



DISTRICT OF HUDSON'S HOPE AGENDA

Council Chambers

Monday July 23rd, 2018 at 6:00 PM

- 1. Call to Order:**
- 2. Delegations:**
 - D1 PRRD: Director Rose, Director Goodings, Electoral Area Manager Crystal Brown, Acting General Manager of Development Service-Municipal Participation in Planning 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 July 9, 2018 Regular Council Meeting Minutes Page 3
- 7. Business Arising From the Minutes:**
- 8. Staff Reports:**
 - SR1 2018 Financial Plan –Check In Page 7
 - SR2 No Parking Signs Page 12
 - SR3 Deputy Chief Elections Officer Page 15
 - SR4 Recreation and Special Events Update Page 18
 - SR5 Surplus Sale Page 26
 - SR6 Hiring of Recreation Assistant- Student Page 28
- 9. Committee Meeting Reports:**
- 10. Bylaws:**
 - B1 Zoning Bylaw Amendment To Prohibit "Cannabis – Related Business" Page 30
- 11. Correspondence**

C1	Thank you from Hope For Health	Page 32
C2	Liquor and cannabis Regulation Branch	Page 33
C3	Site C Construction Update	Page 36

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

13. Old Business:

14. New Business:

NB1	Hudson's Hope Capital Project	Page 38
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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:

PRRD: Director Rose, Director Goodings,
Electoral Area Manager Crystal Brown, Acting
General Manager of Development Service,

Subject of presentation:

Municipal Participation in Planning

Purpose of presentation:

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

Receive For information or contact the
PRRD office to discuss options further.

Contact person (if different than above):

Crystal Brown

Telephone number: 250-219-5397 or 250-219-3536

Email address: crystal.brown@prrd.bc.ca

Will you be providing supporting documentation? ☒ Yes ☐ No

If yes:

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

Technical requirements:

- ☐ flip chart
☒ multimedia projector
☐ laptop
☐ other

Equipment to show power point
presentation.

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

Crystal Brown
Name of Delegate or Representative of Group

Brown
Signature

June 1/18
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
July 9th, 2018
6:00 P.M.
Council Chambers

Present **Council:** **Mayor Gwen Johansson**
 Councillor Mattias Gibbs
 Councillor Travous Quibell
 Councillor Heather Middleton

Absent: **Councillor Kelly Miller**
 Councillor Caroline Beam
 Councillor Dave Heiberg

Staff: **CAO, Chris Cvik**
 Director of Public Works, John Simcock
 Safety/Bylaw Enforcement Officer, Wallace Roach
 Office Administration, Tammy Krushelnicki

Other: **0 in gallery**

1. **CALL TO ORDER:**
 The meeting called to order at 6:00 p.m. with Mayor Gwen Johansson presiding.

2. **DELEGATIONS:**

3. **NOTICE OF NEW BUSINESS:**

Mayors Additions: New Interim CAO
Councillors Additions:
Staff Additions:

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

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

6. **ADOPTION OF MINUTES:**

M1 **June 25th, 2018 Regular Council Meeting**

Correction: SR2 –change CORE to COR

RESOLUTION NO. 119/18

M/S Councillors Heiberg/Miller

That

"The minutes of the June 25th 2018 Regular Council Meeting be adopted as amended"

CARRIED

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

BA1 **OB3 Light on Drew Road**

- Corporate Officer has set up a meeting with TransCanada for July 20th in regard to the street light and using Hudson's Hope Motels, Hotels and all amenities the District has to offer for the workers.

BA2 **C2 Pro Hardware**

- Discussion in regard to Policy that District once had in place in regard to local businesses
- Meeting to be set up with the owner of Pro Hardware and the Mayor On July 10th, 2018

8. **STAFF REPORTS:**

SR1 **Developing Effective OHS Training Programs**
For Information

SR2 **Upgrade Williston Subdivision Road**

RESOLUTION NO. 120/18

M/S Councillors Middleton/Quibell

That

"Council approve the bid submitted by W-6 Contracting in the amount of \$17,750"

CARRIED

SR3 **Interim CAO**

RESOLUTION NO. 121/18

M/S Councillors Quibell/Middleton

That

"Council appoint Chris Cvik to the contract position of Interim Chief Administrative Officer effective July 9, 2018 and that the purpose and responsibilities of the contract position shall be in accordance with the Contract of Employment between Chris Cvik and the District of Hudson's Hope"

CARRIED

SR4 **Powell Road**

- Discussion in regard to options presented.
- Meeting to be set up with landowner to discuss possible purchase of land.

SR5 **2018 Annual Report**

Resolution was forwarded on June 26, 2018 for an electronic vote. Item was brought to the Regular Council Meeting to ensure openness and transparency

RESOLUTION NO. 118/18

M/S Councillors Gibbs/Middleton

That

"Approve the 2018 Annual Report as presented"

CARRIED

9. **BYLAWS:**

B1 **Council Remuneration and Reimbursement of Expenses Bylaw No.895, 2018**

Discussion in regard to Travel Expense Policy

RESOLUTION NO.122/18

M/S Councillors Middleton/Gibbs

That

"Council adopt the District of Hudson's Hope Council Remuneration and Reimbursement of Expenses Bylaw No. 895, 2018.

CARRIED

10. **CORRESPONDENCE:**

C1 **Letter from Hudson's Hope Table Tennis Group**
FOR INFORMATION

C2 **Letter from Hudson's Hope Public Library**
FOR INFORMATION

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

C4 **Letter of request for light on Drew Rd**

- Moving forward, Council would like to see letters of support to Council to include printed names and signatures.
- Staff to contact Hydro to put it on their list.

RESOLUTION NO.123/18

M/S Councillors Middleton/Quibell

That

"Council request financial support, for the installation of the light on Drew Rd, from TransCanada.

CARRIED

C5 **Immigrant & Multicultural Services**
FOR INFORMATION

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

CR1 **Discussion in regard to Diarized items**
Beryl Prairie Septic Field

Soil samples came good able to move forward. John Simcock is in discussion with Urban System for the raining of the grate to be paid so they can move forward. If they get the go ahead they will finish on time.

School Gymnasium agreement

Mayor Johansson to contact School District 60 to request copy of agreement.

District team building

As per discussion the Council decided to make this an annual event every year and there is enough to come from the budget.

12. **OLD BUSINESS:**

OB1

District Golf Tournament

The council wants to keep the Team Building as an annual ongoing for the District of Hudson's Hope and the funds taken from the budget.

RESOLUTION NO. 122/18

M/S Councillors Quibell/Middleton

That

"Council approve the amount of \$974.00 for the District Golf Tournament being held on July 13, 2018."

CARRIED

13. **NEW BUSINESS:**

NB1

Grant Writer

Has been approved to come and help with grant writing for the community. Meeting set for July 31, 2018 at 7:00pm at the District Office

NB2

Farrell Creek Road/ Beryl Prairie Truck Routes:

Discussion in regard to having all commercial trucks rerouted away from Fire Hall in Beryl Prairie.

14. **PUBLIC INQUIRIES:**

15. **ADJOURNMENT:**

Mayor Johansson declared the meeting adjourned at 7:13pm

DIARY

Conventions/Conferences/Holidays

Beryl Prairie Septic Field

School Gymnasium agreement

Budget items

Certified Correct:

Diarized

07/25/16

02/26/18

07/09/18

Chair/Mayor Gwen Johansson

Clerk, Tammy Krushelnicki

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor Gwen Johansson and Council
SUBJECT: 2018 Financial Plan – Check-in
DATE: July 20, 2018
FROM: Chris Cvik, Interim CAO

At the Council Meeting on July 9, 2018, Council asked for an update on 'where we are at' with respect to the budget. The request was prompted based on some recent approvals of items that were not included in the approved 2018 budget. The Interim CAO met with the Deputy Treasurer to review year-to-date expenses as of July 13th. On the expenses side, there are no significant 'red flag' items that were identified from the internal review. We did discuss opportunities to simplify the recording/reporting of information when the 2019 budget is prepared.

On the Revenue side, we did include a \$400K Invest in BC Grant. These funds were targeted for Sewer Treatment Capital Works (Beattie Lift Station). As shared previously with Council The largest 'unbudgeted item' is the Beattie Lift station project (approximately \$320K) followed by Carter Road upgrades (\$45K). Administration is in the process of applying for the grant for the Lift Station project and will be holding off on a large gravel purchase to ensure that we conserve funds if needed. There is accumulated surplus available if required as well. Other unbudgeted items include: \$17.5K approved at the July 9/18 Council meeting for upgrades to the Williston Subdivision Road, the Interim CAO salary was not in the approved 2018 budget, and several other smaller expenses (i.e., under \$5K).

Administration is continuing to monitor our financial position and will be meet in September (i.e., three-quarters of the year over) to review and make additional conservation measures at that time if needed.

Attachment: Revenue/Expenses Summary as of July 13, 2018.



Chris Cvik, Interim CAO

REVENUE					
Fund 01: General		YTD JULY 13/18	2018 BUDGET	REMNG BUDGET	
Dept 10: General Gov Serv					
Activity 1000: Taxes					
Account: Revenue	TOTAL Activity 1000: Taxes: 1000	-2,047,014.90	-2,045,571	1,444	
Activity 1001: Grants in Lieu of Taxes					
Account: Revenue	NET Account: Revenue: 1001	-1,626,231.07	-1,558,733	67,498	
Activity 1003: Grants					
Account: Revenue	NET Account: Revenue: 1003	-147,884.00	-160,451	-12,567	
Activity 1005: General Government Services					
Account: Revenue	NET Account: Revenue: 1005	-35,000.85	-154,302	-119,301	
Activity 1006: Other Government Services					
Account: Revenue	NET Account: Revenue: 1006	-50,107.68	-149,250	-99,142	
Activity 1009: Collection for Other Govt					
Account: Revenue	NET Account: Revenue: 1009	-3,147,964.49	-3,168,088	-20,124	
Activity 1200: Fire Department					
Account: Revenue	NET Account: Revenue: 1200	0.00	-5,000	-5,000	
Dept 13: Bylaw					
Activity 1300: Bylaw Enforcement	NET Account: Revenue: 1300	-4,520.80	-70,500	-65,979	
Activity 1301: Animal Control					
Account: Revenue	NET Account: Revenue: 1301	-1,794.00	-2,000	-206	
Activity 1302: Building Inspection					
Account: Revenue	NET Account: Revenue: 1302	-1,150.00	-5,000	-3,850	
Dept 14: Public Works					
Activity 1007: Administration	NET Account: Revenue: 1007	-1,503.00	-14,804	-13,301	
Dept 15: Environmental					
Activity 1500: Environmental	NET Account: Revenue: 1500	-70,842.90	-253,017	-182,174	
Activity 1600: Public Health					
Account: Revenue	NET Account: Revenue: 1600	-1,835.00	-2,340	-505	
Dept 17: Recreation					
Activity 1700: Arena	NET Account: Revenue: 1700	-11,144.50	-29,600	-18,456	
Activity 1701: Swimming Pool					
Account: Revenue	NET Account: Revenue: 1701	-14,543.71	-30,256	-15,712	
Activity 1702: Visitor Information Center					
Account: Revenue	NET Account: Revenue: 1702	-10,477.69	-17,850	-7,372	
Activity 1703: Curling Club Expenses					
Account: Revenue	NET Account: Revenue: 1703	0.00	-10,000	-10,000	
Activity 1705: Library					

Account: Revenue	NET Account: Revenue: 1705	0.00	-9,600	-9,600
Activity 1706: Parks				
Account: Revenue	NET Account: Revenue: 1706	-2,000.00	0	2,000
Activity 1707: Campgrounds				
Account: Revenue	NET Account: Revenue: 1707	-19,823.63	-50,500	-30,676
Activity 1708: Special Events				
Account: Revenue	NET Account: Revenue: 1708	-21,219.48	-23,751	-2,532
Activity 1800: Lands				
Account: Revenue	NET Account: Revenue: 1800	0.00	-5,400	-5,400
Activity 1900: Economic Development				
Account: Revenue	NET Account: Revenue: 1900	-48,338.00	-85,600	-37,262
Activity 4000: Water Treatment				
Account: Revenue	NET Account: Revenue: 4000	-125,402.54	-349,106	-223,703
Activity 4001: Water Piping & Distribution				
Account: Revenue	NET Account: Revenue: 4001	0.00	-3,000	-3,000
Activity 4000: Water Treatment Capital				
Account: Revenue	NET Account: Revenue: 4000 Capital	0.00	-315,000	-315,000
Activity 5000: Sewer Treatment				
Account: Revenue	NET Account: Revenue: 5000	-71,988.35	-164,978	-92,990
Activity 5001: Sewer Piping & Distribution				
Account: Revenue	NET Account: Revenue: 5001	-4,678.14	-6,678	-2,000
Activity 5000: Sewer Treatment Capital				
Account: Revenue	NET Account: Revenue: 5000 Capital	-260,746.00	-1,021,139	-760,393
Dept 80: Capital Projects				
Activity 1100: Capital Projects				
Account: Revenue	NET Account: Revenue: 1100 Capital	-971,413.79	-1,063,737	-92,323
	TOTAL REVENUE TO JULY 13/18	-8,697,624.52	-10,775,251	-2,077,626
EXPENSES				
Fund 01: General		YTD JULY 13/18	2018 BUDGET	REMNG BUDGET
Dept 10: General Gov Serv				
Activity 1002: Legislative				
Account: Expense	NET Account: Expenses: 1002	65,206.01	172,318	107,112
Activity 1003: Grants				
Account: Expense	Net Account: Expenses: 1003	4,900.00	19,244	14,344
Activity 1005: General Government Services				
Account: Expenses	NET Account: Expenses: 1005	542,345.74	1,147,541	605,195

Activity 1006: Other Government Services				
Account: Expenses	NET Account: Expenses: 1006	33,207.63	88,351	55,143
Activity 1009: Collection for Other Govt				
Account: Expenses	NET Account: Expenses: 1009	428,450.26	3,168,088	2,739,638
Activity 1200: Fire Department				
Account: Expenses	NET Account: Expenses: 1200	122,285.74	317,915	195,629
Activity 1201: MEP				
Account: Expense	NET Account: Expenses: 1201	15,524.50	33,436	17,912
Dept 13: Bylaw				
Activity 1300: Bylaw Enforcement	NET Account: Expenses: 1300	66,928.70	210,688	143,759
Activity 1301: Animal Control				
Account: Expenses	NET Account: Expenses: 1301	21,397.76	42,422	21,024
Activity 1302: Building Inspection				
Account: Expenses	NET Account: Expense: 1302	2,366.89	14,744	12,368
Dept 14: Public Works				
Activity 1007: Administration	NET Account: Expenses: 1007	129,892.85	253,297	123,404
Activity 1400: Public Works Shop				
Account: Expense	NET Account: Expenses: 1400	249,170.69	380,058	130,887
Activity 1401: Roads				
Account: Expense	NET Account: Expenses: 1401	194,486.84	432,452	237,965
Activity 1402: Airstrip Maintenance				
Account: Expense	NET Account: Expenses: 1402	2,794.97	6,200	3,405
Activity 14:1710: Groundskeeper				
Account: Expense	NET Account: Expenses: 14-1710	20,390.03	112,701	92,311
Dept 15: Environmental				
Activity 1500: Environmental	NET Account: Expenses: 1500	64,151.10	179,204	115,053
Activity 1600: Public Health				
Account: Expenses	NET Account: Expenses: 1600	1,261.62	8,315	7,053
Dept 17: Recreation				
Activity 1700: Arena	NET Account: Expenses: 1700	70,927.24	178,093	107,166
Activity 1701: Swimming Pool				
Account: Expenses	NET Account: Expenses: 1701	117,849.15	249,379	131,530
Activity 1702: Visitor Information Center				
Account: Expenses	NET Account: Expenses 1702	35,418.99	104,042	68,623
Activity 1703: Curling Club Expenses				
Account: Expenses	NET Account: Expenses: 1703	8,089.32	25,268	17,179
Activity 1704: Community Hall				
Account: Expense	NET Account: Expenses: 1704	0.00	1,600	1,600
Activity 1705: Library				
Account: Expenses	NET Account: Expenses: 1705	128,509.79	186,560	58,050

Activity 1706: Parks				
Account: Expenses	NET Account: Expenses: 1706	49,605.18	145,168	95,563
Activity 1707: Campgrounds				
Account: Expenses	NET Account: Expenses: 1707	28,892.91	68,983	40,090
Activity 1708: Special Events				
Account: Expenses	NET Account: Expenses: 1708	65,114.34	156,695	91,581
Activity 1709: Museum				
Account: Expense	NET Account: Expenses: 1709	85,000.00	85,000	0
Activity 1711: New Horizons				
Account: Expense	NET Account: Expenses: 1711	6,941.47	7,000	59
Activity 1800: Lands				
Account: Expenses	NET Account: Expenses: 1800	1,753.08	24,000	22,247
Activity 1900: Economic Development				
Account: Expenses	NET Account: Expenses: 1900	9,211.67	52,100	42,888
Activity 4000: Water Treatment				
Account: Expenses	NET Account: Expenses: 4000	57,620.81	212,379	154,758
Activity 4001: Water Piping & Distribution				
Account: Expenses	NET Account: Expenses: 4001	31,760.33	139,727	107,967
Activity 4000: Water Treatment Capital				
Account: Expenses	NET Account: Expenses: 4000 Cap	0.00	315,000	315,000
Activity 5000: Sewer Treatment				
Account: Expenses	NET Account: Expenses: 5000	43,703.96	137,660	93,956
Activity 5001: Sewer Piping & Distribution				
Account: Expenses	NET Account: Expenses: 5001	11,429.39	33,993	22,564
Activity 5000: Sewer Treatment Capital				
Account: Expenses	NET Account: Expenses: 5000 Cap	377,952.26	1,021,139	643,187
Dept 80: Capital Projects				
Activity 1100: Capital Projects				
Account: Expenses	NET Account: Expenses: 1100 Cap	276,150.84	1,063,737	787,586
	TOTAL EXPENSES TO JULY 13/18	3,370,692.06	10,794,497	7,423,796
	TOTAL REVENUE TO JULY 13/18	-8,697,624.52	-10,775,253	-2,077,626
	TOTAL EXENSES TO JULY 13/18	3,365,792.06	10,775,253	7,409,452
		-5,331,832.46		5,331,826

THE DISTRICT OF HUDSON'S HOPE**REPORT TO: Mayor Johansson and Council****DATE: July 18, 2018****FROM: Wallace Roach, Safety and Bylaw Enforcement Officer****SUBJECT: No Parking signs on Holland Street and Macintosh Crescent**

Request for Decision:**That:**

"Council approve the District of Hudson's Hope erects "No Parking" signs on the West side of Holland Street and on both sides of Macintosh Crescent and remove the "No Parking" sign from the East side of Holland Street in the interest of public safety.

STAFF REPORT:

After attending the subject area with Constable William McKenna of the Hudson's Hope RCMP Detachment and also from travelling down the street and needing to drive in the lane of oncoming traffic due to patrons of the Hudson's Hope swimming pool it was proposed that there be no parking signs placed on the West side of Holland Street and also on both sides of Macintosh Crescent to alleviate congestion of parked vehicles in that area. This will allow emergency vehicles safe passage through that area and also help to ensure that the children in that area who may be crossing the street will be safe from oncoming vehicular traffic.

Another suggestion was to remove the no parking sign by the sports field nearer to the school and allow parking on the grass shoulder. This will enable children to proceed to the pool without the need to cross the street and possibly into oncoming traffic where vehicles may not have adequate visibility to see them and stop in time to avoid the possibility of harming them. The proposed sign locations are red dots on the map below.

Please see below for the letter provided to myself by Cst. McKenna to confirm the concerns with regards to public safety as well as the proposed solutions to this issue. The costs associated with this endeavour would be to purchase six (6) "No Parking" signs, five (5) poles to erect the signs on and the labour required from the Public Works staff to install the poles and the signs. The approximate costs for this will be \$ 500.00 for the signs and posts and approximately four (4) hours for Public Works staff to install signs and posts. See below for a map of the general area and the proposed locations of the signs. The costs are within the 2018 budget.

Signs \$ 35 x 6 = \$ 210.00

Posts \$ 56 x 5 = \$ 280.00

Labor = 4 Hours

Total of approximately \$ 490.00 + labor.



Hudson's Hope RCMP
PO Box 240
Hudson's Hope, BC
V0C 1V0
Telephone: (250) 783-5241
FAX: (250) 783-9480

July 18th, 2018

To: Mayor and Council,
District of Hudson's Hope

Re: Parking safety concerns

Good Day,

The Hudson's Hope RCMP have noticed several vehicles being parked on the roadway on Holland Street and Macintosh Crescent. These vehicles appear to be associated to people attending the pool. Our concern is that when the vehicles are parked in the road way it creates poor visibility for other drivers and pedestrians. Further, it creates narrowed passage for other vehicles including emergency vehicles that may need to respond quickly through that area. This causes unnecessary risk to pedestrians and motorists.

The RCMP has consulted with Wallace Roach and assessed the areas of concern. It was agreed that "no parking" signs erected on the west side of Holland Street, from Turner Crescent to Dudley Drive, and on each side of Macintosh Crescent, from the RCMP house to Holland Street, would prevent vehicles from parking in an unsafe manner, making the area considerably more safe for all.

Also, removing the "no parking" sign from the east side of Holland Street, at the ball field, would create an additional, and safer, parking area on the large grass shoulder. This additional area would mean there is little to no affect to pool patrons needing parking, as well, parking on the pool side of Holland Street will eliminate the need for pedestrians having to cross Holland Street in an area with poor visibility.

The RCMP are committed to public safety and submit this letter for your consideration and assistance in addressing the identified concerns. Should you have any questions regarding this request, or wish further consultation, please contact our office at your convenience.

Thank you;

Cst. William McKenna

For;

Cpl. T. Romanchych
NCO i/c Hudson's Hope RCMP





ADMINISTRATOR COMMENTS:

Chris Cvik

Chris Cvik, Interim CAO.

Report prepared by:

Wallace Roach

Wallace Roach, Safety and Bylaw Enforcement Officer

REQUEST FOR DECISION

RFD#:	Date: July 19, 2018
Meeting#: CM072318	Originator: Tammy McKeown
RFD TITLE: Appoint Deputy Chief Elections Officer	

BACKGROUND:

At the March 12, 2018 Council Meeting, Council appointed Tammy McKeown as Chief Election Officer and Lorraine Roach as Deputy Chief Election Officer. Lorraine Roach subsequently left the employment of the District of Hudson's Hope. A new Deputy Chief Election Officer needs to be appointed. I am hereby requesting Rhonda Eastman be appointed as the Deputy Election Officer.

DISCUSSION:

The LGMA will be holding their Elections workshop in early 2018, at which Council is required by the Local Government Act, section 41 to appoint the Chief and Deputy Chief Election Officers which reads as follows: :

Appointment of election officials

41 (1) For the purposes of conducting an election, the local government must appoint a chief election officer and a deputy chief election officer.

(2) The chief election officer must appoint election officials required for the administration and conduct of the election.

(3) Without limiting the generality of subsection (2), the chief election officer must appoint the following:

(a) presiding election officials for election proceedings where the chief election officer is not acting as presiding election official;

(b) election officials to act as alternate presiding election officials for election proceedings;

(c) election officials required to assist the presiding election official at election proceedings.

(4) The chief election officer may delegate the authority under subsection (3) (c) to the presiding election official for the election proceedings.

(5) The chief election officer may appoint peace officers as election officials to assist presiding election officials in fulfilling their duty to maintain peace and order at the election proceedings for which they are responsible.

(6) If an election official is absent or unable to act, a person appointed as deputy chief election officer or appointed under this section as alternate for the official must perform the duties and has the powers of the official.

(7) A candidate, candidate representative or financial agent may not be appointed as an election official.

(8) Before assuming duties, an election official must make a solemn declaration that the person

(a) will faithfully and impartially fulfill the duties of the position to which the election official is appointed,

(b) has not received and will not accept any inducement to perform the duties of the position otherwise than impartially and in accordance with this Act or to otherwise subvert the election,

(c) will preserve the secrecy of the ballot in accordance with section 113, and

(d) is not and will not become a candidate, candidate representative or financial agent while holding the position of an election official.

ADMINISTRATOR COMMENTS:

Report Approved by:



Chris Cvik, CAO

BUDGET:

The cost associated to the Chief Election Officer and the Deputy Chief Election will approximately be \$1200 to cover the hours worked above their regular scheduled hours.

The cost for the four additional election officials will be approximately \$2100.00 to cover the hours worked above their regular scheduled hours

RECOMMENDATION / RESOLUTION:

That Council:

Appoint Rhonda Eastman as the Deputy Chief Elections Officer for the 2018 Local Municipal Election.

Tammy McKeown, Corporate Officer

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor and Council

SUBJECT: Recreation and Special Events Update

DATE: July 19, 2018

FROM: Kaitlyn Atkinson, Recreation and Special Events Coordinator

Gymnastics Camp July 23-27 at the HH School Gym

There are currently 19 kids registered for the full week of camp. First day of Monday July 23. We will be offering drop in spots at a rate of:

Half Day: \$40

Full Day: \$60

Summer Hike Series

June 6. Jamieson Woods: 8 attendees

June 16. Butler Ridge: 25 attendees

June 20. Portage Trail: 7 attendees

July 5. Alwin Holland: 8 attendees

July 18. Bullhead Mountain: 3 attendees

July 21. 20 Mile Ridge

August 8. Ferry Landing

August 18. Battleship

August 22. Steam Vents

Greta and I are discussing adding more hikes in September due to the popular nature of the hikes.

Beryl Prairie Playground

Deposit has been placed with Green Roots Play Equipment in the amount of \$16,973.78

Colour choices have been submitted and Public Works will begin site prep this week.

Playground design is attached. Installation date to be finalized, looking at the end of September.

Canada Day

We had a very successful Canada Day even with the rain! Over 350 burgers and hotdogs were handed out by the Hudson's Hope Lion's Club. Big thanks to Public Works for setting up the park and for making some last-minute adjustments on the day to deal with the rain. The Grad Class of 2019 was paid an honorarium of \$580 for their assistance with the event, they were a huge help in making the event a success. The RCMP came in Red Serge and the

Ambulance Paramedics were on site as well. Photo Booth was a very popular addition this year and was sponsored by the North Peace Credit Union.

Multi-Use Trail Project

A scope of work was written and sent out to various GIS companies in the area. The deadline to submit a quote is Friday July 20th. Scope of work is attached.

Summer Student

Waiting for direction from Council.

Green Roots Play Equipment Inc.

793 Dalkeith Avenue
North Saanich, BC V8L5G7
CANADA

1 855-382-7529

info@greenrootsplayequipment.ca

GST/HST number 862608155 RT 0001

PST/QST number 1047-7834

**QUOTE**

Quote # SQ-1206

Reference # N/A

Quote date 07/10/2018

Good thru date 08/09/2018

Quote for

Hudson's Hope

Kaitlyn Atkinson

250-783-9901

kaitlyn@hudsonshope.ca

Main Address

9904 Dudley Drive

PO Box 330

Hudson's Hope BC V0C 1V0

Canada

Deliver To

9904 Dudley Drive

PO Box 330

Hudson's Hope BC V0C 1V0

Canada

Item	Qty/Hrs	Price/Rate	Sales tax	Amount
B304522R1 PlaySteel Fit Structure	1.00	\$16,188.00	GST 5%	\$16,188.00
SA-SW360 8' Single Post Double Bay Swing Set c/w 2 belt seats & 2 tot seats	1.00	\$2,613.00	GST 5%	\$2,613.00
Traditional Teeter Totter	1.00	\$1,340.00	GST 5%	\$1,340.00
Orbiter	1.00	\$3,690.00	GST 5%	\$3,690.00
Installation of above equipment	1.00	\$5,000.00	GST 5%	\$5,000.00
Shipping	1.00	\$3,500.00	GST 5%	\$3,500.00

Subtotal	\$32,331.00
GST	\$1,616.55
PST	\$0.00

Total	\$33,947.55
--------------	--------------------

Comments:

Please note above pricing includes assembly and installation of above equipment on a fully prepared site. Site preparation is the responsibility of the purchaser and must be completed to the specifications outlined by Green Roots Play Equipment Inc.

If you would like to place this order, please sign below and return to Green Roots Play Equipment with deposit.

Deposit amount: \$16,973.78

Name: (please print):

Signature:

Date:

Sincerely,

Samantha Erskine
 Owner
 Green Roots Play Equipment Inc.
 Victoria, British Columbia
info@greenrootsplayequipment.ca
www.greenrootsplayequipment.ca
 Local: 250 655-3373
 Toll Free: 1-855-382-7529
 "Promoting Healthy Play the Environmental Way"

HUDSON’S HOPE



Model No. B304522R1

Posts | Brown
Accents | Tan
Roto-Molded Plastic | Green
HDPE Plastic | Brown-Tan-Brown

Orbiter | Brown w/ Green Top
Swing Posts | Green

© 2017 Henderson Recreation Equipment Limited | All rights reserved.
1-800-265-5462 | Fax 519-426-1132 | www.hendersonplay.com
11 Gilbertson Drive, Simcoe, Ontario, Canada, N3Y4K8
This drawing is not to be reproduced in any way without prior approval from Henderson Recreation.

Components

- | | | |
|--------------------------------------|-----------------------------------|-------------------------------------|
| 8 "3"" Swing Bearing" | 1 Square Deck | 1 Double Slide Plastic Hood |
| 2 Split Deck | 1 Single Slide Plastic Hood | 1 Double Scoop Slide 4' |
| 2 Slash-Proof Belt Seat (8' Top-bar) | 1 Ring Climber 4' | 1 Crunch Bar |
| 2 Slash-Proof Baby Seat (8' Top-bar) | 1 Ridge Rock 3' | 1 "Accessible Step Deck 12"" |
| 1 Your Custom Panel | 1 Rectangle Deck | 1 8' Single Post Swing Extend-A-Bay |
| 1 Wave Slide 4' | 1 Orbiter | 1 8' Single Post Swing 1-Bay |
| 1 Transfer Station 2' | 1 Loop-to-Loop | |
| 1 Traditional Teeter Totter | 1 Launch Pad | |
| 1 Steering Wheel on Post | 1 "Infill Panel 6"" - Split Deck" | |
| | 1 "Infill Panel 6"" | |
| | 1 Hilltop Climber 2' | |

Henderson®
Providing Playground Fun



HUDSON'S HOPE



Model No. B304522R1

Posts | Brown
Accents | Tan
Roto-Molded Plastic | Green
HDPE Plastic | Brown-Tan-Brown

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| 1 Steering Wheel on Post | 1 "Infill Panel 6"" - Split Deck" | |
| | 1 "Infill Panel 6"" | |
| | 1 Hilltop Climber 2' | |

Henderson®
Providing Playground Fun



COLOR PICKER

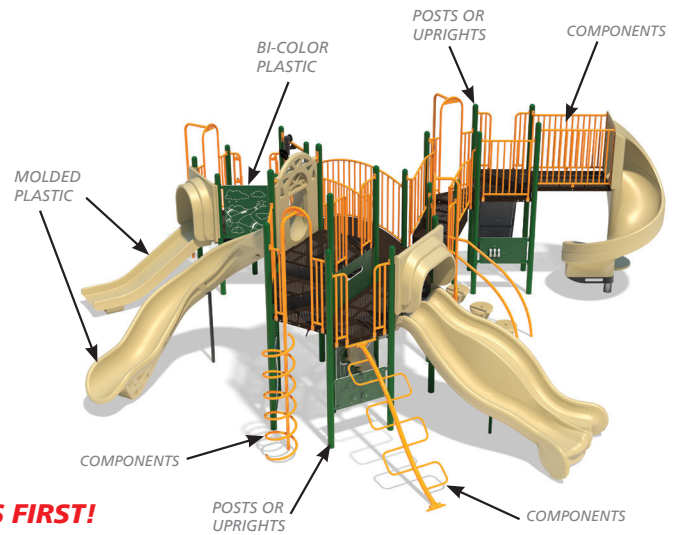
STRUCTURE NO.: _____

PROJECT NAME: _____

APPROVED BY: _____

DATE: _____

TO START PRODUCTION WE NEED YOUR COLOR SELECTIONS FIRST!



UPRIGHTS	ROTO PLASTIC	COMPONENTS	BI-COLOR PLASTIC	SOLID PLASTIC
 <input type="checkbox"/> Yellow	 <input type="checkbox"/> Tan	 <input type="checkbox"/> Yellow	 <input type="checkbox"/> Brown/Tan/Brown	 <input type="checkbox"/> Black
 <input type="checkbox"/> Light Blue	 <input type="checkbox"/> Yellow	 <input type="checkbox"/> Light Blue	 <input type="checkbox"/> Purple/White/Purple	 <input type="checkbox"/> Blue
 <input type="checkbox"/> Orange	 <input type="checkbox"/> Lime/Light Green	 <input type="checkbox"/> Orange	 <input type="checkbox"/> Green/White/Green	 <input checked="" type="checkbox"/> Green
 <input type="checkbox"/> Tan	 <input type="checkbox"/> Orange	 <input type="checkbox"/> Tan	 <input type="checkbox"/> Red/White/Red	 <input type="checkbox"/> Red
 <input type="checkbox"/> Lime	 <input type="checkbox"/> Red	 <input type="checkbox"/> Lime	 <input type="checkbox"/> Orange/White/Orange	 <input type="checkbox"/> Yellow
 <input type="checkbox"/> Black	 <input type="checkbox"/> Teal	 <input type="checkbox"/> Black	 <input checked="" type="checkbox"/> Tan/Black/Tan	
 <input type="checkbox"/> Violet	 <input type="checkbox"/> Cobalt	 <input type="checkbox"/> Violet	 <input type="checkbox"/> Blue/White/Blue	
 <input type="checkbox"/> Brown	 <input type="checkbox"/> Violet	 <input type="checkbox"/> Brown	 <input type="checkbox"/> Yellow/Black/Yellow	
 <input type="checkbox"/> Red	 <input type="checkbox"/> Burgundy	 <input type="checkbox"/> Red	 <input type="checkbox"/> White/Black/White	
 <input type="checkbox"/> White	 <input type="checkbox"/> Green	 <input type="checkbox"/> White		
 <input type="checkbox"/> Purple	 <input type="checkbox"/> Blue	 <input type="checkbox"/> Purple		
 <input type="checkbox"/> Silver	 <input type="checkbox"/> Purple	 <input type="checkbox"/> Silver		
 <input type="checkbox"/> Burgundy	 <input type="checkbox"/> Pumkin Spice	 <input type="checkbox"/> Burgundy		
 <input checked="" type="checkbox"/> Green	 <input checked="" type="checkbox"/> Geko	 <input type="checkbox"/> Green		
 <input type="checkbox"/> Iron Glimmer		 <input type="checkbox"/> Iron Glimmer		
 <input type="checkbox"/> Blue		 <input type="checkbox"/> Blue		
 <input type="checkbox"/> Teal		 <input checked="" type="checkbox"/> Teal		

Henderson
Providing Playground Fun™

Project: District of Hudson's Hope, Trail Mapping

Budget: \$25,400

Completed By: September 30, 2018

Project Scope

- Inventory of existing trails
- Classification of existing trails
- Trails to be mapped include those for: ATV, hiking, sledding and cross-country skiing

*As a priority, the first trails to be mapped should be within the District of Hudson's Hope geographical boundaries. Then move outwards from there.

Suggested Trails

In order of suggested priority

- Ferry Landing circle route
- End of Adams St to Alwin Holland
- Jamieson Woods
- Portage Trail
- Bullhead Mountain
- Dinosaur Lake Trail
- Steam Vents
- Butler Ridge
- 20 Mile Ridge
- Dunlevy Creek Falls
- Moraine Road (old belt line)
- Trails extending along and around the 500 Rd/ Powerlines
- Dirt Bike trails made by the North Peace Dirt Riders Association
- Battleship Mountain
- Tabletop

Deliverables

Creation of a trail map and information for each trail in PDF format

- Each individual trail Mapped
- Picture of the trail/site
- Trail rating (easy, moderate, difficult)
- Symbols of permitted trail activities and uses
- Description of trailhead and directions to access
- Elevation gain

GPS Data and shapefiles to be used in the Districts GPS system

Kaitlyn Atkinson

Recreation and Special Event Coordinator



9904 Dudley Drive

PO BOX 330,

Hudson's Hope, BC V0C 1V0

Office: 250-783-9901

Cell: 250-783-8859

Fax: 250-783-5741

Email: kaitlyn@hudsonshope.ca

www.hudsonshope.ca

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: MAYOR AND COUNCIL
DATE: July 19, 2018
FROM: TAMMY MCKEOWN, CORPORATE OFFICER
SUBJECT: SURPLUS SALE

RECOMMENDATION

"That Council accept the bid for the following item, listed below and authorize staff to prepare and execute the transfer documents required for sale:

2001 8.0HP Mercury Outboard Motor with fuel tank \$550.00"

ADMINISTRATORS COMMENTS:



Chris Cvik, CAO

STAFF REPORT

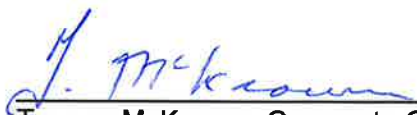
The bids for the purchase of the Surplus Property closed at 4:00 pm, July 17, 2018.

The following are the highest bids that were received for the following items:

2001 8.0HP Mercury Outboard Motor with fuel tank
\$550.00

The other bids that were unsuccessful can be seen at the office.

Report prepared by:



Tammy McKeown, Corporate Officer

SR5



**HUDSON'S
HOPE**

PLAYGROUND OF THE PEACE

Box 330
9904 Dudley Drive
Hudson's Hope BC V0C 1V0
Telephone 250-783-9901
Fax: 250-783-5741

SURPLUS EQUIPMENT SALE

The District of Hudson's Hope has a **2001 8.0 hp Mercury Outboard Motor with fuel tank** for Sale by sealed bid "as is, where is". Bids must be received at the District Office by 4:00 PM, Tuesday July 17, 2018.

Drop off sealed bids at the District Office, 9904 Dudley Drive or mail to Box 330, Hudson's Hope, BC V0C 1V0. Call (250) 783-9901 for a bid form or for an appointment to view the item. The highest or any bid may not necessarily be accepted. The District of Hudson's Hope reserves the right to refuse any and all bids.

The items are for sale "as is, where is." The highest or any bid may not necessarily be accepted. The District of Hudson's Hope reserves the right in its sole discretion to reject any or all bids, or to accept a bid which is considered to be in the best interests of the District of Hudson's Hope. The District of Hudson's Hope may, but is not required to, waive any informality in a bid or to accept an irregular or incomplete bid.

More information on each item can be viewed on our website at:
<http://hudsonshope.ca/business/tenders/> or at the District Office.

		Bid Price
1	2001 8.0 hp Mercury Outboard Motor with fuel tank	\$550.00

Larissa lanson
Name (Please Print)

250-510-5985
Telephone Number

1568 - Chetwynd 5112 42nd Street.
Box Number, Street Address

Chetwynd BC
Town Prov

V0C 1V0
Postal Code

[Signature]
Signature

July 17, 2018
Date

REQUEST FOR DECISION

RFD#:	Date: July 19, 2018
Meeting#:	Originator: Kaitlyn Atkinson
RFD TITLE: Hiring of Recreation Assistant-Student	

BACKGROUND:

Council had approved the hiring of a summer student over an 11-week period if the grant request under the Canada Works, Green Student Jobs Program was successful. This program would cover 50% of the wages and MERCs. Originally, I was unsuccessful however extra funding to the program meant I was successful in late June. The position was posted and has now closed.

DISCUSSION:

A condition of the grant is that the student hired must be between 15-30. There were no suitable applicants to the position over the age of 15.

At this late time in the summer the period of work would be 3 days/week starting July 24 and ending September 4. This equals out to 126 hours.

Due to the original time frame of employment council has put funding for 193 hours into the budget for the student.

I would like to use this funding to hire Jenna Roberts for the remainder of the summer on a part time basis.

ADMINISTRATOR COMMENTS:

Report Approved by:


 Chris Cvik, Interim CAO

BUDGET:

126 Hours at \$14.61/hour will equal \$1840.86 plus MERCs. This amount is already in the budget and will be less than budgeted.

RECOMMENDATION / RESOLUTION:

“That council approve the use of the funding set aside for the hiring of a Recreation Summer Student for a reduced term of 6 weeks on a part time basis”

Kaitlyn Atkinson, Recreation and Special Events Coordinator

REQUEST FOR DECISION

RFD#: CC-2018-01	Date: July 12 2018
Meeting#: CM072318	Originator: Chris Cvik, Interim CAO
RFD TITLE: Zoning Bylaw Amendment to Prohibit “Cannabis-Related Business”	

BACKGROUND:

The purpose of the proposed zoning amendment is to prohibit the distribution and retail of cannabis throughout the District of Hudson’s Hope. On a go forward basis, any location that is proposed for the distribution and retail sale of cannabis would be required to apply for and obtain a zoning bylaw amendment.

DISCUSSION:

Council has not provided direction to Administration on its’ position with respect to cannabis related business at this time.

Having the blanket prohibition allows Council the opportunity to review each proposal that comes forward on a case-by-case basis. In this regard, Council has influence into any proposed location (i.e., distance from parks, schools, playgrounds) and other design aspects of any building and the operation of any establishment.

Note that the proposed zoning amendment does not apply to “Agents of the Crown” as the provincial government is not required to follow the zoning regulations for local government (e.g., BC Liquor Stores and some rural outlets). However, local government support is a mandatory prerequisite to the issuance of a provincial license to any applicant, including public retail stores, so the District does maintain a level of influence.

RECOMMENDATION / RESOLUTION:

“Council approve First and Second Reading of the “*District of Hudson’s Hope Zoning Amendment Bylaw No. 899, 2018*”.

And That:

“Council authorize staff to schedule a public hearing for the proposed Zoning Bylaw Amendment.”

Chris Cvik, Interim CAO

**District of Hudson's Hope
Zoning Amendment Bylaw 899
A Bylaw to Amend the District of Hudson's Hope Zoning Bylaw No. 823, 2013**

WHEREAS, it is deemed desirable to amend the District of Hudson's Hope Zoning Bylaw No. 823, 2013;

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

1. That the District of Hudson's Hope Zoning Bylaw No. 823, 2013 is hereby amended as follows:
 - a. Amend Section 3.0 "Definitions" to add: **CANNABIS RELATED BUSINESS** means the use of land, buildings, or structures for the sale, storage, or other provision, of dried cannabis, cannabis oils, cannabis seeds, and cannabis edibles, including cannabis related accessories such as pipes, bongs, vaporizers, and other such similar accessories.
 - b. Amend Section 4.0 "General Regulations" with the addition of 4.17 "Prohibited Uses"
 - (1) Any use not expressly permitted in this bylaw is prohibited in every zone and where a particular use is expressly permitted in one zone, such use is prohibited in every zone where it is not also expressly permitted;
 - (2) The following uses are prohibited in every zone:
 - (i) Cannabis-Related Business.

This bylaw is cited as the District of Hudson's Hope Zoning Bylaw No. 823, 2013, Amendment Bylaw No. 899, 2018.

READ A FIRST TIME THIS _____ DAY OF _____, 2018
READ A SECOND TIME THIS _____ DAY OF _____, 2018
PUBLIC HEARING HELD ON THIS _____ DAY OF _____, 2018
READ A THIRD TIME THIS THIS _____ DAY OF _____, 2018

Gwen Johansson,
Mayor

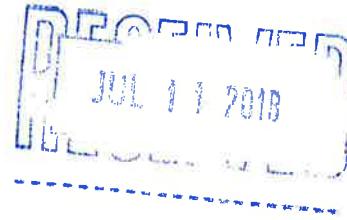
Tammy McKeown
Corporate Officer

Certified a true copy of Bylaw No. 899, 2018

this ____ day of _____ 20__.

Clerk

Hope for Health
June 26, 2018



District of Hudson's Hope

Thank you so much for supporting Hope for Health's free afterschool program, "Living it Up" for students Kindergarten to Grade 7.

The program was designed to get kids involved, be mindful of healthy eating and be involved in the process of making healthy snacks, provide opportunities for physical activity, and be engaged in creativity. Participants also learned relaxation techniques and stress management skills. The program was a huge success with 40 students enrolled.

There were numerous benefits to the program. It was free and accessible. It provided healthy snacks and education about nutrition. Parents/guardians appreciated the program for many reasons; one being, it matched the workday perfectly. It provided skills and quality training for a student hire. It really was a community program with wonderful community partnerships.

And it illustrated true community and school spirit. Older students willingly volunteered, both Christopher and Celina Fequet volunteered numerous hours and Celina shared her BollyX talents. A huge thanks to Kaitlyn for all her time and sharing her resources with us.

Hope for Health is pleased to announce that we have received another grant that will allow us to continue the program in the fall. What a great opportunity for our school and community.

Hope for Health is a local society geared to bringing health and wellness to our community. In the past, we have offered free healthy dinners, brought in guest speakers, and organized fitness events. We would also like to take the opportunity to say thank you for all your assistance and support for That Dam Run. This will be the fifth year. We are very proud of this event and its continued success.

Thank you for all your support,

Sincerely,

Greta Goddard

Secretary

hope4healthsociety@gmail.com

250-783-0855

Date: July 11, 2018

To: All LCRB Staff
All licensees
All industry associations
All local government, First Nations and police agencies

Re: Miscellaneous *Liquor Control and Licensing Act* changes

In April 2018, amendments to the *Liquor Control and Licensing Act* (LCLA) were proposed to resolve some minor omissions and inconsistencies that have surfaced since the new LCLA was passed in 2015. Additionally, amendments to the LCLA were proposed to ensure consistency with the *Cannabis Control and Licensing Act* (CCLA).

The amendments listed below, and some minor housekeeping amendments such as updating definitions, clarifying certain requirements, and removing incorrect references, have now been passed. These changes are effective immediately.

For more specific information on these amendments, please view the bills at the links provided below.

[Bill 24 – Miscellaneous Statutes Amendment Act \(No. 2\), 2018](#)

[Bill 30 – Cannabis Control and Licensing Act](#)

1. Employment of minors

Current Policy

Minors may only be employed by a licensee or permittee as set out in the regulations.

New Policy

The General Manager (GM) can set minor employment provisions by terms and conditions.

Explanation

This change provides future flexibility for the GM regarding the employment of minors and is consistent with how the GM sets terms and conditions relating to when minors may be allowed entry into establishments and special events.

2. Due diligence defence for minors

Current Policy

A licensee or permittee, an employee of either of them, or a person who sells liquor in a liquor store contravenes the LCLA if they are found to have admitted or employed a minor in an establishment, service area or event site where minors are not permitted.

New Policy

A licensee or permittee, an employee of either of them, or a person who sells liquor in a liquor store does not contravene the LCLA if they admit or employ a minor in an establishment, service area or event site where minors are not permitted if they have required the individual to produce identification, which they have examined and believe to be authentic.

Explanation

This change ensures a licensee or permittee, an employee of either of them, or a person who sells liquor in a liquor store receives the same due diligence protection for admitting or employing a minor in an establishment, service area or event site as they do for selling or supplying liquor to minors.

3. Disclosure of information or records

Current Policy

The current LCLA allows information or records to be disclosed to another person if the disclosure is for the purposes of administering the LCLA.

New Policy

The LCLA now allows information or records to be disclosed to another person for the purposes of administering and enforcing both liquor and cannabis-related legislation, including the *Liquor Distribution Act*, the *Cannabis Distribution Act* and the CCLA and associated regulations under those Acts.

Explanation

This will allow the branch to share information internally in the event that a person holds a both a liquor and cannabis licence and/or an agreement.

4. Ownership and agreement requirements

Current Policy

An applicant must own or lease the place or premises tied to the licence or the proposed licence.

New Policy

The GM has the authority to accept alternative ownership arrangements, such as a sublease, provided the arrangement gives the applicant adequate control over the establishment.

Explanation

It is not always practical for an applicant to own or lease a space. This change provides the GM with the flexibility to accept alternative arrangements beyond owning or leasing a premise or place where a licence is or will be issued.

Further Information

Further information regarding liquor control and licensing in British Columbia is available on the Liquor and Cannabis Regulation Branch website at <http://www.gov.bc.ca/liquorregulationandlicensing>. If you have any questions regarding these changes, please contact the Liquor and Cannabis Regulation Branch toll free in Canada at 1-866-209-2111 or 250 952-5787 if calling from the Victoria area.

Original signed by

Michelle Carr,
Assistant Deputy Minister and General Manager



CONSTRUCTION BULLETIN

July 20, 2018

Site C Construction Schedule: July 23 – August 5

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

- Contractors will continue to mobilize equipment and material to site. This will include deliveries by rail.
- Contractors for various project components are continuing construction and operations in their work areas. This includes the main civil works, generating station and spillways civil works, turbines and generators, and substation.
- Water management activities such as drainage alteration, debris removal, and water pumping may take place.
- Excavation, including in-river excavation, will progress on the north and south banks.
- Construction activities such as drilling, blasting, crushing, earth moving, pile driving, steel pile installation, concrete placement, and road maintenance will continue.
- Waste wood may be transported off site, chipped, mulched, spread as coarse woody debris, or piled in the dam site and lower reservoir area.

Other work areas

- Site preparation activities will continue at the 85th Avenue Industrial Lands. Work may begin to construct the conveyor that will connect to the dam site.
- Site investigations and forestry data collection will continue within the reservoir areas and transmission line corridor.
- Maintenance and upgrade work will continue on existing access roads and resource roads that provide access to the transmission line right-of-way and the reservoir. New road construction will occur within the transmission right-of-way.
- A marshalling yard is being set up in Moberly Lake to support transmission line construction. Material and equipment will be delivered to the yard.
- Wood waste may be chipped, mulched, spread as coarse woody debris, or burned in the transmission line corridor. Some wood waste may be hauled off site.
- Site investigations, stripping and investigations of known archeological sites, and geotechnical work may occur along the transmission line right-of-way.
- Upgrades will continue at Peace Canyon Generating Station, including work inside the switchyard building and outdoor site preparation and foundation work.
- Site investigations, including geotechnical investigations, drilling, studies, and survey work, will continue for some or all of the segments along Highway 29. These segments are Farrell Creek East, Farrell Creek, Dry Creek, Halfway River, Cache Creek/Bear Flat, and Lynx Creek. Some utility poles may be temporarily relocated along Highway 29. Work may occur on or around Beckman, Millar, Reshke, Barr, and Farrell Creek roads, as well as Highway 29.

CONSTRUCTION BULLETIN

- Stripping and investigation of known archeological sites will occur at Cache Creek West in preparation for construction in fall 2018.
- Surveys and visual inspections may occur for the noxious weed program in Site C project areas, including the 85th Avenue Industrial Lands, dam site, transmission line corridor, and Highway 29 realignment areas.
- Drilling and blasting may occur at Portage Mountain Quarry. Access road upgrades will occur.
- Aggregate and riprap production will continue in West Pine Quarry, where material will be transported by rail and road to the dam site.
- Wildlife and aquatic mitigation programs will continue and may include surveys, data collection, habitat installations, and habitat enhancements.

What to expect

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

- There will be truck traffic on public roads as the hauling of materials, equipment, rock and timber continues. This may include increased industrial traffic on resource roads and public roads from Chetwynd leading to the dam site on the south bank.
- Trucks with heavy or oversized loads, which may include equipment, prefabricated buildings and other large components, will be accessing the dam site. Please use caution when meeting a pilot car and observe all warning signs.
- Some noise and vibration may occur in the vicinity of the dam site and in all other work areas, including the quarries.
- There may be emissions of smoke in various work areas as a result of burning. BC Hydro's contractor will plan and monitor burning carefully and burning will only occur when appropriate venting windows are available and as permitted by the Forest Fire Hazard rating.
- Day, night and weekend shifts are anticipated for the duration of the project.
- For boater and worker safety, boats will need to stay clear of active in-river work areas along the Peace and Moberly rivers. These areas are clearly identified with signage and markings.
- Helicopters and commercial drones may be used to support investigative and construction works.

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

From: [Mattias Gibbs](#)
To: [Tammy McKeown](#)
Subject: Re: For next council meeting
Date: Thursday, July 19, 2018 9:06:57 PM

Purpose of documents:

Available funds are finite, wishes are infinite... so which wishes get the funds? It is a regular question that council deals with around February/March (aka budget time) every year. Presently, we get a list of stuff that someone wants for some reason that will cost a seemingly random amount of money. I want to change that.

The following three documents are my first attempt at creating the groundwork for a system that will help council and district staff prioritize, scope, budget, and record capital project wishes. The first document is the "Capital Project Worksheet" which requires the basic scope and budget information to be documented. The worksheet also requires a "Risk/Needs score" which will serve as a starting point for prioritizing the projects. The next document is the "HH Priority Matrix" which is how staff or council arrive at the risk score appropriate for the project. The third document is the "Matrix guide" which helps ensure that users of the matrix would arrive at similar scores regardless of personal bias.

With councils support I would like to see these documents assembled into a policy that would direct project initiators to fill out the Capital Project Worksheet before the project is presented to council. I would propose that any project that comes to council without a filled out Capital Project Worksheet would be immediately rejected.

Thanks

Mattias Gibbs

> On Jul 19, 2018, at 11:14 AM, Tammy McKeown <clerk@hudsonshope.ca> wrote:

>

> Do you have a written report explaining the attachments- why they are coming to Council, who would be utilizing them etc. Please provide an outline to be included.

>

> 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

> www.hudsonshope.ca

> www.lovehudsonshope.com

>

>

>

> -----Original Message-----

> From: Mattias Gibbs

> Sent: Wednesday, July 18, 2018 9:32 PM

> To: Tammy McKeown <clerk@hudsonshope.ca>

> Subject: For next council meeting

>

> Hi Tammy,

>

> Please include the following documents in the next regular council meeting agenda under new business, call it "Capital Project Prioritization". Please present the items in the following order: Capital Project Worksheet first, then the HH Priority Matrix, then the Matrix guide. Please only include the first tab from the Matrix spreadsheet.

- >
- > Please let me know if you have any questions.
- >
- > Thanks
- >
- > Mattias
- >

HH Capital Project/Purchase Fact Sheet

Requestor's name: _____

Project Name: _____

Date: _____

What needs to be done? What is the project scope?

Why do we need to do this? Has something recently changed that made the situation worse?

What has been done in the past to mitigate this issue?

What happens if we don't do this project? When do you expect this event to happen? How often do you expect this event to happen?

Based on you previous answer what is the risk/need ranking for this project? (See the attached risk or needs matrices)

What is the estimated cost?

What is your estimate based on? Circle all applicable:

Quote

Past work

WAG

Other: _____

Other comments

--

Frequency of occurrence		Hudson's Hope Project Matrix						
Every day	L6	7	8	9	10	11	12	13
at least 100 times per year	L5	6	7	8	9	10	11	12
at least 10 times per year	L4	5	6	7	8	9	10	11
at least once per year	L3	4	5	6	7	8	9	10
at least once every 10 years	L2	3	4	5	6	7	8	9
at least once every 100 years	L1	2	3	4	5	6	7	8
Driver type		S1	S2	S3	S4	S5	S6	S7
Safety	Worker	First Aid	Treatment by medical professional	Temporary disability	Permanent disability	Fatality	Multiple fatalities	
	Public	Near miss	First Aid	Treatment by medical professional	Temporary disability	Permanent disability	Fatality	Multiple fatalities
Environmental			Minor	Low	Moderate	High	Extreme	Catastrophic
Financial		<\$10K	<\$50K	<\$100K	<\$500K	<\$1M	<\$1.5M	>\$1.5M
Reputational		Limited	Small	Small but vocal	Many	Majority	All	
Reliability		Short disruption of service to few residences	Short disruption of service to many residences	Short disruption of service to all residences	Long disruption of service to few residences	Long disruption of service to many residences	Long disruption of service to all residences	Very long disruption of service

Risk Based Matrix

Safety

1. Worker

If the project is not completed will there be an incident that affects the safety of a district worker?

2. Public

If the project is not completed will there be an incident that affects the safety of a member of the public?

Environmental

If the project is not completed will there be an incident that creates a environmental incident? The severity level is derived from four criteria: Importance, magnitude, extent, and recovery time. Use the following tables to determine the rank for each criteria and then use the flow chart to determine the severity:

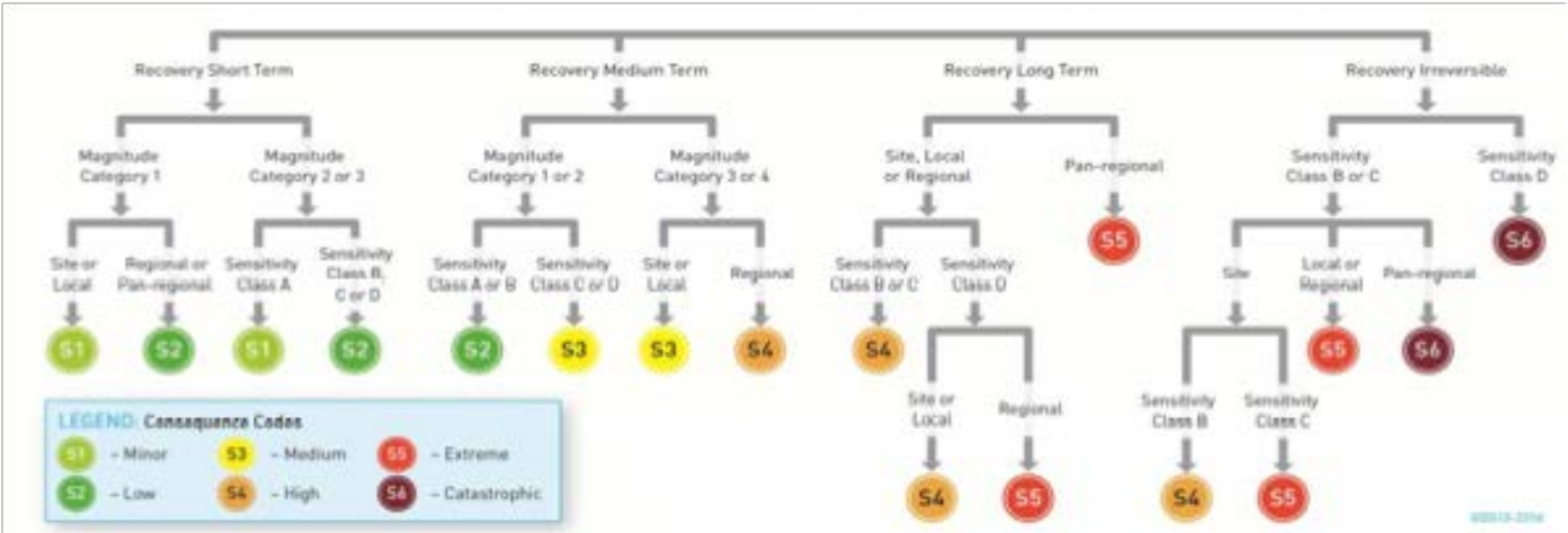
Importance of a habitat or species	
Rank	Description
Class A	Habitats - already highly disturbed (buildings, roadways) Species - common (deer, squirrels)
Class B	Habitats: Partially disturbed (farm land, forest disturbed by wildfire, reservoir) Species - actively managed for human needs (hunting/fishing) (moose, ducks or geese, stocked fish)
Class C	Habitats - largely undisturbed or in late stages of re-establishment (pristine forest, undisturbed water body/course) Species - identified as “special concern” http://www.registrelep-sararegistry.gc.ca/sar/index/default_e.cfm
Class D	Habitats - associated with highest level of conservation concern (federal/provincial parks, wildlife management areas) Species - identified as “threatened” or “endangered” http://www.registrelep-sararegistry.gc.ca/sar/index/default_e.cfm

Magnitude of impact		
Rank	Description	Example
Category 1	Subtle alteration of habitat or individuals	Small contained spill, deer struck by vehicle
Category 2	Degradation of habitat or group of individuals	Small spill that can not be immediately cleaned up, death of a group of individuals
Category 3	Transformation of habitat or metapopulation	Vegetation loss that changes habitat structure, death of many individuals
Category 4	Elimination of Habitat or species/population	Draining of a wetland, conversion of a forest to a parking lot, loss of a "life stage habitat" (eg nesting, spawning, overwintering habitat)

Size of impact	
Rank	Description
Site	<0.05 km ² land or <1 km ² aquatic
Local	0.05-500 km ² land or 1-50 km ² aquatic
Regional	500-50,000 km ² land or 51-500 km ² aquatic
Pan-Regional	>50,000 km ² land or >500 km ² aquatic

Time of recovery	
Rank	Description
Short-term	<1 year
Medium-term	1 to 10 years
Long-term	11 to 100 years
Irreversible	more than 100 years

Use the following flow chart to determine the severity score based on the results of the four criteria above.



Financial

The financial driver can be used for projects that either avoid a costly incident or a project that produces a net saving or new source of income.

If the project is not completed will there be an incident that directly costs the district? Or are there potential savings? Or is there a new source of annual income if the project is completed?

All costs must be presented as Net-Present-Value (NPV).

If the project will avoid a costly incident then:
<ul style="list-style-type: none"> - Do not include the costs of completing the project as if it was properly planned (engineering time, construction materials and labour).
<ul style="list-style-type: none"> - Costs can include: fines, additional costs of winter work, emergency hiring of contractors, rush shipments, additional insurance fees.

If the project will produce net savings:
<ul style="list-style-type: none"> - Calculate the NPV and include the estimated cost of the project as a negative value in the first year

If the project will produce income:
<ul style="list-style-type: none"> - Calculate the NPV and include the estimated cost of the project as a negative value in the first year

Reputational

If the project is not completed will there be an incident that directly causes citizens to lose confidence with the council?

Term	Definition
Limited	10 or less people
Small	30 or less people
Small but vocal	30 or less people, article in local newspaper
Many	100 or less people, Peace region news coverage
Majority	500 or less people, front page Peace Region news coverage
All	Every citizen in Hudson's Hope, media coverage across BC

Reliability

If the project is not completed will there be an incident that directly causes the district's water, sewer, or other key service to be unable to operate?

Term	Definition
Short	8 hours
Long	24 hours
Very Long	>24 hours

Term	Definition
Few	10 or less people
Many	100 or less people
All	Everyone who normally uses the system