



DISTRICT OF HUDSON'S HOPE AGENDA

Council Chambers

Monday February 26th, 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 February 13th 2018 Regular Council Meeting Page 1
- 7. Business Arising From the Minutes:**
- 8. Staff Reports:**
 - SR1 Mutual Aid Agreement with Charlie Lake Fire Department Page 9
 - SR2 Committee Appointments Page 20
 - SR3 Playground Leader –Summer Student Page 22
- 9. Committee Meeting Reports:**
 - CM1 North Peace Airport Society Page 27
- 10. Bylaws:**
- 11. Correspondence**
 - C1 Peace River Local Government Association Meeting Page 34
 - C2 Nursing Program in the Northeast Page 36

- | | | |
|----|--|---------|
| C3 | Negotiating a Consultation Agreement | Page 37 |
| C4 | Establishment of an Invasive Plant bylaw | Page 40 |

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

- | | | |
|-----|--|---------|
| CR1 | Resolutions for NCLGA – Councillor Quibell | Page 42 |
|-----|--|---------|

13. Old Business:

- | | | |
|-----|------------------|---------|
| OB1 | Road Maintenance | Page 43 |
|-----|------------------|---------|

14. New Business:

15. Public Inquiries:

16. Adjournment:



REGULAR COUNCIL MEETING
February 13, 2018
6:00 P.M.
COUNCIL CHAMBERS

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

Absent:

Staff: CAO, Tom Matus
Director Of Protective Services, Robert Norton
Safety & Bylaw Enforcement Officer, Wallace Roach
Special Events Coordinator, Kaitlyn Atkinson
Corporate Officer, Tammy McKeown

Other: 2 in gallery

1. **CALL TO ORDER:**
The meeting called to order at 6:00 p.m. with Mayor Gwen Johansson
2. **DELEGATIONS:**
D1 **Shock Trauma Air Rescue Service: Glenda Farnden, Senior Municipal Relations Liaison; Greg Schmidt, Base Director**
Postponed to a future meeting
3. **NOTICE OF NEW BUSINESS:**
Mayors Additions: *Mayor's Report*
Councillors Additions: Regional Community Liaison Committee, Northern Nurses, Airport Society
Staff Additions:
4. **ADOPTION OF AGENDA AS AMENDED BY CONSENSUS**
5. **DECLARATION OF CONFLICT OF INTEREST:**
Councillor Caroline Beam and Mayor Gwen Johansson declared a conflict of interest with SR2-Safety Concerns: Garbage Collection and B1- Garbage Bylaw Amendment No. 892, 2017
6. **ADOPTION OF MINUTES:**

M1 **January 8 2018 Regular Council Meeting**
RESOLUTION NO.017/18
M/S Councillors Heiberg/Miller
That

0550-01

"The minutes of the January 22, 2018 Regular Council Meeting be adopted as presented."
CARRIED

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

- BA1 C3 Correspondence from Ray Gallant **1275-01**
- The transmitter is quite old and possibly was damaged due to the forest fire. The transmitter does not respond to the receiver, it must be reset manually. It is not sure if anyone would be able to get to the transmitter at this time to reset it. Require a new transmitter.
 - Wally Harwood have information in regard to history of receiver.
 - The District of Hudson's Hope holds the radio license and it is believed the District basically owns the equipment.
 - The replacement of the transmitter is to be included in the budget discussions.

8. **STAFF REPORTS:**

- SR1 **CAO Report- Action and other Updates** **0110-01**
0720-01
- **Wastewater Facility Upgrade**
 - Aerators need to be installed in Cell 1 this spring, approximate cost for installation will be \$5,000.
 - Completion date will need to be adjusted due to some deficiencies that need to be corrected; approximate cost will be \$5,800.
 - Necessary to have contractors install the aerators in order to possibly receive warranty.
- 6:07 Councillor Beam arrived
- Staff has received two training sessions in regard to the maintenance and servicing of the facility
 - Request made to ensure addition training session to be completed once the snow is gone.
- **Solar Array** **0720-20**
- Discussion in regard to the monitoring system for the museum; Councillor Miller to discuss with the Historical Society; Society had been on board with the Solar installation as long as there was no cost to be absorbed by them.
 - Three copies of the maintenance documentation has been ordered for the District.
 - Discussions with Alert Bay CAO to be had in regard to kiosk view as they have a SolarEdge system with kiosk view already established.
- **Atkinson Property** **6660-20**
3320-01
- Documentation showing properties registered with Land Titles and Survey Authority will be presented to Atkinson Quality Assurance Team and will support the release of the final \$500,000 payment.
 - Marketing strategies need to be considered

Decision made to move the Bylaw recommendation to be discussed with the staff report regarding safety concerns.

6:14 pm Mayor Johansson and Councillor Beam excused themselves from the meeting

- SR2 **Safety Concerns: Garbage collection** 5360-01
 • Safety concerns have been considered and actioned in regard to the extension of the garbage collection area to include the four residences on Highway 29 2640-01

10. **BYLAWS:**

- B1 **Garbage Bylaw Amendment No. 892, 2017** 3900-20
 RESOLUTION NO.018/18 5360-01
 M/S Councillors Heiberg/Quibell
 THAT:
 "Council adopt the "Hudson's Hope Amending Garbage Collection Bylaw No. 892, 2017"."
 CARRIED

6:19 pm Mayor Johansson and Councillor Beam returned to the meeting

8. **STAFF REPORTS continued:**

6:24 pm Councillor Middleton arrived to the meeting

- SR3 **Recreational Cannabis** 3900-01
 • Discussion in regard to the proposed changes that will need to be made to Zoning Bylaw, Official Community Plan, Fees and Charges Bylaw and Municipal Ticketing Information Bylaw to assist in regulating the sale and consumption of recreational cannabis.
 • Proposed changes can be made based on results of public consultation. Any resulting amendments due to Provincial or Federal rulings will be presented as regulated changes, eliminating the requirement for additional public consultation.
 • Amend resolution presented to read 'effectively restrict' in place of 'effectively ban'.
 • Review changes made to Bylaws by the District of Taylor.

RESOLUTION NO.019/18

M/S Councillors Heiberg/Quibell

THAT:

"Council direct District staff to amend all Bylaws to effectively restrict any and all forms of recreational cannabis from within the District boundaries, to include production facilities, retail facilities, and public consumption."

CARRIED

- SR4 **Acting Mayor Schedule** 0530-01
 RESOLUTION NO.020/18
 M/S Councillors Quibell/Miller
 THAT:
 "Council approve the amended Acting Mayor schedule for the 2018 Calendar year"

January / July

Councillor Miller

February / August

Councillor Heiberg

March / September	Councillor Quibell
April / October	Councillor Middleton
May / November	Councillor Beam
June / December	Councillor Gibbs
CARRIED	

SR5 Committee Appointments 0540-01

- Appointment only to the GO Fund Committee at this time; table remaining Committee appointments to next Regular meeting.
- Councillor Middleton is willing to sit on the GO Fund Committee contingent on being able to teleconference for meetings

RESOLUTION NO.021/18

M/S Councillors Heiberg/Quibell

THAT:

"Council appoint Councillor Heather Middleton to the BC Hydro GO Fund Committee."

CARRIED

SR6 Winter Carnival Report 8100-01

- Discussion in regard to joint recommendations
 - **Shorten the carnival to encompass 4 days**
 - **Create a more compact schedule**
- Bring to strategic planning meeting
- Look at reducing future cost by utilizing volunteers rather than paying honorariums

9. COMMITTEE MEETING REPORTS:

11. CORRESPONDENCE:

C1 Hope For Health 2017 Final Report 0230-20
FOR INFORMATION. **1850-01**

C2 Double "H" Saddle Club Final Report 0230-20
FOR INFORMATION. **1850-01**

C3 Rural Development Engagement 0390-01
FOR INFORMATION

C4 Hudson's Hope Pharmacy Services 4920-01

- Official acknowledgement that Pharmacy will remain open
- Will cause Hudson's Hope Pharmacy to be grandfathered in.

C5 Hudson's Hope Soccer Final Reports 0230-20
FOR INFORMATION. **1850-01**

C6 PRRD- Mass Communication software 7010-01

- Director of Protective Services has been part of the working group involved in the development of this service.
- The service would be very beneficial; cost savings associated with utilizing it; works better than the sirens that the District has in place.

- Gives the ability to sound alerts and to provide detailed information to the recipients.

RESOLUTION NO.022/18

M/S Councillors Heiberg/Middleton

THAT:

"Council direct staff to send letter advising the Peace River Regional District that the District of Hudson's Hope would like to be included as a participating municipality in the implementation of the Everbridge Mass Communications platform."

CARRIED

- | | | |
|-----|---|----------------------------------|
| C7 | Fall Fair Society Final Report
FOR INFORMATION. | 0230-20
1850-01 |
| C8 | ALR and ALC Revitalization <ul style="list-style-type: none"> • Discussion in regard to topics being covered in meeting • Issues brought forward at Peace River Regional District meeting: <ul style="list-style-type: none"> ◦ Subsurface rights are not held by the landowners and are being sold out from under the landowners. ◦ Concern in regard to the industrialization of properties owned in Farmington and the concern that this could also happen within the District of Hudson's Hope. | 0400-30 |
| | RESOLUTION NO.023/18
M/S Councillors Heiberg/Miller
THAT:
<i>"Council approve the travel costs for up to two Councillors to attend the ALR_ALC Revitalization Stakeholder meeting in Fort St John on February 22, 2018."</i>
CARRIED | |
| C9 | NCLGA-Call for Resolutions
Councillors to forward any resolutions they would like to present at NCLGA to the rest of Council for review.
RESOLUTION NO.024/18
M/S Councillors Heiberg/Gibbs
THAT:
<i>"Council approve the travel costs for up to two Councillors to attend the 2018 NCLGA Convention & AGM meeting in Fort Nelson being held May 8-10, 2018."</i>
CARRIED. | 0400-01 |
| C10 | International Forestry Congress 2018
FOR INFORMATION. | 0390-01 |
| C11 | Wounded Warriors
FOR INFORMATION | 0320-00 |
| 12. | REPORTS BY MAYOR & COUNCIL ON MEETINGS AND LIAISON RESPONSIBILITIES | |
| CR1 | Regional Community Liaison Committee <ul style="list-style-type: none"> • Discussion in regard to the road realignment <ul style="list-style-type: none"> ◦ Looking at two possible routes | 0540-01
6660-20 |

- Residents have been informed that the realignment is to start at Hudson's Hope and work towards Fort St. John.
- Plans will be solidified by fall.
- Mayor Johansson to meet with Ministry of Transportation representative, Katherine Styba, will discuss District of Hudson's Hopes concerns and recommendations in regard to the realignment.
- Expect Geotech to be in area between April and August 2018.
- Reservoir is slated to start in late 2020 through 2022

CR2	Northern Nurses	<ul style="list-style-type: none"> • UNBC setting up program to Fast Track nursing program for Northern students. <ul style="list-style-type: none"> ○ Ability to register for Fast Track program with any diploma; diploma will transfer 60 credits to the Bachelor of Science in Nursing Degree. ○ Ability to complete program after 5 semesters 	4920-01
CR3	North Peace Airport Society	<ul style="list-style-type: none"> • Process of switching airport from control of Peace River Regional District to the North Peace Airport Society in place • Capital improvements that will be discussed in regard to the airport budget are: <ul style="list-style-type: none"> ○ Resurfacing of Runway 2 ○ Airport Rescue and firefighters capital assets • Society is quite certain that costs will be covered by airport fees. • Wholewheat & Honey will be setting up a kiosk inside the secure area at the airport. 	0540-01 8400-01
CR4	Mayor's Report to Council	<ul style="list-style-type: none"> • Service Canada Representative <ul style="list-style-type: none"> ○ Representative attended at the District Office on January 17 to explain the services they provide and how to access them. ○ The Mayor included a write-up in regard to the presentation in the February Bulletin ○ Information cards have been placed in the District Office's foyer. • Cumulative Impacts Policy & Practice in Northern BC <ul style="list-style-type: none"> ○ Was only able to attend the Plenary on January 18 due to conflict with the Northern Mayor's & Chairs Roundtable. ○ The agenda items for the following day would have been more relevant to the District. • Northern Mayors & Chairs Roundtable <ul style="list-style-type: none"> ○ Four umbrella topics <ul style="list-style-type: none"> ➤ Social responsibility ➤ Environmental Stewardship ➤ Economic Development ➤ Government Relations ○ Minister Robinson reported that Minister Farnsworth has received a federal commitment that 75% of the tax 	4710-01 0400-40 0390-01 0390-01

revenue from cannabis would be allocated to the province.

- Plans in regard to distribution of the 75% of cannabis tax revenue to local governments is being worked on but nothing is in place at this time.
- Shared what the District has learned from the 'fentanyl house' experience.
- Handed out copies of the 'Solar Facts' and invitations to the June 2nd Solar open house.
- **Rural Roads** **0360-01**
0400-20
 - Was able to clarify that the sections of Beryl Prairie and Farrell Creek roads that are an issue belong to the Province which made a difference to the Ministry in regard to priority setting.
 - Both roads are in the top five for focussed work.
 - Victoria has final say on the proposal. Plan is to have a 'shelf-ready' proposal in place in order to hopefully access the early funding.
 - Will be working through Ministry of Transportation staff. Report, prepared by Jackie Kjos, will be presented to Ministry representative, Katherine Styba, on Tuesday, February 27.
- **Geo-Science BC** **0360-01**
0540-20
 - Recently completed an aquifer identification of the North Peace and are about to release final report.
 - Applied for NASA grant to complete project to identify methane leaks in oil/gas activities.
 - Water has been made the highest priority for Geo-Science BC going forward.
 - Geo-Science BC has been involved in drilling observation wells into the region's water aquifers and have one located in the Beryl Prairie area. They are also partial sponsors of the UBC methane-migration research project underway in the Beryl Prairie and Farrell Creek areas.
 - Carlos Salas, Geo-Science BC, and Dr. Aaron Cahill, UBC professor, will be presenting their finding sometime around March 6th or 7th.
 - There is potential for more research projects within the District of Hudson's Hope which could give rise to a possibility of a "living lab" here.
 - 'Living lab' could be looked at from an economic development standpoint; does not bring in new business but would increase business for existing commercial activities in Hudson's Hope.
 - Could create learning opportunities for students.
 - Mayor Johansson requested feedback from the other Council members in regard to the possibility of creating a 'living lab'.
- **Bachelor of Nursing Program** **04920-01**
 - As discussed by Councillor Heiberg. The program is completely dependent on funding being allocated to it.

- Letters of support will be requested from the local government and the community, probably by the end of March
- **Grant-writer**
 - Peace River Regional District placed a Request for Proposal in regard to the Grant-writer position.
 - Received three applicants
 - Decision as to how to proceed is with the Rural Directors.

1855-01

13. **OLD BUSINESS:**

14. **NEW BUSINESS:**

15. **PUBLIC INQUIRIES:**

16. **ADJOURNMENT:**

7:28pm motion to move into in-camera meeting.

RESOLUTION NO.025/18

M/S Councillors Heiberg/Quibell

THAT:

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

0560-00

Mayor Johansson declared the meeting adjourned at 8:08pm

DIARY

Conventions/Conferences/Holidays

Beryl Prairie Septic Field

Grant Writer Program Sponsorship-September

NDIT Community Halls and Recreation Facilities Program-

-to be brought forward at Strategic Planning Meeting

Diarized

07/25/16

04/10/17

08/14/17

Certified Correct:

Chair/Mayor Gwen Johansson

Corporate Officer Tammy McKeown

REQUEST FOR DECISION

Date: 26 February 2018
Originator: Robert Norton, Director of Protective Services
RFD TITLE: Mutual Aid Agreement with Charlie Lake Fire Department

BACKGROUND:

A mutual aid agreement is a predetermined relationship between emergency services parties to allow the rapid mobilization of emergency resources including personnel and equipment across jurisdictional lines. This typically occurs when one jurisdiction is facing an emergency situation that exceeds the local capacity to deal with the incident alone.

DISCUSSION:

Mutual aid agreements are very common in the fire service, and several exist already within the Peace region between the City of Fort St. John, the Peace River Regional District (PRRD), and the District of Taylor.

Entering into an agreement with Charlie Lake Fire Department would provide benefits to both parties. In the event that a large-scale incident is occurring in one jurisdiction but not another, resources can easily be mobilized to assist the impacted community.

The terms of the agreement are very flexible in that if resources are requested by one party, there is no obligation by the other party to provide resources if it is felt that they are needed in their own respective jurisdiction.

A typical mutual aid response under this agreement would see one apparatus and up to 5 personnel dispatched to assist the requesting party. The type of apparatus and number of staff sent would depend on what resources are being requested, and the Fire Chief's determination of what resources can be spared based on local conditions.

Hudson's Hope Fire Rescue and Charlie Lake Fire Department currently attend training together on a number of occasions throughout the year, and are very familiar with each other's procedures and operational guidelines.

While the need to request resources from another department may be quite rare, there have been a number of incidents in the past 5 years which would have benefited greatly from having such an agreement in place.

Budget and Timeline:

Given the paid-on-call nature of our staff and the low number of times that this agreement would be exercised, budget impact would be minimal, and would be tempered by the assumption that any expenditures would be offset by the District receiving reciprocal response from Charlie Lake Fire Department at some point in the future.

Once this agreement is approved by the District of Hudson's Hope and the PRRD, the agreement could be in place quickly, as much of the preparatory work including agreeing on systems to identify responder competencies, discussing incident command system implementation, and sharing radio frequencies has already been accomplished.

RECOMMENDATION / RESOLUTION:

"Council enter into a mutual aid agreement with the PRRD for the sharing of resources between Hudson's Hope Fire Rescue and the Charlie Lake Fire Department."



Robert Norton
Director of Protective Services

CAO concurs with this request/report

Tom Matus, CAO

This Agreement made the day of , 201~~8~~⁷.

AMONG:

Peace River Regional District
Box 810, 1981 Alaska Avenue,
Dawson Creek, BC V1G 4H8

(the "Regional District")

OF THE FIRST PART

AND:

District of Hudson's Hope
9904 Dudley Dr.
Hudson's Hope, BC V0C 1V0

(the "District")

OF THE SECOND PART

WHEREAS

- A. The District has established, maintains and operates a fire protection service within ~~its the~~ boundaries ~~as shown on s defined in Schedule 'B' hereto attached,~~ and a Road Rescue Service ~~as defined in Schedule 'C' hereto attached;~~ and
- B. The Regional District has established, ~~and~~ maintains and operates ~~a fire protection service in the rural area around the community of Charlie Lake, through~~ the Charlie Lake Fire Protection Service Area ~~Establishment Bylaw No. 1360, 2001. The fire protection service contemplated in this agreement is~~ defined as the Charlie Lake Fire Protection Service Area ~~as shown on Schedule 'A' attached to and forming part of this agreement; in the rural area around the community of Charlie Lake;~~ and
- C. The parties desire to enter into an agreement whereby emergency resources can be deployed to assist any of the other parties during an emergency; and
- D. Each of the parties are authorized to enter into this Agreement and have empowered their authorized signatories to execute this Agreement.

NOW THEREFORE this agreement witnesses that in consideration of the mutual covenants and agreements herein contained and subject to the terms and conditions herein set, the parties agree as follows:

1. DEFINITIONS

In this Agreement:

"Agreement" means this agreement cited as the District of Hudson's Hope and Peace River Regional District, on behalf of the Charlie Lake Fire Protection Service Area, Mutual Aid Agreement, hereinafter referred to as Hudson's Hope/ PRRD (C. Lake) Mutual Aid Agreement;

"Charlie Lake Fire Protection Area" means the area identified as the Charlie Lake Fire Protection Area in Schedule 'A' attached to and forming part of this agreement, and any other area mutually identified for inclusion in the agreement and agreed to in writing through a duly authorized amendment to the agreement as per clause 7(ii);

"District of Hudson's Hope Fire Protection Area" means the area identified as the Hudson's Hope Fire Protection Area in Schedule 'B' attached to and forming part of this agreement, and any other area mutually identified for inclusion in the agreement and agreed to in writing through a duly authorized amendment to the agreement as per clause 7(ii);

"Fire Chief" means for each Party, the senior employee or appointed person responsible for the fire services of that Party and includes the deputy or delegate of the Fire Chief or the Officer-in-Command;

"Emergency resources" means all persons and equipment held by, in the service of, or directly available to the fire services of the Party;

"Primary Mutual Aid" is defined as one (1) engine and one (1) tender and/ or one (1) wildland unit plus available personnel. The Fire Chief of the Requesting Party may request additional resources as required but their dispatch will be ~~up~~ at the discretion of the Providing Party Fire Chief based on the situation;

"Party" means either the District of Hudson's Hope or the Peace River Regional District as the case may be and the context so requires;

"Providing Party" means a Party receiving a request for assistance under this Agreement;

"Requesting Party" means a Party requesting assistance under this Agreement.

2. REQUESTS FOR MUTUAL AID

- i. Where a Fire Chief of a Requesting Party determines that an emergency is occurring or is imminent, they may request emergency resources from the Fire Chief of the Providing Party.
- ii. A Fire Chief who receives a request for emergency resources from the Requesting Party shall determine in their sole discretion the extent of the emergency resources available and thereupon shall dispatch such emergency resources to control the emergency; but nothing in this Agreement shall require a Fire Chief to dispatch

emergency resources that they consider are not available or that they consider are required for service in the jurisdiction of the Providing Party.

- iii. No Requesting Party shall bring any action, claim, or demand in relation to a decision of a Fire Chief of a Providing Party concerning the provision of emergency resources.
- iv. The Fire Chief of the Fire Department that is actioning-responding to an incident within its own boundaries shall be responsible for the overall direction and control of fighting the fire.
- v. It is understood and agreed by and between the parties hereto that the responding Fire Departments personnel and equipment will be under the control of the Requesting Party's Fire Chief.
- vi. The Fire Chief or Incident Commander of the Providing Party may withdraw assistance if an emergency situation arises within its own fire protection boundaries.
- vii. It is further understood and agreed by and between the parties hereto that the jurisdiction in which the emergency occurs will utilize its full complement of fire fighters prior to calling for assistance, unless they do not possess the training or resources to expeditiously deal with the emergency on their own.
- viii. The Providing Party shall be responsible for all costs incurred in connection with the gathering, movement, and deployment of emergency resources to the Responding Party.

3. COMMUNICATION

- i. Each party must be able to communicate with the other parties by radio. The Requesting Party's fire departments radio channel will be utilized as the primary channel.

4. POWERS/ AUTHORITY

- i. Notwithstanding clause 2 (iv), the Providing Party is granted the same power and authority to operate in the Requesting Parties Fire Protection Area as it enjoys in its own Fire Protection Area.

5. TRAINING AND IDENTIFICATION

The parties are required to:

- i. agree on a common system for identifying the different levels of competencies as per the British Columbia Fire Services Minimum Training Standards for firefighters operating at an incident and ensure that the use of such a system matches the actual competency for that firefighter;
- ii. agree to the implementation of a uniform incident command system for mutual aid calls;
- iii. consult with each other annually regarding improving mutual responses (including joint training) and to ensure interoperability of equipment and connections.

6. INSURANCE/INDEMNIFICATION

- i. When emergency resources are provided by a Providing Party to a Requesting Party pursuant to this Agreement, the Requesting Party shall indemnify the Providing Party from and against all claims, demands, loss, costs, damages, actions, and other proceedings caused or contributed by any person, by any action taken or thing done in connection with this Agreement.
- ii. Notwithstanding Clause 6 (i), where emergency resources are provided by a Providing Party to a Requesting Party pursuant to this Agreement, a Requesting Party shall not be responsible or in any way liable with respect to any claims, demands, loss, costs, damages, actions, or other proceedings arising from or through the negligence of the Providing Party, its servants, agents, or employees in connection with or in consequence of this Agreement.
- iii. No Party to this Agreement shall be liable in damages to the other Party for failing to respond to a request for assistance under this Agreement or for failure to render adequate assistance.
- iv. Each party agrees to procure and maintain in force at its own cost, during the entire term of this agreement, a comprehensive general liability policy, in the amount not less than \$5,000,000.00, and each party shall be added as an additional insured to each other's respective liability insurance policy for the purposes of mutual aid. Confirmation shall be provided in writing with a copy from the insurance provider as a condition of execution of the agreement and an updated copy shall be provided annually thereafter.

7. EXTERNAL COORDINATION

- i. The parties shall set out a process for dealing with their dispatch provider(s) to ensure that Mutual Aid resources are properly activated. The dispatch provider(s) ~~should~~ shall be provided with written notice of any changes to the agreement and any changes to the Fire Protection Areas shall be included in discussion of Mutual Aid responses which have occurred.
- ii. Any changes to the Charlie Lake Fire Protection Service Area or the Hudson's Hope Fire Protection Service Area requires a duly authorized amendment to this agreement. For certainty, if consent is not given in writing, the agreement is not amended, Mutual Aid will not apply to the additional area(s) and Emergency Resources will not be provided.

8. REIMBURSEMENT

- i. It is understood that there shall be no payments made between the parties for costs incurred regarding this Agreement.
- ii. If the Requesting Party is operating under a task number from Emergency Management British Columbia (EMBC) then the Providing Parties equipment and personnel will be accounted for by the Requesting Party as allowed for under the terms as set out by EMBC and the Requesting Party will be responsible to ensure equipment and personnel from the Providing Party are reimbursed at the most current rates as set by EMBC.

9. NOTICE

- i. Either Party may terminate its rights and obligations under this Agreement by giving to the other Parties ninety (90) days written notice of its intentions to do so, ~~following which the Agreement shall continue in force between the other Parties.~~
- ii. Notices of other communications (other than requests for assistance) under this Agreement shall be sufficiently given if delivered to the following addresses:

Chief Administrative Officer, Peace River Regional District
Box 810, 1981 Alaska Avenue,
Dawson Creek, BC V1G 4H8

Chief Administrative Officer, District of Hudson's Hope
9904 Dudley Dr.
Hudson's Hope, BC V0C 1V0
- iii. This Agreement shall not be assignable by any of the Parties to this Agreement without the prior written consent of each of the Parties, and any attempt to assign the rights, duties and obligations hereunder without such consent shall be of no effect.
- iv. In the case of any dispute arising between the Parties as to their respective rights and obligations under this Agreement, a Party shall be entitled to give the other Party notice of such dispute and to request arbitration thereof; and the Parties may, with respect to the particular matters in dispute, agree to submit the same to arbitration in accordance with the *Commercial Arbitration Act*.
- v. This Agreement shall inure to the benefit and be binding upon the Parties hereto and their respective successors and assigns.

Commented [DJ1]: There are no other parties

10. TERM

- i. The term of this Agreement (hereinafter called "the Term") shall be for a period of five (5) years commencing January 1, 2018 and ending December 31, 2022.
- ii. This Agreement shall be construed according to the laws of the Province of British Columbia.

IN WITNESS WHEREOF the Parties hereto have affixed the signatures of their respective officers duly authorized for such purpose.

SIGNED on behalf of the District of Hudson's Hope by:

Mayor

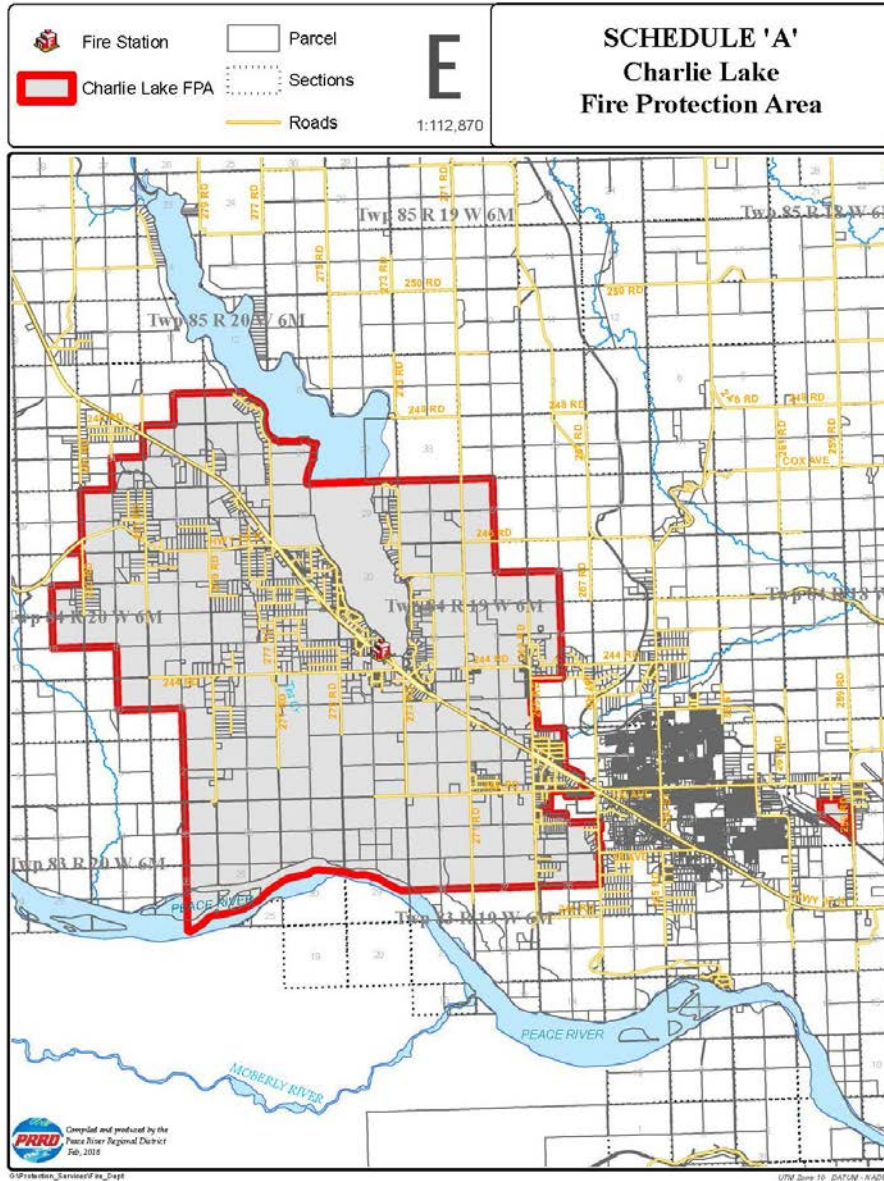
Administrator

SIGNED on behalf of the Peace River Regional District by:

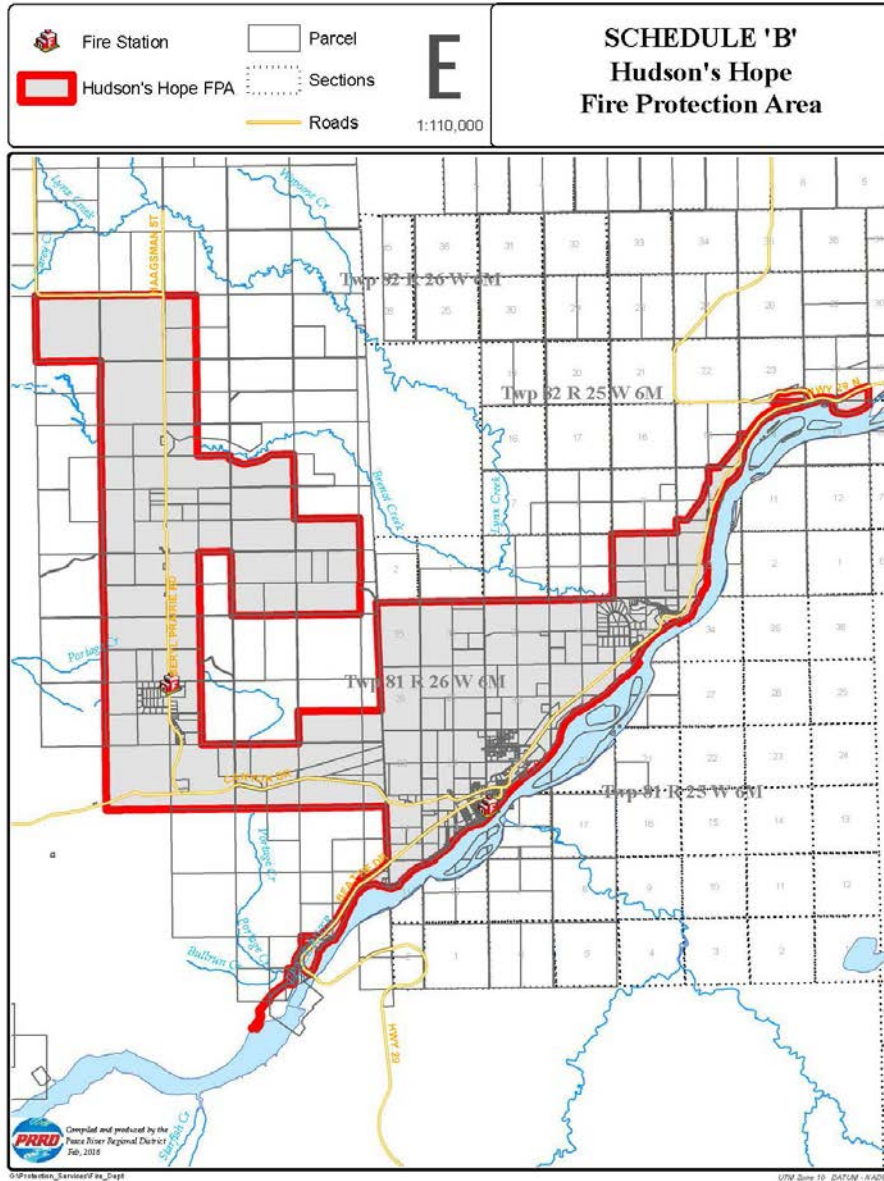
Chair

Corporate Officer

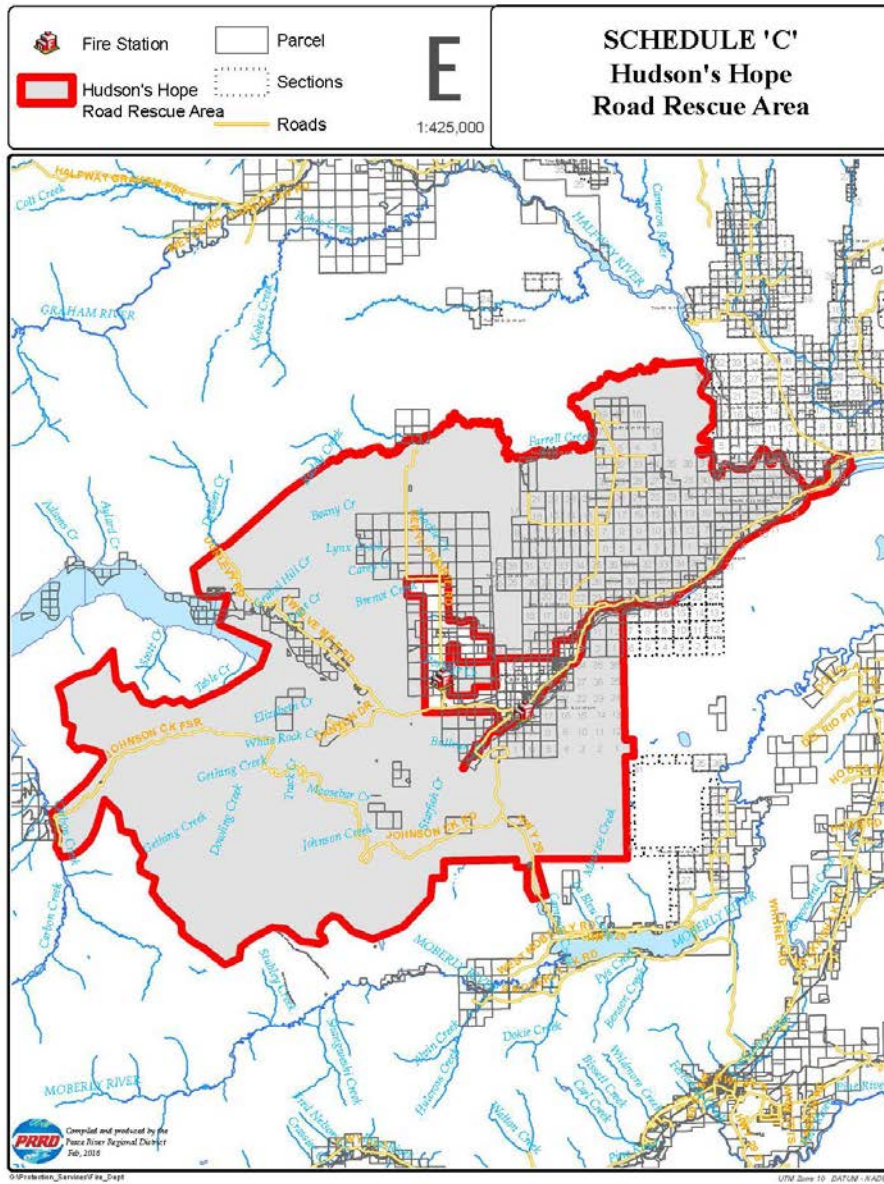
Schedule 'A'



Schedule 'B'



Schedule 'C'



THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor Johansson and Council
DATE: February 23, 2018
FROM: Tammy McKeown, Corporate Officer
SUBJECT: Committee Appointments

RECOMMENDATION

That:

"Council review the current list of Committees and make new appointments where necessary."

Mayor is ex-officio on all committees

Industrial & Housing Committee	Councillors Heiberg/Miller Public: Darrin Thompson
Promotional/Donations	Councillor Miller
Medical Services Group	Mayor Johansson, Councillor Heiberg
Tourism (includes RV & Trackway)	Councillor Beam/Miller
Volunteer/Youth Volunteer/Scholarships	Councillor Beam/Middleton
Parks And Recreation Advisory Committee	Councillors Middleton/Beam/Miller Staff: Kaitlyn Atkinson- SEC Public: Coleman Mercereau, Debbie Beattie, Lynnea Stacey

Appointments to External Organizations

Community Hall Society	Councillor Quibell
Hudson's Hope Library	Councillor Middleton
North Peace Airport Society	Councillor HEIBERG Protective Services, Bob Norton
Northern Development Initiative Trust	Mayor Johansson, Councillor Quibell
Alaska Highway Community Society	Councillor Miller
Community Engagement Committee (CEC)	Councillors Heiberg, Miller CAO
Atkinson's Quality Assurance Team (AQAT)	Councillor Heiberg, CAO
Generate Opportunities (GO) Fund	Councillor Heather Middleton Public: Cassie Stark

Liaison with Staff

Personnel Committee	Mayor Johansson, Councillors Heiberg/Miller
Public Works	Mayor Johansson, Councillor Heiberg/Miller
Lease Agreements	Councillor Heiberg/Miller

Monitoring

Finance Monitoring	Councillor Middleton
Bylaw Monitoring	Councillor Middleton

ADMINISTRATOR COMMENTS:

CAO approves this Request for Decision.

Tom Matus, CAO

COMMENTS:

Council must formally appoint members of Council and members at large to the following committees as per the Local Government Act Section Division 4 — Committees, Commissions and Other Bodies.

Report prepared by:

Tammy McKeown, Corporate Officer

REQUEST FOR DECISION

RFD#:	Date: February 22, 2018
Meeting#:	Originator: Kaitlyn Atkinson, Recreation and Special Event Coordinator
RFD TITLE: Playground Leader-Summer Student	

BACKGROUND:

There is a lack of municipal recreation in the District of Hudson's Hope, with residents expressing a desire for increased recreation opportunities. This has been proven through community consultation and surveys which resulted in the implementation of the Recreation and Special Event Coordinator position as well as the Recreation Advisory Committee.

DISCUSSION:

In an aim to address the lack of municipal recreation I hope to implement a playground program starting this summer. While I can plan and organize the program I cannot deliver it full time as it would conflict with the duties of my position. To aid in this effort I have applied for a Canada Student Works Green Jobs grant which would partially fund the paying of a student to deliver and facilitate this program. To receive funding council needs to commit to funding their portion of the student wages. My goal with this program is to begin the process of training youth to be leaders in their community through engaging with visitors and locals alike in a meaningful and new way. Starting this summer recreation opportunity with the aim of expanding municipal recreation offerings in the future as I believe they are crucial to development of children and youth. ***See attached application for more information***

BUDGET:

The wage is \$14.61 for a duration of 11 weeks which equals a total of \$5,624.85. Maximum funding amount received would be 50% leaving the district to pay the remaining \$2,812.43. The position would start June 25, 2018 and go until September 3, 2018.

CAO Comments:

The District will also have to pay the MERC: Mandatory employment-related costs, in Canada these are CPP, EI, and WC; as well I've included a 10% contingency for overtime which the District pays 100%: total cost to the District being \$3,945.55.

RECOMMENDATION / RESOLUTION:

That:

"Council approve my request for funding of \$3,945.55 for this position and begin the process of bringing recreation opportunities and offerings in the District of Hudson's Hope under the municipal umbrella."

Kaitlyn Atkinson, Recreation and Special Event Coordinator

The CAO supports this resolution: Tom Matus, CAO



Summer Work Experience Green Jobs

Part 1: Contact Details

Name of Applicant Organization

District of Hudson's Hope

Type of Applicant Organization

Municipality

Contact Information for Applicant Organization

9904 Dudley Dr, Hudson's Hope, British Columbia V0C1V0, Canada

Organization's Phone Number

2507839901

Website for the Applicant Organization

<http://hudsonshope.ca/>

Name of Primary Contact of the Organization

Kaitlyn Atkinson

Phone Number for the Primary Contact (if different than above)

Email Address for the Primary Contact

kaitlyn@hudsonshope.ca

How did you find out about the CPRA Summer Work Experience Green Jobs Initiative?

Provincial / Territorial Association Newsletter

Part 2: Declarations

Is this application being submitted on behalf of an eligible organization?

Yes

Please see the [Program Information](#) to learn more about eligible organizations.

Do you have the authority to submit this application on behalf of your organization?

Yes

Part 3: Funding Requests

In this section, you will have the opportunity to apply for multiple positions within your organization.

One position can include multiple jobs, so long as the job title, duration of work term AND salary are the same.

Example: My organization would like to hire 5 Summer 2018 Full Time Park Interpreters who will ALL be hired to work May 1 – June 30, 2018 and will make \$15 per hour. This application would consist of 5 jobs under 1 position.

In total, how many positions are you applying for in this application?

1

Funding Requests Section

Position 1

Please provide details for the first position below:

Name of the position

Playground Leader-Summer Student

Number of jobs to be created for this position

1

Province

British Columbia

City/Town/Reserve

Hudson's Hope

Work Period

Full Time

Anticipated Start Date

2018-06-25

Anticipated End Date

2018-09-03

Anticipated Length of Work Term (in weeks)

11.00

Anticipated Hours Of Work Per Week

35.00

Hourly Wage

14.61

Anticipated Total Salary Over Work Term

5,624.85

I anticipate that Special Accommodations (dependent support, disability support, transportation accommodation over 150km) may be required to fill this position

No

I certify that if this position is successfully funded through the CPRA Summer Work Experience Green Jobs Initiative, that my Organization will commit the necessary funding required to support this position

No

If no, please explain

At present the job needs to be approved by council before funding can be committed. I see no reason council would not approve this position as they are strong supporters of student jobs and employment of local youth. In addition I was hired in an effort to grow recreation opportunities in the District. Until council meets I cannot guarantee funding.

Please indicate how this position fits the description of a green job

Outdoor Play / Park Facilitators

Describe how this job aligns with the Summer Work Experience Green Jobs Initiative to:

Create meaningful job experiences for youth (200 words)

This job will create an opportunity in Hudson's Hope that hasn't existed before. The successful applicant will be responsible for delivering and facilitating games and activities at various playgrounds in both community parks and campgrounds throughout the District with the guidance and support of the Recreation and Event Coordinator. This job will allow youth to gain skills in recreation

programming, facilitation, problem solving, and budgeting. The position is outdoors and provides a great learning environment to grow and engage with the natural world while promoting health in the youth hire and program participants.

Build a generation of youth that will value nature close to home and potentially pursue and opportunity to build a career in the green job sector (200 words)

The position is local in nature and allows a youth the chance to facilitate outdoor programming in a space that hasn't been utilized in this way before. In a town as small as Hudson's Hope retention of population is a problem. This job aims to increase employable skills and demonstrate that recreation and jobs in the green job sector don't need large urban sectors to be successful and that such programs can be grown closer to home.

Generate much needed support to your municipality to advance green priorities (200 words)

Currently the District has underused facilities, these include curling rink, pool, community hall, and the arena. Many locals leave town over weekends and holidays to participate in recreation opportunities outside District boundaries. My hope is that by creating a municipal recreation program over the summer when visitors will be using campgrounds and parks as well, can showcase the opportunity the District has to grow its recreation offerings and hopefully expand into summer camps, pro-d camps, and so on.

Will efforts will be taken by your organization to reach youth at risk, youth with disabilities, visible and language minorities, new Canadians and Indigenous youth to fill this position?

Yes

Please describe how your organization intends to reach these groups

Youth in rural areas such as Hudson's Hope are already at risk for increased drug use and alcoholism. The posting will go up on all District pages including website and social media. I will be delivering a presentation to the only school in town to all appropriately aged classes. The posting will also be sent to the First Nations groups in the area, Moberly First Nations and Saulteau First Nations.

Any additional comments about this position

Part 4: Requirements

Do you confirm that no other federal funding will support the positions proposed in this application?

Yes

If your application is successful, do you confirm that your organization will comply with reporting and follow-up evaluation requirements as outlined by Employment and Social Development Canada?

Yes

Do you confirm that all personnel hired by your organization for the positions described in this application will be (a) eligible to work in Canada; (b) are between the ages of 15-30; and (c) have been registered as a full time student in the previous academic year and will be returning as a full-time student in the next academic year?

Yes

Do you confirm that all positions described in this application will be new for the summer of 2018?

Yes

Do you confirm that the positions being applied for will not (a) fill a position left vacant due to an industrial dispute or workplace action; (b) fill the position of a worker that has been laid off; or (c) displace another worker employed by your organization?

Yes

Disclaimer:

I confirm that my organization understands that funding provided through the CPRA Summer Work Experience Green Jobs Initiative is to cover costs for salary and Mandatory Employment Related Costs (MERCs) only. All contributions made by CPRA on behalf of ESDC will be matched by my organization, and no other federal funding will support the positions proposed in this application.

Yes

I confirm that my organization understands that this is only an application and submitting this application is not a guarantee of funding or that my application will be approved. I further confirm that we understand that we may be required to submit

additional information prior to our application being approved.

Yes

I confirm that my organization understands that if this application is approved, the applicant will be required to follow certain rules and regulations regarding the approval and funding processes, as well as the management and hiring of positions under the Work Experience Green Jobs Initiative. The full details of such rules and requirements will only be made known to successful applicants. A failure to abide said rules and requirements may result in the applicant being removed from the Work Experience Green Jobs Initiative.

Yes

This project is funded in part by the Government of Canada's Summer Work Experience Program.

Signature

A handwritten signature in black ink, consisting of a stylized 'A' or 'R' shape with a horizontal line crossing it, positioned above a horizontal line.

North Peace Airport Society

REGULAR Meeting Minutes



January 10, 2018

North Peace Regional Airport

<u>Item #</u>	<u>Agenda Item</u>	<u>Minutes</u>
1.0	Roll Call	<p>North Peace Airport Society President Jim McKnight, Electoral Area C Treasurer, Karen Goodings, Electoral Area B Director Moira Green, City of Fort St. John Director Byron Stewart, City of Fort St. John Director Bob Norton, District of Hudson's Hope Director Dave Heiberg, District of Hudson's Hope Director Arlene Boon, Electoral Area B Director of Strategy, Capital and Planning, Miranda V. Flury</p> <p>North Peace Airport Services Gordon Duke, Managing Director, North Peace Airport Services</p> <p>Absent Vice-President, Brent Taillefer, District of Taylor Director Rob Fraser, District of Taylor Director Brad Sperling, Electoral Area C</p> <p><i>Note: Quorum was not met, all motions were ratified via email.</i></p>
1.1	Call to Order	Time: 10:09

1.2	Closed Meeting	See closed meeting minutes for details.
1.3	Amendments to the Agenda?	Change of Mailing Address
2.0	Meeting Minutes	<p>01/10/2018- 1 MOVED: Bryon Stewart SECONDED: Arlene Boon THAT the meeting minutes are approved as presented.</p> <p>CARRIED</p>
3.0	Consent Agenda	<p>01/10/2018- 2 MOVED: Arlene Boon SECONDED: Byron Stewart THAT the consent agenda is approved as presented.</p> <p>CARRIED</p>
4.0	North Peace Airport Services Reports	
4.1	Services' Update	<p>Discussion on Service's update</p> <ul style="list-style-type: none"> • Spill on December 26, 2017 <ul style="list-style-type: none"> ○ The spill started on the 25th morning, Strategic Aviation took the equipment out of service, and it reappeared on the 26th and was left running when the majority of the spill occurred ○ Air Canada Representative advised Services, and the emergency response plan was enacted ○ Quantity of spill: 1000-1500 L of glycol de-icing fluid, storm drains on the apron run into the peace river ○ No exact percentage of recovery has been recorded ○ Ministry noted there were no adverse effects from this event ○ Noted for Services to look into a glycol containment system

		<ul style="list-style-type: none"> ○ Services is purchasing three spill kits to be able to react immediately to future spills as a result of this incident • Parking <ul style="list-style-type: none"> ○ Exploring grants with NDIT to see if they can assist with the overflow parking lot ○ Reviewing the need for the 2-hour free parking, originally put in place for Spicy Fusion and flight delays ○ Employees will be asked to park in the overflow lot to free up parking for public consumption ○ Past discussion involved using a shuttle to support employees instead spending additional funds on paving, scheduling prevented this option from coming to fruition • Miscellaneous <ul style="list-style-type: none"> ○ Community survey to assist with additional flights to Edmonton ○ Services will review Dawson's additional service to see if there is any impact to FSJ ○ No uptake from local vendors for the coffee shop, there are non-local vendors (Tim Horton's and Starbucks) who would be interested in doing it ○ Northwestern Data Comm is presenting on Jan 10th to keep the existing marketing/advertising contract • ARFF <ul style="list-style-type: none"> ○ Services will clarify who owns the reserve fund (Services or Vantage) ○ ARFF financials need to include the investment vehicle, and reporting the interest revenue going back into the investment reserve ○ Need to understand what is the administration cost of the ARFF fund ○ ARFF is a recovery fee, the board views that it is not earned revenue, and thus the 8% Vantage fee should not be collected
--	--	--

		<p>01/10/2018- 3 MOVED: Arlene Boon SECONDED: Moira Green THAT the Society reconcile the \$83,000 expenditure on ARFF funds from Society capital funding.</p> <p>CARRIED</p> <p>AIF-E</p> <ul style="list-style-type: none"> • Concern for the consultation period with North Cariboo Air was mitigated by their knowledge of this change since the middle of 2017 • The board agreed that it is a principled based decision, the society will keep the ratio of 66% of charter traffic to commercial • Services will provide a breakdown of the justification: airside, terminal, and groundside justification and compare it with other airports <p>01/10/2018- 4 MOVED: Bob Norton SECOND: Byron Stewart THAT we go forward with the \$12 AIF-E, AND THAT the amount of AIF-E is determined by utilizing 66% of the AIF, AND FURTHER THAT all of the reasons for this change are articulated principally.</p> <p>CARRIED</p>
4.1	Services' Financial Statements	<ul style="list-style-type: none"> • Rent that was budgeted increased predominantly from aeronautical revenue
5.0	Unfinished Business	
5.1	RFP Auditing Services	<p>01/10/2018- 5 MOVED: Moira Green</p>

		<p>SECONDED: Bob Norton THAT the tender for Auditing Services of the North Peace Airport Society ('The Society') be awarded to Sander Rose Bone and Grindle (SRBG) LLP, AND THAT all costs for Auditing Services be charged to The Society's auditing line item in the operating budget, AND FURTHER THAT, total costs (excluding GST) for this award will not exceed quoted costs of: \$400 for training on bookkeeping software for the Director of Strategy, Capital, and Planning, \$2500 per year of historical review (max of 3 years); and \$17,100 for auditing 2017-2019 inclusive.</p> <p>CARRIED</p>
5.2	Investment Policy	<p>01/10/2018- 6 MOVED: Moira Green SECONDED: Arlene Boon THAT the Investment Policy is approved as presented.</p> <p>CARRIED</p>
5.3	Operating and Capital Reserve Policy	<p>01/10/2018- 7 MOVED: Moira Green SECONDED: Byron Stewart THAT the Operating and Capital Reserve Policy is approved as presented.</p> <p>CARRIED</p>
5.4	Society Operating Budget	<p>01/10/2018- 8 MOVED: Byron Stewart SECONDED: Dave Heiberg THAT the society operating budget for 2018 is approved as presented with one amendment: Rent line item will reflect the final OPEX budget presented by Services.</p> <p>CARRIED</p>

5.5	Evaluation Process of Runway 03/21	<ul style="list-style-type: none"> • Gord, Beau, MJ on the evaluation committee. • Detailed construction plan will be available at the end of the year.
5.6	Final OPEX 2018 Budget (Services)	No discussion.
5.7	Project Charter/Reporting	01/10/2018- 9 MOVED: Moira Green SECONDED: Byron Stewart THAT the project charter template and reporting template is approved as presented. CARRIED
5.8	2018 Work Plan	01/10/2018- 10 MOVED: Dave Heiberg SECONDED: Arlene Boon THAT the 2018 work plan for the Director of Strategy, Capital, and Planning is approved as presented. CARRIED
5.9	Society Branding	01/10/2018- 11 MOVED: Moira Green SECONDED: Karen Goodings THAT logo modification A in the horizontal view and vertical view is the new branding for the North Peace Airport Society. CARRIED <ul style="list-style-type: none"> • The society agreed that they would incur the additional cost to complete the template for the power point using the new branding

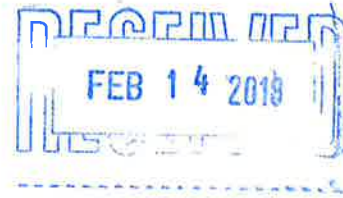
6.0	New Business	
6.1	Book 10-year capital plan meeting	Date/Time: Feb 28, 2018 10 am.
6.2	Confidentiality of Regular Board Packages	<ul style="list-style-type: none"> Open minutes will be shared with council
6.3	Mail	<p>01/10/2018- 12 MOVED: Moira Green SECONDED: Arlene Boon THAT the mailing address of the North Peace Airport Society is changed from the PRRD Fort St. John Office to North Peace Regional Airport's mailing address: PO Box 6490 Fort St. John, BC, V1J 4H9.</p> <p>CARRIED</p>
6.4	Other discussion	<ul style="list-style-type: none"> Board agreed to purchase business cards for Jim, motion was not required. Board agreed to have all motions ratified electronically prior to the next board meeting
7.0	Adjournment	Time: 12:24 pm



CORPORATION OF THE VILLAGE OF POUCE COUPE

PO Box 190, Pouce Coupe, B.C. V0C 2C0
Telephone: (250) 786-5794 Fax: (250) 786-5257
www.poucecoupe.ca

February 9, 2018



To: City of Fort St. John
City of Dawson Creek
District of Taylor
District of Tumbler Ridge
District of Hudson's Hope
Peace River Regional District
Dan Davie, MLA Peace River North
Mike Bernier, MLA Peace River South
Bob Zimmer, MP Prince George – Peace River- Northern Rockies

Re: Peace River Local Government Association Meeting – March 28, 2018

On behalf of the Village of Pouce Coupe, I would like to invite your Mayor, Council, Board Members and Chief Administrative Officers to attend the next meeting of the Peace River Local Government Association to be held in Pouce Coupe.

DATE: Wednesday, March 28, 2018
TIME: 5:30 pm appetizers
6:00 pm Dinner – with the meeting to follow
LOCATION: Pouce Coupe Community Centre, 5010 52 Avenue, Pouce Coupe

Please email the attached form to ssstokes@poucecoupe.ca or contact Sandy Stokes at 250-786-5794 prior to Friday, March 9, 2018 to confirm:

- Names of individuals attending from your municipality.
- Name of individual providing your community update.
- Name of the individual speaking to your community's NCLGA resolution, along with a copy of the resolution and related background information.

Sincerely,

Lorraine Michetti
Mayor

R.S.V.P

PEACE RIVER LOCAL GOVERNMENT ASSOCIATION MEETING

WEDNESDAY, MARCH 28, 2018

Please email this form to ssstokes@poucecoupe.ca by March 9, 2018

Attendees:

NAME	TITLE
1	
2	
3	
4	
5	
6	
7	

Community Update will be provided by: _____

NCLGA Resolution and Speaker Name:

Resolution Title: _____ Speaker Name: _____

Resolution Title: _____ Speaker Name: _____

Resolution Title: _____ Speaker Name: _____

Resolution Title: _____ Speaker Name: _____

Resolution Title: _____ Speaker Name: _____

Resolution Title: _____ Speaker Name: _____



CORPORATION OF THE VILLAGE OF POUCE COUPE

PO Box 190, Pouce Coupe, B.C. V0C 2C0
Telephone: (250) 786-5794 Fax: (250) 786-5257
www.poucecoupe.ca



January 30, 2018

RE: Nursing Program in the Northeast

The Village of Pouce Coupe Council believes that nurse training in the Northeast area is essential to the social and economic wellbeing of the area. The Village of Pouce Coupe believes that the municipalities in the Northeast need to Unite with the Peace River Regional District (PRRD) to lobby the provincial government to support the program with adequate capital and operational funding.

Therefore, we need to approach the Provincial Government as a united body. This would best be done by the Peace River Regional District with each municipality supporting the effort.

We the Village of Pouce Coupe support this as it impacts our residents. It would help with the seniors as well as those with major ailments. More nurses is good for the communities.

Sincerely,

Lorraine Michetti
Mayor

Cc: UNBC
NLC
NH
PRRD
District of Hudson's Hope
City of Fort St. John
District of Taylor
City of Dawson Creek
District of Chetwynd
District of Tumbler Ridge

From: [Tom Matus](#)
To: [Tammy McKeown](#)
Subject: FW: Negotiating a Consultation Agreement - Fort St. John (January 25, 2018) Open-session workshop
Date: Tuesday, February 20, 2018 1:48:57 PM

Hi,

Council may want to consider this: we can also send a couple of our employees.

Tom Matus, CAO

From: Clayton Desjarlais [mailto:cdesjarlais@sasktel.net]
Sent: February 20, 2018 12:47 PM
To: Tom Matus <cao@hudsonshope.ca>
Subject: RE: Negotiating a Consultation Agreement - Fort St. John (January 25, 2018) Open-session workshop

Thanks Tom. I believe your council were being considered last time; would they be interested?

Sincerely,

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

From: Tom Matus [<mailto:cao@hudsonshope.ca>]
Sent: February-20-18 2:41 PM
To: Clayton Desjarlais
Subject: RE: Negotiating a Consultation Agreement - Fort St. John (January 25, 2018) Open-session workshop

Hi Clayton,

I suspect I can send one or two employees, being it in FSJ. I'll get back to you upon my return to the office.

Thanks.

Tom Matus, CAO

From: Clayton Desjarlais [<mailto:cdesjarlais@sasktel.net>]
Sent: February 20, 2018 12:33 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:

As a follow-up to our two-day workshop in Fort St. John on January 24 - 25 we want to offer it again. If we were to offer it in Fort St. John on April 4 - 5 does that work for people? Please consider and get back to me as soon as you are able this week. If we get sufficient interest, we will run it again those April dates. 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



Virus-free. www.avast.com



Virus-free. www.avast.com

February 15, 2018

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

via email: clerk@hudsonshope.ca

Dear Mayor and Council:

Re: Establishment of an Invasive Plant bylaw

Member municipalities within the Peace River Regional District (PRRD) are an integral part of rural residents' lives. Considering the agriculture influence of the rural residents, invasive plant management within the municipal boundaries is crucial to managing the introduction and spread of invasive plants. The Invasive Plant Program of the PRRD offers programming for education and awareness that extends well within each of the member municipalities and acts as a venue for communication between land occupiers that are all combating the effects of invasive plants.

As you are aware, the PRRD maintains Bylaw's No. 2120, 2121, and 2042 that allows designated Weed Inspectors to restrict and enforce invasive plants growing on all land occupiers lands. Since the introduction of these Bylaws in 2014 the Peace River Regional District has seen an increase in weed reports on lands within member municipal boundaries. Due to the nature of time and resources of PRRD staff to respond to these complaints within municipal boundaries, at its January 25, 2018 meeting the Board resolved the following:

"That a letter be forwarded to member municipalities that currently do not have an Invasive Plant bylaw to request that those local governments consider the establishment of an Invasive Plant Bylaw."

Collaboration between local governments is quickly becoming necessary to increase our efforts towards combating invasive plants in our region. With increased attention to invasive plants within the municipalities, the BC Peace Region as a whole would benefit. Part of this increased attention would include improved energies towards compliance and enforcement from each of the municipalities. With increased resources, we would be one step closer to seeing a reduction in the vast number of infestations of certain species within our area that pose a threat to our social, economic, and environmental well-being.

.../2

It is in this spirit that the Regional Board is requesting that your municipality consider establishing an Invasive Plant Bylaw if you do not have one already in place.

Should you have any questions please feel free to contact Kari Bondaroff, Manager of Invasive Plants, Environmental Services and Field Services Program at 250 784-3200.

Sincerely,

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

Dan Rose
Vice-Chair

From: [Travous Quibell](#)
To: [Tammy McKeown](#)
Subject: Resolutions for NCLGA
Date: Tuesday, February 13, 2018 7:11:16 PM

Open to suggestions / Amendments.

#1 – Daylight Savings Time

Whereas daylight savings time no longer serves a vital function in today's connected economy, the practice costing more to sustain today than the actualized savings historically achieved through its implementation, and;

Whereas there is a measurable impact to the health and safety of the general public each time daylight savings time changes are implemented (twice per year),

Therefore Be it Resolved that the District of Hudson's Hope petitions the Province of British Columbia to abandon the practice of Daylight Savings Time and implement a single time zone province wide.

#2 – Annual Financial Disclosure Requirement for Local Government Elected Officials

Whereas there has been a recent change in Local Government to move from 3 year to 4 year terms for Local Government Elected Officials, and;

Whereas the current requirement is that Local Government Elected Officials complete a Financial Disclosure Statement Annually within 15 days of the beginning of the calendar year whether there has been a change in the Financial Position of the Elected Official or not,

Therefore Be it Resolved that the requirement of annual filing for Financial Disclosure Statements for Local Government Elected Officials be amended to require these disclosures only once per term or any time that the Financial Position of the Elected Official changes in a reportable way.

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor and Council

SUBJECT: Snow Clearing and Road Sanding Policy

DATE: February 23, 2018

FROM: Tammy McKeown, Corporate Officer

BACKGROUND:

We have been receiving numerous phone calls at the office in regard to the subdivision road located off of 12 Mile Road which was built by the owner of the Williston Lake Lodge. This issue was brought to Council at the April 10, 2017 Regular Council Meeting at which time the Council approved the following amendment to the 'Procedures of Guiding Principles' of the Snow Clearing and Road Maintenance Policy:

Generally, work carried out under this policy is performed in accordance with the following schedule:

#4 Uninhabited roads that are built to municipal standards depending on time and resources.

If the road is not to municipal standards, the District will not maintain it. Road standards are set out as follows:

Appendix A

[am. B.C. Reg. 4/2010, s. 3.]

(Section 4.08)

1 In this Appendix, unless the context otherwise requires:

"**arterial**" means a highway intended to carry large volumes of traffic at medium and high speeds primarily between major traffic generators, and it is not intended to directly serve adjacent land;

"**collector**" means a highway located within an area of major traffic generation and which is used primarily for the collection and distribution of traffic between arterials and locals as well as to some adjacent land;

"**K value**" means the distance required in feet to effect a 1% change in gradient on a vertical curve;

"**local**" means a highway located within an area of major traffic generation and used primarily to provide access to adjacent land.

2 The likely or intended use of the land, the climate prevailing in the area, the relation of the subdivision to the surrounding highway system, the topography and the necessity for on-street parking shall be taken into account, and design speed and finished grade width of roadway set accordingly as in sections 3 and 4 of this Appendix.

	Design Speed		
	20 mph.	30 mph.	40 mph.
Maximum curvature (degrees)	52	22.9	12.4
Minimum stopping sight-distance (feet)	120	200	275
K value crest (vertical curves)	15	28	50
K value sag (vertical curves)	19	35	50
Overhead clearance (feet)	15	15	15

Maximum grade (per cent)	12	8	8
Maximum superelevation (per cent)	10	8	8
Maximum grades are to be reduced by 1% of grade for each 100 feet of radius below 500 foot radius curve (11° 29').			

4 Finished road grade width shall be 32 feet for local roads with parking and also for arterials and collectors and 24 feet for other roads. A finished grade width of 20 feet may be approved in special circumstances by the approving officer. Side slopes in surfacing and subgrade are not to be steeper than 2:1.

5 Drainage is to be adequate in the opinion of the approving officer, and all ditches, pipes, etc., are to be carried to natural drainage features as far as possible.

6 All ditch inverts are to be minimum 3 feet below centre line elevation of roadway.

7 All drainage facilities, including culverts, are to be designed for 30 year flood in urban areas, suburban areas and rural areas likely to grow into suburban areas and in all other areas to be designed for 10 year flood.

8 Any drainage appurtenances shall conform to C.S.A. or A.S.T.M. specifications for the purpose for which it is intended.

9 All bridges and span or box culverts are to be designed by a professional engineer to AASHO H20S16 loading for local roads, and to AASHO H25S20 loading for collectors and arterials.

10 With the exception of those trees and shrubs the District Highway Manager of the ministry of the minister responsible for the administration of the *Transportation Act* approves as worthy of preservation and which are located close to the edge of a highway allowance intended for vehicular use, the full width of all highways shall be cleared and grubbed. Brush, debris, stumps and roots shall be disposed of to the satisfaction of the District Highway Manager of the ministry of the minister responsible for the administration of the *Transportation Act*.

11 Roads shall be surfaced in 2 courses:

- (a) a lower course composed of select granular material passing 3 inch mesh as per Ministry of Transportation Highways specification 202.7, and
- (b) an upper course composed of a minimum of 3 inches of 3/4 inch crushed or screened aggregate, as

per Ministry of Transportation and Highways specification 202.4,

and the minimum depth of the 2 courses shall be 6 inches. Where more material is required to build a sound and uniform roadway, the lower course shall be increased in depth.

12 The approving officer may also require asphaltic or portland cement concrete surfacing as per Ministry of Transportation and Highways specification, sections 220, 222 and 223, to a width not less than 4 feet narrower than the finished road grade width (see section 4).

13 All construction practice and procedure shall be generally to the standard of the Ministry of Transportation and Highways General Specifications.

Our crews have been extremely taxed with the large snowfall in the recent weeks and have not had any additional time to attend to the plowing of the road.

Public Works has requested direction in regard to the maintenance of this road. Staff also needs a better understanding in order to respond to inquiries.

Report Prepared By:

Tammy McKeown, Corporate Officer

ADMINISTRATOR'S COMMENTS

Tom Matus, CAO