



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

### **AGENDA**

Council Chambers

Monday November 26th, 2018 at 7:00 PM

**1. Call to Order:**

**2. Delegations:**

D1 YRB North Peace; Rodney Hafner, Andrew Stewart Page 1  
Pre- Winter Operation Meeting

**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 November 5, 2018 Inaugural Council Meeting Minutes Page 3

**7. Business Arising From the Minutes:**

**8. Public Hearing:**

**9. Staff Reports:**

SR1	Visitor Center Year End Report	Page 10
SR2	Building Inspection Revisited	Page 14
SR3	Acting Mayor Schedule	Page 16
SR4	Impairment in the Workplace Policy	Page 18
SR5	2019 Council Meeting Calendar	Page 22
SR6	Committee Appointments	Page 25
SR7	Recreation and Events Update	Page 27

**10. Committee Meeting Reports:**

**11. Bylaws:**

B1	Council Procedure Bylaw Amendment	Page 29
B2	Property Tax Exemption Bylaw	Page 33

**12. Correspondence**

C1	BC Assessment	Page 40
C2	Minerals North	Page 41
C3	BC Non-Profit Housing Association	Page 42
C4	Minister Selina Robinson, Ministry of Municipalities and Housing	Page 44
C5	Letter from Hannah Scott	Page 46
C6	Site C Construction Bulleting	Page 47
C7	Letter from Evelyn Edinger	Page 50
C8	Grant Writer Contract	Page 51
C9	Elected Officials Workshop	Page 53
C10	UBCM- Notification of Executive Vacancies	Page 56

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

**14. Old Business:**

OB1	Northeast Regional Advisory Committee	Page 61
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**15. New Business:**

**16. Public Inquiries:**

**17. Adjournment:**



## DISTRICT OF HUDSON'S HOPE

### Delegation to Council Request Form

Name of person or group wishing to appear before Council:

YRB North Peace (Rodney Halner, Andrew Stewart)

Subject of presentation:

Pre-Winter Operations Meeting

Purpose of presentation:

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

Contact person (if different than above):

Rodney Halner Andrew Stewart

Telephone number:

250-329-6692

Email address:

andrew@yrb.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:

\* Sent in Powerpoint Presentation

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

**Rules for Delegations:**

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

**Helpful Suggestions:**

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

I understand and agree to these rules for delegations

Andrew Stewart  
Name of Delegate or Representative of Group

A Stewart  
Signature

Nov. 6, 2018  
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: _____	



**INAUGURAL COUNCIL MEETING  
November 5th, 2018  
6:00 P.M.  
Council Chambers**

Present **Council:** Mayor Dave Heiberg  
Councillor Mattias Gibbs  
Councillor Patricia Markin  
Councillor Kelly Miller  
Councillor Valerie Paice  
Councillor Travous Quibell  
Councillor Leigh Summer

**Absent:**

**Staff:** CAO, Chris Cvik  
Director of Protective Services, Robert Norton  
Corporate Officer, Tammy McKeown  
Recreation/Special Events Coordinator, Kaitlyn Atkinson

**Other: 1 in gallery**

1. **CALL TO ORDER:**  
The meeting called to order at 6:03 p.m. with Mayor Dave Heiberg presiding.
2. **DELEGATIONS:**
3. **NOTICE OF NEW BUSINESS:**  
Mayors Additions: NB1, NB2  
Councillors Additions: CR1  
Staff Additions: amendment to SR6, SR10, C10
4. **ADOPTION OF AGENDA AS AMENDED BY CONSENSUS:**
5. **DECLARATION OF CONFLICT OF INTEREST:**
6. **ADOPTION OF MINUTES:**

M1 **October 9th, 2018 Regular Council Meeting**

**0550-01**

**RESOLUTION NO.185/18**

**M/S Councillors Paice/Summer**

**That**

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

**CARRIED**

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

- |     |   |                                  |
|-----|---|----------------------------------|
| BA1 | <b>BA4- Library Service Agreement</b> <ul style="list-style-type: none"> <li>Councillor Miller stated he would like to discuss this initiative for the museum. To be brought forward at in-camera meeting.</li> </ul>   | <b>0230-20</b><br><b>1660-00</b> |
| BA2 | <b>BA2- UBCM Report-Councillor Heiberg</b> <ul style="list-style-type: none"> <li>Meeting with Ministry of Transportation has been postponed until December.</li> <li>Ministry has been conducting data collection at the post office to assist in determination of need for crosswalk.</li> </ul>  | <b>0400-01</b><br><b>0400-20</b> |
| BA3 | <b>BA3- Mayor's Report to Council</b> <ul style="list-style-type: none"> <li>Landuse Planning Roundtable:               <ul style="list-style-type: none"> <li>The next meeting is set for November 21, 2018 in Fort St John.</li> <li>Ellen Frisch, TJC Consulting, is a very important key resource; assisted in the creation of the Terms of Reference for the new Legacy Fund.</li> <li>The Council will continue to push in regard to funding for the impacts facing Hudson's Hope.</li> </ul> </li> </ul> | <b>0400-20</b><br><b>6660-20</b> |

8. **PUBLIC HEARINGS:**

9. **STAFF REPORTS:**

- |     |  |                                  |
|-----|--|----------------------------------|
| SR1 | <b>Tax write off</b><br>An electronic vote was conducted on October 18, 2018. The following resolution was approved:<br><i>RESOLUTION NO.183/18</i><br><i>M/S Councillors Heiberg/Miller</i><br><i>That</i><br><i>"Council direct the Deputy Treasurer to write off the outstanding taxes, in the amount of \$918.76, on account for the property located at 9805 Fredette Avenue."</i><br><i>Carried</i>  | <b>1970-07</b><br><b>1950-01</b> |
| SR2 | <b>Strategic Planning Session</b> <ul style="list-style-type: none"> <li>Interim CAO provided background to Council</li> <li>Staff will be in attendance</li> <li>The Strategic Plan flows into the budgeting process</li> </ul> <i>RESOLUTION NO.186/18</i><br><i>M/S Councillors Gibbs/Miller</i><br><i>That</i><br><i>"The 2017 - 2019 Corporate Strategic Plan be received for information;</i><br><i>and</i><br><i>That Councillors provide Administration with a list of their top (3) three priorities they would like to achieve during their four (4) year term (2018 – 2022) by November 17, 2018;</i><br><i>and</i> | <b>6430-01</b>                   |

*That Council be authorized to attend a one-day Strategic Planning Session on Saturday, December 8, 2018, to develop a new Strategic Plan."*  
*Carried*

**SR3 Christmas/New Year's Office Closure 0110-01**

- Amend to read December 31, 2018.

*RESOLUTION NO.187/18*

*M/S Councillors Quibell/Paice*

*That*

*"Council authorize the municipal operations to close at noon hour on Monday, December 24<sup>th</sup> and Monday, December 31, 2018."*

*Carried as amended*

**SR4 PRRD Board Director and Alternate 0360-01**

*RESOLUTION NO.188/18*

*M/S Councillors Miller/Gibbs*

*That*

*"Council appoints Mayor Dave Heiberg as the Director and Councillor Kelly Miller as the Alternate Director for the Peace River Regional District Board."*

*Carried*

**SR5 Development Variance Permit Application 3090-01**

*RESOLUTION NO.189/18*

*M/S Councillors Paice/Quibell*

*That*

*"Council approves the DVP Application – Clark continue to move forward on the basis it is unlikely to negatively affect adjacent property owners; and*

*That Council direct Administration to notify adjacent Neighbouring Properties and Submit the Referral to Government Agencies for review and comments; and*

*That Council direct Administration bring a final report back to Council for consideration."*

*Carried*

**SR6 Council Appointments 0360-01**

- Some committees will meet on a more regular schedule; others will meet as adhoc committees.
- Mayor Heiberg will meet with each Council member separately to discuss the committees
- Names of committee members to be brought back to next Council meeting.

*RESOLUTION NO.190/18*

*M/S Councillors Miller/Paice*

*That*

*"Council approve the following changes to the Committee structure and Appointment to External Organizations."*

- That the Industrial and Housing Committee be split into two separate Committees; Industrial Committee and Housing Committee.
- That a Land Use Planning Committee be established to address to enter land use discussions with First Nations.
- That Appointments to External Organizations include the Peace River Regional District, Rural Roads, Regional Community Liaison Committee and Municipal Insurance Association of British Columbia.
- That under Liasion with Staff, Council eliminate the Personnel Committee and Public Works Committees (these were adhoc commitees and can be re-activated if Council desires).

and

That Council direct Administration to prepare or obtain Terms of Reference (TOR) for the Committees and Appointments to External Organizations and bring back to Council for review and or approval."

Carried

SR7 **Hospital Tax Rate** **1950-01**

RESOLUTION NO.191/18

M/S Councillors Quibell/Gibbs

That

"Council direct Administration to recover the difference of \$3,606 as an adjustment on the 2019 property taxes."

Carried

SR8 **Bank Cheque Signing Authority** **1690-00**

RESOLUTION NO.192/18

M/S Councillors Miller/Paice

That

"Council for the District of Hudson's Hope appoint the following three elected officials and two staff members with Bank Cheque Signing Authority effective November 5, 2018.

- Dave Heiberg - elected
- Kelly Miller - elected
- Travous Quibell - elected
- Rhonda Eastman - staff
- Johanna Dupuis - staff

And That

Council for the District of Hudson's Hope remove the following three elected officials as having Bank Cheque Signing Authority effective November 5, 2018.

- Gwen Johansson - elected
- Caroline Beam - elected
- Heather Middleton - elected

Carried

SR9 **Building Inspection** **3760-01**

- Interim CAO has been in contact with Mr. Pringle; Mr. Pringle has stated he is interested in contracting to the District.
- There is always a risk that he may not wish to continue with the contract, this is the same risk faced if staying with the inter-regional building inspector.



- Tumbler Ridge, Chetwynd and Pouce Coupe are recommending continuing with the amended agreement; interim CAO believes Taylor will also be in favor of the agreement.
- The District of Hudson's Hope's decision is based on cost perspective; it does not make financial sense to stay with the amended agreement.

**RESOLUTION NO.193/18****M/S Councillors Paice/Gibbs****That**

**"Council direct Administration to write a letter to the Regional District that states the District does not want to continue on with the amended agreement due to the unexpected cost increase as a result of the City of Dawson Creek's decision to leave the program.**

**And**

**That Council contract out Building Inspection services for 2019."**  
**Carried as amended."**

SR10	<b>Tax Exemption Bylaw</b>	<b>1950-01</b>
	<ul style="list-style-type: none"> <li>• The Tax Exemption Bylaw requires renewing every 10 years.</li> <li>• Staff missed the deadline to submit the amended bylaw which will make the non-profit organizations, named in the bylaw, taxable for property taxes in 2019.</li> <li>• The District will ensure that these non-profit organizations are not billed for these taxes and a recommendation will be brought forward to Council requesting that the tax amounts are written off, once the tax amounts are known.</li> <li>• The amendment to the Tax Exemption Bylaw will be brought forward at the next Council Meeting.</li> </ul>	
9.	<b>COMMITTEE REPORTS</b>	
10.	<b>BYLAWS:</b>	
B1	<b>Council Procedure Bylaw Amendment</b>	<b>3900-02</b>
	<b>RESOLUTION NO.194/18</b>	
	<b>M/S Councillors Markin/Summer</b>	
	<b>That</b>	
	<b>"Council approve the First, Second and Third Reading of the District of Hudson's Hope's 'Council Procedure Amendment Bylaw No. 900, 2018'."</b>	
	<b>Carried</b>	
11.	<b>CORRESPONDENCE:</b>	
C1	<b>Northern Health-UBCM meeting</b>	<b>0400-01</b>
	FOR INFORMATION.	
C2	<b>Village of Pouce Coupe invitation</b>	<b>0400-50</b>
	FOR INFORMATION.	
C3	<b>Ministry of Attorney General- non-medical cannabis retail licenses</b>	<b>0400-20</b>
	FOR INFORMATION.	

- |     |   |                |
|-----|---|----------------|
| C4  | <b>Ministry of Forests, Lands, Natural Resource Operations and Rural Development- Information Bulletin</b><br>FOR INFORMATION.  | <b>0400-20</b> |
| C5  | <b>Royal Canadian Legion- Military Service Recognition Book</b><br><i>RESOLUTION NO.195/18</i><br><i>M/S Councillors Quibell/Miller</i><br><i>That</i><br><i>"Council authorize the purchase of a 1/10 page business card-full colour ad as support for the Royal Canadian Legion."</i><br><i>Carried</i>   | <b>1475-01</b> |
| C6  | <b>LGLA Elected Officials Seminar series</b> <ul style="list-style-type: none"> <li>Council members, wishing to attend, must inform the Corporate Officer by November 13, 2018.</li> </ul> <i>RESOLUTION NO.196/18</i><br><i>M/S Councillors Quibell/Summer</i><br><i>That</i><br><i>"Council be authorized to attend the LGLA Elected Officials Seminar series being held in Prince George on January 30 – February 1, 2019."</i><br><i>Carried</i>    | <b>0390-01</b> |
| C7  | <b>BC Hydro responses to comments</b><br>FOR INFORMATION  | <b>6660-20</b> |
| C8  | <b>Northeast Regional Advisory Committee appointments</b> <ul style="list-style-type: none"> <li>Bring back to next Council meeting.</li> </ul>   | <b>0360-01</b> |
| C9  | <b>3<sup>rd</sup> Annual Spruce Beetle Summit</b><br>FOR INFORMATION<br>Diarize for next year.  | <b>0390-01</b> |
| C10 | <b>BC Natural Resources Forum</b> <ul style="list-style-type: none"> <li>Council members, wishing to attend, must inform the Corporate Officer by November 13, 2018.</li> </ul> <i>RESOLUTION NO.197/18</i><br><i>M/S Councillors Miller/Quibell</i><br><i>That</i><br><i>"Council authorize up to two members of Council to attend the BC Natural Resources Forum being held in Prince George on January 22 – January 24, 2019."</i><br><i>Carried</i> | <b>0390-01</b> |
| 12. | <b>REPORTS BY MAYOR &amp; COUNCIL ON MEETINGS AND LIAISON RESPONSIBILITIES</b>  |                |
| CR1 | <b>Councillor Miller- Hudson's Hope Museum Fundraiser</b> <ul style="list-style-type: none"> <li>Councillor Miller informed Council that he had received invitations for each of Council from the Museum for the Harvest Social being held on November 17<sup>th</sup> at 5:30pm at the Hudson's Hope Community Hall.</li> </ul>  | <b>0230-20</b> |

13. **OLD BUSINESS:**

14. **NEW BUSINESS:**

NB1 **Council Cell Phones**

- Mayor Heiberg requested that Council check their District cell phones at least once a day to ensure all necessary responses are made in a timely manner.

**0530-01**

NB2 **Meeting with Progress Energy**

**6660-20**

- Julie Bourdon has requested a project update meeting.
- Staff to make arrangements for meeting to be held at 5pm on November 26, 2018.

**RESOLUTION NO.198/18**

**M/S Councillors Quibell/Summer**

**That**

**"Council direct staff to arrange project update meeting with Progress Energy to be held on November 26, 2018 at 5pm in the District Boardroom**

**And that**

**Council authorize the change to the November 26, 2018 Regular Meeting scheduled time from 6:00pm to 7:00pm."**

**Carried**

15. **PUBLIC INQUIRIES:**

16. **ADJOURNMENT:**

6:52pm motion to move in camera.

**0560-00**

**RESOLUTION NO.199/18**

**M/S Councillors Miller/Markin**

**THAT:**

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

**Carried**

Mayor Dave Heiberg declared the meeting adjourned at 7:12pm.

**DIARY**

**Diarized**

**Conventions/Conferences/Holidays**

*Beryl Prairie Septic Field*

*07/25/16*

*School Gymnasium agreement*

*02/26/18*

*Budget items*

*07/09/18*

*Spruce Beetle Summit- revisit 2019*

*11/05/18*

Certified Correct:

\_\_\_\_\_  
Chair/Mayor Dave Heiberg

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

### Visitor Centre Year End Report

The Visitor Centre was open May 1 to September 28 this year. The season started with students Austin Douglas ( his third repeat year ) and Celina Fequet ( her second return year ). Celina had just completed her first year of university and was available for work immediately in May. Austin was completing his Grade 12 with a dual credit electrical program issued in Fort St. John. Late June he had to leave employment at the Visitor Centre as he was continuing his electrical program with employment in Fort St. John. Everyone was proud of him and he will do well with his apprenticeship. Austin's position was filled by Iris Barnes, a recent graduate from Hudson's Hope School. That left us with two university students employed and as they returned to university towards the end of August the visitor centre hours were reduced to 40 hours per week or in other words we were open five days a week only. There has been some discussion to changing the classification of employees at the visitor centre so that we are not limited to students only and thus free up week day employment in May, June and September. You may recall that not too many years ago, perhaps three years, that Tourism BC would have supplied Visitor Centre counsellors with uniforms, free of charge. They were attractive and professional looking. Since then we have limped along using logo merchandise for uniforms. It is quite casual and does not stand up to repeated washing. I think a couple navy polo style shirts from Mark's Work Wearhouse or store similar and light weight vest should be considered for staff, provided by the District.

I have attached statistics for the past three seasons. This season started very warm with a cool down for May and early June and by mid June we were in a heat wave. Gas prices in parts of BC were pushing \$2 per litre. It was amazing how many visitors heading north were heading to experience the new highway opened this year in to Tuktoyaktuk. They were in RV's but many also on motor bikes. In general, visitors coming in were quite diversified and coming from many different countries of the world. The world map is now 'pinned' from visitors from of course North America but also Brazil, Columbia, Argentina, Iceland, Sierra Leone, South Africa, Yemen, U.A.E., India, Sri Lanka, China, Malaysia, Russia, Australia, New Zealand and many European countries. I can verify many of those visits as I was here when they were pinned.

The guided hikes presented by the Special Events/Recreation and Class Act Services were very well received. The hikes generated not only interest from the Peace Region but also attendees from Fort Nelson. It would be highly desirable to repeat this series in 2019. Consider trail maintenance and signage of our trails regardless of program continuing.

We still receive high numbers of questions regarding Site C and areas affected. Those that enquire are rarely in support of the construction of the dam but they were coming to see the area affected. While that may have brought in the visitors I hope the road and traffic congestion on Highway 29 does not discourage future visitors from coming to visit us.

Regarding our solar array it generated high interest and positive feedback as well. Many inquire for more information for consideration of applying it to their own properties. For next season we hope to have some cards made up for visitors to do a self- guided tour of solar installations to view. As well next year we'll be due for a printing of our brochure and at that time will insert info about the solar array. Each year in the fall and winter the tourism groups in the province have a conference. There are two major conferences – one for Northern BC in Prince George and one for the entire province in Vancouver this year. After looking at the programs for these conferences I feel the Destination BC Visitor Services Conference on February 25-26 2019 would serve up more relevant information being that the focus is more on visitor services. Registration is \$105 includes two days of breakfast and lunch, rooms at Pinnacle Hotel are being held at a rate of \$149 night and of course other travel expenses would be transportation to and from Vancouver. Please discuss and let me know if I shall be attending and I will proceed with registration.

Kathy Burseth

Hudson's Hope Visitor Centre Manager

**Visitor Services Network Statistics Program 2018****HUDSON'S HOPE****Start Date: 01/05/2015****End Date: 30/09/2015**

<b>MONTHLY TOTAL</b>	<b>May-15</b>	<b>Jun-15</b>	<b>Jul-15</b>	<b>Aug-15</b>	<b>Sep-15</b>	<b>TOTAL</b>
<b>Administration Parties/Hour</b>	1.09	1.64	2.26	2.15	1.53	1.73
# of hours	263.50	252.50	257.50	256.00	240.00	1,269.50
# of parties	286	415	581	550	367	2,199
# of parties-event/roaming	0	0	0	0	0	0
# of visitors	485	828	1,130	1,080	614	4,137
# of visitors-event/roaming	0	0	0	0	0	0
# of buses	0	0	0	0	0	0
<b>Visitor Origin</b>	<b>265</b>	<b>393</b>	<b>533</b>	<b>513</b>	<b>363</b>	<b>2,067</b>
Local Resident	47	57	89	51	74	318
BC	173	231	307	382	210	1,303
Alberta	11	25	64	23	17	140
Other Canada	3	13	16	6	10	48
Washington	0	3	1	6	1	11
California	3	3	2	2	2	12
Other US/Mexico	11	27	24	16	14	92
Europe	11	28	27	24	29	119
Asia/Australia	3	5	2	3	5	18
Other	3	1	1	0	1	6
<b>Nights in Community</b>	<b>204</b>	<b>305</b>	<b>430</b>	<b>443</b>	<b>283</b>	<b>1,665</b>
Same day	152	232	367	371	219	1,341
1	16	35	39	47	23	160
2	3	10	12	17	8	50
3	9	8	6	5	7	35
4-6 (1 week)	3	9	3	1	5	21
7-13 (2 weeks)	2	0	0	0	0	2
14+	19	11	3	2	21	56
<b>Information Requested</b>	<b>603</b>	<b>1,078</b>	<b>1,550</b>	<b>1,452</b>	<b>1,025</b>	<b>5,708</b>
Accommodation	19	64	77	80	57	297
Adventure Recreation	76	123	170	150	104	623
Attractions / Tours	73	150	178	183	114	698
Maps / Directions	115	197	264	245	166	987
Events / Conferences	6	12	57	58	81	214
Food / Beverage	14	59	66	69	55	263
Transportation	1	0	2	6	3	12
Shopping	6	17	35	38	34	130
Parks	30	68	92	66	69	325
First Nations	2	1	3	5	3	14
Community Services	8	22	33	19	12	94
Investment/Moving	1	6	3	2	1	13
Site Facilities (e.g. Washrooms)	145	255	323	303	173	1,199
Other	107	104	247	228	153	839
<b>Community Specific Info</b>	<b>128</b>	<b>247</b>	<b>306</b>	<b>335</b>	<b>208</b>	<b>1,224</b>
Dam Tours	36	95	119	144	79	473
Camping	34	72	84	77	48	315
Hiking	23	33	57	58	35	206
Fossils	21	37	38	54	30	180
Temp Worker	14	10	8	2	16	50

**Visitor Services Network Statistics Program 2018****HUDSON'S HOPE****Start Date: 01/05/2017****End Date: 31/08/2017**

MONTHLY TOTAL	May-17	Jun-17	Jul-17	Aug-17	TOTAL
<b>Administration Parties/Hour</b>	0.82	1.61	2.33	2.96	1.82
# of hours	224.00	240 217.00	248 200.00	248 144.00	785.00
# of parties	184	350	466	426	1,426
# of parties-event/roaming	0	0	0	0	0
# of visitors	315	691	938	874	2,818
# of visitors-event/roaming	0	0	0	0	0
# of buses	0	0	0	0	0
<b>Visitor Origin</b>	<b>174</b>	<b>341</b>	<b>462</b>	<b>426</b>	<b>1,403</b>
Local Resident	50	68	60	42	220
BC	90	176	269	260	795
Alberta	10	28	34	44	116
Other Canada	7	24	28	7	66
Washington	1	5	6	7	19
California	1	3	6	4	14
Other US/Mexico	4	19	27	25	75
Europe	9	12	27	34	82
Asia/Australia	1	3	1	2	7
Other	1	3	4	1	9
<b>Nights in Community</b>	<b>116</b>	<b>257</b>	<b>399</b>	<b>382</b>	<b>1,154</b>
Same day	76	205	331	283	895
1	28	32	36	69	165
2	7	8	15	16	46
3	1	3	7	4	15
4-6 (1 week)	3	4	6	5	18
7-13 (2 weeks)	0	2	0	1	3
14+	1	3	4	4	12
<b>Information Requested</b>	<b>461</b>	<b>844</b>	<b>1,059</b>	<b>952</b>	<b>3,316</b>
Accommodation	35	62	47	17	161
Adventure Recreation	47	68	82	56	253
Attractions / Tours	52	134	158	154	498
Maps / Directions	96	177	251	227	751
Events / Conferences	10	24	31	23	88
Food / Beverage	29	61	52	79	221
Transportation	0	0	0	1	1
Shopping	8	7	13	19	47
Parks	30	41	41	21	133
First Nations	0	1	0	0	1
Community Services	4	7	11	12	34
Investment/Moving	0	2	0	0	2
Site Facilities (e.g. Washrooms)	59	107	104	113	383
Other	91	153	269	230	743
<b>Community Specific Info</b>	<b>77</b>	<b>205</b>	<b>271</b>	<b>284</b>	<b>837</b>
Dam Tours	27	77	92	101	297
Site C	7	30	35	25	97
Camping	30	55	78	97	260
Fossils	12	42	64	56	174
Temp Worker	1	1	2	5	9

960

**Visitor Services Network Statistics Program 2018****HUDSON'S HOPE****Start Date: 01/05/2018****End Date: 30/09/2018**

<b>MONTHLY TOTAL</b>	<b>May-18</b>	<b>Jun-18</b>	<b>Jul-18</b>	<b>Aug-18</b>	<b>Sep-18</b>	<b>TOTAL</b>
<b>Administration Parties/Hour</b>	0.89	1.26	1.69	1.99	1.02	1.39
# of hours	250.50	240.00	248.00	248.00	168.00	1,154.50
# of parties	222	303	419	494	172	1,610
# of parties-event/roaming	0	0	0	0	0	0
# of visitors	445	607	807	995	308	3,162
# of visitors-event/roaming	0	0	0	0	0	0
# of buses	0	0	0	0	0	0
<b>Visitor Origin</b>	<b>218</b>	<b>298</b>	<b>409</b>	<b>470</b>	<b>164</b>	<b>1,559</b>
Local Resident	43	47	59	65	20	234
BC	135	174	237	288	81	915
Alberta	7	19	42	45	21	134
Other Canada	4	20	20	16	9	69
Washington	0	1	5	5	0	11
California	0	0	4	4	0	8
Other US/Mexico	15	17	17	19	10	78
Europe	10	17	20	21	18	86
Asia/Australia	3	3	1	5	2	14
Other	1	0	4	2	3	10
<b>Nights in Community</b>	<b>176</b>	<b>249</b>	<b>332</b>	<b>396</b>	<b>131</b>	<b>1,284</b>
Same day	125	190	246	331	75	967
1	32	36	45	34	30	177
2	5	6	23	12	8	54
3	5	11	14	8	6	44
4-6 (1 week)	5	2	1	4	2	14
7-13 (2 weeks)	3	2	2	0	0	7
14+	1	2	1	7	10	21
<b>Information Requested</b>	<b>489</b>	<b>644</b>	<b>765</b>	<b>1,065</b>	<b>423</b>	<b>3,386</b>
Accommodation	29	31	18	22	27	127
Adventure Recreation	46	43	43	84	51	267
Attractions / Tours	77	123	153	157	70	580
Maps / Directions	93	153	211	207	86	750
Events / Conferences	10	18	19	60	15	122
Food / Beverage	27	60	51	44	27	209
Transportation	0	0	1	4	0	5
Shopping	8	13	21	20	8	70
Parks	29	31	21	24	39	144
First Nations	1	0	1	5	4	11
Community Services	1	7	11	8	5	32
Investment/Moving	2	3	4	4	0	13
Site Facilities (e.g. Washrooms)	83	91	135	344	67	720
Other	83	71	76	82	24	336
<b>Community Specific Info</b>	<b>126</b>	<b>208</b>	<b>257</b>	<b>245</b>	<b>140</b>	<b>976</b>
Dam Tours	52	91	109	125	38	415
Site C	12	30	50	30	25	147
Camping	43	60	60	55	40	258
Fossils	19	26	37	27	24	133
Temp Worker	0	1	1	8	13	23

## REQUEST FOR DECISION

<b>RFD#:</b> CC-2018-18	<b>Date:</b> November 6, 2018
<b>Meeting#:</b> CM112618	<b>Originator:</b> Chris Cvik, Interim CAO
<b>RFD TITLE:</b> Building Inspection Revisited	

### RECOMMENDATION:

1. That Council rescind the two motions that were passed at the November 5, 2018, Council Meeting:
  - *That Council direct Administration to write a letter to the Regional District that states the District does not want to continue on with the amended agreement due to the unexpected cost increase as a result of the City of Dawson Creek's decision to leave the program.*
  - *That Council contract out Building Inspection services for 2019. And*
2. That Council direct Administration to write a letter to the Regional District that states the District is willing to participate in the Shared Building Inspection program at the higher rate.

### BACKGROUND:

At the Council Meeting on November 5, 2018, Council passed the following resolution:

1. *That Council direct Administration to write a letter to the Regional District that states the District does not want to continue on with the amended agreement due to the unexpected cost increase as a result of the City of Dawson Creek's decision to leave the program.*
2. *That Council contract out Building Inspection services for 2019.*

Administration contacted the former Building Inspector III for the Regional District before the Council meeting on November 5<sup>th</sup> to confirm they were available and interested in providing Building Inspection services for the District of Hudson's Hope. At that time, they indicated they were interested and available.

Administration contacted the former Building Inspector on November 6, 2018, to notify him of Council's decision to contract out Building Inspection services for 2019. During this call, the Building Inspector advised they were no longer interested in providing this service. The reason they gave was due to changes in the certification requirements for the province of British Columbia. Based on these changes, the individual has made the determination they are going to let their inspection certification for BC lapse and practice only in Alberta.

As a result of this decision, administration is now recommending that we support the amended Building Inspection Agreement with the Regional District, Chetwynd, Pouce Coupe, and Tumbler



Ridge (not sure what Taylor is planning on doing). This will increase cost by \$4,827 if Taylor decides to participate or \$9,146 if Taylor chooses not to participate.

The other option available to Council is to ensure that any building projects are designed by an engineer with an engineer's stamp. This would avoid inspection, but is not recommended due to the potential costs for residents who undertake projects often as straightforward as adding a deck.

The Regional District provided the DOHH with updated cost information based on reallocating Dawson Creek's contribution amongst the other municipalities.

<b>Building Inspector Level 1 Cost Breakdown</b>		
<b>2019 Share</b>	<b>Increase/ (Decrease)</b>	
	(41,236)	<b>Dawson Creek</b>
35,977	26,170	<b>Chetwynd</b>
17,399	12,572	<b>Hudson's Hope</b>
8,208	6,068	<b>Pouce Coupe</b>
23,323	17,275	<b>Taylor</b>
35,237	23,829	<b>Tumbler Ridge</b>
<b>120,144</b>	<b>44,678</b>	

#### **DISCUSSION:**

The District of Hudson's Hope requires mandatory building inspection. This is obtained by the District physically inspecting properties or requiring approved blueprints with an engineer's stamp on any construction project.

Administration is recommending that we attempt to obtain our own contracted Building Inspector for 2019. Ted Pringle, the former Building Inspector for the Regional District who resigned in August 2018, was contacted and is available to provide Building Inspection Service on an adhoc basis.

Previously, the District used Rick Fudge, Building Inspector with the City of Fort St. John, who would provide service on evenings and weekends as required. Mr. Fudge was contacted but is no longer an available option.

#### **FINANCIAL CONSIDERATIONS:**

The amended agreement would result in a \$4,827 increase to the District assuming no further municipalities withdraw and an increase of \$9,146 if the District of Taylor elects not to participate.

  
Chris Cvik, Interim CAO

## THE DISTRICT OF HUDSON'S HOPE

**REPORT TO:** Mayor and Council  
**SUBJECT:** Acting Mayor Schedule  
**DATE:** November 7, 2018  
**FROM:** Tammy McKeown, Corporate Officer

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### RECOMMENDATION:

**THAT:** *"Council approve the Acting Mayor schedule for the 2019 Calendar year"*

### ADMINISTRATOR COMMENTS:

Report Approved by: \_\_\_\_\_  
Chris Cvik, CAO

### INFORMATION

#### **Chapter 26, Part 5, Section 130 of the Community Charter Act states:**

- (1) The Council must, in accordance with its applicable procedure bylaw, provide for the designation of a Councillor as the member responsible for acting in the place of the Mayor when the Mayor is absent or otherwise unable to act or when the office of Mayor is vacant.
- (2) If both the Mayor and member designated under subsection (1) are absent from a Council meeting, the members present must choose a member to preside.
- (3) The member designated under subsection (1) or chosen under subsection (2) has the same powers and duties as the Mayor in relation to the applicable matter.

District of Hudson's Hope Council Procedure Bylaw No. 765, 2009 Part 2, Section 8 provides for the designation of a Councillor as the member responsible for acting in place of the Mayor.

The 2019 Acting Mayor Schedule will be as follows:

## Acting Mayor 2019

January / July	Councillor Gibbs
February / June	Councillor Miller
March / September	Councillor Quibell
April / December	Councillor Summer
May / November	Councillor Markin
August / October	Councillor Paice

Report prepared by:

## REQUEST FOR DECISION

<b>RFD#:</b> CC-2018-11	<b>Date:</b> October 19, 2018
<b>Meeting#:</b> CM110518	<b>Originator:</b> Chris Cvik, Interim CAO
<b>RFD TITLE:</b> Impairment in the Workplace Policy	

**RECOMMENDATION:**

1. That Council approve the District of Hudson's Hope Impairment in the Workplace Policy.

**BACKGROUND:**

With the legalization of Cannabis effective October 17, 2018, it is important to address the use of Cannabis as well as other drugs and alcohol in the workplace.

**DISCUSSION:**

Organizations are addressing the legalization of Cannabis with Impairment in the Workplace Policies to ensure that Employees understand, that while Cannabis may be legal, it is not be consumed at the Workplace and Employees are expected to report to work fit for duty. This is due to the fact that Employees who use or are impaired by drugs or alcohol while at work, are a danger to themselves, co-workers and the general public.

**FINANCIAL CONSIDERATIONS:** N/A

**OTHER:** The approved Policy will be reviewed with all Employees.

**ATTACHMENT:** Draft Impairment in the Workplace Policy

  
 \_\_\_\_\_  
 Chris Cvik, Interim CAO



HUDSON'S  
HOPE

PLAYGROUND OF THE PEACE

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

## IMPAIRMENT IN THE WORKPLACE POLICY

Council Resolution No. \*/18

Effective Date:

Section: District Employee / Contractor

### Purpose:

This policy establishes expectations for reasonable behaviour as it relates to the use of drugs or alcohol that could impact an Employee or Contractor's ability to perform their work duties in a safe and competent manner.

### Definitions:

**Alcohol:** The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohol. Beverage alcohol includes but is not limited to beer, wine, distilled spirits and very low alcohol products (e.g. beer with 0.5% alcohol by volume)

**Contractor:** Any person(s) providing services or goods to the City under a contract or other agreement not paid through the City's payroll system.

**Drugs:** Includes narcotics, and illegal drugs, cannabis whether used or obtained legally or illegally, legal prescriptions, over-the-counter medications and drugs that cause or have the potential to cause impairment and render an Employee or Contract not fit for duty.

**Employee:** Any full-time or part-time employee, any temporary or contract employee, any volunteer or any student or intern worker.

**Fit for Duty:** An Employee is able to perform the duties of the job with efficiency, competence and in a safe manner as compared to established or generally accepted performance standards. Not under the influence of any illicit drug, alcohol, cannabis or medication that will hinder job performance or compromise the safety of the employee or others.

**Medication:** A drug obtained legally, either over the counter or as properly prescribed by a registered and regulated health professional.

**Workplace:** Any land, property, structures, facilities, premises, location, District vehicle and equipment owned, leased, operated or otherwise controlled by the District or any other place at, upon, from or near which an Employee works in the course of his or her duties. This does not

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Council Resolution No. Revised by Resolution No.

Effective Date:

Revised Date:

Page 1

include District facilities which have designated areas that are specifically designed for social activities and which have received prior approval by the Chief Administrative Officer.

**Policy Application:**

- All District Employees while on the District workplace or while conducting District business.
- All Contractors (including any sub-contractors).

**Policy Details or Policy Objectives:**

1. Employees shall report fit for duty for scheduled and unscheduled work.
2. Employees shall advise their Department Head or the CAO whenever they witness concerns about a co-worker's fitness for duty.
3. Employees who attend work not Fit for Duty due to use of drugs or alcohol shall be asked by their Department Head or CAO to leave the workplace. Safe transportation options will be available for any individual unfit for operating a vehicle on their own. The incident shall be reported to the CAO immediately.
4. Employees needing help for substance abuse shall be encouraged to seek professional care and support through the Employee Assistance Program or similar programs available.
5. Employees who refuse to co-operate in rehabilitation and/or who continue to present as safety risks to themselves and others shall be subject to disciplinary action up to and including termination in accordance with the Employee Relations established procedures.
6. The use, distribution or sale of drugs, alcohol on any Workplace premises is prohibited.
7. Workplace investigations may be opened at any time to check whether an employee is engaged in substance abuse or otherwise in violation of his/her fitness for duty obligations under this policy in response to:
  - (1) Complaints or concerns by co-workers, supervisors, customers or the public.
  - (2) Involvement in safety incidents including near misses.
  - (3) Arrests for impaired driving, drug offences and similar violations.
  - (4) Other indications that the employee has substance abuse issues or is otherwise not fit for duty.
8. Non-compliance with this Policy may result in the appropriate disciplinary measures, up to and including dismissal from employment.

**Procedures or Guiding Principles:**

***WorkSafe BC – Physical or mental impairment (Sec. 419)***

- (1) A worker with a physical or mental impairment which may affect the worker's ability to safely perform assigned work must inform his or her supervisor or employer of the impairment, and must not knowingly do work where the impairment may create an undue risk to the worker or anyone else.
- (2) A worker must not be assigned to activities where a reported or observed impairment may create an undue risk to the worker or anyone else.

***WorkSafe BC - Impairment by alcohol, drug or other substance (Sec. 420)***

- (1) A person must not enter or remain at any workplace while the person's ability to work is affected by alcohol, a drug or other substance so as to endanger the person or anyone else.
- (2) The employer must not knowingly permit a person to remain at any workplace while the person's ability to work is affected by alcohol, a drug or other substance so as to endanger the person or anyone else.
- (3) A person must not remain at a workplace if the person's behaviour is affected by alcohol, a drug or other substance so as to create an undue risk to workers, except where such a workplace has as one of its purposes the treatment or confinement of such persons.

***Workers Compensation Act - General duties of workers (Sec. 116)***

- (1) Every worker must take reasonable care to protect the worker's health and safety and the health and safety of other persons who may be affected by the worker's acts or omissions at work, and
- (2) Without limiting subsection (1), a worker must ensure that the worker's ability to work without risk to his or her health or safety, or to the health or safety of any other person, is not impaired by alcohol, drugs or other causes,

## THE DISTRICT OF HUDSON'S HOPE

**REPORT TO:** Mayor Heiberg and Council  
**DATE:** 7 November 2018  
**FROM:** Tammy McKeown, Corporate Officer  
**SUBJECT:** 2019 Council Meeting Calendar

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### RECOMMENDATION

**THAT:** *"Council adopt the attached meeting schedule for the 2019 Regular Council Meeting dates."*

### ADMINISTRATOR COMMENTS:

  
\_\_\_\_\_  
Chris Cvik, CAO

### INFORMATION

District of Hudson's Hope Procedure Bylaw No. 765, 2009 states:

#### 12. Notice of Council Meetings

(1) A schedule of the date, time and place of regular Council meetings shall be made available to the public and notice shall be given annually, on or before January 30, of the availability of the schedule in accordance with section 94 of the Community Charter.

I have prepared the attached 2019 schedule of meetings. This calendar takes into consideration all statutory holidays and the UBCM Convention and NCLGA AGM that has been well-attended by members of Council.

It is up to Council whether you would like to have one meeting a month in the summer as we have done in the past.

Please note that Council is not bound by the calendar and can resolve to add, delete or change any of the meetings dates at any time.

Report prepared by:

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



# District of Hudson's Hope Regular Council Meetings (2019)

## January

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## February

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

## March

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## April

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

## May

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## June

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

## July

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## August

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## September

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

## October

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## November

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## December

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Jan 1 New Year's Day  
 Jan 14 Council Meeting  
 Jan 28 Council Meeting  
 Feb 11 Council Meeting  
 Feb 18 Family Day (British Columbia)  
 Feb 25 Council Meeting  
 Mar 11 Council Meeting  
 Mar 25 Council Meeting  
 Apr 8 Council Meeting  
 Apr 19 Good Friday  
 Apr 22 Easter Monday (NB, NT, NU, QC)  
 Apr 23 Council Meeting

May 7 NCLGA  
 May 8 NCLGA  
 May 9 NCLGA  
 May 10 NCLGA  
 May 13 Council Meeting  
 May 20 Victoria Day (All except NS, PE, QC)  
 May 27 Council Meeting  
 Jun 10 Council Meeting  
 Jun 24 Council Meeting  
 Jul 1 Canada Day  
 Jul 8 Council Meeting  
 Jul 22 Council Meeting

Aug 5 British Columbia Day (British Columbia)  
 Aug 12 Council Meeting  
 Aug 26 Council Meeting  
 Sep 2 Labour Day  
 Sep 9 Council Meeting  
 Sep 23 UBCM Convention  
 Sep 24 UBCM Convention  
 Sep 25 UBCM Convention  
 Sep 26 UBCM Convention  
 Sep 27 UBCM Convention  
 Oct 14 Thanksgiving Day (All except NB, NS, PE)

Oct 15 Council Meeting  
 Oct 28 Council Meeting  
 Nov 11 Remembrance Day (All except MB, NS, ON, QC)  
 Nov 12 Council Meeting  
 Nov 26 Council Meeting  
 Dec 9 Council Meeting  
 Dec 25 Christmas  
 Dec 26 Boxing Day

## **NOTICE OF 2019 REGULAR COUNCIL MEETING SCHEDULE**

The following District of Hudson's Hope regular Council meetings are scheduled for 2019 and will be held in the Council Chambers, District Office, at 9904 Dudley Drive, Hudson's Hope. All meetings will commence at 6:00 pm, unless otherwise advertised.

January 14	June 24
January 28	July 8
February 11	July 22
February 25	August 12
March 11	August 26
March 25	September 9
April 8	October 15
April 23	October 28
May 13	November 12
May 27	November 26
June 10	December 9

Regular council meetings are posted annually, and agendas are made available prior to each meeting. The powers of the mayor and council are exercised through the adoption of resolutions or the enacting of bylaws at council meetings.

All regular council meetings are open to the public and no person is excluded, except in the case of improper conduct. Members of the public are welcome to attend the open meetings of council.

The rules governing the conduct of the meeting are outlined in the Council Procedures Bylaw and Robert's Rules of Order.

A copy of the schedule will be available at the District of Hudson's Hope, at 9904 Dudley Drive, Hudson's Hope, BC. The Schedule is subject to change; please confirm meetings by contacting the District Office at (250) 783-9901 or by email at [district@hudsonshope.ca](mailto:district@hudsonshope.ca) or visit our website at [www.hudsonshope.ca](http://www.hudsonshope.ca)

## THE DISTRICT OF HUDSON'S HOPE

**REPORT TO:** Mayor Heiberg and Council

**DATE:** November 9, 2018

**FROM:** Tammy McKeown, Corporate Officer

**SUBJECT:** Committee Appointments

### RECOMMENDATION

**That:**

*"Council appoint the members to the committees as outlined below:*

Mayor is ex-officio on all committees

Land Use Planning Committee	Councillor Miller, Mayor Heiberg, CAO
Industrial Committee	Councillors Gibbs/Summer, Mayor Heiberg
Housing Committee	Councillors Miller/Gibbs
Promotional/Donations	Councillor Miller
Medical Services Group	Mayor Heiberg, Councillor Paice
Tourism (includes RV & Trackway)	Councillor Miller/Paice
Volunteer/Youth Volunteer/Scholarships	Councillor Markin/Quibell
Parks And Recreation Advisory Committee	Councillors Quibell/Miller/Paice Staff: Kaitlyn Atkinson- SEC Public: Coleman Mercereau, Debbie Beattie, Lynnea Stacey
Youth Councillor	Councillor Paice

## Appointments to External Organizations

Rural Roads Committee	Mayor Heiberg
Regional Community Liaison Committee (RCLC)	Mayor Heiberg, CAO
Hudson's Hope Museum	Councillor Miller
Peace River Regional District	Mayor Heiberg /Alternate-Councillor Miller
Community Hall Society	Councillors Quibell/Gibbs/Miller
Hudson's Hope Library	Councillor Markin
North Peace Airport Society	Mayor Heiberg Protective Services, Bob Norton
Northern Development Initiative Trust	Councillor Paice/ Alternate- Councillor Quibell
Alaska Highway Community Society	Councillors Miller/Markin
Community Engagement Committee (CEC)	Mayor Heiberg, Councillor Miller CAO

Atkinson's Quality Assurance Team (AQAT)	Mayor Heiberg, CAO Darin Thompson-BC Hydro
Generate Opportunities (GO) Fund	Councillor Markin Public: Karen Porter
Municipal Insurance Association of British Columbia (MIABC)	Councillor Miller

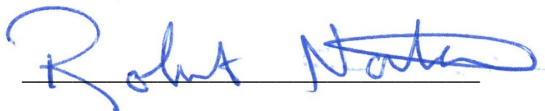
## Liaison with Staff

Lease Agreements	Councillor Miller
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## Monitoring

Finance Monitoring	Councillors Gibbs
Bylaw Monitoring	Councillor Gibbs

### ADMINISTRATOR COMMENTS:

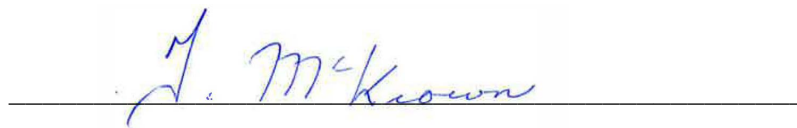


Robert Norton, Acting CAO

### COMMENTS:

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

Report prepared by:



Tammy McKeown, Corporate Officer

## THE DISTRICT OF HUDSON'S HOPE

**REPORT TO:** Mayor and Council

**SUBJECT:** Recreation and Events Update

**DATE:** November 26, 2018

**FROM:** Kaitlyn Atkinson, Recreation and Special Events Coordinator (RSEC)

---

### Recreation

#### *Parent and Tot-on ice session*

Registered participants: **9**

This program has been offered twice per week for 6 weeks for 45-minute sessions. The program has been well received and the kids and parents both seem to have a great time. This program is finished for the year and will run again in the new year.

#### *Women's Rec Hockey*

Registered participants: **12**

This program has been coordinated and delivered by the RSEC. This program cost \$30 to register and covers the cost of arena staff having to flood the ice after. The ladies have been extremely thankful and excited to have this program and each session has been enthusiastic and well attended. Drills are coordinated and led by the RSEC and skill building components are offered based on what the group needs to work on. All sessions end with a scrimmage. Before this program the arena offered a drop in "shinny" which had attendance of 0-4 people each session. The success of this new registered program is due to the women's only nature, the skill building and workshop format, and the pre-registration which pushed the ladies to commit to the program.

**Income from program: \$360**

#### *Pro-D Day Camps- in conjunction with the Hudson's Hope Library*

Total Participants to date over three camps: **21**

Next Camp: November 30<sup>th</sup>

The RSEC hosts these camps in the morning at the school. Each camp has a theme and consists of physical activity, educational, and arts and culture components. The afternoon is hosted by the library, the RSEC is responsible for the children from 9am-1pm and the camp walks from the school to the library for the afternoon.

### Project Updates

#### *Beryl Prairie Playground*

Due to delays in plastic manufacturing the playground arrived in Hudson's Hope for the beginning of November- after a large snowfall. Installation was delayed in the hopes of better weather. The company responsible for installation has confirmed that installation will not occur until spring when the ground has thawed, and freezing temperatures are no longer present. The playground is here in its entirety and being stored at the public works yard.

New basketball hoops have also arrived to be installed at the paved court.

### ***Trails Grant***

McElhanney in Fort St. John has provided us with final proofs and is making the changes and additions needed for the rest of the maps. I have attached a proof that shows format and how the information is displayed. These maps will need to be sent to a graphic designer to be formatted into brochures and then printed.

### **Events**

#### ***Remembrance Day Ceremony, Tea and Veterans Dinner***

The ceremony began at 10:40am with more than 100 people in attendance. It was a beautiful ceremony with many individuals and groups involved. Following the ceremony was the Tea- held at the hall and put on by the Hudson's Hope Bible Fellowship. The church group did an amazing job of providing light lunch and delicious treats and warm drinks. The grads oversaw the food and again did an amazing job. Food was perfect, and the grads were professional and attentive. The night was well paced, the RSEC served as MC for the evening. Just about 50 individuals attended the dinner. Remembrance displays, and appropriate decorations and music were setup for the evening.

### **Upcoming Events**

#### ***Annual Christmas Parade and Light Up***

Date: December 2<sup>nd</sup>

Lineup is at 6pm parade start for 6:30pm. There will be a bonfire, hot chocolate, treats, and hotdogs available at Beattie Park following the parade and light up. District staff will be volunteering their time to assist at the event as well as other community volunteers. Free event.

#### ***Santa Skate***

Date: December 16, 1-3pm

Featuring Christmas crafts, chili, skating, visit from Santa and yummy goodies. This event is completely FREE.

#### ***Winter Carnival***

Date: January 21-26

Carnival Bucks will be collected throughout the month of January as a percentage of money spent at local businesses. Receipts will be brought to the office and a percentage of their purchase price will be given back as Carnival Bucks. Events during the week will also result in the collection of Carnival Bucks and Draw Tickets for specific prizes available at the auction.



Approved by: Bob Norton, Acting CAO



Prepared by: Kaitlyn Atkinson, Recreation and Special Events Coordinator

## REQUEST FOR DECISION

<b>RFD#:</b>	<b>Date: 2018-11-07</b>
<b>Meeting#: cm.11.26.18</b>	<b>Originator: T. McKeown</b>
<b>RFD TITLE: Council Procedure Bylaw Amendment</b>	

### **BACKGROUND:**

**First, Second and Third Readings were approved at the Nov.5/18 meeting.**

District of Hudson's Hope Council Procedure Bylaw No. 765, 2009 Subsection 29(1) stipulates the order of business at all regular meetings. The following is the order per the bylaw:

- (a) Public Hearing;
- (b) Adoption of Minutes;
- (c) Business Arising from the Minutes;
- (d) Appeals;
- (e) Proclamations;
- (f) Delegations and Petitions;
- (g) Recommendations from Committees;
- (h) Staff Reports;
- (i) Bylaws;
- (j) Correspondence;
- (k) Council Reports;
- (l) New Business; and
- (m) Public Inquiries

### **DISCUSSION:**

At the November 14, 2016 Council meeting, Council had requested that Delegations be moved to the beginning of the meetings to accommodate presenters. I have also reviewed the Agenda's and discovered that Public Hearings had been moved from the beginning of the meeting to after Business Arising from the Minutes in 2011. The Agenda's no longer include Appeals or Proclamations. The order that Council has been following is:

- (a) Delegations;
- (b) Notice of New Business;
- (c) Adoption of Agenda;
- (d) Declaration of Conflict of Interest;
- (e) Adoption of Minutes;
- (f) Business Arising from Minutes;
- (g) Public Hearings;
- (h) Staff Reports;
- (i) Committee Meeting Reports;
- (j) Bylaws;
- (k) Correspondence;
- (l) Reports by Mayor and Council;
- (m) Old Business;
- (n) New Business; and
- (o) Public Inquiries

To ensure that Council meetings are following the bylaw, the bylaw needs to be updated to amend the order of business.

**ADMINISTRATOR COMMENTS:**

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Chris Cvik, Interim, CAO

**BUDGET:**

n/a

**RECOMMENDATION / RESOLUTION:**

That Council:

“Adopt the District of Hudson’s Hope’s ‘Council Procedure Amendment Bylaw No. 900, 2018’”.

---

Tammy McKeown, Corporate Officer





## BYLAW NO. 900, 2018

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A Bylaw to amend the District of Hudson's Hope Council Procedure Bylaw No. 765, 2009

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**WHEREAS** the Council of the District of Hudson's Hope wishes to amend "*District of Hudson's Hope Council Procedure Bylaw No. 765, 2009.*"

**NOW THEREFORE** the Council of the District of Hudson's Hope, in a duly assembled open meeting, hereby enacts as follows:

1. This bylaw will be cited as "*District of Hudson's Hope Council Procedure Amendment Bylaw No. 900, 2018*".
2. The "*District of Hudson's Hope Council Procedure Bylaw No. 765, 2009*" is hereby amended by deleting the existing subsection 29 (1) and replacing a new subsection 29(1) as follows:

The order of business at all regular Council meetings shall be as follows:

- (a) Delegations;
- (b) Notice of New Business;
- (c) Adoption of Agenda;
- (d) Declaration of Conflict of Interest;
- (e) Adoption of Minutes;
- (f) Business Arising from Minutes;
- (g) Public Hearings;
- (h) Staff Reports;
- (i) Committee Meeting Reports;
- (j) Bylaws;
- (k) Correspondence;
- (l) Reports by Mayor and Council;
- (m) Old Business;
- (n) New Business; and
- (o) Public Inquiries.

3. If any section, subsection, paragraph, clause or phrase of this Bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, the invalid portion shall be severed and the part that is invalid shall not affect the validity of the remainder.

Read a first time this 5<sup>th</sup> day of November, 2018

Read a second time this 5<sup>th</sup> day of November, 2018

Read a third time this this this 5<sup>th</sup> day of November, 2018

Adopted this this \_\_ day of \_\_\_\_\_, 2018

---

Dave Heiberg  
MAYOR

---

Tammy McKeown  
Corporate Officer

Certified a true copy of Bylaw No. 900, 2018  
this \_\_\_\_ day of \_\_\_\_\_ 20\_\_.

---

Clerk

## REQUEST FOR DECISION

<b>RFD#:</b>	<b>Date: 2018-11-20</b>
<b>Meeting#: cm.11.26.18</b>	<b>Originator: T. McKeown</b>
<b>RFD TITLE: Property Tax Exemption Bylaw</b>	

### **BACKGROUND:**

Section 224 of the Community Charter stipulates that Council by bylaw may exempt land or improvements from taxation for a period up to 10 years.

The following tax exemptions may be provided under section 224(2):

(a) land or improvements that

(i) are owned or held by a charitable, philanthropic or other not for profit corporation, and

(ii) the council considers are used for a purpose that is directly related to the purposes of the corporation;

(b) land or improvements that

(i) are owned or held by a municipality, regional district or other local authority, and

(ii) the council considers are used for a purpose of the local authority;

(c) land or improvements that the council considers would otherwise qualify for exemption under section 220 [general statutory exemptions] were it not for a secondary use;

(d) the interest of a public authority, local authority or any other corporation or organization in land or improvements that are used or occupied by the corporation or organization if

(i) the land or improvements are owned by a public authority or local authority, and

(ii) the land or improvements are used by the corporation or organization for a purpose in relation to which an exemption under this Division or Division 6 of this Part would apply or could be provided if the land or improvements were owned by that corporation or organization;

(e) the interest of a public authority, local authority or any other corporation or organization in land or improvements that are used or occupied by the corporation or organization if

(i) the land or improvements are owned by a person who is providing a municipal service under a partnering agreement,

(ii) an exemption under section 225 [partnering and other special tax exemption authority] would be available for the land or improvements in relation to the partnering agreement if they were used in relation to the service,

- (iii) the partnering agreement expressly contemplates that the council may provide an exemption under this provision, and
- (iv) the land or improvements are used by the corporation or organization for a purpose in relation to which an exemption under this Division or Division 6 of this Part would apply or could be provided if the land or improvements were owned by that corporation or organization;
- (f) in relation to property that is exempt under section 220 (1) (h) [buildings for public worship],
  - (i) an area of land surrounding the exempt building,
  - (ii) a hall that the council considers is necessary to the exempt building and the land on which the hall stands, and
  - (iii) an area of land surrounding a hall that is exempt under subparagraph (ii);
- (g) land or improvements used or occupied by a religious organization, as tenant or licensee, for the purpose of public worship or for the purposes of a hall that the council considers is necessary to land or improvements so used or occupied;
- (h) in relation to property that is exempt under section 220 (1) (i) [seniors' homes] or (j) [hospitals], any area of land surrounding the exempt building;
- (h.1) in relation to land or improvements, or both, exempt under section 220 (1) (l) [independent schools], any area of land surrounding the exempt land or improvements;
- (i) land or improvements owned or held by an athletic or service club or association and used as a public park or recreation ground or for public athletic or recreational purposes;
- (j) land or improvements owned or held by a person or organization and operated as a private hospital licensed under the Hospital Act or as a licensed community care facility, or registered assisted living residence, under the Community Care and Assisted Living Act;
- (k) land or improvements for which a grant has been made, after March 31, 1974, under the Housing Construction (Elderly Citizens) Act before its repeal.

#### **DISCUSSION:**

The District of Hudson's Hope Property Exemption Bylaw 754, 2008 expired in October of 2018. The Corporate Officer contacted BC Property Assessment Services and was informed by Brian Currie, Manager- Property Assessment Services that as long as the new Bylaw is adopted and forwarded to the Ministry before December 31, 2018 the Bylaw will be accepted and the properties will be exempted.

A notice of Permissive Tax Exemptions must be posted prior to adoption of this bylaw.

Notice of permissive tax exemptions

227 (1) A council must give notice of a proposed bylaw under this Division in accordance with section 94 [public notice].

Requirements for public notice

- 94 (1) If this section applies, the applicable notice must be
- (a) posted in the public notice posting places, and
  - (b) published in accordance with this section.
- (2) Subject to subsection (4), publication under subsection (1) (b)
- (a) must be in a newspaper that is distributed at least weekly
    - (i) in the area affected by the subject matter of the notice, and
    - (ii) if the area affected is not in the municipality, also in the municipality, and
  - (b) unless otherwise provided, must be once each week for 2 consecutive weeks.
- (3) The obligation under subsection (2) may be met by publication of the notice in more than one newspaper, if this is in accordance with that subsection when the publications are considered together.
- (4) If publication under subsection (2) is not practicable, the notice may be given in the areas by alternative means as long as the notice
- (a) is given within the same time period as required for publication,
  - (b) is given with the same frequency as required for publication, and
  - (c) provides notice that the council considers is reasonably equivalent to that which would be provided by newspaper publication if it were practicable.
- (5) As an exception, subsection (4) (b) does not apply in relation to an area if the alternative means is by individual distribution to the persons resident in the area.
- (6) If the same matter is subject to 2 or more requirements for publication in accordance with this section, the notices may be combined so long as the requirements of all applicable provisions are met.
- (7) A council may provide any additional notice respecting a matter that it considers appropriate, including by the Internet or other electronic means.

**ADMINISTRATOR COMMENTS:**

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

**Robert Norton, Acting CAO**

<b>BUDGET:</b>  n/a
<b>RECOMMENDATION / RESOLUTION:</b>  That Council:  “Approve the First, Second and Third Reading of the District of Hudson’s Hope’s ‘Property Tax Exemption Bylaw 901, 2018”

---

Tammy McKeown, Corporate Officer



## DISTRICT OF HUDSON'S HOPE

### Bylaw No. 901, 2018

---

A bylaw to exempt certain properties from taxation.

**WHEREAS** on or before October 31<sup>st</sup> in any year, the Council may by bylaw, exempt land or improvements, or both, referred to in section 224 of the *Community Charter* (the "Charter"), from taxation under section 197 (1)(a) of the Charter for a maximum of 10 calendar years;

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

1. This Bylaw may be cited as "Property Tax Exemption Bylaw No. 901, 2018".
2. Pursuant to section 224 (2) of the Charter, the whole of the taxable assessed value of the land and improvements of the following real properties shall be exempt from taxation under section 197 (1)(a) of the Charter for the calendar years 2019 to and including 2029
  - (a) Lot 1, Section 19, Township 81, Range 25, West of the 6<sup>th</sup> Meridian, Peace River District, Plan 19094 (Parcel Identifier: 004-341-210; BCAA Folio 01035.000), used principally as a community recreational grounds and commonly referred to as the Gary Powell Memorial Hall and the Rodeo Grounds;
  - (b) all of the land surrounding the building owned by the Peace Valley Community Church, legally described as Lots 1 and 2, Block 2, Plan 12607, Part of the NE¼ of Section 13, Township 81, Range 26, West of the 6<sup>th</sup> Meridian, Peace River District (Parcel Identifiers: 012-377-660 and 12-377-821; BCAA Folios: 04303.000 and 04304.000), used as a place of worship and as a community youth drop-in centre;
  - (c) Lot 1, Section 24, Township 81, Range 26, West of the 6<sup>th</sup> Meridian, Peace River District, Plan 32144 (Parcel Identifier: 006-969-569; BCAA Folio 04955.000), used principally as a community riding arena and commonly referred to as The Guelly Pavilion;
  - (d) Lot 2 except Plan 33250, District Lot 420, Caribou District situate within Peace River District, Plan 20207 (Parcel Identifier: 008-430-446, Folio: 40420.010) and Lot 1, District Lot 420, Caribou District situate within Peace River District, Plan 21846 (Parcel Identifier: 009-215-166; BCAA Folio: 40420.020), registered to the Hudson's Hope Historical Society (Inc. #7697), used as a museum and commonly referred to as the Hudson's Hope Museum;

District of Hudson's Hope  
Property Tax Exemption Bylaw No. 901, 2018

Page 2

- (e) Lot A, Section 19, Township 81, Range 25, West of the 6<sup>th</sup> Meridian, Peace River District, Plan 2031 (Parcel Identifier: 011-340-568; BCAA Folio: 01655.000), registered to Helen Rand Ruxton and dedicated as a memorial to a pioneer family;
  - (f) Part E½ of NE¼, District Lot 1090, Peace River Land District and Part W½ of NW¼, District Lot 1091, Peace River Land District, except 88' strip (no parcel identifier; BCAA Folios 41090.010 and 41091.010), registered in the name of Hudson's Hope Rod & Gun Club.
  - (g) all of the land surrounding the building commonly referred to as the Hudson's Hope Evangelical Free Church, legally described as Lot 9, Block 1, Plan PGP4115, Section 18, Township 81, Range 25, Meridian W6, Peace River Land District and Parcel B, Block 1, Plan PGP4115, Section 18, Township 81, Range 25, Meridian W6, Peace River Land District (Parcel Identifiers: 013-680-196 and 018-157-319, BCAA Folios: 00568.000 and 00569.100) registered in the name of the Hudson's Hope Evangelical Free Church (Document Numbers: 881039961 and 881039963);
  - (h) all of the land surrounding the building commonly referred to as St. Peter's Church and the attached parish hall, legally described as Lot A, District Lot 420, Plan 33250, Part of the NW¼ of Section 18, Township 81, Range 25, West of the 6<sup>th</sup> Meridian, Peace River District (Parcel Identifier: 011-916-354; BCAA Folio: 40420.040), registered in the name of The Anglican Synod of the Diocese of Caledonia; and
  - (i) all of the land surrounding the building commonly referred to as the Hudson's Hope Health Centre, legally described as Lot 2, Section 13, Township 81, Range 26, West of the 6<sup>th</sup> Meridian, Peace River District, Plan PGP39983 (Parcel Identifier: 023-424-141; BCAA Folio: 17101.510).
3. Pursuant to section 224 (2) of the Charter, the whole of the taxable assessed value of the improvements of the following real properties shall be exempt from taxation under section 197 (1)(a) of the Charter for the calendar years 2019 to and including 2029:
- (a) improvements located on Lots 9, 10, 11, 17, 18 and 19, Block 2, Section 18, Township 81, Range 25, West of the 6<sup>th</sup> Meridian, Peace River District, Plan 4115 (Parcel Identifiers: 013-680-013 and 013-680-030; BCAA Folio 00594.000), used principally as a community curling facility and commonly referred to as the Bullhead Mountain Curling Club; and



District of Hudson's Hope  
Property Tax Exemption Bylaw No. 901, 2018

Page 3

- (b) improvements located on Lots 9, 10 and 11, Block 2, Section 18, Township 81, Range 25, West of the 6<sup>th</sup> Meridian, Peace River District, Plan 4115 (Parcel Identifier: 013-023-519; BCAA Folio 00586.000), used principally as a community hall and commonly referred to as the Hudson's Hope Community Hall.
- 4. Pursuant to section 224(2) of the Charter, the whole of the taxable assessed value of the land and improvements of the following real properties shall be exempt from taxation under section 197 (1)(a) of the Charter for the calendar years 2019 to and including 2029.
  - (a) Peace River Land District, all that unsurveyed Crown Land adjacent to DL 1027 together with those parts of DL 1026 and DL 1027 purpose of commercial alpine ski hill and recreation area (no parcel identifier; BCAA Folio 41027.100), registered in the name of Hudson's Hope Ski Association.
- 5. Tax Exemption Bylaw No. 754, 2008 is repealed.

Read for a First Time on the day of , 2018.

Read for a Second Time on the day of , 2018.

Read for a Third Time on the day of , 2018.

Adopted on the day of , 2018.

\_\_\_\_\_  
**Dave Heiberg,**  
Mayor

\_\_\_\_\_  
**Tammy McKeown**  
Corporate Officer

Certified a true copy of Bylaw No. 901,  
2018 this \_\_\_\_ day of \_\_\_\_\_,  
20\_\_.

\_\_\_\_\_  
Clerk

Prince George Office  
#200 – 1488 4<sup>th</sup> Ave  
Prince George, BC V2L 4Y2



**BC ASSESSMENT**

November 6, 2018

**Attn: Mayor Heiberg**  
District of Hudson's Hope  
PO Box 330  
Hudson's Hope, BC V0C 1V0

Dear Mayor Heiberg and Councillors,

Congratulations on behalf of BC Assessment and the Northern BC assessment region, regarding your recent success in the 2018 local government general elections. My name is Scott Sitter, and I am the Assessor for the Northern BC Region. My Deputy Assessor team includes Darin Johnson, Geoff Radtke, Jarret Krantz, and David Keough.

BC Assessment is the Crown corporation responsible for producing independent and equitable annual property assessments and trusted assessment information. The products and services that we offer support development of strong and vibrant communities in British Columbia. Please visit [bcassessment.ca](http://bcassessment.ca) to learn more.

BC Assessment holds ourselves accountable to local governments. We are committed to providing transparent, fair, timely, and respectful communications and assessment services. In addition to our regional team, our Local Government Department strives to serve local governments with continuous improvement to ensure our products and services effectively meet your needs. Contact our Local Government Department at 1-866-valueBC (825-8322) local 00498 or [localgovernment@bcassessment.ca](mailto:localgovernment@bcassessment.ca).

Congratulations once again, and we look forward to opportunities to meet at your civic offices and local government conferences in order to grow the relationship between BC Assessment and your Council. We are also available to present to your Council upon request to share more details about our mandate and relationships with local governments.

Sincerely,

Scott Sitter  
Assessor, Northern BC Region

Delegate registration is now open!

Is this email not displaying correctly?  
[View it in your browser.](#)



# Minerals North

## Minerals North 2019 November update

Delegate registration is now open!

### Register now for Minerals North 2019 in Chetwynd

This years conference will be held May 22 - 24, 2019. Join us for a full program of informative discussions, tradeshow, networking opportunities, and social events. Come early and take advantage of one of the following pre-conference sessions. A tour of Willow Creek Coal with Conuma Coal; a tour to Tumbler Ridge Geo Park; a Caribou Habitat Engagement Session; Golfing and a Guided Tour of the Chetwynd Wood Carvings. More information on these options is available [on our website](#). Some tours have limited seats so register early. [On line registration is available here.](#)

### Tradeshow exhibit space

There are still a number of options available for those who wish to have an exhibit booth or space to display larger equipment. [Follow this link](#) for more details.

### Sponsorship opportunities

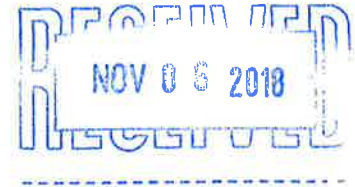
If you are interested in a sponsorship opportunity we can help you decide which options would best meet the needs of your company. More information on sponsorship is [available here](#).

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November 1, 2018

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

Dear Mayor and Councillors,

Congratulations on your election to serve your community as mayor and members of municipal council.

We are writing to you on behalf of the affordable housing providers across the province, both non-profit organizations and co-operatives, to ask that you make housing a central focus during your term in office.

As you likely heard on the doorsteps during the campaign, housing affordability and homelessness were by far the top issues for voters everywhere. Because housing affordability is an issue that impacts nearly every household in some way, and will take more than one term in office to solve, we believe there is an opportunity for partnership between all levels of government and the community housing sector. We want to actively support local government in making the most of this opportunity.

We hope that you had a chance during the campaign to review our *Make Housing Central* resources, launched in September to help candidates better understand the housing affordability landscape in their municipalities, and how municipalities can take a strong leadership role in addressing those issues. Our campaign, in its entirety, can be reviewed at [www.housingcentral.ca](http://www.housingcentral.ca)

During the campaign we asked candidates to show their support for affordable housing by pledging, once elected, to implement actions to support affordable housing in their communities including: the contribution of public lands, protection of existing affordable housing, zoning for rental-only development, streamlining of permitting processes, and pursuit of partnerships to create new affordable housing developments. Candidates from across the province took the pledge. You can see the list at [www.housingcentral.ca](http://www.housingcentral.ca)

As an ongoing initiative to support local government leaders in their efforts to deliver affordable housing in their communities, we are developing a series of free educational opportunities for your participation:

- A webinar introducing the community housing sector and a discussion of the tools available to municipalities to support affordable housing in their communities (*available December*)
- A half-day interactive forum for elected officials, non-profits and co-ops to exchange learnings about how to work collaboratively to create new affordable housing (*four workshops to be held throughout the province beginning spring 2019*)

Additionally, we are providing your municipal council with two complimentary registrations to our *Housing Central Conference*, the largest affordable housing event in the country, with up to 1,500 delegates. This conference is being held from Sunday, November 18<sup>th</sup> to Tuesday, November 20<sup>th</sup> at the Sheraton Vancouver Wall Centre. To claim your registrations, please contact our Government Relations Manager, Diana Dilworth at [diana@bcnpha.ca](mailto:diana@bcnpha.ca) or at 778-945-2170, who will assist in securing those registrations. Details of the conference can be found at [www.housingcentral.ca](http://www.housingcentral.ca)

Congratulations again, and best wishes. We look forward to working with you on the issues of housing affordability and homelessness, and hope that we will see you in attendance at our events. We will remain in touch throughout your term in office and hope that with your support, we can ensure that every resident in BC has access to safe, affordable and stable housing.

Sincerely,



Jill Atkey,  
Chief Executive Officer  
BC Non-Profit Housing Association  
[www.bcnpha.ca](http://www.bcnpha.ca)



Thom Armstrong  
Executive Director  
Co-operative Housing Federation of BC  
[www.chf.bc.ca](http://www.chf.bc.ca)

**About Housing Central:** *Housing Central brings together the BC Non-Profit Housing Association (BCNPHA), Co-op Housing Federation of BC (CHF BC) Co-op Housing Federation of Canada (CHF Canada), Encasa Financial, Community Land Trust and COHO Management Services Society. Housing Central collaborates on cross-sector partnerships that help impact public, policy, media awareness and deliver world-class education and events to support its vision of a safe, affordable home for everyone. [www.housingcentral.ca](http://www.housingcentral.ca)*

**About BCNPHA:** *Formed 25 years ago, BC Non-Profit Housing Association (BCNPHA) is the provincial umbrella organization for the non-profit housing sector comprised of nearly 600 members, including non-profit housing societies, businesses, individuals, partners and stakeholders. Together non-profit housing societies manage more than 100,000 units of long-term, affordable housing in over 2500+ buildings across the province.*

**About CHFBC:** *The Co-operative Housing Federation of BC (CHF BC) is the voice of housing co-ops in British Columbia. Made up of member housing co-ops and related stakeholders, the organization focuses on meeting the needs and supporting the opportunities for those living in co-op housing. The 250 co-op housing members in our province provide housing for approximately 15,000 families.*







November 9, 2018

Ref: 240648

His Worship Mayor Dave Heiberg  
and Members of Council  
District of Hudson's Hope  
9904 Dudley Dr  
Hudson's Hope BC V0C 1V0

Dear Mayor Heiberg and Councillors:

I greatly appreciated the opportunity to meet with the District's delegation, including former Mayor Gwen Johansson, at the 2018 Union of British Columbia Municipalities (UBCM) Convention. Our government is committed to partnering with local governments to build vibrant and healthy communities that are more affordable, economically resilient, and socially and environmentally responsible.

The issues brought forward in our meeting were of great interest to me. I applaud the District's efforts to partner with the Hudson's Hope Health Society and Housing Society to identify opportunities for affordable seniors housing in your community. I recognize the importance of seniors being able to find accessible housing and to age in their communities where their social networks and support systems reside. Many communities, like yours, have identified suitable and affordable homes for seniors as a major gap in their local housing stock. I wish you and the Society the best of luck in moving this project forward.

The newly established HousingHub and the various funding streams available through BC Housing can assist small communities like yours to access the necessary resources and partner to deliver housing. The HousingHub can bring together partners to find and develop or redevelop available land and partner to create affordable homes for people who live and work in our communities. I also invite you to continue visiting the BC Housing website [www.bchousing.org](http://www.bchousing.org) to learn more about future funding opportunities through the Build BC funds.

.../2

His Worship Mayor Dave Heiberg  
and Members of Council  
Page 2

As my second Convention as Minister has come to an end, I trust we will continue to embrace this year's theme of "Communication, Collaboration and Cooperation". Through meaningful connections and productive dialogue, I look forward to working in partnership with local governments to deliver the services that British Columbians count on.

Sincerely,

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

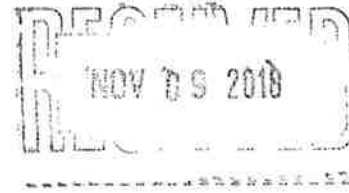
Selina Robinson  
Minister

Enclosure



**Hannah Scott**

10208 Ellis Crescent  
Hudson's Hope, BC, V0C1V0  
(250) 783-2040  
h\_joslin@hotmail.com



1st November 2018

Dear Hudson's Hope Mayor Dave Heiberg and the District Council,

I am writing regarding an event that occurred on Thursday October 18th at 8pm. My seven year old son had several long seizures. Firstly, I would like to thank the volunteer firefighters for their efforts as they were the first to arrive. I am very thankful for them. However, having gone through this very traumatising experience I needed to write to you. Something needs to be done. My son had a 7 minute seizure then only came out of it for a few seconds before going into another one for 15 minutes. He was vomiting and the thick vomit was blocking his airway. His colour was awful. His oxygen was dropping. He was a very sick child. My precious child. As his mother, I can tell you that being told you have to wait for an ambulance from a town 45 minutes drive away made the event the worst in my life. Time went very slowly. His seizure wouldn't stop! I was desperate but there was nothing I could do. I knew there was a paramedic only 200 metres away. Yet we were told to wait. Only a seizure apparently, that was not only a seizure that was my child. My child who had at least five seizures, my child who was struggling to breathe. Something has to be done to change the procedures in this town. There needs to be two paramedics on call all the time. We are too far away from a hospital to not have fully trained paramedics available. We were lucky as the local paramedic thankfully came anyway despite not being meant to. When she came into the room it was like a superhero arrived and every person in the room was incredibly grateful. My son was given oxygen immediately.

This was a horrible thing to go through. I feel I need to write this letter in the hopes that I can help future emergencies in this town. Words cannot really describe what I went through but I really hope you take action. This is now a busier town full of workers and the roads are very busy. Health is everything. It should be a priority to get more fully trained paramedics. This is a great town but this is a serious issue and I am very worried.

Sincerely,

**Hannah Scott**



# Construction bulletin

## **Site C Construction Schedule: November 12 – November 25**

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

- Contractors will continue to move equipment and material to site. This includes deliveries by rail.
- Contractors 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 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, tunnelling, concrete placement, and road maintenance will continue. Tower and mobile cranes will be used on site.
- Site preparation will continue at the 85th Avenue Industrial Lands. Work may begin to construct the conveyor that will connect to the dam site.

### **Highway 29**

- Site investigations, including field studies and survey work, will take place at Cache Creek/Bear Flat and Halfway River.
- Some utility poles may be temporarily moved. Temporary underground ducts will be installed at Cache Creek West to supply power to customers during the Highway 29 realignment.
- Construction will continue at Cache Creek West for the highway realignment. This includes mobilization, site and access road preparation, work at Peace View borrow area, clearing and grubbing, processing aggregates, stripping, and excavation.

### **Reservoir area**

- Site investigations and collection of forestry and access road data will continue near and along the reservoir area.
- Clearing-related activities, including access road upgrades and debris disposal, may take place in the eastern reservoir, lower reservoir, and Moberly River area, as permitted by ground conditions

and the fire danger rating. This may include upgrades to Old Hope Road. Wood waste may be chipped, mulched, spread as coarse woody debris, hauled off site, or burned.

### **Transmission works**

- Clearing may take place in the transmission corridor. Wood waste may be chipped, mulched, spread as coarse woody debris, hauled off site, or burned.
- Maintenance and upgrade work will continue on existing roads that provide access to parts of the transmission corridor. Some new road construction may continue within the transmission right-of-way and construction of temporary access roads will continue.
- Material and equipment are being delivered to the marshalling yard in Moberly Lake. The contractor is also mobilizing to sites along the transmission line corridor to continue tower assembly and begin installing the helical pile foundations.
- Site investigations, including stripping and data recovery of archaeological sites, geotechnical work, and structure staking, may take place along the transmission corridor.
- Upgrades will continue at Peace Canyon Generating Station, including the outdoor foundation, steel installation, and electrical work.

### **Other areas**

- Wildlife and aquatic mitigation programs will continue and may include surveys, data collection, habitat installations for bats and fishers, and downstream Peace River side channel enhancements.
- Surveys and visual inspections may take place 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.
- Aggregate and riprap production will continue in West Pine Quarry. Material will be transported by rail and road to the dam site.

### **What to expect**

Work will take place during the day, night, and on the weekend, until the project is completed. During this time, residents can expect the following:

- There will be project-related traffic on public and resource roads, including petroleum development roads.
- Highway 29 may be reduced to single lane alternating traffic in certain areas and traffic control may be intermittently in place in the Cache Creek West construction area.
- Trucks with heavy loads will be accessing the dam site and other project areas. Please use caution when meeting a pilot car and observe all warning signs.

- Helicopters and commercial drones may be used to support investigative and construction works.
- Some noise and vibration may occur near the dam site and work areas, including the quarries. Pile driving may be required in the vicinity of the 85th Avenue Industrial Lands.
- There may be smoke in various areas as a result of planned burning. Burning will only take place when permitted by the fire danger rating and when venting windows are available.
- For boater and worker safety, please stay clear of active in-river work areas along the Peace and Moberly rivers. These areas are clearly identified with signage and markings.

*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.*

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[More info](#)

[Contact Site C](#)

[Unsubscribe](#)

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You've received this email at [clerk@hudsonshope.ca](mailto:clerk@hudsonshope.ca) because you subscribed to receive email updates on construction for the Site C project.

No longer interested? [Unsubscribe](#).

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**Tammy McKeown**

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**Subject:** FW: Osborne Street Heavy Traffic

On Nov 16, 2018, at 1:17 PM, Melodie Godsman <[mgothsman@mail.com](mailto:mgothsman@mail.com)> wrote:

Mayor and Council,

I would like to request council put forth a bylaw restricting industrial and heavy vehicle traffic on Osbourne Street.

Ideally council should consider a bylaw restricting heavy traffic on all residential streets in Hudson's Hope.

My main concern with my street, Osbourne Street, is that I have had several incidents where vehicles have slid over the bank into my yard. Luckily they've missed my house so far....

The increase in traffic now makes it that much more critical to get this accomplished ASAP.

Evelyn Edinger  
250 783 0567

PS. I would like to add that all of the crew trucks from the campgrounds and Sportsmans use Osbourne at 5 am and 5 pm and drive like they're in the INDY 500. Maybe they need a reminder of speed limits? Mel...

**Tammy McKeown**

---

**Subject:** FW: Fwd: Grant Writer

**From:** Crystal Brown <[Crystal.Brown@prrd.bc.ca](mailto:Crystal.Brown@prrd.bc.ca)>  
**Date:** November 15, 2018 at 2:50:36 PM AST  
**To:** Chris Cvik <[cao@hudsonshope.ca](mailto:cao@hudsonshope.ca)>  
**Cc:** Shawn Dahlen <[Shawn.Dahlen@prrd.bc.ca](mailto:Shawn.Dahlen@prrd.bc.ca)>, Lyle Smith <[Lyle.Smith@prrd.bc.ca](mailto:Lyle.Smith@prrd.bc.ca)>  
**Subject:** RE: Grant Writer

Hi Chris,

Just a quick update. On Tuesday, the Electoral Area Directors moved to renewed the Grant Writer Contract. It will be going to Board on November 22, 2018 for approval.

Last week the Board moved to keep the same funding formula for Economic Development as they did last year, so I am not foreseeing any issues. I have already spoken to the Grant Writers and they are interested in renewing.

Crystal

---

**From:** Chris Cvik <[cao@hudsonshope.ca](mailto:cao@hudsonshope.ca)>  
**Sent:** Thursday, November 8, 2018 6:50 AM  
**To:** Crystal Brown <[Crystal.Brown@prrd.bc.ca](mailto:Crystal.Brown@prrd.bc.ca)>  
**Cc:** Shawn Dahlen <[Shawn.Dahlen@prrd.bc.ca](mailto:Shawn.Dahlen@prrd.bc.ca)>; Lyle Smith <[Lyle.Smith@prrd.bc.ca](mailto:Lyle.Smith@prrd.bc.ca)>  
**Subject:** RE: Grant Writer

Hudson's Hope would like to continue being involved in the Grant Writer program for 2019.

Chris

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

---

**From:** Crystal Brown <[Crystal.Brown@prrd.bc.ca](mailto:Crystal.Brown@prrd.bc.ca)>  
**Sent:** November 7, 2018 4:54 PM  
**To:** Chris Cvik <[cao@hudsonshope.ca](mailto:cao@hudsonshope.ca)>  
**Cc:** Shawn Dahlen <[Shawn.Dahlen@prrd.bc.ca](mailto:Shawn.Dahlen@prrd.bc.ca)>; Lyle Smith <[Lyle.Smith@prrd.bc.ca](mailto:Lyle.Smith@prrd.bc.ca)>  
**Subject:** Grant Writer

Chris,

Next Tuesday, the Electoral Area Directors will be discussing whether or not they want to renew the Grant Writer contract. As you know, Electoral Area B,C,D,E and Hudson's Hope jointly funded the position through Economic Development. The contract is set to expire December 31, 2018, with the option to renew.

If the Directors wish to renew, I will be asking for Board permission to extend the contract on November 22, 2018 so we can meet the 30 days' notice requirement.

Could you please let me know by the end of next week, whether or not Hudson's Hope is still interested in partnering through Economic Development if the Directors choose to extend the contract. For the 2018 contract, Hudson's Hope paid \$1,780 of the \$80,000 contract.

I have attached an update from the Grant Writers that I received today. I am not sure if Director Johansson shared these with you or not. If you need earlier ones, please let me know.

Please note, that there is a section on the Board meeting tomorrow about Economic Development. Lyle has already informed me that depending on how the discussion goes, funding the grant writer this way may not even be an option at this time. If that happens, I will let you know right away.

**Crystal Brown** | Electoral Area Manager

Direct: 250-784-3233 | Cell: 250-219-5397 | [crystal.brown@prrd.bc.ca](mailto:crystal.brown@prrd.bc.ca)



PEACE RIVER REGIONAL DISTRICT | Box 810, 1981 Alaska Highway Avenue, Dawson Creek, BC V1G 4H8

Toll Free: (24 hrs): 1-800-670-7773 | Office: 250-784-3200 | Fax: 250-784-3201 | [www.prrd.bc.ca](http://www.prrd.bc.ca)



PEACE RIVER REGIONAL DISTRICT

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***The Peace River Regional District Board  
Cordially invites Directors and Alternate Directors  
to attend an***

***Elected Officials Workshop  
with Don Lidstone, Q.C.***

***on Wednesday, December 5, 2018  
at the Dawson Creek Ski Hill***

***Morning Session: Regional Board Directors and Alternates***

Beginning at 10 a.m.

- Introduction
- Board and Regional District authority, powers and jurisdiction under Constitution, *Local Government Act* and other local government legislation
- Roles and responsibilities of Chair, Directors, Alternate Directors, CAO and other Officers, Staff, and of committees/commissions

***Afternoon Session: Regional Board Directors and Alternates  
Plus Member Municipalities' Council and CAO's***

From 12 noon to 3:30 p.m.

- Public hearings, fairness and show cause hearing processes
- Conflict of interest/disqualification and gifts
- Respectful Workplace/Harassment/Bullying
- Confidentiality and Privacy
- Personal liability for Board or Council members

All Peace River Regional District Directors and Alternate Directors may attend both morning and afternoon sessions. Member municipal Chief Administrative Officers and remaining Councillors are invited to attend the afternoon session only.

Please respond to this invitation by November 29, 2018 to confirm attendance. Please also advise who will be joining us for lunch (at 12 noon) and of any dietary restrictions the attendees may have.

Tammy McKeown

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**Subject:** FW: Elected Officials' Legal Orientation - Second Session added

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**From:** Don Lidstone <[lidstone@lidstone.ca](mailto:lidstone@lidstone.ca)>  
**Sent:** Sunday, November 18, 2018 9:23 PM  
**To:** Don Lidstone <[lidstone@lidstone.ca](mailto:lidstone@lidstone.ca)>  
**Cc:** Ashley Chand <[chand@lidstone.ca](mailto:chand@lidstone.ca)>  
**Subject:** Elected Officials' Legal Orientation - Second Session added

**LIDSTONE & COMPANY**  
**LOCAL GOVERNMENT LAWYERS**  
The Merged Law Firm of Lidstone and Murdy & McAllister

**ELECTED OFFICIALS' LEGAL ORIENTATION**  
***Second Session Added***

**Friday, November 30, 2018**  
UBC Robson Square – Room C575  
800 Robson Street, Vancouver

**Elected Officials' Legal Orientation**

Given that your local government is a client of Lidstone & Company, your elected officials are invited free of charge to attend the second session of our traditional local government elected officials' legal orientation to be held **Friday, November 30, 2018 from 9:00 am to 4:15 pm** at UBC Robson Square (downtown Vancouver) in Room C575. If you are already registered for November 23 or 30 you may ignore this notice. The November 23 orientation day was FULL shortly after we delivered invitations, so we are proceeding with a second orientation day on November 30, 2018. Note that we only have 17 seats left for this second session.

This one day session is an opportunity for elected officials to become informed on the critical legal issues affecting their governance roles and responsibilities. Here is the agenda:

***Morning Session***

8:30 **Registration** – Foyer of Room C575 - Includes flash drive containing all seminar materials, presentations and precedents

8:30 **Complimentary Hot Breakfast** – Foyer of Room C575

9:00 **Welcome and Introduction** – Don Lidstone, Q.C.

9:10 **Conflicts of Interest & Gifts** – Olga Rivkin



9:55 **Auditor General/Ombudsperson/Information & Privacy** – Olga Rivkin

10:15 ***Refreshment Break***

10:30 **Personal Liability/Risk Management** – Rebecca Coad

11:15 **Respectful Workplace/Code of Conduct/Harassment** –Andrew Carricato

12:00 ***Complimentary Luncheon & Networking Break*** – Foyer of Room C575

***Afternoon Session***

1:00 **Cannabis: Zoning, Licensing, Enforcement, ALR, Home Grow-Ops** – Sara Dubinsky

1:45 **Land Use, Public Hearings and Fairness Hearings** – Don Lidstone, Q.C.

2:30 ***Refreshment Break***

2:45 **Legal Roles and Responsibilities: Mayor/Chair, Council/Board, CAO and other Officers** - Don Lidstone, Q.C.

3:30 **Housing and Homelessness Issues** – James Yardley

4:15 **Adjournment**

Materials will be provided to each attendee on a flash memory stick. Question & answer time during each session.

Please **RSVP** to Ashley Chand at 604-899-2269 or 1-877-339-2199 or [chand@lidstone.ca](mailto:chand@lidstone.ca)

Since we have limited seating, please provide the name and email address of each official attending, and let us know ASAP if a registrant cannot attend for any reason. Staff are welcome to attend as well, noting that this orientation is quite different from the *Lidstone & Company Annual Client Seminar* held on November 2. We will send a confirmation and detailed information for each registration, including reasonable accommodation options and transportation information.

- Don

Don Lidstone, Q.C.

Managing Partner

**LIDSTONE & COMPANY**  
BARRISTERS & SOLICITORS

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*Please consider the environment before printing this email and any attachments.*



# MEMO TO MEMBERS

November 19, 2018

**TO: UBCM MEMBERS**  
Attn: Elected Officials of Member Local Governments and First Nations

**FROM: UBCM EXECUTIVE**

**RE: NOTIFICATION OF EXECUTIVE VACANCIES**

The purpose of this memo is to notify members of the direction taken by the Executive at their meeting on November 16, 2018 with regards to Executive vacancies as a result of the 2018 Local Government Elections.

At the meeting, Executive members were advised of five vacancies, and the process for filling those vacancies in accordance with the UBCM Bylaws and Policies:

- Second Vice President \* – Executive CANNOT appoint a Vice President, but may ask a sitting VP to move up and fill a vacancy; and Executive has the further option of appointing an additional “acting” Director at Large to ensure a full board complement of 21 members.
- Director at Large (1) – Executive may appoint an eligible elected official.
- Vancouver Metro Area Representative (1) – Executive may appoint an eligible elected official.
- City of Vancouver Representative – City of Vancouver has made its re-appointment; Councillor Pete Fry.
- GVRD/Metro Vancouver Representative – Metro will make a re-appointment; that process is underway.

The UBCM Bylaws and Policies, grant the Executive discretion on whether or not to fill vacancies (see Appendix A for extracts of both documents). Upon consideration of the Bylaws and Policies the Executive endorsed the following direction:

- Executive proceed to notify the membership of the vacancies on the Executive and seek expressions of interest for each of these positions:
  - Director at Large – 2 positions are available, to ensure a full board complement of 21 members
  - Vancouver Metro Area Representative – 1 position available
- Executive agreed that the three vacancies should be filled prior to the next Executive meeting scheduled for February 20-22, 2019.

\* In accordance with the Bylaws, Third VP, Councillor Brian Frenkel has moved to Second VP as a result of the vacancy left in this position.

## Next Steps

This memo serves as notification to the membership that the UBCM Executive wishes to fill vacancies for:

- Director at Large (2);
- Vancouver Metro Area Representative (1)

The process for filling vacancies will follow the process outlined in s. 9.5 of the Executive Policies.

## Eligibility for Office

*Director At Large (2)* – this position is open to all elected officials of UBCM.

*Vancouver Metro Area Representative (1)* – this position is open to elected members of either, or both, a council of a member municipality of the GVRD or of the GVRD Board (a list of eligible local governments is attached as Appendix B).

## Process

Eligible elected officials interested in applying for either of these positions are encouraged to submit an expression of interest for **one** of these vacancies, as outlined in s. 9.5 of the Executive Policies. We would ask that potential candidates complete the attached nomination form (Appendix C) and return it by email to the attention of the Past President. Candidates are also encouraged to provide a short bio (not more than 300 words) with their nomination form. All materials can be sent to the attention of Past President, Councillor Murry Krause, care of the following email address: [mcrawford@ubcm.ca](mailto:mcrawford@ubcm.ca)

**The submission deadline for expressions of interest (nomination form and bio) is:  
Friday December 14, 2018.**

The Executive will consider all expressions of interest and make a decision regarding whom they will appoint to fill these three vacancies.

Following Executive deliberations, all members will be notified of the Executive's decision. Newly appointed board members will be invited to attend the February 20-22, 2019 Executive meeting in Victoria.

If you have any questions about the process please contact Councillor Murry Krause, Past President at [murry\\_krause@telus.net](mailto:murry_krause@telus.net) or Marie Crawford, General Manager, Richmond Operations at 604-270-8226 ext. 104 or by email: [mcrawford@ubcm.ca](mailto:mcrawford@ubcm.ca).

We welcome eligible interested candidates to apply. For further information about UBCM and the Executive please see the UBCM website.

<http://www.ubcm.ca/EN/main/about/executive/executive-members.html>

## APPENDIX A

## EXTRACTS FROM THE UBCM BYLAWS AND EXECUTIVE POLICIES

## UBCM Bylaws

Section 2 of the UBCM Bylaws provides the following definition for officers:

2. *The Officers of the Union shall be: President, First Vice-President, Second Vice-President, and Third Vice-President.*

Section 3(d) speaks to filling vacancies: *(bold italics indicate relevant sections)*

- (d) ***No person shall hold a position as Officer of the Union unless elected as an Officer by the membership of the Union and no person shall be elected more than twice, whether consecutively or otherwise, as President of the Union. ...***

*In the event of a vacancy:*

- amongst the Officers, other than President, the ***Executive may appoint, from amongst persons qualified to be elected to the Executive, Acting Directors at Large*** equal to the number of vacancies;
- amongst the ***Directors at Large***, the Small Community Representative, the Electoral Area Representative, or the ***Vancouver Metro Area Representatives***, ***the Executive may appoint a person qualified to hold the office to fill the position for the term remaining;***
- *in the position of Vancouver Representative, GVRD Representative or amongst the five Directors appointed by the Area Associations such vacancies shall be filled in the manner of the original appointment.*

## Executive Policies

Section 9.5 of the Executive Policies outlines the process for appointing replacements:

**9.5 VACANCIES ON THE EXECUTIVE**

*If one or more Executive positions become vacant following a local government election, the Executive is authorized to appoint a replacement according to the following process.*

1. *UBCM shall notify local governments of any vacancy on the UBCM Executive and distribute information about the process for appointing a replacement. The Executive shall invite expressions of interest from local government elected officials who wish to fill the vacant position(s).*
2. *An expression of interest must be supported by two elected officials from UBCM member local governments.*
3. *An interested candidate may submit an expression of interest for one position only.*
4. *Expressions of interest shall be forwarded to the Past President, care of the UBCM office. The Past President will prepare a report for the Executive on the materials received.*

## APPENDIX B

### Vancouver Metro Area Representative – List of Eligible Members

Anmore  
Belcarra  
Bowen Island  
Burnaby  
Coquitlam  
Delta  
Electoral Area A (Metro Vancouver)  
Langley City  
Langley Township  
Lions Bay  
Maple Ridge  
New Westminster  
North Vancouver City  
North Vancouver District  
Pitt Meadows  
Port Coquitlam  
Port Moody  
Richmond  
Surrey  
Tsawwassen First Nation  
Vancouver  
West Vancouver  
White Rock

**APPENDIX C**

**<sup>1</sup>NOMINATIONS FOR THE 2018/2019 UBCM EXECUTIVE**

We are qualified under the UBCM Bylaws to nominate<sup>1</sup> a candidate and we nominate:

Name: \_\_\_\_\_

Position: (Mayor/Chief/Councillor/Director): \_\_\_\_\_

Mun/RD/First Nation represented: \_\_\_\_\_

Nominated for (*pick one only*): \_\_\_ Director At Large \_\_\_ Vancouver Metro Area Representative

**NOMINATED BY:**

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Elected Position: \_\_\_\_\_ Elected Position: \_\_\_\_\_

Mun/RD/First Nation: \_\_\_\_\_ Mun/RD/First Nation: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

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

**CONSENT FORM**

I consent to this nomination and attest that I am qualified to be a candidate for the office I have been nominated to pursuant to the UBCM Bylaws<sup>2</sup>.

**CANDIDATE:**

Name: \_\_\_\_\_ Elected Position: \_\_\_\_\_

Mun/RD/First Nation: \_\_\_\_\_

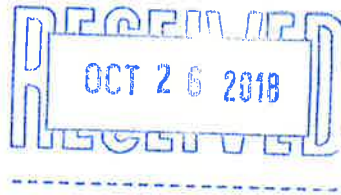
Nominated for (*pick one only*): \_\_\_ Director At Large \_\_\_ Vancouver Metro Area Representative

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

**Submission Deadline: December 14, 2018**

<sup>1</sup> Nominations require two elected officials of members of the Union [Bylaw 4(b)].

<sup>2</sup> All nominees to the Executive shall be elected representatives of a member of the Union [Bylaw 3(c)].  
Nominees for Electoral Area Representative, Small Community Representative and Vancouver Metro Area Representative must hold the appropriate office.



301 - 1268 Fifth Avenue  
Prince George, BC V2L 3L2  
Tel: 250-561-2525  
Fax: 250-561-2563  
info@northerndevelopment.bc.ca  
www.northerndevelopment.bc.ca

October 22, 2018

District of Hudson's Hope  
PO Box 330  
Hudson's Hope, BC V0C 1V0

**Attention:** Chris Cvik  
Chief Administrative Officer

Dear Mr. Cvik,

**Subject: Appointments to the Northeast Regional Advisory Committee Following Local Government Elections - Northern Development Initiative Trust**

Northern Development Initiative Trust (Northern Development) is an independent regional economic development corporation focused on stimulating economic diversification and job creation in Northern British Columbia.

Northern Development's board of directors is advised by four regional advisory committees comprised of elected local government leaders from each of the regions. This ensures that local knowledge is incorporated into Northern Development's Strategic Plan as well as funding approval processes.

In follow-up to the local government elections held on October 20, 2018, please consider this letter as Northern Development Initiative Trust's request to have appointments to the Northeast Regional Advisory Committee listed as an agenda item at your November 2018 council/board meeting. Please appoint an elected official to the Northeast Regional Advisory Committee as well as an alternate who may represent your appointee in his/her absence.

**It is important that you advise our office by November 30, 2018 so that we can send an agenda package to the appropriate representative prior to the first scheduled regional advisory committee meeting in January 2019.**

The first meeting of the Northeast Regional Advisory Committee is scheduled for January 18, 2019. At that meeting, committee members will elect a Chair and Vice Chair for the Northeast Regional Advisory Committee, as well as appoint one regional advisor to represent them on the Northern Development Board of Directors. The Northern Development Initiative Trust Board of Directors meeting is scheduled for Wednesday, February 20, 2019.

Please confirm receipt of this request. If you have any questions or concerns with this request, please contact Lori Moseley, Executive Coordinator, Northern Development by telephone at 250-561-2525 or via email at [lori@northerndevelopment.bc.ca](mailto:lori@northerndevelopment.bc.ca).

Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read "Joel McKay", written over a white background.

Joel McKay  
Chief Executive Officer