



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

### **AGENDA**

Council Chambers

Monday August 27th, 2018 at 6:00 PM

1. **Call to Order:**
2. **Delegations:**
  - D1 Ministry of Transportation, Nicola Hogg, Operations Manager, North Peace: Pedestrian traffic, water flow issues, signage on Highway 29 verbal
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 August 13, 2018 Regular Council Meeting Minutes Page 1
7. **Business Arising From the Minutes:**
8. **Public Hearing:**
9. **Staff Reports:**
  - SR1 Pool Year End Report Page 9
  - SR2 Capital Planning Tools Page 21
  - SR3 Road Use Agreement Page 27
  - SR4 Travel Report-Andrea Martin Page 35
10. **Committee Meeting Reports:**
11. **Bylaws:**
12. **Correspondence**

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- |    |   |         |
|----|---|---------|
| C1 | Canadian Association of Medical Cannabis Dispensaries | Page 36 |
| C2 | Section 17 Land Act application Chowade               | Page 38 |
| C3 | UBCM Newsletter                                       | Page 39 |
| C4 | Request for support UBCM- Resource Works              | Page 40 |
| C5 | Welcome to Hudson's Hope signs                        | Page 41 |
| C6 | Request for support UBCM- Boating BC Association      | Page 48 |
- 
- 13. Reports by Mayor & Council on Meetings and Liaison Responsibilities**
- |     |               |         |
|-----|---------------|---------|
| CR1 | Pink Mountain | Page 49 |
|-----|---------------|---------|
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- 14. Old Business:**
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- 15. New Business:**
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- 16. Public Inquiries:**
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- 17. Adjournment:**



**REGULAR COUNCIL MEETING**

**August 13<sup>th</sup>, 2018**

**6:00 P.M.**

**Council Chambers**

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

**Absent:** Councillor Mattias Gibbs  
Councillor Travous Quibell

**Staff:** CAO, Chris Cvik  
Corporate Officer, Tammy McKeown

**Other:** 1 in gallery

1. **CALL TO ORDER:**

The meeting called to order at 6:02 p.m. with Mayor Gwen Johansson presiding.

2. **DELEGATIONS:**

3. **NOTICE OF NEW BUSINESS:**

**Mayors Additions: CR2- Mayor's Report**

**Councillors Additions: CR1- GO Fund**

**Staff Additions: SR6 and SR7**

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

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

6. **ADOPTION OF MINUTES:**

**0550-01**

Correction: SR4 should read names of sponsors not logos

M1 **July 23<sup>rd</sup>, 2018 Regular Council Meeting**

**RESOLUTION NO. 134/18**

**M/S Councillors Heiberg/Middleton**

**That**

**"The minutes of the July 23<sup>rd</sup>, 2018 Regular Council Meeting be adopted as amended"**

**CARRIED**

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

BA1 **SR4 Recreation and Special Events Update-Playground**

**6200-00**

**1475-01**

- Discussion in regard to placement of sponsor names directly on the playground equipment; Councillor Miller stated that this had been

previously discussed and believes that the sign on the equipment should just read 'Beryl Prairie Playground'; a temporary stand-alone sign should be erected identifying the sponsors. Councillor Miller also mentioned that the District of Hudson's Hope had not been identified as a sponsor. These items have been forwarded to the Recreation and Special Events Coordinator by Councillor Miller but a response has not been received.

- Area has been prepped and the equipment has been ordered; signage will be in place prior to the grand opening but after approval of the Sign Committee.

**RESOLUTION NO. 135/18**

**M/S Councillors Miller/Heiberg**

**That**

**"Prior to purchase, all signs pertaining to the District of Hudson's Hope must be approved by the Sign Committee"**

**CARRIED**

BA2	<b>D1 PRRD: Municipal Participation in Planning</b>	<b>0400-50</b>
	<ul style="list-style-type: none"> <li>• Discussion of options presented in regard to municipal directors vote entitlement for matters relating to Part 26 of the Local Government Act.</li> <li>• If Hudson's Hope opts for no participation it could create an imbalance in the event that Dawson Creek and Fort St John continue with full participation; Hudson's Hope normally votes based on the affected Electoral Areas position due to the facing similar issues.</li> <li>• Participation will allow the opportunity to have input on fringe areas, zoning amendments and building usage.</li> <li>• <a href="#">Mayor Johansson will inform the Electoral Area Directors of the District of Hudson's Hope's interest in continuing to participate at some level, either partial or full.</a></li> </ul>	
BA3	<b>CR1 Mayor's Report- Farrell Creek Hill</b>	<b>0400-20</b>
	<ul style="list-style-type: none"> <li>• CAO to contact Katherine Styba, Ministry of Transportation, to request a meeting.</li> </ul>	
BA4	<b>CR1 Mayor's Report- Meeting with BC Hydro</b>	<b>6660-20</b>
	<ul style="list-style-type: none"> <li>• The long grass in front of Kylo house has been cut.</li> <li>• Discussion in regard to additional areas that require attention. <a href="#">Councillor Miller to bring list back to Council.</a></li> </ul>	
BA5	<b>CR1 Mayor's Report- Farrell Creek Hill</b>	<b>5400-01</b>
	<ul style="list-style-type: none"> <li>• Load restrictions at 50%, down to single lane.</li> <li>• Recently allowed loaded logging trucks to travel road in order to determine if it would cause movement; the Mayor does not believe the trucks are still travelling over the road.</li> <li>• The Ministry of Transportation is considering expanding the road to 2 lanes and increasing the load limits to 100%.</li> <li>• Industry has commented on the substantial additional costs faced by not being able to utilize the Farrell Creek Road.</li> <li>• If restrictions on Farrell Creek Road remain, an increase in heavy loads on Beryl Prairie Road would be seen; 1400 heavy loads in regard to the TransCanada project are expected.</li> </ul>	

- Ministry of Transportation has allocated their full budget in regard to paving at the crest of Farrell Creek Road; this paving will not assist trucks in making it up the hill.
- First meeting of the Rural Roads Task Force has been held; representatives from industry were included.
- Concern voiced by Councillor Middleton in regard to the potential increased heavy traffic on Beryl Prairie Rd. [Staff directed to contact local RCMP to ensure they are aware of the increased traffic.](#)

BA6 **CR1 Mayor's Report- Pre-Hospital Care** **7130-01**

- Discussion in regard to ambulance attendants
- One attendant is on sick leave which leaves only one attendant available.
- District has followed the direction given by BC Ambulance to attempt to increase coverage but still remains understaffed.
- Reporting shows that there are 7 attendants available in Hudson's Hope, this is incorrect and needs to be amended.
- [Staff to contact Rick Loucks to set up meeting to ambulance service within Hudson's Hope.](#)
- [Staff to set meeting up with BC Emergency Health Services at UBCM.](#)

BA7 **SR1-2018 Financial Plan –Check In** **1700-01**  
**5340-01**

- As staff addition SR6 is in relation to the Beattie Lift station it was presented under Business Arising.
- CAO presented information pertaining to the e-mail received from Urban Systems.
- Request is for commitment to funding not commitment to project; amount could be included into the 2019 budget.
- Water Conservation Plan- not required at this time; 2019 Gas Tax application could be allocated to this.

**RESOLUTION NO. 136/18**

**M/S Councillors Middleton/Miller**

**That**

**"Council approves a grant application to be made for the Green Infrastructure Fund for upgrades to the Beattie Lift Station (exterior valve chamber)."**

**CARRIED**

**RESOLUTION NO. 137/18**

**M/S Councillors Heiberg/Beam**

**That**

**"Council will consider the costs of the project in conjunction with the 2019 budget "**

**CARRIED**

- Consideration to be made for reducing budgeted capital spending; CAO stated that staff had previously been directed to postpone some capital purchases; will revisit again in September.
- Staff directed to look at available NDIT grants for possible additional funding for budgeted items.

8.	<b>Public Hearing:</b>	
PH1	<b>Proposed Zoning Amendment Bylaw 898, 2018</b>	<b>0550-01</b>
	<ul style="list-style-type: none"> <li>There were no written submissions received.</li> <li>Verbal submissions made:               <ol style="list-style-type: none"> <li>Tom Summers, 9924 Adams Street. Mr. Summers stated that he believes that affordability should be considered and, as such, does not agree that vinyl siding should not be allowed in Zone R1b.</li> </ol> </li> <li>No further submissions were made.</li> <li>Mayor Johansson called the Public Hearing in regard to Zoning Amendment Bylaw 898, 2018 closed.</li> </ul>	<b>3900-02</b>
PH2	<b>Proposed Zoning Amendment Bylaw 899, 2018</b>	<b>0550-01</b>
	<ul style="list-style-type: none"> <li>There were no written submissions received.</li> <li>Verbal submissions made:               <ol style="list-style-type: none"> <li>Tom Summers, 9924 Adams Street. Mr. Summers stated that when it comes to marijuana use, restricting retail in the District does not stop people from purchasing it elsewhere and bringing it into the area.</li> </ol> </li> <li>No further submissions were made.</li> <li>Mayor Johansson called the Public Hearing in regard to Zoning Amendment Bylaw 899, 2018 closed.</li> </ul>	<b>3900-02</b>
9.	<b>STAFF REPORTS:</b>	
SR1	<b>Safety and Bylaw Enforcement Update</b>	<b>4000-01</b>
	FOR INFORMATION	<b>2640-01</b>
SR2	<b>CAO Action and Updates</b>	
	<ul style="list-style-type: none"> <li>Discussed deficiencies identified last fall for the Lucas subdivision; list is to be followed up on as they need to be completed; update to follow shortly</li> </ul>	<b>0110-01</b>
		<b>3320-01</b>
SR3	<b>Surplus Trailer Disposal</b>	<b>1280-20</b>
	<ul style="list-style-type: none"> <li>Prior to posting for sale, District will need to file change of location with Province, as this was not done when moved from original location.</li> </ul>	
	<b>RESOLUTION NO. 138/18</b>	
	<b>M/S Councillors Middleton/Miller</b>	
	<b>That</b>	
	<b>"Council approve the sale of the surplus Glendale Trailer (Registration #94043), Serial #M3428 by way of sealed bid 'as is, where is.'"</b>	
	<b>CARRIED</b>	
SR4	<b>Protective Services Action and Updates</b>	<b>7380-01</b>
	FOR INFORMATION	
SR5	<b>Recreation and Special Events Update</b>	<b>7710-01</b>
	<ul style="list-style-type: none"> <li>Customer appreciation at Farmer's Market was the most positive community event; a large number of public attended.</li> </ul>	<b>8100-01</b>

- Corporate Officer explained that there could have been an issue with the beer garden dependant on who the licensee was. Liquor regulations stipulate that a licensee must carry and make available to consumers a representative selection of brands of liquor products from a variety of suppliers that are not associated with or connected with each other.
- If the manufacturer is the licensee, they are able to apply for an onsite retail store and may also apply to serve on site by-the-glass at a Farmer's Market.
- Council stated that as this was a one-time authorization, this should not be a concern.
- [Corporate Officer directed to provide information to licensee and to Recreation and Special Events Coordinator.](#)

SR6 **Beattie Lift Station-Grant Requirements** 1855-03  
Discussed under Business Arising

SR7 **Public Works Update** 5260-01  
CAO explained to Council that he had requested department updates to be presented at the first Council meeting of the month. He had received the Public Works update late and requested to present it verbally to Council. Council agreed to receive the report.

- 1) Carter Rd Ditching and culvert replacement starting this week by PNL Construction.
- 2) Lagoon cell 1 aeration system install by Bear Mountain scheduled to start this week to finalize completion.
- 3) Beryl Prairie Fire Hall Park excavation and walkway complete awaiting delivery and installation of play structure.
- 4) Cameron Lake drainage culvert replacement this week at Lot 10 to lake.
- 5) Transfer Station oils containment and cover all system complete.
- 6) Urban Systems applied for grant app for Beattie Lift Station and has completed Geo well test at 25 ft.
- 7) Ongoing summer maintenance and landscaping.

9. **BYLAWS:**

B1 **Zoning Bylaw Amendment No. 898,2018** 3900-02  
Discussion in regard to the concern voiced by Tom Summers in regard to the vinyl siding. 3360-01

- Councillor Heiberg explained that he had been informed that there is less than \$1,000 difference in cost between vinyl and higher standard siding; the goal is to ensure it is still affordable.

**RESOLUTION NO. 139/18**

**M/S Councillors Heiberg/Middleton**

**That**

**"Council approve Third Reading and adopt the "District of Hudson's Hope Zoning Amendment Bylaw No. 898, 2018".**

**CARRIED**

*Mayor Johansson and Councillor Beam opposed*

B2 **Zoning Bylaw Amendment To Prohibit "Cannabis – Related Business"** 3900-02  
3360-01

**RESOLUTION NO. 140/18**

M/S Councillors Miller/Heiberg

That

"Council approve Third Reading and adopt the "District of Hudson's Hope Zoning Amendment Bylaw No. 899, 2018".

**CARRIED**

Staff to respond all inquiries regarding the prohibition of Cannabis related business in Hudson's Hope

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|-----|---|----------------|
| 10. | <b>CORRESPONDENCE:</b>  |                |
| C1  | <b>Northern Health</b><br>FOR INFORMATION   | <b>0400-80</b> |
| C2  | <b>National Energy Board's Visit</b><br>FOR INFORMATION   | <b>0400-40</b> |
| C3  | <b>Letter of Concern from Nicole Gilliss</b> <ul style="list-style-type: none"> <li>• CAO has followed up with Ms. Gilliss</li> <li>• Repairs are underway</li> <li>• Discussion in regard to having guardrail installed by washout past Ardills.</li> </ul>  | <b>5400-01</b> |
| C4  | <b>Request for letter of support (electronic resolution July 26, 2018)</b> <ul style="list-style-type: none"> <li>• Conducted by electronic vote on July 26, 2018.</li> <li>• Included in Agenda for transparency and openness</li> </ul> <p><b>RESOLUTION NO.132/18</b><br/>M/S Councillors Quibell/Gibbs<br/>That<br/>"Council provide a letter of support for Hudson's Hope Fall Fair Society's application to the Northern Development Initiative Trust Fund Fabulous Festival grant for \$2,500 in funding to provide live music at the 2018 Hudson's Hope Fall Fair."<br/><b>CARRIED</b></p>  | <b>0230-20</b> |
| C5  | <b>BC Hydro Site C Construction update</b> <ul style="list-style-type: none"> <li>• The Mayor stated that a number of questions in regard to Site C and the Lynx Creek boat launch have been coming in.</li> <li>• Some residents have been informed that they will no longer have access from their properties to the road once the project is completed. Council stated that if there had been access prior to the project there should be access once completed.</li> <li>• Concern voiced over lack of notification to residents affected by the road relocation prep work; residents have been informed that there is no information in regard to final location of road at this time.</li> <li>• Discussion about the location of the berm.</li> <li>• Provision of information issue revolves around confidentiality; each affected party is only provided with the information in relation to themselves.</li> <li>• Concerns to be brought to Community Engagement Committee.</li> </ul> | <b>6660-20</b> |
| C6  | <b>Request for approval of Beer Garden (electronic resolution July 31, 2018)</b> <ul style="list-style-type: none"> <li>• Council stipulated that this was a one-time venue.</li> </ul>   | <b>0230-20</b> |



- Conducted by electronic vote on July 26, 2018.
- Included in Agenda for transparency and openness

**RESOLUTION NO. 133/18**

**M/S Councillors Quibell/Heiberg**

**That:**

**"Council approve having Mighty Peace Brewing Company operate a small beer garden, under the supervision of the Farmers' Market Association, as a one-time venue at the August 7, 2018 Farmers Market from 3:00pm to 8:00pm."**

**CARRIED**

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

CR1 **GO FUND COMMITTEE- COUNCILLOR HEIBERG**

**0360-01**

- Councillor Heiberg stressed the importance of having a community member sitting on this committee; Hudson's Hope has already lost out on funding due to lack of representation.
- Require two representatives at the table to insure we have influence on how applications are approved.
- Councillor Middleton has been tasked with seeking out an additional community member to sit on the committee.

CR2 **MAYOR'S REPORT**

**0390-01**

• **Demonstration Day:**

UBC & Geo-Science BC held a Demonstration Day up at their research site in the community pasture off Farrell Creek Road. The Mayor attended for the portion held at the site. Their purpose was to bring all the scientists, funders and regulators to the site to explain the research being done.

The purpose of the research is to discover how methane moves through soil (saturated and dry) so that should a natural gas leak occur, those trying to contain it would be able to make some predictions as to how far the gas would have travelled, and how it might be contained.

It is ground-breaking research; no one else in the world is looking at it. Hopefully it and the research that follows it can be used to decrease the risk of leaks and increase the ability to deal with them if they do occur.

Geo-Science BC is doing one of the early-morning presentations at UBCM. They've asked the Mayor if she would participate by doing a short presentation on why local governments should be interested in, and supportive of these research projects. The Mayor has agreed to do that. The message essentially will be that it's important to have as much knowledge as possible about the impacts of these major industrial developments in order to ensure that any potentially damaging impacts are

anticipated and mitigated or prevented. Also there are some positive economic spin-offs.

- **Trans Canada Pipeline:**

6660-20

Macro has initiated its mobilization. They are putting in their administration trailers, mechanics shop and lay-down yard at that empty property at the corner of Canyon Drive and Beryl Prairie Road. They have rented some rooms and taken some rental houses in town. They have estimated 100 people staying in Hudson's Hope.

Mobilization and construction from now to March 2019. Fall of 2019 will be clean-up / conditioning.

- **Land Use Planning:**

0400-20

The provincial government is initiating a land use planning exercise for the North Peace. It will be coordinated by FLNRO. Announcements will be coming in the next couple weeks. Critical that Hudson's Hope has representation at that table. [The Mayor has requested Council to review the report](#); will bring back for discussion at next Council meeting.

13. **OLD BUSINESS:**

14. **NEW BUSINESS:**

15. **PUBLIC INQUIRIES:**

16. **ADJOURNMENT:**

7:32pm motion to move in camera.

0560-00

**RESOLUTION NO. 141/18**

M/S Councillors Heiberg/Beam

THAT:

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

Carried

Mayor Johansson declared the meeting adjourned at 8:39pm

**DIARY**

***Diarized***

***Conventions/Conferences/Holidays***

*Beryl Prairie Septic Field*

*07/25/16*

*School Gymnasium agreement*

*02/26/18*

*Budget items*

*07/09/18*

Certified Correct:

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

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

## Maintenance

### Liner

The pool liner is as old as this pool itself. It is expected that the life of an in-ground pool liner, for private homes will last approximately 6-12 years. Given that this is a busy public facility that experiences the northern winter elements, and far greater use than the average private pool it's remarkable that we have made it this far without need for any major repair. The liner has a number of patches in it, which still leak and create a pocket of water on the drop off slope. This dirty water cannot then be drained until season end, at which time it is discoloured and filled with hazardous bacteria which have grown over the course of an entire season.

I have provided a list of Pool Liner Installers below;

- C-Blu (Vancouver, BC)
- K. Wind Pool Service (Kamloops, BC)
- Imagine Pool & Waterscapes (Vernon, BC)
- BC Pools (North Vancouver, BC)

The public works staff may have worked with other various retailer and maybe able to speak with them about replacement as well.

### Winter Cover

To speed up the opening process some time should be spent researching a means to cover the deep end of the pool for the winter. This year opening weekend was nearly delayed because there was snow and ice that wouldn't melt until the weekend before, leaving the public works staff very little time to drain the dirty water, clean the bottom of the pool, fill and balance the water. If we had been able to remove a tarp or cover this would have alleviated at least a weeks-worth of stress regarding opening day.

### Chlorination system

At the beginning of the season we faced challenges with the Chlorine system, that automatically reads and feeds chemicals into the pool. The district water treatment professionals handled these complications diligently with the help of the entire public works team and many hours of additional pool tests. Parts in the system were refurbished and lasted us most of the season, up until the last 3 weeks. The water treatment team has spent some

time researching parts and systems and will be able to provide further information on this matter as they determine a course of action.

### Front Desk Counter Top

The front desk counter top is both unprofessional and a safety hazard as it obstructs the view of the front door and those entering. Staff use this high counter to hide behind and use their phones, or play card games. When patrons walk in they often go unnoticed due to the height of the counter, this also poses a safety risk in the event a violent or threatening patron is approaching, staff would be unaware until it's too late to respond effectively. I have requested that this be taken down, and leave only the desk portion.

### Changeroom Drains

Pooling water is a major public health concern. It has been mandated that our staff check the changerooms at least every half an hour and remove all garbage, clutter and standing water. Regardless of how diligent they are, on busy days the floors remain wet posing a slipping hazard and exposing a large number of patrons to the bacterial growth that occurs in standing water. The pool was built in such a way that the changeroom floor drains are completely useless. It is not possible for water to drain upwards, thus causing large puddles throughout both the men's and women's changerooms.

Many patrons have made comments about how slippery the floor is and the amount of water, and are understanding of the issue but would like to see it fixed. This has been an issue previously, with letters being received from local residents in which previous supervisors responded to with a similar explanation. This is a fix that could be costly if done strictly out of house, perhaps some of our public works crew are confident tilers.

### Office Electrical

In the pool office there is a great deal of extra wiring. I have requested this be arranged in a safer and more safe conserving manner, preferably sending the cords under the desk. This has not been done yet. We did however get an additional breaker installed this season!

## Fee Schedule

### Day rate vs. Drop-in rate

It is my understanding that the Pool Fee Schedule was recently updated to include both a day rate and a drop-in rate. Perhaps it is the difference in schedule from previous years but I have not seen a use for the different rates. I believe it would be more beneficial to charge all patrons the current day rates and remove the drop-in rates. We offer a lengthy public swim, which many swimmers stay for without leaving. Patrons are often surprised by the low cost of our facility and have asked how we can afford to operate at that cost.

This summer as part of our fire safety plan we have ensured both our side gates remain unlocked, so that in the event of emergency patrons may exit as quickly as possible. Additionally, we have strictly enforced a no food on deck policy. Wrist banding patrons and allowing them to enter and exit through the side gates to eat outside the fence has allowed us to keep the facility clean, the insect and pest related injuries (bites and stings) to a minimum and prevent choking incidences. I don't believe that the lifeguarding staff should have to add the responsibility of differentiating between those that have paid a drop-in rate and those who have paid a day rate to their plate. All patrons should pay the same rate to have access to the shade outside the facility and to nourish their bodies while they play. This is an important aspect of preventing injury and illness in the facility.

### Family - Definition

We have been treating families as 2 adults and their children. This has been taken advantage of by a number of groups over the season. Families are coming in and claiming that they have 7 children, some of which are nearly adults themselves. If council could develop a clear, written policy to assist staff during the admittance process with the number of persons allowed entry under a family admission it would be tremendously helpful in the coming years.

## Equipment and supplies

### New Additions

A slide was previously purchased, and was installed early this season. The timing was perfect as we could review the rules during the end of the school sponsored swimming lessons. Small children have some difficulty climbing the stairs, lifeguards have been vigilant in requesting parent supervision for small children.

A number of signs were ordered to assist staff in rule enforcement. These have been beneficial and provide a professional appearance. Other safety items ordered included; New Spine board straps, rescue tubes to be used by every lifeguard on deck while actively guarding (as per national standard), additional fanny packs, umbrellas and lifeguard chair to provide standing relief and shade for one rotation.

### Sound system

In the orientation and Policy manual has a section on use of a sound and PA system. Currently we have a small, inexpensive, older model CD player which cannot play music very loud and requires an extension cord to be strung across deck when it is being used. Given the reaction of electricity to water, this creates an unsafe environment for both staff and swimmers, in addition to the tripping hazard it poses. During some swims, staff have brought in their own wireless speakers which play music off their phones. I have allowed the use of cell phone for playing music so long as a playlist is made in advance which omits any inappropriate or offensive music. This does however introduce the need to constantly police cell phone use on the job.

Both of these options do not allow us make announcement to the public. In the event of a missing person or emergency situation staff are required to get the attention of all possible 181 patrons and provide clear directions without any voice magnification. A positive solution to this would be a sound system that can be safely stored without creating a tripping or electrical hazard, and that has a mic attachment. If there is any possibility to have something installed throughout the building it would be most preferable.

### Deck Chairs

We currently have 2 styles of lounging chairs, and plastic patio sitting chairs. The zero gravity chairs we have do not seem to last, and because of their moving parts small fingers have been accidentally injured. The long-seated lounge style chairs have held up well to the heavy use, but we only have 6 available. I have included a link below to purchase more with what is left of this year's budget. If we could get to 15 chairs by the beginning of the 2019 season I believe we'd have appropriate seating available for our patrons.

<http://www.canadiantire.ca/en/pdp/gracious-living-baja-resin-sling-lounge-white-blue-0880611p.html#srp>

### Uniforms

This year the staff were happy to receive new professional uniforms in highly visible colours. I have ordered enough for the staff this year but will likely need to make a similar sized order again next year for the staff that join us and to replace those that have faded. This year's cost for uniforms was \$\$\$\$\$. We were unable to order any staff swim suits as our budget for uniforms this year was only \$200, and was already exceed with shirts, hats and shorts. Next year I am hoping to see a larger uniform budget between \$\$-\$\$.

## Succession Planning

### Lifeguard training program

The union has agreed that a volunteer, lifeguard training program is favourable for the development of future staff. The objective of the program is to provide youth who are interested in working at the pool opportunity to work alongside an experience lifeguard and gain valuable insight into the daily operations at the pool. Trainees would be required to shadow a senior lifeguard for a period of 2 hours at a time, for a maximum of 6 hours per week. This will give potential staff an introduction to the facility, it's policies and the organizations expectations. It will act a screening process for those who apply for a junior lifeguard position. Once the program is up and running, we can add participation in the Hudson's Hope Lifeguard Training program or On-deck guarding experience to our expected requirements for employment. This will allow us to hire staff with real world experience that can respond to public concerns and emergencies effectively.

### Jr. Supervisor position

In order to ensure there is a designated superior available to make decisions in the event the Pool Supervisor for any reason (vacation, illness or unforeseen circumstances) is unable to work, I would like to recommend the addition of a Junior supervisor position. This person would work closely with the Pool Supervisor to review policies, build schedules and direct staff. This would help prepare the largely young staff base, for the responsibility of becoming Pool Supervisor as the position becomes available.

This position would have been particularly beneficial this season during the weeks where I was teaching courses and struggling to juggle both my instructor role, as well as my Supervisor role.

### Minimum qualifications

In order to run a safe, well-staffed facility, I strongly believe that the Pool Supervisor should be required to have their Lifesaving Instructor (LSI) Certification which allows them to teach the Bronze Medallion and Bronze Cross Programs. These courses are the first step in becoming a lifeguard and allow us to hire individuals in casual positions then provide them with additional lifeguard specific training to be able to work on deck with at least 1 fully certified lifeguard. If the position on Jr. Supervisor is added, it would be advisable that they also had an LSI certification.

One qualification that is currently listed in the Pool Supervisors Job posting, that is great for informational purposes, but has little benefit to the pool operation is the Pool Operators course. This course pertains directly to balancing pool chemistry and mechanical issues, all of which public works, water treatment specialists handle. Introducing different groups (lifeguard and supervisors) to an environment which is already working well is just putting the pool at further risk for mechanical failures. As it is now, lifeguards are trained in house as part of opening in-service to carry out chemistry checks and respond in the event of power outages, if chemistry is out or for a system reboot, public works is called and it works well.

### School Classes

This year we partnered with the school to run our regular school lessons and a Lifesaving Combo course. This was a huge success, and will hopefully become an annual, or by-annual tradition. As I am completing this report, 3 staff are completing their LSI certification to be able to teaching the lifesaving portion in the coming years.

## General

### Weather Related Closures

When the weather turns poor, the staff can only clean so much. Could council please create a policy in regards to the conditions under which to close the pool and the required notice to the public. There were a number of days this year, with between 0-3 patrons for the day due to heavy rain, thunder and lightning.

### Swimming Lessons

Registration was very low for most lessons. This year we did not run classes which only had single participants as it is not cost effective, nor is it common practice anywhere that I am aware of. I did my best to ensure classes were combined to include as many participants as possible. Lessons were offered in both the morning and evening, with morning lessons eventually being cancelled due to no registration, and turned into drop-in adult lessons, which were well received and utilized almost daily.

### Staff Time off

This summer we faced a great deal of staffing shortages. This is the result of two things; 1) the introduction of rotation and appropriate staffing levels to meet industry standards and 2) the constant flood of staff time off requests, a number of which were for 2 weeks or longer. In previous years senior staff have had premium Monday to Friday day shifts and junior staff have worked every day without days off to cover the less desirable hours including evenings and weekends. This left the facility in the hands of the most inexperienced staff members, during the busiest times.

This year all staff, myself included were required to work all shifts, as outline on all job descriptions. Staff that have previously had luxury shifts have requested off a number of shifts that didn't fit their expectations for their schedule. If they were denied they time off, they had other staff switch their more desirable shifts, for the less desirable shift they didn't want to work. If staff could not get the time off they requested, they simply quit.

I feel that the district should adopt a policy for these positions, as they are temporary and are paid a percent in lieu of vacations time, that each employee will be allowed only two time off requests per season, to a maximum of 4 days per vacation request. Alternatively, a maximum of 8 days off may be allowed per season. If adopted, this should be made clear to employees when recall letters are sent out, in order to give them fair notice and allow them the appropriate time to plan the vacations they wish to take during the next season.

### Pool Safety Plan

The Pool Safety Plan is a legal document required under the 2012 BC Health Act. This is a lengthy, detailed document that is meant to outline all pool operations, from maintenance, to daily operations, training, staffing requirements, policies, procedures and regulations. Effective 2012, all pools are expected to have and train all staff in a site-specific pool safety plan. Currently the Hudson's Hope Swimming Pool does not have a document that meets the standard of a Pool Safety Plan.

I have attempted to put together such a document, but with the other aspects of my position have struggled to find time. In my previous position I worked with 2 other individuals on the Pool Safety Plan, while working in a full-time supervisory position. After 3 years, with the input of 3 experienced staff we were able to produce a very rough copy of a pool safety plan. I have



provided this information for you as an example of the amount of work that is required to produce a document of this importance. I am willing to be retained on staff, or contract to complete this prior to the 2019 season opening. Having knowledge of the facility and its operations is crucial to the production of a pool safety plan, but it will also require the input of various other departments during the development. Alternatively, I can research the information of individuals that can be contracted to do such work.

### Lifeguard Operations

This year, for the first-time lifeguards completed a rotation pattern for guarding the pool. This is common practice for lifeguard's nation-wide and is taught as part of the National Lifeguard course. A number of studies have concluded that it is important for lifeguards to make a change in their position to avoid fatigue, boredom and perceptual blindness which is; when lifeguards fail to perceive an unexpected stimulus that is in plain sight. Once staff grasped the concept of rotations they have really come to enjoy them and feel much more confident in their ability to scan the pool effectively for their entire shift. Previously staff would be scheduled 6-8 hours and would remain on deck, with a maximum of 2 lifeguards for a full, or over capacity pool. In addition, staff were also responsible for cashier duties and pool admittance.

The addition of rotations and a student cashier position have been one of the most important and beneficial changes made to the pool operations. These changes have brought us up to standard and have improved the professionalism and safety at the pool tenfold. Having rotations has meant scheduling more staff than previous years to meet industry standards, which has contributed to our on-going short staffing issues. I am aware that we have limited number of qualified individuals in the area to hire, but continuing to run without a full staff will limit the amount of patron entries further lowering our capacity each day, we are unable to schedule enough staff to allow 181 patrons. In order to allow 181 in the pool there would have to be 5 lifeguards on deck, and a minimum of 1 rotation, which would leave each of the 5 lifeguards in the sun for 1 hour and 15 minutes if there were no incidents which affected rotation. Currently we have 8 staff available to lifeguard, just to allow in capacity we need to schedule a minimum of 6, preferable 7 lifeguarding staff. Because of the unpredictability of patronage and our staffing difficulties, it has made scheduling one of the biggest struggles of the season. In addition to the Jr. Pool Supervisor Position, 1 more senior and 1 more junior/casual (lower hour/on-call) position should be added.

### Documentation

This year has also brought with it, a number of new documents to keep staff accountable and ensure we have appropriate documentation of the daily on-goings at the facility. The new documents include records for; opening and closing shifts, daily cleaning, changeroom checks, and pass registration. The pass registration forms have been particularly helpful in the event that we need to get a hold of swimmers for a last-minute change in swim times.

### Rule Enforcement

Lifeguards have been diligently enforcing rules such as our “No Food Rule” and “Under 8 Rule”. I have provided staff with a number of tactics and wording for approaching patrons regarding both rules. Later in the season it was clear staff became more comfortable enforcing rule and dealing with a number of difficult patrons. Both rules are outlined in the BC Health Act, if not enforced could lead to us facing fines or being shut down in the interest of public health. Patrons who have refused to listen to direction of the staff have been asked to leave the facility.

### Client Tracker

The purpose of this tracker should be carefully considered and a new more fitting system should be used. As noted in the client tracking report there are a number of factors that have resulted in unreliable numbers. If a system requiring a computer is chosen, a designated computer should be used.

### Conclusion

I am very grateful to have held this position and to have worked with some lovely young individuals. We faced a number of challenges throughout the season, but they all seem like a distant memory now. Some mole hills felt like mountains and some mountains felt like they never ended. In the end, everything turned out great. There was so much hard work on behalf of so many people. The whole public works crew did such a fantastic job, we heard nothing but praise about the water, the showers and the grounds. The lifeguards all embraced change, worked hard to keep everyone safe while creating a fun enjoyable place to work and play.

I am concerned about the outlook for staffing next summer. I hope that with a few years of hard work in training and community partnership, we can continue to keep this beautiful facility open with a staff that is dedicated to public safety and water safety training and education.

## Purpose

This report is generated to provide a picture of how many patrons from various areas in the peace region use the Hudson's Hope Swimming Pool.

## Contributing Factors

The client tracking system is a very finicky system. This has been noted in previous year end reports as well as by the area staff who use it through the winter season. The numbers provided are the numbers that the client tracker recorded and saved, there are a number of days where they system failed to accurately record and save patrons admittance. It is a manual system and does require that staff scan the appropriate card for each patron, and on busy days this does is often the first item to lose attention. However, on days that the system is given full attention and accuracy is a priority we find that the system still only saves a portion of scans throughout the day.

The client tracker also requires that it be the only program running on the computer. If someone is working on anything else on the laptop the scanner will not track clients. Currently, the Fort St. John client card is suspended, this has previously happened with the PRRD card and the General non-local card. It is the simple bump of some button that seems to cause the suspension, and until the suspension expires we cannot track the suspended "client". Lastly, the laptop it's self is also a difficult piece of technology, it often skips around screens, closes windows without notice and fails to save documents frequently, this also affects the capabilities of the client tracking system.

When patrons are asked where they live many give the closest city, for example patrons from Charlie Lake or Wonowon will say they live in Fort St. John or patrons from Moberly Lake will say they are from Chetwynd. When time permits staff will press the client for a clearer picture of where they are from but this often leads to frustrated patrons and still short answers. Alternatively, if patrons are asked if they pay taxes to PRRD or if they are municipal tax payers they often do not know. Very few patrons know their electoral areas and are frustrated having to answer so many questions just to come swimming. Given all the factors listed above, I present the number of clients that have used the pool this season as a poor depiction of totals, but given the randomness of the tracking failures, an approximate representation of proportions by area, baring client inaccuracy in reporting.

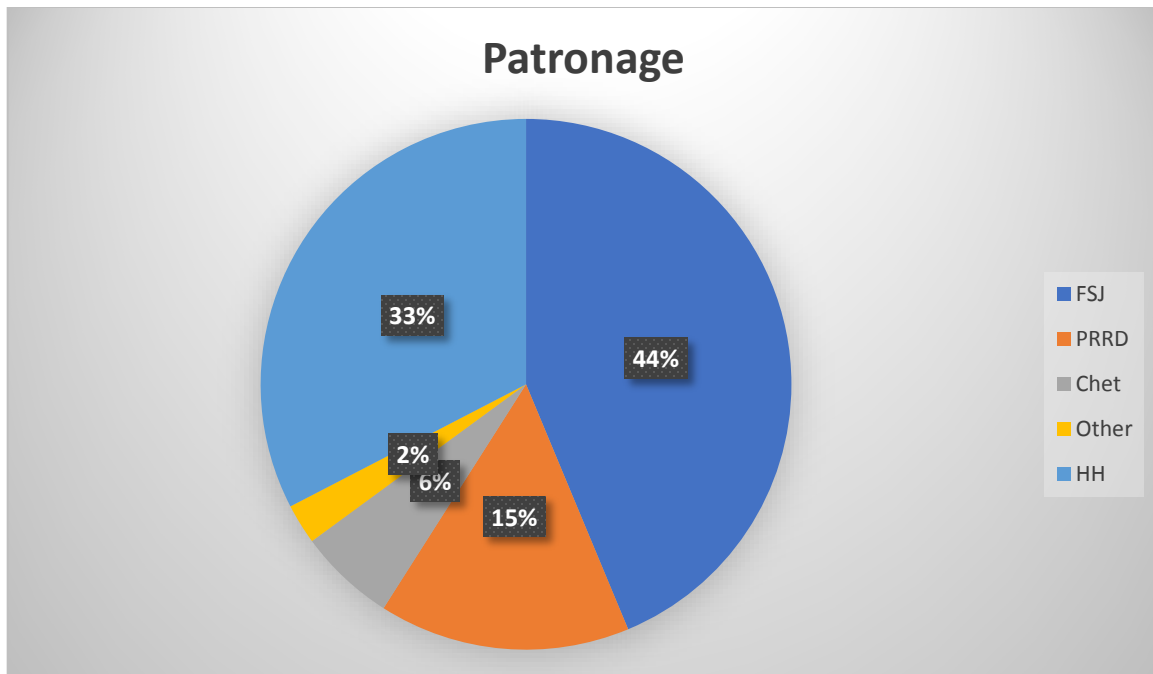


Figure 1.1 – Patronage by percent

### Patronage Details

Patrons have been divided into 5 groupings for the purpose of this report, based on area. These areas are as follows; Fort St. John, Hudson's Hope, Peace River Regional District, Chetwynd and Other (non-peace region, Tumbler Ridge, Taylor, Dawson Creek). Data is provided from opening weekend, May 19<sup>th</sup> until August 7<sup>th</sup>, 2018.

Fort St John is the leading group of visitors with 1,582 recorded visits, making up 44% of visits this season.

Hudson's Hope locals make up the second largest number of visits with 1,180, totalling 33% of the visits this season.

Visitors who are able to distinguish themselves as PRRD residents made 554 visits, making up 15% of visits.

Chetwynd area visitors were recorded 214 times for a 6% total this season.

Visitors from areas outside the peace region and they few visitors from Dawson Creek, Tumbler Ridge, and Taylor made up 89 visits to make up 2% of total recorded visits this summer.

A visual representation of these numbers can be seen in figure 1.2 below.

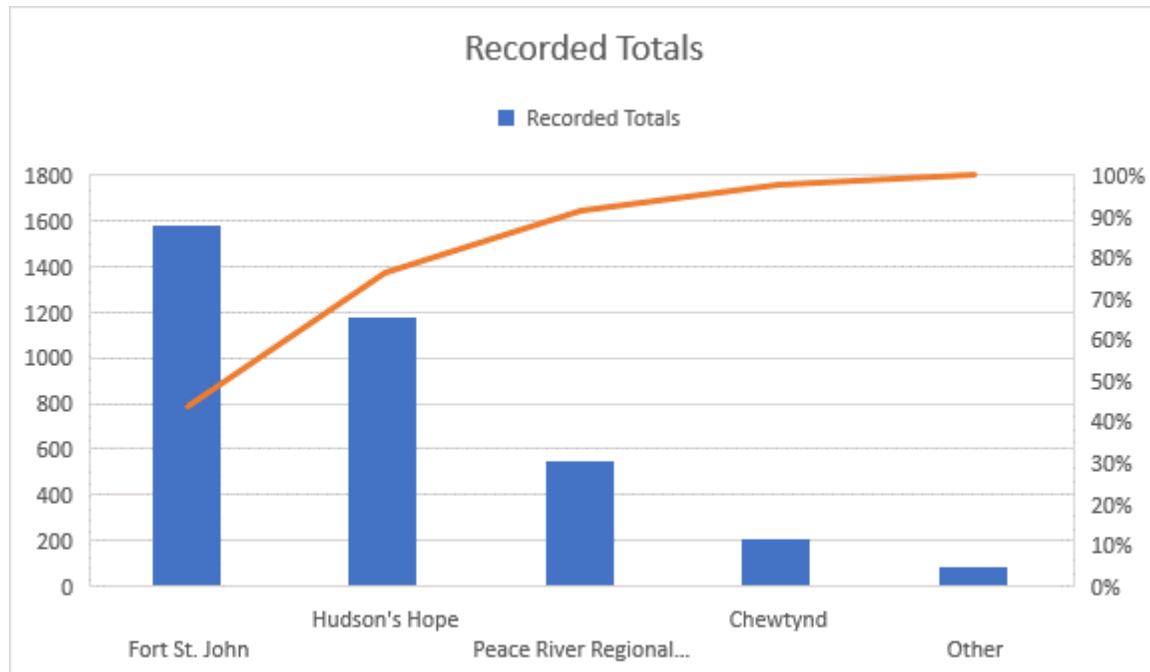


Figure 1.2 – Recorded Totals

## Conclusion

Due to the client tracker difficulties, these numbers provide a very random sample of our seasonal patronage.

## Maintenance Items – priority list

### Chlorine system

This is essential to daily operations and will need replaced before next year. Public Works has been looking into costs and options for this and should be able to provide numbers once they have completed their research. I have never had to replace a system like this so I cannot even begin to guess the cost.

### Changeroom drains

These have been an on-going issue for a number of years, this is something that sound have been budgeted for over the previous years. The pooling water is a massive safety hazard from a number of points of view as noted in the full report. The cost will depend on if it is done in or out of house. I do expect this would be a costly item.

### Winter cover

This will be a less costly item that will make seasonal start up much quicker and easier. Though I cannot again say with certainty as price as I have never looked into custom covers, public works said they would be willing to try starting with a large tarp type system.

### Front Desk Counter Top

Another less costly item, this would be able to be done by public works staff and most of the cost would be labour.

### Pool Liner

This pool liner will need replaced sooner, rather than later. I would suggest waiting no more than 5 years. This is an item that should be budgeted over the coming years as I expect it will be costly. I have never worked at a pool with a liner, they are not common as public pools so I cannot again speak to the cost. A second option to replacing the liner, would be to tile the pool. This would be a more long term solution with a large upfront cost. Due to the extreme northern weather, this may not be advisable here and would need to be further researched.

### Office Electrical

In the pool office there is a great deal of extra wiring. This is a smaller task that can be taken care of by public works staff. It should just involve identifying each wire and organizing them in a safe and more visually appealing manner, possibly sending them under the desk.

## THE DISTRICT OF HUDSON'S HOPE

**REPORT TO:** Mayor Gwen Johansson and Council  
**SUBJECT:** Capital Planning Tools  
**DATE:** August 21, 2018  
**FROM:** Chris Cvik, Interim CAO

---

At the July 23, 2018, Council Meeting, Councillor Gibbs shared a draft Capital Project planning tool that will help Administration and Council prioritize capital planning projects.

On July 25<sup>th</sup>, Councillor Gibbs met with John Simcock, Director of Public Works and myself to discuss the draft. We also discussed how the Planning Tool ties into Asset Management recording and reporting and the broader concept of Life Cycle Costing. A draft of the various tools is attached.

Administration will be using the Planning Tool and the Asset Management tools and adopting the principles of Life Cycle Posting during the preparation of the 2019 budget for Councils review and consideration.



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Chris Cvik

## 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 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 your previous answer what is the risk ranking for this project? (See the attached risk matrix)

What is the estimated cost?

What is your estimate based on? Circle all applicable:

Quote

Past work

Best Guess

Other: \_\_\_\_\_

Other comments

## ASSET MANAGEMENT INVENTORY FORMS

<b>Fixed &amp; Capital Assets Inventory Worksheet</b>								
<b>Name of Jurisdiction:</b>								
<b>Department and/or Location:</b>								
<b>Date:</b>								
Tag/Item No.	Asset Description	Model # and/or Serial # (if applicable)	Verification of Asset ✓	Condition of Asset	Addition / Deletion	Modification	Transfer to Other Dept.	Date of Asset Change

\_\_\_\_\_  
Signature of individual performing inventory

\_\_\_\_\_  
Date

## ASSET MANAGEMENT INVENTORY FORMS

<b>Small &amp; Attractive Assets Inventory Worksheet</b>									
<b>Name of Jurisdiction:</b> _____									
<b>Department and/or Location:</b> _____									
<b>Date:</b> _____									
Tag/Item No.	Asset Description	Model Name/No.	Serial Number	Verification of Asset ✓	Condition of Asset	Addition / Deletion	Modification	Transfer to Other Dept.	Date of Asset Change

\_\_\_\_\_  
Signature of individual performing inventory

\_\_\_\_\_  
Date

## ASSET MANAGEMENT INVENTORY FORMS

<b>Public Works Shop Inventory Worksheet</b>									
<b>Name of Jurisdiction:</b>									
<b>Public Works Location:</b>									
<b>Date:</b>									
Dept Code: <sup>1</sup>	Item	Brand	Size	Cost per Item	Number of Items	Total Cost	Date of Purchase	Transfer to Other Dept.	Date of Asset Change

\_\_\_\_\_  
Signature of individual performing inventory

\_\_\_\_\_  
Date

<sup>1</sup> Department Code

<b>1</b> Water <b>2</b> Sewer <b>3</b> Storm <b>4</b> Streets	<b>5</b> Parks <b>6</b> Pool <b>7</b> Public Works (shared) <b>8</b> Hydrants
--	--

## REQUEST FOR DECISION

<b>RFD#:</b> CC-2018-07	<b>Date:</b> August 21, 2018
<b>Meeting#:</b> CM081327	<b>Originator:</b> Chris Cvik, Interim CAO
<b>RFD TITLE:</b> Road Use Agreement	

### RECOMMENDATION:

1. That Council approve the Road Use Agreement with TransCanada in respect of pipe that is to be removed from the Beryl Prairie laydown yard off Drew Road.

### BACKGROUND:

In 2015, the Beryl Prairie Sub-Division Road was damaged by wear and tear caused by heavy transport trucks. The District was responsible to repair the road and the costs were borne by tax payers.

In 2017, the District paved Drew Road and is now concerned about a similar occurrence as TransCanada will be removing pipe from a laydown yard off Drew Road as part of the North Montney Mainline Project - Nova Gas Transmission Ltd. (NGTL) project. A Road Use Agreement will help ensure the road is left in the same condition or better as a result of the extra industrial vehicle traffic.

### DISCUSSION:

TransCanada has agreed to enter into a road use agreement with the District. As part of the Road Use Agreement, staff will conduct a pre and post-haul inspection of the Route. This may involve the use of video/camera recording. Public Works Staff will prepare an initial assessment/inspection report of the Route and identify anything that should be noted. A copy of the pre-haul inspection report will be sent to TransCanada.

NGTL is scheduled to start construction in August 2018 with an anticipated Project in-service date of Q2 2020.

### FINANCIAL CONSIDERATIONS:

Costs should be negligible as TransCanada is agreeing to pay for all damages resulting from its use of the Route.



Chris Cvik, Interim CAO

Attch: Draft Road Use Agreement

## **Road Use Agreements**

### **Policy Statement:**

*Road infrastructure in the District of Hudson's Hope is intended for public use. The District of Hudson's Hope recognizes that business and industry rely upon road infrastructure. However, it is acknowledged that at times demands placed upon roads by truck traffic often exceed capacity of the roads, resulting in damage to the roadways that render the roads unsafe or damaged. This Policy is directed at preserving road infrastructure by reducing road damage while minimizing publicly funded maintenance costs and protecting the safety of all road users.*

### **Policy Intent:**

To define consistent practice regarding the use and enforcement of Road Use Agreements by the District of Hudson's Hope with persons or businesses who may cause extraordinary damages to roads within the jurisdictional boundaries of the District of Hudson's Hope.

### **Definitions:**

**Road** means any street, road or highway under the direction, control and management of the District of Hudson's Hope shown as a road on a plan of survey filed and registered with Land Titles or land used as a public road, and includes a bridge forming a part of the public road and any structure incidental to the road.

**Road Use Agreement** means the approved Road Use Agreement, as amended from time to time by the Director, Public Works and Engineering, or his or her designate, attached to this Policy as Appendix A.

## **APPENDIX A**

### **ROAD USE AGREEMENT**

Agreement No.:

**ROAD USE AGREEMENT**

This Agreement made this \_\_\_\_ day of \_\_\_\_ A.D. \_\_\_\_

BETWEEN:

**DISTRICT OF HUDSON'S HOPE** (hereinafter referred to as "the District")

of the First Part

-and-

\_\_\_\_\_  
(hereinafter referred to as "the Company")

of the Second Part

**WHEREAS** the District has the direction, control and management of all roads within its municipality boundaries pursuant to the *Community Charter* [SBC 2003], as amended and repealed and replaced from time to time;

**AND WHEREAS** the Company desires to transport goods and materials within the jurisdiction of the District pursuant to the terms as set out specifically at Schedule "A" to this Agreement, and which forms part of this Agreement;

**AND WHEREAS** the District has agreed to such use on the terms and conditions as set out below and in Schedule "A" and which form part of this Agreement;

**NOW THEREFORE** this Agreement witnessed that in consideration of the terms and conditions hereinafter specified, the parties agree to as follows:

**USE OF ROAD**

1. Subject to the terms and conditions set out in this Agreement, the Company may transport the goods and materials along the roads shown on the plan attached as Schedule "A" to this Agreement (hereinafter referred to as the "Route") during the Term of the Agreement. All activity associated with this Agreement shall include the transport of goods, associated manpower and materials to and from the operations site along the Route and shall include start-up operations, on-going operations and wrap-up operations.



### TERM

2. The term of this Agreement shall commence on the \_\_\_\_ day of \_\_\_\_ A.D., \_\_\_\_\_, and conclude on the \_\_\_\_ day of \_\_\_\_ A.D. \_\_\_\_\_ ("Term").

### INSPECTIONS

3. The District shall conduct pre and post-haul inspections of the Route to assess the condition of the Route and to determine the deterioration of the Route attributing to the Company. The pre and post-haul inspections must be initiated by the Company. The District shall notify the Company of the date and time of the pre and post-haul inspections and such inspections must be conducted in the presence of a representative of the Company upon the Company's request.
4. The District may conduct intermediate inspections of the Route to assess the condition of the Route and to determine the deterioration of the Route attributing to the Company.

### COVENANTS AND OBLIGATIONS OF THE COMPANY

5. In consideration of the permission hereby granted by the District, the Company covenants and agrees to the following:
  - a. To pay for damages to roads, ditchways, culverts, or other property on or adjacent to the Route resulting from the Company's use of the Route, as determined by the District, acting reasonably.

### MAINTENANCE AND RESTORATION OF ROUTE

6. The Company accepts responsibility for road damage caused as a result of its use. The Company further agrees to restore the roadways, road allowances, drainage ditches and bridges that comprise the Route to the condition they were in as of the commencement date of this Agreement. The District agrees to the Company undertaking maintenance work upon the Route as may be required to maintain the Route in good condition, including dust control (water and/or calcium chloride), grading and spot gravelling.
7. As determined by any inspection of the Route contemplated pursuant to Section 3 above, the District, shall determine what maintenance or restoration work, if any, is required of the Route to be completed by the Company and provide a detailed explanation of same to the Company. The restoration may include maintenance of the road surface in a safe condition by adding surface material as well as restoration of the surface to an "as-found" condition prior to the expiry of this Agreement.

8. Such maintenance and restoration work is to be completed within a reasonable time as determined by the Company and District. Maintenance and restoration work may be undertaken by the District of Hudson's Hope at the Company's request or by a contractor, approved by the District, acting reasonably, hired by the Company. The Company may request for a longer period to complete the repair and restoration work if such work, as approved by the District, is of sufficient merit to extend.

#### TERMINATION, DEFAULT AND SUSPENSION

9. In case of default, this agreement may be terminated by either part by giving SEVEN (7) days written notice. Any notice, demand or other document required or permitted to be given under the terms of this Agreement shall be sufficiently given to the party to whom it is addressed if in writing and is faxed, mailed or delivered to the intended party at the address specified below for such recipient or, as to either party, at such other address as either party may furnish to the other from time to time. Except as otherwise provided in the Agreement, all communications shall be deemed to have been duly given when transmitted by facsimile or personally delivered or, in the case of registered mail, upon receipt, in each case given or addressed as aforesaid:

TO the District:

District of Hudson's Hope

PO Box 330 Hudson's Hope, BC V0C1V0

Fax: 250-783-5741

Attention: \_\_\_\_\_

TO the Company:

\_\_\_\_\_  
\_\_\_\_\_

Fax: \_\_\_\_\_

Attention: \_\_\_\_\_

#### GENERAL TERMS

10. This agreement is non-transferable but shall ensure to be binding upon the parties hereto, their respective heirs, executors, administrators, successors and assigns.

IN WITNESS WHEREOF the parties have hereunder affixed their seals of their proper officers as of the day and year first above written.

DISTRICT OF HUDSON'S HOPE

Date: \_\_\_\_\_

Per: \_\_\_\_\_ c/s

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

COMPANY

Date: \_\_\_\_\_

Per: \_\_\_\_\_ c/s

Date: \_\_\_\_\_

Witness: \_\_\_\_\_





**LEGEND**

- Waterbody
- Watercourse
- Road
- Forestry Road

**REFERENCES**

Projection: NAD 1983 UTM Zone 10N

SEGMENT	ROAD NAME	TENURE NUMBER	OWNERSHIP
A - B	Drew Road	N/A	District of Hudson's Hope

**NOVA GAS TRANSMISSION LTD.**

NORTH MONTNEY MAINLINE (AITKEN CREEK SECTION)

Road Use Map

**DREW ROAD**

**DISTRICT OF HUDSON'S HOPE**

0 50 100 200 m

Scale: 1:5,000

GIS: JH  
Date: Aug 23, 2018  
Revision: R0  
RN Project: 110354RU2

**FIGURE 1**

**ROYNORTHERN**  
Land and Environmental

207, 10139 100 St.  
Fort St. John, BC  
V1J 3Y6  
(250) 261-6644

Disclaimer: This map includes data collected by Roy Northern from various third party sources. This map is provided "as-is" and it is not a legal survey or a legal description. Roy Northern explicitly disclaims any representations and warranties as to the accuracy, timeliness, reliability or completeness of this data. In no event will Roy Northern or its employees be liable for any losses or damages that might arise from the use of the map and data. If this map is in a digital PDF form, it must be printed to scale specified on the map before it could be used as a hardcopy map.



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

**REPORT TO:** Mayor Gwen Johannson and Council  
**SUBJECT:** LGMA 2018 MATI FOUNDATIONS  
**DATE:** AUGUST 23, 2018  
**FROM:** Andrea Martin

---

On Sunday August, 12, 2018 until Friday, August 17, 2018 I attended the LGMA 2018 MATIS Foundations in Kelowna at UBC's Okanagan Campus.

The MATI Foundations is a weeklong, fast paced, information packed learning opportunity of which a wealth of information is shared and networking opportunities arise.

Topics of discussion ranged from Regional District roles and responsibility to Emergency management, Human Resources, Duties of the Corporate Officer to Public Consultation are just to name a few.

There were some aspects of Municipal Government that were a bit grey for me but spending the week learning and meeting others from small communities very much the same as ours has cleared most questions I had.

I am excited to bring some of knowledge that I gained forward into the office here in Hudson's Hope.

Sincerely,

Andrea Martin



August 20, 2018

Dear Councillor & Staff,

**Re. Private Cannabis Retailers and BC Municipalities**

The Canadian Association of Medical Cannabis Dispensaries (CAMCD) is a private, not-for-profit corporation established in 2011. We represent cannabis retailers who are compliant with municipal bylaws and provincial legislation.

CAMCD has evolved along with advancements in the legal non-medical legislation, and currently works with non-medical cannabis retailers. All of our members abide by a code of conduct and required organizational practices, and we have also developed standards and a certification program.

One of our key mandates has been to bring cannabis retail into the legal framework. To that end, we have worked with several municipalities in British Columbia to develop regulations for the licensing of private retailers. We advocated successfully for the inclusion of private retailers in the federal Cannabis Act, to be operationalized by the provinces and municipalities. We also advocated successfully for existing municipally licensed and approved dispensaries to have the opportunity to transition into the provincially regulated industry.

Regulation of the cannabis industry holds great promise for British Columbia and its municipalities. The cannabis industry currently represents from \$2 to \$7 billion in annual revenue for the province. An important part of the success of legalization in meeting the goal of eliminating the illicit market, as well as realizing the economic potential of this industry, is incorporating the pre-existing market into the new legal framework (see [Transitioning Canada's Cannabis Industry](#)).

The BC Chamber of Commerce unanimously passed a resolution at their AGM in May 2018, calling for the inclusion and support of small local business in the new legal cannabis industry, including private retailers and small 'craft' producers. Specifically, the resolution makes the following requests to the provincial government:

1. Take measures to protect the interests of BC cannabis businesses by providing enhanced market access to micro license applicants.
2. Create a mechanism for craft producers to sell direct to private cannabis retailers.
3. Create a private distribution license.
4. We as a Chamber suggest that the government engage with all relevant stakeholders including the Canadian Association of Medical Cannabis Dispensaries.

**We hope that your municipality will support local private cannabis retailers.**

Specifically, we are asking that you support small local cannabis retail businesses by:

1. **Approving provincial private cannabis retail applications**

A successful application for a provincial cannabis retail license will require the support of the prospective retailer's municipality. Osoyoos council recently approved a motion to license only private retailers in their municipality, and not allow provincially run retail. They felt that private retailers were a better option for cost-recovery through business licensing, and also want to support local small businesses.

We ask that you support small 'mom and pop' local retailers, and provide them an opportunity to thrive in the face of [competition with 'big business'](#).

## **2. Minimizing disruption of service for currently existing dispensaries**

Many of the currently operating dispensaries will be seeking to transition to the new legal market. This may entail an interruption of services for a period of time until their application is approved. The disruption of services will have a negative impact on the individual business, their employees numbering in the thousands, their customers/patients and the larger community.

We ask that you help minimize these negative impacts by permitting currently operating dispensaries that are municipally compliant and approved, and in particular CAMCD members, to continue operations at least until October 17, 2018.

## **3. Creating a timely and efficient municipal approval process**

Whether currently existing, or aspiring entrepreneurs, a timely municipal approval process will support small businesses to enter the legal market. These small businesses will be carrying over-head and administrative expenses while awaiting provincial licensing and the ability to commence operations, which for some may amount to an unfeasible financial burden.

We ask that you seek to minimize this financial burden to small local businesses by creating a timely and efficient municipal approval process so that businesses can commence operations as soon as possible after October 17, 2018.

We would like to request to meet with your council and staff to share our extensive experience with private cannabis retail, and discuss in detail how we can help you develop a framework that works for your community and supports local business. We invite any questions you may have.

Sincerely,

Jeremy Jacob, President CAMCD

Rielle Capler, MHA, PhD, Executive Director, CAMCD

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**From:** Simard, Renee IRR:EX  
**Subject:** Open for comment: Section 17 Land Act application Chowade  
**Date:** Monday, August 20, 2018 2:20:17 PM

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Good Afternoon Northeast BC Stakeholders, Public and First Nations,

A Section 17 *Land Act* application submitted by the Ministry of Indigenous Relations and Reconciliation for Halfway River First Nation's Tripartite Land Agreement has been accepted by the Ministry of Forests, Lands, Natural Resource and Rural Development and has entered the review process.

The Tripartite Land Agreement signed between BC Hydro, the Province and Halfway River First Nation (HRFN), provide for opportunities and other benefits to HRFN related to the Site C Clean Energy Project. Tripartite Land Agreements are part of accommodating Treaty 8 First Nations for anticipated impacts the Site C Project will have on their Treaty 8 rights to hunt, fish and trap, which are protected under Section 35 of the Canadian Constitution.

The Section 17 *Land Act* application is a commitment made in the Tripartite Land Agreement for the conservation of natural and heritage resources in an area called Chowade identified by HRFN as being culturally significant to its members. Parcels receiving Section 17 *Land Act* designations are still Crown lands and access remains open for activities such as hunting and fishing. The Section 17 designation also does not restrict existing tenure holders authorized under legislation outside of the *Land Act*.

As part of the review process of the proposed Section 17 *Land Act* designation, the application, map and kmz files are posted to the Applications and Reasons for Decisions webpage. There, you can also find a document that provides more background information on what Tripartite Land Agreements are, comments heard during previous stakeholder engagement and a link to provide your comments on how the application may potentially impact your interests. You can access the webpage here: <https://arfd.gov.bc.ca/ApplicationPosting/viewpost.jsp?PostID=55838>.

Regards,

Dale Morgan  
Regional Manager  
Ministry of Indigenous Relations and Reconciliation



## 2018 Annual Report and Resolutions Book

August 15, 2018

The 2018 Annual Report and Resolutions Book is [now available](#). In the coming weeks, hard copies will be mailed out to each local government. A copy will be sent for each CAO and elected official. If you are attending Convention be sure to bring the book with you.



## Wildfire Impacts on Police Resources

UBCM has received correspondence from the provincial government regarding potential impacts from the current wildfire situation on local governments that utilize RCMP policing services. Local RCMP detachments across BC may be required to redeploy some of their Members to assist. [Read more](#)



[Register for the 2018 UBCM Convention](#)

## Greyhound Session Added to Convention Program

UBCM has added an additional study session to the Monday pre-conference line-up titled: Not in Service: Greyhound Leaves BC Behind. The session will be held on Monday, September 10 from 1:30 - 4:30 pm at the Whistler Conference Centre. [Read more](#)

**DAVID LOUKIDELIS QC**

Associate Counsel  
Young, Anderson

**Leaders in  
Local Government Law  
& Labour Relations**

**YOUNG ANDERSON**  
BARRISTERS & SOLICITORS

## Nominations for 2018-19 Executive Announced

In response to a Call for Nominations by UBCM's Nominating Committee, the Nominating Committee Report has been prepared and is now available online. The report includes a summary of candidates running for Executive positions and their bios. Members will receive hard copies of the report by mail before the end of August. [Read more](#)

## Model Code of Conduct

The Working Group on Responsible Conduct has developed a model Code of Conduct for use by councils and boards. The purpose of the resource is to provide a set of principles and general standards that support the development or updating of a Code of Conduct. A companion guide has also been prepared to provide additional guidance and resources. [Read more](#)



## Excellence in Local Government

Local governments in British Columbia are served and supported by a host of independent organizations. Together, these groups have developed a new resource, [Excellence in Local Government](#), which describes the mandate and service delivery for each. The hope is that this summary will fill a niche in the information currently available on the system for local government in BC, and will aid the orientation of newly elected officials and staff.

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**From:** Resource Works  
**To:** [Tammy McKeown](#)  
**Subject:** UBCM: Please defend responsible salmon farming  
**Date:** Tuesday, August 21, 2018 7:00:52 AM

---

Nicole --

Local government representatives are being asked to approve Resolution A2 at the Union of British Columbia Municipalities convention.

Salmon farms have not been shown to create population-level harm to wild salmon in British Columbia. Resolution A2 is a terrible idea for salmon farming as well as wild salmon.

**[Get the full background here.](#)**

No reputable scientist supports the statements contained in misleading Resolution A2. If adopted in practice, this will create an exodus of investment as well as the technical expertise required to manage wild salmon. It will mean more empty storefronts in struggling British Columbia communities, with absolutely no benefit whatsoever for wild salmon.

If you're interested in promoting science-based aquaculture, why not consider the language contained in Resolution B73 at this year's UBCM.

Resource Works

<http://www.resourceworks.com/>

--==--

Resource Works Society · 688 W Hastings St, 408 , Vancouver, BC V6B 1P1, Canada

This email was sent to [nicole@hudsonshope.ca](mailto:nicole@hudsonshope.ca). To stop receiving emails, [click here](#).

You can also keep up with Resource Works on [Twitter](#) or [Facebook](#).

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Created with [NationBuilder](#), software for leaders.

**From:** [Chris Cvik](#)  
**To:** [Lannie Rhymer](#)  
**Cc:** [Gwen Johansson](#); [Travous Quibell](#); [Dave Heiberg](#); [Kelly Miller](#); [Mattias Gibbs](#); [Heather Middleton](#); [Caroline Beam](#); [Tammy McKeown](#)  
**Subject:** RE: "Welcome To Hudson's Hope" signs  
**Date:** Thursday, August 23, 2018 7:35:49 AM

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Thank you for your email. It will appear on the August 27th Council agenda.

Chris

Chris Cvik, Interim CAO  
 District of Hudson's Hope  
 Cell: 250-783-0942

-----Original Message-----

From: Lannie Rhymer <lannimator@gmail.com>  
 Sent: August 22, 2018 4:21 PM  
 To: Chris Cvik <cao@hudsonshope.ca>  
 Cc: Gwen Johansson <mayor@hudsonshope.ca>; Travous Quibell <travous@hudsonshope.ca>; Dave Heiberg <dave@hudsonshope.ca>; Kelly Miller <kelly@hudsonshope.ca>; Mattias Gibbs <mattias@hudsonshope.ca>; Heather Middleton <heather@hudsonshope.ca>; Caroline Beam <caroline@hudsonshope.ca>  
 Subject: "Welcome To Hudson's Hope" signs

Good Afternoon,

My name is Lannie Rhymer and I work casually for the District of Hudson's Hope helping the groundskeeper plant all the annuals every spring and also help with tree planting projects. Previously, I was the groundskeeper for the DOHH from 2006 to 2014 I'm writing to you concerning the Virginia Creepers that are growing on the back side of the two welcome to Hudson's Hope signs located at the entrances to town. It has come to my attention that they have been deemed too problematic, obstructing the view of the signs, and are slated to be completely removed this fall. I strongly feel that this decision is hasty and a bit drastic as well as somewhat uninformed. There's some history to these plantings that you are probably not aware of.

The large concrete signs were installed in 2007 I believe, they had a different design on the front side than they do now. The back side of the signs were plain grey concrete; very unsightly, cold and unwelcoming. As the groundskeeper I was approached by several people including managers, counsellors and countless Hudson's Hope residents concerning how terrible the sign backs appeared. I couldn't have agreed more, so my solution was to cover them with the Virginia Creepers. The public had an overwhelming positive response to this solution. They've grown to completely cover those hideous sign backs, and even poke their little vines over the tops and around the sides of the signs, which was my intention in order to soften their appearance in the landscape. The signs sort of looked as though they were floating in outer space in their original state.

Now that the vines have reached their desired size they should be controlled by shearing two to three times per summer, which was always my intention.

Removing these vines present a few problems:

- 1.) Extremely unsightly appearance on the back of the signs.
- 2.) Constant complaints from the general public concerning the removal of the vines which is going to be directed at Groundskeeper Jamie Eastman.
- 3.) Virginia Creeper is notoriously tough and almost impossible to remove.

My other concern is that there hasn't been an alternate solution decided upon, or organized to make the backs of the signs have a nice appearance. Keep in mind that there are also mature shrubs growing in the sign beds which need to be considered when you decide on an alternate solution to this problem.

If you are absolutely dedicated to the decision of removing the Virginia Creepers then I would strongly suggest making a public announcement beforehand. It is completely unfair to, and not Groundskeeper Jamie Eastman's responsibility or part of her job description to field all the complaints concerning your decision to remove the vines.

I am truly confused as to why these vines are suddenly such a terrible problem. They look beautiful all summer, they cover the ugly sign backs, they get endless compliments from the public, and in the fall they turn deep red. Absolutely gorgeous!

The best solution to this issue is to use some common sense. Have the Virginia Creepers sheared periodically over the growing season so that they do not obstruct any part of the "Welcome To Hudson's Hope" signs.

Thank you for your time and consideration to this matter.

Lannie Rhymer

lannimator@gmail.com  
Home 250-783-2352  
Cell 250-262-6598

Sent from my iPad

**Tammy McKeown**

---

**Subject:** FW: Hi Tammy

**From:** Chris Cvik  
**Sent:** July 30, 2018 12:38 PM  
**To:** 'johnsimcock@hudsonshope.ca' <[johnsimcock@hudsonshope.ca](mailto:johnsimcock@hudsonshope.ca)>  
**Subject:** FW: Hi Tammy

Cut it down.

Chris

**Chris Cvik, Interim CAO**  
District of Hudson's Hope  
Cell: 250-783-0942

**From:** Kelly Miller  
**Sent:** July 30, 2018 12:03 PM  
**To:** Chris Cvik <[cao@hudsonshope.ca](mailto:cao@hudsonshope.ca)>  
**Subject:** Re: Hi Tammy

Um. Doesn't appear to have had anything done to it.





On Jul 30, 2018, at 9:07 AM, Chris Cvik <[cao@hudsonshope.ca](mailto:cao@hudsonshope.ca)> wrote:

fyi

Chris Cvik, Interim CAO  
District of Hudson's Hope  
Cell: 250-783-0942

-----Original Message-----

From: John Simcock  
Sent: July 30, 2018 9:05 AM  
To: Chris Cvik <[cao@hudsonshope.ca](mailto:cao@hudsonshope.ca)>  
Cc: Tammy McKeown <[clerk@hudsonshope.ca](mailto:clerk@hudsonshope.ca)>  
Subject: RE: Hi Tammy

The vine was worked on Friday.

-----Original Message-----

From: Chris Cvik  
Sent: July 27, 2018 2:54 PM  
To: John Simcock <[johnsimcock@hudsonshope.ca](mailto:johnsimcock@hudsonshope.ca)>  
Cc: Tammy McKeown <[clerk@hudsonshope.ca](mailto:clerk@hudsonshope.ca)>  
Subject: FW: Hi Tammy

John, I had Councillor Miller in the office this afternoon talking about the vine.



Please remove the vine in its' entirety. This will address the problem now and in the future. Please let me know when this will be actioned.

Chris

Chris Cvik, Interim CAO  
District of Hudson's Hope  
Cell: 250-783-0942

-----Original Message-----

From: Chris Cvik  
Sent: July 26, 2018 12:24 PM  
To: Public Works <[publicworks@hudsonshope.ca](mailto:publicworks@hudsonshope.ca)>  
Cc: Tammy McKeown <[clerk@hudsonshope.ca](mailto:clerk@hudsonshope.ca)>; John Simcock <[johnsimcock@hudsonshope.ca](mailto:johnsimcock@hudsonshope.ca)>; Kelly Miller <[kelly@hudsonshope.ca](mailto:kelly@hudsonshope.ca)>; Wallace Roach <[wallace@hudsonshope.ca](mailto:wallace@hudsonshope.ca)>  
Subject: Re: Hi Tammy

Can the vines be removed with having to rent a unit. Can a ladder be safely propped up against the sign to work from?

Sent from my iPhone

On Jul 26, 2018, at 11:16 AM, Public Works <[publicworks@hudsonshope.ca](mailto:publicworks@hudsonshope.ca)> wrote:

The vines cannot be trimmed safely without the use of a Voom Boom. Currently there is no one in Public Works qualified to operate that equipment. I've inquired about Leavitt Machinery out of Fort St John to come to Hudson's Hope to certify the full time Public Works Crew.

-----Original Message-----

From: Tammy McKeown  
Sent: July-26-18 9:23 AM  
To: John Simcock <[johnsimcock@hudsonshope.ca](mailto:johnsimcock@hudsonshope.ca)>; Public Works <[publicworks@hudsonshope.ca](mailto:publicworks@hudsonshope.ca)>  
Subject: FW: Hi Tammy

Please schedule the removal of the vines form around the front of the Hudson's Hope signs on either side of town.

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)

-----Original Message-----

From: Chris Cvik

Sent: Thursday, July 26, 2018 9:21 AM

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

Subject: RE: Hi Tammy

Yes please.

Chris

Chris Cvik, Interim CAO

District of Hudson's Hope

Cell: 250-783-0942

-----Original Message-----

From: Tammy McKeown

Sent: July 25, 2018 11:26 AM

To: Chris Cvik <[cao@hudsonshope.ca](mailto:cao@hudsonshope.ca)>

Subject: FW: Hi Tammy

Every year Councillor Miller requests that the vines be cleared from the front of the signs. The request is made from his position on the sign committee.

Would you like me to send a request to public works to include this into their schedule for sometime this month?

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)

-----Original Message-----

From: Kelly Miller

Sent: Wednesday, July 25, 2018 10:48 AM

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

Subject: Hi Tammy

Yearly request:

Can you please pass on (through Chris I presume) the need to have these plants removed by half again to not block the signage

Many thanks

K

**Tammy McKeown**

---

**Subject:** FW: Resolution B135 Recreational Boating Access Infrastructure

-----Original Message-----

From: Boating BC Association [mailto:Boating\_BC\_Association@mail.vresp.com]

Sent: Thursday, August 23, 2018 1:11 PM

To: Tammy McKeown <clerk@hudsonshope.ca>

Subject: Resolution B135 Recreational Boating Access Infrastructure

Dear Mayor/Councillor:

At the upcoming UBCM convention, delegates will have an opportunity to discuss and debate many resolutions that impact their respective communities. To that end, I wish to highlight resolution B135 Recreational Boating Access Infrastructure as submitted by the District of North Saanich.

Recreational boating contributes more than 2.2 billion dollars to the provincial economy each year and employs about 17,000 people. Boating is part of the fabric of many communities, it's important to our quality of life and we have some of the most beautiful boating opportunities in the world. However, over the last several years we have seen a decline in boating access infrastructure in many communities, as marinas and boat launches are removed to make way for development and community amenities.

The issue is one of public access to our waterways and has implications for many communities on Vancouver Island, coastal British Columbia and those that are inland and near waterways.

Boating BC Association is a strong supporter of the resolution that seeks to encourage communities to factor boating access infrastructure into current and future community planning efforts – and it reads as follows:

B135 Recreational Boating Access Infrastructure North Saanich Whereas recreational boating is part of the fabric of many BC communities, contributes to the quality of life and is an important economic and recreational activity; And whereas there is an ongoing decline in boating access infrastructure, and marinas and public boat launches are being removed to make way for development and community amenities:

Therefore be it resolved that UBCM's coastal and lakeshore member communities incorporate existing boating access infrastructure into community planning and identify areas in which there may be potential to add boating infrastructure to their longer-term community plans.

This is an issue we feel is important. It certainly doesn't tie the hands of any council but reinforces the need for consideration of these matters.

Should this resolution reach the convention floor for discussion, we would appreciate your consideration of this matter.

Regards,

Don Prittie President, Boating BC Association

**Pink Mountain:**

Research carried out on Pink Mountain in 2014-16 provides new data that considerably broadens our understanding of the extensive biodiversity of Pink Mountain.

Within the 2.2 square kilometer area that was established as the centre of diversity for the mountain, and that is considered critical for protected status, researchers have now identified 39 significantly rare species.

With an established Ecological Reserve (or similar identification that ensures a stable research site), UBC will assist in promoting alpine research on Pink Mountain.

The arrival of researchers from across Canada will create local business opportunities. The Blueberry River First Nation has expressed interest in providing accommodation and logistic support for researchers.

**Rare Species:**

**Grasse – 1 red-listed**

**Rushes – 1 red listed**

**Moss – 1 red listed**

**Sorrel – 1 red listed**

**Plants – 12 blue listed**

**Moss – 1 blue listed**

**Butterflies – 2 blue listed**

**Northern Caribou – blue listed**

**Stone's Sheep – blue listed**

**Barn Swallow – blue listed**

**Insects:**

1 first record for BC

1 first record for Canada

Moss- 2 first records for BC

Mason Bee – first record for BC

Spiders – 2 second records for BC

Spiders – 1 third record for BC

Butterfly ssp - endemic to Pink Mtn

Insects – 2 sp new to science

**Notice of Motion: For August 27 Council Meeting**

Resolved that the District of Hudson's Hope support protection of a section (minimum 2.2 kilometers) of the Pink Mountain plateau for research and preservation of rare species of plants, insects, and animals.