | |
|--|---|
| IDLH atmosphere | An atmosphere containing a substance at a concentration which is immediately dangerous to life or health because the concentration is greater than that from which one could escape without any escape-impairing symptoms or irreversible health effects. IDLH includes an atmosphere with an unknown concentration with the potential to be immediately dangerous to life or health. |
| Incident | An accident or other occurrence which resulted in or could have caused an injury or occupational disease. |
| Material Safety Data Sheet (MSDS) | A document listing the information required by the Hazardous Products Act (Canada) and the Controlled Products Regulations (Canada). |
| Oxygen Deficient | In relation to air, a condition where there is less than 19.5% oxygen by volume, or the partial pressure of oxygen is less than 16.3 kPa (122mm Hg). |
| Practicable | What is reasonably capable of being done. |
| Professional Engineer | A person who is registered or licensed to practice engineering under the provisions of the Engineers and Geoscientists Act. |
| Qualified | Being knowledgeable of the work, the hazards involved and the means to control the hazards, because of education, training, experience or a combination of these. |
| Rated Capacity or Rated Load | The maximum load stated by the manufacturer which a crane, hoist or other piece of equipment or structure is designed and built to lift or support. |
| Reasonable Cause | When used in the refusal to do work, means as a result of information received, or deeply held beliefs. |
| Regularly Employed | Having worked at the workplace at least one month. This includes part time workers, but does not include seasonal workers during the off season. |
| Risk | A chance of injury or occupational disease. |
| Sensitizer | A substance that can cause an allergenic response after initial exposure, and that can cause symptoms upon subsequent exposure at much lower concentrations. |
| Supervisor | A person who instructs, directs and controls workers in performing their duties. |

| | |
|--|--|
| Undue Hazard | A hazard that would be unusual for that type of occupation. For example, a utility arborist routinely uses elevated platforms. An undue hazard would exist if the platform was being used in icy storm conditions. |
| Worker Health and Safety Representative | A member of the Joint OHS committee, or if there is no Joint OHS committee, the representative who will fulfill the duties and responsibilities of the committee. |
| Working Load Limit (WLL) | The maximum load that the manufacturer says a piece of equipment can support. |
| Workplace | Any place where a worker is working or could be working. This includes any vessel, vehicle or mobile equipment used by a worker in work. |

RESPONSIBILITIES

District of Hudson's Hope

The District of Hudson's Hope through its' elected officials, administrators, directors and managers, is responsible to:

- Ensure the health and safety of all workers in the workplace.
- Ensure that safety is on the agenda of monthly management meetings.
- Remedy any conditions in the workplace that are hazardous to the health or safety of District of Hudson's Hope workers.
- Ensure that workers are aware of all known health or safety hazards to which they are likely to be exposed by their work.
- Establish and maintain a Joint Health and Safety committee in each workplace where 20 or more workers are regularly employed.
- Ensure that prime contractors at the workplace are given information that is necessary to identify and eliminate or control hazards to the health or safety of persons at the workplace.
- Establish occupational health and safety policies and programs to meet WorkSafeBC OHS Regulation and other standards and legislation that pertain to the business of the District of Hudson's Hope.
- Ensure that copies of the WorkSafeBC OHS Regulation and *Workers' Compensation Act* are readily available for review by workers.
- Provide and maintain in good condition protective equipment, devices and clothing

as required and to ensure that workers use them.

- Provide information, instruction, training and supervision necessary to ensure the health and safety of workers in carrying out their work and to ensure the health and safety of other workers at the workplace.
- Hold supervisors and workers accountable for their safety performance.
- Cooperate with representatives from WorkSafeBC.

District of Hudson's Hope Responsibilities to the Joint Health and Safety Committee

- Consult and cooperate with the JHS committees (or Worker Health and Safety Representatives).
- Provide equipment, premises and clerical personnel to carry out duties and functions of the JHS committee.
- Provide information on health and safety hazards to which workers are likely to be exposed, health and safety experience and work practices and standards in similar or other industries, and WorkSafeBC orders, penalties and prosecutions relating to health and safety at the workplace.
- Alert the JHS committee (or Worker Health and Safety Representative) about proposed or planned change to the workplace that may affect the health and safety of workers.
- Respond in writing to the JHS committee within 21 days of receiving a written request for a response, or provide a written explanation for any delay or inability to respond to the committee within that time.
- Provide members of JHS committee with time off work and pay to attend meetings and to fulfill other functions and duties of the committee.
- Ensure that each member of the JHS committee is provided the opportunity to annual educational leave totaling 8 hours for the purposes of attending occupational health and safety training courses without loss of pay or other benefits (as entitled by the *Workers' Compensation Act*).
- Retain copies of JHS committee reports for 2 years from the date of the meeting. Ensure the reports are readily accessible to the JHS committee members, workers, District of Hudson's Hope officers and directors, union and WorkSafeBC.
- Post in the workplace the names and work locations of the JHS committee members, the reports of the 3 most recent JHS committee meetings and copies of applicable orders for the preceding 12 months.

Supervisors

Supervisors are responsible to:

- Ensure the health and safety of all workers under their direct supervision.
- Ensure that workers are trained in and follow safe work procedures.
- Participate in the development of safe work procedures where necessary.
- Ensure that workers are made aware of all known or reasonably foreseeable health or safety hazards in the area in which they work.
- Instruct workers in safe practices at the time they are given assignments and as the work progresses.
- Ensure that workers are able to demonstrate safe work procedures before being assigned a task.
- Recognize unsafe practices and conditions and correct them without delay.
- Ensure that all equipment, tools and apparatus are in good repair and in proper working order.
- Supply the required personal protective equipment (PPE) and enforce the use of equipment as required.
- Enforce established safety policies, safety rules and job procedures as required.
- Participate in accident / incident investigations.
- Ensure that all accidents and injuries are reported immediately and documented.
- Ensure that regular workplace safety inspections take place as required and that deficiencies found during inspections are addressed.
- Consult and cooperate with the JHS Committee (or Worker Health and Safety Representative).
- Ensure that JHS committees are informed about unsafe conditions and actions uncovered during inspections.
- Ensure compliance with the WorkSafeBC OHS Regulation and *Workers' Compensation Act*, as well as any other Acts or legislation pertaining to the District of Hudson's Hope.

- Cooperate with representatives of WorkSafeBC.
- Provide adequate direction and communicate to workers the health and safety procedures of the District of Hudson's Hope.

Workers

All workers are responsible to:

- Take reasonable care to protect their health and safety and the health and safety of other persons who may be affected by their work.
- Carry out their work in accordance with established safe work procedures.
- Use protective equipment, devices and clothing as required.
- Not engage in horseplay or similar conduct that may endanger them or any other person.
- Ensure their ability to work safely is not impaired by alcohol, drugs or other causes.
- Report unsafe conditions, equipment and acts to supervisors or management.
- Consult and cooperate with the JHS committee (or Worker Health and Safety Representative).
- Cooperate with WorkSafeBC.

Contractors

Contractors are responsible to:

- Gather information from District of Hudson's Hope about pre-existing hazards and how to eliminate or minimize the hazards.
- Obey the onsite safety policies and regulations of District of Hudson's Hope.
- Ensure workers of the contractor are trained and qualified to perform their duties.
- Provide supervision at all times on the job site.
- If designated as Prime Contractor, meet all of the requirements of the District of Hudson's Hope Contractor Coordination Program.
- Alert District of Hudson's Hope to any hazards that might affect the safety of any workers.

PROGRAM DETAILS

Joint Health and Safety Committees

Structure/Membership:

- The Joint Health and Safety committee is an independent committee and is separate from all other committees.
- The committee must have at least 4 members and at least half of the members must be worker representatives.
- The committee has 2 co-chairs, one selected by the worker representatives and the other selected by the employer representatives.
- Worker representatives are selected by the union from workers who do not exercise managerial functions at the workplace, according to procedures established by the union(s).
- Where there are less than 20 workers, but more than 9 workers in a workplace, the workers elect a worker health and safety representative to work with management. The worker health and safety representative has the same duties and functions as members on the Joint Occupational Health and Safety committee.
- Employer representatives must be selected by the employer from those employees who exercise managerial functions.
- Employer and worker representatives should be selected because of their interest in health and safety, their ability to apply the legislation and collective agreement to rectify safety concerns, and a willingness to work together in a cooperative, consensus-building manner.
- The JHS committee will establish its own terms of reference as required by the *Workers' Compensation Act*.

Duties and Functions of Joint Health and Safety Committee

Committee Members:

- Participate in developing, monitoring, implementing, and promoting the Occupational Health and Safety program.
- Identify situations that may be unhealthy or unsafe for workers and provides advice on effective systems for responding to those situations
- Participate in workplace inspections, identifying workplace hazards and investigating refusals of unsafe work.
- Consult with workers and employer on health and safety issues.

- Deal with complaints concerning health and safety of workers in accordance with District of Hudson's Hope complaint procedures.
- Make recommendations for improvement of workplace health and safety.
- Make recommendations on educational programs promoting the health and safety of workers and monitors the effectiveness of the programs.
- Advise District of Hudson's Hope on programs and policies required under the WorkSafeBC OHS Regulation and *Workers' Compensation Act* and proposed changes to the workplace or the work processes that may affect the health or safety of workers.
- Ensure that investigations and regular inspections are conducted as required by the Regulation and participates in the investigations/inspections.
- Participates, where practicable, in inspections, investigations and inquiries conducted by officers of WorkSafeBC.

Note: representation on inspections is not limited to members of the JHS committee. A worker representative or, if there is no worker representative or the worker representative is not reasonably available, a reasonably available worker selected by the WorkSafeBC officer may participate.

- Ensure that a report of each JHS committee meeting is prepared and a copy of the report is provided to the employer.

Worker Health and Safety Representative

Acting as a one-worker JHS committee, the Worker Health and Safety Representative carries out the following functions:

- Makes recommendations for establishing and enforcing health and safety policies and practices.
- Obtains from the employer and other sources information regarding existing or potential hazards in the workplace.
- Participates in identifying hazards and makes recommendations to control the hazards.
- Advises on and promotes educational programs for both management and workers.
- Receives and investigates health and safety complaints and makes recommendations to management.
- Maintains records regarding complaints and their resolution.

- Reviews information resulting from monitoring and measuring procedures and makes recommendations to the employer.
- Participates in inspections of the workplace.

JHS Meetings

Meetings are held at least once a month. The purpose of the meeting is to provide positive participation and cooperation by employer and worker representatives in managing health and safety in the workplace.

Agendas are prepared for the meetings by one or both of the co-chairs, and distributed prior to the meeting. Agenda items are solicited from employer and worker representatives for the agendas.

Activities that generate items for consideration include:

- Workplace Inspections
- Investigations of incidents, accidents and diseases
- Workplace hazards
- Investigations of worker complaints
- Consultations with technical experts
- Training

Management Meetings

Safety will appear on the agenda of management meetings on a periodic basis. The District of Hudson's Hope will review any recent incidents or accidents, safety trends and upcoming issues that may have an impact on the safety program to determine the necessary courses of action.

Investigation of Incidents

The District of Hudson's Hope will ensure prompt investigation of incidents to determine actions required to prevent recurrence.

Incidents that require investigation are:

- Serious injury or death
- Major structural failure or collapse
- Major release of a hazardous substance
- Blasting accident that caused personal injury
- Dangerous incident involving explosives
- Diving accident

- Any accident or other incident that resulted in injury to a worker requiring medical treatment
- Any accident or other incident that did not cause injury to a worker or caused only minor injury that did not require any medical treatment, but could have caused serious injury or death (near misses).

There are two types of investigations required:

- Preliminary Investigation
- Full Investigation

A preliminary investigation will be completed within 48 hours of the incident. A full investigation will commence immediately and be completed within 30 days of the incident. If it is not possible to complete the full investigation within 30 days, an extension must be requested from WorkSafeBC.

If the full investigation can be completed within 48 hours, a preliminary investigation is not required.

Both the preliminary and full investigations will be performed by the supervisor, injured worker (if available), and, if they are reasonably available, a worker representative/ bargaining unit member of the Joint Occupational Health and Safety Committee. If the worker is not available, then someone knowledgeable in the work should participate in the investigation.

PRELIMINARY INVESTIGATION

The focus of the preliminary investigation is to, as far as possible, identify any unsafe conditions, acts or procedures that significantly contributed to the incident, and to take immediate action reasonably necessary to prevent a recurrence of the incident.

The preliminary investigation must be documented, and must contain the following elements:

- a) the place, date and time of the incident;
- b) the names and job titles of persons injured in the incident;
- c) the names and job titles of witnesses or other persons necessary for a proper investigation of the incident;
- d) a statement of the sequence of events that preceded the incident;
- e) identification of any unsafe conditions, acts or procedures that significantly contributed to the incident;
- f) a brief description of the incident;
- g) the names and job titles of the persons who conducted the preliminary investigation;
- h) interim corrective actions the investigators have determined to prevent the recurrence of similar incidents, for the interim period between the occurrence and the submission of the full investigation report;
- i) information about what interim corrective action has been taken and when actions not yet implemented will be taken; and

- j) the circumstances of the incident that preclude the employer from addressing a particular element of the above listed items during the preliminary investigation period.

The preliminary investigation report must be provided to WorkSafeBC upon request.

The corrective action report must be provided to the Joint Occupational Health and Safety Committee, and/or posted on the bulletin board, and provided to WorkSafeBC if requested.

FULL INVESTIGATION

A full investigation report of the incident must contain:

- a) all of the elements noted in a) through e) above, plus:
- b) determination of the cause or causes of the incident
- c) a full description of the incident
- d) the names and job titles of the persons who conducted the preliminary and full investigation of the incident;
- e) all corrective actions the employer has determined are necessary to prevent the recurrence of similar incident; and
- f) information about what corrective action has been taken and when any corrective actions not yet implemented will be taken

A full investigation report, including corrective actions, shall be provided to the Joint Occupational Health and Safety Committee and WorkSafeBC.

WorkSafeBC shall be immediately notified by supervisor for incidents:

- That resulted in injury requiring medical aid, beyond the level of first aid at the workplace with risk of death, or death of a worker.
- Involving a major structural failure or collapse of a building, bridge, tower, crane, hoist, temporary construction support system or excavation.
- Involving the major release of a hazardous substance, e.g. release of ammonia at an ice arena, release of chlorine at a swimming pool that resulted in two or more workers receiving first aid or one worker requiring medical aid.

Workplace Inspections

Supervisors and worker representatives from the JHS committee, will perform regular inspections of all workplaces, including:

- buildings
- structures
- grounds
- excavations
- tools
- equipment
- machinery
- work methods and practices
- mobile equipment/vehicles

Inspections of tools, equipment and machinery are conducted at intervals according to manufacturer's recommendations, e.g. mobile equipment. Inspections of buildings, structures and others listed will be conducted at the discretion of supervisors and the committee at appropriate intervals to prevent the development of unsafe working conditions. Copies of the completed inspection checklists will be forwarded to the JHS committee to ensure that follow-up has been completed.

In addition to regular inspections, inspections are conducted in response to incidents that require medical aid or when there is a malfunction of a tool, piece of equipment or machinery.

Unplanned, or daily inspections, will be conducted in the workplace, by all supervisory staff.

Inspections, where feasible, include participation of members of the JHS committee or the worker health and safety representative.

Any unsafe or harmful conditions found during inspections will be rectified according to the criteria set for corrective action outlined in the hazard identification process of this program.

Records of inspections are kept for a period of one year.

Hazard Identification

Work processes are analyzed for potential hazards.

Unsafe or harmful conditions found in the course of an inspection are remedied without delay.

Only qualified and properly instructed workers correct a condition that constitutes an immediate threat to workers. Every possible effort is made to control the hazard while this is being done.

The A-B-C hazard-rating method is used to rate items observed during a safety inspection. This system highlights the degree of severity of those hazards, which will assist the employer to prioritize corrective action. Hazards are rated as follows:

A Hazard

- An "A" Hazard rating is an imminent hazard that requires immediate corrective action. (Activity to be discontinued until hazard is corrected.)

Examples:

- Lack of a fall protection program for workers on the roof.
- Workers in an unsloped, unshored excavation more than 4 feet deep.

B Hazard

- A "B" Hazard rating is given to a hazardous condition or activity which is not imminently dangerous but should be attended to as soon as possible. (As a general rule, the time frame for correction should never exceed 2 weeks).

Example:

- Workers on a sloped roof are using a personal fall protection system, but the toeholds that they are using are 2" x 4" rather than 2" x 6".

C Hazard

- A "C" Hazard rating is low hazard. It generally does not include machinery with moving parts. (As a general rule, the time frame for correction should not exceed 4 weeks.)

Example:

- The written procedures for excavations do not include a section to ensure that workers digging excavations refrain from using pointed tools to probe for underground electrical services. The procedures will be reviewed by the JHS committee.

Requesting Inspection by WorkSafeBC

Any worker can request an inspection by WorkSafeBC. In the interest of an effective problem resolution process, employees are encouraged to contact the appropriate supervisor, or health and safety representative prior to requesting an inspection by WorkSafeBC.

If a worker decides to proceed with requesting an inspection by WorkSafeBC, they are encouraged to advise their supervisor and employee health and safety representative that the request is being made.

Risk Assessment

Risk assessment is a way of determining what needs to be done to prevent injury or illness in the workplace once hazards have been identified. A risk assessment begins with a careful examination of the workplace for hazards that can cause harm to people. Hazards are identified in order to determine whether it is necessary to take precautions or avoid certain activities in order to prevent harm.

Risk Assessments Required For the District of Hudson's Hope

| Subject | Regulation |
|---|------------|
| Asbestos | 6.6 |
| Abrasive blasting | 12.98 |
| Biological Agents | 6.34 |
| Cold stress | 7.34 |
| Confined Spaces | 9.9 |
| Emergency Washing Facilities | 5.88 |
| Ergonomics (Musculoskeletal injury/MSI) | 4.48 |
| Exposure to harmful substances | 5.54 |
| Heat stress | 7.29 |
| Land Slide (Forestry specific) | 26.18 |
| Noise | 7.3 |
| Release of hazardous substances - accidental, fire or other emergency | 5.99 |
| Emergency Preparedness and Response | 4.13 |
| Snow Avalanche Assessment | 4.1.1 |
| Toxic Process Gases | 6.118 |
| Working Alone or in Isolation | 4.20.2 |
| Workplace violence | 4.28 |

Hazard Control

Hazards are controlled in a number of ways. In order to control hazards solutions are identified in the following order:

1. Eliminate or substitute products or processes
2. Engineering controls
3. Administrative controls
4. Use of personal protective equipment

Elimination or Substitution

This is the first level of hazard control. Ideally, hazards or procedures should be eliminated or another product or procedure may be substituted to control the hazard, e.g. when stacking heavy objects, eliminate the risks associated with manual lifting and substitute with the use of a mechanical aid such as a scissor lift. If that is not possible, the next level of hazard control will be used.

Engineering Controls

Engineering controls will be considered whenever possible. For example, the installation of area fans and local exhaust to control exposure to dusts, fumes and vapors.

Enclosures, guards, barriers and lockout mechanisms will be built into equipment and systems where required.

Inventories of parts necessary for safety will be developed and maintained.

Safety requirements, i.e. noise levels, vibration, ergonomics, etc., will be considered prior to purchasing machinery and equipment.

Administrative Controls

Administrative controls include the provision, use and scheduling of work activities and resources in the workplace. These include:

- Scheduling of work tasks to limit the duration of exposure to a hazard
- Varying the tasks and rotation of the jobs to minimize the risk of exposure to musculoskeletal injuries
- Written work procedures to include safe work practices
- Manuals for all new equipment and machinery will be supplied
- Education and training will be provided
- Hazardous materials and substances will be identified and monitored

- Health monitoring will occur when required to ensure the worker is not suffering ill effects from performing his/her tasks, e.g. audiometric testing for workers operating in environments where the noise level exposure is in excess of 85dBA_{LEX} or 135dBA peak sound level
- Ensuring that First aid services and equipment are up to date and meet WorkSafeBC requirements

Personal Protective Equipment

When elimination, substitution, engineering or administrative controls are not feasible, or not completely effective, then personal protective equipment is supplied and worn.

The use of personal protective equipment is necessary wherever a worker may be exposed to hazards.

Workers are trained in the effective use and care of personal protective equipment.

Communication Strategies

The JHS committee is an important channel for workers' input in the decision-making process. The District of Hudson's Hope communicates safety decisions to the JHS committee.

Worker health and safety representatives report to workers who have made complaints or suggestions. Workers are kept in the communication loop until the matter has been resolved.

Employer health and safety representatives report committee proceedings to management on a monthly basis.

JHS committee meeting minutes are posted in a conspicuous place for all to see.

Worker health and safety representatives of a union provide a regular report at their local union meetings.

Problems and Hazard Resolution

The best method for preventing occupational injury and illness is by identifying potential or existing hazards and implementing corrective actions before injury or illness occurs.

Where a hazard exists the District of Hudson's Hope will take any necessary corrective action without delay.

Where there is a question about the health and safety of the workplace, worker health and safety representatives and employer health and safety representatives work together in a cooperative and positive manner to resolve the situation.

Hazard Resolution Process

The process begins with an effort to clearly establish whether there is a genuine hazard. WorkSafeBC OHS Regulation and other legislation related to occupational health and safety provide specific standards that identify when a condition, substance or circumstance is hazardous.

When a worker or groups of workers identify an occupational health or safety hazard or concern that they cannot resolve, the matter is referred to the their supervisor.

Where the supervisor is not available, the matter should be referred to the OHS representative who will follow up with the supervisor and / or the JHS committee.

On being advised of a health and safety hazard or concern the supervisor, in conjunction with the JHS committee as needed, will review the situation and endeavor to resolve the hazard or concern as soon as possible by the following steps:

1. Assess the Situation

- Discuss the problem or hazard with the worker(s) in conjunction with an OHS representative.
- Determine the nature of the concern and the extent to which the problem is affecting workers.
- If necessary, conduct an inspection with an OHS Representative to obtain further details.
- Obtain advice or consultation from other sources as appropriate.

Some examples of types of matters that may need referral for assistance are those that:

- Require the manager's expenditure authority
- Require a policy decision
- Affect more than the immediate local workplace
- Workers and supervisor cannot resolve

2. Plan of Action

- Once the supervisor is familiar with the situation, actions will be considered in consultation with the JHS committee to resolve the hazard or condition.
- When the plan of action is determined, it will be carried out as soon as possible.

- Once action has been taken, the supervisor will conduct a review with the JHS committee to ensure that the conditions or concerns have been resolved.

3. Progressive Authorities for Conflict Resolution

Where dealing with an issue or concern that cannot be resolved by the supervisor and worker the matter should be referred to the JHS committee.

Where the JHS committee cannot resolve the matter, the committee should refer it to the Chief Administrative Officer.

Refusal of Unsafe Work

WorkSafeBC OHS Regulation 3.12 states that a person must not carry out or cause to be carried out any work process or operate or cause to be operated any tool, appliance or equipment if that person has reasonable cause to believe that to do so would create an undue hazard to the health and safety of any person.

The steps to be taken to resolve such an issue are listed under Section 3.12 WorkSafeBC OHS Regulation and are as follows:

1. A worker who refuses to carry out a work process or operate a tool, appliance or equipment, as above, must immediately report the circumstances of the unsafe condition to his or her supervisor or employer.
2. A supervisor or employer receiving a report must immediately investigate the matter and ensure that any unsafe condition is remedied without delay.
3. If in his or her opinion the report is not valid, the supervisor or employer must so inform the person who made the report.
4. If the matter is not resolved, and the worker continues to refuse to carry out the work process or operate the tool, appliance or equipment, the supervisor or employer must investigate the matter in the presence of the worker who made the report and in the presence of:
 - A worker member of the JHS committee,
 - A worker who is selected by a trade union representing the worker, or
 - If there is no JHS committee or the worker is not represented by a trade union, any other reasonably available worker selected by the worker.
5. If the investigation does not resolve the matter and the worker continues to refuse to carry out the work process or operate the tool, appliance or equipment, both the supervisor, or the employer, and the worker must immediately notify a WorkSafeBC Officer, who must investigate the matter without undue delay and issue whatever orders are deemed necessary.

No employee will be subject to discriminatory action (as defined in section 150 of Part 3 of the *Workers' Compensation Act*) because the worker has acted in compliance with section 3.12 or with an order made by an officer.

Medical Examinations and Health Monitoring

Health monitoring services will be in place to keep track of workers' exposure to noise.

Hearing tests will be performed on workers who are exposed to noise levels exceeding 85dBA_{LEX} or 135dBA peak sound level. Tests will be conducted upon commencement of workers' employment or at least within the first six months of employment and annually thereafter.

Where workers are exposed to chemical and biohazardous substances, health monitoring will be implemented when required according to Part 5 of the WorkSafeBC OHS Regulation.

TRAINING REQUIREMENTS

Goal

To provide instruction and supervision of workers for the safe performance of their work.

Objectives

As a result of this training, workers and supervisors will be aware of the Occupational Health and Safety Program and the hazards of the workplace, how to protect themselves from those hazards, how to perform their duties, and operate equipment safely.

Summary of Training

Orientation

New workers, or those who are returning to work after a lengthy absence where the hazards of the work have changed, or those who are transferred to a new position, receive an orientation immediately, or at the latest, within the first week on the job. Items covered in this orientation include:

- The name and contact information of the workers' supervisor
- The workers' rights and responsibilities under the *Workers' Compensation Act* and WorkSafeBC OHS Regulation
- Health and safety policy and health and safety program
- Basic health and safety instruction and workplace health and safety rules
- Hazards of the workplace and the job

- Working alone or in isolation
- Prevention of workplace violence, bullying and harassment
- Personal Protective Equipment requirements
- Instruction and demonstration of the work task or work process
- Location of first aid room, washrooms, lunchroom and smoking areas
- Emergency procedures and personnel
- Fire prevention
- WHMIS information applicable to the work
- Contact information for the Joint Occupational Health and Safety Committee (or worker health and safety representative)

Joint Health and Safety Committee

Members on the Joint Health and Safety Committee are entitled to 8 hours of training each year.

Instruction and Supervision

Instruction and supervision of workers is provided for the safe performance of their work. Subjects for instruction will be listed according to the requirements of District of Hudson's Hope with reference to appropriate safe work procedures being made during instruction. Some examples may include but are not limited to following:

- Blasting operations, general requirements and emergency procedures
- Chemical and biohazardous substances
- Cold stress
- Confined spaces
- Controlled products (WHMIS)
- Coordination of multi-employer workplaces
- Driver training
- Emergency eyewash/shower use
- Emergency procedures
- Ergonomics
- Evacuation and rescue
- Exposure to asbestos, lead, radioactive equipment, PCB's
- Fall protection system and procedures
- Fire prevention
- First aid
- Forestry operations, general, and faller qualifications
- Handling sharps

- Heat disorders
- Ladder safety
- Lockout
- Mobile equipment operation
- Overhead power lines
- Personal protective equipment
- Scaffolding
- Small equipment operation
- Tire servicing
- Toxic process gases (chlorine, ammonia, ozone)
- Traffic control
- Underground working (excavations, shoring and underground utilities)
- Vibration
- Violence
- Working alone

PROGRAM MAINTENANCE

Monthly Review

Occupational Health and Safety Program

The JHS committee shall review monthly:

- Reports of current accidents or occupational diseases, their causes and means of prevention
- Remedial action taken or required by the reports of investigations and inspections
- Any other matters pertinent to occupational health and safety

Annual Review

The following table provides a list of supplementary programs, procedures and equipment that are reviewed annually.

| Program | Review By | REGULATION |
|-------------------------------------|----------------------------|---|
| Working Alone | Employer | The procedure and system for checking a worker's well-being is reviewed at least annually or more frequently if there is a change in work arrangements which could adversely affect a worker's well-being or a report that the system is not working effectively. |
| Ergonomics | Employer | The employer monitors the effectiveness of the measures taken to comply with the Ergonomics (MSI) Requirements and ensure they are reviewed at least annually. |
| Hazardous Materials | Employer & JHS Committee | The employer, in consultation with the JHS Committee, reviews the Exposure Control Plan annually, or more frequently if required by a change in work conditions or available hazard information. |
| Emergency | Employer and JHS Committee | The emergency plan is developed, implemented and reviewed annually in consultation with the JHS committee, or the Worker Health and Safety Representative. |
| Lead | Employer | The employer reviews the Exposure Control Plan if workers are or may be exposed to lead in excess of 50% of the exposure limits, or if exposure through any route of entry could result in elevated lead body-burdens. |
| Noise | Employer | Noise control and hearing conservation program is reviewed annually to ensure its effectiveness. |
| Ionizing and non-ionizing radiation | Employer | The employer reviews the Exposure Control Plan annually. |
| Personal Protective Equipment | Employer & JHS Committee | The personal protective equipment program is reviewed annually by the employer in consultation with the JHS committee or the health and safety representative. |
| Avalanche control | Employer | The employer must ensure that procedures are reviewed annually and that proposed changes to the procedures are submitted to the board for approval before implementation. |
| First Aid Assessments | Employer | The employer must review first aid assessments within 12 months of the previous assessment or review. |
| WHMIS | Employer | WHMIS program is reviewed at least annually or more frequently if required by a change in work conditions or available hazard information |

| Program | Review By | REGULATION |
|--|--------------------|--|
| HEPA Filters | Employer | The employer must assess the effectiveness of HEPA filters by DOP (Dioctyl phthalate) testing or similar means at least annually, after a HEPA filter is replaced in a vacuum cleaner or ventilation system, and before use in high risk work activity |
| Toxic Process Gas monitoring and alarm systems | Employer | Monitoring and alarm systems must be tested at least monthly for proper operation and calibrated at least annually by authorized personnel |
| Respirators | Employer | SCBA and SAR must be tested at least annually to ensure that the air being supplied meets requirements |
| Confined Space Rescue | Employer | A practice drill must be conducted at least annually to ensure every person assigned rescue duties are properly equipped and adequately trained to carry out such duties |
| Movable Work Platforms | Employer | A vehicle-mounted elevating work platform and a self-propelled boom-supported elevating work platform must be inspected in accordance with good engineering practice at least every 12 months |
| Mobile cranes, boom trucks and sign trucks | Employer | A mobile crane or boom truck must be inspected at least once every 12 months in accordance with good engineering practice |
| Elevating Work Platform | Employer | The employer must ensure that insulated elevating work platforms intended for use by a worker is dielectrically tested, at least once every 12 months |
| Firefighting Aerial Devices and Ground Ladders | Employer | A fire department aerial device must be inspected and tested in accordance with good engineering practice at intervals not exceeding 12 months |
| Safe Work Procedures | Employer/ JOHSC | Safe Work Procedures should be reviewed annually, or whenever changes in work or equipment are made that would impact safe operations |
| Laboratory fume hoods | Employer | Laboratory fume hood operation must be assessed annually using a smoke tube or other suitable qualitative method. |
| Biological safety cabinets | Employer | Must be certified at least annually by a qualified person |

DOCUMENTATION

Documentation for this program includes the Joint Health and Safety Committee Terms of Reference and the following information provided in the Records and Statistics section of this document.

Records and Statistics

Statistics are being maintained for the following:

- Lost time, medical aid, first aid and near miss incidents
- The nature and severity of worker injuries/illnesses
- Comparison of injuries and incidents from year to year

Statistics are reviewed on a regular basis to determine if there are any trends which should be addressed, and to make recommendations for improvement in the Health and Safety Program.

Records are being maintained for the following:

Numbers listed below refer to the applicable Part from the WorkSafeBC Occupational Health and Safety Regulation.

| Type of Records | Ref. | Length of Time |
|--|---------|---|
| Risk assessments required by WorkSafeBC OHS Regulation | Various | No guidelines at this time |
| Workplace Inspection reports | WC Act | One year |
| Incident Investigation reports | WC Act | Six months |
| JHS committee minutes | WC Act | Two years |
| Management meetings | WC Act | No guidelines at this time |
| First aid treatment records, including Form 7 & 7A | 3.19 | The employer must keep a record of all injuries and exposures to contaminants. First aid records must be kept for a period of three (3) years. |
| Orientation | 3.25 | An employer must keep records of orientation and training for new or young workers |
| Supplier SDS | 5.14 | When a supplier MSDS obtained under subsection (1) for a controlled product is 3 years old, the employer must obtain from the supplier an up-to-date supplier MSDS for the controlled product if any of the product remains in the workplace. |

| Type of Records | Ref. | Length of Time |
|---|---------|--|
| Investigation of overexposure to hazardous substances | 5.59(3) | Records of the investigation required under subsection (2) must be made available to workers, and maintained by the employer for a minimum of 10 years. |
| Inventory of hazardous substances - MSDS | 5.98(1) | An inventory must be maintained which identifies all hazardous substances at the workplace in quantities that may endanger workers in an emergency including controlled products covered by WHMIS, explosives, pesticides, radioactive materials, hazardous wastes, and consumer products. |
| Asbestos - fiber release, training written work procedure | 6.32 | The employer must maintain for at least 3 years, records of corrective actions to control fiber release, training and instruction of workers, written work procedures and written notification of the WorkSafeBC |
| Asbestos materials on site | 6.32(1) | The employer must maintain for at least 10 years, records of asbestos-containing materials inventories and risk assessments, inspections and air monitoring. |
| Lead - worker exposure/training | 6.68 | The employer must maintain records of risk assessments, worker exposures, worker training & health monitoring for a time undefined by Regulation, therefore, as long as practicable. |
| Pesticide application – health monitoring for workers exposed to pesticides | 6.79 | Records must be maintained in a manner acceptable to the board as long as practicable. |
| Pesticide application | 6.94 | The employer must maintain a record of pesticide applications |
| Use of Antisapstain materials | 6.108 | The employer must keep records and MSDSs on all previously used antisapstain materials if a change of chemical has occurred and the equipment or work areas have not been adequately decontaminated, and this information must be readily available to workers for 3 years. |

| Type of Records | Ref. | Length of Time |
|---|---------|--|
| Radiation survey | 7.25 | The employer must maintain records of radiation surveys for at least 10 years and of exposure monitoring and personal dosimetry data for the period of employment plus 10 years. |
| Noise | 7.9 | Noise exposure measurement results must be maintained for as long as the noise-inducing task or equipment is in use, and hearing test results must be kept for as long as the worker is employed. Records of worker training in hearing conservation must be maintained but the time is not defined by Regulation. |
| PPE – fit test result, worker instruction, maintenance for air supplying respirator | 8.44 | The employer must maintain a record of (a) fit test results and worker instruction, and (b) maintenance for air supplying respirators, powered air purifying respirators, and for sorbent cartridges and canisters. |
| Confined space isolation points | 9.19(1) | The employer must keep a record that identifies the location of every isolation point as long as the confined spaces are in operation. |
| Inspection and maintenance records | 12 | For the duration of the service life of the machine or equipment |
| Automotive lifts/hoists maintenance and inspection | 12.77 | An automotive lift or hoist must be inspected and tested monthly, unless the manufacturer requires more frequent inspection and testing. |
| Elevating work platform operator and maintenance records, inspection, repair and modification | 13.22 | Records of inspection, maintenance, repair or modification meeting the requirements of Part 4 (General Conditions) must be kept for each elevating work platform, swing stage and permanent powered platform |
| Cranes and hoists manufacturer manual, inspection/maintenance/modifications | 14.14 | Records of inspection and maintenance meeting the requirements of Part 4 (General Conditions) must be kept by the equipment operator and other persons inspecting and maintaining the equipment. |
| Tower crane manufacturers manual, operation, inspection & repair | 14.79 | The manufacturer's manual and current records pertaining to operation, inspection and repair of a tower crane must be kept at the workplace while the crane is erected. |

| Type of Records | Ref. | Length of Time |
|---|----------|---|
| All-terrain vehicles training | 16.53 | The employer must ensure that each A.T.V. operator is properly trained in the safe operation of the vehicle. |
| Concrete pumping boom and mast inspection/maintenance | 20.47 | Concrete boom and mast must be inspected annually. |
| Aircraft operations | 29.3 | Training must be documented by employer. |
| Firefighting equipment test, inspection and records | 31.9 | The employer must keep the test and inspection records required by this part available at the workplace for inspection by an officer or the joint committee or worker health and safety representative, as applicable. |
| Firefighting respiratory equipment, maintenance and records | 31.26(4) | Complete maintenance and repair records for each self-contained breathing apparatus and all air cylinders must be kept in accordance with the requirements of CSA Standard CAN/CSA-Z94.4-93, Selection, Use, and Care of Respirators (section 10.3.5.1-b to f, inclusive), or other standard acceptable to the board. |
| Evacuation and rescue, maintenance of equipment | 32.6(3) | Maintenance records must be available upon request to any worker concerned with the safe operation of the equipment or to an officer. |

Training records are also kept for:

- JHS committee members
- Orientation of supervisors
- Work procedures, use of equipment, emergency procedures

There are no WorkSafeBC guidelines at this time for how long these records must be kept. Any Occupational Health and Safety related training records or sign-in sheets are kept as records of training.

Written instructions are available for reference by all workers to supplement the WorkSafeBC OHS Regulation. These written safe work procedures are kept at the District of Hudson's Hope Public Works Shop and filed electronically on the District server.

Records and statistics, including reports of inspections and incident investigations are available to the JHS committee, worker health and safety representative or union upon request.

Records will be used as a source of reference for procedures (repair and maintenance), inspections, investigations and training that are conducted by the District of Hudson's Hope. These records may be referred to during program evaluations to monitor effectiveness and compliance with Regulations. Statistics will be used to monitor trends in occupational accidents/incidents and illnesses that have occurred during a period of time.

SUPPLEMENTARY INSTRUCTIONS

Supplementary instructions may include, but are not limited to:

- Abrasive Blasting
- Asbestos Management
- Biohazardous Materials
- Bullying and Harassment/Respectful workplace
- Contractor Coordination
- Confined Space
- Emergency Procedures
- Evacuation and Rescue
- Excavations
- Fall Protection
- First Aid Equipment and Services
- Forestry/Urban Forestry
- Guarding
- Hand Tool Safety
- Hazardous Materials
- Hearing Conservation
- Housekeeping
- Indoor Air Quality
- Ladder Safety
- Lifting Procedures
- Lockout
- Mobile Equipment Regulations
- Musculoskeletal Disorder Prevention (Ergonomics)
- Personal Protective Equipment
- Pest Control
- Radiation
- Respirator Use
- Scaffolding
- Tire Servicing
- Toxic Process Gases (ammonia, chlorine, ozone)
- Traffic Control and work zone set up
- Underground/Overhead Utilities
- Vehicle & Mobile Equipment Use (including ROPS)
- Vibration
- Violence
- Weather Temperature Protection
- Welding and Cutting
- WHMIS/WHMIS 2015
- Working Alone

APPENDICES

Appendix A - Occupational Health and Safety Policy

Appendix B – JHS Committee Terms of Reference

Forms

Incident Investigation Report

Follow Up Form

Inspection Checklist

APPENDICES

District of Hudson's Hope

Occupational Health and Safety Policy

It is the policy of the District of Hudson's Hope to provide a safe work environment that is designed, operated and maintained in accordance with occupational health and safety standards.

It is the responsibility of the District of Hudson's Hope management to develop, implement and maintain programs designed to prevent injuries and occupational diseases throughout the District of Hudson's Hope workplaces by ensuring that health and safety hazards are controlled or eliminated, and by developing work procedures conducive to a healthy and safe workplace.

It is the responsibility of every supervisor to ensure that all workers are instructed in, and follow all safe work procedures, regulatory requirements and collective agreement provisions.

It is the responsibility of all workers to follow proper safe work procedures and to monitor their workplaces for unsafe conditions and hazards.

Though the active participation and co-operation of management, supervisors, workers and joint occupational health and safety committees, the District of Hudson's Hope will promote healthy and safe working conditions and attitudes as integral parts of its operations.

Gwen Johansson, Mayor

Tammy McKeown, Corporate Officer

Date: _____

District of Hudson's Hope

JOINT HEALTH AND SAFETY COMMITTEE TERMS OF REFERENCE

1. The Joint Occupational Health and Safety Committee (Committee) consists of two members representing Cope 378 and two management members representing the District of Hudson's Hope. The members representing Cope 378 are elected by the membership. Management members are selected and appointed by the Chief Administrative Officer.
2. The term of Committee membership is one year, from December 1st to November 30.
3. The Committee executive shall be comprised of two co-chairpersons, one selected by the Management representatives and one from the Union representatives. A recording secretary will be provided by the District of Hudson's Hope
4. Meetings shall take place on the third Tuesday of the month. Agenda items are to be submitted to the worker's representative co-chair by the Friday prior to the meeting to be included on the agenda.
5. All decisions of the Committee shall be by majority vote on any issue. Majority shall mean a simple majority of those present. There must be a minimum of four Committee members on any vote.
6. If the committee fails to reach a majority decision on an issue, either the Union's members on the Committee or the Management members on the Committee may place the issue before the Chief Administrative Officer for resolution. Alternately, either co-chair may request that WorkSafeBC investigate and resolve the issue.
7. The Recording Secretary shall record the proceedings of the Committee in a form acceptable to WorkSafeBC, shall forward the minutes promptly to the employer, who shall make copies available for Cope 378, Committee members, the Workers Compensation Board and all bulletin boards.
8. Duties of the Joint Occupational health and Safety Committee:
 - identify situations that may be unhealthy or unsafe for workers and advise on effective systems for responding to those situations;
 - consider and expeditiously deal with complaints relating to the health and safety of workers;
 - consult with workers and the employer on issues related to occupational health and safety and occupational environment;
 - make recommendations to the employer and the workers for the improvement of the occupational health and safety and occupational environment of workers;

- make recommendations to the employer on educational programs promoting the health and safety of workers and compliance with the WC Act and the WorkSafeBC OHS Regulation and to monitor their effectiveness;
- advise the employer on programs and policies required under the regulations for the workplace and to monitor their effectiveness;
- advise the employer on proposed changes to the workplace or the work processes that may affect the health or safety of workers;
- ensure that incident investigations and regular inspections are carried out as required by the WC Act and the WorkSafeBC OHS Regulation;
- ensure there are up to date terms of reference for the Joint OHS committee;
- carry out any other duties and functions prescribed by regulation.

9. The employer shall pay wages for Committee members to:

- Attend Joint Occupational Health and Safety Committee meetings
- Inspect work sites
- Investigate any accidents or violations of safety regulations as requested.
- Perform duties upon the instructions of the Committee
- Attend training sessions appropriate to the duties of Committee members. A minimum of eight hours training relative to the duties of Committee members will be offered annually to each member on the Committee.

District of Hudson's Hope

Incident Investigation Report

- ☐ Preliminary investigation only (Final investigation form will be needed)
 ☐ Final investigation only (Preliminary investigation was already completed)
 ☐ Combined preliminary and final investigation



| | |
|---|------------|
| Preliminary investigation conducted on: | yyyy-mm-dd |
|---|------------|

Purpose: to identify any unsafe conditions, acts or procedures as far as possible, in order to ensure that work can be continued or resumed safely during the interim period between the incident and the conclusion of the full investigation.

Instructions:

- ☐ Complete **within 48 hours of the incident.**
☐ If completing only a preliminary investigation, include a safety committee worker representative if one is reasonably available. If completing both a preliminary and full investigation a safety committee worker representative shall be included.
☐ If preliminary investigation only – stop at black box; if preliminary and full investigation complete entire form.

| | |
|---|--------|
| District of Hudson's Hope | Firm # |
| PO Box 330, 9904 Dudley Drive, Hudson's Hope, BC, V0C 1V0 | |

Place, date and time of the incident:

| | | |
|---------------------------------|------------------------|-------------|
| Address where incident occurred | | |
| City | Province | Postal Code |
| Date of incident yyyy-mm-dd | Time incident occurred | |

Name(s) and job title(s) of **person(s) injured in the incident:**

| Injured person name (last, first) | Job title |
|-----------------------------------|-----------|
| 1) | |
| 2) | |

Name(s) and job title(s) of **witness(es)**:

| Witness name (last, first) | Job title |
|----------------------------|-----------|
| 1) | |
| 2) | |

Name(s) and job title(s) of **other persons** whose presence might be necessary for a proper investigation:

| Other person name (last, first) | Job title (if applicable) |
|---------------------------------|---------------------------|
| 1) | |
| 2) | |

Provide a brief description of the incident, including a statement of the sequence of events that preceded the incident:

| |
|---|
| |
| Full description of the incident. Include any additional details determined during full incident investigation: |

Unsafe conditions, acts or procedures that significantly contributed to the incident:

| |
|---|
| |
| Additional unsafe conditions, acts or procedures determined during full incident investigation: |

Interim corrective actions to prevent recurrence of similar incidents (for the interim period between the occurrence of the incident and the submission of the full investigation report:

| Interim corrective action | Action assigned to: | Completion date or expected completion date |
|--|---------------------|---|
| 1) | | yyyy-mm-dd |
| 2) | | yyyy-mm-dd |
| 3) | | yyyy-mm-dd |
| 4) | | yyyy-mm-dd |
| Additional corrective actions determined during full incident investigation: | | |
| Addn. 1) | | yyyy-mm-dd |
| Addn. 2) | | yyyy-mm-dd |

This preliminary investigation report may be limited due to circumstances of the incident resulting in only some of the unsafe conditions, act or procedures being identified, or only identifying them in broader or more general terms. These limitations are (e.g. unable to contact injured worker, could not contact all witnesses, restriction access to incident scene, additional information is needed (specify below):

| |
|--|
| |
|--|

Name and job titles of the **persons conducting preliminary investigation:**

| Name (last, first) | Job titles | Signature | Date signed |
|--------------------|------------|-----------|-------------|
| | | | yyyy-mm-dd |
| | | | yyyy-mm-dd |
| | | | yyyy-mm-dd |

Next steps:

- ☐ Provide copies of completed preliminary investigation report to Supervisor and Joint Occupational Health and Safety Committee.
- ☐ Transfer information to a Follow up Form and complete it.
- ☐ Schedule the Final Investigation meeting – note timelines below.

FULL INVESTIGATION – ADDITIONAL DETAILS

Instructions:

- ☐ Complete within one month of incident. If additional time is needed contact your Manager who must request an extension of time from WorkSafeBC.
- ☐ For the full investigation, a safety committee worker representative shall be included.
- ☐ Confirm of all information above (if adding to a preliminary investigation report).
- ☐ Complete shaded boxes above (as appropriate).
- ☐ Complete information below.

| | |
|---|------------|
| Full investigation conducted on: | yyyy-mm-dd |
|---|------------|

Determination of the cause or causes of the incident:

| |
|----|
| 1) |
| 2) |
| 3) |
| 4) |

Name and job titles of the **persons conducting Full Investigation:**

| Name (last, first) | Job titles | Signature | Date signed |
|--------------------|------------|-----------|-------------|
| | | | yyyy-mm-dd |
| | | | yyyy-mm-dd |
| | | | yyyy-mm-dd |

Next steps:

- ☐ Provide copies of completed preliminary investigation report to Supervisor and Joint Occupational Health and Safety Committee.
- ☐ Transfer information to a Follow up Form and complete it.

| | | |
|--|--|------------|
| To be completed by Human Resources: | | |
| Full incident investigation submitted to WorkSafeBC via: | <input type="checkbox"/> WorkSafeBC employer portal <input type="checkbox"/> Fax <input type="checkbox"/> Email to Prevention Division | yyyy-mm-dd |

FOLLOW UP FORM

Safety Incident Investigation:

- ☐ Preliminary only
☐ Final only
☐ Preliminary and final

Inspection:

- ☐ Regular
☐ Safety committee

Other

| Information - Investigation | |
|-----------------------------|-------------------------|
| Date of Incident : | Name of injured worker: |
| | |
| Information - Inspection | |
| Date of Inspection: | Area of Inspection: |
| | |

| Recommendations / Corrective Action: <i>Transfer from Safety Incident Investigation or Inspection sheet.</i> |
|--|
| 1. |
| 2. |
| 3. |
| 4. |

| Follow Up Taken: | Date completed: |
|------------------------------------|-----------------|
| 1. | yyyy/mm/dd |
| 2. | yyyy/mm/dd |
| 3. | yyyy/mm/dd |
| 4. | yyyy/mm/dd |
| Date all follow-up completed: date | |
| Completed By: print name | |

Copies forwarded to: ☐ JOHSC ☐ Manager ☐ Worker Rep ☐ Person who submitted the inspection

Site Inspection

| | | | | |
|--|-----|-----------------|-----|----------|
| DATE: | | Inspectors: | | |
| Check yes or no. If no then make comments | | Site Inspected: | | |
| | YES | NO | N/A | Comments |
| LIGHTING | | | | |
| Is the level of light adequate for safe and comfortable work? | | | | |
| Is emergency lighting working properly? | | | | |
| WORK PROCESS | | | | |
| Do employees have access to material safety data sheets? | | | | |
| FIRE EMERGENCY PROCEDURES | | | | |
| Is there a clear fire response plan posted for each work area? | | | | |
| Are extinguisher locations conspicuously marked? | | | | |
| Are extinguishers properly mounted, accessible and fully charged? | | | | |
| Are exits unlocked to allow egress? | | | | |
| Are exits and exit routes equipped with emergency lighting and clearly marked? | | | | |
| Shop / Dock | | | | |
| Are light fixtures in good condition? | | | | |
| Are work areas clean and free of debris? | | | | |
| Are stored materials properly stacked and spaced? | | | | |
| Are tools kept in their proper place? | | | | |
| Is ventilation equipment working effectively? | | | | |
| Are lockout procedures followed? | | | | |
| Have all trucks, forklifts and other equipment been inspected and maintained? | | | | |
| Are there metal containers for oily rags and for rubbish? | | | | |
| Are floors free of oil spillage and trip hazards? | | | | |
| Is the general condition of wiring and junction boxes, etc. in good condition? | | | | |
| Is absorbent available for immediate clean-up of spills and leaks? | | | | |
| Are all flammable and combustible products stored appropriately? | | | | |
| Are steps, railings and retractable ramps on raised platforms in good repair? | | | | |
| MACHINE GUARDS | | | | |
| Are all dangerous machine parts adequately guarded? | | | | |
| Do machine guards meet standards? | | | | |
| ELECTRICAL | | | | |
| Are all machines properly grounded? | | | | |
| Are portable hand tools grounded or double insulated? | | | | |
| Are junction boxes closed? | | | | |

| | | | | |
|---|--|--|--|--|
| Are extension cords out of the aisles? | | | | |
| January 8, 2018 Regular Council Meeting | | | | |
| TOOLS AND MACHINERY | | | | |
| Are manufacturers' manuals kept for all tools and machinery? | | | | |
| Are defective tools tagged and removed from service? | | | | |
| HOUSEKEEPING | | | | |
| Is the work area clean and orderly? | | | | |
| Are floors free from protruding nails, splinters, holes and loose boards? | | | | |
| Are aisles and passageways kept clear of obstructions? | | | | |
| Are permanent aisles and passageways clearly marked? | | | | |
| Are covers or guardrails in place around open pits, tanks and ditches? | | | | |
| Are ladder-ways and door openings guarded by a railing? | | | | |
| ELEVATING DEVICES | | | | |
| Are elevating devices used only within capacity? | | | | |
| Are only trained operators allowed to operate equipment? | | | | |
| Are capacities posted on equipment? | | | | |
| Are they regularly inspected, tested and maintained? | | | | |
| MEDICAL AND FIRST AID | | | | |
| Are first-aid supplies available? | | | | |
| Are first-aid supplies replenished as they are used? | | | | |
| PERSONAL PROTECTIVE EQUIPMENT | | | | |
| Is required equipment provided, maintained and used? | | | | |
| Is hearing protection available? | | | | |
| Are warning signs prominently displayed in all hazard areas? | | | | |
| MATERIALS HANDLING AND STORAGE | | | | |
| MISC. | | | | |
| Are chain hoists, ropes and slings adequate for the loads and marked accordingly? | | | | |
| Are chain hoists, ropes and slings inspected before use? | | | | |
| Do personnel use proper lifting techniques? | | | | |
| OFFICE ITEMS | | | | |
| MISC. | | | | |

Signature of Inspector _____

Signature of Inspector _____

Z:\1 - LGMA Filing System\Personnel\Health and Safety\Occupational Health and Safety\OH&S Committee

REQUEST FOR DECISION

| | |
|--|-----------------------------------|
| RFD#: | Date: January 4, 2018 |
| Meeting#: CM010818 | Originator: Tom Matus, CAO |
| RFD TITLE: Professional Development | |

BACKGROUND:

The 2017 Budget was approved noting travel costs for the CAO which included a \$2500 fee for a LGMA Capilano University course.

DISCUSSION:

The approved 2017 budget carries forward into the 2018 fiscal year until a new 2018 fiscal year budget is approved.

LGMA is delivering a course "MATI The Successful CAO" Local Government Advanced Management Association – PADM 308 via Capilano University at Bowen Island, BC from February 15th to 20th, (the LGMA AGM follows in Vancouver from February 20th to 22nd of which I plan to attend).

I have not attended any "professional development" courses since my hiring of October 2013. I have attended "seminars/plenary sessions" during association membership annual general meetings.

Should for some reason I can't make it I will send Tammy McKeown, Corporate Officer, in my stead.

BUDGET:

The course costs are \$2,730.00 which includes all accommodations and meals. Travel costs are additional in the estimated amount of \$750.00.

RECOMMENDATION / RESOLUTION:

That:

"Council approve the CAO's or the CO's attendance at the LGMA's Capilano University course 'The Successful CAO' for the estimated amount of \$3,500.00, includes course fees, travel meals and accommodations.

Both the attendance to the LGMA course and Annual General Meeting will be budgeted in the 2018 fiscal year budget."



Tom Matus, CAO

REQUEST FOR DECISION

| | |
|---|----------------------------------|
| RFD#: | Date: November 16, 2017 |
| Meeting#: | Originator: Tammy McKeown |
| RFD TITLE: Garbage Bylaw Amendment | |

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:

A handwritten signature in black ink, appearing to read 'Tom Matus', is written over a horizontal line.

Tom Matus, CAO

Tammy McKeown, Corporate Officer

September 27th, 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:

Two handwritten signatures in black ink, one for Derrek Beam and one for Caroline Beam, written over a horizontal line.

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

Signatures:

Two handwritten signatures in black ink, one for Amy Perry and one for Steve Perry, written over a horizontal line.

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

Signatures:

Two handwritten signatures in blue ink, one for Shellie Howard and one for Kevin Howard, written over a horizontal line.

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

Signature:

A handwritten signature in blue ink for Gwen Johansson, written over a horizontal line.



BYLAW NO. 892, 2017

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

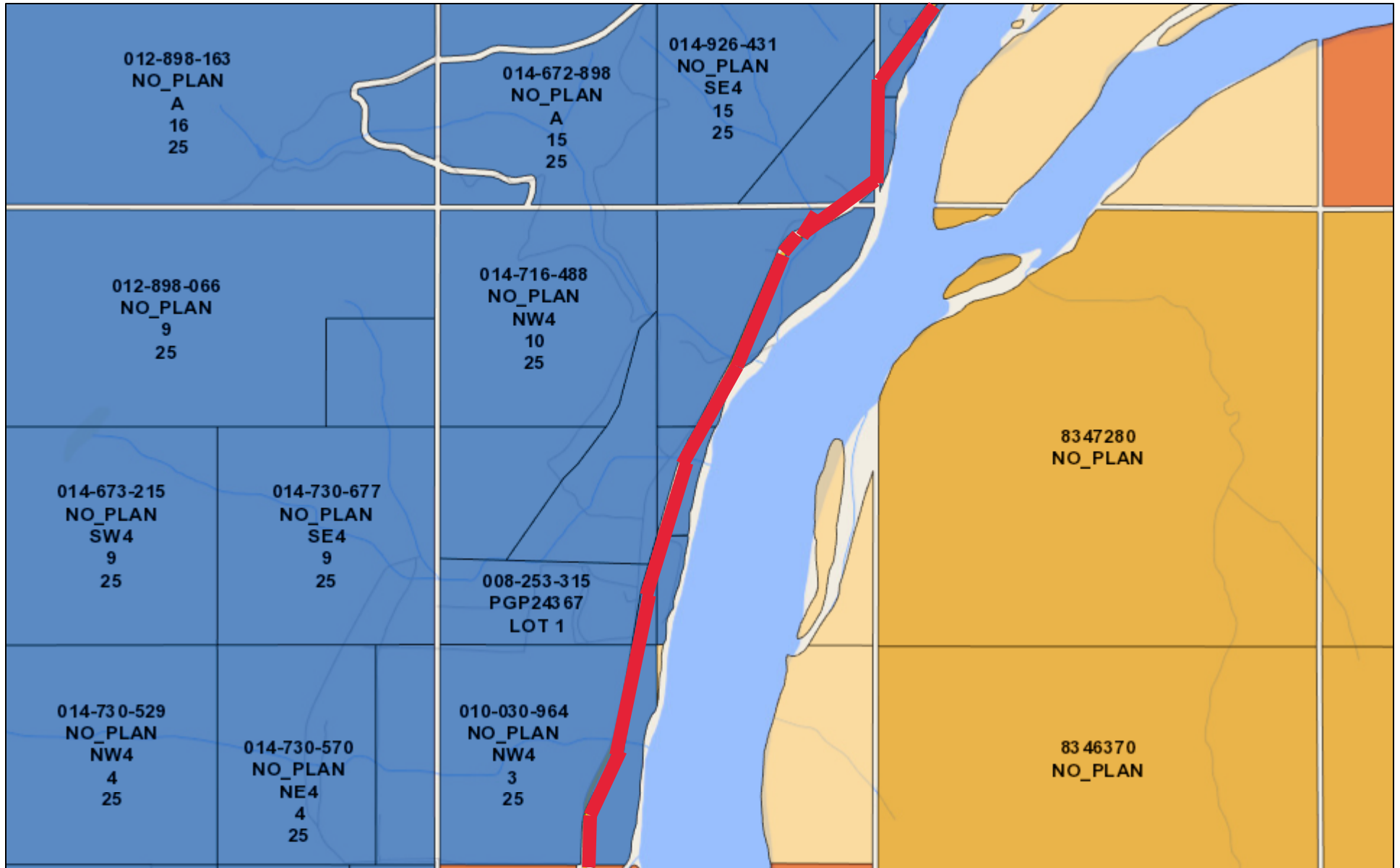
Certified a true copy of Bylaw No. 892, 2017

this day of , .

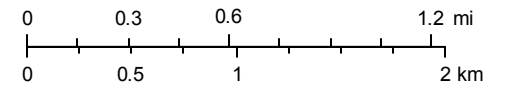
Clerk

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

January 8, 2018 Regular Council Meeting



1:36,12



Government of British Columbia, DataBC, GeoBC

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

| Description | Annual Fee (except where stated) |
|--|---|
| Fees for Premises within Collection Areas Shown on Schedules A-1, A-2, A-3, A-4, A-5 or A-6 | |
| 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 |
| Fees for Premises outside of Collection Areas Shown on Schedules A-1, A-2, A-3, A-4, A-5 or A-6 | |
| 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 |

Tammy McKeown

Subject: FW: Negotiating a Consultation Agreement - Fort St. John (January 25, 2018) Open-session workshop
Attachments: Negotiating a Consultation Agreement Open Session Fort St. John (Write-up).pdf

From: Clayton Desjarlais [<mailto:cdesjarlais@sasktel.net>]

Sent: November 3, 2017 12:55 PM

To: Tom Matus <cao@hudsonshope.ca>

Subject: RE: Negotiating a Consultation Agreement - Fort St. John (January 25, 2018) Open-session workshop

Good afternoon Tom:

I am attaching a new outline for our Negotiating a Consultation Agreement workshop in Fort St. John on January 25, 2018. Please disregard the attached PDF I sent on October 30. Please confirm receipt of this change. Thanks.

Sincerely,

Clayton Desjarlais
Mâwandônan Consulting
P 306.543.6823
F 306.543.7756
C 306.570.1875
www.mawandonanconsulting.com

From: Clayton Desjarlais [<mailto:cdesjarlais@sasktel.net>]

Sent: October-30-17 3:34 PM

To: 'cao@hudsonshope.ca'

Subject: Negotiating a Consultation Agreement - Fort St. John (January 25, 2018) Open-session workshop

Hey Tom:

I am forwarding you the details on our upcoming Negotiating a Consultation Agreement workshop we are facilitating on January 25, 2018 in Fort St John. I was wondering if you would please pass this on to people from within or without your organization that may be interested in registering for such a workshop. Thanks for passing on this information and if people want to register they should do it fairly soon as we are trying to limit the workshop to 20 seats. Thanks Tom.

Clayton
Desjarlais

Hey Tom:

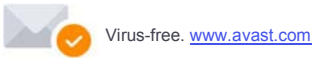
Here is the attachment with details of our upcoming **Negotiating a Consultation Agreement Open-session**. **In order for people to be considered registered, they need fill out and fax or scan and e-mail me the registration form (last page in attachment). Once a person**

sends me the registration I will e-mail them an invoice so that the payment date can be met. * This workshop will be limited to 20 seats, so if people want to register it would be wise to register as soon as possible to ensure a spot.*** Please note the date of last day for registration and the group rates.** If anyone has questions, they are welcome to contact me via telephone or e-mail. Thanks Tom.

Sincerely,

Clayton
Desjarlais

Mâwandônan Consulting
T 306.543.6823
F 306.543.7756
C 306.570.1875
www.mawandonanconsulting.com



Mâwandônan Consulting Presents: “Negotiating a Consultation Agreement”

- ◆ **Is your Organization/First Nation/Metis Community having challenges negotiating a Consultation Agreement?**
- ◆ **Why is attending a Negotiating Preparation workshop concerning Aboriginal consultation a good idea if you are a Proponent or Company representative or an employee doing Aboriginal consultation?**
- ◆ **Why is attending a Negotiating Preparation workshop concerning Aboriginal consultation a good idea if you work for or represent a First Nation or Metis community?**
- ◆ **If you want to truly augment your chances for success, than this workshop is for you.**

Since 1996 Mâwandônan Consulting has helped many organizations deal with similar questions. Using a combination of information transference and interactive dialogue, participants will be taken through the many complicated aspects of this process. This workshop is designed to provide practical solutions to the questions raised above: 1) solutions that are based on the combined expertise of a First Nation law graduate who has worked for both Industry and Aboriginal groups for over 25 years and 2) a First Nation Consultant who has been in business over 20 years and has worked specifically in the area of Aboriginal Consultation for the last 6 years.

AGENDA HIGHLIGHTS

1. Section 1 – Part A

- ◆ **Group Discussion– Participants will lay out a business case for and against negotiating a consultation agreement.**

Part B

- ◆ **Presentation – Participants will be provided information on Stakeholder and Treaty groups' obligations according to the most recent policies of the BC government.**
 - **Process and timelines for Consultation.**
 - **Presentation on Significant Issues.**
 - **Updated changes to Policies and Guidelines.**

2. Section 2 – Part A

- ◆ **Group Discussion – Participants will be divided in to groups and will be asked to work through a case study. The case study will allow discussion on identifying capacity building requirements and negotiating solutions to those requirements.**

Part B

- ◆ **Presentation – Participants will be provided information on the Numbered Treaties and how the courts have weighed in on the meaning of these Treaties.**
 - **Participants will learn the reasons for consultation and negotiation.**
 - **Participants will learn what goes into a consultation negotiation agreement by viewing sample provisions of a template.**
 - **Best Alternative to Negotiated Agreement (BATNA).**
 - **Positional and Interest-Based Engagement.**
 - **The Negotiation Process.**
 - **Dos and Don'ts.**

**Registration Information
Negotiating a Consultation
Agreement**

January 25, 2018

9:00 – 5:00

Fort ST. John, BC

Venue TBD

Registration Information

\$800.00 + GST (\$40.00) = \$840.00/Participant

January 25, 2018 Workshop

**Organizations wishing to register 10 participants will
pay the equivalent of 8 registrations (2 Free).**

January 18, 2018 – Last Day for Registration

**Participants are asked to bring the registration
fee cheque to the workshop**

Make cheques payable to:

Mâwandônan Consulting

6218 Parsons Bay

Regina, Saskatchewan

S4X 3A4

**Please fill out Registration form below and fax it to
(306) 543 - 7756**

**Participants can expect to receive refreshments and
lunch as part of their registration fees.**

Registration Form
Negotiating a Consultation
Agreement
Workshop

Mâwandônan Consulting

**This is to inform Mâwandônan Consulting that the
following participants will be attending the workshop
in: Fort St. John, January 25, 2018.**

Name of Participant(s):

Organization / Department:

**Payment enclosed: \$800.00 + \$40.00 GST
(\$840.00) x ___ participant(s) =**

_____ **(January 25, 2018**

Workshop)

**Please print and fax to Mâwandônan
Consulting**

**For further information contact, Mâwandônan
Consulting by telephone (306) 543-6823 • fax
(306) 543-7756 • e-mail
cdesjarlais@sasktel.net**

From: Cathy Peters
To: [Tammy McKeown](#)
Subject: Globe and Mail article: more important news re sexual assault cases/missing persons- trafficking will be connected/involved
Date: Wednesday, December 13, 2017 5:00:40 PM
Attachments: [Identifying Sex Trafficking Victims in the ED.PDF](#)
[Resources for physicians_Final.pdf](#)
Importance: High

Dear Mayor Gwen Johansson and City Councillors,
I am alerting every City Council in British Columbia about these 2 timely articles that came out in the news last Friday regarding sexual assault cases and missing persons cases. Human trafficking can be an integral part of sexual assault and sex crimes. A City Council is the “eyes and ears” of what is happening in communities. This is a very serious issue/crime that is growing fast, and there are simple things we can do to stop it. Prevention is my strategy and “Education is our greatest weapon”- (quote from Joy Smith of the Joy Smith Foundation to stop human trafficking/sexual exploitation in Canada).

1. Robyn Doolittle did another thorough investigation piece. Please note it is Calgary Police and Ontario Police departments that are being proactive in addressing and re-addressing sexual assault cases called “Unfounded”.
<https://www.theglobeandmail.com/news/investigations/unfounded-37272-sexual-assault-cases-being-reviewed-402-unfounded-cases-reopened-so-far/article37245525/>
2. Toronto Chief of Police admits to 4000 missing persons cases received a year. I believe that this is a strong indication of human trafficking/sexual exploitation that is being missed. We need to start “connecting the dots” with this “growth crime” of human sex trafficking. <http://www.cp24.com/mobile/news/saunders-orders-investigation-into-how-tps-handles-missing-persons-reports-1.3713395>

Please investigate suicide statistics. Human trafficking can actually be the cause for the suicide.

The “Metoo” hashtag movement is huge and viral. Sexual assault and sexual crimes are on the increase (in contrast to other crimes).

Prominent politicians, movie stars, celebrities are now being charged for sexual assault; this is a tsunami building.

My concern in British Columbia is that human trafficking/sexual exploitation, youth and child exploitation is not being addressed or seen as a priority as it is in the rest of the country. Buyers of sex, traffickers, facilitators are acting with impunity here. Hence my work, advocacy to raise awareness with every City Council, MLA, MP and police agency in BC.

I am working with medical professionals, and they are seeing exploitation on shifts in the ER room (if they know human trafficking indicators). Police are not making the connections and are not recognizing human trafficking when they bring individuals to the hospital (police need basic training on this issue).

The more I speak, the more I learn. I believe this issue is of the most urgent nature since the

last taboo, our children are now being targeted by a very hungry and growing sex industry.

I have included the 2 (informative) handouts given to ER doctors at a recent hospital presentation. Please share them with your RCMP, city police agencies, stakeholders staff/team/officers.

ASK: Please share this information email with your local police, educators, health practitioners, stakeholders. Encourage all stakeholders to get training on this issue. Please give me feedback on what your Council is doing proactively to address this crime, including how many buyers of sex, traffickers, facilitators have been charged in your communities.

Please write a letter of recommendation that I present at your next LGA and then the UBCM (Whistler). I can speak alone or bring in a panel of experts.

Sincerely, Mrs. Cathy Peters BC's anti-human trafficking educator, speaker, advocate
#302-150 W. 15th St., North Vancouver, BC V7M 0C4

Mission statement: A Modern Equal Society does not buy and sell women and children.

My goal: to traffick-proof every community in BC and insure there is not another Robert Pickton situation.

Human Trafficking/Sexual Exploitation, Youth and Child Exploitation in BC Resources/Contacts :

Victim Service Contacts and Assistance to Physicians:

- Fraser Health Forensic Nurse Service 1-855-814-8194 (24/7)

-Office to Combat Trafficking in Persons (OCTIP) at 1-888-712-7974 (24/7, interpretation available) or 604-660-5199 email : octip@gov.bc.ca

-Vancouver Rape Relief and Women's Shelter at 604-872-8212; info@rapereliefshelter.bc.ca (24/7)

-Deborah Gates Safe Shelter (Salvation Army) at 1-855-332-4283 (24/7)

info@deborahsgate.ca

website: <https://www.deborahsgate.ca/>

-Resist Exploitation Embrace Dignity (REED) at 604-753-9929 (Faith Based)

-RCMP: Victims of Human Trafficking National Headquarters (Ottawa) at 1-866-677-7267 (24/7)

-Covenant House- crisis program for ages 16-24, at 604-685-7474; info@covenanthousebc.org

-Plea Community Services Society assisting youth at 604-708-2647; onyx@plea.bc.ca (24/7)

-Children of the Street Society in Coquitlam- founder Diane Sowden, at 604-777-7510; info@childrenofthestreet.com

Extensive RESOURCE LIST FOR EVERY COMMUNITY IN BC

-VictimLinkBC Ministry of Public Safety, BC at 1-800-563-0808 (24/7)

-Youth Against Violence- info@youthagainstviolenceline.com at 1-800-680-4264 (24/7)

-BC Counsel for Families : bccf@bccf.ca at 604-678-8884 (offers parent support groups)

Authorities Contacts:

-New Westminster Police Department Major Crimes Unit (24 hours) *Power-Based Crime Unit under development*

-RCMP Human Trafficking Coordinator for BC/Yukon at 604-598-4603

Contact Jassy Bindra (RCMP) at 778-282-1215; jassy.bindra@rcmp-grc.gc.ca

CrimeStoppers at 1-800-222-TIPS (8477)

-Ministry of Child Protection Services 1-800-663-9122 or 604-660-4927 (24 hours) or 604-310-1234 if a child in danger would like to reach Ministry of Child and Family Development

- Human Trafficking Screening Protocol (by FHA Forensic Nursing Service):

What type of work do you do? Can you leave your job or situation if you want? Can you come and go as you please? Have you been threatened if you try to leave? Have you been physically harmed in any way? What are your working or living conditions like? Where do you sleep and eat? Do you sleep in a bed, cot or on the floor? Have you been deprived of food, water, sleep or medical care? Do you have permission to eat, sleep or go to the bathroom? Are there locks on your doors and windows so you cannot get out? Has anyone threatened your family? Has your identification for documentation been taken from you? Is anyone forcing you to do anything that you do not want to do?

Evaluation of safety: Are you feeling safe right now? Is it safe for me to talk to you? Do you have any concerns for your safety? Is there anything I can do for you? Are they or their loved ones being threatened?

- Signs of Sex trafficking for parents to look for: new expensive clothing, secretive social life, won't introduce boyfriend, falling grades

- Five Warning Signs of Recruitment: age difference, gifting, lifestyle changes, isolation, gut feeling

- Indicators of human trafficking and sexual exploitation: www.traffickingresourcecenter.org

- Canadian Federal Law: The Protection of Communities and Exploited Persons act (Bill C-36): criminalizes the buyer of sex, the predator, trafficker, and facilitator. Recognizes the seller of sex is a victim; usually female and is not criminalized. Exit strategies are in place to assist the victim out of the sex trade.

- Resources/Books/Videos:

Documentaries: "Enslaved and Exploited", "Red Light, Green Light" by Canadian film producers Jared and Michelle Brock.

Books: "Invisible Chains" by Benjamin Perrin, UBC Law Professor. "Half the Sky" by Nicolas Kristoff- New York bestseller describing the global sex trade. "The Natasha's", "The John's" by W5 award winning Canadian journalist Victor Malarek. "Pornland" by international porn researcher Dr. Gail Dines, New York bestseller on porn culture. "No Choice, No Job" by Dr. Janice Raymond-global expert on sex trade research. "Prostitution in Nevada" by Dr. Melissa Farley- a 2 year study of the prostitution culture in Nevada, USA. "Girls Like Us" by Rachel Lloyd- a memoir by a survivor of the sex trade. "Paid For: My Journey through Prostitution" by Rachel Moran describes her prostitution experience in Ireland. "Walking Prey- How America's youth are vulnerable to sex slavery" by Holly Austin Smith. "Your Brain On Porn- internet Pornography and the Emerging Science of Addiction" by Gary Wilson.

Online: thetraffickedhuman.org is a website that gives an overview of the issue in BC. Human trafficking online course from BC OCTIP (Office to Combat Trafficking in Persons). Dr. Jackson Katz TEDtalk on men, violence and silence. The Joy Smith Foundation-resource list (Canadian and International.) Dr. Gail Dines TEDtalk on porn culture. Trisha Baptie TEDtalk- a survivor from the downtown east side. Cybertip.ca- stay safe online. "fightthenewdrug" website addressing youth porn use and addiction. "CNN special report (2015) "Children for Sale: The Fight to End Human Trafficking" by Jada Pinkett Smith.

Human Trafficking/Sexual Exploitation, Youth and Child Exploitation in BC Resources/Contacts :

Victim Service Contacts and Assistance to Physicians:

- Fraser Health Forensic Nurse Service 1-855-814-8194 (24/7)

-Office to Combat Trafficking in Persons (OCTIP) at 1-888-712-7974 (24/7, interpretation available) or 604-660-5199 email : octip@gov.bc.ca

-Vancouver Rape Relief and Women's Shelter at 604-872-8212; info@rapereliefshelter.bc.ca (24/7)

-Deborah Gates Safe Shelter (Salvation Army) at 1-855-332-4283 (24/7)

info@deborahsgate.ca

website: <https://www.deborahsgate.ca/>

-Resist Exploitation Embrace Dignity (REED) at 604-753-9929 (Faith Based)

-RCMP: Victims of Human Trafficking National Headquarters (Ottawa) at 1-866-677-7267 (24/7)

-Covenant House- crisis program for ages 16-24, at 604-685-7474; info@covenanthousebc.org

-Plea Community Services Society assisting youth at 604-708-2647; onyx@plea.bc.ca (24/7)

-Children of the Street Society in Coquitlam- founder Diane Sowden, at 604-777-7510; info@childrenofthestreet.com

Extensive RESOURCE LIST FOR EVERY COMMUNITY IN BC

-VictimLinkBC Ministry of Public Safety, BC at 1-800-563-0808 (24/7)

-Youth Against Violence- info@youthagainstviolenceline.com at 1-800-680-4264 (24/7)

-BC Counsel for Families : bccf@bccf.ca at 604-678-8884 (offers parent support groups)

Authorities Contacts:

-New Westminster Police Department Major Crimes Unit (24 hours) *Power-Based Crime Unit under development*

-RCMP Human Trafficking Coordinator for BC/Yukon at 604-598-4603

Contact Jassy Bindra (RCMP) at 778-282-1215; jassy.bindra@rcmp-grc.gc.ca

CrimeStoppers at 1-800-222-TIPS (8477)

-Ministry of Child Protection Services 1-800-663-9122 or 604-660-4927 (24 hours) or 604-310-1234 if a child in danger would like to reach Ministry of Child and Family Development

- Human Trafficking Screening Protocol (by FHA Forensic Nursing Service):

What type of work do you do? Can you leave your job or situation if you want? Can you come and go as you please? Have you been threatened if you try to leave? Have you been physically harmed in any way? What are your working or living conditions like? Where do you sleep and eat? Do you sleep in a bed, cot or on the floor? Have you been deprived of food, water, sleep or medical care? Do you have permission to eat, sleep or go to the bathroom? Are there locks on your doors and windows so you cannot get out? Has anyone threatened your family? Has your identification for documentation been taken from you? Is anyone forcing you to do anything that you do not want to do?

Evaluation of safety: Are you feeling safe right now? Is it safe for me to talk to you? Do you have any concerns for your safety? Is there anything I can do for you? Are they or their loved ones being threatened?

- Signs of Sex trafficking for parents to look for: new expensive clothing, secretive social life, won't introduce boyfriend, falling grades

- Five Warning Signs of Recruitment: age difference, gifting, lifestyle changes, isolation, gut feeling

- Indicators of human trafficking and sexual exploitation: www.traffickingresourcecenter.org

- Canadian Federal Law: The Protection of Communities and Exploited Persons act (Bill C-36): criminalizes the buyer of sex, the predator, trafficker, and facilitator. Recognizes the seller of sex is a victim; usually female and is not criminalized. Exit strategies are in place to assist the victim out of the sex trade.

- Resources/Books/Videos:

Documentaries: "Enslaved and Exploited", "Red Light, Green Light" by Canadian film producers Jared and Michelle Brock.

Books: "Invisible Chains" by Benjamin Perrin, UBC Law Professor. "Half the Sky" by Nicolas Kristoff- New York bestseller describing the global sex trade. "The Natasha's", "The John's" by W5 award winning Canadian journalist Victor Malarek. "Pornland" by international porn researcher Dr. Gail Dines, New York bestseller on porn culture. "No Choice, No Job" by Dr. Janice Raymond-global expert on sex trade research. "Prostitution in Nevada" by Dr. Melissa Farley- a 2 year study of the prostitution culture in Nevada, USA. "Girls Like Us" by Rachel Lloyd- a memoir by a survivor of the sex trade. "Paid For: My Journey through Prostitution" by Rachel Moran describes her prostitution experience in Ireland. "Walking Prey- How America's youth are vulnerable to sex slavery" by Holly Austin Smith. "Your Brain On Porn- internet Pornography and the Emerging Science of Addiction" by Gary Wilson.

Online: thetraffickedhuman.org is a website that gives an overview of the issue in BC. Human trafficking online course from BC OCTIP (Office to Combat Trafficking in Persons). Dr. Jackson Katz TEDtalk on men, violence and silence. The Joy Smith Foundation-resource list (Canadian and International.) Dr. Gail Dines TEDtalk on porn culture. Trisha Baptie TEDtalk- a survivor from the downtown east side. Cybertip.ca- stay safe online. "fightthenewdrug" website addressing youth porn use and addiction. "CNN special report (2015) "Children for Sale: The Fight to End Human Trafficking" by Jada Pinkett Smith.



Ref: 231344

December 21, 2017

Charlotte McLeod, Administrator
Mayor Rob Fraser
District of Taylor
Box 300
10007 – 100 A Street
Taylor BC V0C 2K0

Dear Charlotte McLeod and Mayor Fraser;

Thank you for your November 1, 2017 letter regarding your concerns about the future of building inspection services and your proposal for a solution. I am pleased to respond.

First, I want to express my appreciation for your constructive and solution-based approach to the challenges you describe in small, rural, and remote communities. The Province has worked closely with local governments from around British Columbia, including from small, rural, and remote communities, and we have discussed concerns similar to those raised in your letter. The qualification requirements have been developed to address those concerns, balanced with the demonstrated need to increase building officials' competency and to improve their professional practice, in the public interest.

The *Building Act* gives local governments until February 2021 in which to ensure their building officials are qualified. While it is true that the new requirements may exacerbate recruitment challenges in the short term, they will also increase opportunities for new entrants to the profession. The Building Officials' Association of British Columbia, as the administrative authority, is attempting to attract new entrants and to help them become qualified, increasing the pool of qualified building officials.

Currently, the regulatory framework expands the scope of work traditionally performed by Level 1 building and plumbing officials. This measure was taken specifically to address concerns about recruiting higher level officials. Also, it is our intent to further develop the framework, allowing Level 2 building officials to expand their scope through reliance on the project's architects' and engineers' professional assurances. This way, local governments will be able to process all conceivable building permits if a Level 2 inspector is employed or contracted. Recruiting and retention of a Level 2 building official is currently considered to be an achievable aspiration for small, rural, and remote communities. Distinct from the project's architect or engineer, the *Building Act* also allows an architect or engineer to be hired by the jurisdiction to act as an agent of the jurisdiction in completing inspections.

.../2

-2-

Regarding costs, the Municipal Insurance Association of British Columbia's (MIABC) members may be eligible for one-time grants to cover the initial costs of qualification (i.e. the one-time costs of qualifying exams and the preparatory training). The MIABC has also indicated its willingness to support its members with a sample shared service agreement and advice on appropriate indemnification. Entering into shared building inspection service agreements with other jurisdictions may provide a long-term solution to the challenges you describe.

The Building and Safety Standards Branch (BSSB) and Technical Safety British Columbia (TSBC, formerly British Columbia Safety Authority) have considered the potential for Provincial enforcement in the past. In the interests of respecting local governments' autonomy to interpret, apply and enforce building regulations this option was not pursued. While your letter has caused us to give further thought to this idea, at this time I can't commit to any specific actions in this regard. However, we are aware of at least one private third party service provider offering building inspection services on a contract basis in the East Kootenay area. This private service model may gain popularity over the four year transition period.

I commend the District of Taylor and the Peace River Regional District for your leadership in maintaining services in your jurisdictions, and the proactive approach you've taken. I am confident that your region's input will benefit our shared commitment to an effective building regulatory system.

Sincerely,



Andrew Pape-Salmon
Executive Director

pc: Mayor and Council, District of Tumbler Ridge
Mayor and Council, District of Chetwynd
Mayor and Council, Village of Pouce Coupe
Mayor and Council, District of Hudson Hope
Mayor and Council, City of Dawson Creek
Mayor and Council, City of Fort St. John
Board of Directors, Peace River Regional District
Ted Pringle, Building Inspector
Jo-Anne Roosen, Building Officials' Association of British Columbia
Manjit Sohi, Building Officials' Association of British Columbia
Nancy Taylor, Local Government Management Association of British Columbia
David Tupper, Municipal Insurance Association of British Columbia



November 1, 2017

Andrew Pape-Salmon, Executive Director,
Building & Safety Standards Branch,
Ministry of Municipal Affairs & Housing
PO Box 9844
Victoria, BC V8W 9T2

Dear: Mr. Pape-Salmon

RE: Building Inspection Services Solution

On behalf of the District of Taylor and the Peace River Regional District (PRRD), I would like to thank you for co-presenting at the UBCM Small Talk forum this past September and taking the time to discuss this issue further with us that day.

I am writing to follow up with you on our expressed concerns about the future of building inspection services as well as to propose a solution. To that end, I have provided some background information to help clarify our situation. I believe our experience is similar to many small, rural, or remote communities in the province.

Prior to our agreement with the PRRD:

- The District performed building inspection and plumbing inspection services as a dual job function of various other positions (Fire Chief, Public Works Superintendent, Bylaw Enforcement). We do not have the financial resources, nor the workload to employ a building inspector as a sole job function.
- Not all inspectors have been certified/qualified to Level 1 and there was no requirement to be so. The incumbents attended various conferences and code update seminars in order to inform themselves.
- We have shared and borrowed an inspector with/from municipalities and the PRRD many times through the years. We have done so to cover vacancies in the community as well as vacation/sick leaves.
- Building Inspection is a skill set that is not easily attained, particularly if it is in combination with other job duties.
- We have found that although someone may have construction knowledge, they may not do well on the exam. Level 1 certification will allow for basic inspections only. If the

individual cannot pass the exam, we can no longer perform basic building inspections. Higher levels pose a bigger problem.

- The Bylaw Enforcement Officer/Building Inspector we were attempting to educate (to become qualified) left for a position elsewhere, leaving us with no inspector. Our options to provide this service was limited since there were very few inspectors (even unqualified inspectors) in the region to assist. In fact, a Level 1 inspector in the region that recently took the level 2 exam, failed. (Cannot provide level 2 inspections).

The legislative changes and qualification requirements are such that:

1. All Building Officials must be Qualified following the compliance period (up to 4 years from the date s.12 comes in to force. 6 months to join the BOABC. Feb 28 2017 to Feb 28, 2021); and
2. A Local Authority cannot hire non-qualified Building Officials after the compliance period; and
3. A Local Authority cannot ask a Building Official to make a decision above their level of qualification after the compliance period.

Then consideration must be given to the following:

- The lack of qualified inspectors (at any level) to hire. This is a new career path option that has not been previously considered. What will the new career uptake be and will we ever be able to hire someone who has self-funded this education?
- The ability to keep someone long enough to educate them. Retention in the north is problematic. It is also difficult for small communities to retain professionals in any field when opportunities for higher wages and career growth are available in larger centres.
- The cost to Local Government in competitive wage packages. How will we be able to afford to fill positions? Law of supply and demand.
- How do we provide this service and/or protect our community for undesirable builders if we don't have anyone "qualified" to inspect?

We have found a short term solution whereby the member municipalities of the PRRD are jointly funding a Level 3 building inspector. The inspector travels to the participating municipalities, performing inspections on a scheduled basis. This is a stop gap measure until a long term solution can be put in place. It was extremely difficult to attract a qualified inspector who could perform to a level that would meet the needs of all the communities. Should he leave, our communities will once again be in jeopardy.

Given that the Province changed the legislations and qualification requirements that are resulting in an added cost and burden for which it is unlikely the local governments we can meet, it would be reasonable to request that they participate in the solution. To that end, we would propose that the Provincial Government work with us to implement the following solution:

Solution: Level 3 building inspectors provided by the Province through the BC Safety Authority. This will provide the consistency on the implementation of the BC Building Act that the Province is aiming to attain. The Province would ensure that there are sufficiently qualified inspectors located in each region and/or municipality to service the population. Level 1 and Level 2 inspectors provided by the municipality if so desired (based on population) and have the Provincial Level 3

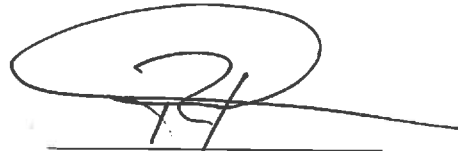
inspector provide mentoring, education, and inspection services for all communities, and for all levels of inspection, as requested or required;

We look forward to implementing solutions that meet the needs of the Province of BC, while protecting the interest of our communities.

Sincerely,



Charlette McLeod
Administrator



Rob Fraser
Mayor

Cc: Mayor and Council, District of Tumbler Ridge
Mayor and Council, District of Chetwynd
Mayor and Council, Village of Pouce Coupe
Mayor and Council, District of Hudson's Hope
Board of Directors, Peace River Regional District
Mayor and Council, City of Dawson Creek
Mayor and Council, City of Fort St John
Mr. Ted Pringle, Building Inspector



NOV 3 0 2017

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

Dear Mayor Johansson:

I would like to thank the District of Hudson's Hope for an informative meeting at this year's Union of British Columbia Municipalities Convention held in Vancouver. I am writing to follow up on our discussion regarding costs associated with remediating houses that have been contaminated due to the illicit production of fentanyl.

In our meeting, you explained how your district recently closed down a fentanyl production property and that steps are now in place to remediate the property, which was significantly contaminated and may require demolition due to the hazardous materials contained within. You also noted that this was a rental property and that, while an RCMP investigation is currently underway, the tenants responsible for the damages have yet to be located. Lastly, you advised that the property owners may not have the funds to independently address the issue.

As you are aware, remediation costs for illegal fentanyl production properties vary, but are generally very expensive. Moreover, specialized contractors must be deployed to assess the structure, develop an estimate, conduct remediation, and complete a post environmental review to ensure risks have been universally eliminated. In this context, I commend your district for its proactive efforts to offer information sessions for local property owners to help them understand and manage associated risks.

If you have not done so already, you may wish to contact Mr. Peter Kickham, Manager Risk Assessment and Remediation in the Environmental Emergencies and Land Remediation Branch, Ministry of Environment and Climate Change Strategy as he may be able to provide information on possible program options. Mr. Kickham can be reached at 778-698-4922.

It should be noted that municipalities have applied varying approaches to recover costs or hold owners accountable for remediation expenses from illicit drug production properties.

.../2

Her Worship Gwen Johansson
Page 2

Historically, jurisdictions that have experienced extensive marijuana grow operations have implemented cost recovery bylaws for recovering not only costs for remediation but also for the associated deployment of police and emergency response resources. Additionally, these municipalities often have policies whereby an occupancy permit will not be issued until such costs have been paid. It is understandable that local governments which do not have extensive experience dealing with drug production properties, such as Hudson's Hope, may not have implemented such bylaws, but I would encourage you to examine options for implementing similar cost recovery mechanisms and consult with other municipalities that have experienced these challenges.

With regard to police response strategies to illegal opioids production on residential properties you may wish to speak with Mr. Lance Talbott, Director, Policing Operations Support, Policing and Security Branch. He can be reached by telephone at: 250-356-7708 or by email at: Lance.Talbott@gov.bc.ca.

In closing, I would like to emphasize that I appreciate these important opportunities to exchange ideas and share information. I trust the information provided has been of assistance. Through a continued partnership, I am confident that we can work together to increase the well-being of the District of Hudson's Hope and its citizens.

Sincerely,



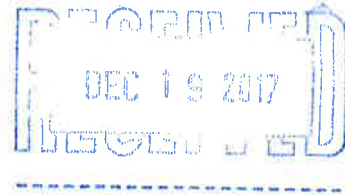
Mike Farnworth
Minister of Public Safety
and Solicitor General

pc: Mr. Clayton Pecknold
Ms. Tonia Enger
Mr. Peter Kickham
Mr. Lance Talbott



November 27, 2017

Honourable Claire Trevena
Ministry of Transportation & Infrastructure
PO Box 9055
Victoria, BC V8W 9E2



Dear Minister Trevena;

RE: Highway 2 that runs through Pouce Coupe

I would like to thank you for taking time to meet with our delegation at UBCM 2017 in September. At the meeting we discussed the issues that we are having with the highway that runs right through Pouce Coupe and the need to have a bypass built in the near future.

Over the last several years at UBCM we have been speaking to the Ministry of Transportation in regards to the concerns that we have with the traffic from this highway. As you drive into Pouce Coupe coming from Alberta you climb a bit of hill and people tend to go faster than the posted speed limit. This fact was confirmed by the traffic study conducted by your predecessor which stated that approximately 750 vehicles per hour drive through our town, 25% of which are speeding. This equates to approximately 188 vehicles an hour. Many of which are very large industrial trucks. Then there are a couple of curves that you have to maneuver. The highway runs right in front of the Pouce Coupe Elementary School, therefor making it dangerous for our children to cross the highway and get to school.

We have many concerns about the safety of the children and residents in the area and are wondering if there is anything in the works to address this situation in Pouce Coupe.

We would very much like to hear from the Ministry on when this situation will be remedied with a bypass route around Pouce Coupe. We look forward to your response.

Sincerely,

Lorraine Michetti
Mayor Lorraine Michetti

LM/ss

Cc: Scott Maxwell, Regional Manager, Northeast Region
Katherine Styba, District Manager, Peace District
MLA Dan Davies, Peace River North
MLA Mike Bernier, Peace River South
MLA Jordan Sturdy, West Vancouver Sea to Sky
MLA Michael Lee, Vancouver-Langara
Mayor Bill Streeter, Northern Rockies Regional Municipality
Mayor Lori Ackerman, City of Fort St. John
Mayor Dale Bumstead, City of Dawson Creek
Mayor Don McPherson, District of Tumbler Ridge
Mayor Merlin Nichols, District of Chetwynd
Mayor Rob Fraser, District of Taylor
Mayor Gwen Johansson, District of Hudson's hope
Chair Brad Sperling, Peace River Regional District



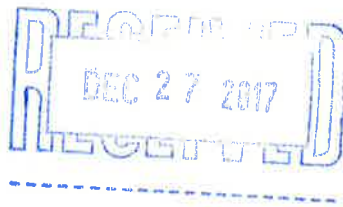
TELUS Corporation

23-510 W Georgia Street
Vancouver, BC V6B 0M3
www.telus.com

Tony Geheran

A Member of the TELUS team

December 19, 2017



Mayor Gwen Johansson
District of Hudson's Hope
9904 Dudley Dr
Hudson's Hope, BC V0C 1V0

Dear Mayor Johansson,

As you may already be aware, your community is among the most connected communities in Canada. That is because, in addition to our regular investments in your community, TELUS recently made a multimillion dollar investment to deploy our most advanced fibre optic technology, TELUS PureFibre, to over 90% of your community.

Your residents are able to take advantage of dramatically faster Internet speeds, while local healthcare providers, business, schools, institutions and technology companies are able to draw upon the technology, and access even more speed and capacity, to reimagine how they deliver existing services and develop entirely new solutions to compete both locally and globally.

Thanks to the support of municipalities like yours, we are connecting more and more Canadians (both urban and rural) to state-of-the-art infrastructure that is enabling the technology of the future, advancing local economies, and helping communities grow and thrive. By the end of 2017, we will have connected 110 communities across Alberta, B.C. and Quebec with TELUS PureFibre services – providing 1.4 million homes and businesses with access to the best Internet technology for speed and reliability. In fact, we expect to have PureFibre services available in 50% of our current footprint by early 2018. This is all part of our commitment to invest \$4.7 billion in new communications infrastructure and facilities across B.C. through 2020 to enable PureFibre technology, further strengthen 4G LTE wireless service, continue leading development and testing on next-generation 5G wireless service, and support key services including healthcare and education.

A PureFibre connected community creates a significant advantage for Municipalities to explore new services for citizens, efficiencies in municipal operations and economic development opportunities in our increasing digital world. If you are not already talking to our team, I would happy to arrange a meeting to discuss where these opportunities can be applied in your community.

Happy holidays and all the best this season.

Tony

A handwritten signature in black ink that appears to read "Tony".





December 21, 2017

Ref: 207283

Her Worship Mayor Gwen Johansson
and Members of Council
District of Hudson's Hope
9904 Dudley Dr
PO Box 330
Hudson's Hope BC V0C 1V0

Dear Mayor Johansson and Councillors:

It was a great pleasure to meet with your delegation and with the Honourable Scott Fraser, Minister of Indigenous Relations and Reconciliation, at the 2017 UBCM Convention. Our new government is committed to building partnerships with local governments to make life more affordable for all British Columbians, to improve service delivery and to promote a strong economy that creates sustainable jobs.

As the Minister of Municipal Affairs and Housing, the issues brought forward in our meeting were of great interest to me. I recognize that the District of Hudson's Hope is an expansive municipality made up largely of provincial Crown land. As such, I understand your concerns regarding the potential impacts of recent and ongoing Crown land disposition negotiations and decisions within your municipal boundary, and the need to be engaged in a proactive way that encourages collaborative dialogue.

At our meeting, Minister Fraser also recognized the need to ensure the perspectives and needs of your community are well understood when Crown land allocations are being contemplated. As Minister Fraser mentioned, the timing is good to work with you, in particular, on the issues of First Nation land use agreements. To that end, Minister Fraser committed to ensuring that Ministry of Indigenous Relations and Reconciliation (MIRR) staff engage with your community to further explore the important matters that were raised.

I have asked Tara Faganello, Assistant Deputy Minister, Local Government Division, to ensure that connections with MIRR staff are made as soon as possible. I wish you every success with those conversations. Ministry of Municipal Affairs and Housing staff will continue to be available to support you in this matter or anything else related to local government in your community.

.../2

Mayor Johansson and Councillors

Page 2

I found tremendous value in hearing directly from you and other local governments over the course of the week. As a new Minister, this was an important opportunity for me to better understand the challenges and opportunities in your communities. I am looking forward to working in partnership with you to address the priority issues for all British Columbians.

Thank you again to your delegation for taking the time to meet with me.

Sincerely,

A handwritten signature in black ink, appearing to read 'SR', with a stylized flourish at the end.

Selina Robinson
Minister

pc: Honourable Doug Donaldson
Minister of Forests, Lands, Natural Resource Operations and Rural Development

Honourable Scott Fraser
Minister of Indigenous Relations and Reconciliation

Laurel Nash, Assistant Deputy Minister
Strategic Partnerships and Initiatives Division
Ministry of Indigenous Relations and Reconciliation

Tara Faganello, Assistant Deputy Minister
Local Government Division
Ministry of Municipal Affairs and Housing



Office of the Mayor

2760 Cameron Road, West Kelowna, British Columbia V1Z 2T6

Tel (778) 797.2210 Fax (778) 797.1001

December 13, 2017

Dear Local Governments of British Columbia,

With cannabis sales becoming legal in 2018, there must be a formal agreement that will divide the tax revenue on cannabis sales in a fair and equitable manner. Current discussions regarding revenue sharing involve the Federal and Provincial governments with no inclusion of local governments. Ultimately, the legalization will entail additional costs for local governments both in social and policing costs. A Federation of Canadian Municipalities (FCM) paper is stating that the impact may affect policing, fire services, building codes, city planning, municipal licensing and standards, public health, social services, communications, law, etc.

City of West Kelowna Mayor and Council is requesting your support, by writing to the Province to lobby them to agree to 50% of the provincial share of the cannabis tax sharing formula be provided to local governments. This is an adequate and equitable share to help support costs and services incurred by local governments.

Thank you for your consideration.

Sincerely, on behalf of Council,

A handwritten signature in black ink, reading "Doug Findlater".

Doug Findlater
Mayor

Mayor's Report (Basically, the January Mayor's Bulletin Column Updated)

Site C:

As you all will have heard, Site C has been "re-approved" by the new NDP government. Council will be monitoring events to see what, if anything, has changed for Hudson's Hope with respect to Site C as a result of the change in government.

Municipal By-election:

As you may know, there is a vacancy on municipal council resulting from the resignation of Councillor Gilliss. A by-election to fill the position will be held on January 20. Four people are letting their name stand:

Gibbs, Mattias

Knox, Reg

Markin, Patricia

McCarthy, John Paul

It's heartening to see so much interest in this by-election..

The next general municipal election is less than 10 months away, on Saturday, October 20, 2018. The high participation in this by-election hopefully predicts the same for October, which in turn suggests a healthy future for local government in Hudson's Hope.

A big thank you to all four candidates for your willingness to get involved in our local government!

Update January 3, 2018:

January 9 – All candidates forum

January 10 – Advance voting begins

Rural Roads:

The North Peace Economic Development Committee (NPEDC), has recommended that the Peace River Regional District (PRRD) re-establish a Rural Roads Taskforce (RRTF). In the late 1990's and early 2000's, a North Peace RRTF worked in collaboration with the provincial government's Regional Transportation Advisory Committee, to improve rural roads. It resulted in much improvement to our regional roads, including hard-surfacing of Beryl Prairie and Farrell Creek Roads in Hudson's Hope.

Wear and tear and extreme weather events in the past few years have taken their toll and our rural roads show it. As an example, for a couple weeks last spring, manned tractors were stationed at the Farrell Creek turn-off 24 hours per day to haul industrial trucks to the top of the hill. Clearly, the hill needs a lot of work.

Jackie Kjos, the consultant who facilitated the past efforts, has been engaged to document the needs and suggest a strategy forward.

The two roads within Hudson's Hope which stand to benefit from the current initiative are Farrell Creek and Beryl Prairie Roads. Neither Highway 29 nor the Alaska Highway would be covered by this program. Hudson's Hope will have representation on whatever regional committee is formed going forward.

Update, January 3, 2018: In order to have a road rejuvenation proposal ready for provincial budget consideration, there is some time pressure on this. Jackie has worked over the holiday to have a draft plan in place, which will draw heavily on a continuation of the program this NDP government initiated in the late 90's. To the extent possible, she would like as many of the original committee members this time as originally. In HH's case, the representative was Doug Summer, who has agreed to serve again this time. An updated plan should be available on Monday, Jan 8.

Disposal of Produced Water Reinstated at well opposite HH Airport:

As you probably remember, a produced water disposal well is located approximately 3.3 km from Peace Canyon Dam, accessed from Canyon Drive west of the airport. Disposal well depth is 1,514 meters. On March 17, 2017, the Oil & Gas Commission issued an order stopping injection due to some uncertainty about the impact of fluid injection on the dam.

Ben Jones, CEO of Canada Energy Partners, and owner of the well, appealed the decision. That was dismissed.

Mayka Kennedy, Executive Vice-president and Chief Engineer of the Oil & Gas Commission, then reviewed the permit and on December 4, ruled that the well permit would not be cancelled but that additional conditions would be imposed. Canada Partners has the option of accepting or appealing this decision. I've contacted Ben Jones asking if he has determined his next steps but haven't heard back yet.

You can find more details on the reasons for the decision and the conditions that have been imposed by going to the link below. Conditions are in Appendix A at the back.

<https://www.bcogc.ca/node/14647/download>

Update January 3, 2018: Reply from Ben Jones is that he plans to resume operation of the disposal well. However, there is considerable work to be done to meet the conditions and so he is not sure whether operations will resume before or after break-up.

Recreation Coordinator:

Welcome to **Kaitlyn Atkinson**, our new Recreation Coordinator, who comes to us from Nanaimo. We look forward to having you on board, Kaitlyn.