



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

Council Chambers

Monday May 14, 2018 at 6:00 PM

- 1. Call to Order:**
- 2. Delegations:**
  - D1 Dillion Donahue and members of the Entrepreneurship class- Viability and vision of a skate park in Hudson's Hope Page 1
- 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 April 23<sup>rd</sup> 2018 Regular Council Meeting Minutes Page 3
  - M2 April 25<sup>th</sup>, 2018 Special Council Meeting Minutes Page 10
- 7. Business Arising From the Minutes:**
- 8. Staff Reports:**
  - SR1 CAO Update Page 12
  - SR2 Staff Travel Reports Page 13
  - SR3 Operational update- Public Works Page 28
  - SR4 Infrastructure Planning Grant Program Page 36
  - SR5 Redundant Water Intake Page 37
- 9. Committee Meeting Reports:**
  - CM1 North Peace Airport Society March 7, 2018 Meeting Minutes Page 44
- 10. Bylaws:**

**11. Correspondence**

C1	Fort St John CO-OP	Page 50
C2	Ministry of Education	Page 51
C3	Wounded Warriors	Page 54
C4	United Way United Tour	Page 57
C5	Saulteau First Nations- Treaty Land Entitlement	Page 59
C6	Dunlevy Boat Ramp	Page 62
C7	UBCM Newsletter	Page 65
C8	RCMP Annual Priority Planning	Page 66
C9	UBCM meeting	Page 67
C10	Council Resolution request- Hudson's Hope Health Care and Housing Society	Page 69

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

**13. Old Business:**

**14. New Business:**

**15. Public Inquiries:**

**16. Adjournment:**



## DISTRICT OF HUDSON'S HOPE

### Delegation to Council Request Form

Name of person or group wishing to appear before Council:

Dillon Donahue + members of Entrepreneurship class.

Subject of presentation:

Viability and vision of a skate park in Hudson's Hope. Developed by local youth.

Purpose of presentation:

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

Contact person (if different than above):

Telephone number: 250-783-9994

Email address: dillonjdonahue@gmail.com

Will you be providing supporting documentation? ☒ Yes ☐ No

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

Technical requirements:

- ☐ flip chart  
☒ multimedia projector  
☐ laptop  
☐ other \_\_\_\_\_

**Rules for Delegations:**

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

**Helpful Suggestions:**

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

I understand and agree to these rules for delegations

\_\_\_\_\_  
Name of Delegate or Representative of Group

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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





**REGULAR COUNCIL MEETING**  
**April 23rd, 2018**  
**6:00 P.M.**  
**COUNCIL CHAMBERS**

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

**Absent:** Councillor Heather Middleton  
Councillor Caroline Beam

**Staff:** CAO, Tom Matus  
Director of Public Works, John Simcock  
Director Of Protective Services, Robert Norton  
Safety/Bylaw Enforcement Officer, Wallace Roach  
Public Works Lead Hand, Ed Reschke  
Corporate Officer, Tammy McKeown

**Other:** 1 in gallery

1. **CALL TO ORDER:**

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

- Thank you from New Horizon for the new furnace
- Welcome to our new Director of Public Works, John Simcock

2. **DELEGATIONS:**

D1 **Hudson's Hope Health Care & Housing Society- Bill Lindsay presented request for letter of support**

- Feasibility study had been conducted in regard to senior housing in the community. A second study is required to identify type of aid needed, number of units required and estimation of capital cost for the project. The society will need to develop an operating budget for the project.
- Cost of new study will be approximately \$40,000 to \$50,000. The society will be applying for funding from different sources and require a letter of support from Council to include with their funding applications.
- Society would like to meet with the Administrator in regard to servicing, maintenance, etc. of the existing site. A letter will be sent from the society requesting the meeting.
- The new care facility may draw residents from surrounding municipalities; would find a way to ensure that local residents would be considered first.

- Mayor Johansson informed Mr. Lindsay that there may be additional opportunities available and that he should contact Electoral Area "B" Director, Karen Goodings, to discuss further.

**RESOLUTION NO.062/18**

**M/S Councillors Heiberg /Miller**

**That**

**"Council provide a letter in support of the Hudson's Hope Health Care & Housing Society's Senior Housing Project."**

**Carried**

**3. NOTICE OF NEW BUSINESS:**

**Mayors Additions:** *Mayor's Report*

**Councillors Additions:**

**Staff Additions:**

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

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

**6. ADOPTION OF MINUTES:**

**M1 March 26th, 2018 Regular Council Meeting**

- Correction: CR1- plan is tentatively in place for three pedestrian controlled crosswalks.
- Correction: D2 – should read 'trial' not 'trail'

**RESOLUTION NO.062/18**

**M/S Councillors Heiberg/Quibell**

**That**

**"The minutes of the April 9<sup>th</sup>, 2018 Regular Council Meeting be adopted as amended"**

**CARRIED**

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

**BA1 SR3- Solar Array Design "Solar Wave"**

- Solar workshop on May 30<sup>th</sup> to June 1<sup>st</sup>- geared towards staff but public is welcome. Staff directed to send information out to public.
- Official opening will be held at the District Public Works Shop on June 2<sup>nd</sup>.

**BA2 BA2 - Public Enquiries**

- Public Meeting with Oil and Gas Commission (OGC), in regard to the disposal well, will be held on May 23<sup>rd</sup> at 7pm at the District of Hudson's Hope Community Hall. The following Oil and Gas Commission members will be in attendance:
  - Executive Vice President, Chief Engineer
  - Senior Petroleum Geologist
  - Vice-President of Reservoir Engineering
  - Executive Director of Public and Corporate Relations

**BA3 SR4- BC Hydro Lot Sale**

- Staff confirmed that the Property Identifier Descriptions for the lots were correct.

BA4 **CR3- Mayor's Report to Council:**

- **Progress Energy Survey**
  - Progress has hired a consulting firm to canvas stakeholders to see how the company is perceived and what they could do to improve. Mayor Johansson has spoken to a large number of Hudson's Hope residents and summarized their concerns for the consultant; she forwarded a copy of the letter that she had written on behalf of the local hotels, motels and RV parks in regard to Progress' camp policy.
  - Progress' community relations, Julie Bourdon, and one or two operations personnel will be meeting with Mayor Johansson on Wednesday at 1pm to discuss Progress' community involvement.
- **BC Hydro Agriculture Compensation Board Appointments**
  - Mayor Johansson nominated Angie Watson and Colin Meek at the Peace River Regional District (PRRD) Meeting; Angie Watson holds the one guaranteed PRRD seat and Colin Meek was recommended as a member at large.
- **Meeting with Grant-Writer**
  - Two principals will be dealing with the grants -Chris Maudrell and Chris Hawkins.
  - Chris Hawkins will be doing a large portion of the applications; the grant-writers will not just advise on the applications but will also write the applications if requested.
  - Organizations in attendance at the meeting were:
    - Double H Saddle Club
    - Historical Society
    - Seniors' Housing Society
    - A few additional individuals.
- **Horticulture Meeting**
  - A large amount of interest shown in having a vegetable facility
  - Ministry of Agriculture has shown some support.
- **Saturday, April 14<sup>th</sup> -2 pm Farmington Hall**
  - Hudson's hope is not prepared for intensive gas development. Some locations have over 20 holes per pad. Presentation directed audience to visit a pipeline project that has been 'muddled' in as a way to better understand the ramifications.

8. **STAFF REPORTS:**

SR1 **CAO Action and other Updates**

- Clarification that CAO was not in attendance at the March 26<sup>th</sup>, 2018 Council Meeting
- **BCH Shoreline Protection**
  - Short update as item is still in-camera due to tendering issues.
  - Possible open house in June

SR2 **Staff Travel Reports**  
FOR INFORMATION

**SR3 Bollinger Subdivision Road Name**

- Discussion in regard to building permit issues.
- New signage to be placed on side roads showing District boundaries.

**RESOLUTION NO.063/18**

**M/S Councillors Quibell/Gibbs**

**That**

**"Council name the twenty-meter width road as highlighted in the attachment of Plan EPP184445 in the Bolliger Subdivision "Sherwood Road"**

**CARRIED**

**SR4 Dinosaur Lake Licence of Occupation**

- Request for clarification in regard to what is OIC Reserve No. 56020.

**RESOLUTION NO.064/18**

**M/S Councillors Heiberg/Gibbs**

**That**

**"Council approve the Licence of Occupation #815993 as written"**

**CARRIED**

**9. COMMITTEE MEETING REPORTS:**

**CM1 Airport Society Briefing- Councillor Heiberg**

- Clarification that there is not going to be a runway extension, it is a runway end safety area.
- Society is looking at runway rehabilitation
- Society is working on bylaws, policies and procedures to prepare for the transition from the current operating model.
- The transition of operations from Peace River Regional District is basically complete.

**10. BYLAWS:**

**B1 District of Hudson's Hope Community Hall Reserve Fund Bylaw No. 894, 2018**

**RESOLUTION NO.065/18**

**M/S Councillors Miller/Heiberg**

**That**

**"Council approve First, Second and Third Readings of the "District of Hudson's Hope Community Hall Reserve Fund Bylaw No, 894, 2018."**

**CARRIED**

**B2 Annual Financial Plan Bylaw No. 896, 2018**

**RESOLUTION NO.066/18**

**M/S Councillors Quibell/Gibbs**

**That**

**"Council approve First, Second and Third Readings of the "District of Hudson's Hope Annual Financial Plan Bylaw No. 896, 2018."**

**CARRIED**

**B3 Tax Rate Bylaw No. 897, 2018**

**RESOLUTION NO.067/18**

**M/S Councillors Heiberg/Quibell**

**That**

*"Council approve First, Second and Third Readings of the "District of Hudson's Hope Annual Financial Plan Bylaw No. 896, 2018."*

**CARRIED**

11. **CORRESPONDENCE:**

C1 **BC Hydro- Site C Construction Schedule**  
FOR INFORMATION

C2 **Double H Saddle Club -Letter of Support Request**

**RESOLUTION NO.068/18**

**M/S Councillors Helberg/Gibbs**

**That**

*"Council provide a letter in support of the Double H Saddle Club's Northern Development Initiative Trust application for a grant up to \$42,000 for the Guelly Pavilion repairs and upgrades."*

**CARRIED**

C3 **BC Hydro- Peace to Kelly Lake Capacitors Project**  
FOR INFORMATION

C4 **Thank-you form the Hudson's Hope Figure Skating Club**  
FOR INFORMATION

C5 **UBCM –Cannabis Legalization Guide**

Safety/ Bylaw Enforcement Officer is awaiting information from Council, once received he will prepare a report showing the suggested changes for the bylaws to bring to Council

FOR INFORMATION

C6 **2017 PCP Movers and Shakers**  
FOR INFORMATION

C7 **Proposed Tsaa Nuna Conservancy-open house**  
Mayor Johansson to check on upcoming meetings  
FOR INFORMATION

C8 **Child Find British Columbia**  
FOR INFORMATION

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

CR1 **Mayor's Report to Council**

**TransCanada Coastal Gas Pipeline to Kitimat:** The customer is LNG Canada so TransCanada's decision to build will depend on whether LNG Canada (consisting of Shell and 3 other oil and gas companies) decides to proceed with their LNG plant in Kitimat. LNG Canada has informed TransCanada to be prepared to begin construction before the end of this year. This pipeline will not be coming through Hudson's Hope, it is near Chetwynd and a camp will be located 6.5kms south of Chetwynd with a smaller camp on the Sukunka. Employment in the area is expected to peak in the fall of 2020

**“Gotta Go” Project:** the project is in place to increase washroom facilities and rest-stops along the Alaska Highway. Fort Nelson will be working with Peace River Regional District and the federal Department of Highways to get two built this year, probably at Mile 262 and Mile 319.

**Meeting with Darin Thompson, April 16, 2018:** Darin described the reorganization taking place at BC Hydro. Although he will continue to reside in Hudson’s Hope, he will be temporarily leaving his present position to take on a new role. His replacement will be Mark Prestwich. Mayor Johansson mentioned the problem that Roy Kelly has regarding guaranteed access. They discussed the Community Engagement Committee (CEC) and the role that it is expected to play in resolving these sorts of issues. A CEC meeting was recently cancelled due to a lack of agenda items. If this is the case, the District needs to improve the referral process because there are many Hudson’s Hope issues that require attention. [Councillors Heiberg and Miller and the CAO are to meet to discuss referral process that could be implemented.](#)

**Meeting with CO-OP, April 17, 2018:** Mayor Johansson informed him that Hudson’s Hope is interested in having the CO-OP build a card-lock location here. She mentioned the increased activity that is projected for this area (gas fields, pipelines etc.). He showed interest and will be in contact with CAO to inquire about particulars

**Rural Roads Meeting, April 19, 2018:** Farrell Creek Road is moving higher on the priority list due to the expectations that activity is going to increase in that area more than in other areas. Consultant Jackie Kjos is continuing to research and will bring together a large steering committee for public input and a smaller task force for strategy and action. The \$20 million that had originally been slated for oil and gas roads was not in the provincial budget when it came out. However, the federal government allocated a large sum (\$4 billion) to infrastructure which may be able to be tapped into. Jackie Kjos will attempt to arrange meetings with senior civil servants and the Ministry of Transportation in Victoria.

**Multiple Sclerosis Week:** This is Multiple Sclerosis Week, the District Office is flying the Multiple Sclerosis flag in recognition. Thank you to the Director of Protective Services, Robert Norton, for ensuring that it was flying this week.

#### **Upcoming Events:**

- **National Day of Mourning, Friday April 27-** Thank you to our Safety/Bylaw Enforcement Officer, Wallace Roach, for all the work that he has put into this. Hoping for a good turnout. Mayor Johansson will not be able to attend. Councillor Middleton, as acting Mayor, will do opening and closing remarks
- **North Central Local Government Association, Fort Nelson, May 7<sup>th</sup>- 10<sup>th</sup>.** Councillor Heiberg and Mayor Johansson will be attending. Councillor Beam is acting Mayor.
- **Oil and Gas Commission community meeting, May 23<sup>rd</sup>, 7-8pm at the Hudson’s Hope Community Hall.** To present on the disposal well. Their Vice President & Chief Engineer, Senior Petroleum Geologist, Vice-President of Reservoir Engineering and Executive Director of Public & Corporate Relations are expected to be in attendance.
- **Solar Workshop, May 31<sup>st</sup> and June 1<sup>st</sup>.** Workshop is aimed at staff to learn about the system.

- **Solar Grand-Opening, June 2<sup>nd</sup>, District of Hudson's Hope Public Works Shop.** Everyone who is interested is welcome to attend.

CR2 **Youth Councillor Report, Jade Rowe**

- Student council met on Wednesday April 18<sup>th</sup>; discussion in regard to holding more events, such as movie nights. Would hold them on their own or in conjunction with the Parent Advisory Committee. The money earned would be placed into a Student Council account.
  - Student council has also discussed holding a spring formal, the students are very excited about this prospect
  - Pajama day will be held this Friday.
  - School clean-up day was going to be held on Earth Day but due to weather has been postponed
- Discussion in regard to skate board park; Mr. Donohue's class are each preparing proposals that will be presented to the Recreation Committee. Youth Councillor Rowe will confirm the details and report back to Council.
- Complaint in regard to the shape of some school assets, such as the bleachers. Would like to ensure they are usable. Student Council will draft a letter to the school board to bring issues to their attention.

13. **OLD BUSINESS:**

14. **NEW BUSINESS:**

15. **PUBLIC INQUIRIES:**

- Tom Summers enquired about the Council's position on the disposal wells. Council has not taken a position.

16. **ADJOURNMENT:**

**6:44pm Motion to move in-camera**

**RESOLUTION NO.069/18**

**M/S Councillors Miller/Quibell**

**THAT:**

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

**Carried**

*Mayor Johansson declared the meeting adjourned at 7:15pm*

**DIARY**

**Conventions/Conferences/Holidays**

*Beryl Prairie Septic Field*

*School Gymnasium agreement*

***Diarized***

*07/25/16*

*02/26/18*

Certified Correct:

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

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



**REGULAR COUNCIL MEETING**  
**April 25th, 2018**  
**5:00 P.M.**  
**COUNCIL CHAMBERS**

**Present Council:** Mayor Gwen Johansson  
Councillor Travous Quibell  
Councillor Kelly Miller  
Councillor Dave Heiberg

**Absent:** Councillor Heather Middleton  
Councillor Caroline Beam  
Councillor Mattias Gibbs

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

**Other:**

1. **CALL TO ORDER:**  
The meeting called to order at 5:03 p.m. with Mayor Gwen Johansson presiding.

2. **DELEGATIONS:**

D1 **KPMG- presentation of 2017 financial statements- Chris Calder**

- Review of financials statements
- Budgeted grants shown are only operating grants not capital grants; will amend to include capital grants. Change will not affected the actuals only the amount reported as budgeted.

**RESOLUTION NO.069/18**

**M/S Councillors Quibell/Heiberg**

**That**

**"Council approves the financial statements pending the necessary amendments."**

**Carried**

**NOTICE OF NEW BUSINESS:**

**Mayors Additions:**

**Councillors Additions:**

**Staff Additions:**

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

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

5. **ADOPTION OF MINUTES:**



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

7. **BYLAWS:**

B1 **District of Hudson's Hope Community Hall Reserve Fund Bylaw No. 894, 2018**

**RESOLUTION NO.070/18**

**M/S Councillors Heiberg/Miller**

**That**

**"Council adopt the "District of Hudson's Hope Community Hall Reserve Fund Bylaw No, 894, 2018."**

**CARRIED**

B2 **Annual Financial Plan Bylaw No. 896, 2018**

**RESOLUTION NO.071/18**

**M/S Councillors Quibell/Miller**

**That**

**"Council adopt the "District of Hudson's Hope Annual Financial Plan Bylaw No. 896, 2018."**

**CARRIED**

B3 **Tax Rate Bylaw No. 897, 2018**

**RESOLUTION NO.072/18**

**M/S Councillors Heiberg/Quibell**

**That**

**"Council adopt the "District of Hudson's Hope Annual Financial Plan Bylaw No. 896, 2018."**

**CARRIED**

8. **CORRESPONDENCE:**

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

10. **OLD BUSINESS:**

11. **NEW BUSINESS:**

12. **PUBLIC INQUIRIES:**

13. **ADJOURNMENT:**

**6:44pm Motion to move in-camera**

*Mayor Johansson declared the meeting adjourned at 5:34pm*

14. **DIARY**  
**Conventions/Conferences/Holidays**

*Beryl Prairie Septic Field*

*School Gymnasium agreement*

***Diarized***

*07/25/16*

*02/26/18*

Certified Correct:

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

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

## THE DISTRICT OF HUDSON'S HOPE

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

---

**Staff Travel:**

Tom:

Peace River Agreement meeting with the Ministry MA&H: Vancouver  
MATI Leadership in Local Government Organizations: Bowen Island  
*filled to capacity – awaiting cancellation opportunity*

May 25<sup>th</sup>  
June 17<sup>th</sup> – 22<sup>nd</sup>

Tammy:

**Professional Development:**

MATI Managing People in Local Government Organizations: Bowen Island  
*filled to capacity – awaiting cancellation opportunity*

May 27<sup>th</sup> - Jun 1<sup>st</sup>

**Wastewater Facility**

Berar Mountain will be in this month to finish up deficiencies: aerator installation in Cell 1 and fan electrical connection in blower building.

**Swimming Pool**

Expect to be opened May 19<sup>th</sup>. Water slide will be installed.

**OIC - Dinosaur Lake Licence of Occupation #815993**

The Order in Council #56020 is a Flood Reserve. FLNRO Policy states that a long-term tenure cannot be issued within an OIC Reserve, the previous licence was in error. This is why the 2 + 8 year term in the Notice of Final Review which reads: "Upon completion of an amendment to OIC Reserve No. 56020, the term of the licence may be extended to ten years from the commencement date."

**Infrastructure Planning Grant**

It turns out that we have, in the end, been awarded the Infrastructure Planning Grant of \$10,000 to develop a preliminary design for the Beattie Lift Station Upgrade. An RFD for budget amendment approval is included in this Agenda Package.

**BCH Shoreline Protection: Term Sheet**

Request for Decision documents are included in this Agenda Package.



Tom Matus, CAO

## THE DISTRICT OF HUDSON'S HOPE

**REPORT TO:** Mayor Gwen Johansson and Council

**SUBJECT:** Business & Training Travel Report

**DATE:** April 23, 2018

**FROM:** Tom Matus, CAO

---

Following is my report on travel I took for:

**1) MATI - THE SUCCESSFUL CAO: Local Gov't Advanced Management: Bowen Island  
Feb 15<sup>th</sup> – 20<sup>th</sup>**

This course was successfully completed for Capilano University credit.

The course study was based on the book "The First 90 Days in Government", written by Peter H. Daly, Michael Watkins and Cate Reavis which, among other topics, delved on:

- the aspect of the CAO and his role in leading up, leading down and leading out, in providing leadership to Council, Staff and the public, respectively and the relationships the CAO has with all whom he/she has contact with while on the job (and not on the job), and how he/she must maintain a positive appearance and attitude at all times;
- Situation Analysis: Applying the STARS model tool, (an acronym for start-up, turnaround, realignment, and sustain success): in analyzing opportunities and risk to identify transitional situations that may require a "start-up", "realignment", "turnaround" or "sustaining success" model application. The STARS portfolio plots and lists the prioritized responsibilities within their respective situation transitions which one would employ to achieve the desired transition result.

The course material outlines distinct methodologies for employing "critical success strategies" to transition from the diagnosed problem situation to the preferred situation. Intense interaction amongst the students was the main theme: one on one analytical sessions with the facilitators; and group sessions after each plenary session was employed.

**2) LGMA CAO FORUM – Vancouver Feb 20<sup>th</sup> – 22<sup>nd</sup>**

**Tuesday**

**1 CAO Performance Coaching 1:00 – 4:00 pm**

**Facilitator:** Karen Brownrigg, Certified Executive Coach, IHR Advisory Services

**Panelists:** Elsie Lemke, CAO, District of Peachland

Terry Melcer, CAO, District of Sparwood

Brian Reardon, CAO, Regional District of Central Okanagan

This session delved on the aspect of succession planning and the benefit of promoting within your organization. Emphasis on articulation with staff, council and the community;

setting standards and achieving results for staff; and discussing goals with Council was the paramount subject matter of this session.

### **Wednesday**

#### **1 Orientation for Prospective Candidates 8:30 – 9:30 am**

**Facilitator:** Tracey Lorenson, Paragon Strategic Services

Discussion surrounded on how to ensure that prospective candidates understand what they are getting into when running for Council. What the responsibilities of the municipality is in this endeavor i.e. should the municipality hold councilor orientation sessions prior to an election and what material to include in those sessions? What would be goal of these sessions? To quote a passage in the material: "...how your organization can support early education that could position candidates to be more effective elected leaders."

#### **2 Orientation for Your Newly Elected Council or Board 10:00 – 11:30 am**

**Facilitator:** Tracey Lorenson, Paragon Strategic Services

**Panelists:** Carruthers, CAO, Cowichan Valley Regional District  
Laurie Hurst, CAO, Town of Esquimalt

Continuation of the above though with experiences and examples presented by select municipalities.

#### **3 Relationship-Building Through Mentorship 1:00 – 2:30 pm**

**Panelists:** Dianne Hunter, CAO, City of Fort St. John  
Ron Poole, CAO District of Mission

Succession planning via mentoring from incumbent employees. FSJ has a succession plan for the CAO through several employees whom share via rotation the CAO position.

#### **4 Knowledge Café & Networking 3:00 – 5:00 pm**

**Facilitator:** Ian Howat, CAO, City of Colwood

A plenary session whereby networking was encouraged through a free roaming discussion forum amongst facilitators and members.

### **Thursday**

#### **1 Strategic Planning from Preparation to Evaluation 8:30 10:30 pm**

**Facilitator:** Allison Habkirk, Local Government Consultant, Educator, Planner and Former Mayor

**Panelists:** Guillermo Ferrero, CAO, Town of Ladysmith  
Peter Steblin, CAO, City of Coquitlam  
David Trawin, CAO, City of Kamloops

Various models of strategic planning were presented by the above panelists used within their municipalities. What worked and what could have worked better was the theme. Starting with Council and staff input to prioritizing, aligning resources and staff, assessing staff capacity and developing accountable timelines were the elements to govern the themes.

#### **2 Legal Update 11:00 – Noon**

**Presenter: Sukh Manhas, Young Anderson**

Discussion was on the cannabis bylaws. No new news.

**3 Managing Relationships Within Your Organizations: Understanding Your Role, Responsibilities and Risks 1:00 – 3:00 pm**

**Presenters: Adriana Wills, Partner, Harris & Company LLP  
Human Resource Specialist (TBC)**

**Panelists: Lisa Spitale, CAO, City of New Westminster  
Peter Weeber, CAO, City of Penticton**

Discussion of what are the pitfalls and what are the legal obligations/responsibilities of the CAOs' in creating and managing a respectful workplace with relationships that include: council to staff, public to council, public to staff and staff to staff. The CAO takes the position of investigator, staff protector, and arbitrator in managing these relationships.

**3) MIABC ANNUAL CONFERENCE: Vancouver Apr 11<sup>th</sup> – 13<sup>th</sup>**

I've extrapolated certain material from the handouts and have added my commentary on this conference. As usual MIABC conferences are very informative and worthwhile to attend. The MIABC may be the best municipal conference for municipal staff to attend.

To note: the 10:30 am flight out of Fort St John on April 11<sup>th</sup> was delayed over two hours which resulted in me missing the afternoon start of the conference.

I attended the following sessions at the conference:

**THURSDAY:**

- 1 Claims: Did You Know..., 8:30 – 9:15 am, David Hooper, Claims Examiner, MIABC**

which covered topics such as:

- *Why does the MIABC investigate incidents involving minors long before a claim is received?*
- *Why do some settlements involving minors fall apart?*
- *Can apologies help to prevent claims?*
- *Why can't MIABC members settle their own bodily injury claims?*
- *Are statutory defences under the Local Government Act effective?*

Interesting facts:

- A child has to the age of 21 to make a claim against for an injury he/she may have sustained up to the age of 19, especially if the injury was reported but not acted upon by the claimant.
- LGA section 736 (1):

**Notice requirement respecting damages**

**736** (1)A municipality or regional district is in no case liable for damages unless notice in writing, setting out the time, place and manner in which the damage has been sustained, is delivered to the municipality or regional district, as applicable, within 2 months from the date on which the damage was sustained.

(2)In case of the death of a person injured, failure to give the notice required by this section is not a bar to the maintenance of the action.

(3)Failure to give the notice required by this section or its insufficiency is not a bar to the maintenance of an action if the court before whom it is tried, or, in case of appeal, the Court of Appeal, believes

(a)there was reasonable excuse, and

(b)the defendant has not been prejudiced in its defence by the failure or insufficiency.

- Ministry of Health needs to be notified of any injuries.

## **2 Plenary Session 9:30 – 10:30 am**

### **Nilsson v. The District: Anatomy of a Claim Part I: The Investigation**

*Lindsay Nilsson*, Associate, Twining, Short & Haakonson, Barristers

*Steve Haakonson*, Partner, Twining, Short & Haakonson, Barristers

*Scott Twining*, Partner, Twining, Short & Haakonson, Barristers

*Kerry Short*, Partner, Twining, Short & Haakonson, Barristers

A three-part session which did a mock session of a claimant's insurance claim against a municipality. Depicted how evidence can get presented during the process as well as the claimant's attitude and behaviour during the process; and depicted how lawyers represent their clients. Part 1 summary:

Filed by: The District of North Vancouver (the "District")

### **Part 1: STATEMENT OF FACTS**

1. The Plaintiff, Lindsay Nilsson, is a snowboard and surf instructor who has an address for service care of Twining, Short & Haakonson, Barristers, at #1510 – 1050 West Pender Street, Vancouver, British Columbia.
2. The Defendant, The District of North Vancouver, is a district municipality under the *Local Government Act*, R.S.B.C. 2015, c. 1, and has an office at 355 West Queens Road, North Vancouver, B.C. V7N 4N5 (the "District")
3. At all material times, Tree Bark Lane was a residential street within the District.
4. At all materials times the District was responsible for the design, maintenance and repair of Tree Bark Lane.
5. At all material times the District owed a duty of care to the Plaintiff to ensure the Plaintiff was reasonably safe when using Tree Bark Lane.
6. At all material times the District knew or ought to have known that Tree Bark Lane would be used by cyclists such as the Plaintiff.

## THE INCIDENT

7. At all material times to this action a pothole existed on Tree Bark Lane (the "Pothole").
8. On or about July 16, 2017, the Plaintiff was cycling westbound on Tree Bark Lane when her bicycle struck the Pothole, causing the Plaintiff to be thrown from her bicycle and collide, face first and leg second, with the ground (the "Collision").
9. The Collision was caused or contributed by the breach of duties and negligence of the District for failing to maintain Tree Bark Lane either reasonably or at all.

## THE INJURIES

10. As a result of the Collision, the Plaintiff has suffered personal injury and other loss and damage, including but not limited to the following:
  - a. Pain and injury to the face and head;
  - b. Pain and injury to the leg; and
  - c. Such further injuries as may determined by counsel for the Plaintiff.
11. In addition to a claim for pain and suffering for the above-noted injuries, the Plaintiff claims for special damages, costs of her future care and her income loss.

## PART 1 – DISTRICT'S VERSION OF FACTS

1. The District denies any fault, liability, negligence and breach of duty to the Plaintiff in respect of the alleged Collision.
2. Tree Bark Lane is within the jurisdiction of the District and is a public roadway.
3. At all materials times, Tree Bark Lane was reasonably safe for use by cyclists.
4. At all material times, the District acted on the basis of policy decisions based on financial, economic, social or political factors or constraints with respect to the inspection and maintenance of Tree Bark Lane and its policy was *bona fide*, and the District complied in all respects with its policy.
5. The District denies that the Plaintiff has suffered or continues to suffer any injury or damage as a result of the Collision, either as alleged or at all.
6. In the alternative, if the Plaintiff has suffered any injury or damage, which is not admitted but specifically denied, then such injury or damage was caused or contributed to by Plaintiff herself.

7. The particulars of the Plaintiff's own negligence and fault include:

- a) failing to keep a proper look out;
- b) failing to keep her bicycle under proper control;
- c) failing to take proper precautions to avoid the Collision;
- d) operating her bicycle without due care and attention;
- e) failing to operate his bicycle in a careful and prudent manner;
- f) failing to wear a cycling helmet;
- g) riding his bicycle while his ability to ride was impaired by alcohol, drugs, fatigue, illness, or any combination of them; and
- h) riding his bicycle at a speed and/or in a manner which he knew or ought to have known was unsafe in the circumstances.

**3 Environmental Risk & Insurance Solutions for Municipalities**

**10:50 AM -12:00 PM**

*Aaron Weinstock*, Senior Underwriter, Environmental Risk, Chubb

*Jeff Rhee*, Underwriter, Environmental Risk, Chubb

**Premises Pollution Liability (PPL)**

Expounded on insurance key coverages for pollution conditions, (covers source, pathway, receptor), includes pollution that commenced subsequent to inception date as well as pre-existing pollution, (Historic Pollution – could have existed centuries earlier). PPL covers the "source" of the pollution, any route "pathway" the pollution takes to its final "receptor" destination.

This insurance was compared to General Liability (GL) insurance whereby GL does not cover but PPL does cover: civil fines and penalties, hazardous materials, first-party trigger, third party trigger, (offers the ability to trigger claims by the insured, a third-party or governmental body), non-owned disposal sites; remediation costs, legal defense costs, business interruption.

Cover for property schedules, individual premises, portfolios, municipalities, limits up to \$50M.



- Typically covered municipal facilities:

Light exposures	Moderate exposures	High exposures
City Hall / admin	Works yards / salt domes	Brownfield redevelopment
Storage buildings	Arenas	Donated lands
Recreation centres	Waste Treatment	Landfills
Parks	Waste Transfer	Airports
Rights-of-way	Marinas	
Easements	Water Treatment Plants	
Undeveloped lands	Wastewater Treatment Plants	
	Schools	

## **Coverage for Pollution Conditions**

The discharge, dispersal, release, escape, migration, or seepage of any solid, liquid, gaseous or thermal irritant, contaminant, or pollutant, including:

Soil	Electromagnetic fields
Silt	Hazardous substances
Sedimentation	Hazardous waste
Fume	Waste materials
Soot	Low-level radioactive waste
Vapours	Mixed waste
Smoke	Medical waste
Acids	Fungi
Bases	Legionella

on, in, into, or upon land and structures thereupon, the atmosphere, surface water, or groundwater.

### **Contractors Pollution Liability**

Cover for work done at third-party sites, can be project specific or overall practice basis, Wrap-ups for Contractor Controlled Insurance Programs (CCIP) and Owner Controlled Insurance Programs (OCIP)

### **Reviewed some Case Studies:**

#### **i. Gas Service Station (Underground Storage Tanks)**

- Incident:
- There was release of product from an underground storage tank line at a petroleum station. 40,000 liters of diesel was spilled into the ground due to the ruptured line.

iii. Total Claim Expense, approximately \$450,000 for first and third party liability:

- Remediation
- Mitigation
- Emergency Response

**ii. Real Estate Redevelopment**

- i. Incident:
- ii. Two underground storage tanks (USTs) were found on a hotel property during a
- iii. redevelopment. The two USTs were discovered with rust and holes in their
- iv. structure. Contaminated soil was found on the Insured's property as well as two
- v. adjacent residential properties.

vi. Total Claim Expense:

vii. Approximately \$1.2 Million for first and third party liability

- Remediation
- Property Damage
- Mitigation

**iii. Real Estate Redevelopment**

- i. Incident:
- ii. A developer found contamination on their site and found that it was from previous
- iii. dry cleaning operations at the Insured's location. The largest concentration of dry cleaning solvent was found directly under the insured's building. The dry cleaning solvent had impacted both the Insured's site as well as an adjacent redevelopment project.

iv. Total Claim Expense:

v. Approximately \$7.5 Million for first and third party liability

- Remediation
- Mitigation/Monitoring
- Emergency Response Cost
- Property Damage

**iv. Water Treatment Plant**

i. Incident:

Hydrogen Chloride gas was released from the fan/stack at the insured's water treatment plant, resulting in an acidic residue on the roof of the building. The product had accidentally leaked from the duct when the fan was turned off. The abnormal release triggered reporting requirements to the Ministry of Environment.

Total Claim Expense:

Approximately \$50,000:

- Emergency clean-up

**v. Construction Industry**

**Incident:**

Insured was working in a remote location and instructed a subcontractor to move an aboveground storage tank (AST) to a different location. Specific instructions were given to the subcontractor to ensure proper removal and placement of the AST. However, the subcontractor did not follow instructions leading to the AST rupturing and leaking 2,000 litres of diesel onto the site.

**Total Claim Expense:**

Approximately \$385,000 for third party liability:

- Remediation
- Emergency Response

**Interesting facts:**

- 'Odour claims' may become more prevalent i.e. odour from Lagoons;
- Canada is far behind the US in environmental standards

**Relatable Conclusion:**

**In that our Beattie Lift Station is in disrepair it would be prudent for the District to acquire a \$50M Premises Pollution Liability (PPL) insurance for a "Waste Transfer Facility", immediately.**

**4 Plenary Session: 1:00 PM - 2:00 PM**

***Nilsson v. The District: Anatomy of a Claim Part II: The Discovery Process***

Part 2 summary:

**Part 2: RELIEF SOUGHT**

1. The Plaintiff claim judgement against the District for the following relief:
  - a) General damages;
  - b) Special damages; and
  - c) Costs.

**Part 2: LEGAL BASIS**

1. The District denies each and every allegation of fact contained in the Notice of Civil Claim and specifically denies that it owed a duty to the Plaintiff, either as alleged or at all.
2. At all material times, the District acted on the basis of policy decisions based on financial, economic, social or political factors or constraints with respect to repairs to Tree Bark Lane and its policy was *bona fide*, and it complied in all respects with its policy.
3. The District denies that the Plaintiff has suffered any injury or damage, and puts the Plaintiff to the strict proof thereof.

4. If the Plaintiff suffered injury or damage, either as alleged or at all, then such injury or damage was caused or contributed to by the Plaintiff herself, the particulars of which are set out in Part 1, paragraph 7.
5. The District says and the fact is that the Plaintiff has failed to take any or any reasonable steps to mitigate such injury or damage.
6. The District pleads and relies upon the provisions of the *Negligence Act*, R.S.B.C. 1996, c. 333 and amendments thereto.

**5 Skating on Thin Ice – Liability for Recreational Facilities: 2:20 PM - 3:20 PM**  
**Maryam Sherkat, Legal Counsel & Risk Officer, MIABC**

There are no regulations governing or applicable to Arenas as there are say to swimming pools.

Inherent risk related to sports activities so the participant is viewed by law to be cognizant of such risk.

Policy Defence: in that policies go a long way in defending the municipality.

The only Act that governs facilities is the Occupiers Liability Act which reads in part:

**Application of Act**

**2** (1) Subject to section 3 (4), and sections 4 and 9 and subsection (2) of this section, this Act determines the care that an occupier is required to show toward persons entering on the premises in respect of dangers to them, or to their property on the premises, or to the property on the premises of persons who have not themselves entered on the premises, that are due to the state of the premises, or to anything done or omitted to be done on the premises, and for which the occupier is responsible by law.

(2) This Act establishes the duty of care to which a limited liability entity is subject in relation to a resource road in all circumstances other than those referred to in section 3.1 (2).

**Occupiers' duty of care**

**3** (1) An occupier of premises owes a duty to take that care that in all the circumstances of the case is reasonable to see that a person, and the person's property, on the premises, and property on the premises of a person, whether or not that person personally enters on the premises, will be reasonably safe in using the premises.

(2) The duty of care referred to in subsection (1) applies in relation to the

(a) condition of the premises,

(b) activities on the premises, or

(c) conduct of third parties on the premises.

(3) Despite subsection (1), an occupier has no duty of care to a person in respect of risks willingly assumed by that person other than a duty not to

(a) create a danger with intent to do harm to the person or damage to the person's property, or

(b) act with reckless disregard to the safety of the person or the integrity of the person's property.

(3.1) A person who is trespassing on premises while committing, or with the intention of committing, a criminal act is deemed to have willingly assumed all risks and the occupier of those premises is subject only to the duty of care set out in subsection (3).

(3.2) A person who enters any of the categories of premises described in subsection (3.3) is deemed to have willingly assumed all risks and the occupier of those premises is subject only to the duty of care set out in subsection (3) if

(a) the person who enters is trespassing, or

(b) the entry is for the purpose of a recreational activity and

(i) the occupier receives no payment or other consideration for the entry or activity of the person, other than a payment or other consideration from a government or government agency or a non-profit recreational club or association, and

(ii) the occupier is not providing the person with living accommodation on those premises.

(3.3) The categories of premises referred to in subsection (3.2) are as follows:

(a) premises that the occupier uses primarily for agricultural purposes;

(b) rural premises that are

(i) used for forestry or range purposes,

(ii) vacant or undeveloped premises,

(iii) forested or wilderness premises, or

(iv) private roads reasonably marked as private roads;

(c) recreational trails reasonably marked as recreational trails;

(d) utility rights of way and corridors excluding structures located on them.

(4) Nothing in this section relieves an occupier of premises of a duty to exercise, in a particular case, a higher standard of care which, in that case, is incumbent on the person because of an enactment or rule of law imposing special standards of care on particular classes of person.

Duty of care of limited liability entities

3.1 (1) Subject to subsection (2), a person who enters onto or otherwise uses a resource road is deemed to have willingly assumed all risks, and a person who is, in relation to the resource road, a limited liability entity is, in relation to that resource road, subject only to the duty of care set out in section 3 (3) and, for that purpose, a reference in section 3 (3) to an occupier is deemed to include a reference to a limited liability entity.

(2) Subsection (1) does not apply in relation to the duty of care to which a limited liability entity is subject in relation to a resource road

(a) in prescribed circumstances,

(b) if the person in relation to whom the duty of care is owed is a prescribed person or a person within a prescribed class of persons, or

(c) if under another enactment or at law a limited liability entity is subject to a more limited duty of care than the duty of care to which the limited liability entity is subject under subsection (1).

(3) In the situation referred to in subsection (2) (c), the limited liability entity is subject to the more limited duty of care.

(4) A reference in sections 4 and 5 to an occupier in relation to premises is deemed to include a reference to a limited liability entity in relation to a resource road.

## **6 The Policy Defence and Defining Levels of Service 3:30 PM - 4:30 PM**

*Lou Ann Watson*, Director of Public Works, Northern Rockies Regional Municipality

*Megan Chorlton*, Director of Member Services & Assistant General Counsel, MIABC

"A level of service to be provided by municipal staff that is determined by elected officials and/or management."

This defence of municipalities in the courts is based on the municipalities resources, (as is with our Road Clearing Policy) which is passed on financial, economic, social, and/or political factors or constraints.

The "Gold Standard" for these policies is: it in writing, has it been approved by management or Council, can it be reasonably achieved and is the policy clear and easy to follow.

Remove from the policy "discretion" wherever possible.  
Define level of service matrix.

## **7 Think Tank Sessions: 8:00 AM - 9:15 AM MIABC Staff**

Break-out discussion sessions with Delegates and staff re municipal services.  
Discussion in regard to asset management, GIS and interfacing works management and financial software.

**8 Plenary Session: 9:30AM - 10:30AM**  
***Nilsson v. The District: Anatomy of a Claim Part III: The Mediation***

Part 3: LEGAL BASIS

1. The District owed a duty of care to the Plaintiff to ensure that Tree Bark Lane was reasonably safe for use by the cycling public, including the Plaintiff.
2. The Collision was caused by the negligence and breach of duty of the District, the particulars of which include but are not limited to:
  - a. Failing to take reasonable care to ensure Tree Bark Lane was safe for use;
  - b. Failing to properly inspect, maintain and repair Tree Bark Lane;
  - c. In permitting a hazard to exist of Tree Bark Lane; and
  - d. In failing to warn the Plaintiff, of the hazard located on Tree Bark Lane.
3. The Plaintiff pleads and relies upon the provisions of the *Negligence Act*, R.S.B.C. 1996, c. 333, as amended.

**9 Current Issues Facing Parks & Recreation: 10:50 AM - 12:00 PM**  
***Samantha Boyce, Legal Counsel, MIABC***

***The Lost Paths of City Parks***

Much discussion the same as the Occupiers Liability Act in regards to developing pathways and trails; and implement "policy defence".

***The Key to the Claim: Incident Reporting and Investigation for Front-Line Staff***

No admission of liability or compensation: ensure employees never admit to anything, either verbally or in writing; give medical attention; record what happened; refer to administration; summarize conversations; collect witness info; take photos.

Apology Act which reads in its entirety as follows:

**Definitions**

**1** In this Act:

**"apology"** means an expression of sympathy or regret, a statement that one is sorry or any other words or actions indicating contrition or commiseration, whether or not the words or actions admit or imply an admission of fault in connection with the matter to which the words or actions relate;

**"court"** includes a tribunal, an arbitrator and any other person who is acting in a judicial or quasi-judicial capacity.

**Effect of apology on liability**

**2** (1)An apology made by or on behalf of a person in connection with any matter  
 (a)does not constitute an express or implied admission of fault or liability by the person in connection with that matter,  
 (b)does not constitute an acknowledgement of liability in relation to that matter for the purposes of section 24 of the Limitation Act,

(c)does not, despite any wording to the contrary in any contract of insurance and despite any other enactment, void, impair or otherwise affect any insurance coverage that is available, or that would, but for the apology, be available, to the person in connection with that matter, and

(d)must not be taken into account in any determination of fault or liability in connection with that matter.

(2)Despite any other enactment, evidence of an apology made by or on behalf of a person in connection with any matter is not admissible in any court as evidence of the fault or liability of the person in connection with that matter.

### **Commencement**

**3** This Act comes into force on the date of Royal Assent.

## **10 Land Use Liability 1:00 PM - 2:00 PM**

*Lui Carvello, Carvello Law Corporation*

*David Tupper, Claims & Risk Analyst, MIABC*

This session focused on the misstatements that may be made by municipal staff and how the municipality is liable for those misstatements. Though employee would not "...likely to be individually financially responsible for their mistakes, as long as they are acting in performance or intended performance of their duty, or the exercise of their power as Local Government employee, provided that they are not guilty of dishonesty, gross negligence or malicious or willful misconduct, and provided the cause of action is not libel (written) or slander (verbal) (LGA s.738).

Municipalities owe a duty of care to applicants and a reasonable amount of time should be taken in municipalities to make decisions "...and in accordance with the applicable statutory framework". If one does not meet this requirement the municipality could be found to have acted in bad faith.

Staff mistakes can be verbal or written "at the counter" or in "comfort letters".

Attention was given by the orator to Comfort Letters. To extrapolate from his material:

Many "comfort letters" requests ask for far more than is required by staff to divulge. These requests are part of a potential purchaser's due diligence. "Many answers involve detailed factual and legal opinions yet are given by front line staff as a matter of convenience, for a small fee that is not reflective of the work involved, but most importantly without the proper investigation (which should be comparable to an FOI search) and without proper detailed analysis. This involves risk. Consideration should be given to comfort letter templates to ensure those risks include the appropriate disclaimers."



Tom Matus, CAO



## THE DISTRICT OF HUDSON'S HOPE

**REPORT TO:** Mayor Gwen Johansson and Council

**SUBJECT:** Essential Value of Occupational Health and Safety Management Systems 4-7 May 2018.

**DATE:** 8 May 2018

**FROM:** Wallace Roach, Safety and Bylaw Enforcement Officer

---

I attended the above titled course from May 4-7 2018 in Vancouver BC. The course was designed to allow a Health and Safety Professional to understand the differences between a Safety program and a Safety Management System. The premise is that a program is designed to conform to regulatory requirements and a System is designed from an upper level management commitment regarding safety.

We undertook several workshops that compared the various types of systems such as CSA Z-1000 which is a National System developed in Canada. ANSI Z10-12 which is a National System developed in the US. BSI 18001 which is a National System developed in the UK, and ISO 45001 which is an International System developed by a team of professionals that comprised over 30 countries representation. ISO 45001 is in the roll out phase as I am writing this report and will be launched globally sometime in the fall of 2018.

We completed a needs analysis based on the needs of the organization that we choose. I intend to do my exam on the District of Hudson's Hope with the intention of introducing a Management System that will fit the needs of the District to take us to a higher level in regards to Health and Safety that shows us as leading the way in a Municipal environment.

The level of knowledge that I believe I have gained from this course is phenomenal. The instructor is an internationally recognised Health and Safety Professional who was one of the members who developed ISO 45001. His knowledge in the materials presented to us was outstanding and I am sure that this will enhance the District in the future after I complete an analysis and develop a plan for implementation.

## THE DISTRICT OF HUDSON'S HOPE

**REPORT TO:** Mayor Gwen Johannson and Council

**SUBJECT:** Update Operational

**DATE:** Tuesday, May 8<sup>th</sup>, 2018

**FROM:** John Simcock, Director of Public Works

---

- 1) Public Works staff are engaged every Friday in a presentation by staff explaining how the Infrastructure that they are responsible for works and the methods of operations and maintenance they follow. This has been well received by staff and is our goal to be able to invite residents and council to our sessions once we have gone through the entire Infrastructure internally.
- 2) Pricing received and submitted for direction for Site Clean up at Old Shop and Demolition of wooden extension either side of metal main building. Also pricing submitted for Clean out of Jamison runoff reservoir.
- 3) Ongoing spring cleanup in all parks, municipal lands and township.
- 4) Fleet maintenance intro greasing, fluids, circle checks and preventative maintenance.
- 5) PW working collaboratively with Fire Department truck maintenance oil and filter changes at new shop.
- 6) PW meeting with Urban Systems EIT Kimberly Zackodnik regarding substandard work at lagoons. US has addressed issues and PW is requesting an as built and site meeting to review and narrow down timeline of completion
- 7) Site review of 12 Mile rd subdivision drainage failing and sediment blocking main rd culverts. See pics attached
- 8) Sweeping roads is ongoing
- 9) Fentanyl abatement residence fence and hoarding will be removed on May 9<sup>th</sup> 2018 direction of CAO
- 10) Wood for campgrounds being split starting end of this week.
- 11) Powell rd legal issue data being collected and investigated.
- 12) Pool system start up underway for opening.

## ACCESS TO PROPERTY AGREEMENT

The [The District of Hudson's Hope] ("The District") and [ ] ("Owner") hereby enter into this Access to Property Agreement regarding access to Owner's property at the following location (the "Site"):

[ ]

Insert legal description or street address here

Hudson's Hope, BC. V0C 1V0

The terms of this Access to Property Agreement are as follows:

1. The access to the property granted by Owner to the District, its employees, agents, assigns or contractors, is in consideration of the promises and assurances provided by Vendor regarding the performance of the work under the conditions set forth below.
2. Owner grants the District and its employees, agents, assigns or contractors access to all necessary locations at the Site for the purpose of [describe work to be done, e.g.: "conducting and overseeing an environmental investigation at the Site, including taking water, soil and air samples there, during..." – whatever the actual work to be done is; also insert dates/duration here].
3. The District assures the owner that prior to termination of this Consent Agreement, all the District materials and equipment shall be removed from the property and the property restored, as nearly as reasonably possible, to the condition it was in at the time the District began its work at the Site.
4. The District and its employees, agents, assigns or contractors will comply with all city, county, province, and federal laws, statutes, regulations, and ordinances which may affect or pertain to the environmental activities conducted at the Site.
5. Other than the activities specified herein, no further District access to or use of the property is permitted under this agreement. However, the District may seek further access to the property by agreement or consent of the parties, or as otherwise allowed by law.
6. By signing this agreement, the District hereby represents and warrants that any District contractor doing work pursuant to this agreement at the Site shall have adequate insurance.
7. The District agrees to be responsible for proper disposal of any waste it generates pursuant to its own work hereunder.
8. The parties signing below warrant that the signatories have the necessary authority to enter into this agreement. Owner signing below warrants that it is the owner in fee simple of property at [location or address described up at the top of this agreement – insert or reference here]

\_\_\_\_\_  
By: \_\_\_\_\_  
Authorized signature for \_\_\_\_\_

\_\_\_\_\_  
Print name and title of person signing  
  
Date: \_\_\_\_\_

The DISTRICT OF HUDSON’S HOPE  
By: \_\_\_\_\_  
Authorized signature for the District

\_\_\_\_\_  
Print name and title of person signing  
  
Date: \_\_\_\_\_























## REQUEST FOR DECISION

<b>RFD#:</b>	<b>Date: May 9, 2018</b>
<b>Meeting#: CM051418</b>	<b>Originator: Tom Matus, CAO</b>
<b>RFD TITLE: Infrastructure Planning Grant Program</b>	

### BACKGROUND:

An application had been submitted in the amount of \$15K for preliminary design work for the Beattie lift station for use in a future infrastructure grant opportunity: Invest in Canada fund/grant.

“The Infrastructure Planning Grant Program (the Program) offers grants up to \$10,000, and offers grants of 50% for the next \$10,000 to help local governments plan, design and manage infrastructure. The Program can assist in the development of long-term comprehensive plans and feasibility studies that will improve public health and safety, enhance environmental protection and increase infrastructure sustainability. Funding is available for projects that support improved water, sewer, drainage and other environmental infrastructure.”

### DISCUSSION:

We have been approved the funding. The \$15,000 was not budgeted nor the \$10,000 grant revenue. Administration requests approval to accept this grant and to amend the 2018 Financial Plan accordingly.

### BUDGET:

\$15,000 expenditure to the Water Utility Fund; and a \$10,000 revenue to the Water Utility Fund.

### RECOMMENDATION / RESOLUTION:

That Council:

Accept the Infrastructure Planning Grant Terms and Conditions and to amend the 2018 Financial Plan as follows: include a \$15,000 expenditure to the Water Utility Fund; and include a \$10,000 revenue to the Water Utility Fund.”



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



April 25, 2018

Tom Matus  
Chief Administrative Officer  
District of Hudson's Hope  
Box 330  
Hudson's Hope, BC V0C 1V0

Dear Tom Matus:

Re: **Infrastructure Planning Grant: Terms and Conditions**  
**Project # P175463 – Preliminary Design for Beattie Lift Station**

Further to your recent approval of an Infrastructure Planning grant, I enclose a schedule that sets out the terms and conditions (T&C) that the Province attaches to the grant.

Please ensure the T&C is circulated to all affected parties and indicate your acceptance of these terms and conditions by printing, signing and returning the T&C to the address below **by May 31, 2018:**

Ministry of Municipal Affairs and Housing  
Local Government Infrastructure and Finance Branch  
PO BOX 9838 Stn Prov Govt  
Victoria, BC V8W 9T1

If you have any questions concerning the Program, please refer to the program website at: [http://www.cscd.gov.bc.ca/lgd/infra/infrastructure\\_grants/infrastructure\\_planning\\_grant.htm](http://www.cscd.gov.bc.ca/lgd/infra/infrastructure_grants/infrastructure_planning_grant.htm), or contact us at: [INFRA@gov.bc.ca](mailto:INFRA@gov.bc.ca).

Sincerely,

Brian Bedford  
Director  
Infrastructure and Engineering

Attachment

---

Ministry of Municipal Affairs  
and Housing

Local Government Infrastructure  
and Finance Branch

Mailing Address:  
PO Box 9838 Stn Prov Govt  
Victoria, BC V8W 9T1

Location:  
800 Johnson Street 4th Floor  
<http://www.cscd.gov.bc.ca/lgd/>

Phone: 250 387-4060  
Fax: 250 387-7972

✓ Your update request has been submitted.

REFERENCE # 179491

#### What Happens Next

- Important: Keep your reference number – write it down, or print this page for your records.
- Allow 21 business days for your request to be processed.
- Canadians or Permanent residents who are enrolled in MSP may qualify for a reduction in monthly premiums. You can learn more and apply online for premium assistance. [Find out about premium assistance.](#)
- Living outside the province for more than six months could cause your MSP enrolment to be cancelled. [Learn more about eligibility for MSP.](#)

For Frequently Asked Questions, [please click here](#)

If you require additional assistance, [contact Health Insurance BC](#)

## Terms and Conditions

Attached to the *Local Government Grants Act (Act)* infrastructure planning grant for the **District of Hudson's Hope**.

### **Eligible costs:**

The grant is payable towards the eligible costs of the **Preliminary Design for Beattie Lift Station Upgrade**. Eligible costs are as defined in the Act and its accompanying regulations.

### **Provincial contribution:**

In accordance with the Act, grant payments shall not exceed the lesser of the amount of the grant, **\$10,000**, or the amount as calculated in accordance with the following formula:

Grant Amount = (A+B), where

A=100% of the first \$5,000 of the costs to the **District of Hudson's Hope**; and

B= 50% of the next \$10,000 of the costs to the **District of Hudson's Hope**.

Eligible costs do not include administration or administrative overhead, interest or carrying charges.

### **Expiry Date:**

The Province of British Columbia's commitment will expire on **March 31, 2020**.

### **Deadline Extension:**

Should unforeseen circumstances delay the completion of the project, consideration may be given to an extension of one year if a written request is received one month prior to the expiry date.

### **Payment of Claims:**

1. The project number assigned to this grant is **P175463**. This project number should be quoted on all claims or correspondence related to this project.
2. To claim payment of the grant, the following documentation must be forwarded before the expiry date to the Infrastructure and Engineering Branch, Ministry of Municipal Affairs and Housing, PO Box 9838 Stn Prov Govt (4<sup>th</sup> Floor-800 Johnson Street) Victoria, BC V8W 9T1 or by email to [infra@gov.bc.ca](mailto:infra@gov.bc.ca):
  - a) A copy of the study (see program guide for details);
  - b) A signed claim form;
  - c) Copies of the invoices for all work undertaken to complete the report; this should include details of all times and charges;
  - d) A schedule detailing the cost (time and charges) for in-house resources used to prepare the report;
  - e) Signed Terms and Conditions; and
  - f) Signed Certification Form (if it has not been submitted with Application form).
3. The Province reserves the right to reduce or deny payments if the amounts claimed are unreasonable or ineligible.

4. The Province will not pay a claim after the expiry date.

**Other:**

Change in scope requests will only be considered where any substitute study would fulfil the objectives for which the grant was approved.

**Release of Information:**

With discretion, the Ministry of Municipal Affairs and Housing may wish to publish, release or otherwise disseminate information related to the study or plan, including the final report. The **District of Hudson's Hope** will be notified prior to doing so.

**Consideration for Future Grants:**

The **District of Hudson's Hope** is advised that the allocation of any future study or capital grants will be subject to additional evaluation criteria developed by the Ministry of Municipal Affairs and Housing in consultation with the Ministries of Health; Environment & Climate Change Strategy; and Energy, Mines & Petroleum Resources. The criteria will require applicants for future grants to identify that:

1. They have considered one or more of the following matters in the plan or capital project:
  - comprehensive water use efficiency planning;
  - integration of water supply and wastewater infrastructure needs;
  - Liquid Waste Management Plans;
  - asset management;
  - energy efficiency;
  - low impact development;
  - sustainable green infrastructure;
  - use of public-private partnerships;
  - smart growth.
2. The plan or capital project, where appropriate and cost effective, incorporates one or more of these matters.

Where a future capital grant or planning grant program evaluates projects according to a matrix based on the protection of human health and the environment, preference will be given to those applications that address the criteria listed above.

Please indicate your acceptance of these terms and conditions by signing and mailing one copy of this Terms and Conditions to the mailing address below and emailing a second copy to the email address below:


Ministry of Municipal Affairs and Housing  
Local Government Infrastructure and Finance Branch  
PO Box 9838, STN PROV GOVT  
Victoria, BC V8W 9T1

Email: [INFRA@gov.bc.ca](mailto:INFRA@gov.bc.ca)

Attention: Justin Langton, Infrastructure and Engineering

---

On behalf of the **District of Hudson's Hope**, I accept the afore-mentioned Terms and Conditions.

	TOM MATUS
Signature	Name
CAO	APRIL 25, 2018
Title	Date

## REQUEST FOR DECISION

<b>RFD#:</b>	<b>Date: May 7, 2018</b>
<b>Meeting#: CM051418</b>	<b>Originator: Tom Matus, CAO</b>
<b>RFD TITLE: Redundant Water Intake – Well Water Drilling: Site C Shoreline Protection Project</b>	

### BACKGROUND:

As per the Partnering Relationship Agreement struck with BC Hydro (BCH) January of 2017 BCH is required to make certain mitigation provisions to the District of Hudson's Hope. One of them being the relocation of the water intake to the water treatment plant and due to the fact that:

1. The District's water intake and pumping station will be adversely affected by the construction of the Berm. The Agreement provides as follows at Section 5.1:

*"Water Supply Infrastructure*

- (a) *Certain water intake and pumping station components (the "**Affected Components**") of the District's municipal water supply system (the "**Water System**") will be adversely affected by the construction of the berm component of the Shoreline Protection Works (the "**Berm**") and the filling of the Reservoir.*
- (b) *For certainty, the Water System is comprised of the Affected Components and other components, including the District's water treatment plant.*
- (c) *BC Hydro agrees that it will reconstruct or relocate each of the Affected Components as required to maintain the functionality of the District's Water System to substantially the same standard and capacity in existence as of the Effective Date:*
  - (i) *by no later than the completion of construction of the Berm;*
  - (ii) *at an elevation directly, more or less, above the current location;*
  - (iii) *using a design that takes into account continued safe water supply for the District while components are reconstructed or relocated.*
- (d) *Prior to the commencement of final design and procurement for the Berm, BC Hydro will prepare a design to relocate and/or reconstruct the Affected Components. At standard design stages during design and the relocation and/or reconstruction of the Affected Components, BC Hydro will consult with an appropriately qualified engineering consultant retained by the District to ensure the design and the relocation and/or reconstruction take into account the District's reasonable Water System requirements and the Berm design and construction. The standard stages shall include at minimum feasibility design, preliminary design, detailed design and the contractor's construction plan. BC Hydro will compensate the District for the reasonable amounts paid by the District to the engineering consultant. Final detailed design will be subject to approval of the District acting reasonably, and BC Hydro will then implement the relocation and/or reconstruction of Affected Components at its cost in accordance with the detailed design.*



**BUDGET:**

The well testing is at the expense of BCH. Should we request the property this would be at the expense of the District, price as yet unknown.

**RECOMMENDATION / RESOLUTION:**

That Council:

Allow for the drilling of the test wells within our road right of way at the corner of Kylo St. and Paquette Ave, at no expense to the District.

Other locations that can be considered for well testing by Council, (though against the recommendations of staff), is along the access road to the existing pumphouse by the river near the WTP or in the back yard of the WTP.



---

Tom Matus, CAO



<u>Item #</u>	<u>Agenda Item</u>	<u>Minutes</u>
1.0	Roll Call	<b>North Peace Airport Society</b> President Jim McKnight, Electoral Area C Vice-President, Brent Taillefer, District of Taylor Treasurer, Karen Goodings, Electoral Area B Director Arlene Boon, Electoral Area B Director Rob Fraser, District of Taylor Director Bob Norton, District of Hudson's Hope Director Brad Sperling, Electoral Area C Director Byron Stewart, City of Fort St. John Director of Strategy, Capital & Planning, Miranda V. Flury <b>North Peace Airport Services</b> Gordon Duke, Managing Director, North Peace Airport Services Beau Cook, Director, Operations and Planning Solutions Vantage Airport Group Zach Berglund, Manager, Facilities, Projects, and Capital Planning, Vantage Airport Group Tim Greening, Manager Airport Operations <b>Absent</b> Director Moira Green, City of Fort St. John Director Dave Heiberg, District of Hudson's Hope
1.1	Call to Order	11:23am
1.2	Amendments to Agenda	None
2.0	Closed Meeting	See Closed Meeting Minutes
3.0	Meeting Minutes February 7, 2018	03/07/2018- 1 MOVED: Rob Fraser



		<p>SECONDED: Brent Taillefer</p> <p>THAT the meeting minutes are approved with two amendments, noting the time Zach left and noting Dave Heiberg was on the phone.</p> <p>CARRIED</p>
4.0	Consent Agenda	<p>03/07/2018- 2</p> <p>MOVED: Rob Fraser</p> <p>SECONDED: Arlene Boon</p> <p>THAT the consent agenda is approved as presented.</p> <p>CARRIED</p>
5.0	North Peace Airport Services Reports	
5.1	NPAServices' Update	<ul style="list-style-type: none"> <li>• NPAServices is refining the preventative maintenance program with the intent of controlling the repairs and maintenance expense line item</li> <li>• Essential Service upgrade <ul style="list-style-type: none"> <li>○ Vantage is testing the capacity of the generator first and determining the exact load of the building to avoid any issues with adding too much capacity</li> </ul> </li> <li>• Facilities Assessment <ul style="list-style-type: none"> <li>○ Presented their rationale for choosing Tetra Tech</li> <li>○ Tetra Tech was the lowest cost qualified bidder</li> </ul> </li> </ul> <p>03/07/2018- 3</p> <p>MOVED: Karen Goodings</p>



		<p>SECONDED: Brad Sperling</p> <p>THAT the Society approve the capital expenditure of \$49,894 for the facilities assessment awarded to Tetra Tech.</p> <ul style="list-style-type: none"> <li>• ARFF Shelter <ul style="list-style-type: none"> <li>○ Haven't received ACAP's official response, final budget for this project is not determined yet</li> <li>○ Lobbying efforts to have ACAP cover more than the shell for ARFF services: <ul style="list-style-type: none"> <li>▪ Vantage recommended lobbying through Canadian Airports Council</li> <li>▪ Vantage also indicated it would be difficult to find support for this as most airports have ARFF shelters or do not qualify for ACAP funding</li> </ul> </li> </ul> </li> <li>• Medivac <ul style="list-style-type: none"> <li>○ 44 medivac flights in January 2018</li> <li>○ North Cariboo Air positioned a second aircraft for medivac</li> <li>○ They do not pay any fees (AIF-E, ARFF, landing fees, etc)</li> </ul> </li> <li>• Branding <ul style="list-style-type: none"> <li>○ Board approval is needed in the event of a rebrand as it is a capital expenditure</li> <li>○ Society and NPAServices will work together on this project</li> </ul> </li> </ul>
5.2	NPAServices' Financial Statements	<ul style="list-style-type: none"> <li>• Define line items: <ul style="list-style-type: none"> <li>○ Airfield revenue- overnight parking</li> </ul> </li> </ul>



		<ul style="list-style-type: none"> <li>○ Utilities revenue- Reconciling charges quarterly with the tenants</li> <li>○ Other general revenue- any general revenue YXJ does on behalf of tenants that is not part of their agreement, the main driver is the glidepath with Nav Canada</li> </ul>
5.3	NPAServices' ARFF Financials	No discussion
6.0	Unfinished Business	
6.1	ARFF Update	No discussion
6.2	Project Charter- Runway Rehabilitation ACAP Application	<p>03/07/2018- 4</p> <p>MOVED: Rob Fraser</p> <p>SECONDED: Brent Taillefer</p> <p>THAT the project charter for the runway rehabilitation project is approved as present, AND THAT NPAServices has the ability to utilize the \$145,000 to fund WSP for the ACAP application, FURTHER THAT there is an amendment to the budget justification section which represents 10% of the total project, from \$145,000 to \$200,000.</p> <p>CARRIED</p>
6.3	End of Contract Collaboration Proposal	<p>03/07/2018- 5</p> <p>MOVED: Rob Fraser</p> <p>SECONDED: Byron Stewart</p> <p>THAT the Society has quarterly meetings to support the 2027 end of contract.</p> <p>CARRIED</p>



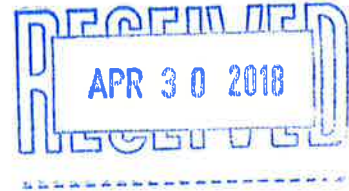
7.0	New Business	
7.1	Bylaw Review initiative	<p>03/07/2018- 6</p> <p>MOVED: Rob Fraser</p> <p>SECONDED: Brad Sperling</p> <p>THAT the Society proceed to amend the bylaws using the committee approach,</p> <p>AND THAT a minimum of each jurisdiction is represented with the board chair,</p> <p>FURTHER THAT the meeting is scheduled on the same day as the 2027 end of contract meeting.</p> <p>CARRIED</p>
7.2	Project Charter- Pay on Foot Station for Parking Lot	<ul style="list-style-type: none"> <li>• Parking System <ul style="list-style-type: none"> <li>○ Life expectancy of the parking system is unknown</li> <li>○ Spending the capital funds on a used Pay on Foot station should extend the life of the parking lot by 3-4 years</li> </ul> </li> </ul> <p>03/07/2018- 7</p> <p>MOVED: Rob Fraser</p> <p>SECONDED: Bob Norton</p> <p>THAT the project charter is approved as presented</p> <p>AND THAT NPAServices can use \$14,000 of capital funding for the Pay on Foot station described in the Project Charter.</p> <p>CARRIED</p>



7.3	Length of Board Meetings	9:30 am-12:30pm was agreed upon going forward.
7.4	Capital Funding Requested- Water Dispensing Unit	<p>03/07/2018- 8</p> <p>MOVED: Karen Goodings</p> <p>SECONDED: Brent Taillefer</p> <p>THAT the Society approve the purchase of the water dispensing unit using capital funding for \$1420.65.</p> <p>CARRIED</p>
8.0	Adjournment	<p>03/07/2018- 9</p> <p>MOVED: Bob Norton</p> <p>SECONDED: Arlene Boon</p> <p>THAT the meeting is adjourned at 12:43pm.</p> <p>CARRIED</p>



**Fort St. John Co-operative Association**  
7316-100<sup>th</sup> Ave  
Fort St. John, B.C., V1J 5T81  
Office: 250-785-4471 Fax: 250-785-8171  
[officemgr@fsjcoop.com](mailto:officemgr@fsjcoop.com)



April 27, 2018

Village of Hudson's Hope

Re: 73<sup>rd</sup> Annual General Meeting

Dear Mayor & Councillors;

Please accept this letter as our invitation to attend our 73<sup>rd</sup> Annual General Meeting to be held on Thursday May 24<sup>th</sup>, 2018 at the Pomeroy Hotel (located beside Chances Casino) 11308 Alaska Road. The complimentary supper begins at 6:00 with the meeting beginning at 7:00 pm.

We would be pleased if you are able to attend and would like the opportunity to introduce you to the members and guests at the meeting.

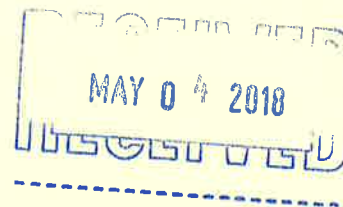
Please advise our Administration Office (250-785-4471 ext 100) or ([officemgr@fsjcoop.com](mailto:officemgr@fsjcoop.com)) if you are able to attend.

On behalf of the Fort St John Co-operative Association & the Board of Directors

Jackie Miller

Fort St John Co-operative Association





April 23, 2018

Ref: 202119

**To: All Mayors**

His/Her Worship

I am pleased to inform you of the new Premier's Awards for Excellence in Education. Government is proud to recognize the enormous contributions of BC's exceptional teachers, administrators and support staff that are vital to the cultural, economic and social well-being of the province. The Awards recognize all outstanding education professionals who have made exceptional contributions to benefit their school, students, and their communities.

The Awards are open to all education professionals within the BC K-12 public, independent or band school systems. Awards will be given in the following categories:

- Outstanding New Teacher
- Technology and Innovation
- Diversity and Inclusion
- Indigenous Education
- Social Equity
- Community Engagement
- School and District Leadership
- Extra-Curricular Leadership
- Outstanding Support (non-teaching staff)

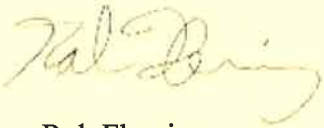
Nominations are now open and are welcome from all BC citizens, including students, parents, teachers, administrators, trustees and community organizations. The deadline for nominations is June 18, 2018.

For more information on the Awards, including a downloadable poster, please see the Premier's Awards for Excellence in Education website at: <http://www.gov.bc.ca/excellenceineducation>

.../2

Thank you in advance for your interest in the Premier's Awards for Excellence in Education and for your assistance in ensuring British Columbia's very best receive the recognition they deserve.

Sincerely,

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

Rob Fleming  
Minister

Enclosure



## Nominations Now Open

**Do you know** a teacher, administrator, principal, vice-principal or support worker who has made a positive impact on students and your school community?

Education professionals deserve acknowledgement for their dedication to helping students succeed.

Each winner will receive:

- ☀ \$3,000 personal bursary for professional learning
- ☀ \$2,000 contribution to the winner's school community for professional learning

---

Nomination deadline: **June 18, 2018**

For nomination info go to:  
**[gov.bc.ca/excellenceineducation](http://gov.bc.ca/excellenceineducation)**

---





**From:** Tony Russo  
**To:** [Tony Russo](#)  
**Subject:** re: Wounded Warriors Canada Sponsorship E-Magazine  
**Date:** Monday, May 07, 2018 2:52:46 PM  
**Attachments:** [image001.png](#)  
[WWC Ad-Rates.doc](#)  
[WWC - 2018 About.doc](#)

---

Crime Watch Canada is proud to have partnered with Wounded Warriors Canada on this specific fundraising endeavor so to further assist in supporting the work this wonderful charity provides to our frontline personnel.

We are respectfully asking for your assistance as a Sponsor and help to support the work, we strive to achieve so to honour and support Canada's ill and injured Canadian Armed Forces members, Veterans, First Responders and their families. We are hoping, we may advertise your Organization as a much valued sponsor for the programs and services provided by this worthwhile charity within the Wounded Warriors Canada - Digital Sponsorship Magazine which, we will be distributing all across Canada on a quarterly basis. Most importantly the dollars raised (after costs) through this initiative go towards the many program and services they provide to our frontline personnel and their families.

Attached is some more information regarding Wounded Warriors Canada along with sponsorship pricing for the digital publication. If you would like to check out the Spring 2017 edition to gain a value for the charity and publication please visit:

<https://www.yumpu.com/en/document/view/58506944/wounded-warriors-spring-2017/0>

Regards,

Tony Russo  
National Accounts Manager  
**780-995-2855 (Direct line)**  
1-877-443-4453 (Office line)  
1-877-443-4467 (Facsimile)



[www.crimewatchcanada.webs.com](http://www.crimewatchcanada.webs.com)

The content of this email is the confidential property of Crime Watch Canada and should not be copied, modified, retransmitted, or used for any purpose except with written authorization. If you are not the intended recipient, please delete all copies and notify us immediately.

**Tammy McKeown**

---

**Subject:** FW: Meeting with Mayor/Council

---

**From:** Gwen Johansson  
**Sent:** Tuesday, April 24, 2018 2:47 PM  
**To:** Tammy McKeown <clerk@hudsonshope.ca>  
**Subject:** RE: Meeting with Mayor/Council

I have 1 pm, June 8 marked down to meet with "Roberta" of United Way.  
It's fine with me if they park in the parking lot.  
Could you please include the information in the next agenda so Council can decide whether or not to attend.  
Thanks  
Gwen

**Gwen Johansson, Mayor**  
District of Hudson's Hope

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

Office: 250-783-9901  
Fax: 250-783-5741  
Cell: 250-783-0820  
Email: [mayor@hudsonshope.ca](mailto:mayor@hudsonshope.ca)

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



---

**From:** Tammy McKeown  
**Sent:** Tuesday, April 24, 2018 1:11 PM  
**To:** Gwen Johansson <[mayor@hudsonshope.ca](mailto:mayor@hudsonshope.ca)>  
**Subject:** FW: Meeting with Mayor/Council

**Tammy McKeown, Corporate Officer**  
District of Hudson's Hope

9904 Dudley Drive, PO Box 330  
Hudson's Hope, BC V0C 1V0  
Office: 250-783-9901  
Fax: 250-783-5741  
Email: [clerk@hudsonshope.ca](mailto:clerk@hudsonshope.ca)

[www.hudsonshope.ca](http://www.hudsonshope.ca)  
[www.lovehudsonshope.com](http://www.lovehudsonshope.com)



---

**From:** William Pettersson [<mailto:williamp@unitedwaynbc.ca>]  
**Sent:** Tuesday, April 24, 2018 1:08 PM

To: Tammy McKeown <[clerk@hudsonshope.ca](mailto:clerk@hudsonshope.ca)>

Subject: Meeting with Mayor/Council

Good afternoon,

I mentioned on a phone call earlier that our new initiative: the United Tour of Northern BC is coming to Hudson's Hope on June 8th 2018. Our CEO Roberta would like to meet with Mayor Johansson, or any available council member and have a brief discussion about recommendations of members to our Community Grant Committees and how United Way of Northern BC can get more involved in community development in Hudson's Hope.

I suggest a meeting at 1:00pm at the District of Hudson's Hope office (9904 Dudley Dr. correct?). We will be travelling in an RV wrapped in the logotypes of our project sponsors, would it be possible to park the vehicle at the district office and meet in conjunction to it?

Let me know what works for you!

Cheers,

**William Pettersson**

**Project Manager #UnitedTourNBC 2018**

Campaign & Marketing Intern

United Way of Northern British Columbia

Helping each other...the northern way.

[williamp@unitedwaynbc.ca](mailto:williamp@unitedwaynbc.ca)

P: (250) - 561 - 1040

Reg. Charity Number: 122679699RR0001

Give. Volunteer. Act.

[unitedwaynbc.ca](http://unitedwaynbc.ca) | [Facebook](#) | [Twitter](#) | [Youtube](#)



Join us for the first ever  
#UnitedTourNBC April - June 2018.

brought to you by Mr.Mikes, Pembina & BC Corrections

**20 communities. Engaging residents. Working with communities. Click here to find out more.**

*Thank you to our sponsors*



The information transmitted is intended only for the person or entity to which it is addressed and may contain confidential and/or privileged material. Any review, retransmission, dissemination or other use of, or taking of any action in reliance upon, this information by persons or entities other than the intended recipient is prohibited. If you received this in error, please contact the sender and delete the material from any computer.



*Sent Via E-mail*

*Confidential*

April 24, 2018

Mayor Gwen Johansson  
District of Hudson's Hope, BC  
P.O. Box 330  
9904 Dudley Drive  
Hudson's Hope, BC  
V0C 1V0

mayor@hudsonshope.ca

Dear Mayor Johansson:

Re: Saulteau First Nations – Treaty Land Entitlement

---

Saulteau First Nations are currently in negotiations with Canada and British Columbia to settle an outstanding land entitlement under the terms of Treaty No. 8 and, concurrently, to negotiate with the Province the provision of lands to compensate for those that will be lost to the BC Hydro Site C dam. We have reached the stage of selecting lands for both, and would like the opportunity to discuss these processes with you on a confidential basis.

Please accept this as Saulteau First Nations' invitation to Mayor Gwen Johansson and to your senior officials to meet with Saulteau Council and our negotiation team. We would like to provide you with background on our negotiations, and on our land selections, so that we can discuss any areas of concern and identify opportunities for mutual benefit.

Our preferred date for this meeting would be during the week of May 14<sup>th</sup>, if this should this not be feasible then I would ask that you designate a staff member to work with our team to find a suitable alternative date.

We would be willing to travel to your community to meet with you, or to host you at our community. With your agreement, our staff will book a suitable meeting room for supper, starting at 5.30pm and wrapping up by 9:00pm. A draft agenda for your consideration is enclosed.

.../2

(2)

Thank you for your consideration of this invitation, and we look forward to your reply.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Ken Cameron', with a stylized, flowing script.

Chief Ken Cameron  
Saulteau First Nations

Encl: 1

Cc: Saulteau Council  
Peter Havlik, Havlik Consulting Group  
James Hickling, Donovan & Company  
Jake Hughson, Urban Systems





## Agenda

---

5:30 pm	Opening Prayer & Introductory comments
5:45 pm	Dinner Served

### **Part I: Treaty Land Entitlement (TLE) 101**

6:15-6:35 pm	A look back at Saulteau's Treaty 8 History & Land Entitlement
6:35-6:45 pm	Question & Answer

### **Part II: Review of Saulteau TLE & Site C Compensation Land Selections**

6:45-7:05 pm	Google Earth Tour of Land Selections
7:05-7:15 pm	Question & Answer
7:15-7:45 pm	Gallery Walk of Land Selection Maps

BREAK – 10 minutes

### **Part III: Urban Reserves & Mutual Benefits**

7:55-8:25 pm	Urban Reserve Precedents & Opportunities
8:25-8:35 pm	Draft MOU
8:35-8:45	Question & Answer

### **Part IV: Questions & Closing**

8:45-9:00 pm	Closing Comments & Prayer
--------------	---------------------------

**Tammy McKeown**

---

**Subject:** FW: Dunlevy Boat ramp - closed during low reservoir levels  
**Attachments:** 5484\_DunlevyBoatLaunch\_closed.pdf

---

**From:** Gammer, Bob [<mailto:Bob.Gammer@bchydro.com>]

**Sent:** Monday, May 07, 2018 11:37 AM

**To:** Tom Matus <[cao@hudsonshope.ca](mailto:cao@hudsonshope.ca)>; Gwen Johansson <[mayor@hudsonshope.ca](mailto:mayor@hudsonshope.ca)>; [chris.cvik@prrd.bc.ca](mailto:chris.cvik@prrd.bc.ca); Karen Goodings <[kgooding@pris.bc.ca](mailto:kgooding@pris.bc.ca)>

**Subject:** FW: Dunlevy Boat ramp - closed during low reservoir levels

Hello Gwen, Tom, Karen and Chris,

We have run an ad – see attached – notifying the public in the region that Dunlevy boat ramp is closed while the Williston Reservoir is near its minimum level for the year. We expect the ramp will be useable around early June when water levels may have risen sufficiently so that the bottom end of the ramp is submerged.

Please let me know if you have any questions. Below is a note that I have sent this morning to PRIS subscribers in the Hudson's Hope area.

Thanks,  
Bob

---

**From:** Gammer, Bob

**Sent:** Monday, May 07, 2018 11:28 AM

**To:** [hhpsa@pris.ca](mailto:hhpsa@pris.ca)

**Subject:** Dunlevy Boat ramp - closed during low reservoir levels

Please be aware that the Dunlevy boat ramp will remain closed while the Williston Reservoir is below the toe elevation of the ramp.

More information about Williston Reservoir boat ramps and elevations may be found at the following link:

[https://www.bchydro.com/community/recreation\\_areas/williston.html#Boat\\_launches](https://www.bchydro.com/community/recreation_areas/williston.html#Boat_launches)

---

**Bob Gammer** | Manager, Northern Community Relations

**BC Hydro**

3333 – 22<sup>nd</sup> Avenue

Prince George, BC V2N 1B4

**P** 250 561-4858

**M** 250 961-0676

**E** [bob.gammer@bchydro.com](mailto:bob.gammer@bchydro.com)

[bchydro.com](http://bchydro.com)

**Smart about power in all we do.**

---

This email and its attachments are intended solely for the personal use of the individual or entity named above. Any use of this communication by an unintended recipient is strictly prohibited. If you have received this email in error, any publication, use, reproduction, disclosure or dissemination of its contents is strictly prohibited. Please

immediately delete this message and its attachments from your computer and servers. We would also appreciate if you would contact us by a collect call or return email to notify us of this error. Thank you for your cooperation.

# Dunlevy Boat Launch

## Closed

Due to low water levels, the Dunlevy boat launch is closed until further notice.

Please use Elizabeth Creek boat launch instead. Dunlevy will re-open as soon as possible.

Attempting to launch during low water levels can cause boat and vehicle damage, or personal injury.

April 25, 2018

## Provincial Housing Affordability Announcements

The Province has taken several steps to formalize commitments announced in the 30-point Homes for BC plan. It introduced legislation granting local governments authority for rental zoning and requiring housing needs assessments. The Province also introduced new developer data collection requirements to limit tax evasion on pre-sale condo assignments, and announced details on the rollout of funding for new rental homes. [Read more](#)



Follow us on  
[Twitter](#)

## National Housing Strategy Launch Dates

As the National Housing Strategy (NHS) begins to roll out, the CMHC has released a list of approximate [launch dates](#) for individual initiatives. Notably, several initiatives are launching this spring, including the National Housing Co-Investment Fund. The CMHC will be launching a website to manage the application process for NHS initiatives.

## Additional Funding for Asset Management

A third intake for the 2018 Asset Management Planning program has been confirmed. [Read more](#)

LEADERS IN LOCAL  
GOVERNMENT LAW

LIDSTONE & COMPANY

lidstone@lidstone.ca

## Convention Session Proposals Being Accepted

UBCM is now accepting clinic and workshop applications for the 2018 Convention in Whistler. Interested parties are asked to review the criteria and deadlines in the [Session Proposal Process](#), and submit a proposal using the online form. The deadline for submissions is June 8, 2018.

## 2018 UBCM NET\*WORK\*BOOK

The UBCM's annual NET\*WORK\*BOOK has changed, and is now available in an electronic format only. A digital edition was emailed earlier this week to members. [Read more](#)



© Copyright Union of British Columbia Municipalities 2018





Royal Canadian Mounted Police  
Gendarmerie royale du Canada

Security Classification/Designation

**Non-sensitive**

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

Your File

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

Our File

2018-04-22

Mayor and Council

**Hudson's Hope RCMP  
Proposed 2018 - 2019 Detachment Annual Priority Planning**

Here are the proposed Detachment APP planned priorities **for 2018 - 2019**

**Proposed Hudson's Hope Community Priority Issues:**

RCMP Division and North District Mandatory priorities for North District Detachment Annual Priority Plans 2018/2019 are to include the following 3 priorities:

- #1 - Enhanced Public Safety (External)
- #2 - Accountability and Good Governance (Internal)
- #3 - Organizational Excellence (Internal)

I am recommending keeping our local priorities from the previous year:

- #4 - Community / Youth Engagement (External)
- #5 - Enhance Road Safety (External) This may be combined with Enhanced Public Safety.

I am currently working on the workplan / initiatives for the above noted internal and external priorities. I am expecting the external initiatives will take on similar form to the ones in 2017/18 APP year.

Respectfully,

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

## Tom Matus

---

**From:** Marylyn Chiang <mchiang@ubcm.ca>  
**Sent:** April 13, 2018 9:16 AM  
**To:** Tom Matus  
**Subject:** UBCM Visit

Hi Tom,

UBCM is traveling to the Peace River area in July!

Our purpose is two-fold: to conduct a member visit with you; and to offer you a separate meeting to discuss child care with the Coalition of Child Care Advocates of BC (CCABC).

### Member Visits

UBCM conducts member visits each year on a rotational basis and we are very happy to be visiting local governments in the Peace River area this year.

Member visits are an informal meeting opportunity between UBCM staff and the Chief Administrative Officers, which allows us to learn more about important local and regional issues, exchange useful information, and learn how UBCM can serve you best. Visits usually take about 30 minutes, depending on how much time you have available.

Bhar Sihota (Policy Analyst) and myself (Senior Policy Analyst) hope to meet with local governments in your area the week of July 16 – 20.

### Child Care Meeting

UBCM and the Coalition of Child Care Advocates of BC (CCABC) are working together to jointly create a report on Child Care in Rural and Remote Communities, in an effort to inform the provincial policy direction for child care in rural and remote areas of BC. The goal of this project is to better understand how families access child care in rural and remote communities, what they need, and how they see themselves as part of the \$10aDay child care plan.

To gather information for this report, we are hoping to meet with some local governments in the Peace River area, in person, the week of July 16-20. These meetings will be approximately 2 hours.

Please note, the child care meetings will be separate from the member visit meetings.

If your local government is interested in this issue, Sharon Gregson from CCABC would be available to provide your council and staff with an overview of the provincial child care plan, discuss opportunities for collaboration, and identify shared goals.

### Availability

Could you please let me know, if you are available to meet the week of July 16- 20 for member visits? And if you are, could you please provide a few of your preferred meeting dates and times?

Secondly, can you please indicate your interest in the child care meeting with CCABC?

Thank you very much, and we are looking forward to meeting with you! And if you have any questions about this email, please feel free to give me a call at the number below.

Warm regards,  
Marylyn

Marylyn Chiang MCIP, RPP  
Senior Policy Analyst  
Phone: 604-270-8226 ext. 110



**From:** William Lindsay  
**To:** [Tammy McKeown](#)  
**Subject:** Council resolution request  
**Date:** Wednesday, May 09, 2018 4:20:51 PM

---

Hi Tammy:

A requirement for the BC Hydro GO fund grant is that the applicant must have a resolution from the Council stating that it supports the Hudson's Hope Health Care and Housing Society's application for \$10,000 from the BC Hydro GO fund for phase 2 of the proposed supportive living project:

to include details of the proposed building, project location, a basic project design plan and a preliminary project budget through the establishment of various pro forma scenarios.

Thank you,  
Bill