



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

Council Chambers

Monday January 14<sup>th</sup>, 2019 at 6:00 PM

**1. Call to Order:**

**2. Delegations:**

D1      Library – 2019 Budget and Service Agreement      Page 3

**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      December 10<sup>th</sup>, 2018 Regular Council Meeting Minutes      Page 13

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

**8. Public Hearing:**

**9. Staff Reports:**

SR1	Items Previously Released from Closed Meetings	Page 18
SR2	Strategic Objectives	Page 22
SR3	Notice of Closed Meeting	Page 26
SR4	Grant Application for Beattie Lift Station Upgrade	Page 27
SR5	Women's Rec Hockey	Page 28
SR6	Tradeshow 2019 Requests	Page 30
SR7	2018 Special Events Coordinator Year End Report	Page 32

**10. Committee Meeting Reports:**

**11. Bylaws:**

**12. Correspondence**

C1	Letter from the DOHH to the Province on Caribou Recovery	Page 34
C2	Northeastern Roundtable 2 Nov 21 Meeting Notes 20181213	Page 35
C3	Referral for West Peace Fringe Area OCP	Page 45
C4	AHCS BOD Appointment 2019 Hudson's Hope	Page 87
C5	Message from the Legislative Assembly of British Columbia	Page 89
C6	Letter From the Honourable Katrine Conroy and the Honourable Katrina Chen	Page 91
C7	Mayors RD Chairs and CAOs Roundtable- Expression of Interest	Page 94
C8	TELUS BC0714 CCS 2019 JAN 08	Page 96
C9	DOHH Request for Liability Insurance	Page 97
C10	Phoenix Tour Promo	Page 98
C11	Request to Include BCMCLC Workshop at the NCLGA Feb 1	Page 100
C12	Save the Date – 2019 PRLGA Meeting	Page 101

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

**14. Old Business:**

**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:

Hudson's Hope Public Library Association  
Amber Norton - Library Director

Subject of presentation:

2019 Budget request  
& Service Agreement

Purpose of presentation:

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

Contact person (if different than above):

Telephone number: 250 783 9414

Email address: director.whpl@pris.ca

Will you be providing supporting documentation? ☒ Yes ☐ No

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

Technical requirements:

- ☐ flip chart
- ☐ multimedia projector
- ☐ laptop
- ☐ other

time permitting I may  
need to connect to monitors  
in council chambers via  
laptop.

### 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

Amber Norton

Name of Delegate or Representative of Group

  
Signature

December 5, 2018  
Date

#### For Office Use

☐ Approved

☐ Rejected

By (signature): \_\_\_\_\_

☐ Mayor

☐ CAO

Appearance date if applicable: \_\_\_\_\_

Applicant informed of approval/rejection on (date): \_\_\_\_\_

By (signature) \_\_\_\_\_

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



## Highlights

## Director's Report: Total 2018

Although physical circulations have decreased over the past year, program attendance is holding steady. This indicates that we are having the same community impact but with lower circulations of physical materials. This is likely due to access to our electronic resources and the ease of access to information online as our online resources have shown an increase of usage.

Circulation- Sitka Results		Monthly	1 year ago
Adult Fiction		1249	1183
Adult Non-fiction		943	897
Adult Paperbacks		539	540
Adult Room		1000	1377
Audio Books		31	97
Book Club Sets BCC		476	448
Junior Fiction		458	464
Junior Non-fiction		249	228
Junior Paperback		575	660
Junior Room		152	351
Kids Room		2191	2490
Reference		6	11
Stacks HH		10	70
YA Room		547	554
Stacks		171	238
Sitka ILL		515	1259
Total		9112	10867
Patron Statistics			
Internet Users:			598
New Members:			51
BC One Card	items=68	cards=0	68
Patrons: not including programs			5526
Total Program Attendees: 1166 sessions			attendance
StoryTime	34	245	
Library Club	35	279	
Tween Club	33	121	
Teen Club	34	200	
Lego Club	30	57	
Kids Winter Camp	4	24	
Kids NID event	4	31	
Summer Reading Clubs	21	127	
Other programs	14	82	
Materials processed: collection additions			1430
Zinio Magazines			37
Library to Go	Loans		968
Library to Go	Titles		917
Library to Go	current waiting list		39
Library to Go	average days wait		48
<i>historical average days to wait</i>			25
Reference transactions; Helping Hands			51
Computer reference transactions			25
Phone/Email/text reference transactions			31

### Adult

-332  
-8.11%

### YA

-7  
-1.26%

### Children

-299  
-12.01%

### Misc.

-848  
-41.86%

### YP

-269  
-15.80%

### Year to date - loans

2017	2018
10867	9112
difference -16.15%	

### AverageMonthly Circ:

2017	2018
906	759
difference -16.15%	

### Revenue:

Fines	\$556.30
Photocopy	\$714.60
Sales	\$443.20
Fax	\$141.10
Damaged	\$263.37
Donations	\$772.92
Deposit	\$20.00
Deposit R	-\$20.00
Coffee	\$29.00
Out of Jail	\$40.00
Book Sale	\$438.84
Total Op Rev	\$3,399.33
Grants	\$18,075.00

Interlibrary loans: requested		
Borrower	109	224
Lender	1031	1263
S. Borrow	515	
Sitka Lend	1857	
Book Club	2405	
Total	5917	
Last Year	5526	
difference	107.08%	

Indieflix 2018 513.5 hours 42 views  
rbdigital ebooks etc 6 Dec, 70 in 2018

	2018 Budget	2018 Projected	2019 Budget
<b>Revenues</b>			
<i>Municipal Grant</i>	<b>119,904.00</b>	<b>119,904.00</b>	<b>121,103.00</b>
Revenue Surplus Operational Grants	5,963.29	5,422.00	64.79
From 2018 Grants			5,350.00
Board Support (offset by other revenue streams)	10,000.00	0.00	7,172.64
Provincial Book Grant	4,093.00	4,093.00	4,093.00
BC One Card	6,350.00	6,350.00	6,350.00
LSB - ILL Grant	3,357.00	5,134.00	5,904.10
Equity Grant		1,571.00	1,571.00
Interest Income	700.44	328.00	520.00
<i>Other Revenue</i>	3,000.00	7,537.20	5,000.00
NELF subsidies	1,500.00	400.00	2,000.00
Other Grants	0.00	34,000.00	0.00
Book club revenue	740.00	6,781.98	500.00
Book club admin	6,760.00	740.00	5,500.00
Capital Reserve	6,500.00	500.00	4,500.00
Fundraising	0.00	0.00	0.00
Building	0.00	0.00	0.00
Literacy	1,571.00	0.00	0.00
Total Revenue	<b>170,438.73</b>	<b>192,761.18</b>	<b>169,628.53</b>

## Expenses

### Personnel

Director	42,200.00	42,450.00	43,044.00
ILL Bookkeeper	20,375.60	22,037.00	20,748.00
Child Programmer	17,396.40	15,510.06	16,279.20
Custodian	4,113.68	4,034.00	4,228.25
YA Programmer	17,396.00	19,927.00	17,768.80
Courier	1,996.80	1,997.00	1,996.80
extra hour bank (moved where needed)	3,987.00	0.00	4,301.38
EI	2,903.73	2,904.00	2,811.84
CPP	5,319.56	5,320.00	5,151.22
WCB	182.00	189.00	151.02
Casual Employee	0.00	1,916.00	0.00
vacation payable		0.00	0.00
Sub Total	115,870.76	116,284.06	116,480.51

### Staff Expenses

Staff Conf. & Mtgs.	0.00	0.00	0.00
Staff Travel	0.00	0.00	0.00
Staff Training	600.00	92.00	600.00
NELF Subsidized	1,000.00	100.00	1,200.00
Sub Total	1,600.00	192.00	1,800.00

### Library Board Expenses

Board Conf. & Mtgs.	0.00	0.00	0.00
Board Training	88.00	0.00	88.00
Board Travel	0.00	0.00	0.00
Library Memberships	300.00	283.33	300.00
NELF Subsidized	0.00	0.00	300.00
Sub Total	388.00	283.33	688.00

### Reading Materials

Adult Fiction HC	1,937.50	1,938.00	1,496.88
Adult Fiction PB	450.00	450.00	527.76
Adult Non-Fiction	1,018.25	1,018.00	1,102.32
Periodicals	800.00	800.00	750.00

Adult Audiobooks	165.50	166.00	217.86
Adult DVD	270.00	270.00	343.08
YA Fiction HC	560.50	561.00	586.24
YA Fiction PB	346.25	346.00	342.48
YA DVD	289.00	289.00	261.00
YA Audiobooks	308.75	309.00	229.86
YA - Junior Fiction HC 65	283.75	284.00	200.52
CP - Junior Fiction HC 35	142.75	143.00	80.04
YA - Junior Fiction PB 65	147.50	179.00	157.50
CP - Junior Fiction PB 35	67.75	74.00	116.64
YA - Junior Audiobooks 50	165.00	165.00	120.48
CP - Junior Audiobooks 50	75.00	75.00	74.40
YA - Junior Non-Fiction 30	101.00	124.00	93.84
CP - Junior Non-Fiction 70	259.50	276.00	258.08
YA - Graphic Novels 100	218.00	241.00	284.40
CP - Graphic Novels 0		0.00	
Easy Books	632.25	683.00	625.26
Easy DVD	313.75	314.00	233.04
Easy Audiobooks	83.25	83.00	91.32
Easy Board Books	88.00	88.00	110.52
Databases	1,250.00	1,785.00	1,785.00
Book Replacement	50.00	50.00	50.00
process & memberships	62.50	63.00	63.00
Sub Total	10,085.75	10,774.00	10,201.52
<b>Administration</b>			
bank adjustments	1.00	1.00	1.00
Office Supplies	2,700.00	3,150.00	2,700.00
Postage & Freight	2,600.00	3,250.00	3,200.00
Computer Supplies	250.00	100.00	250.00
Computer Software	900.00	1,756.00	1,760.00
Advertising & Promotion	225.00	225.00	200.00
Promotions - Books	175.00	175.00	50.00
Children's Programs	300.00	300.00	400.00
Summer Reading	300.00	262.00	300.00

Grade 1 books	100.00	90.00	100.00
Adult Programs	100.00	100.00	100.00
Author Presentations	0.00	250.00	0.00
Young Adult Programs	300.00	300.00	300.00
NELF Initiatives	0.00	0.00	250.00
Accounting	2,800.00	3,040.00	2,800.00
Misc.	100.00	500.00	100.00
Technical Support	10,500.00	10,030.00	10,500.00
Insurance - liability	600.00	600.00	600.00
Custodial supplies	250.00	340.00	200.00
Bank charges	300.00	500.00	300.00
deposit return	0.00	0.00	0.00
website expense	285.00	288.00	288.00
book club expense	7,500.00	8,000.00	6,000.00
Sub Total	30,286.00	33,257.00	30,399.00
<b>Utilities</b>			
Electricity	3,077.71	2,200.00	2,277.00
Gas	1,280.67	1,450.00	1,812.50
Telephone/Fax	1,350.00	1,406.00	1,470.00
Sub Total	5,708.38	5,056.00	5,559.50
<b>Capital Budget</b>			
Director	500.00	500.00	500.00
Project 1 - furniture	3,000.00	15,000.00	
Project 2 - RR	3,000.00	5,000.00	
Project 3 - Computers 3 year plan	0.00	1,000.00	4,000.00
Sub Total	6,500.00	21,500.00	4,500.00
<b>Total Expenses</b>	<b>170,438.89</b>	<b>187,346.39</b>	<b>169,628.53</b>
Surplus	-0.16	5,414.79	0.00
Capital Reserve not included in the surplus calculations: these funds come from a different source (Building or Fundraising)			
Capital Reserve acquisition expenses are offset by Capital Reserve revenue			
total expenses without capital	163,938.89	165,846.39	165,128.53
difference 2018 compared to 2019	1,189.63	-717.86	



# Hudson's Hope Public Library Operating Budget 2019 - Notes

## REVENUE:

**Provincial Book Grant:** based on population.

**BC One Card:** grant to help with expenses for mailing/ handling of books borrowed by the BC One Card

**LSB – ILL Grant:** this grant covers the cost of our Interlibrary Loan agreement with other BC libraries. For each book we lend to another library, we are given a set amount of dollars each year.

**Interest Income:** interest earned on the Library bank accounts.

**Other Revenue:** estimated from photocopying/fax revenues, fines, sale of used books/videos, operational fund raising, donations, etc.

**NELF Subsidies:** the North East Library federation offers subsidies each year to be used toward travel and associated expenses, Database subsidies, technology grants, training grants. The total amount is variable from year to year due to a conference based in the north that is provided every other year.

**Other Grants:** additional grants received in 2017

**Book Club Admin:** funds paid for cataloguing and processing book club materials. We house a collection of sets of 10 books per title that is shared among 5 member federations in all reaches of the province. This increases our ILL grant every year. In 2016, the HHPL Director took over financial management of the collection as well.

**Book Club Revenue:** in 2016, HHPL took over management of the book club set program. Previously we housed & maintained the sets that circulated throughout 4 federations. Since taking over management, we are now circulating to 5 separate federations and we expect that our ILL numbers will increase as well with this change.

**Capital Reserve, Snack Program, Fundraising, Building, and Literacy:** These lines were added in order to offset the capital expense lines that may have made our bottom line seem over budget each year. Three of these lines are set to zero so that funds can be transferred from reserve accounts (Literacy, Building, Fundraising, Director and Capital) to compensate for any unforeseen expenditures throughout the year.

## EXPENSES:

### Utilities:

Projected expenses with an increase of 5% added to actual expenditure for 2017.

### Capital Budget:

In the past, our capital expenses were tracked on our operating budget but a revenue line was not included to reflect the fund transfers from our savings accounts. We now provide a budget forecast for foreseeable capital expenditures, and the corresponding fundraising and building revenue lines will be augmented based on unforeseen expenditures and funds transferred in to the operating account.

**Director:** This is an annual amount allocated to the Director for capital purchases up to \$500 annually.

**Project 1:** To be used if 2018 grants are not spent prior to 2019

**Project 2:** To be used for 2019 grant projects

**Project 3:** To be used to allocate earmarked reserves for a regular tech turnover (server, computers)

**Taxes:** Taxes are included in wage calculations as the employee's gross pay and the employer's portion is separated out on the corresponding tax budget lines.

**EI** – gross earnings (1.78 employer's portion) x 1.4 employees share

**CPP** – gross earnings (.0495% employer's portion)

**WCB** – 0.14% of gross wages from previous year

*\* Projected for HHPL income only via Personal tax calculator at ey.com, based on 2016 rates.*

*ATR = Average Tax Rate*

*MTR = Marginal Tax Rate*

*2016 ETR = 2016 Employee Tax Rate*

### Personnel: \*to adjust to financial contribution made by DOHH

**Sick/Vacation Bank** – calculated to project to distribute hours across all staff, Total sick hours projected to be used for sick/vacation hours. Employee vacation uses approximately 199 hours under the current schedule assuming only one employee away at a time. Total of 200-340 hrs recommended in bank.

## Hudson's Hope Public Library Operating Budget 2019 - Notes

### Base budget

\$25.50/hr. X 30 hours	\$	765.00	
\$19.50/hr. X 60 hours	\$	1170.00	
\$16.70/hr. X 60 hours	\$	1002.00	
\$15.65/hr. X 60 hours	\$	939.00	<b><u>\$3,876.00</u></b>

*Adjusted to balance budget after staff turnover\** **\$4301.38**

### Director - gross wages (\$.50 increase)

\$25.50/hr. X 32 hours/week x 52 weeks	\$42,432.00	
<del>\$25.50/hr. X 20.0 hours for board meetings</del>	<del>\$ 510.00</del>	
\$25.50/hr. X 24.0 hours for meetings & training	\$ 612.00	
(Averages 32.8 hours per week)		<b><u>\$43,044.00</u></b>
Sick/Vacation Bank \$765 budgeted but variable: final year-end wages may be \$43,809		

### Library Clerk Bookkeeper - gross wages (\$.35 increase)

\$19.50/hr. X 20 hours/week x 52 weeks	\$20,280.00	
\$19.50/hr. x 24 hours for meetings & training	\$ 468.00	
(Averages 21.5 hours per week)		<b><u>\$20,748.00</u></b>
Sick/Vacation Bank \$1170 budgeted but variable: final year-end wages may be \$21,918		

### Library Clerk Children's Programs – gross wages (\$.35 increase)

\$15.30/hr. X 20 hours /week x 52 weeks	\$15,912.00	
\$15.30/hr. x 24 hours for meetings & training	\$ 367.20	
(Averages 21.5 hours per week)		<b><u>\$16279.20*</u></b>
Sick/Vacation Bank \$939 budgeted but variable: final year-end wages may be \$17,590.60		

### Young Adult Program Library Clerk – gross wages (\$.35 increase)

\$16.70/hr. X 20 hours /week x 52 weeks	\$17,368.00	
\$16.70/hr. x 24 hours for meetings & training	\$ 400.80	
(Averages 21.5 hours per week)		<b><u>\$17,768.80</u></b>
Sick/Vacation Bank \$1002 budgeted but variable: final year-end wages may be \$18770.80		

### Custodian – gross wages (\$.35 increase after probationary period)

\$16.00 x 5.0* hours /week x 13 weeks	\$ 1,040.00	
\$16.35 x 5.0* hours /week x 39 weeks	\$ 3,188.25	
<del>\$16.35 x 2.0 hours /month x 12 months</del>	<del>\$ 433.20</del>	
(*Previously 4 hours per week plus the additional 2 hours every month)		

**Custodian Total:** **\$ 4,228.25\***

### Courier – gross wages

\$166.40 x 12 months	\$ 1996.80	
<b>Courier Total:</b>		<b><u>\$ 1996.80</u></b>

# **Hudson's Hope Public Library Operating Budget 2019 - Notes**

## **Staff Expenses:**

### **Staff Conferences & Meetings** (may include)

- BCLA/BCLTA – location variable, usually lower mainland
- Rural libraries Conference – Grande Prairie
- Beyond Hope Conference – Prince George (additional funding from NELF)
- NELF workshops and meetings –up to 2 times per year, spring 2019 tentatively Fort Nelson
- ABCPLD – location variable, Library Director only, up to 2 times per year

**Staff Travel:** includes mileage, hotel, flight costs, vehicle rental, parking fees and meal expenses

### **Staff Training:**

- NELF workshops
- Training outside normal work hours
- Courses through library initiatives or other vendors like InfoPeople

## **Library Board Expenses:**

Board conferences and meetings – many of the same opportunities as library employees

Board travel - includes mileage, hotel, flight costs, vehicle rental, parking fees and meal expenses

Library Memberships - BCLTA

## **Reading Materials:**

**All Collection expenses:** Costs projected based on average 2018 purchase costs. Suppliers were augmented slightly in 2018 allowing for a reduced average book cost. Efforts were made to try to maintain the number of books being brought in with a lower budget line. This means that there is a generally a longer wait for recent releases due to waiting for a better price.

## **Administration:**

**Deposit Returned:** This line is for Temporary Library Card holders. Patrons are able to obtain a temporary library card if they do not have a permanent address in Hudson's Hope. There is a \$20 deposit required to obtain a Temporary Card, and this line will fluctuate as an expense if these funds are returned. The revenue for this line is included under other revenue.

**Website Expense:** we pay a flat rate every month for our website which is hosted by a provincial website platform. <http://hudsonshope.bc.libraries.coop/>



**REGULAR COUNCIL MEETING  
December 10<sup>th</sup>, 2018  
6:00 P.M.  
COUNCIL CHAMBERS**

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

**Absent:** **Councillor Leigh Summer**

**Staff:** **Interim CAO, Chris Cvik**  
**Director of Protective Services, Robert Norton**  
**Director of Public Works, Mokles Rahman**  
**Administration, Andrea Martin**

**Other:** **2 in gallery**

1. **CALL TO ORDER:**

The meeting called to order at 6:00 p.m. with Mayor Dave Heiberg presiding.

2. **DELEGATIONS:**

D1 **Corporal Brendan Harkness, Detachment Commander, RCMP:** 0400-01  
**Introduction**

- Provided a brief background and state of Detachment.
- Corporal Brendan Harkness, Detachment Commander has been an RCMP member for 10 years.
- Corporal Brendan Harkness, Detachment Commander started his career in Kelowna for 7 years before being stationed at Hall Beach in Nunavut. Hudson's Hope is Corp Harkness's 2nd command and 2<sup>nd</sup> detachment.
- State of Detachment: William McKenna is moving on after 4 years here in Hudson's Hope and we will be welcoming a new officer Eric Schmidt at the beginning of January.
- There has been a spike in property crime, in particular stealing from the local Macro camps which is under investigation.
- Roads and traffic are being monitored with no fatalities to date.
- Will be bringing in "Policing Priorities" plan to Council in the New Year.

3. **NOTICE OF NEW BUSINESS:**

**Mayors Additions:**

**Councillors Additions:**

- Councillor Paice to introduce the new Student Youth Councillor Taylor Rowe.

**CAO Additions:**

- SR2 Surplus Equipment Sale – Electronic Sign
- SR3 Infrastructure Planning Grant Program – Verbal
- SR4 Facility Tours
- SR5 Waive Disposal of Surplus Equipment policy - Verbal
- C10 Christmas Open House with MLA Dan Davies

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

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

- Councillor Patricia Markin – SR1
- Councillor Mattias Gibbs – B1

6. **ADOPTION OF MINUTES:**

- M1 **November 26<sup>th</sup>, 2018 Regular Council Meeting** 0550-01
- Correction: Adjournment time is to be 8:12 p.m.

**RESOLUTION NO.219/18**

*M/S Councillors Miller/Gibbs*

*That*

*"The minutes of the November 26<sup>th</sup>, 2018 Regular Council Meeting be adopted as amended"*

**CARRIED**

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

- BA1 **Williston Reservoir 2019 Operations Information Session** 5210-01
- Bob Gammer to present an information session on Tuesday December 18<sup>th</sup>, 2018 at the Hudson's Hope Community Hall to discuss Williston Reservoir in the Spring of 2019.

- BA2 **Historical Society Committee Report** 0360-01
- Amend discussion notes that the Beck Family would like to 'update 0230-20 some of the crosses' to 'update to 1 cross'.

8. **PUBLIC HEARINGS:**

9. **STAFF REPORTS:**

- SR1 **Commit to Fit Contract** 1850-01
- Councillor Patricia Markin excused

**RESOLUTION NO.220/18**

*M/S Councillors Paice/Quibell*

*That*

*"Council accept the proposal for Commit to Fit Proposal submitted by Greta Goddard, Greta's Class Act Services, for the amount of \$2,560.00 plus GST per year for a two year term."*

**CARRIED**

- Councillor Patricia Markin returned to Council Chambers

- SR2 **Surplus Equipment Sale – Electronic Sign** 1280-20

**RESOLUTION NO.221/18**

*M/S Councillors Miller/Gibbs*



That  
"Council accept the bid of \$300.00 from Tim O' Grady for the surplus  
'adtronics' Electric Sign."  
CARRIED

- SR3      **Infrastructure Planning Grant Program – Verbal**      1855-02
- Interim CAO, Chris Cvik advised Council that the Light Industrial Subdivision is not eligible for the Infrastructure Grant.

- SR4      **Facility Tours Verbal**      5210-01
- Tour of our facilities to see what condition our infrastructure and facilities are in.

RESOLUTION NO.222/18  
M/S Councillors Quibell/Miller  
That  
"Council be authorized to attend a tour of our facilities in January in  
January."  
CARRIED

- SR5      **Waive the Disposal of Surplus Equipment policy - Verbal**      0340-50

RESOLUTION NO.223/18  
M/S Councillors Markin/Paice  
That

"Council waive the Disposal of Surplus Equipment policy for former  
Mayor Gwen Johansson to allow her to retain her old cell phone at no  
cost."  
CARRIED

- Discussion - Staff to look into a revised policy for the disposal of phones for elected officials retiring in the future.

10.

#### COMMITTEE MEETING REPORTS:

CM1

#### BC Hydro Generate Opportunity (GO) Fund      1855-01

- The fund was established in 2016 and targets non-profit organizations serving communities impacted by Site C. The fund is administered on behalf of BC Hydro by Northern Development Initiative Trust. Grant review and decisions are made by a committee composed of 2 representatives from each of the impacted communities.
- Applications are accepted continually throughout the year and reviewed quarterly.
- The next review is in February.
- Only 3 Hudson's Hope organizations have been awarded grants and the district council would like to see more.

11.

#### BYLAWS:

- B1      **Property Tax Exception**      3900-01

- Councillor Mattias Gibbs excused      1950-01

RESOLUTION NO.224/18  
M/S Councillors Quibell/Markin  
That

"Council adopt the District of Hudson's Hope's 'Property Tax Exemption  
Bylaw 901, 2018."

**CARRIED**

- Councillor Mattias Gibbs returned to Council Chambers
- Discussion – Staff to send letters to the properties that are exempt from the property tax, and to contact the district if any conditions change.

12. **CORRESPONDENCE:**

- C1 **PRRD request for Southern Mountain Caribou Engagement** 0320-01
- Council agrees that there should be transparent communication with the public.
  - Mayor Dave Heiberg to work with Interim CAO, Chris Cvik on communication and bring back to Council for the January 14<sup>th</sup>, 2019 meeting.
- C2 **Hudson's Hope Fall Fair Report** 0230-01  
FOR INFORMATION
- C3 **NCLGA request for Board members** 0400-01
- There are 4 vacancies – looking for nominations.
- FOR INFORMATION
- C4 **Office of the Seniors Advocate British Columbia** 5000-01  
FOR INFORMATION
- C5 **Site C Construction Bulletin – November 26 – December 9, 2018** 6660-01  
FOR INFORMATION
- C6 **Potential Land Transfer for Halfway River First Nations-Treaty Land Entitlement and Site C Land Agreement** 6660-01  
FOR INFORMATION
- C7 **Economic Development Project** 5400-01
- Rural Roads Task Force is part of this initiative.
  - Beryl Prairie Road and Farrel Creek Road are identified as priority roads.
- FOR INFORMATION
- C8 **North East Native Advancing Society (NENAs) Request for Sponsorship** 1850-01  
FOR INFORMATION
- C9 **Site C Construction Bulletin January 2019 to March 2019** 6660-01
- Councillor Kelly Miller requesting more information as to the stock piling of gravel by Highway 29 just before Watson Slough.
  - Mayor Dave Heiberg to look into what is going on at that site.
- C10 **Christmas Open House with MLA Dan Davies** 0330-01
- RESOLUTION NO.225/18**  
**M/S Councillors Quibell/Paice**  
**That**  
**"Council be authorized to attend the open house."**  
**CARRIED**

13. **REPORTS BY MAYOR & COUNCIL ON MEETINGS AND LIAISON RESPONSIBILITIES**
14. **OLD BUSINESS:**
15. **NEW BUSINESS:**
16. **PUBLIC INQUIRIES:**
  - Mayor Dave Heiberg asked Student Youth Councillor Taylor Rowe if he had any questions - Student Youth Councillor Taylor Rowe replied not at this time.

17. **ADJOURNMENT:** 0550-01  
**7:00pm Motion to move in-camera**  
**RESOLUTION NO.226/18**  
**M/S Councillors Gibbs/Paice**  
**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 7:10pm

**DIARY**

**Conventions/Conferences/Holidays**

*Beryl Prairie Septic Field*

*School Gymnasium agreement*

*Budget items*

*Spruce Beetle Summit- revisit 2019*

***Diarized***

*07/25/16*

*02/26/18*

*07/09/18*

*11/05/18*

Certified Correct:

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Chair/Mayor Dave Heiberg

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Corporate Officer, Tammy McKeown

## REQUEST FOR DECISION

<b>RFD#:</b> CC-2018-22	<b>Date:</b> December 14, 2018
<b>Meeting#:</b> CM011419	<b>Originator:</b> Chris Cvik, Interim CAO
<b>RFD TITLE:</b> Items Previously Released from Closed Meetings	

### RECOMMENDATION:

1. For Information only.

### BACKGROUND:

December 10, 2018 Closed Council Meeting

MOVED/SECONDED, AND CARRIED

*"That Council approves the release of the Additions to Reserve policy to the Open Agenda".*

December 10, 2018 Closed Council Meeting

MOVED/SECONDED, AND CARRIED

*"That Council approve the release of the Land Decision – Hudson's Hope Health Care and Housing Society to the Open Agenda".*

I

### DISCUSSION:

This report was placed on the agenda of the Regular Council Meeting as a means of public disclosure.

### FINANCIAL CONSIDERATIONS: N/A

### ATTACHMENTS:

Additions to Reserve Policy.

Resolution on Land Decision – Hudson's Hope Health Care and Housing Society.

  
Chris Cvik, Interim CAO

**SR1**



HUDSON'S  
HOPE

PLAYGROUND OF THE PEACE

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

## ADDITIONS TO RESERVES POLICY

### Policy

1. The Addition to Reserves (ATR) Policy will be used to guide the Council of the District of Hudson's Hope when requests from First Nations to negotiate an urban reserve within municipal boundaries are received.
2. Each request that is received shall include a copy of the Reserve Creation Proposal that was submitted to the federal governments [Crown-Indigenous Relations and Northern Affairs Canada](#) department (formerly known as INAC).
3. Prior to any discussion around Additions to Reserves, the District and First Nations group will have a signed Memorandum of Agreement that outlines the principles, objectives and general considerations that each party recognizes and consents to.

### Procedure

When addressing any request to create an urban reserve within its' municipal boundaries, the District will include the following considerations in the discussion:

1. Joint use planning that would promote a seamless transition between ATR land and the District.
2. Bylaw harmonization and coordination including but not limited to:
  - a. Land use and zoning standards
  - b. Building and safety standards
  - c. Public utilities
  - d. Animal control
  - e. Health and safety (fire and police)
  - f. Traffic regulations
  - g. Property maintenance
  - h. Tax considerations
  - i. Service Provision and infrastructure improvements
  - j. Dispute Resolution mechanism
  - k. Intergovernmental relationship and collaboration through the establishment of appropriate working or technical committees



3. The outcome of the Joint Use Planning process is the creation of a Municipal Service Agreement (MSA) between the District and First Nations and may include:
  - a. A description of the services that the District is able and willing to provide to the First Nations
  - b. The basis for charges levied by the District
  - c. Key dates for any payments or obligations
  - d. The manner in which the First Nations will be billed for the services
  - e. Fees for administration and legal costs
  - f. Access by the District to install, maintain and operate the services
  - g. Access to emergency services such as police and fire
  - h. Upgrading, improvements, replacement and major repairs respecting services
  - i. Costs related to engineering studies
  - j. Impacts of major developments on the reserve that may affect provision of current and future municipal services
4. Once a MSA is approved by Council and the First Nations, Administration will submit a letter of support for the newly established urban reserve to the federal government.

**RESOLUTION NO.144/18**

**Moved, Seconded, and Carried**

*That "Council approve in principle the transfer of District owned land (Plan #17811) to the Hudson's Hope Health Care & Housing Society to allow the Society to move forward with a funding request;*

*And*

*That "Administration work with the Society to finalize a land transfer agreement for Council's consideration and respectfully decline the offer of land in exchange."*

**CARRIED**

## REQUEST FOR DECISION

<b>RFD#:</b> CC-2019-03	<b>Date:</b> January 2, 2019
<b>Meeting#:</b> CM011419	<b>Originator:</b> Chris Cvik
<b>RFD TITLE:</b> Strategic Objectives	

### BACKGROUND:

Council met on December 8, 2018, to determine a list of initiatives it would like to see completed over their term of office. These initiatives feed into the budget process and availability of staff to do the work. Initiatives that were identified relate to three main areas and form the strategic objectives for 2019 – 2022. They are:

1. Provide quality infrastructure services in a sustainable manner.
2. Provide quality recreational and cultural opportunities in an affordable manner.
3. Encourage economic growth and development in the area.

### DISCUSSION:

Strategic Objectives are flexible and can be changed by Council as required.

**BUDGET:** Some initiatives will have budget implications and will be discussed in more detail when the budget is set.

### RECOMMENDATION / RESOLUTION:

That Council approve the Strategic Objectives for 2019-2022.

**Attachments:** DRAFT – 2019-2022 Strategic Objectives.

Report Approved by:

  
Chris Cvik, Interim CAO

**SR2**

**District of Hudson's Hope**  
**Strategic Objectives 2019-2022**

Council met on December 8, 2018, to determine a list of initiatives it would like to see completed over their term of office. These initiatives feed into the budget process and availability of staff to do the work. Initiatives that were identified relate to three main areas and form the strategic objectives for 2019 – 2022. They are:

1. Provide quality infrastructure services in a sustainable manner.
2. Provide quality recreational and cultural opportunities in an affordable manner.
3. Encourage economic growth and development in the area.

**Supporting Actions**

Council and staff have identified deliverables and timelines to achieve the intent of the three strategic objectives over the next four years.

**1. Provide quality infrastructure services in a sustainable manner.**

**Year 1**

- Asset Management – Establish inventory and condition of assets
- Research asset management software that is compatible with existing financial software.
- Complete repair work on Beattie Street Life Station.
- Complete replacement work on seven remaining water valves.

**Year 2**

- Completed condition assessment on 25% of assets in inventory
- Develop plan to address dead-end water lines, need to first identify number and location

**Year 3**

- Completed condition assessment on 50% of assets in inventory
- Complete assessments on 2 other Lift Stations (note: Beattie would have been updated in 2019)
- Complete 50% installation and/or replacement of hydrant flushing devices.

**Year 4**

- Complete remaining 50% installation and/or replacement of hydrant flushing devices.

## **2. Provide quality recreational and cultural opportunities in an affordable manner.**

### **Year 1**

- Develop a plan and budget for repairs to the Pool that address the pool membrane and hydro chlorination pump systems. This is a short-term solution that will allow the pool to operate in 2019.
- Develop recommendation for long term facility replacement – Recreation Committee. Committee to provide Quarterly Reporting to Council.

### **Year 2**

- Facility – Pool (Quarterly) Reporting

### **Year 3**

- Facility – Pool (Quarterly) Reporting

### **Year 4**

- Facility – Pool (Quarterly) Reporting

## **3. Encourage economic growth and development in the area.**

### **Year 1**

- Complete remediation – Lucas/Atkinson deficiencies within budget
- Develop Marketing Plan – how are we going to sell the lots
- Update costs and apply for grant to assist with development of light industrial sub-division
- Develop a process to monitor capital spending for Council's consideration (this is during the entire process, planning, during, post).
- Website Update
- Promotion – Solar panels, electric cars

### **Year 2**

- Develop zoning and OCP bylaws for light industrial subdivision.
- Revisit marketing of Light Industrial Sub-Division.

### **Year 3**

### **Year 4**

- Use data to drive budget (75%)
- Initiate Official Community Plan (OCP) review



***Other Items for Discussion***

1. Budget preparation – start early. Be in a position to bring draft budget to Council by the end of each year. Recognize that the actual budget will not be finalized until external data is received (ie., PRA Funding, school tax, etc.)
2. Arrange for a tour of the facilities to allow Council to see the different operations to help better understand the nature and condition of our facilities.

## REQUEST FOR DECISION

<b>RFD#:</b> CC-2019-06	<b>Date:</b> January 7, 2019
<b>Meeting#:</b> CM011419	<b>Originator:</b> Chris Cvik
<b>RFD TITLE:</b> Notice of Closed Session – January 14, 2019	

### BACKGROUND:

Council has historically not published closed meeting on the open agenda and the basis for the closed meeting. In order to continue to be transparent, when there is a closed meeting, a notice will be included on the open agenda with sufficient information to describe the reason for the closed meeting.

This will also provide Council with the opportunity to recess to a Closed Meeting to discuss whether or not the items properly belong in a Closed Session (Community Charter Section 90(1)(n)).

### DISCUSSION:

Closed Meetings will continue to be held at the end of a regular Council meeting.

Including a cover-report about a Closed Meeting is simply a place holder to make the public aware a closed meeting is taking place and a high-level description on the topics.

### BUDGET: N/A

### RECOMMENDATION / RESOLUTION:

That Council recess to a Closed Meeting for the purpose of discussing the following item(s):

Agenda Item – Closed Meeting Minutes December 10, 2018(CC Section 90(1)(a)(c)(k)

Agenda Item – Closed Meeting Minutes December 17, 2018 (CC Section 90(1)(a)(c)

Agenda Item – Tax Sale (CC Section 90(1)(e).

### Attachments:

Report Approved by:



Chris Cvik, Interim CAO

## REQUEST FOR DECISION

<b>RFD#:</b> 2019MR01	<b>Date:</b> January 14, 2019
<b>Meeting#:</b> CM140119	<b>Originator:</b> Mokles Rahman
<b>RFD TITLE:</b> Grant Application for Beattie Lift Station upgrade	

### BACKGROUND:

The District of Hudson's Hope (the District), on August 29, 2018, applied for grant funds under ICIP (Investing in Canada Infrastructure Program) - Green Infrastructure – Environmental Quality Program, to upgrade the Beattie Drive Sanitary Lift Station. The application has been declined by the Ministry.

Now the administration is in the process of submitting another application to ICIP - Rural and Northern Communities (RNC) Program. Although RNC Program will develop funding partnerships between Federal, Provincial and ultimate recipient (District of Hudson's Hope), based on the size of the District of Hudson's Hope, the Federal Government (60%) and Provincial Government (40%) will share the full cost of the project. Even though there will be no contribution from the ultimate recipient, Council Resolution is required to ensure that any cost overrun must be borne by the District.

As per the Feasibility Study report dated August 29, 2018, prepared by URBAN Systems, the estimated costs (Class B) for this upgrade is \$337,238.00, including 15% Engineering and 15% contingencies. After detailed design, public tender and completion of the construction, we will be able to know the exact cost of the project. Administration would go back to Council for approval of any cost overrun. The source of such funds will be Sewer Reserve.

As this project is "a must" to undertake in 2019 season, the detailed design should be started immediately including detailed geotechnical investigation.

### RECOMMENDATION / RESOLUTION:

1. THAT Council approves a grant application to be made for the Rural and Northern Communities Program for upgrades to Beattie Lift Station"
2. THAT Council approves \$20,000 for proceeding detailed geotechnical investigation and detailed design of the project. The source of fund will be Sewer reserve and will be returned to the Sewer reserve fund if grant is approved.

Initiated by:



Mokles Rahman, Director of Public Works

Approved by:



Chris Cvik, Interim CAO

## REQUEST FOR DECISION

<b>RFD#:</b>	<b>Date: November 26, 2018</b>
<b>Meeting#:</b>	<b>Originator: Kaitlyn Atkinson</b>
<b>RFD TITLE: Women's Rec Hockey</b>	

**BACKGROUND:** At the September 24<sup>th</sup> council meeting, council was made aware of the RSECs intent to offer a Women's Rec Hockey program and that it was a registered program with a cost associated. Registration was taken, and the program was started. Sessions run Tuesday nights from 7:30-8:45pm for six weeks. After the first session, Interim CAO Chris Cvik instructed the RSEC to discontinue her facilitation of the program sighting his unwillingness to have the program be counted as working hours.

**DISCUSSION:**

The Recreation and Special Events Coordinator (RSEC) job description states:

"The incumbent is responsible for the planning, development, and implementation of special, cultural, sporting and other related events and programs" and "directly responsible for Special Events and other Recreational programming sponsored by the DOHH" additionally the RSEC will "seek knowledge and feedback from the Recreation Advisory Committee, District of Hudson's Hope residents and public regarding recreational programs and services."

The employee contract also states:

"the nature of the position requires the employee to work outside of the normal workdays and workhours of Monday to Friday 8:30 am to 4:30 pm, the Employee acknowledges that flexible work shifts will be necessary to accomplish the duties of this position"

These documents establish that Recreation and Special Events do not just occur within regular office hours and that to meet the needs of the public work outside these hours will be needed. It is well within the RSEC job description to plan and implement programming and events that is beneficial to the public and supports the wishes of the public or group. Not all programs are attractive to all groups and that is why varied programs are offered and their timing is varied as well. Looking at this from a customer service perspective the program was advertised, payment was taken, and the program was started. To cancel the program after its started would be unprofessional for the District and not upholding the principles of good customer service.

The program has taken in \$360 dollars and covers the cost of flooding the ice after each session and the wages of the RSEC to plan, attend and facilitate the session. The ladies involved in this program have been extremely grateful and cite their unwillingness to attend the public drop in shinny session previously offered. They would not be confident enough of their skills to do this.

This program is structured to offer drills and skill development and is led by the RSEC. The structured nature and workshop delivery are what makes this different from shinny and the reason these ladies have registered.

ADMINISTRATOR COMMENTS:

Report Approved by:

  
Chris Cvik, Interim CAO

**BUDGET:**

Using the GT 3 wage of \$31.68 and the 15 minutes per session to flood the ice the cost of arena staff time is: \$47.52. Using the RSEC wage of \$34.07 for 9 hours: \$306.63.

Total cost: \$354.15.

Revenues received: \$360

***Income from program: \$5.85.*** No cost is incurred to the District for this program.

**RECOMMENDATION / RESOLUTION:**

That council approve the RSEC continue to plan, supervise and facilitate the Women's Rec Hockey sessions now and in the future.

  
Report Prepared by  
Kaitlyn Atkinson, Recreation and Special Events Coordinator

## THE DISTRICT OF HUDSON'S HOPE

**REPORT TO:** Mayor and Council

**SUBJECT:** Fort St. John Tradeshow

**DATE:** January 9, 2019

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

---

**April 5-7, 2019**

**Fort St. John Tradeshow at the Pomeroy Sports Center**

### **Background**

The Fort St. John (FSJ) trade show is in its 47<sup>th</sup> year and sees on average 14, 400 attendees. It is a 300 plus booth show that is seen by residents of the Peace as a sign that winter is ending, and spring has arrived. Many people attend the show as it's the first major event of spring and a chance to connect with friends and local businesses. As the trade show is extremely well attended and the largest event of its kind in North East BC, it is a fantastic opportunity to connect with Peace area residents and promote a product or brand. *In the case of Hudson's Hope, we can use the trade show to showcase our areas recreational offerings, its appeal for residents and allow those in the North Peace to meet with representatives from the District. Last year over 400 individuals came by the booth.*

### **Tradeshow 2019**

To facilitate the running of the booth we are looking for individual members of council to attend one of the three days and commit to a "shift" at the booth.

Additionally, I am requesting the approval of the prize giveaway, preference of items would be (1) 7 Day Camping Permit and a Family 10X Pool Punch Pass.

The shifts that need to be covered between staff and councillors are:

- Friday Evening 5pm-10pm
- Saturday Morning/Afternoon 9:45am-3pm
- Saturday Afternoon/Evening 3pm-9pm
- Sunday 10:45am-5pm

### **Recommendations**

"that councillors respond back to the RSEC with their availability for this event by February 11<sup>th</sup>, 2019 and give their preference of shifts"

"that council approve the draw items to be given away of (1) 7 Day Camping Pass and (1) Family 10X Pool Punch Pass"



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Approved by: Chris Cvik, Interim CAO



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Prepared by: Kaitlyn Atkinson, Recreation and Special Events Coordinator

## THE DISTRICT OF HUDSON'S HOPE

**REPORT TO:** Mayor and Council

**SUBJECT:** 2018 Year Review

**DATE:** January 9, 2019

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

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January 2<sup>nd</sup> marked a year for me in this position. I have put together some figures that summarize the progress made in new programs and community events in 2018 for councils' convenience.

**231** Individuals utilized new programs in 2018. The **10** new programs are listed below:

- Lacrosse Camp
- Library Summer Reading: Active Component
- Summer Hike Series
- Yoga in the Park
- Intelligence Program
- Northern Baseball Training Camp
- Play in the Park
- Women's Rec Hockey
- Parent and Tot: On Ice Session
- Summer Full Day Camps

Events managed by this position were narrowed down and these are what remain:

- Canada Day
- Christmas Parade and Light Up
- Fall Sign up Night
- Frightful Frolics (led by Cindy and public works this year)
- Remembrance Day
- Volunteer Appreciation
- Winter Carnival

Additions that were undertaken include:

- Family Day
- Farmers Market Networking and Park Program
- Fort St. John Tradeshow
- That Dam Run (approved by council as part of the aid requested by Hope for Health in running the event)

Roughly **2000** people were counted at various events, this number includes the same individuals recorded at numerous events. The actual number of individuals reached through events is around **800**.

The departments revenue from donations, registrations and grants in 2018 was **\$27,484**.



This number does not include the grant received in 2017 for trail mapping which was utilized in 2018.

Major Projects in 2018 included the Beryl Prairie Playground replacement. The playground is awaiting installation in Spring 2019, but prep work is complete. The Trail Mapping project resulted in 15 detailed trail maps to be further utilized as pamphlets and placed onto the District website this year.

Lines were painted on the Arena floor this year allowing for Lacrosse use in the building. I hope to build on that this year and utilize the Arena building even more this summer.

A survey was put out in September of 2018 seeking feedback on summer programs. Respondents were primarily 4-person families that had at least 2 people in the house utilize a program. 75% of respondents were extremely satisfied or satisfied with program offerings. Those that were not cited a few recommendations:

- Add more summer camp dates
- More programs that run in the evenings
- Addition of outdoor education and skill programs

Positive comments mentioned how excellent they thought the hike series was and that overall the programming was varied and interesting.



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Approved by: Chris Cvik, Interim CAO



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Prepared by: Kaitlyn Atkinson, Recreation and Special Events Coordinator

December 19, 2018

Hon. John Horgan  
Premier, Province of British Columbia  
[premier@gov.bc.ca](mailto:premier@gov.bc.ca)

Hon. George Heyman  
Minister of Environment and Climate Change  
Strategy  
[ENV.Minister@gov.bc.ca](mailto:ENV.Minister@gov.bc.ca)

Hon. Scott Fraser  
Minister of Indigenous Relations and  
Reconciliation  
[ABR.Minister@gov.bc.ca](mailto:ABR.Minister@gov.bc.ca)

Hon. Doug Donaldson  
Minister of Forests, Lands, Natural Resource  
Operations and Rural Development  
[FLNR.Minister@gov.bc.ca](mailto:FLNR.Minister@gov.bc.ca)

Dear Premier and Ministers:

By now, you are probably noticing a common theme in communications from local governments in and around the Peace Region on the important topic of Caribou Recovery. That theme can best be described as *'Engage local government, residents, and industry into the planning process and not into the review process'*.

We have heard that First Nations groups have been contacted by both the provincial and federal government and we fully support First Nations involvement in planning discussions about caribou recovery. We strongly believe that obligation should be extended to other key stakeholder groups as well to ensure that all perspectives are incorporated into any draft proposal that is ultimately sent out for review and comment. We are fully aware that Caribou face an 'imminent threat' and there will be difficult decisions ahead in developing and implementing a recovery plan; however, we feel that if key stakeholder groups are able to be involved in these planning discussions, then whatever draft proposal is developed, it will be inclusive, well thought out, and less likely to cause uncertainty when it is sent out for review and comments.

We understand our suggestion may require additional meetings 'up front' in the process and may extend the timeframe, but again reiterate the importance of incorporating feedback from multiple stakeholder groups early in the planning process when feedback is more likely to be effective as opposed to afterwards, once a draft is prepared and decisions are all but final.

We would appreciate a response to our letter.

Sincerely,



Dave Heiberg  
Mayor, District of Hudson's Hope

# NORTHEAST ROUNDTABLE SESSION 2

## Meeting Notes

Wednesday November 21st, 2018

CERTIFIED  
Aboriginal Business

Canadian Council for  
Aboriginal Business 

**C2**

*Guidance with integrity.*

## Northeast Roundtable Session 2 – Meeting Notes

<b>Type of Meeting:</b>	In-person
<b>Date:</b>	Wednesday November 21 <sup>st</sup> , 2018
<b>Time:</b>	10:00am – 3:00pm
<b>Location:</b>	Health Unit, Fort St. John
<b>Handouts:</b>	Agenda Treaty Land Entitlement (TLE) and Site C Land Agreement Selections Halfway River First Nation (HRFN) Presentation
<b>Attachments:</b>	Appendix A – Attendees

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Doors opened at 9:30am and registration commenced. Participants were asked to seat themselves at one of the three tables.

### 1.0 Introductions

Two Worlds Consulting (TWC, formerly TJC Consulting) held an opening discussion on the process that would be implemented to commence engagement on land selection parcels. The meeting agenda was reviewed, with a focus on moving into specific engagement. During the meeting, feedback was to be gathered in order to inform decision-makers.

Participants introduced themselves and the group or organization they represented, as well as their interests and expectations for the meeting. It was noted that feedback on the meeting and the process would be sought following the meeting. The following expectations and comments were noted by individuals:

- attendees require provision of information and land selection maps in advance of meetings in order to invite the appropriate regional attendees and/or to collect early feedback on their interests;
- need a fulsome discussion of issues;
- there is a commitment to building a real engagement process;
- need a true understanding of all the components of negotiations;
- protecting Pink Mountain is a priority and understanding other interests; and,
- need to understand the impacts of the land transfers on the forest land base.

The Government of British Columbia provided the following comments and responses:

- engagement with tenure holders is a separate process; and,
- BC wants to ensure that there is enough time to obtain feedback at meetings and allow for feedback after each session.

Three informational posters were provided for reference on the following topics:

- the Roundtable principles;
- the Land Transfer Process; and
- relationship between First Nations, governments and stakeholders/the public.

Participants were informed that they would be in small groups looking at Halfway River First Nation (HRFN) land selections, all at different stages of development. The Ministry of Indigenous Relations and Reconciliation (MIRR) provided a recap regarding Treaty Land Entitlement.

## 2.0 “Past Business” – Action Items from Previous Meeting

Follow-up items from the first Northeast Roundtable Meeting on September 26<sup>th</sup>, 2018 were addressed, including updated versions of the Terms of Reference, Code of Conduct, and Action Items List. These items were not reviewed in detail at the meeting in order to progress to discussion of the detailed topics listed above. The following comments were noted about the Roundtable process:

- BC has a government-to-government relationship with First Nations;
- license/tenure holders are on a different engagement track; and,
- the statutory decision-makers for implementing land use decisions are with the Ministry of Forests, Lands, Natural Resource Operations and Rural Development (FLNRORD).

The group was asked for feedback on the previous Roundtable meeting. A participant asked to ensure that parcel maps are received well in advance of each Roundtable, something that was previously requested at the September 26<sup>th</sup> meeting.

## 3.0 MIRR - Opening Comments and Topic 1

MIRR stated this was the first time the Ministry has undertaken a facilitation initiative like this, and that MIRR is committed to an effective engagement process. Feedback on the engagement process would be sought at the end of the day.

MIRR presented an overview of the Treaty Land Entitlement (TLE) and Site C Land Agreement Selections for the Halfway River First Nation. TLE land is land entitled to northeastern First Nations through Treaty 8 signed in 1914; however, the land was never provided to the Nations. Land parcels to be transferred through the TLE process are either TLE Shortfall Lands, or TLE Additional Lands. Further, additional lands

have been promised as part of Site C Land Agreement. Following the presentation, the facilitated discussion began.

Using table-top maps, the facilitators led a discussion regarding the proposed HRFN parcels. The parcel maps covered two areas of interest selected by HRFN for TLE and Site C Land Agreement Lands: Chowade and Tsaa Nuna. Meeting participants were split into three groups and reviewed a large 2' x 4' map and set of 11" x 17" parcel maps. For each group, a facilitator recorded comments from the group for each parcel including access, rights and impacts of the land transfer. Lands were proposed to be transferred by a range of mechanisms, in fee simple (private land) or as an "Addition to Reserve", with the intent that the land become federal jurisdiction. Participants used sticky notes to make comments directly on the maps. A list of parcels by parcel number was provided for reference.

Lunch Break – 12:15 – 12:45

## 4.0 Treaty Land Entitlement Transfer – Plenary Discussion

A summary was provided of common themes and comments received from each group following the breakout discussions of the areas of interest: Chowade (1 map, 1 parcel) and Tsaa Nuna (1 map, 3 parcels). Participants highlighted the necessity for the continued assessment of needs, collaboration, and dialogue with local governments and stakeholders concerning all parcels of land.

### Chowade

The Chowade area of interest consists of 100 ha and is the heartland of the HRFN people, selected for its substantial cultural and spiritual significance. Being the original place of the HRFN, many elders were born here. Winter and summer camps, in addition to burial sites, are maintained throughout the valley, including the area in the TLE land selection. Land in the Chowade area will be transferred with the intention that it will become reserve lands. HRFN intends to leave the core area in its current state for hunting. Participants' main concern was continued access to the region (not the parcel) via existing roads and trails. The possibility of compensation for loss of access and concern surrounding land use change and its effects on caribou were noted. One comment pertained to ensuring that the maps show trapline boundaries. It was noted that a HRFN community member has the trapline license in the region.

### Tsaa Nuna

The Tsaa Nuna area of interest is divided into three regions for land transfer, cumulatively totaling approximately 5,700 ha, selected for its cultural values and economic importance. Tsaa Nuna is near the HRFN community and has high potential for economic development from subsurface resources. Shortfall Land in the Tsaa Nuna area will be transferred as Reserve Land and Additional Land may be purchased by HRFN; this land may be considered for Addition to Reserve through Canada's process. Participants also advised that maintaining access through existing or new routes is the main concern of land transfer.

Participants highlighted other interests and issues including:

- identifying trapline boundaries;

- subsurface resource rights;
- logging feasibility;
- proximity to the area;
- conservancy at the border of proposed lands; and,
- the transfer of water bodies.

The Tsaa Nuna parcel borders a land conservancy which was not identified on the maps. It was noted HRFN has private property north of the conservancy. There were comments regarding how FLNRORD will maintain the annual allowable cut for the broader regional Timber Supply Area with all the land removals.

It was noted there are no active five year cut blocks in any of the proposed parcels. It was confirmed there are no active winter recreation trails in use by their groups. MIRR advised that there is the need to engage with the Chief Forester and that the annual allowable cut will be maintained at the current level. A participant mentioned the cumulative impact around land management. Each meeting has separate maps, and there is a bigger picture around how much is going on at the same time. There were comments noted regarding whether lakes and river bodies are included in land transfers.

## 5.0 Land Use Planning in the Fort St. John Timber Supply Area

The Fort St. John Land and Resource Management Plan (LRMP) was identified as a priority topic at the first Roundtable Meeting. FLNRORD presented an overview of the proposed LRMP update project, followed by a dialogue facilitated by TWC. Below is a list of the questions posed, common themes, priorities, recommendations, and actions from the dialogue.

- Concern was expressed that the public will not be at the LRMP table. It was confirmed this would be done, however, this is a very short timeline and this process is focused on a 'refresh' of the existing plan and will likely not follow the same process formula. It was requested that the public be engaged early in the LRMP process. A participant stated they were part of the original LRMP planning process and asked if original participants would be engaged. It was confirmed that there would be outreach to the previous LRMP members. Any former LRMP members were invited to contact Genevieve Patterson of FLNRORD.
- There is currently no intention to "re-write" the LRMP. Currently, front-end scoping work is being done. Issues from present day relate to past issues, therefore some sections will stay the same, and it will be determined which sections will need to be updated. In terms of timelines, scoping of the report will be undertaken for Spring 2019. Following the scoping exercise, the approximately two-year update process of the LRMP will begin.
- It was noted there is an opportunity for First Nations to co-lead planning. Discussion has taken place with the Blueberry River First Nation and offers will be extended to some other First Nations to co-lead planning.
- The Province is determining how the Regional Strategic Environmental Assessment (RSEA) process and the process of revising the LRMP can best work together. The timing does not quite align as the LRMP may be ahead of the RSEA process in some respects. The importance that

results from the RSEA are incorporated into the LRMP update was highlighted. RSEA results will need to be viewed from a variety of perspectives and lenses, not just environmental.

- Treaty 8 First Nations did not participate in the LRMP because they could not reach agreement with the BC Government. As a result, the existing LRMP does not address the Nations' Rights.
- It was noted that the RSEA is being undertaken collaboratively with all but one of the Treaty 8 Nations with a focus of optimizing Treaty Rights in the area. The Crown must balance the Rights of First Nations and other interests; this will raise both sets of interests to an optimum level. An interest was expressed in linking the RSEA and the Fort St. John LRMP. There was also a comment that there are species indicators for wildlife, and that scenario modeling will incorporate options for having healthy wildlife populations.
- There is a potential for a socio-economic base case assessment to be conducted to support the LRMP update. Scenarios coming out of the RSEA can be part of the base case. The land use plans which have involved First Nations were described as far better plans. In terms of methodology used for the LRMP, the Province will need to assess the projected costs and benefits of alternate "scenarios". Moose and caribou were identified in the RSEA as "keystone creatures". Concern was raised that changes to the LRMP will drive changes in other areas (particularly for forestry).
- Interested Roundtable members were asked to contact Genevieve Patterson directly as soon as possible.

## 6.0 Updates

MIRR provided updates on the following topics: caribou management, Doig River First Nation land selections, the Govtogether Website, and an overview of TLE land selections.

### Caribou Management

MIRR provided an update on caribou management for the northeastern region. Southern Mountain Caribou has been declared by the Federal Government as a Species at Risk (SAR). The BC Government is actively working with the Federal Government to create a bilateral agreement (Section 11), rather than moving to a federal order. Caribou are an important issue for Treaty 8 First Nations. With respect to the Boreal Caribou Management Plan, it is not on a fast track. Information will be made public in the following week. It was noted that the District will be hosting a meeting with Provincial officials. The meeting is open to the public and will be posted on their website.

### Doig River First Nation Land Selections

MIRR provided an update regarding Doig River First Nation (DRFN) land selections. DRFN is hosting a public "World Café" session on their proposed TLE selections on December 5, 2018 at the Northern Grand Hotel. Invitations for this meeting were distributed to Roundtable participants. Land selections discussed at the session will be brought back to the next Roundtable meeting. The DRFN roundtable will most likely occur before letters are sent out to tenure holders.



## Govtogether Website

The Govtogether engagement website will be coming online soon. Information and maps related to all the land selections discussed at the Roundtable will be posted on the site. This will allow an opportunity for further review and comment, and ease of sharing with Roundtable organization members.

## Overview of TLE

Today, HRFN land selections were discussed. The DRFN Land Selections will be one of the TLE land selections presented and discussed at the next Roundtable meeting.

## 7.0 Feedback from Roundtable

TWC and MIRR asked for feedback on the day's meeting and materials provided. The following suggestions were proposed:

- provide information in advance of the next Roundtable meeting (at least three weeks before) especially spatial data, otherwise postpone the meeting;
- find a larger meeting venue than the Health Unit and with better parking options;
- daytime meetings are preferred, and the food was well received;
- need larger TV screens at the right level for viewing;
- ensure enough time between meetings, as it was expressed the second meeting occurred too soon after the first; and,
- provide a “big picture” map to show surrounding areas.

## 8.0 Next Meeting and Adjournment

A meeting summary, action list, accountabilities and timelines will be distributed. Information for the third Northeast Roundtable Meeting will be sent out to participants three weeks in advance to share with their groups and organizations, specifically parcel maps. The next meeting will again be held in a daytime format, on January 30, 2019, and will cover caribou management and DRFN land selections.

### Action Items:

Item	Responsibility	Status	Due
Meeting Summary and Actions/Timelines to Participants	MIRR	Complete	Dec. 10 2018
LRMP presentation provided to participants	FLNRORD	In Progress	Dec. 12 2018
Provide Govtogether website address	FLNRORD/MIRR	In Progress	Dec. 12 2018
Meeting agenda, PPTs and maps (shapefiles) for third Roundtable meeting	MIRR	In Progress	Jan. 7 2019

## Appendix A - Attendees

## Attendees – Stakeholders and First Nations

Name	Title, Organization	Email
Audit, Joyce	Councillor, Halfway River First Nation	jaudit@hrfn.ca
Bertrand, Keith	Mayor of Tumbler Ridge	kbertrand@dtr.ca
Bueckert, Peter	Northland Trail Blazers Snowmobile Club	northlandtrailblazers@hotmail.com
Burkhart, Tim	Peace Region Coordinator, Yellowstone to Yukon Conservation Initiative	Tim@y2y.net
Courtoreille, Allen	Mayor, District of Chetwynd (or Councillor as alternate)	d-chet@gochetwynd.com
Ensz, Ray	President, Fort St. John Trappers Association	rbensz@shaw.ca
Fraser, Rob	Mayor, District of Taylor	MayorFraser@districtoftaylor.com
Gibbons, Jon	Woodlands Manager, Fort St. John, Canadian Forest Products Ltd.	Jon.Gibbons@canfor.com
Gould, Clinton	Operations Planner, Louisiana-Pacific Canada Ltd. - Dawson Creek Forest Resources Division	Clinton.Gould@LPCorp.com
Hansen, Lilia	Executive Director, Fort St John & District Chamber of Commerce	info@fsjchamber.com
Heiberg, Dave	District of Hudson's Hope	dave@hudsonshope.ca
Holland, Barry	North Peace Rod and Gun Club	wbholland394@gmail.com
Hunter, Dianne	City Manager, City of Fort St John	citymanager@fortstjohn.ca
Little, Jim	NE Stakeholders	mackeno@xplornet.ca
Long, Ron	UBC Botanical Gardens	rlphoto@shaw.ca
Maundrell, Glynnis	Charlie Lake Conservation Society	gmaundrell@prn.bc.ca
McConnell, Mike	Regional Cattlemen	mmcconnell@pris.ca
Metecheah, Maizie	Councillor, Halfway River First Nation	mmetecheah@hrfn.ca
Mulholland, Christy	Strategic Relations Specialist, BC Oil and Gas Commission	Christy.Mulholland@BCOGC.ca
Newsom, Carol	Chief Administrative Officer, District of Chetwynd	CNewsom@gochetwynd.com
Nyhuus, Peter	Halfway River First Nation	peter@dgwlaw.ca
Paille, Gerry	BC Wildlife Federation	gpaille@me.com
Rosen, Don	Woodlands Manager Chetwynd Division, Canadian Forest Products Ltd.	Don.Rosen@canfor.com
Smith, David	Smith Fuel Services Ltd.	davidsmith@smithfuelservices.ca
Sperling, Brad	PRRD Chair, Director Area C	brad.sperling@prrd.bc.ca
Stratuliak, Brian	Director PRRC (Peace River Regional Cattlemen's)	kiskgelb@pris.ca
Suderman, Dale	Louisiana Pacific Canada	Dale.Suderman@lpcorp.com
Webb, Jim	Policy Advisor, WMFN	jwebb@incentre.net
Wilson, Donegal	Executive Director, BC Snowmobile Federation	dwilson@bcsf.org
Zabinsky, Tony	City Councillor, Fort St John	tzabinsky@fortstjohn.ca



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## PEACE RIVER REGIONAL DISTRICT

Office of Development Services

December 21<sup>st</sup>, 2018

*Sent Electronically*

**RE: Peace River Regional District – West Peace Fringe Area Official Community Plan Ready For Review**

Good afternoon,

The West Peace Fringe Area has seen many changes since the Peace River Regional District (PRRD) adopted the current Official Community Plan (OCP) for the area in 1997. The PRRD has been developing a new West Peace Fringe Area OCP over the last few years to reflect these changes and to set the direction for the future. An OCP is a future-oriented document that sets a 5 to 20 year vision for the community. It forms an important decision-making guide for the PRRD's elected officials and staff on matters related to the Region's growth, development, infrastructure investments, and quality of life.

The PRRD has undertaken an extensive engagement process in the development of this draft West Peace Fringe Area OCP, which received First Reading on September 27<sup>th</sup>, 2018. Section 475 of the *Local Government Act* requires that one or more opportunities are provided for consultation with persons, organizations, and authorities affected by the OCP. Therefore, we are referring the PRRD's draft West Peace Fringe Area OCP Bylaw No. 2312, 2018 to you for your review and welcome your feedback. **A pdf version of the draft West Peace Fringe Area OCP Bylaw (Schedules A – F) is attached to this cover letter** along with a referral response form.

We are seeking to identify any comments that you may have about the direction of this draft OCP, and wherever possible, the PRRD will work to address your suggestions as it finalizes the draft bylaw. Please submit your concerns, comments, or suggestions regarding the draft West Peace Fringe Area OCP Bylaw No. 2312, 2018 by no later than **Thursday, January 31, 2019** to:

Danielle Patterson, Planning Intern  
Email: [Danielle.Patterson@prrd.bc.ca](mailto:Danielle.Patterson@prrd.bc.ca)

It will be understood that your interests are unaffected or that there are no concerns if we do not receive a response by this date. If you have any questions, please do not hesitate to contact the PRRD at (250) 784-3200.

Thank you in advance for your time and review.

Sincerely,

Danielle Patterson, Planning Intern

C: Director Dan Rose, Electoral Area 'E'  
Shawn Dahlen, Chief Administrative Officer

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**PLEASE REPLY TO:**



Box 810, 1981 Alaska Ave, Dawson Creek, BC V1G 4H8 Tel: (250) 784-3200 or (800) 670-7773 Fax: (250) 784-3201 Email: [prrd.dc@prrd.bc.ca](mailto:prrd.dc@prrd.bc.ca)  
9505 100 St, Fort St. John, BC V1J 4N4 Tel: (250) 785-8084 Fax: (250) 785-1125 Email: [prrd.fsj@prrd.bc.ca](mailto:prrd.fsj@prrd.bc.ca)



## Peace River Regional District Agency Referral Form

**West Peace Fringe Area Official Community Plan  
Bylaw No. 2312, 2018**

December 21, 2018

You are requested to comment on the attached bylaw for potential effect on your agency's/government's interests. We would appreciate your response by **January 31, 2019**. If no response is received within that time, it will be assumed that your agency's/government's interests are unaffected.

**Purpose:** This community plan will serve as a guide for decision making for future land use development over the next ten years, within areas of the West Peace Fringe Area OCP of the rural areas surrounding Chetwynd, including, but limited to the areas of Moberly Lake, Jackfish Lake, Wabi Hill, Wildmare and Dokie.

**General Location:** An area of approximately 90,736 hectares (224,213 acres) including portions of Electoral Area 'E'.

**Legal Description:** As referenced in Schedule B index maps.

**Agricultural Land Reserve Status:** affects areas within the ALR

**Building Inspection Status:** affects portions of the "Chetwynd Area" building permit area.

### This referral has been forwarded to the following:

- |                                   |  |  |
|-----------------------------------|--|--|
| • District of Chetwynd            | • Kwadacha Nation  | • Ministry of Municipal Affairs and Housing, Planning and Land Use Management Branch |
| • District of Hudson's Hope       | • McLeod Lake Indian Band  | • Northern Health  |
| • City of Fort St. John           | • Prophet River First Nation   | • School District No. 59   |
| • City of Dawson Creek            | • Tsay Keh Dene  | • Regional District of Bulkley-Nechako   |
| • District of Tumbler Ridge       | • Agricultural Land Commission   | • Regional District of Fraser-Fort George  |
| • District of Taylor              | • BC Oil and Gas Commission  | • Northern Rockies Regional Municipality   |
| • Village of Pouce Coupe          | • CN Rail  |  |
| • Treaty 8 Tribal Association     | • Ministry of Forests, Land, Natural Resource Operations & Rural Development |  |
| • Saulteau First Nations          | • Ministry of Transportation & Infrastructure                                |  |
| • West Moberly Lake First Nations | • Ministry of Agriculture  |  |
| • Blueberry River First Nations   | • Ministry of Energy & Mines   |  |
| • Doig River First Nation         | • Ministry of Environment & Climate Change Strategy                          |  |
| • Fort Nelson First Nation        |  |  |
| • Halfway River First Nation      |  |  |

Please fill out the Response Summary on this Form. If your agency's/government's interests are unaffected, no further information is required. In all other cases, we would appreciate receiving additional information to substantiate your position and, if applicable, outline any conditions related to your position. Please note any legislation or official government policy which would affect our consideration of this bylaw.

Danielle Patterson, Planning Intern



**RESPONSE SUMMARY: West Peace Fringe Area Official Community Plan, Bylaw No. 2312, 2018**

☐ Approval recommended for reasons outlined below

☐ Interests unaffected by bylaw

☐ Approval recommended subject to conditions below

☐ Approval NOT recommended due to reasons outlined below

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Signed: \_\_\_\_\_

Title:

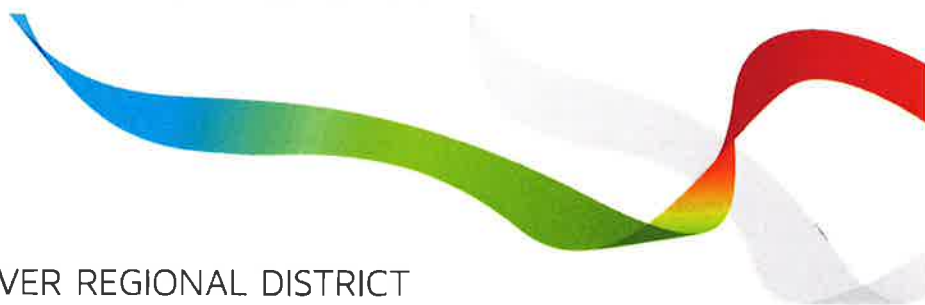
Date:

Agency:

**Please email responses to Danielle Patterson (danielle.patterson@prrd.bc.ca) by January 31, 2019.**



PEACE RIVER REGIONAL DISTRICT



# West Peace Fringe Area Official Community Plan Bylaw No. 2312, 2018



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**SCHEDULE A**  
**WEST PEACE FRINGE AREA**  
**OFFICIAL COMMUNITY PLAN TEXT**

[illegible]

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# 1 Introduction

*An Official Community Plan is a statement of objectives and policies to guide decisions on planning and land use management within a designated area.*

## 1.1 Acronyms

Within this Official Community Plan (the Plan), acronyms are used for convenience. Table 1 provides a list of these acronyms.

*Table 1: Acronyms*

ALC	Agricultural Land Commission
OCP	Official Community Plan
PRRD	Peace River Regional District
WPFA	West Peace Fringe Area

## 1.2 West Peace Fringe Area

The West Peace Fringe Area (WPFA) OCP covers approximately 90,736 hectares (224,213 acres) within Electoral Area 'E' of the Peace River Regional District (PRRD) and is delineated on the index map of Schedule B. The area overlaps the Chetwynd Rural Fire Protection Area, the Moberly Lake Fire Protection Area, and PRRD building inspection areas. The OCP area also shares boundaries with the District of Chetwynd and the District of Hudson's Hope, as well as the Saulteau First Nations and West Moberly First Nations reserves. The area includes the rural communities of Bond, Dokie, Jackfish Lake, Moberly Lake, Wildmare, Wabi Hill, Twidwell Bend, as well as rural subdivisions west and south of Chetwynd.

## 1.3 Context

### 1.3.1 Demographics

The 2016 Census of Population completed by Statistics Canada recorded 1,856 people permanently residing in the WPFA, up 6.7% from the 2011 Census. This increase amounts to about 1.34% annually over that five year period. During that same time period, the population of the PRRD as a whole increased by 4.8%, while the population of the District of Chetwynd declined by 5%.

*Table 2: Population Data*

	2016	2011	2006	2001	1996
PRRD	62,942	60,082	58,264	55,080	56,477
Electoral Area 'E'	2,949	2,764	3,031	3,142	3,285
WPFA	1,856	1,740	1,898	1,872	1,899
Chetwynd	2,503	2,635	2,633	2,591	2,980
Hudson's Hope	1,015	970	1,012	1,039	1,122

Other significant trends for Electoral Area 'E', which applies to the WPFA, include:

- Average household size is 2.4 persons per household
- 12% increase in the percent of the population aged 45-64 (2006-2016)
- Median age of 41 years, compared to 35 years in the District of Chetwynd, and 36 in the PRRD

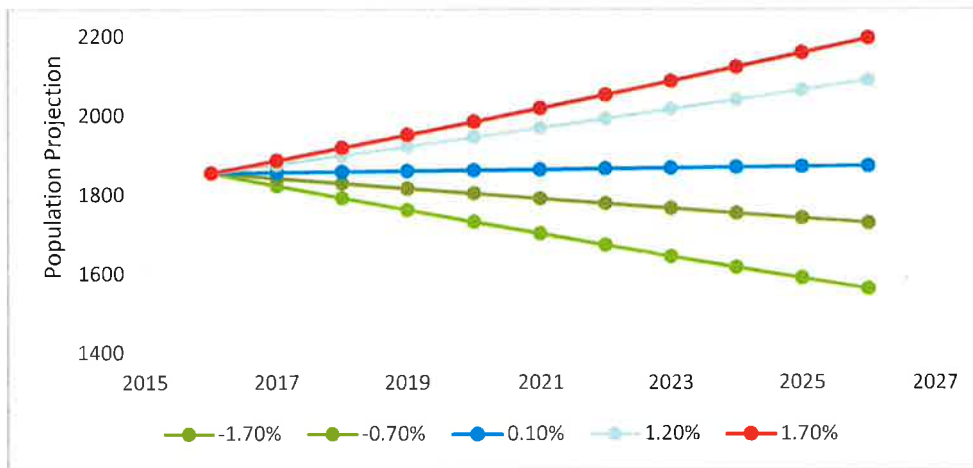
Peace River Regional District  
West Peace Fringe Area Official Community Plan  
Schedule A - Bylaw No. 2312, 2018

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- 79% of the population is 3<sup>rd</sup> generation resident, 14% is 2<sup>nd</sup> generation, and 7% is 1<sup>st</sup> generation
- These statistics suggest that the WPFA has been experiencing a demographic shift as a result of growing children moving out, aging parents remaining in place, as well as fewer and smaller families moving in.

### 1.3.2 Projections

The population size of the WPFA poses challenges in accurately forecasting future population projections from 2016 to 2026. To understand potential future population within the WPFA, a variety of data sources from surrounding and adjacent jurisdictions were used to provide a range of projected population scenarios. These estimates show 2026 population estimates between 1,564 (at -1.7% growth) and 2,197 (at 1.7% growth). The various projected levels of population change are depicted in *Figure 1* below.



**Figure 1: Ten Year WPFA Population Projection Range**

### 1.3.3 Housing

Housing in the WPFA is generally either 'single-detached' or 'moveable' dwellings. Higher density housing forms (duplexes, row houses, apartments) are not generally located outside of the municipalities. Non-permanent housing, such as worker camps, are located within the area but these populations are not captured in the census.

## 2 Goals, Objectives, Policies

**Goal** = “Why”; the result, aim, or end.

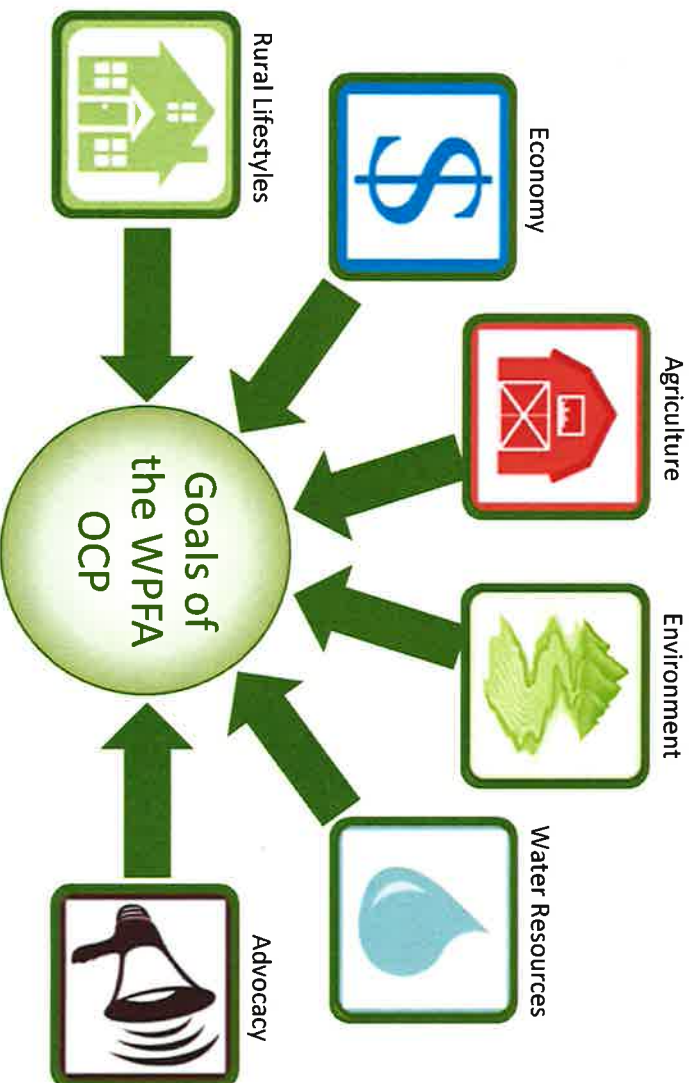
**Objective** = “What”; the target you are trying to achieve in order to reach the goals.

**Policy** = “How”; the course of action needed in order to meet the objectives.

### 2.1 Overall Goals

The overall goals of this Official Community Plan are:

- Rural Lifestyles:** Protect and enhance the rural community lifestyle of the area.
- Economy:** Maintain diverse economic opportunities that benefit rural residents and businesses.
- Agriculture:** Land use and development ensures the continued viability of agriculture and is supportive of the agricultural community and its industry.
- Advocacy:** Maintain effective levels of communication and collaboration with all levels of government, agencies, and the public in order to advocate for rural issues.
- Water Resources:** Recognize surface and ground water sources as critical resources.
- Environment:** Recognize the importance of living sustainably with the environment.



## 2.2 Overall Objectives

### 2.2.1 Rural Lifestyles Objectives

**Goal: Protect and enhance the rural community lifestyle of the area.**

**Objectives:**



- A. Promote development that is consistent with the surrounding built and natural environments.
- B. Provide for the continuance and enhancement of the lifestyle enjoyed by rural residents and provide for the availability of this lifestyle to future residents.
- C. Recognize that characteristics such as peace, privacy, friendliness, enjoyment of open spaces, and quiet enjoyment of land contribute to a desirable rural way of life.
- D. Recognize the importance of public participation in the land development process and encourage it in land use planning affecting the rural areas.
- E. Assist community organizations, residents, other levels of government and applicable agencies in maintaining the quality of rural life and the viability and access to urban and community facilities.
- F. Respond to written correspondence regarding land use matters in a timely manner.
- G. Encourage a clustered development pattern in non-agricultural areas.

### 2.2.2 Economy Objectives

**Goal: Maintain diverse economic opportunities that benefit rural residents and businesses.**

**Objectives:**



- A. Achieve a working balance that protects the well-being, health, and safety of area residents, while ensuring a sustainable level of resource and economic development.
- B. Promote income diversification by allowing home-based businesses, as it is increasingly difficult to make a living as a farmer without another income source.
- C. Establish guidelines to manage the form and character of commercial and industrial development areas to minimize potential conflicts between land uses, such as residential, agriculture, and industrial areas for the economic well-being of the area.
- D. Designate a sufficient supply of land to meet emerging economic opportunities.
- E. Recognize the social and economic contributions made by the major resource sectors, such as agriculture, forestry, tourism, petroleum development, and others.

### 2.2.3 Agriculture Objectives

**Goal: Land use and development ensures the continued viability of agriculture and is supportive of the agricultural community and its industry.**

**Objectives:**



- A. Protect valuable agricultural land in order to promote a variety of agricultural pursuits.
- B. Encourage preservation and enhancement of the agricultural sector.
- C. Protect the agricultural land base with emphasis on soils capable and suitable for agriculture.
- D. Support the longevity of the agricultural industry through encouragement of farm diversification initiatives, allowing for uses that do not undermine the agricultural capability of the land, and generally support family and corporate farms.

#### 2.2.4 Advocacy Objectives

**Goal: Maintain effective levels of communication and collaboration with all levels of government, agencies, and the public in order to advocate for rural issues.**

**Objectives:**



- A. Ensure the activities, actions, and priorities of the Regional Board of the PRRD within the WPFA represent the needs and wants of the area residents. Any establishment of a new service must be by petition or request of area residents.
- B. Work with the Ministry of Transportation and Infrastructure to improve, upgrade, and maintain transportation networks.
- C. Work with area First Nations to build more engaged and open relations.
- D. Work with neighbouring municipalities to deliver services that benefit rural residents.
- E. Ensure PRRD policies meet the requirements of senior levels of government.

#### 2.2.5 Water Resources Objectives

**Goal: Recognize surface and ground water sources as critical resources.**

**Objectives:**



- A. Advocate for the protection of lakes, river corridors, and waterways in the WPFA.
- B. Prioritize water rights to put the needs of rural residents and agriculture before industry, private industry, and corporations.
- C. Maintain or enhance water quality in the three main watersheds (Moberly Lake, Pine River, and Sukunka River) which affect the drinking water for the area.
- D. In the resource extraction industries, work with the Ministry of Environment and Climate Change Strategy to encourage water use that does not diminish the quality or quantity of waterways or waterbodies in order to meet the local needs of rural residents.
- E. Recognize the importance of riparian areas for maintaining ecosystem function and water quality.

#### 2.2.6 Environment Objectives

**Goal: Recognize the importance of living sustainably with the environment.**

**Objectives:**



- A. Conserve the various unique and sensitive parts of the environment and to safeguard development from natural and human-made hazards.
- B. Help prevent and remove invasive plants.
- C. Recognize that areas within the WPFA may be subject to hazardous conditions.
- D. Protect the area's ecosystems and biodiversity.
- E. Promote sustainable forms of land use and economic development.
- F. Support relevant agencies in establishing parks and recreational facilities.



## **2.3 Overall Policies**

### **2.3.1 Housing Policies**

1. Encourage a variety of housing developments including affordable housing, rental housing, age-friendly housing, and special needs housing.
2. Recognize conventional, manufactured, and mobile homes, as well as secondary suites as permitted and affordable forms of housing.
3. One secondary suite within a single family dwelling is contemplated throughout the WPFA. Additional suites shall be considered for:
  - a. farm help;
  - b. temporary dwellings for family members; and,
  - c. affordable housing for people with disabilities or for seniors.
4. A density range of 1 – 2 dwellings per parcel is contemplated, subject to Northern Health regulations. Additional dwellings shall be considered for:
  - a. farm help;
  - b. temporary dwellings for family members; and,
  - c. affordable housing for people with disabilities or for seniors.
5. The typical housing form supported is single family dwellings.

### **2.3.2 Climate Action Policies**

1. As a signatory to the BC Climate Action Charter, the PRRD shares the Charter's common goals, and aspires to implement the PRRD Corporate and Community Energy Plans.
2. PRRD aspires to maintain carbon neutrality in respect of its corporate operations.
3. Continue to take action to reduce the PRRD's energy consumption and greenhouse gas (GHG) emissions and encourage residents and local businesses to do likewise.
4. Work toward reducing the amount of GHGs by 40% by 2030 (from 2007 levels) and, as timing and funding permits, strive to implement the actions recommended in the PRRD Corporate and Community Energy Plans.
5. Collaborate with other organizations or government agencies to raise awareness and propose options for residents and businesses to reduce energy costs and GHG emissions.
6. Encourage building improvements that are resource-efficient, including retrofits to older structures and green building designs in new structures.
7. Support the development and use of alternative energy sources, such as solar, wind, and geothermal.

### **2.3.3 Recreation, Parks, Heritage Policies**

1. Parks, trails, nature reserves, and fish and wildlife habitat areas may be located throughout the Plan area.
2. Work in collaboration with the public, local governments, First Nations, provincial agencies, community groups, and other organizations to promote, enhance, or otherwise support recreational and sporting opportunities.

3. Encourage the Province to manage recreation sites and trails for the benefit of residents and visitors.
4. With the assistance of the public, committees, societies, First Nations, member municipalities, provincial agencies, or other organizations, identify and protect features and sites of scenic, cultural, historical, paleontological, or archaeological significance within the Plan area.
5. Consider the inclusion of the grave sites on Graveyard Creek, near the intersections Kolosky Road, Bremner Road, and Old Jackfish Road, on the PRRD Heritage Register.

#### **2.3.4 Environmental and Water Protection Policies**

1. Encourage development to follow the PRRD Lakeshore Development Guidelines, where applicable, when developing within 300 metres of the high water mark of a lake.
2. Update the Lakeshore Development Guidelines in order to ensure that the guidelines are relevant and meet current best practices.
3. Consider collaborating with public or private initiatives and organizations that perform work which results in environmental or water protection.
4. Encourage and support efforts at studying, conserving, preserving, or improving the integrity of soil, watersheds, water quality and quantity, air quality, wildlife connectivity, valued ecosystem components, or ecosystems in general.
5. Encourage retention of natural vegetative cover in riparian zones along rivers, lakes, and streams to maintain sediment and runoff control and to minimize affects on water quality from bank erosion and channel disturbance.
6. Prohibit nuclear waste dump sites within the Plan area.

### 3 Land Use Designations

The Land Use Designations are shown on the Schedule B maps. There are five (5) land use designations within the West Peace Fringe Area:

- **Agriculture Resource (AG)**
- **Settlement (S)**
- **Moberly Lake Settlement (MLS)**
- **Industrial (I)**
- **Parks and Open Spaces (P)**

#### 3.1 Agriculture Resource (AG)

The Agriculture Resource (AG) designation signifies that the predominant use of land is agricultural or resource extraction.

##### 3.1.1 Agriculture Resource Objectives

- A. Support agricultural use of land.
- B. Cooperate with other government agencies in the management and transfer of public land.
- C. Work with government, public, industry, and other stakeholder agencies to reduce conflict caused by resource extraction activities and to lessen the affects of industrialization of the land base.

##### 3.1.2 General Agriculture Resource Policies

1. Within the Agriculture Resource designation, the principal use of land will generally be limited to agriculture, including horticulture, and uses directly complementary to agriculture such as grain elevators and fertilizer distribution; agri-tourism; residential use; home-based business; kennels; airstrip; trapping, hunting, and outfitting establishments; ecological reserves and works that support ecological protection or restoration; resource extraction; and, transportation.
2. In reviewing subdivisions, non-farm uses, or temporary use permits within the Agriculture Resource designation, the PRRD will consider factors including, but not limited to:
  - a. physical characteristics of the land, including topography and vegetation;
  - b. the agricultural capability of the land, including the Canada Land Inventory soil rating and history of production;
  - c. affects of the development on neighbouring uses, including direct and indirect affects;
  - d. the extent to which the proposal would create or contribute to encroaching land uses that may interfere with agriculture and/or other nearby established land uses;
  - e. public opinion as received through a public consultation process; and,
  - f. other issues that may be relevant to the subject property or specific proposal.
3. Development proposed on lands with a Canada Land Inventory soil rating of Class 1, 2, 3, or 4 should strive to disrupt as little agriculturally productive land as possible and take measures to minimize, eliminate, and/or off-set affects to the soil and agriculture.

### **3.1.3 Agriculture Policies**

1. Lands located within the Agricultural Land Reserve as shown on Schedule C are subject to the *Agricultural Land Commission Act*, Regulations thereunder and the orders of the Agricultural Land Commission (ALC).
2. Encourage economic development activities that complement or enhance agriculture, or that do not unduly detract from agriculture, including, but not limited to:
  - a. Home-Based Business;
  - b. Farm Bed and Breakfast;
  - c. Agri-tourism activities; and,
  - d. Guest cabins.
3. Explore the process of a block Agricultural Land Reserve exclusion for the WPFA for existing Agricultural Land Reserve lands unsuitable for agriculture development.

### **3.1.4 Resource Policies**

1. Acknowledge that resource extraction activities are regulated by provincial and federal legislation.
2. Request the provincial government to consider the impact of resource extraction on surrounding land uses and direct such activities away from settlement areas.
3. Participate in Environmental Assessment reviews for proposed resource development projects.
4. Strongly encourage the provincial government to seek community support before Crown land is utilized for resource development.
5. Request that the Province notify the PRRD and adjoining landowners of resource extraction projects and hold public meetings where projects are near residential development.
6. Require that all extraction, processing and transportation of primary resources shall meet provincial and federal standards applicable to environmental protection. Encourage special care is taken to protect the local air sheds, and surface and ground water sources.
7. Encourage best management practices that minimize impacts to watersheds and viewsapes.

#### **3.1.4.1 FORESTRY POLICIES**

1. Support timber production harvesting, silviculture, and agro-forestry production within the WPFA while working towards meaningful solutions with industry and government to minimize conflict with rural residents.
2. Recognize forestry as a farm use permitted within the Agricultural Land Reserve pursuant to the *Agricultural Land Commission Act*, however some ancillary uses may be subject to zoning regulations.

#### **3.1.4.2 MINERAL POLICIES**

1. Recognize that all sand and gravel deposits are within the provincial jurisdiction, under various pieces of legislation.
2. Work with the provincial government to identify additional future sand and gravel sources suitable for extraction, recognizing this as an essential resource for construction and transportation.
3. The approximate location and area of known sand and gravel deposits suitable for extraction are described and illustrated on Schedule B.

4. Recognize that some uses accessory to mineral extraction, such as asphalt plants and processing facilities, may be subject to zoning regulations.

**3.1.4.3 PETROLEUM POLICIES**

1. Advocate proactive management strategies by working with other authorities to address public concern regarding petroleum activities and facilities that affect the environment, agriculture, and residents within the WPFA.
2. Work with the provincial government to establish a set of standards when locating oil and gas production and processing facilities near residents, public developments, or community facilities, such as schools or community halls. This will include principles:
  - a. based on best industrial practices and scientific knowledge for the protection of the environment and the public's health and safety;
  - b. that encourage multi-use and sharing facilities, pipelines, rights-of-way, and access to minimize the cumulative effects of development, while using the least amount of land; and,
  - c. for regular evaluation, enforcement, and timely updates to the guidelines which keep pace to changes within the industry.
3. Work collaboratively with provincial and federal governments and stakeholders to research and identify the establishment and management of shared utility corridors.
4. Work collaboratively with the Province to maintain the intent of the OCP land use designations when considering the disposition of petroleum and natural gas rights and that a joint effort to identify various areas of critical to low concern relating to future land use development when reviewing these rights in the pre-tenure referral process.
5. Recognize that pipeline rights-of-way traverse the Plan area that may affects adjacent land use or alter development plans subject to provincial or federal regulations. For detail on rights-of-way contact the BC Oil and Gas Commission or the National Energy Board directly.

### **3.2 Settlement (S)**

The settlement designation is intended to provide a full mix of land uses to allow for rural communities with opportunities to live, work, and play. There are several distinct settlements in this Plan area, including numerous subdivisions west of Chetwynd, up Jackfish Lake Road, on Wabi Hill, and around Moberly Lake. These settlements offer different values, such as larger or smaller parcel sizes, and rural, agricultural, lake, or natural settings.

#### **3.2.1 Settlement Objectives**

- A. Support the enhancement and protection of residential areas which allow residents to use and enjoy property for residential purposes.
- B. Consider new subdivisions in residential areas which maintain or enhance the rural way of life and have the support of the neighbours.
- C. Accommodate a range of commercial uses which serve the needs of residents and visitors, including home-based business.
- D. Minimize the negative affects of commercial uses on residential and agricultural properties.
- E. Support lighter industrial activities that are more service-oriented and do not produce excessive disruptive emissions, including noise, air, and light pollution.
- F. Accommodate employment-generating light industrial development in a manner which minimizes potential conflicts with residential and agricultural properties.
- G. Support the efforts of community groups and public agencies in providing community services.

#### **3.2.2 General Settlement Policies**

- 1. Within the settlement designation, the principal use of land will be limited to small agricultural holdings, residential, commercial, institutional, and limited service industrial uses.
- 2. In reviewing applications for subdivision, non-farm uses, or temporary use permits within the Settlement designation, the Regional Board will consider factors including but not limited to:
  - a. physical characteristics of the subject property, including topography and vegetation;
  - b. the subject property's access to infrastructure and utilities;
  - c. direct and indirect impacts of the development on neighbouring properties;
  - d. public opinion as received through any applicable public consultation process; and,
  - e. other issues that may be relevant to the subject property or specific proposal.

#### **3.2.3 Residential Policies**

- 1. Infilling within existing settlement areas is encouraged prior to supporting new subdivisions.
- 2. Home-based businesses are supported in all settlement areas.
- 3. The presence of home-based businesses should be secondary to the residential use of a property in order to maintain the residential character of an area.
- 4. Home-based businesses should not negatively affect neighbouring residents. Potential affects of a home-based business, including fumes, odors, noise, light, or traffic should be minimized.

#### **3.2.4 Commercial Policies**

1. With the goal of eliminating or minimizing negative impacts on nearby residents and adjacent land uses, proposals for commercial subdivision and development will identify:
  - a. location along a major road in order to minimize traffic disruption to established residential areas;
  - b. siting, orientation, and layout of proposed structures and site activities;
  - c. measures to adequately buffer by the use of screens, fences, or landscaping where any commercial use is adjacent to existing residential or agricultural uses; and,
  - d. plans for vehicle access to and from the property and circulation on the property, including adequate on-site parking, loading and unloading space.

#### **3.2.5 Service Industrial Policies**

1. Within the Settlement designation, industrial uses may be permitted that are service in nature, are conducted primarily indoors, and do not require outdoor storage.
2. Industrial development should be directed away from areas where the development would cause damage to water bodies or valued ecosystem components.
3. Industrial development should be directed away from areas where the development would cause negative impacts to surrounding uses.
4. With the goal of eliminating or minimizing negative impacts on nearby residents and adjacent land uses, proposals for industrial subdivision and development will identify:
  - a. location along a major road or highway in order to minimize disruption to established residential areas;
  - b. the siting, orientation and layout of proposed buildings and structures;
  - c. measures to reduce or eliminate light, noise, dust, and air emissions;
  - d. adequate onsite drainage;
  - e. plans for vehicle access to and from the property and circulation on the property, including adequate on-site parking, loading and unloading space;
  - f. measures to adequately buffer by the use of berms, screens, fences, or trees where any industrial use is adjacent to any primary or secondary highway or residential area; and,
  - g. any other issues that may be relevant to the specific proposal.

#### **3.2.6 Institutional Policies**

1. Institutional uses are anticipated within the Settlement designation, subject to the following:
  - a. siting, orientation, and layout of proposed structures should minimize or eliminate potential conflicts with surrounding residential, agriculture, and other existing uses; and,
  - b. the subject property should accommodate vehicle parking and circulation on site.
2. Work in collaboration with the public, community groups or other organizations to assess the feasibility of new community facilities, such as halls and recreation facilities.
3. Public facilities should include universal-design features so that they are age-friendly and accessible to everyone.

### **3.3 Moberly Lake Settlement (MLS)**

The Moberly Lake Settlement designation covers a unique location within the West Peace Fringe Area, featuring both permanent and seasonal residents, as well as West Moberly First Nations and Saulteau First Nations. Featured along Moberly Lake are numerous parks and campgrounds, community facilities, institutional uses, and commercial developments.

A Development Permit Area was proposed during the development of this OCP in response to the development pressure around Moberly Lake, but during the review process it was determined that further and more in depth discussions with the Moberly Lake community would be needed prior to the implementation of such regulations.

#### **3.3.1 General Moberly Lake Settlement Policies**

1. Within the Moberly Lake Settlement designation, the principal use of land will be limited to residential, commercial, institutional, and parks and recreation.
2. When applicable, encourage development within the Moberly Lake Settlement designation to follow the PRRD Lakeshore Development Guidelines.
3. Seek to educate current and future residents, realtors, developers, and others on the PRRD Lakeshore Development Guidelines.
4. Through consultation, seek consensus from the Moberly Lake community and other stakeholders regarding the creation of a Moberly Lake Development Permit Area.
5. Explore the establishment of water, sewer, and natural gas services for Moberly Lake.
6. Explore the opportunity for improvements to the existing PRRD boat launch on Moberly Lake.
7. In reviewing applications for subdivision or temporary use permits within the Moberly Lake Settlement designation, the Regional Board will consider factors including but not limited to:
  - a. physical characteristics of the subject property, including topography and vegetation;
  - b. the subject property's access to infrastructure and utilities;
  - c. Affects on neighbouring properties, which may include direct and indirect affects;
  - d. public opinion as received through any applicable public consultation process; and,
  - e. other issues that may be relevant to the subject property or specific proposal.

#### **3.3.2 Moberly Lake Communication Policies**

1. Ensure that all permanent and seasonal residents are provided thorough and reasonable communication on PRRD matters.
2. Ensure that all permanent and seasonal residents are provided opportunity to participate in projects affecting Moberly Lake.
3. Engage with permanent and seasonal residents, stakeholders, agencies, and community groups on matters affecting Moberly Lake.



### **3.3.3 Moberly Lake Residential Policies**

1. Home-based businesses are supported in all Moberly Lake Settlement areas.
2. The presence of home-based businesses should be secondary to the residential use of a property in order to maintain the residential character of an area.
3. Home-based businesses should not negatively affect neighbouring residents. Potential affects of a home-based business, including fumes, odors, noise, light, or traffic should be minimized.

### **3.3.4 Moberly Lake Commercial Policies**

1. With the goal of eliminating or minimizing negative impacts on nearby residents and adjacent land uses, proposals for commercial subdivision and development will identify:
  - a. location along a major road in order to minimize traffic disruption to established residential areas;
  - b. siting, orientation, and layout of proposed structures and site activities;
  - c. measures to ensure that the development does not visually detract from the natural setting of the lake;
  - d. measures to adequately buffer by the use of screens, fences, or landscaping where any commercial use is adjacent to existing residential or agricultural uses; and,
  - e. plans for vehicle access to and from the property and circulation on the property, including adequate on-site parking, loading and unloading space.

### **3.3.5 Moberly Lake Parks and Institutional Policies**

1. Park uses are permitted within the Moberly Lake Settlement designation, when those uses are minor and do not warrant a rezoning.
2. Institutional uses are anticipated within the Moberly Lake Settlement designation, subject to the following location criteria:
  - a. siting, orientation, and layout of proposed structures should minimize or eliminate potential conflicts with surrounding residential, agriculture, and other existing uses;
  - b. development should not visually detract from the natural setting of the lake; and,
  - c. the subject property should accommodate vehicle parking and circulation on site.
3. Work in collaboration with the public, community groups or other organizations to assess the feasibility of new community facilities, such as halls and recreation facilities.
4. Public facilities should include universal-design features so that they are age-friendly and accessible to everyone.
5. Support the community if it pursues the development of a local cemetery.

### **3.4 Industrial (I)**

Strong, resilient economies have diversified industrial bases that provide employment income to residents. The lighter industrial activities are more service-oriented and do not necessarily produce excessive disruptive emissions. Heavier or more intense industrial activities often include extraction and processing of natural resources, such as wood, gravel, coal, oil, and gas.

#### **3.4.1 Industrial Objectives**

- A. To accommodate employment-generating industrial development in a manner which minimizes potential conflicts with residential and agricultural properties.

#### **3.4.2 General Industrial Policies**

1. Industrial development is directed away from water bodies, such as Moberly Lake, such that the proposal will not negatively affect neighbours or nearby residents, agricultural uses, or interfere with water bodies or environmentally sensitive areas.
2. With the goal of eliminating or minimizing negative affects on neighbours, nearby residents, and adjacent land uses, proposals for industrial subdivision and development will identify:
  - a. the siting, orientation and layout of proposed buildings and structures;
  - b. location and containment of outdoor storage;
  - c. light, noise, dust, and air emissions;
  - d. drainage;
  - e. vehicle access and circulation on the property;
  - f. additional buffers, screening, and landscaping to separate proposed industrial uses from existing non-industrial uses; and,
  - g. any other issues that may be relevant to the specific proposal.
3. Industrial development is directed away from area where the development would cause damage to water bodies or valued ecosystem components.
4. Consider completing an industrial land strategy in order to determine industrial land needs in the area, including the amount, size, and location of future industrial development.
5. Consider supporting new industrial development for locations with the following attributes:
  - a. where supporting infrastructure exists, such as access to roads, rail, water, sewer, and power;
  - b. where the proposed development will not negatively impact existing non-industrial uses; and,
  - c. where prevailing winds will not cause the development to negatively impact existing downwind uses.

### **3.5 Parks and Open Spaces (P)**

Land that is retained in its natural state contributes to a healthy environment. Parks and natural open spaces can provide areas for outdoor recreation and education.

#### **3.5.1 Objectives**

- A. To support community groups and other organizations in identifying culturally and ecologically valuable features and to help provide for their protection.
- B. To help provide recreational destinations for the public.

#### **3.5.2 General Parks and Open Spaces Policies**

- 1. The Parks and Open Spaces designation includes the following types of areas: Provincial parks, Regional Parks, private parks, campgrounds, and natural open spaces.
- 2. Provincial Parks within the plan area include: Moberly Lake Provincial Park; East Pine Breaks Provincial Park.
- 3. Regional Parks within the plan area include: Spencer Tuck Park; Sundance Lake Regional Park.
- 4. Open Spaces within the plan area include: Big Lake, Long Lake, Halfmoon Lake, South Cameron Lake, Jackfish Lake, and Sundance Lakes. These areas have been identified as open spaces on un-surveyed crown land where existing Regional or Provincial Parks do not exist in order to establish potential future interest in the preservation and/or recreational use of the surrounding lands.
- 5. The WPFA OCP contains two types of park areas: Parks; and Open Spaces. These areas are both contained within the Parks and Open Spaces land use designation, but are delineated separately on Schedules B and D in order to differentiate the purposes of the areas.
  - a. Within the Parks areas, the principal use of land will generally include outdoor recreation, campgrounds, public parks, and cultural and heritage sites.
  - b. Within the Open Spaces areas, the principal use of land will generally include ecological reserves, work that supports ecological protection or conservation or restoration, and structures for interpretative purposes.
- 6. Existing grazing leases are recognized as permitted uses within the Parks and Open Spaces designation.
- 7. Work in collaboration with the public, not-for-profit groups, government agencies, First Nations and other organizations to identify and help protect environmentally sensitive areas from development, sites that contain valued ecosystem components, sites of paleontological or archaeological significance, or sites that are otherwise desirable for protection.
- 8. Support the thoughtful designation of parks and open spaces throughout the plan area.

## **4 Infrastructure and Services**

Because the Plan covers such a large geographic area, extending the utilities and services to each property is challenging. Yet, it is important to strive to bring these services to residents when the need is identified as they can improve quality-of-life factors.

### **4.1 Infrastructure and Services Objectives**

- A. Ensure that infrastructure, utilities, transportation, and public services requirements meet the present and future needs of residents of the plan area.

### **4.2 Infrastructure and Services Policies**

#### **4.2.1 Transportation Policies**

Due to the rurality of the area covered by the Plan, there are no plans in place for future phasing of major road expansions by the PRRD as roads fall within the jurisdiction of the Ministry of Transportation and Infrastructure. The PRRD's Transportation Policies focus on support, advocacy, collaboration, and encouragement to maintain and enhance local roads.

1. Support requirements by the Ministry of Transportation and Infrastructure for traffic impact analyses when considering major development proposals.
2. Encourage the Ministry of Transportation and Infrastructure to maintain public rights-of-way as safe and efficient transportation corridors.
3. Collaborate with the Ministry of Transportation and Infrastructure in identifying and enhancing the maintenance and upgrading of area roads, which may include dust control and/or run-off control.
4. Encourage the Ministry of Transportation and Infrastructure to undertake necessary improvements to all roads that will facilitate the safety of all road users – including cyclists and pedestrians – such as the use of turning lanes, acceleration and deceleration lanes at key intersections, passing lanes, rest stops, highway pedestrian crossings, street lights, or additional signage where deemed appropriate.
5. Encourage the Ministry of Transportation and Infrastructure to work with industry in constructing roads to the standards of the Ministry of Transportation and Infrastructure with a view towards future public use.

#### **4.2.2 Solid Waste Policies**

The PRRD Solid Waste Management Plan guides the solid waste management function, including the PRRD managed Chetwynd landfill. It has been developed for a coordinated approach to handling the region's solid waste issues. It works toward enhancing the services and addressing the requirements of area residents with timely plan reviews and evaluations. The Plan does not include the expansion or reduction of solid waste sites within the WPFA.

1. Permit public solid waste landfills and transfer sites throughout the Plan area, excluding nuclear waste. The locations of existing sites are delineated on the Public Facilities map in Schedule E.

2. Maintain the Chetwynd landfill and explore opportunities for expanding waste-reduction services.
3. Encourage rural residents and businesses to:
  - a. reduce, re-use, and recycle, in order to limit the volume of solid waste; and,
  - b. dispose of solid waste efficiently at the approved facilities.

#### **4.2.3 Sewer and Water Policies**

The WPFA does not have community sewerage within the Plan area. Residents utilize on-site septic systems and lagoons. Water systems are not in place in the WPFA, with properties accessing water from private wells or water delivery services. No formal plans for developing community sewerage or water systems are in place within this Plan other than assessing and considering systems as described in the Sewer and Water Policies.

1. Work with residents or local organizations to assess the feasibility of introducing community sewage systems or water systems as opportunity and mutual benefit are identified.
2. The Regional Board will consider pursuing public-private partnerships for the provision of services.

#### **4.2.4 Utilities Policies**

1. Permit utility uses throughout the Plan area.
2. Not require a minimum parcel size for a utility use, other than an office building or works yard.
3. Encourage the cooperation and coordination of utility companies in utilizing existing corridors for multiple uses.

#### **4.2.5 Fire Protection Policies**

1. Support the existing Moberly Lake and Chetwynd Rural Fire Protection Areas.

## 5 Inter-Agency Cooperation

The PRRD works with a number of external agencies and organizations on a daily basis to plan and deliver services to residents of the area. As such, it is important to recognize the importance of open, direct dialogue with these agencies and organizations to maintain effective working relationships now and in the future.

### 5.1 General Policies

1. Despite any of the policies contained in this Plan, land within the Agricultural Land Reserve is subject to the orders and approval of the ALC, pursuant to the *ALC Act* and its Regulations.
2. Land use proposals approved by the ALC remain subject to the policies and regulations of the Regional District.
3. The Regional Board will consider entering into a delegation agreement with the ALC to further enhance local decision making and timely review of applications. Such an agreement shall only be considered through a public review process.

### 5.2 District of Chetwynd

The District of Chetwynd shares a number of borders within and around the West Peace Fringe Area. The majority of rural residents also use the District of Chetwynd as their main service centre. As such, planning within the fringe directly affects the District, and necessitates the need for coordinated and collaborative planning processes.

1. When necessary, work with the District of Chetwynd on the creation of a Comprehensive Development Plan to determine future growth needs for the District, as well as future joint planning areas.
2. Explore the creation of a Joint Planning Area with the District of Chetwynd, to establish a defined area for the District to opt into regional planning subject to Section 381 of the *Local Government Act* "Cost sharing for services under Part 14 [Planning and Land Use Management]"

### 5.3 Northern Health

The enforcement of the *Public Health Act* provisions for on-site sewage disposal, by the Northern Health, is important for the maintenance of public health in the rural area. The management of sewage system locations away from watercourses and ground water is a priority for the maintenance of healthy environmental conditions of the area's water resources.

#### 5.3.1 On-site Sewage Policies

1. Collaborate with the Northern Health and the Ministry of Transportation and Infrastructure to identify opportunities and barriers for compact development related to rural sewage disposal challenges in the Plan area.

## **5.4 Agricultural Land Commission**

The ALC is an independent administrative body dedicated to preserving agricultural land and encouraging farming in British Columbia. The ALC is responsible for the administration of the Agricultural Land Reserve, which makes up approximately 25,433 hectares (28%) of the West Peace Fringe Area.

### **5.4.1 Agriculture Land Commission Policies**

1. The Regional Board will consider entering into a delegation agreement with the ALC to further enhance local decision making and timely review of applications. Such an agreement shall only be considered through a public review process.

## **5.5 Ministry of Transportation and Infrastructure**

### **5.5.1 Subdivision Policies**

1. In reviewing the subdivision application referred to the PRRD by the Approving Officer or a rezoning or temporary use permit application submitted to the PRRD by the applicant, will consider factors including but not limited to the following:
  - a. physical characteristics of the subject property, including topography and vegetation;
  - b. the agricultural capability of the land, including the Canada Land Inventory soil rating and history of production;
  - c. the subject property's access to infrastructure and utilities;
  - d. the projected impact on the transportation network;
  - e. affects of the development on neighbouring properties, which may include direct and indirect affects;
  - f. the extent to which the proposal would create or contribute to encroaching land uses that may interfere with agriculture and/or other nearby established land uses;
  - g. public opinion as received through any applicable public consultation process; and,
  - h. other issues that may be relevant to the subject property or specific proposal.
- b. For development within 300 metres of a lake, the Regional Board will also consider the recommendations of the PRRD Lakeshore Development Guidelines (July 2000).

## 6 Management of Development

### 6.1 Temporary Uses

Economic opportunities sometimes arise that are temporary in nature for which permanent development is not desirable. If a use is temporary in nature, the PRRD can issue a Temporary Use Permit for that use, subject to the provisions of the *Local Government Act*. Temporary use permits can cover a wide range of activities including weekend events, worker camps, storage, and many other land uses.

#### 6.1.1 Temporary Use Objectives

- A. To permit flexibility and diversity in employment and economic opportunities.

#### 6.1.2 Temporary Use Designations

1. Temporary Use Permits will be considered throughout the WPFA. In reviewing a temporary use permit application, the following conditions will be considered:
  - a. Whether site remediation will be required;
  - b. Whether on-site servicing can be achieved;
  - c. Whether the site is adjacent to a major road or railway track;
  - d. Whether the impacts to existing agricultural land and settlement areas will be kept to a minimum;
  - e. Whether landscaping and buffering will be required in order to minimize affects to surrounding lands;
  - f. Whether all the policies for the proposed land use have been met based on the relevant designation, as outlined in Section 3 of this OCP and,
  - g. Whether the use is truly temporary in nature.

#### 6.1.3 Temporary Use Policies

1. Require a public meeting be held, at the discretion of the Regional Board, concerning an application for a temporary use permit, in addition to public notification requirements.
2. Where applicable, refer an application for a temporary use to relevant agencies for comment.
3. Not approve a temporary use permit for a use located adjacent to a Controlled Access Highway or other major road where the applicable provincial government ministry indicates that it has an objection to the proposed use with reference to traffic safety.
4. Applications for temporary use permits should identify:
  - a. plans for vehicle access, parking, and circulation on the property;
  - b. the siting, orientation, and layout of proposed structures and activities; and,
  - c. arrangements for the dismantling or removal of any buildings or structures that are part of the proposed use, and not otherwise permitted by zoning regulations.



## **6.2 Preservation Areas**

The preservation designation means the area should be preserved in its natural state. The predominant land use should be of a passive pursuit that works with the natural environment, as opposed to dominating or decimating it.

### **6.2.1 Preservation Areas Objectives**

- A. To help protect people and development from hazardous conditions.

### **6.2.2 Preservation Areas Policies**

1. Direct development away from known and verified hazardous areas, or manage development in a manner that reduces risk to life or damage to property.
2. The location and extent of areas identified as 'Preservation Area', that may be subject to hazardous conditions are delineated on the Preservation Area map in Schedule F.
  - a. Based on local knowledge and experience and in the absence of more detailed and site specific information, this data is considered as an indicator of potential hazard. Boundary lines delineated on the plan maps as 'Preservation Areas' are approximate only.

Where floodable lands are proposed for development, the construction and siting of buildings and structures to be used for habitation, business, or the storage of goods damageable by floodwater are encouraged to be flood proofed or located to those standards specified by the Ministry of Environment and Climate Change Strategy.

3. In connection with a rezoning, the PRRD may impose restrictions on the use of land that is subject to hazardous conditions with respect to relating to a 'Preservation Area' and the PRRD will consider factors including, but not limited to, the following:
  - a. potential impact of the proposed development on natural drainage systems;
  - b. potential instability of soils subject to subsidence;
  - c. steepness of topography, when considering road access and on-site sewage disposal;
  - d. susceptibility of the site to periodic or permanent flooding; and
  - e. applicable provincial guidelines and regulations respecting flooding.
4. Work with the province to reduce the risk of wildfire hazard including efforts to develop physical fireguards, to protect populated areas from wildfire.
5. The clearing of steep slopes, lakeshores, or river banks should be discouraged if such clearing would have a detrimental effect related to terrain stability, soil erosion and the siltation of watercourses.

## 7 Implementation

The OCP is a guide for land use activities within the WPFA. It is implemented through the Zoning Bylaw and other bylaws, through collaborative efforts with other agencies and actions of the Regional Board.

### 7.1 Official Community Plan Consistency

1. Ensure that all bylaws enacted within the Plan area are consistent with this OCP, including all maps and schedules. Where a project or proposal requires an amendment to this OCP, a public hearing will be held in accordance with the provisions of the *Local Government Act*.

### 7.2 Public Consultation

1. Throughout the WPFA, all new proposals for development should conduct public consultation, whether or not the proposal requires an OCP amendment, in order to determine the level of community support for a project and whether a proposal fits within the context of the area.

### 7.3 Future Work Plan

Future work items identified in this OCP have been listed here for convenience. The time line identifies priorities, where immediate items should be completed within 1-2 years of adoption of this OCP, short term within 3-5 years, medium term within 5-7 years, and long term items are ongoing.

**Table 3: Future Work Plan**

Work	OCP Section	Time Line
Creation of a new Service Industrial zone.	3.2.5	Immediate
Complete a Comprehensive Development Plan/Industrial Land Strategy with the District of Chetwynd, to identify amount, size, and location of future industrial land.	3.4.2	Immediate
Update the Zoning Bylaw(s) that cover the plan area and ensure consistency of updated elements with the OCP.	All sections	Immediate
Amend home-based business regulations to better manage businesses in rural areas.	3.1 & 3.2	Immediate
Review of outdoor storage regulations in the zoning bylaws.	3.2	Immediate
Identify Joint Planning Areas where Municipalities should participate in land use planning decisions.	5.1	Short
Participate with residents and relevant agencies to explore the creation of a Moberly Lake Development Permit Area.	3.3	Short
Consider conducting an Agricultural Land Reserve boundary review.	3.1.3	Medium
Map flood risk levels along Moberly Lake.	3.3	Medium
Consider conducting a preliminary geotechnical study to investigate potential for a development permit area for the protection of development from hazardous conditions.	6.2	Medium
Recognize heritage, cultural, archaeological, or other special sites.	3.5.2	Long

## 8 Definitions

**Table 4: Definitions**

Abattoir	Means a building or structure specifically designed to accommodate the penning and slaughtering of live animals and the preliminary processing of animal carcasses and may include the packing, treating, storing, and sale of the product on the premises.
Agriculture	Means the use of land, buildings, or structures for agricultural purposes, including farming, dairying, pasturage, apiculture, horticulture, and animal and poultry husbandry and the necessary accessory uses for packing, treating, storing, or selling the products, provided; however, that the operation of any such accessory uses shall be secondary to that of the normal agricultural activities. Does not include an abattoir.
Agri-Tourism	Means tourist activities accessory to an agricultural use having farm assessment classification and without limitations may include farm tours, special events with an agricultural theme, promotional events for farm products and on farm tourist accommodations, guest ranches, farm inns, bed and breakfast, and campsites.
Community Sewage System	Means a common system of sewerage and sewage disposal, which serves two (2) or more parcels.
Home-Based Business	Means any occupation, trade, profession, or craft which may involve retail sales and outdoor storage operated by an occupant of a dwelling as a use accessory to the residential use of the premises (property and buildings).
Institutional Use	Means the use of land, buildings or structures for a public or non-profit purpose including such uses as schools, places of worship, indoor recreation facilities, community centres, hospitals, and government buildings.
Manufactured Home	Means any structure containing one single family dwelling whether ordinarily equipped with wheels or not, that is designed, constructed, or manufactured to be moved from one place to another by being towed or carried, but does not include travel trailers, campers, or other vehicles which are exempt from the provisions of the <i>Manufactured Home Act</i> .
Principal Use	Means the predominant and primary use of land, building or structure.
Production facility * (oil and gas)	Includes a battery, oil treater, pumping station, compressor station, dehydrator, gas injection station, line heater, water disposal facility, waste processing facility, water injection station, or upon designation of an authorized officer of the division, any other system of vessels and equipment designed to accommodate production or disposal or both production and disposal of well effluent products and by-products, but does not include a Gas Processing Plant.  * Source of Oil and Gas definitions derived from Oil and Gas Handbook, Vol. 2, Activity Sections (4-9), Ministry of Employment and Investment.
Public Utility Use	Means the use of land, buildings, or structures providing for the servicing of community water, community sewer, solid waste disposal transfer stations, drainage, telecommunications, natural gas distribution, air navigation, generation and distribution of electricity, transportation, and similar services where such use is established by a municipality, the PRRD, an Improvement District, or a utility company regulated by government legislation.

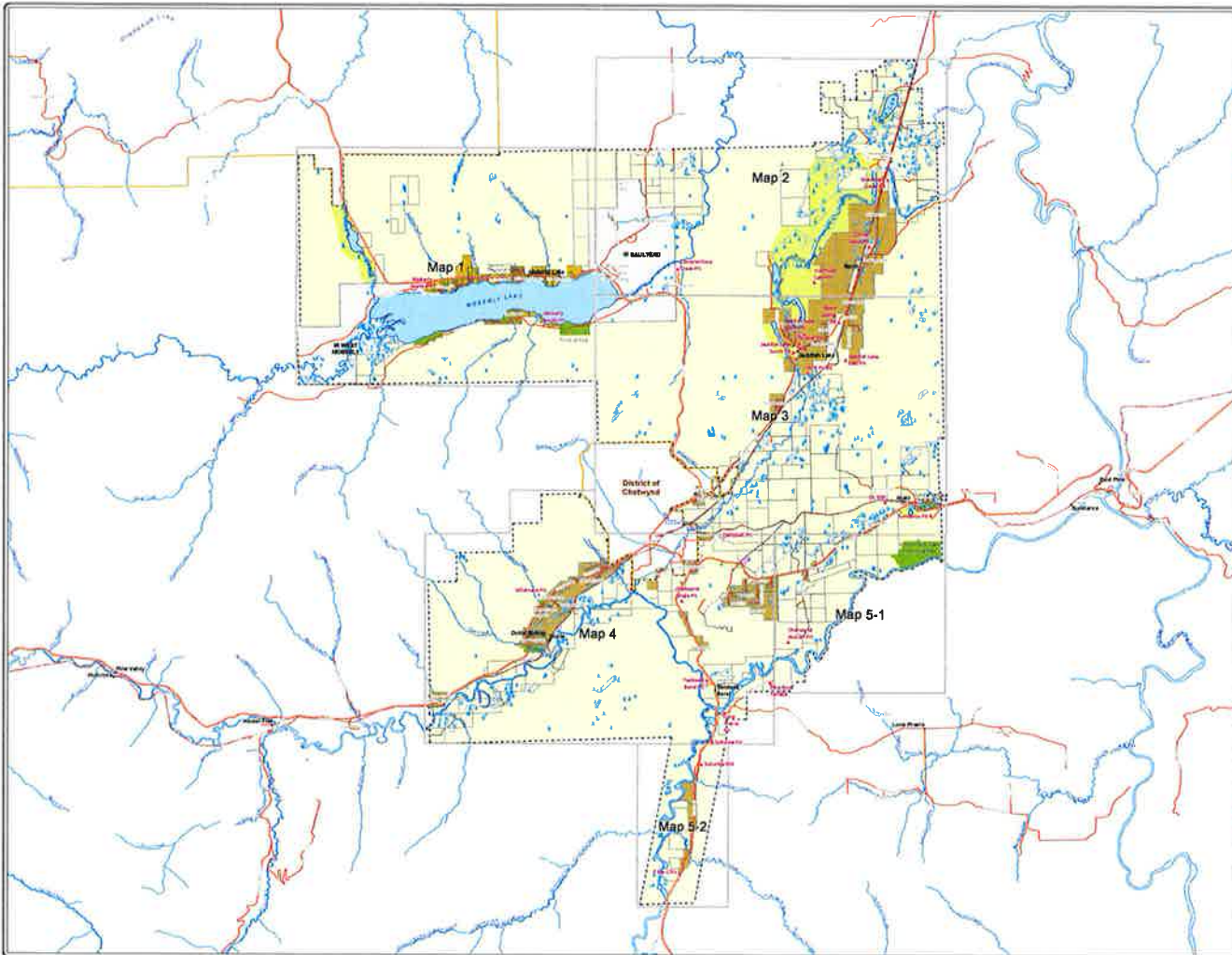
Peace River Regional District  
West Peace Fringe Area Official Community Plan  
Schedule A - Bylaw No. 2312, 2018

Regional Board	Means the Board of Directors of the PRRD.
Resource Extraction	Means any activity required to extract natural resources from the earth's surface or sub-surface.
Universal-design features**	Means product, environment, building design, and construction that aims to accommodate the functional needs of everyone; including children, adults and seniors, with or without disabilities.  **As defined in the British Columbia Annotated Bibliography on Universal Design, Ministry of Municipal Affairs and Housing (1998).
Valued Ecosystem Component***	Means an environmental element of an ecosystem that is identified as having scientific, social, cultural, economic, historical, archaeological, or aesthetic importance. The value of an ecosystem component may be determined on the basis of cultural ideals or scientific concern.  ***As defined in the <i>Canadian Environmental Assessment Act</i> .
Watercourse	Means a naturally formed or human-made body of water that perennially or intermittently contains surface water, including a lake, pond, reservoir, river, stream, creek, spring, ravine, swamp, but does not include a constructed ditch or surface drain.

**West Peace Fringe Area  
Official Community Plan  
Bylaw No. 2312, 2018  
Schedule B  
Index Map**



- Legend**
- OCP Boundary
  - Municipal Boundary
  - Parcels
  - First Nations
  - Rail Line
  - Highway
  - Roads
  - Water Feature
  - River
  - Swamp / Marsh
  - Rural Community
  - Gravel Deposit
- Land Use Designation**
- Agriculture Resource (Ag)
  - Industrial (I)
  - Moberly Lake Settlement (MLS)
  - Open Space (OS)
  - Parks (P)
  - Settlement (S)





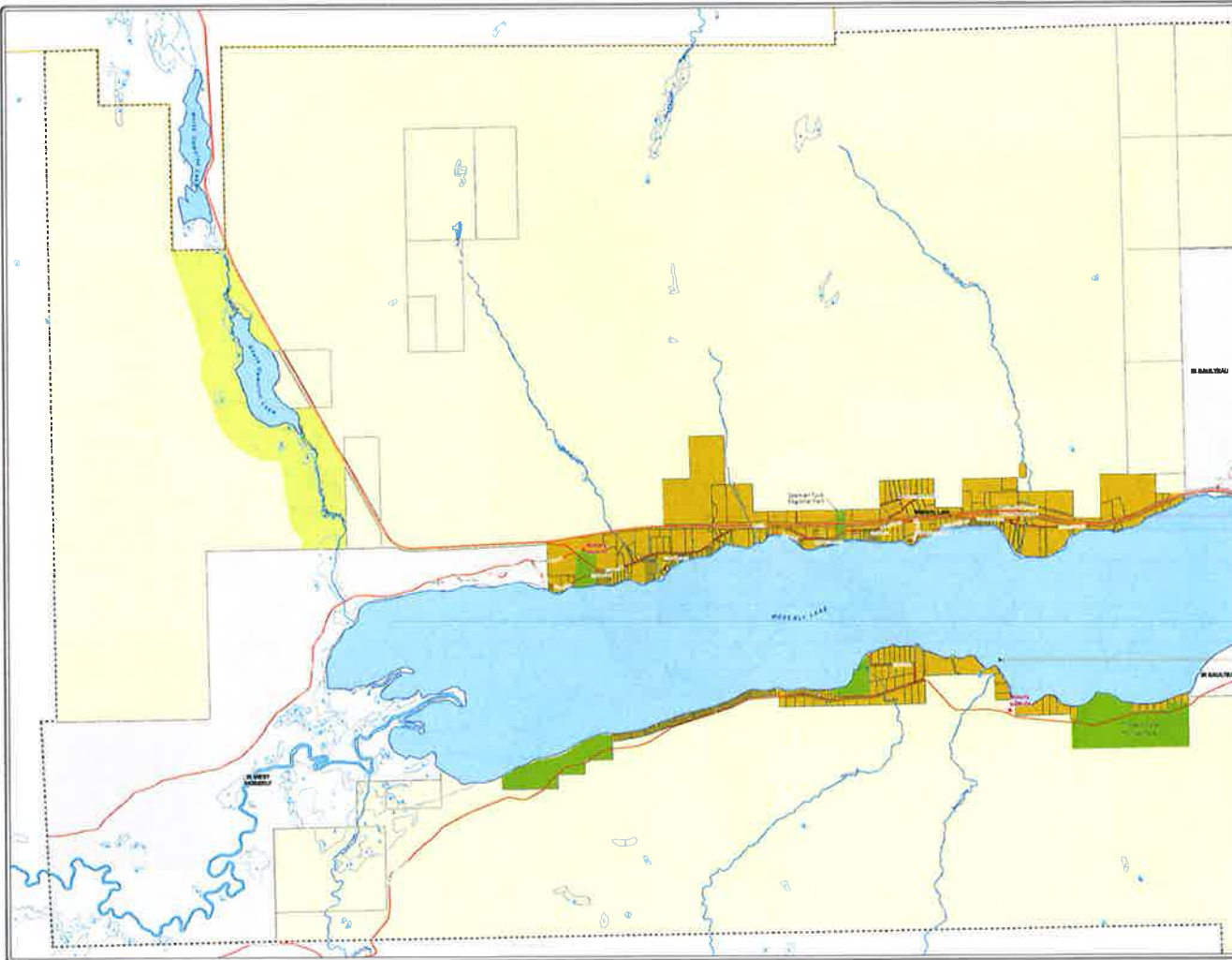
**West Peace Fringe Area  
Official Community Plan  
Bylaw No. 2312, 2018  
Schedule B  
Map 1**

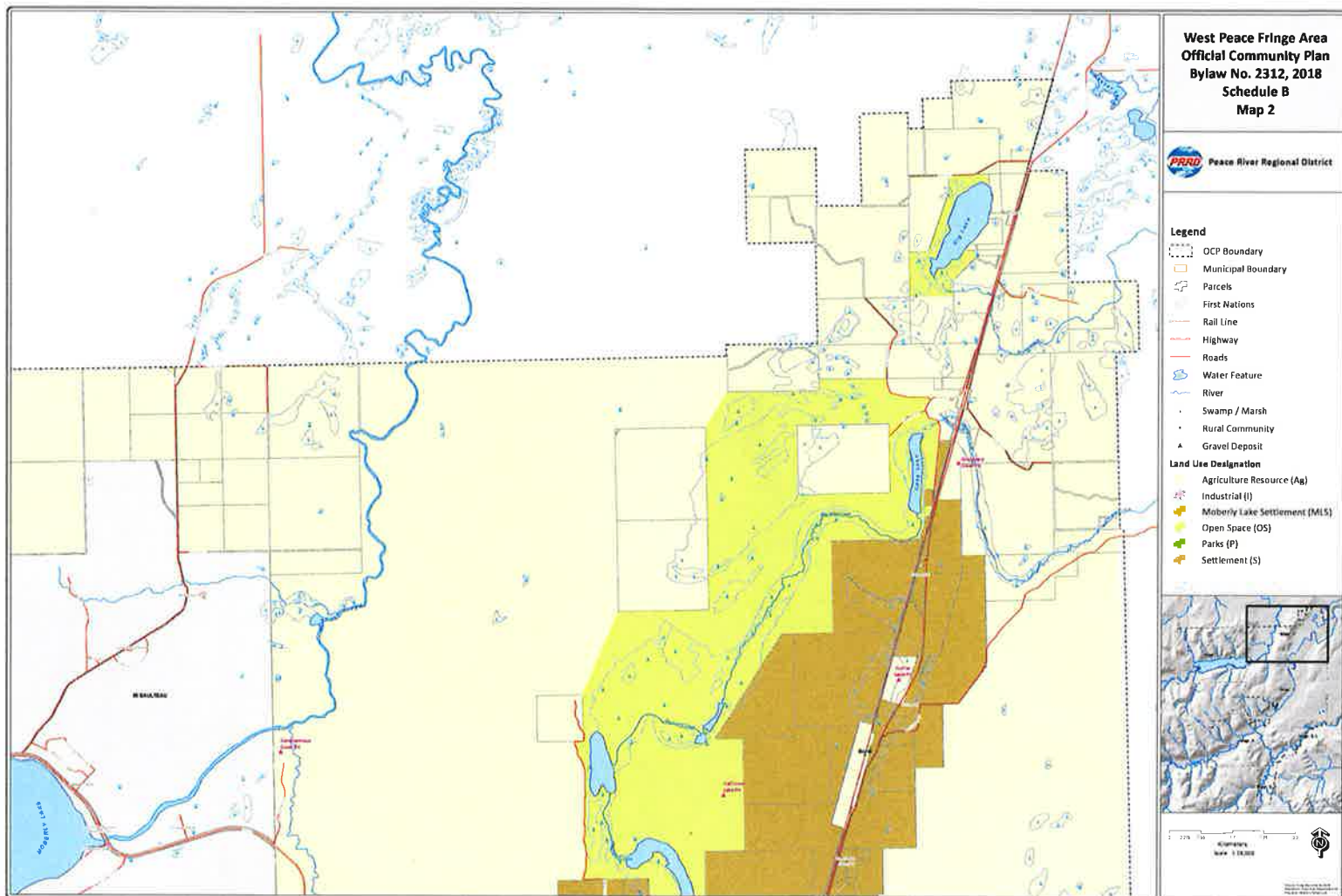


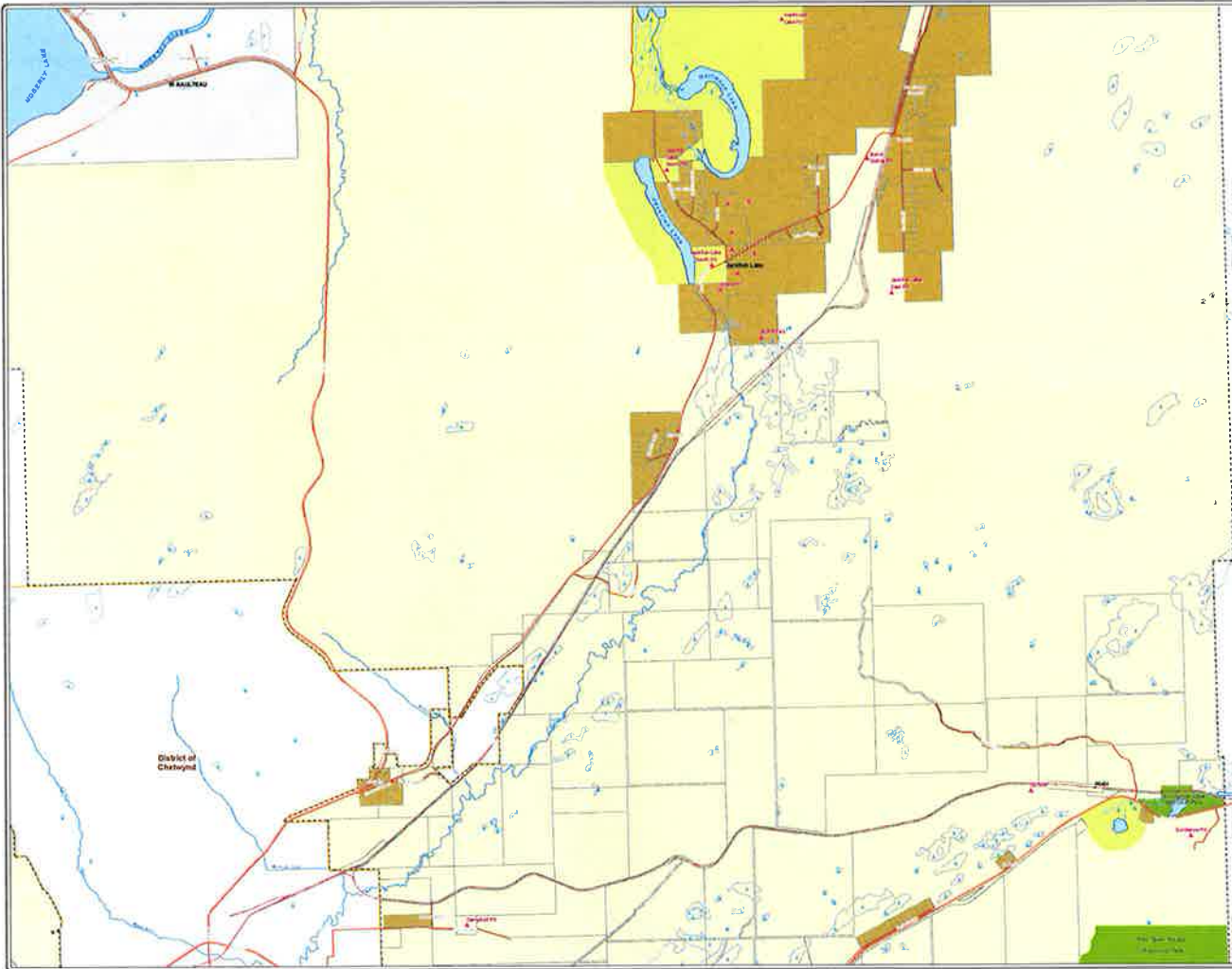
- Legend**
- DCP Boundary
  - Municipal Boundary
  - Parcels
  - First Nations
  - Rail Line
  - Highway
  - Roads
  - Water Feature
  - River
  - Swamp / Marsh
  - Rural Community
  - Gravel Deposit
- Land Use Designation:**
- Agriculture Resource (Ag)
  - Industrial (I)
  - Moberly Lake Settlement (MLS)
  - Open Space (OS)
  - Parks (P)
  - Settlement (S)



Kilometers  
Scale 1:25,000







**West Peace Fringe Area  
Official Community Plan  
Bylaw No. 2312, 2018  
Schedule B  
Map 3**



- Legend**
- OCP Boundary
  - Municipal Boundary
  - ▭ Parcels
  - ▭ First Nations
  - Rail Line
  - Highway
  - Roads
  - Water Feature
  - River
  - Swamp / Marsh
  - Rural Community
  - ▲ Gravel Deposit
- Land Use Designation**
- Agriculture Resource (Ag)
  - Industrial (I)
  - Moberly Lake Settlement (MLS)
  - Open Space (OS)
  - Parks (P)
  - Settlement (S)

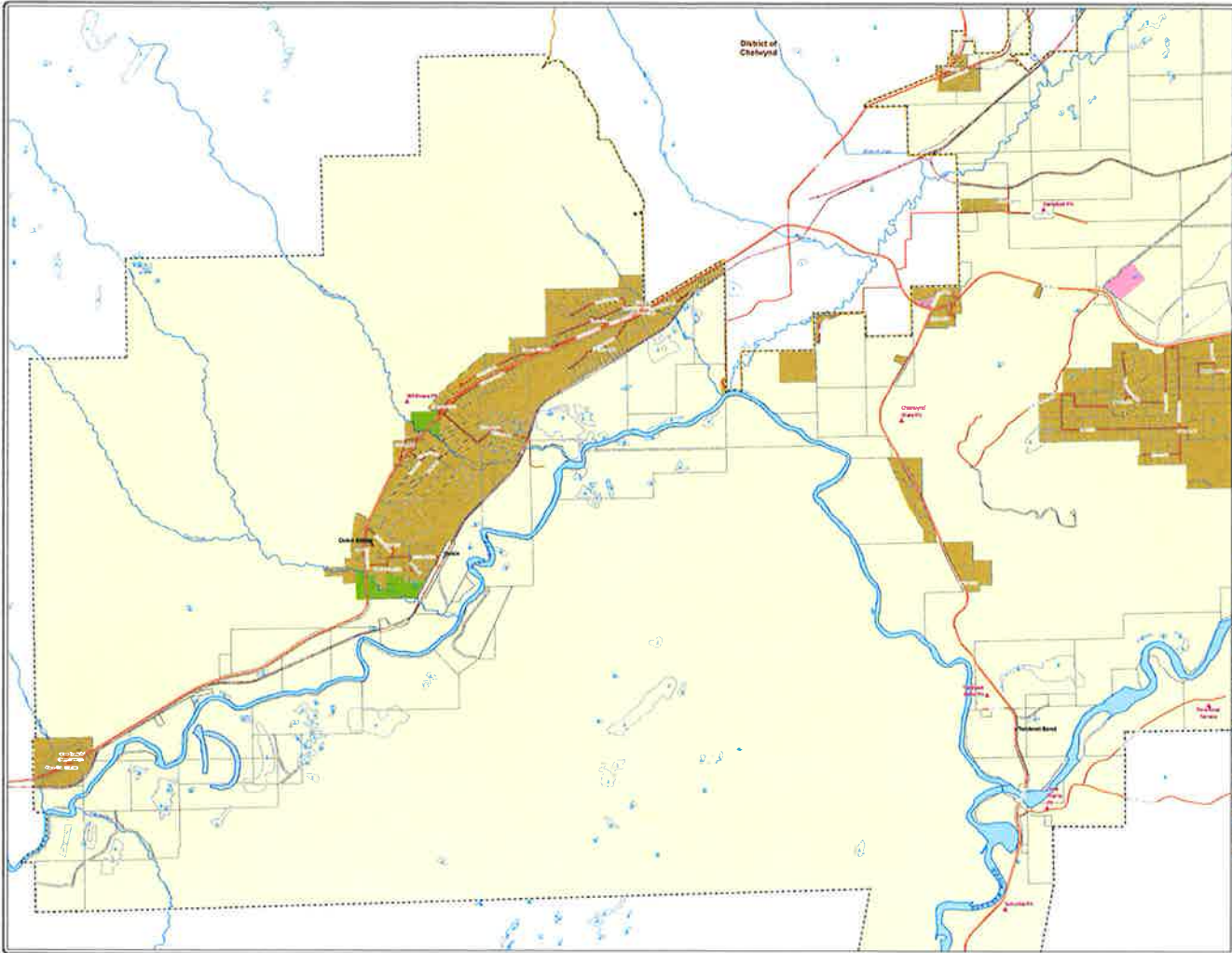




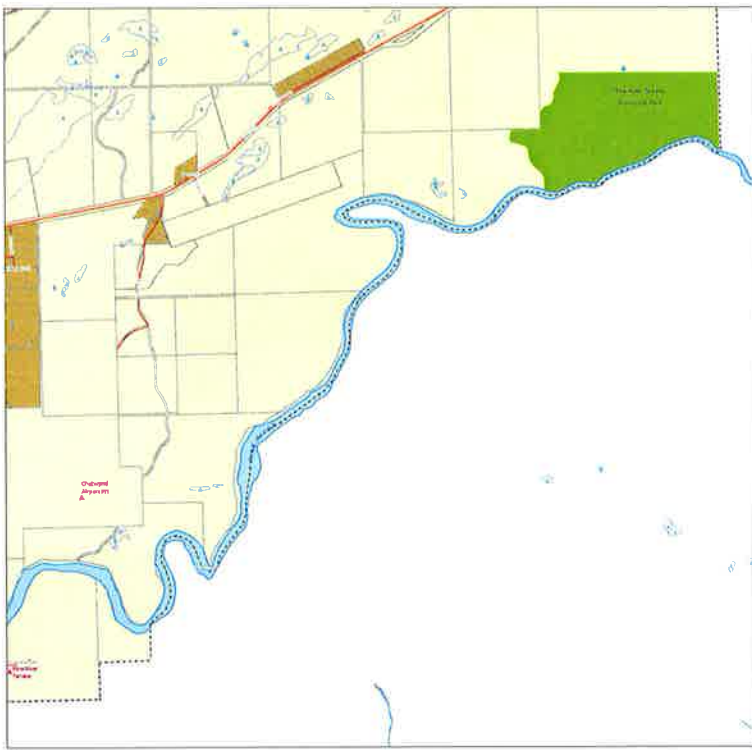
**West Peace Fringe Area  
Official Community Plan  
Bylaw No. 2312, 2018  
Schedule B  
Map 4**



- Legend**
- OCP Boundary
  - Municipal Boundary
  - Parcels
  - First Nations
  - Rail Line
  - Highway
  - Roads
  - Water Feature
  - River
  - Swamp / Marsh
  - Rural Community
  - ▲ Gravel Deposit
- Land Use Designation**
- Agriculture Resource (Ag)
  - Industrial (I)
  - Moberly Lake Settlement (MLS)
  - Open Space (OS)
  - Parks (P)
  - Settlement (S)



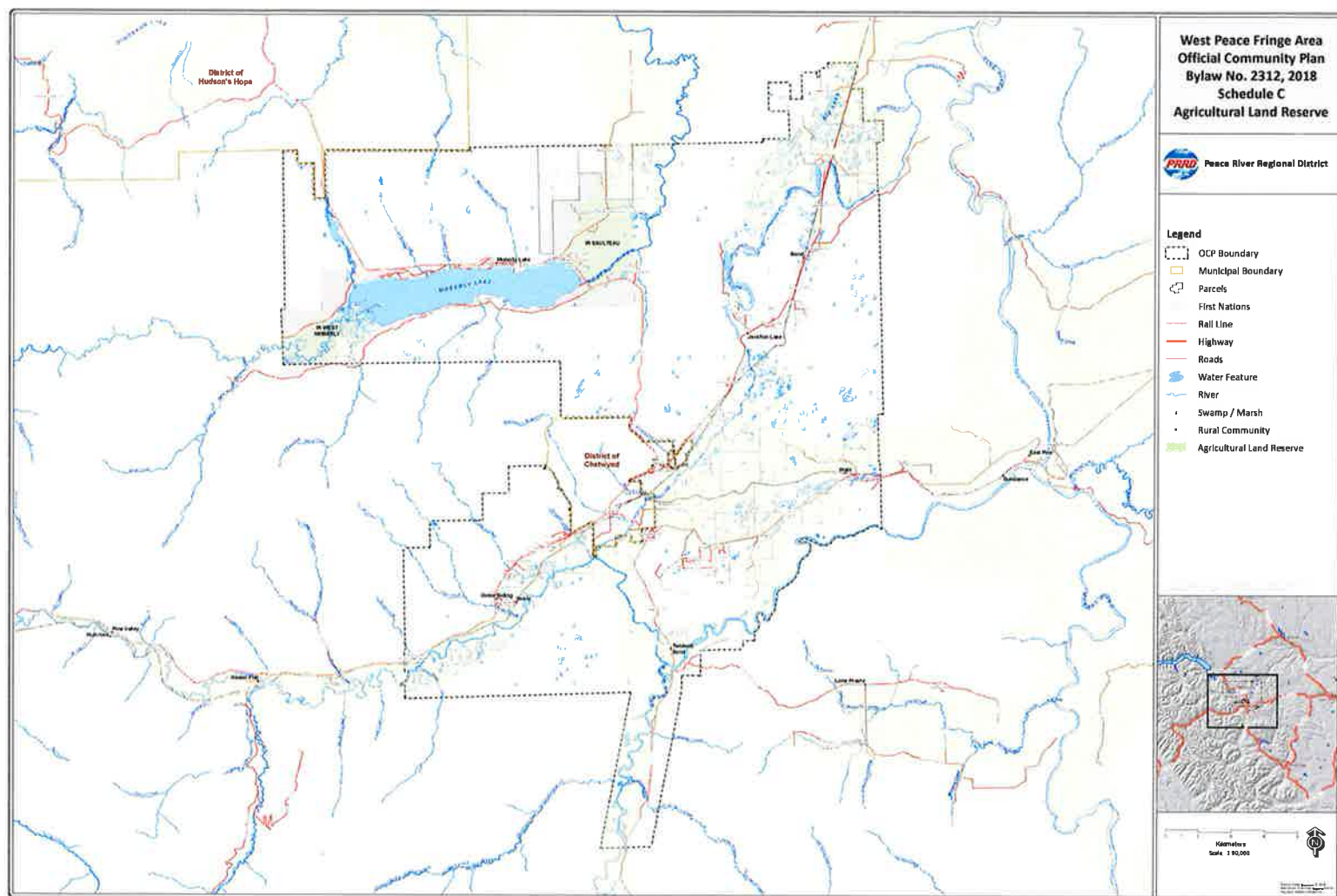
**West Peace Fringe Area  
Official Community Plan  
Bylaw No. 2312, 2018  
Schedule B  
Map 5**



- Legend**
- OCP Boundary
  - Municipal Boundary
  - Parcels
  - First Nations
  - Rail Line
  - Highway
  - Roads
  - Water Feature
  - River
  - Swamp / Marsh
  - Rural Community
  - Gravel Deposit
- Land Use Designation:**
- Agriculture Resource (Ag)
  - Industrial (I)
  - Moberly Lake Settlement (MLS)
  - Open Space (OS)
  - Parks (P)
  - Settlement (S)



Scale 1:25,000





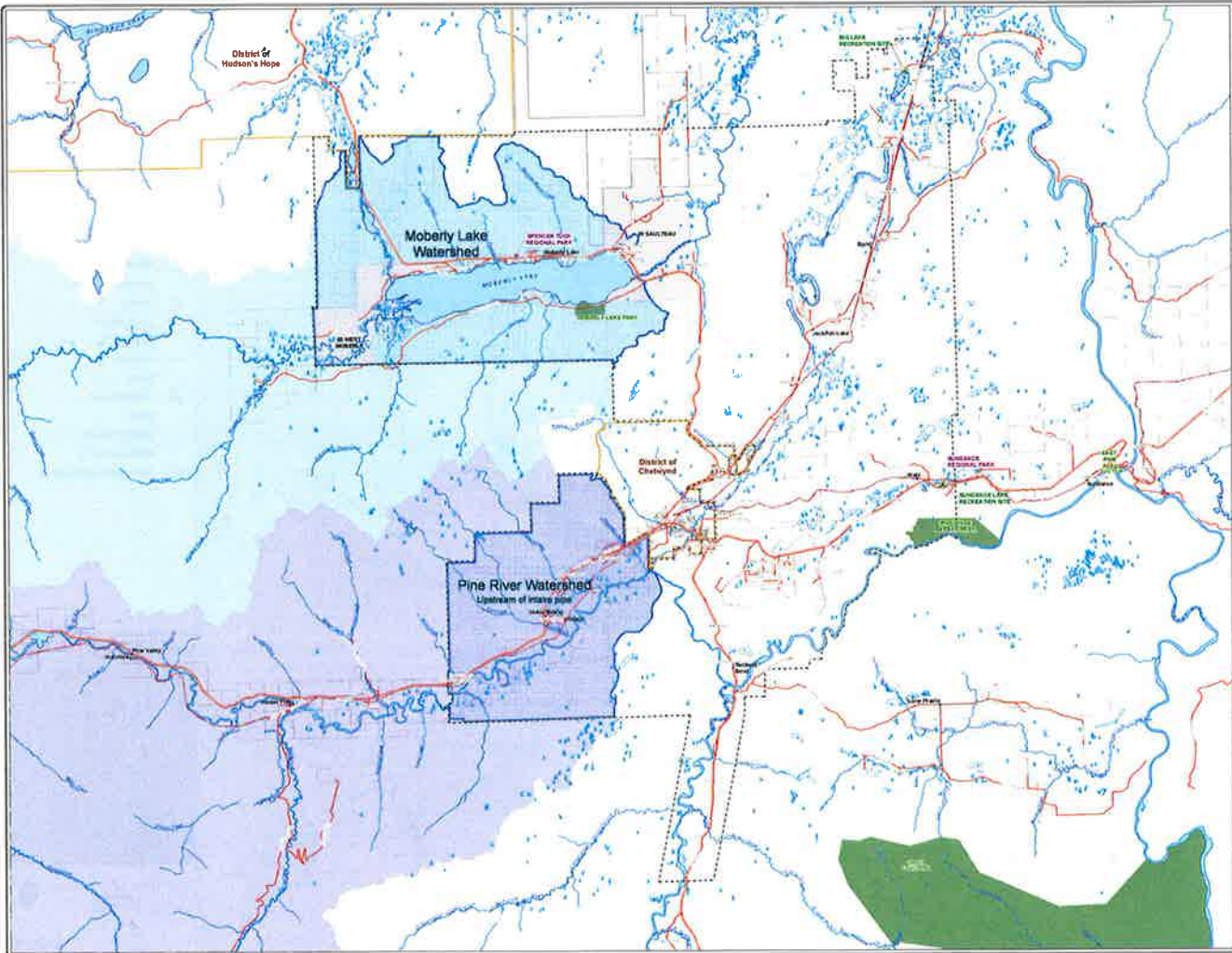
**West Peace Fringe Area  
Official Community Plan  
Bylaw No. 2312, 2018  
Schedule D  
Parks, Protected Areas  
& Watersheds**



- Legend**
- OCP Boundary
  - - - Municipal Boundary
  - ▭ Parcels
  - ▭ First Nations
  - Rail Line
  - Highway
  - Roads
  - Water Feature
  - River
  - Swamp / Marsh
  - Rural Community
  - Recreation Site
  - PRRD Regional Park
  - Watershed Area
  - Provincial Park, Protected Area
  - Moberly River Watershed
  - Pine River Watershed





















Map Scale: 1:50,000



**West Peace Fringe Area  
Official Community Plan  
Bylaw No. 2312, 2018  
Schedule E  
Public Facilities**

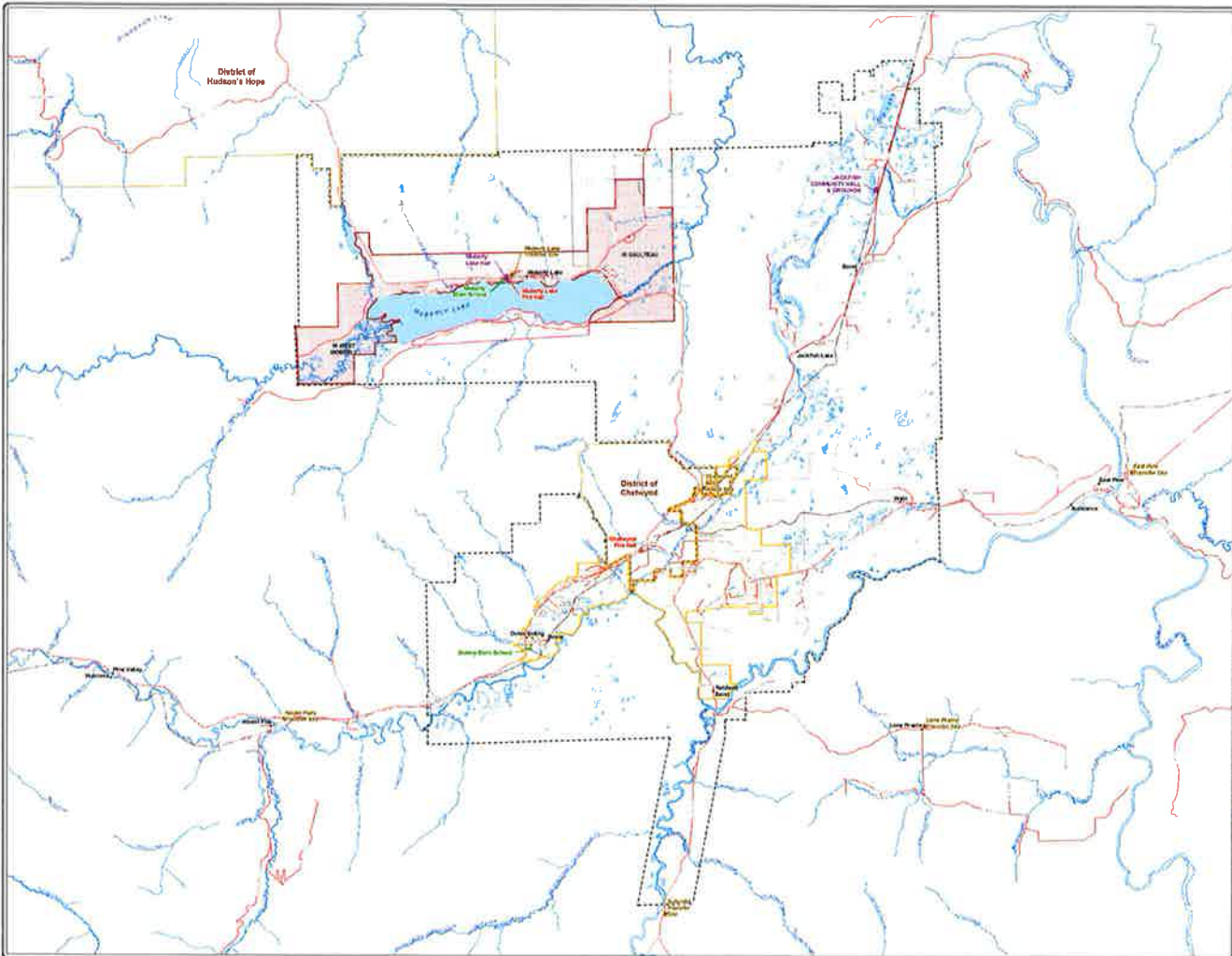
 Peace River Regional District

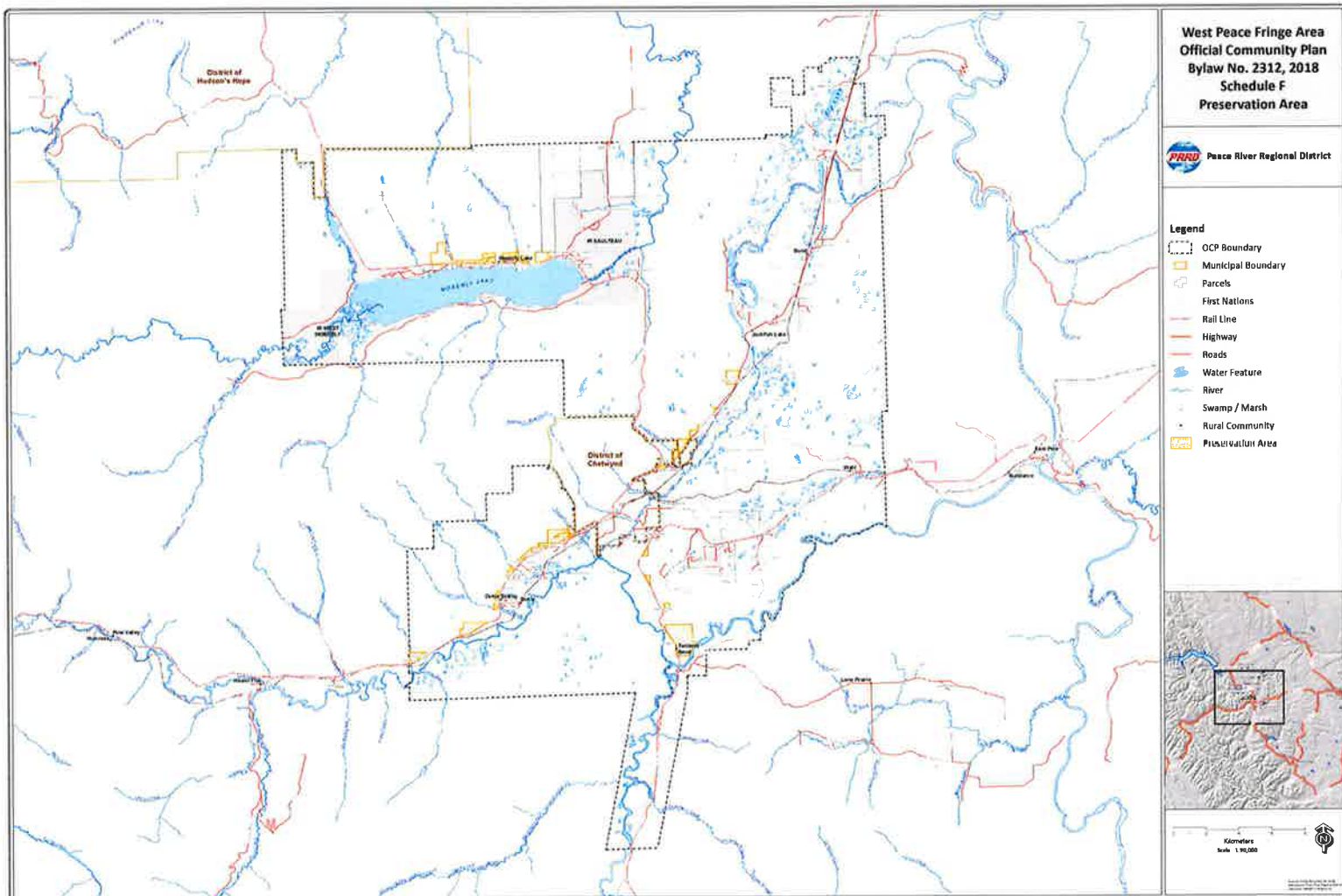
**Legend**

-  OCP Boundary
-  Municipal Boundary
-  Parcels
-  First Nations
-  Rail Line
-  Highway
-  Roads
-  Water Feature
-  River
-  Swamp / Marsh
-  Rural Community
-  School
-  Community Hall
-  Solid Waste / Transfer Site
-  Fire Department
-  Chetwynd Rural Fire Protection
-  Moberly Lake Fire Protection
-  S Moberly Lake Fire Protection



Scale 1:90,000





**West Peace Fringe Area  
Official Community Plan  
Bylaw No. 2312, 2018  
Schedule F  
Preservation Area**



- Legend**
- OCF Boundary
  - Municipal Boundary
  - Parcels
  - First Nations
  - Rail Line
  - Highway
  - Roads
  - Water Feature
  - River
  - Swamp / Marsh
  - Rural Community
  - Preservation Area



Kilometers  
Scale 1:10,000







January 7, 2019

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

Dear Mayor Heiberg and Councillors:

The Alaska Highway Community Society, would like to invite the District of Hudson's Hope to appoint a representative and alternate (from Council, staff or the public) to the Alaska Highway Community Society (AHCS) Board of Directors for a two-year term. As a Board member, your community works with other Northeastern BC local governments and partners to pursue our organization's goal, which is to work together as a "single community" to focus on the development of the Alaska Highway. Past representation by Councillor Kelly Miller has been appreciated.

The organization continues to work with Parks Canada and the Historic Sites and Monuments Board to address issues concerning the nomination submission plus complete the Northeastern BC Heritage Strategy. AHCS members also contributed to Destination BC's 10-Year Destination Development Strategy for Northeastern BC and look forward to learning about the recommendations that relate to the Alaska Highway Corridor when the Strategy is released in January 2019. Another significant milestone which demonstrates the importance of partnerships, is the completion and distribution of the book Signposts and Promises written by Julie Harris and Frank Edward. The content is based on the information gathered during the nomination project and publishing enabled through grant funding efforts by Fort St John North Peace Museum.

According to the AHCS bylaws, Members of the AHCS are those persons who have accepted an appointment for a 2-year term as a Director by the Nominator. There is no fee for membership. Following describes the Eligibility criteria as outlined in the bylaws:

1. One representative from each community appointed by the local government (Village of Pouce Coupe, City of Dawson Creek, City of Fort St John, District of Chetwynd, District of Hudson's Hope, District of Taylor, District of Tumbler Ridge, District of Mackenzie and Fort Nelson Regional Municipality)
2. Two representatives from the Rural Area Directors of the Peace River Regional District, one representing the northern half and one representing the southern half.
3. One representative appointed from each organization with whom the Association holds a Memorandum of Understanding.
4. The alternate representative shall act for the designated representative only when the designated representative is absent.
5. Nominators may change their representatives and alternate.
6. Appointments shall be in writing and contain and agree that the appointee and alternate will be bound by the bylaws and regulations of the Association.

For more information about the AHCS and to confirm the appointment to the Board please email, April Moi at ([april@nbctourism.com](mailto:april@nbctourism.com)) or call 250-793-0062.

Thank you for your ongoing commitment to the development of the Alaska Highway.

Sincerely

A handwritten signature in cursive script that reads "Karen Goodings".

Karen Goodings, Chair  
Alaska Highway Community Society



## Office Admin 1

---

**From:** info@civicinfo.bc.ca  
**Sent:** Tuesday, December 18, 2018 11:34 AM  
**To:** info@civicinfo.bc.ca  
**Subject:** Message from the Legislative Assembly of British Columbia

\*\*\*\*\*

This message is being sent by CivicInfo BC to all BC Local Governments on behalf of the Legislative Assembly of British Columbia.

\*\*\*\*\*

**Subject:** Call for Written Submissions - Select Standing Committee on Crown Corporations  
**Intended Recipient(s):** Mayors/Chairs/Chief Administrative Officers  
**Attachments:** None. See message below.

\*\*\*\*\*

### MESSAGE:

Dear Mayor and Council / Chair and Board,

On November 27, 2018, the Legislative Assembly of British Columbia authorized the all-party Select Standing Committee on Crown Corporations to conduct an inquiry into transportation network services (ride hailing services).

The Committee's Terms of Reference specifies that the Committee may only consider input on four areas of regulation. As part of its work, the Committee would like to invite you to provide a written submission focused on any or all of the following four topics:

- What criteria should be considered when establishing boundaries?
- How should regulations balance the supply of service with consumer demand, including the application of the Passenger Transportation Board's current public convenience and necessity regime as it pertains to transportation network services?
- What criteria should be considered when establishing price and fare regimes that balance affordability with reasonable business rates of return for service providers?
- What class of drivers' licence should be required for ride-hailing drivers to ensure a robust safety regime without creating an undue barrier for drivers?

Should you wish to participate, would you kindly provide a written submission in pdf or word format to [CrownCorporationsCommittee@leg.bc.ca](mailto:CrownCorporationsCommittee@leg.bc.ca) by **Friday, February 1, 2019**. Written submissions may be 500 words in length, with an additional 1000 words to answer each of the questions above for a maximum of 4500 words.

Submissions to parliamentary committees are considered public documents and may be published on the Committee's website or made available to interested parties upon request following the release of the Committee's report.

Further information on the work of the Committee, including a list of Members and the Committee's Terms of Reference, is available online at: <https://www.leg.bc.ca/cmt/cc>

If you have any questions about the work of the Committee, please contact the Parliamentary Committees Office at 250-356-2933 or [CrownCorporationsCommittee@leg.bc.ca](mailto:CrownCorporationsCommittee@leg.bc.ca).

On behalf of the Committee, thank you for your consideration of this invitation. We look forward to your participation.

Sincerely,

Bowinn Ma, MLA (North Vancouver-Lonsdale), Chair  
Stephanie Cadieux, MLA (Surrey South), Deputy Chair

cc: Susan Sourial, Clerk to the Committee

Select Standing Committee on Crown Corporations  
c/o Parliamentary Committees Office  
Room 224, Parliament Buildings, Victoria, BC V8V 1X4

\*\*\*\*\*

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CivicInfo BC makes no representations or warranties whatsoever, either expressed or implied, with respect to the accuracy, reliability or suitability for any purpose, of the information contained or referenced in this message.

\*\*\*\*\*

## Office Admin 1

---

**From:** MCF Info MCF:EX <MCF.Info@gov.bc.ca>  
**Sent:** Friday, January 04, 2019 4:22 PM  
**To:** Chris Cvik  
**Subject:** Letter from the Honourable Katrine Conroy and the Honourable Katrina Chen

### VIA E-MAIL

Ref: 241210

His Worship Mayor Dave Heiberg and Council  
District of Hudson's Hope  
E-mail: [cao@hudsonshope.ca](mailto:cao@hudsonshope.ca)

Dear Mayor Heiberg and Council:

As we enter a new year, we would like to thank local governments for the important work you do to support communities and families throughout British Columbia. Many families across the province are looking for access to affordable, quality child care, and currently too many are struggling to find the care they need.

To support the expansion of affordable, quality and accessible child care throughout British Columbia, the province has partnered with the Union of British Columbia Municipalities (UBCM) to [offer two funding programs](#) for local governments to help create more licensed child care spaces:

- The **Community Child Care Space Creation Program**, established with \$13.7 million in funding under the Canada-British Columbia Early Learning and Child Care Agreement, will award up to \$1 million to local governments creating new licensed child care spaces within their own facilities for children aged five and under, with a focus on spaces for infants and toddlers.
- The **Community Child Care Planning Program** will provide up to \$25,000 in funding for local governments to engage in child care planning activities in order to develop a community child care space creation action plan. Local governments who work together on applications will be eligible for up to \$25,000 per local government. For example, three local governments applying together for one project may be eligible to receive up to \$75,000.

**The deadline for both programs is approaching quickly—be sure to submit your application to UBCM no later than January 18, 2019.**

UBCM is administering both programs. These partnerships ensure that planning for child care spaces is done at the community level and that child care spaces are created where they are most needed; after all, local governments know their communities best. We encourage you to consider how you can take advantage of these programs to help meet the child care needs of families in your communities.

We understand that assembling a strong application takes time and would like to highlight that the Community Child Care Planning Program requires only a budget and council/board resolution in addition to the application form. To assist you in meeting the application deadline for these programs, we have enclosed a sample resolution to bring to your council or board.

If you do not have a project ready to meet the UBCM application deadline for the Community Child Care Space Creation Program, please also consider the [Childcare BC New Spaces Fund](#), which has no deadline to apply. This fund offers up to \$1 million per facility for public sector partnerships with non-profit child care providers (as well as school boards and band or tribal councils or First Nations governments directly operating child care programs), and up to \$250,000 or \$500,000 per facility for all other types of organizations.

For more information about the community child care programs, visit [UBCM's Web site](#) or contact Local Government Program Services at 250 952-9177 or [lgps@ubcm.ca](mailto:lgps@ubcm.ca).

As always, please feel free to contact the office of the Minister of State for Child Care with any questions at [CC.Minister@gov.bc.ca](mailto:CC.Minister@gov.bc.ca), and visit [Childcare BC](#) for more information about the province's investments in child care.

Thank you again for the outstanding work you do for families in your community.

Sincerely,

**ORIGINAL SIGNED BY**

Katrine Conroy  
Minister of Children and  
Family Development

**ORIGINAL SIGNED BY**

Katrina Chen  
Minister of State for Child Care

pc: Sasha Prynn, Programs Officer  
Local Government Program Services, UBCM

Encl (below): Council or Board Community Child Care Resolution (SAMPLE)

## **Council or Board Community Child Care Resolution (SAMPLE)**

WHEREAS there is a need for child care in the *[LOCAL GOVERNMENT NAME]*;

WHEREAS the *[LOCAL GOVERNMENT NAME]* support the creation of quality, affordable, child care spaces to help provide employment, relief for working parents and support a strong economy;

WHEREAS there are unprecedented funding programs now offered by the Union of British Columbia Municipalities (UBCM) and the Province of BC to help local government plan and build new child care spaces;

BE IT RESOLVED That the *[LOCAL GOVERNMENT NAME COUNCIL OR BOARD]* direct staff to apply for the UBCM Community Child Care Planning program to do a child care needs assessment and manage any funds received through this program,

Or

For collaborative projects only: BE IT RESOLVED That the *[LOCAL GOVERNMENT NAME COUNCIL OR BOARD]* support the *[LOCAL GOVERNMENT NAME COUNCIL OR BOARD]* primary applicant to apply for, receive and manage the grant funding on our behalf.

BE IT FURTHER RESOLVED That the *[LOCAL GOVERNMENT NAME COUNCIL OR BOARD]* direct staff to investigate potential opportunities for use of the Community Child Care Space Creation Programs, and the Childcare BC New Spaces Fund, and come back to Council with a recommendation of ways to avail ourselves of this new funding opportunity to create child care spaces.

## Office Admin 1

---

**From:** Chris Cvik  
**Sent:** Wednesday, December 12, 2018 6:56 AM  
**To:** Office Admin 1  
**Cc:** Tammy McKeown  
**Subject:** FW: Mayors, RD Chairs and CAOs Roundtable - Expression of Interest

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

Andrea, can you please start a folder for agenda items for the next Council Meeting on January 14<sup>th</sup> and include this email under Correspondence. Council can discuss it at the Council meeting and decide if they wish to attend or to provide any agenda items.

Thanks,

Chris

**Chris Cvik, Interim CAO**

District of Hudson's Hope  
Cell: 250-783-0942

---

**From:** Tanya.Spooner@princegeorge.ca <Tanya.Spooner@princegeorge.ca>  
**Sent:** December 11, 2018 11:43 AM  
**Cc:** Dyra.Pridham@princegeorge.ca; Tanya.Spooner@princegeorge.ca  
**Subject:** Mayors, RD Chairs and CAOs Roundtable - Expression of Interest

Good afternoon,

For the past three years, we have held a Mayors, RD Chairs and CAOs Roundtable in Prince George to discuss our common issues. Annually, we have tried to hold this meeting in conjunction with the BC Natural Resource Forum, in order to capitalize on travel to Prince George that many of you are already planning. We are looking to see if there is interest in having a one day roundtable on January 25<sup>th</sup>, 2019.

We would certainly appreciate your feedback on this, specifically we are looking for expressions of interest and agenda items at this time.

Regards,



## **TANYA SPOONER**

Executive Coordinator

[Tanya.Spooner@princegeorge.ca](mailto:Tanya.Spooner@princegeorge.ca)

1100 Patricia Blvd, Prince George, BC, Canada V2L 3V9

P: 250.561.7610



January 08, 2019

**District of Hudson's Hope  
9904 Dudley Drive  
Hudson's Hope, British Columbia  
V0C 1V0**

**Attention: Chris Cvik – Chief Administrator Officer**

**RE: TELUS Communications Inc. Site "Hudson's Hope" (BC0714)  
Co-location with Chetwynd Communications Society (03803-01)  
Site location – 20205 Signal Hill, Hudson Hope, British Columbia**

---

TELUS Communications Inc. ("TELUS") is notifying you that **Chetwynd Communications Society** has submitted a request to install radio equipment on TELUS' tower.

As you may be aware, the wireless industry is under increasing pressure from various levels of government to cooperate with telecommunication service providers / public service providers and to promote co-location within the industry. In order to comply, we are hereby advising you that TELUS is reviewing Chetwynd Communications Society's co-location request.

Pursuant to item 13 Assignment in the Site Licence Agreement with District of Hudson's Hope (the "Licensor"), TELUS may approve a third party colocation request without consent of the Licensor. We are sending this letter to notify you that Chetwynd Communications Society will be at the site upon the completion of the engineering review.

Please feel free to contact me should you have any further question.

Thank you for your time.

Sincerely,

A handwritten signature in black ink that reads "Maxica Lau".

Maxica Lau, MEng, PMP  
IT Project Manager



TELUS | Wireless Network – BC  
3-4535 Canada Way, Burnaby, BC, V5G 1J9  
Cell: 604-250-7151  
Direct: 604-453-2630  
Email: [maxica.lau@telus.com](mailto:maxica.lau@telus.com)

**C8**



Hudson's Hope Public Library  
Box 269, 9905 Dudley Drive  
Hudson's Hope, BC, V0C1V0  
(250)783-9414  
director.hhpl@pris.ca



January 10, 2019

Dear Mayor and Council:

I am writing to request that the Hudson's Hope Public Library be added to the non-profit insurance coverage through the District of Hudson's Hope.

We had not been previously added to this coverage, as the renewal date under our current provider is in January and we had already paid for our coverage for the year that the District introduced their liability insurance opportunity.

Thank you for considering my request.

Kind Regards,

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

Amber Norton  
Library Director  
Hudson's Hope Public Library

# *Newman & Wright Theatre Company*

## *Theatre Royal, Barkerville*

*Present*

### ***The Phoenix Tour***

### **Mrs. McGinley's Gold Rush Variety Show**

**May 4<sup>th</sup> to 13<sup>th</sup>, 2019**

Mrs. McGinley's Gold Rush Variety Show from Theatre Royal, Barkerville is going on tour this spring: May 4<sup>th</sup> to May 13<sup>th</sup>, 2019.

This summer we celebrate the 150<sup>th</sup> anniversary of Theatre Royal, which literally rose from the ashes of The Great Fire of 1868 that destroyed Barkerville. In the past two summers much of the interior of British Columbia suffered from wildfires. Homes, businesses, historic features and livestock were lost and the region was thrown on hard times. However, as Barkerville did in 1869, so communities have risen from the ash and smoke like the legendary Phoenix. The Phoenix Tour will bring entertainment to communities and celebrate that community's strength while offering a means for local non-profits to raise funds for fire relief. Beyond the borders of wildfire regions the show will promote the Cariboo region generally and Wells/Barkerville area showing what we have to offer to visitors.

#### **The Show**

Mrs. McGinley's Gold Rush Variety Show is a high-energy, 1.5 hour show with six professional performers and two crew. The program is set in Barkerville, 1869, and features a wide variety of music and performances, from comic numbers through ballads, farces and to audience participation.

A short film we made on a similar 2017 fire-related fund-raiser in 100 Mile House may be viewed at: <https://vimeo.com/230670243>

For more Theatre Royal, Barkerville video clips, including our 1940s radio show, go to our Vimeo channel at: <https://vimeo.com/channels/1426749>  
(You may have to cut and past the link.)

## **Facility**

- Seating of 100 to 1000.
- Piano. A well-tuned piano is preferred but we will bring an electronic keyboard.
- A performance space, ideally with a stage or raised platform.
- Basic lighting. We will travel with our own small set of lights suitable for community halls.
- Sound enhancement. If the venue necessitates, some sound amplification may be needed. We will have basic equipment with us.
- Dressing room or area for performers.
- Space for an information table in the foyer or front of house.
- At the intermission, staff will be on hand to recognize sponsors and distribute information on Wells, Barkerville and local businesses.

## **Dates**

- We are on the road from Saturday May 4<sup>th</sup> to Monday May 13<sup>th</sup>. We are currently booked into Williams Lake (a private function) on the May 9<sup>th</sup> and 100 Mile House on May 10<sup>th</sup>.
- Our route will take us north and west along the Yellowhead Highway, possibly east, and south to Vancouver and the Lower Mainland.

## **Cost**

- Thanks to several sponsors, we are able to offer this show at a cost of \$1600. If five comped motel/hotel rooms are provided by the sponsoring organization we can reduce this to \$1100. (Because of the rigors of touring and organization we prefer motel or hotel rooms to billets.)
- The sponsoring organization is responsible for the cost (\$1600) of the show. All other revenue is kept by the sponsoring organization with the exception that: if gross ticket sales reach \$10,000 a return of 10% of anything over that amount will go to Newman & Wright Theatre Company.
- The sponsoring organization is responsible for venue rental, ticket sales and marketing. Posters and press releases will be provided.

***Payment is required at the close of the show by cash, cheque or e-transfer.***

## **Sponsors**

- This tour is subsidized and made possible through the support of several sponsoring organizations and businesses.
- Gold Bullion Sponsor – BGM – Barkerville Gold Mines
- Gold Bar Sponsor – New Pathways to Gold Society
- Gold Nugget Sponsors – Friends of Barkerville  
– Barkerville Historic Town and Park

For further information and to book the Theatre Royal Phoenix Tour, please contact Richard Wright.

Email: [rtwright@theatreroyal.ca](mailto:rtwright@theatreroyal.ca) Phone: 250-851-8540 Cell phone: 250-305-8540

## Office Admin 1

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**From:** Tammy McKeown  
**Sent:** Wednesday, January 09, 2019 8:53 PM  
**To:** Office Admin 1  
**Cc:** Chris Cvik  
**Subject:** Fw: Request to Include BCMCLC Workshop at NCLGA EOS (February 1) as Info Item on Next Council Meeting Agenda

Andrea,

Please include this on the Agenda under Correspondence.

Thank-you

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**From:** Susan Chalmers <schalmers@communityenergy.bc.ca>  
**Sent:** January 2, 2019 2:56 PM  
**To:** Tammy McKeown  
**Subject:** Request to Include BCMCLC Workshop at NCLGA EOS (February 1) as Info Item on Next Council Meeting Agenda

Dear Tammy,

The BC Municipal Climate Leadership Council and Community Energy Association are hosting a workshop related to climate action planning after the NCLGA Elected Official Seminar at the Coast Inn of the North in Prince George on February 1. We would appreciate it if you could include the details of the workshop as an information item on your next council meeting agenda OR directly email the details of this event to your Mayor and Councillors (see below).

**How can you support climate action and clean growth in your community?**

**Join the BC Municipal Climate Leadership Council (BCMCLC) and the Community Energy Association for an interactive workshop on the topic of climate action immediately following the NCLGA Elected Official Seminar. The workshop will be held from 2:45-4:45 pm on February 1 in the George Evanoff Room at the Coast Inn of the North.**

**Who is it for?** This workshop is for newly elected officials to learn about the roles of local governments in climate and energy planning as well as project and program implementation. It is also for returning elected officials to receive a refresher and updates on federal and provincial government initiatives and emerging opportunities for local governments to take action on climate change.

**Learn about:**

- the roles of local and senior governments;
- the foundations of community energy planning;
- key actions for the building, transportation, waste and energy sectors; and
- reporting and recognition for local government climate action.

**Get inspired** by case studies from leaders in your region and discuss strategies with your peers in small breakout group sessions.

To register for this workshop, visit <https://climateaction101nclgaeos.eventbrite.ca>

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## BCMCLC Workshop after NCLGA EOS: Climate Action 101

[climateaction101nclgaeos.eventbrite.ca](https://climateaction101nclgaeos.eventbrite.ca)

How can you support climate action and clean growth in your community? Join the BC Municipal Climate Leadership Council (BCMCLC) and the Community Energy Association (CEA) for an interactive workshop immediately following the NCLGA Elected Official Seminar. Who is it for? This workshop is for newly elected officials to learn about the roles of local governments in climate and energy planning as well as project and program implementation. It is also for returning elected officials to receive a refresher and updates on new federal and provincial government initiatives and emerging opportunities for local governments to take action on climate change. Learn about: the roles of local and senior governments; the foundations of community energy planning; key actions for the building, transportation, waste and energy sectors; and reporting and recognition for local government climate action. Get inspired by case studies from leaders in your region and discuss strategies with your peers in small breakout group sessi

For further information about this event, please contact Maya Chorobik at 604-628-7076 (ext. 709) or [mchorobik@communityenergy.bc.ca](mailto:mchorobik@communityenergy.bc.ca).

Kind Regards,  
Susan

Susan Chalmers, Administrator



*Facilitators of the BC Municipal Climate Leadership Council*

Office: (604) 628-7076 ext. 707 | Mobile: (778) 871-2711

## Office Admin 1

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**From:** Tammy McKeown  
**Sent:** Wednesday, January 09, 2019 9:40 PM  
**To:** Office Admin 1  
**Cc:** Chris Cvik  
**Subject:** Fw: Save the Date - 2019 PRLGA Meeting

Andrea;

Please include in the Agenda under Correspondence.

Thank-you

**From:** Kelsey Bates <Kelsey.Bates@prrd.bc.ca>  
**Sent:** January 8, 2019 2:48 PM  
**To:** CNewsom@gochetwynd.com; Jordan Wall; Chris Leggett; 'Duncan Redfearn'; Dianne Hunter; Chris Cvik; mmcphail@districtoftaylor.com; Shawn Dahlen  
**Cc:** Tammy McKeown; Sandy Stokes; Lisa Bergman; Ellen Frisch; Lenora; Tabatha Young; Tyra Henderson  
**Subject:** Save the Date - 2019 PRLGA Meeting

Good Afternoon,

Please save the date for the upcoming Peace River Local Government Association Meeting:

**Date:** Thursday, March 28, 2019  
**Time:** 5:30 pm Cocktails  
6:00 pm Dinner – Meeting to follow  
**Location:** Northern Grand Hotel | 9830 – 100<sup>th</sup> Ave, Fort St. John

A formal invitation will be distributed early in February after the NCLGA resolution submission deadline.

Thank you,

**Kelsey Bates** | Executive Assistant  
Direct: 250-784-3207 | [kelsey.bates@prrd.bc.ca](mailto:kelsey.bates@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)

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