



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

### **AGENDA**

Council Chambers

Monday January 28<sup>th</sup>, 2019 at 6:00 PM

**1. Call to Order:**

**2. Delegations:**

D1 Evelyne Edinger- Derelict Buildings

Page 1

**3. Notice of New Business:**

Mayor's List

Councillors Additions

CAO's Additions

**4. Adoption of Agenda by Consensus:**

**5. Declaration of Conflict of Interest:**

**6. Adoption of Minutes:**

M1 December 8<sup>th</sup>, 2018 Special Council Meeting Minutes

Page 4

M2 January 14<sup>th</sup>, 2019 Regular Council Meeting Minutes

Page 6

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

**8. Public Hearing:**

**9. Staff Reports:**

SR1 Development Variance Permit Application

Page 12

SR2 Peace River Agreement Reporting

Page 18

SR3 Council Remuneration

Page 33

SR4 Library Associate Member Program

Page 36

SR5 Road Rescue Equipment Purchase

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SR6 Public Works Update

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SR7 Office Administration Update

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SR8 Interim CAO Update

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SR9 Pre-Budget for Swimming Pool

Page 48

SR10 Workplace Accommodation Program

Page 65

**10. Committee Meeting Reports:**

CM1 North Peace Airport Society Minutes Page 87

**11. Bylaws:**

**12. Correspondence**

C1 Letter to from District of New Hazelton Page 109

C2 PRRD- Caribou Recovery Page 111

C3 NCLGA 2019 Resolutions Page 112

C4 Municipal Finance Authority of BC Page 127

C5 Double H Saddle Club Grant Report Page 129

C6 Agricultural Land Commission Page 133

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

CR1 Mayor's Report to Council verbal

**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:

EVEN N EDINGER

Subject of presentation:

DERELICT BUILDINGS  
ON CANYON DRIVE

Purpose of presentation:

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

BY LAW TO ENFORCE CLEANUP

Contact person (if different than above):

Telephone number:

250-783-0567

Email address:

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 MYSELF

**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:**

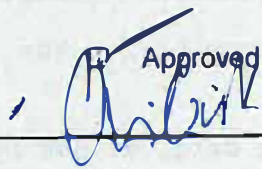
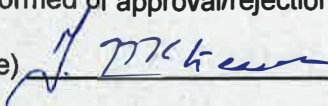
- have a purpose
- get right to your point and make it
- be concise
- be prepared
- don't waste time
- state your request if any
- multiple-person presentations are still ten minutes maximum
- may be people in gallery who support or oppose you
- the Recording Secretary may ask for any relevant notes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

I understand and agree to these rules for delegations

Emily Edinger  
Name of Delegate or Representative of Group

Emily Edinger  
Signature

Jan 25/2019  
Date

For Office Use	
<p>By (signature): <u></u></p> <p>Appearance date if applicable: <u>2019-01-28</u></p> <p>Applicant informed of approval/rejection on (date): <u>2019-01-25</u></p> <p>By (signature): <u></u></p>	<p> <input checked="" type="checkbox"/> Approved                     <input type="checkbox"/> Rejected                 </p> <p> <input type="checkbox"/> Mayor                     <input checked="" type="checkbox"/> CAO                 </p> <p>Date: <u>2019-01-25</u></p>

Evelyn Edinger  
10616 Osborne St  
PO Box 106  
Hudson's Hope, BC  
V0C1V0  
(250)783-0567

January 15, 2019

District of Hudson's Hope  
Mayor and Council

Re: Bylaw No. 791

Maintenance of Real Property

- Derelict buildings and properties that are extremely unsightly

I know the District has a bylaw (791) that would give the land owner notice to clean up or the District can get it cleaned up and bill the land owner.

Canyon Drive in particular, needs to be cleaned up. Downtown year round, the park in summer, the flowers, etc. are all very nice but all the trucks and traffic through Hudson's Hope on Canyon Drive see are places that make the whole town look terrible.

This decreases the value of surrounding properties and isn't fair to people who work hard to keep their places looking nice. It's past time these places were cleaned up.

Thank-you,  
Evelyn Edinger



**SPECIAL COUNCIL MEETING  
December 8<sup>th</sup>, 2018  
9:00 A.M.  
DISTRICT BOARD ROOM**

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

**Absent:** Councillor Valerie Paice

**Staff:** Interim CAO, Chris Cvik  
Director of Protective Services, Robert Norton  
Director of Public Works, Mokles Rahman  
Public Works Leadhand, Ed Reschke  
Recreation and Special Events, Kaitlyn Atkinson

**Other:**

1. **CALL TO ORDER:**  
The meeting called to order at 9:00a.m. with Mayor Dave Heiberg presiding.
2. **DELEGATIONS:**
3. **NOTICE OF NEW BUSINESS:**  
**Mayors Additions:**  
**Councillors Additions:**  
**CAO Additions:**
4. **ADOPTION OF AGENDA AS AMENDED BY CONSENSUS:**
5. **DECLARATION OF CONFLICT OF INTEREST:**
6. **ADOPTION OF MINUTES:**
7. **BUSINESS ARISING OUT OF THE MINUTES:**
8. **PUBLIC HEARINGS:**
9. **STAFF REPORTS:**
10. **COMMITTEE MEETING REPORTS:**

11. **BYLAWS:**  
B1 **Property Tax Exception**  
**RESOLUTION NO.218/18**  
**M/S Councillors Summer/Miller**  
**That**  
**"Council approved third reading of the District of Hudson's Hope's**  
**'Property Tax Exemption Bylaw 901, 2018.'**  
**CARRIED**
12. **STRATEGIC PLANNING:**  
**Councillors Quibell and Gibbs arrived.**  
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.
13. **ADJOURNMENT:**  
*Mayor Dave Heiberg declared the meeting adjourned at 1:35pm*

**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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CAO, Chris Cvik



**REGULAR COUNCIL MEETING**  
**January 14, 2019**  
**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**  
**Councillor Leigh Summer**  
**Youth Councillor, Taylor Rowe**

**Staff: Interim CAO, Chris Cvik**  
**Director of Protective Services, Robert Norton**  
**Director of Public Works, Mokles Rahman**  
**Administration, Andrea Martin**  
**Recreation/Special Events Coordinator, Kaitlyn Atkinson**  
**Manager of Public Works, Mark Sture**

**Other: 4 others in gallery**

1. **CALL TO ORDER:**

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

2. **DELEGATIONS:**

D1 **Library – 2019 Budget and Service Agreement**

- Through a short power point presentation Amber Norton reflected on the Library's accomplishments and the goals for the Library over the next 3 years.
- Reviewed patronage throughout 2018.
- Ms. Norton had an inquiry regarding the Library Service Agreement. Mayor Heiberg advised Ms. Norton to submit a Report to Council, also to meet with Library Liaison Councillor Markin to discuss reporting procedures.
- Amber Norton noted her appreciation for the service agreement.
- Mayor Heiberg commended the Library for using the services of our appointed Grant Writer to obtain grants to assist the Library.
- Mayor Heiberg noted that there may be funding available through Peace River Regional District for the Library providing certain criteria is met. Ms. Norton has looked into it and notes some of the criteria to obtain detailed patronage is hard to acquire from an open public library.

3. **NOTICE OF NEW BUSINESS:**

**Mayors Additions:**

- North Peace Airport Society Update
- PRRD Economic Development Grant Request
- Grant Writing Program
- Garden of Peace Cemetery

**Councillors Additions:**

**CAO Additions:**

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

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

6. **ADOPTION OF MINUTES:**

M1 **December 10<sup>th</sup>, 2018 Regular Council Meeting**

- Corrections: Change the name 'Beck' in BA2 to read 'Peck'.  
Take out the repeat of 'in January' in SR4.

**RESOLUTION NO.001/19**

**M/S Councillors Miller/Summer**

**That**

**"The minutes of the December 10<sup>th</sup>, 2018 Regular Council Meeting be adopted as amended."**

**CARRIED**

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

SR2 **Surplus Equipment Sale – Electronic Sign**

- Councillor Miller wanted to know where the sale of the sign was at. Interim CAO Chris Cvik advised the sale was conducted, however, the buyer Tim O'Grady was unaware of the actual size and is having a problem getting the sign picked up and delivered.
- Interim CAO to provide an update at the January 28, 2019, Council Meeting.

8. **PUBLIC HEARINGS:**

9. **STAFF REPORTS:**

SR1 **Items Previously Released from Closed Meetings**

**RESOLUTION NO.002/19**

**M/S Councillors Paice/Markin**

**That**

**"Council approve the release of the additions to Reserve Policy and the Resolution on Land Decision – Hudson's Hope Health Care and Housing Society to the open agenda."**

**CARRIED**

SR2 **Strategic Objectives**

**RESOLUTION NO.0003/19**

**M/S Councillors Quibell/Gibbs**

**That**

**"Council approve the Strategic Objectives for 2019 - 2022."**

**CARRIED**

SR3 **Notice of Closed Session**

**RESOLUTION NO.004/19**

**M/S Councillors Markin/Miller**

**That**

**"Council approve the three items to be discussed at the Closed Meeting."**

**CARRIED**

SR4 **Grant Application for Beattie Lift Station Upgrade**

**RESOLUTION NO.005/19**

**M/S Councillors Gibbs/Paice**

**That**

**"Council approves a grant application to be made for the Rural and Northern Communities Program for upgrades to Beattie Lift Station."**

**And 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 if grant is approved."**

**CARRIED**

- Director or Public Works, Mokles Rhaman discussed briefly that administration has submitted another application to ICIP RNC program for funding for the Beattie Lift Station. His wishes are for the District to bore any extra costs of this project.
- Additional cost still to be determined by geotechnical investigation and design.

SR5 **Women's Rec Hockey**

**RESOLUTION NO.006/19**

**M/S Councillors Miller/Summer**

**That**

**"Council move discussion of this item to the closed meeting."**

**CARRIED**

SR6 **Fort St John Tradeshow Request**

**RESOLUTION NO.007/19**

**M/S Councillors Quibell/Markin**

**That**

**"Council will respond back to Recreation and Special Events Coordinator with any availability to attend this event by February 11, 2019 and give their preference of shifts that they can attend."**

**CARRIED**

- Recreation and Special Events Coordinator (RSEC), Kaitlyn Atkinson, spoke of the great opportunity to promote DOHH and talk about the recreational opportunities at the trade show.
- RSEC had over 400 entries into the draws and pointed out that these were all direct conversations with people about the community.

**RESOLUTION NO.008/19**

**M/S Councillors Paice/Quibell**

**That**

**"Council approve the draw items of (1) 7 Day Camping Pass and (1) Family 10X Pool Punch Pass."**

**CARRIED**

SR7 **2018 Special Events Coordinator Year End Report**  
FOR INFORMATION

SR8 **Winter Carnival 2019 Event Schedule**

- Recreation and Special Events Coordinator (RSEC) is requesting that available members Council attend the Opening and Closing Ceremonies for presence.
- Mayor Heiberg expressed some scheduling conflict with the 2019 North Central Local Government Association meeting and the Winter Carnival Dates.
- Councillor Miller would like to see the Winter Carnival Schedule put up on the Web Site as well as all other social media outlets.

10. **COMMITTEE MEETING REPORTS:**

11. **BYLAWS:**

12. **CORRESPONDENCE:**

C1 **Letter from the DOHH to the Province on Caribou Recovery**  
FOR INFORMATION

C2 **Northeastern Roundtable 2 Nov 21 Meeting Notes 20181213**  
FOR INFORMATION

C3 **Referral for West Peace Fringe Area OCP**  
FOR INFORMATION

C4 **Alaska Highway Community Society – Board of Director Appointment**

- Councillor Miller to sit on the Committee and Councillor Markin as an alternate.

C5 **Message from Legislative Assembly of British Columbia – Ride Hailing**  
FOR INFORMATION

C6 **Letter from the Honourable Katrine Conroy and the Honourable Katrina Chen**  
FOR INFORMATION

C7 **Mayors, RD Chairs and CAOs Roundtable Expression of Interest**  
FOR INFORMATION

C8 **Telus Letter re: Chetwynd Communications Society request to install radio equipment.**  
FOR INFORMATION

C9 **DOHH Library Request for Liability Insurance**

- The Library is requesting to be added to the District of Hudson's Hope insurance program for liability insurance.

**RESOLUTION NO.009/19**

**M/S Councillors Miller/Summer**

**That**

**Administration prepare a report for the January 28, 2019, Council Meeting on bringing the Library under the District's insurance program."**

**CARRIED**

C10 **Phoenix Tour Promo**  
FOR INFORMATION

C11 **Request to Include BC Municipal Climate Leadership Council Workshop at the NCLGA Feb 1, 2019**

- Councillor Markin to attend and report back to Council

C12 **Save the Date – 2019 Peace River Local Government Association Meeting**

**RESOLUTION NO.010/19**

**M/S Councillors Miller/Quibell**

**That**

**"Council authorize attendance at the Peace River Local Government Association meeting on March 23, 2019 being held in Taylor..**

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

CR1 **Mayors Report to Council**

- **North Peace Airport Society**

- Mayor Heiberg attended the North Peace Airport Society meeting on January 9, 2019 and reports that the airport is in very good financial shape at this time.
- Capitol Project discussed is to resurface Runway No. 0321 as it is aging.

- **Peace River Regional District**

- Request for an Economical Development Grant.
- There is no set Criteria.
- Flexible model for Budget.
- Rural Roads Committee is part of this.

- **Grant Writer Update**

- Grant Writer contract renewed for another year.
- Hudson's Hope received \$56,000.00 of the \$280,000 grants awarded in 2018.
- Councillors Markin and Paice to work on Economic Growth and spread the word about the Grant Writer Service.

14. **OLD BUSINESS:**

15. **NEW BUSINESS:**

- **Garden of Peace Cemetery**

- Faye Lavallee has made several inquiries regarding the cemetery and it has become unclear of her wishes.
- Discussion – Director of Public Works is in contact of Ms. Lavalee to find out what it is she is looking for as far as the Cemetery is concerned.

**RESOLUTION NO.011/19**

**M/S Councillors Miller/Quibell**

**THAT:**

**"Council direct Administration to contact Ms. Faye Lavallee on her wishes for the Garden of Peace Cemetery and report back to Council".**

**CARRIED**

16. **PUBLIC INQUIRIES:**
- Youth Councillor Rowe asked how to engage the Ministers attending the Caribou Recovery Inquiry in Dawson Creek. Mayor Heiberg advised that he show up early to the meeting to ask his questions.

17. **ADJOURNMENT:**  
**7:21pm Motion to move in-camera**  
**RESOLUTION NO.012/19**  
**M/S Councillors Gibbs/Quibell**  
**THAT:**  
**"Council close the meeting Pursuant to the Community Charter under Section 90 1(e)".**  
**CARRIED**  
*Mayor Dave Heiberg declared the meeting adjourned at 8:15pm*

**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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CAO, Chris Cvik

## REQUEST FOR DECISION

<b>RFD#:</b> CC-2019-01	<b>Date:</b> December 16, 2018
<b>Meeting#:</b> CM012819	<b>Originator:</b> Chris Cvik, Interim CAO
<b>RFD TITLE:</b> Development Variance Permit Application - Clark	

### RECOMMENDATION:

1. The Council approve Development Variance Permit Application No. 2019-01 (Clark) to allow a manufactured home that is 18 years old (2001 model) to be moved to 20498 Beattie Drive - Lot A, District Lot 148, Plan 10780 Except Plans H887 and 34351 Parcel A.

### BACKGROUND:

The applicant is seeking relaxation of zoning bylaw item 4.16 (3) that states Manufactured homes must be no older than 10 years from the date it is placed on a lot and have a BC Registration Number. The applicant has an existing modular home that is 18 years old (2001) that is presently located on land that will be flooded as a result of Site C. The applicant is seeking permission to move the modular home which is older than 10 years of age from the land that will be flooded to a new piece of land they purchased.

The land has an old foundation site where the modular home would be moved to. The new location is within the Agriculture Land Reserve inside municipal boundaries and is zoned RU2 – Rural Agriculture.

The applicant currently operates a RV Park and confirms they are only seeking a DVP at this time and if they do want to establish an RV Park at the new location, they would be required to apply for re-zoning.

### DISCUSSION:

Public Notice of the proposed DVP was sent out a PSA even though analysis by Administration showed there are no owners/tenants within a 100 metre radius of the subject property.

Referrals to the Ministry of Transportation and the Agricultural Land Commission were made with both agencies having no concerns or comments with the DVP application.

### FINANCIAL CONSIDERATIONS: N/A

**OTHER:** Development Variance Permit #2019-01

  
Chris Cvik, Interim CAO



### DEVELOPMENT VARIANCE PERMIT NO. 2019-01

Pursuant to section 498 (1) of the *Community Charter*, the Council of the District of Hudson's Hope has, by resolution, issued a Development Variance Permit to:

Lee and Terri Clark  
PO Box 593  
20498 Beattie Drive  
Hudson's Hope, BC  
V0C 1V0

(the "Permittee")

1. This Development Variance Permit is issued subject to compliance with all of the Bylaws of the District of Hudson's Hope applicable thereto, except as specifically varied or supplemented by this Permit and it applies only to those lands owned by the Permittees within the District of Hudson's Hope and legally described as: Parcel Identifier: 012-669-873

Lot A, District Lot 148, Plan 10780 Except Plans H887 and 34351 Parcel A. 20498 Beattie Drive.

(the "Lands")

2. The Development Variance Permit varies the regulation of the Zoning Bylaw 823, 2013 sections " section 4.16.3.

From: A manufactured home must be no older than 10 years from the date it is placed on a lot and have a BC Registration Number.

To: A manufactured home must be no older than 18 years from the date it is placed on a lot and have a BC Registration Number.

*By increasing the the age of the manufactured home to 18 years, it allows for a 2001 model manufactured home to be moved.*

3. This Permit is not a Building Permit.

Authorizing Resolution **No. 01-19** was passed by the Council on the 28<sup>th</sup> day of January, 2019.

ISSUED THIS DAY OF JANUARY , 2019.

\_\_\_\_\_  
Approving Officer,  
DISTRICT OF HUDSON'S HOPE

(This Permit is issued in duplicate)



**DISTRICT OF HUDSON'S HOPE**  
Box 330, 9904 Dudley Drive  
Hudson's Hope, BC, V0C 1V0  
Telephone: (250) 783-9901  
Fax: (250) 783-5741

**PUBLIC NOTICE**  
**FOR PROPOSED**

**Development Variance Permit**

A copy of the proposed documents may be inspected or obtained from the District of Hudson's Hope Municipal Office, located at 9904 Dudley Drive, Monday to Friday between the hours of 8:30 am and 4:30 p.m.

**NOTICE IS HEREBY GIVEN** that a Development Variance Permit application will be discussed at the DISTRICT OF HUDSON'S HOPE COUNCIL CHAMBERS, 9904 Dudley Drive, on **Monday, January 28, 2019 at 6:00 p.m.** to allow the public to make verbal or written representation to Council with respect to the following proposed **DEVELOPMENT VARIANCE PERMIT**.

**Owner:**

Lee and Terri Clark of Hudson's Hope, BC.

**Subject Property:**

20498 Beattive Drive; PID#012-669-873; Lot A – Plan -10780.

**Application:**

The owner is requesting a variance from the "Zoning Bylaw No. 823, 2013" section 4.16.3.

From: A manufactured home must be no older than 10 years from the date it is placed on a lot and have a BC Registration Number.

To: A manufactured home must be no older than 18 years from the date it is placed on a lot and have a BC Registration Number.

*Increasing the age of the manufactured home to 18 years allows a 2001 model manufactured home to be moved.*

Before making its decision, the Council will hear from all persons who have an interest in this matter. Written briefs may be submitted to the municipal office on or before the date and time of the meeting or verbal presentations may be made to the Council during the meeting.


**BRITISH  
COLUMBIA**

 Ministry of Transportation  
and Infrastructure

## Application Summary

### eDAS File Number: 2018-06283

#### Approval Application:

**Approval Type:** Zoning Bylaw  
**Selected Office:** Peace District  
**Applicant File Number:** DVP-2018-01  
**Project Description:** Move a modular home from one location to another within the District. The modular home is greater than 10 years of age.  
**Other Information:** No change in density from where the modular will be moved to. DVP is required as bylaw states that a modular cannot be moved if great than 10 years old. Modular in question is a 2001 model.

#### Location:

##### Order Location

Legal Description: Lot A District Lot 148 Peace River District Plan 10780 Except Plans H887 and 3451 and Parcel A (P40151).
Map: 1250026,1229513
Property Address: 20498 Beattie Drive Highway, Hudson's Hope

#### Approval Application Details:

**Local Government:** District of Hudson's Hope  
**Existing Zoning:** RU2 **Bylaw Number:** Bylaw 823, 2013  
**Intended Zoning:** RU2  
**Existing Land Use:** Residential  
**Intended Land Use:** Residential  
☒ Conform with Official Community Plan/Official Settlement Plan?  
☒ In Agricultural Land Reserve (ALR)?

#### Attachments:

Filename	File Description	Classification
DVP Clark - Report to Council	DVP Clark - Report to Council	Report

#### Approval Application Parties:

Type	Name/Company	Address	Role
Applicant	Cvik, Chris - District of Hudson's Hope		
Owner	Clark, Lee and Terri		



Ministry of  
Transportation  
and Infrastructure

Our file: 2018-06283  
Your file: DVP-2018-01  
Date: November 9, 2018

District of Hudson's Hope  
PO Box 810  
1981 Alaska Avenue  
Dawson Creek, BC V1G 4H8

Attention: Chris Cvik, CAO

The Ministry of Transportation and Infrastructure (MoTI) has received and reviewed your referral move a modular home from one location to another within the District. The Ministry has no objections.

It is the responsibility of the Permittee to ensure that all equipment and vehicles crossing Provincial highways or side roads have the proper approvals and insurance as required and issued by the Commercial Vehicle Safety and Enforcement Division. For permits or inquiries please contact the Provincial Permit Centre at 1-800-559-9688

Thank you for the opportunity to comment. If you or the applicant has any questions, please contact me at (250) 787-3335 or by email at [Jennifer.Dyer@gov.bc.ca](mailto:Jennifer.Dyer@gov.bc.ca)

Sincerely,

Jennifer Dyer  
Assistant District Development Technician

Ministry of  
Transportation and  
Infrastructure

Peace District

Mailing Address:

**District Office Address:**  
#300, 10003 - 110<sup>th</sup> Avenue  
Fort St John, BC V1J 6M7  
Telephone: (250) 787-3237  
Facsimile: (250) 787-3279

**Area Office Locations:**

1201 103 Ave, 3rd floor  
Dawson Creek, BC  
4744 – 52 Street  
Chetwynd, BC V0C 1J0

## FORM IX

DISTRICT OF HUDSON'S HOPE  
Moving Permit Application

NOTE: All data fields must be filled in for the application to be processed. Please put N/A in any field that does not apply

OWNER: Miles Lee Clark and Terri Lee Clark	
ADDRESS: PO Box 543	
CITY: Hudson's Hope	POSTAL CODE: V0C 1V0
DAY PHONE: 250-783-5333	CELL PHONE: 250-783-0917
EMAIL: blb@pris.ca	SIGNATURE: <i>[Signature]</i>

The owner agrees to save harmless the District of Hudson's Hope and its employees from any claims, or action arising out of the move, including one based on negligence of the Municipality or its employees. I have read, understood and agreed to the above conditions.

I hereby make application to move a building from one location to another:

FROM:

LEGAL DESCRIPTION OF LOT: Sec 34-81-25 W1/2, Fractional NW 1/4 MBH S6842  
 SITE ADDRESS: 19473 Hwy 29 North Hudson's Hope BC V0C 1V0

TO:

LEGAL DESCRIPTION OF LOT: Lot A District Lot 148 RRD plan 10780 Except Plans H887 and  
 SITE ADDRESS: 20498 Beattie Drive Hudson's Hope BC V0C 1V0 34351 and Parcel A

USE OF BUILDING: Residence

BUILDING VALUE: 150,000 approx

Permit Application Fee:	\$75.00	Paid: <input type="checkbox"/> Yes <input type="checkbox"/> No
-------------------------	---------	--

Issued by \_\_\_\_\_

Date \_\_\_\_\_

Moving Permit No \_\_\_\_\_

Personal Information Declaration: The information on this form is collected under the authority of the Local Government Act. The information provided will be used to apply for a moving permit. If you have any questions about the collection of this information, please contact the Administrator, P.O. Box 330, 9904 Dudley Drive, Hudson's Hope BC V0C 1V0, Telephone (250) 783-9901

## REQUEST FOR DECISION

<b>RFD#:</b> CC-2019-07	<b>Date:</b> January 11, 2019
<b>Meeting#:</b> CM012819	<b>Originator:</b> Chris Cvik, Interim CAO
<b>RFD TITLE:</b> Peace River Agreement Reporting	

### RECOMMENDATION:

1. That Council receives the report for information.

### BACKGROUND:

The Peace River Agreement (PRA) was signed in May 2015 and replaces a previous funding agreement know as Fair Share. Fair Share was designed to compensate municipalities for being the service centres for industry outside of the municipal boundary (and taxing authority) and having to bear the cost of developing and maintaining infrastructure to support those industries.

The PRA represents a 20-year, \$1.1 billion funding agreement between the Province and the eight Peace River Communities. Payments provide \$50 million per year commencing 2016, with a 2% annual inflator commencing 2020. The funding is allocated to the various Peace River Communities including the DOHH based on an apportionment formula in the PRA. The District of Hudson's Hope portion was approximately \$739,418.

### DISCUSSION:

The grant program requires annual reporting on the intended use of funds. The deadline for submission is January 31, 2019, and the Financial Officer for the District is required to sign off on the submission.

Annual reporting was not a requirement under Fair Share even though it was in the plan text. The intent of reporting under the PRA program is to report how the funds are being spent to develop and maintain capital infrastructure. The grant is really intended for Capital and not to pay for Operations (i.e., wages, etc.). In fact, no more than 20% of the grant can be spent on operations.

There is a risk that if a municipality is not spending the grant funding according to how they indicated they were going to spend the funds, that funding could be impacted or at the very least held back until major discussions with the Province have occurred. The Province has said that the intention of the program is to pay out the grant and not withhold it, but that proper documented use of the funds is required.

In the 2018 Annual Development Plan that was submitted, it said the District was going to undertake \$725,000 in Road Systems Upgrades and the remaining balance of the \$739,418 grant on the Safety Officer position (operations). The District did not undertake \$725,000 in Road Systems Upgrades in 2018 and will be submitting an explanation for the variance (required if greater than 20%) as part of the Annual Progress Report for 2018 that compares actual spending to planned spending. It is unknown how the Province may view this variance.

The 2019 Annual Development Plan is attached for Council's reference on how the funding is being proposed to be spent in 2019.

**FINANCIAL CONSIDERATIONS:**

It is important the District continue to follow proper reporting requirements under the PRA program as it represents a significant annual grant to the corporation.

**Attachments:**

2. 2019 Statutory Reporting Form
3. 2018 Annual Progress Report for Year
4. 2019 Annual Development Plan
5. Five-Year Long Term Development Plan for the Local Government (2016-2020)



Chris Cvik, Interim CAO

## Statutory Reporting Requirement

Local Government Name:

District of Hudson's Hope

Have the most recent versions of following documents been completed, and if required, approved and submitted to the Province?

Document	Yes/No	Reporting Timeline	Due Date
Long Term Development Plan (LTDP)	Yes	at least every five yrs	Oct 31
Annual Development Plan	Yes	Annual	Jan 31
Annual Progress Report	Yes	Annual	Jan 31
Property Tax Bylaw	Yes	Annual	May 15
Five-year Financial Plan	Yes	Annual	May 15
Audited Financial Statements	Yes	Annual	May 15
Annual Municipal Report	Yes	Annual	June 30
Statement of Financial Information (SOFI)	Yes	Annual	June 30
Local Government Data Entry (LGDE)	Yes	Annual	May 15
LGDE Tax	Yes	Annual	May 15

If "No" to any of the above, please briefly explain why the document was not completed, approved, and/or submitted. Also, provide some estimate on when the document(s) will be completed, approved, and/or submitted.

*I hereby certify the information in the Report is correct as at the date of this signature*

*Financial Officer of the Local Government as defined under Section 149 of the Community Charter or 237 of the Local Government Act*

*Date*

Annual Progress Report for Year 20 2018

Spending Item from LTDP	Cost Category	Cost Type	Estimated Amount from Prior Year ADP	Actual Amount for Prior Year	Variance	Is Variance > 20%	Reason For Variance
Spending Item Number 1	Road Systems Upgrade	Capital Investment	725,000	129,170	- 595,830	YES	CAO and Dir. Public Works staff turnover. See Note: #1
Spending Item Number 2	DPW Public Works Buildings	Capital Investment		51,080	51,080	Yes	Purchased new Quonset Hut for Public Works Department for equipment
Spending Item Number 3	Sewage Treatment Expansion	Capital Investment			-		
Spending Item Number 4	Subdivision Development	Capital Investment			-		
Spending Item Number 5	Public Works Equipment Purchases	Capital Investment			-		
Spending Item Number 6	Water Treatment Upgrades	Operational Activity			-		
Spending Item Number 7	Recreation Facility Improvements	Capital Investment			-		
Spending Item Number 8	Forest Fire Warning Siren System	Capital Investment			-		
Spending Item Number 9	Solar Array Installation	Capital Investment			-		
Spending Item Number 10	Safety Officer	Operational Activity	14,418		- 14,418	No	

Total 739,418    180,250 - 559,168

## Additional Comments

Note: #1 - Due to turnover of CAO and Director of Public Works, not able to plan the work and get it out for tender. Note: #2 - Prior to his departure, the previous Director of Public Works purchased a quonset hut to be used to store outdoor equipment (i.e., lawn mowers). The quonset hut has yet to be installed as it is a kit.

**Note 1:** The ADM for Local Government reserves the right to request additional information regarding cost projections and actual payments in this document.

**Note 2:** Section 15(d) of the Peace River Agreement requires an APR for the Previous two calendar years. However, if there was no change to the previous APR, the local government does not need to resubmit for that year. However, if there was a change to the APR, the local government must submit and updated APR for that year in addition to the current APR.

I hereby certify that this Annual Progress Report (Report) materially represents the estimated and actual policy, operating, and capital expenditures over the term of this Report, and is presented in accordance with the requirements of the Peace River Agreement



Financial Officer of the Local Government as defined under Section 149 of the Community Charter or 237 of the Local Government Act

Jan 11/19  
Date

**Annual Development Plan**

Year	2019
Local Government Name:	District of Hudson's Hope

**Summary:**

From LTDP	Proposed Spending Item	Current Year Cost
Spending Item Number 1	Road Systems Upgrade	
Spending Item Number 2	DPW Public Works Buildings	-
Spending Item Number 3	Sewage Treatment Expansion	500,000
Spending Item Number 4	Subdivision Development	-
Spending Item Number 5	Public Works Equipment Purchases	90,000
Spending Item Number 6	Water Treatment Upgrades	120,000
Spending Item Number 7	Recreation Facility Improvements	30,000
Spending Item Number 8	Forest Fire Warning Siren System	-
Spending Item Number 9	Solar Array Installation	-
Spending Item Number 10	Safety Officer	
TOTAL Proposed Current Year Spending		<b>740,000</b>

*I hereby certify that this Annual Development Plan (Plan) is a materially reasonable estimate of the expected policy, operating, and capital expenditures over the one-year term specified in this Plan, and is presented in accordance the requirements of the Peace River Agreement and the terms of the Long-Term Development Plan.*



Financial Officer of the Local Government as defined under Section 149 of the Community Charter or 237 of the Local Government Act



Date

**Spending Item Number 1**

Road Systems Upgrade  
Capital Investment

Purpose and Objective of Costs	Projected Current Year Cost

Subtotal ----- -

**Spending Item Number 2**

DPW Public Works Buildings  
Capital Investment

Purpose and Objective of Costs	Projected Current Year Cost

Subtotal ----- -

**Spending Item Number 3**

Sewage Treatment Expansion  
Capital Investment

Purpose and Objective of Costs	Projected Current Year Cost
Replace Beattie Street Lift Station	500,000
NOTE: Grant has been applied for on this project.	

Subtotal ----- 500,000

**Spending Item Number 4**

Subdivision Development

Capital Investment

Purpose and Objective of Costs	Projected Current Year Cost

Subtotal -----

-

**Spending Item Number 5**

Public Works Equipment Purchases

Capital Investment

Purpose and Objective of Costs	Projected Current Year Cost
Purchase either a loader or gravel truck or vacuum truck pending determination of need	90,000

Subtotal -----

90,000

**Spending Item Number 6**

Water Treatment Upgrades

Capital Investment

Purpose and Objective of Costs	Projected Current Year Cost
Replace approximately seven (7) water valves	120,000

Subtotal -----

120,000

**Spending Item Number 7**

Recreation Facility Improvements  
Capital Investment

Purpose and Objective of Costs	Projected Current Year Cost
Community Hall Reserve (saving for a new Community Hall or Multi-use Recreation Facility)	30,000
Subtotal	30,000

**Spending Item Number 8**

Forest Fire Warning Siren System  
Capital Investment

Purpose and Objective of Costs	Projected Current Year Cost
Subtotal	

**Spending Item Number 9**

Solar Array Installation  
Capital Investment

Purpose and Objective of Costs	Projected Current Year Cost
Subtotal	

**Spending Item Number 10**

Safety Officer  
Operational Activity

Purpose and Objective of Costs	Projected Current Year Cost

Subtotal \_\_\_\_\_

If any cost item is not on the Long Term Development Plan, please explain. And, will the LTDP be amended to reflect this?

**Note:** The ADM for Local Government reserves the right to request additional information regarding cost projections in this document. This could include project budgets, and cost items in financial plans, master plans, or other local government documents.

**Long-term Development Plan for the Local Government of:**

District of Hudson's Hope

Date Adopted by the Local Gov:

Nov 28 2016

For Calendar Years

2016

to

2020

(E.G. 2016-20; 2021-25; 2026-30; and 2031-35)

**Summary of Cost Over five years**

Road Systems Upgrade	\$	725,000
DPW Public Works Buildings	\$	250,000
Sewage Treatment Expansion	\$	750,000
Subdivision Development	\$	150,000
Public Works Equipment Purchases	\$	250,000
Water Treatment Upgrades	\$	100,000
Recreation Facility Improvements	\$	76,856
Forest Fire Warning Siren System	\$	75,000
Solar Array Installation	\$	150,000
Safety Officer	\$	75,000
Total Spending	\$	<b>2,601,856</b>

*I hereby certify that this Long-term Development Plan (Plan) is a materially reasonable estimate of expected policy, operating, and capital expenditures over the five-year term specified in this Plan, and is presented*

*defined under Section 149 of the Community Charter or 237 of the Local Government Act*

*Jan 11/19*  
Date

**Spending Item Number 1**

Proposed Spending Item:

Road Systems Upgrade

Amount of Spending over 5-year term

\$ 725,000

Cost Type	Capital Investment
Cost Category	Transportation and Trans

**Detailed Description of Spending Item**

Paving existing roads: The following areas have been prioritized: DPW Shop Yard = \$300,000; Beryl Prarie subdivision = \$ 700,000; Lynx Creek subdivision, Jamieson Subdivision, Atkinson Subdivision, Paquette Ave.

Describe how this Spending will enhance your community as a service center for industry and its workers/families

A safe and effective transportation network is critical to support existing residents and businesses, as well as any increases in population or industrial activity. These projects support a reliable local road network.

**Spending Item Number 2**

Proposed Spending Item:

DPW Public Works Buildings

Amount of Spending over 5-year term

\$ 250,000

Cost Type Capital Investment

Cost Category Other

Detailed Description of Spending Item

Completion of DPW Shop.

Describe how this Spending will enhance your community as a service center for industry and its workers/families

The Department of Public Works Shop is required to accommodate growth and to provide support for efficient public works services to the community. The building will house workers in a safe, healthy work environment and will be used to house equipment. Ensuring equipment is properly stored and maintained will extend it's useful life.

**Spending Item Number 3**

Proposed Spending Item:

Sewage Treatment Expansion

Amount of Spending over 5-year term

\$ 750,000

Cost Type Capital Investment

Cost Category Sewer

Detailed Description of Spending Item

Sewage Lagoon Upgrades = \$2,400,000.00; Lift station upgrades

Describe how this Spending will enhance your community as a service center for industry and its workers/families

Sewer upgrades are required to accommodate population growth and to maintain public health and environmental standards. The wastewater facility needs to be upgraded in order to accept greater volumes from residents and industry.

**Spending Item Number 4**

Proposed Spending Item:

Subdivision Development

Amount of Spending over 5-year term

\$ 150,000

Cost Type Capital Investment

Cost Category Governance & Development

Detailed Description of Spending Item

Development of a serviced 25-lot subdivision, for single unit residential housing, only. This includes replacing and installing sewer and water services; constructing paved roads and installing electricity to the subdivision at an estimated cost of \$2,200,000.

Describe how this Spending will enhance your community as a service center for industry and its workers/families

A new subdivision is being built by the District, to provide serviced lands for residential single-families. The availability of quality affordable lots will attract workers and families to the region. There is a lack of desirable lands for residential housing, we expect this development to address this need. This is a venture to meet the needs of BC Hydro employees, and others due to the Site C Project.

**Spending Item Number 5**

Proposed Spending Item:

Public Works Equipment Purchases

Amount of Spending over 5-year term

\$ 250,000

Cost Type Capital Investment

Cost Category Transportation and Transit

Detailed Description of Spending Item

Loader = \$215,000; Vacuum Truck = \$350,000

Describe how this Spending will enhance your community as a service center for industry and its workers/families

Equipment purchases will either replace aging equipment or add new equipment to better serve the community. The vacuum truck will ensure safe transport of sewage to disposal sites. The loader will be used in a wide variety of public works projects (road works, construction projects, etc.).

**Spending Item Number 6**

Proposed Spending Item:

Water Treatment Upgrades

Amount of Spending over 5-year term

\$ 100,000

Cost Type Operational Activity

Cost Category Water

Detailed Description of Spending Item

Water valve replacements = \$30,000; Fire hydrant replacements \$15,000; Water filtration upgrades = \$65,000

Describe how this Spending will enhance your community as a service center for industry and its workers/families

Ongoing maintenance and upgrading of the water system protects public health by ensuring clean drinking water for the community and surrounding industry. Replacement of aging hydrants will ensure adequate fire flows, and valve replacements will prevent treated water from being wasted.

**Spending Item Number 7**

Proposed Spending Item:

Recreation Facility Improvements

Amount of Spending over 5-year term

\$ 76,856

Cost Type Capital Investment

Cost Category Other

Detailed Description of Spending Item

Swimming pool improvements: water park = \$50,000, removal of grass and installation of rubberized surface = \$50,000; Cameron Lake Playground Upgrade \$50,000; Curling Rink Compressor = \$ 20,000; Pool Boiler = \$20,000

Describe how this Spending will enhance your community as a service center for industry and its workers/families

The provision of recreation facilities have health and quality of life benefits, especially for rural Northern communities. These facilities help to attract and retain employees and their families to the region. The current swimming facility is at capacity and requires expansion and upgrading to accommodate additional users.

**Spending Item Number 8**

Proposed Spending Item:

Forest Fire Warning Siren System

Amount of Spending over 5-year term

\$ 75,000

Cost Type Capital Investment

Cost Category Police, Fire, Enforcement

Detailed Description of Spending Item

Forest fire warning siren system = \$200,000

Describe how this Spending will enhance your community as a service center for industry and its workers/families

To better protect the community from forest fire it is prudent to replace the aging warning system now in place.

**Spending Item Number 9**

Proposed Spending Item:

Solar Array Installation

Amount of Spending over 5-year term

\$ 150,000

Cost Type Capital Investment

Cost Category Other

Detailed Description of Spending Item

Solar Arrays to power municipal facilities

Describe how this Spending will enhance your community as a service center for industry and its workers/families

The installation of solar arrays will greatly reduce municipal electricity expenditures, by powering the following buildings: DPW Shop, Arena, Curling Rink, Water Treatment Plant, District Office & Fire Hall, Tourist Info Center, Library, Museum, Reservoir). This will allow municipal services to remain affordable and accessible to workers and families.

**Spending Item Number 10**

Proposed Spending Item:

Amount of Spending over 5-year term

Safety Officer			
\$	75,000	Cost Type	Operational Activity
		Cost Category	Police, Fire, Enforcement

Detailed Description of Spending Item

Hiring of a Safety Officer. Approximate annual cost is 75,000.

Describe how this Spending will enhance your community as a service center for industry and its workers/families

The Safety Officer will be responsible for ensuring bylaws and regulations are complied with, and for implementing emergency preparedness measures. This will enhance community safety and make the community more attractive to families.

***Note:** The ADM for Local Government reserves the right to request additional information regarding cost projections in this document. This could include project budgets, and cost items in financial plans, master plans, or other local government documents.*

## REQUEST FOR DECISION

<b>RFD#:</b> CC-2019-09	<b>Date:</b> January 16, 2019
<b>Meeting#:</b> CM012819	<b>Originator:</b> Chris Cvik, Interim CAO
<b>RFD TITLE:</b> Council Remuneration - Loss of One-Third Tax Exemption	

### RECOMMENDATIONS:

1. That Council direct Administration to increase the 2019 budget to reflect the loss of the one-third tax exemption for Members of Council.
2. That Council direct Administration to update the Council Remuneration Policy and Council Remuneration bylaw and bring the documents back to Council for consideration.

### BACKGROUND:

Currently, one-third of the remuneration paid to Members of Council is deemed as expenses incident to the discharge of their duties as members of Council and is tax-free. In 2017, the federal budget proposed a change to the current protocol surrounding elected officials' remuneration that would result in the elimination of the one-third exemption. The proposal (Bill C44) received Royal Assent on June 22, 2017, the benefit of one-third of remuneration being non-taxable ended effective January 1, 2019. The full amount of elected officials' remuneration will be subject to income tax at the personal rate for that official.

### DISCUSSION:

With the loss of the one-third exemption, taxable earnings for Members of Council will increase resulting in additional income tax being withheld and therefore less net pay (take home pay). If Council wishes to maintain the same annual net pay for the new Council, the overall gross pay will need to be increased. There are two main options.

Option 1: Increase remuneration for elected officials to "make them whole".

Option 2: Leave remuneration where it is resulting in less take home pay for Council.

### FINANCIAL CONSIDERATIONS:

The additional cost to the District to maintain the same annual net pay is approximately \$6,638.61 based on 2018 Council Remuneration rates. This amount is an approximate figure as the number of meetings that Council members attend and seek reimbursement for varies.

**OTHER:**

The Council Remuneration Bylaw (No. 895, 2018) and the Council Remuneration Policy will need to be updated to reflect the elimination of the one-third tax exemption. Even if Council does not approve the recommendation from Administration, the 2019 Annual Remuneration for Mayor and Council will need to be adjusted to reflect the change to the British Columbia Consumer Price Index (CPI) for 2018 (i.e., December 31, 2017 to December 31, 2018) and the Bylaw updated to reflect the elimination of the one-third tax exemption.

**Attachment:**

Spreadsheet – Impact on loss of one-third tax exemption and cost to keep Council 'whole'.



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Chris Cvik, Interim CAO

## Based on 2018 Council Remuneration Rates

	Current: 1/3 Tax Exempt		Option 1: Full-Taxable Same Gross		Option 2: Full-Taxable Same Net	
	Mayor	Per Councillor	Mayor	Per Councillor	Mayor	Per Councillor
Annual Stipend	\$17,098.32	\$8,549.16	\$17,098.32	\$8,549.16	\$17,098.32	\$8,549.16
Meeting Fees (Estimated)	\$5,000.00	\$1,000.00	\$5,000.00	\$1,000.00	\$5,000.00	\$1,000.00
Additional Salary to Equal Net Pay					\$1,846.59	\$798.67
Total Remuneration	\$22,098.32	\$9,549.16	\$22,098.32	\$9,549.16	\$23,944.91	\$10,347.83
Taxable Remuneration	\$14,739.58	\$6,366.42	\$22,098.32	\$9,549.16	\$23,944.91	\$10,347.83
Non-Taxable Remuneration	\$7,358.74	\$3,182.74	\$0.00	\$0.00	\$0.00	\$0.00
Deductions	\$2,956.76	\$1,277.10	\$4,432.92	\$1,915.56	\$4,803.35	\$2,075.77
Net Pay	\$19,141.56	\$8,272.06	\$17,665.40	\$7,633.60	\$19,141.56	\$8,272.06
Difference in Net Pay compared to 1/3 exempt option			\$1,476.16	\$638.46	\$0.00	\$0.00
Total Additional Cost - Option 2 Full Taxable Same Net (Mayor + 6 Councillors)					\$1,846.59	\$4,792.02
						\$6,638.61

## REQUEST FOR DECISION

<b>RFD#:</b> CC-2019-08	<b>Date:</b> January 16, 2019
<b>Meeting#:</b> CM012819	<b>Originator:</b> Chris Cvik, Interim CAO
<b>RFD TITLE:</b> Library Associate Member Program	

### RECOMMENDATION:

1. That Council approves the Service Provider Agreement between the District of Hudson's Hope and the Hudson's Hope Public Library dated January 28, 2019.

### BACKGROUND:

At the Council meeting on January 14, 2019, Council passed the following draft resolution:

DOHH Library Request for Liability Insurance

- The Library is requesting to be added to the DOHH insurance program for liability insurance.
- 

**RESOLUTION NO.009/19**

*M/S Councillors Miller/Summer*

*That*

*"Administration prepare a report for the January 28, 2019, Council Meeting on bringing the Library under the District's insurance program."*

**CARRIED**

### DISCUSSION:

The Hudson's Hope Public Library has requested it be covered under the District's insurance for liability protection under a program known as the Associate Member Program. The District currently provides coverage to the Hudson's Hope New Horizons Society and the Bullhead Mountain Curling Club under the Associate Member Program.

### FINANCIAL CONSIDERATIONS:

The additional cost to the District is approximately \$250 per year. The District recovers the \$250 from the member receiving coverage so the net cost to the District is zero.

However, it is important to note that the District's deductible would apply to claims brought against the Library and the District would be responsible for the payment of any costs incurred below the deductible. In addition, all claims brought against the Library will form part of the District's Claims History and experience rating.

**Attachment:**

Service Provider Agreement between the District of Hudson's Hope and the Hudson's Hope Public Library.

A handwritten signature in blue ink, appearing to read "C. Cvik", is positioned above a horizontal line.

Chris Cvik, Interim CAO



## SERVICE PROVIDER AGREEMENT

This Service Provider Agreement (the “Agreement”) is made and entered into this 28 day of

January, 2019 by and in between District of Hudson’s Hope (the “Local Government”) and Hudson’s

Hope Public Library (the “Service Provider”).

The Service Provider agrees to provide the services listed on the attached Schedule A for the Local Government.

The term of the Agreement is perpetual commencing the 28 day of January, 2019.

While providing the agreed service, the Service Provider agrees to comply with: all applicable laws, rules and regulations; the practices, procedures and policies of the Local Government; and any special instructions given to the Service Provider by representative(s) of the Local Government.

The Local Government agrees to obtain commercial general liability insurance coverage from the Municipal Insurance Association of British Columbia (MIABC) naming the Service Provider as an Additional Named Insured entitled to full coverage in the amount of \$5,000,000 with respect to third party liability claims arising from the provision of the agreed service. The Service Provider agrees to carry its own statutory worker’s compensation insurance and automobile liability insurance, if appropriate.

The Service Provider agrees to indemnify, defend and hold harmless the Local Government, its agents, servants, employees, trustees, officers and representatives from any liability, loss or damage which the Local Government may suffer as a result of any claims, demands, costs, actions, causes of actions, or judgments, including legal fees, asserted against or incurred by the Local Government arising out of, during, or as a result of the provision of services outlined in the Agreement except such liability, loss, or damage which is the result of, or arising out of, the sole negligence of the Local Government or that is covered by the MIABC liability insurance policy.

The Local Government agrees to be responsible for any and all deductible amounts including any claim expenses incurred and policy premium payments.

The Local Government reserves the right to terminate this Agreement and the associated commercial general liability insurance coverage provided to the Service Provider by the MIABC at any time upon written notification to the Service Provider of the termination.

**ON BEHALF OF *THE DISTRICT OF  
HUDSON'S HOPE***

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

Title: \_\_\_\_\_

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

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

**ON BEHALF OF *THE HUDSON'S HOPE  
PUBLIC LIBRARY***

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

Title: \_\_\_\_\_

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

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

## Schedule 'A'

### Description of Library Services

***Taken from the 2019 – 2021 Funding and Service Agreement between the District of Hudson's Hope and the Hudson's Hope Public Library.***

1. Open to the Public library service at a minimum average of 27(NOTE: to be provided by Library) hours of service per week and approximately 1425 (NOTE: to be provided by library) hours of service per year. The funders recognise in the event that funding is unavailable at the levels outlined in this agreement, that the Library reserves the right to reduce hours of service to fit the approved funding level. The Library agrees to consult with the funders in setting the level of service.
2. Access to continuously updated collection of physical and digital items: books, audio-books, magazines, newspapers, and DVDs.
3. Unlimited interlibrary loans for NELF patrons. No limits per person or weekly, monthly, yearly limits. No non-pick up fees. Access to provincial and interprovincial resources. Access to the physical collections of member libraries of NELF.
4. Print disabled services: large print, audiobook on CD, eBook with enlarged font, e-audiobook with staff assistance when needed.
5. BC one card convenience. BC one card enables patrons to drop off materials at any library in the province.
6. Reference desk, reader's advisory, internet help, government information. Government liaison, federal, provincial and local government information dissemination and support for information gathering surveys.
7. Access to public computers and wi-fi with technical and customer service support. Providing training to the public on internet use and downloading digital resources.
8. Supporting the community through informal learning opportunities, information, recreation, and social interaction. Offering adult, young adult, and children's programs such as the Summer Reading Club Program (Provincial) for children and young adults.
9. Outreach services to children. Supporting the larger community through promotion of literacy and providing opportunities for parents and children to learn through reading. Provision of children's reading materials, audiovisual, language learning, and early literacy kits.
10. Reaching out to targeted populations within the Community to provide free programs:
  - a. Children
  - b. Teens
11. Marketing of library services and events using traditional media and social software. Promotion of community information and services. Maintenance of library webpage.
12. Collaboration with libraries, schools, colleges, universities, literacy groups and other non-profits in the Region and the Province. Membership in many professional library groups.
13. Support fundraising activities.
14. Maintenance of safe, clean, and organized facilities for public use.

Library Reporting

1. The following reports for a given year will be available for distribution to the Funders by the following year on under-served the dates as indicated below:
  - a. May 15 - Statement of Financial Information along with engagement report
  - b. May 15 - Annual Grants Report
  - c. September 15 - Annual Survey Report
  - d. As renewed - Strategic Plan
  - e. February 28 - Annual Quantitative Library Report
  - f. February 28 - Statement of Surplus and Intended Uses

## REQUEST FOR DECISION

<b>Date:</b> 28 January 2019
<b>Originator:</b> Robert Norton, Director of Protective Services
<b>RFD TITLE:</b> Road Rescue Equipment Purchase from Partnering Relationship Agreement Funds

### **BACKGROUND:**

In January 2017 the District of Hudson's Hope entered into the Partnering Relationship Agreement with BC Hydro. Within this agreement BC Hydro committed to providing a one-time payment of \$20,000 to support road rescue operations during the construction of the Site C Dam.

The details of this commitment are outlined in Section 5.4 of the agreement.

### **5.4 Road Rescue Services**

- (a) Within 3 months of the Effective Date, BC Hydro will make a one-time payment to the District in the amount of \$20,000 to be used by the District as a contribution toward the District's fire and road rescue programs for the purpose of supporting the provision of road rescue services in the community of Hudson's Hope during the Construction Period.
- (b) The District will report through the Community Engagement Committee on the use of the funds provided by BC Hydro pursuant to Section 1.1(a), and will acknowledge BC Hydro's support of fire and road rescue services in District communications.

### **DISCUSSION:**

Hudson's Hope Fire Rescue has conducted a gap analysis of road rescue operational capabilities in relation to the scope and nature of the requests for service received.

Statistically the motor vehicle incidents that are occurring within the response area are made up of approximately 40% commercial vehicles which present several challenges in terms of emergency response operations. These vehicles can require extensive inventories of equipment to effectively and safely stabilize them prior to conducting extrication operations.

The major difficulty in addressing this shortfall in equipment inventory is the fact that the primary apparatus currently utilized for motor vehicle incident response does not have any additional space to carry the needed additional stabilization material and equipment.

To address the potential need for additional stabilization equipment it is proposed that Protective Services purchase a 10-foot enclosed trailer which could be utilized to transport additional stabilization equipment to the emergency scene if required. This trailer would be dispatched during events involving commercial vehicles or multi-vehicle incidents where the demand for stabilization activities would be greatest. Included in this purchase would be additional specialized stabilization equipment which would be housed in the proposed trailer. The trailer would be towed by Squad 1 which is currently dispatched to all motor vehicle incidents.

This purchase would allow for this operational gap to be addressed without the additional expense of purchasing a larger response apparatus.

**Budget and Timeline:**

Capital Costs

Trailer approximately \$6200.00

Stabilization equipment approximately \$14,700.

Operating Costs

Annual licensing approximately \$60.00

Costs exceeding the \$20,000 received in the agreement would be allocated to the Protective Services 2019 Capital Budget.

**RECOMMENDATION / RESOLUTION:**

*"Council approve the expenditure of the \$20,000 received from BC Hydro as part of the Partnering Relationship Agreement to purchase a 10-foot enclosed trailer and stabilization equipment to improve road rescue capabilities within the District of Hudson's Hope."*



Robert Norton, Director of Protective Services

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

**REPORT TO:** Mayor and Council

**SUBJECT:** Public Works Department Update Report

**DATE:** January 28, 2019

**FROM:** Mokles Rahman, Director of Public Works

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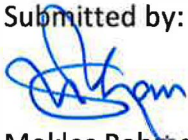
Below please find the highlights of some of the initiatives or activities done or going on in the Public Works Department;

- Completed almost 2 months with the District.
- Worked with the CAO in hiring the PW Manager who is on board since January 2, 2019.
- Set performance goals for the new manager in consultation with him and by using quarterly performance appraisal template.
- Assist the CAO in organizing Council tour to District facilities and infrastructure on January 19, 2019.
- Test well boring finished on January 12, 2019. Production will be tested starting January 25, 2019 and may complete by January 29, 2019. This project is fully funded by the BC Hydro.
- Worked with the CAO in facilitating the new initiatives to collect lab testing samples by Public Works crews for some of the water and wastewater testing by AGAT Laboratory.
- Submitted grant application for summer students on January 17, 2019.
- Submitted grant application for ICIP (Rural and Northern) grant for Beattie Lift Station on January 22, 2019.
- Beattie Lift station electrical system failed working at night of December 13, 2018. Electrician was called in to put the system in operations. Again on January 22, 2019 operators were called in at 2am as pumps stopped working. Power washing the wet well and removing the buildup grease and hair at the sensors resolved the issues.
- Dudley Drive sewer pump failed working on December 14, 2018. Crew cleaned the pumped and put it back to operations.
- As per the new requirements of WorkSafe BC, submitted Alternative Measures of Control for the confined space entry to the three (3) sewer lift stations. There will be additional costs for operations.
- The warranty period of Wastewater Treatment Plant is going to be over by January 31, 2019. There was a warranty inspection done on January 22, 2019. Except two (2) minor

deficiencies all deficiencies are fixed. The 2 remaining minor deficiencies will be fixed by the contractor soon.

- Beryl Prairie water well pump is not working properly. Pump stopped 3 times in December and January. Pump require repair/ replacement, and will include in the 2019 Budget.
- Submitted a pre-budget report to Council for January 28, 2019 meeting, for Swimming Pool repair/ rehabilitation.
- Met with Library Director to understand the priority needs of building repair and maintenance. Will be working with her in the preparation of a RFP for the work.
- Working on Operating and Capital Budget for 2019.
- Reviewed the drawings of Lucas/ Atkinson subdivision, visited the site, will work to fix the deficiencies.
- Organizing and conducting monthly Public Works meeting involving all staff.
- Registered with APEGBC. It was just transferring of APEGA P.Eng licensee to BC.

Submitted by:



Mokles Rahman

## THE DISTRICT OF HUDSON'S HOPE

**REPORT TO:** Mayor Dave Heiberg and Council  
**SUBJECT:** Office Administration update  
**DATE:** 2019-01-23  
**FROM:** Tammy McKeown, Corporate Officer

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I would like to welcome back Becky Mercereau and Meghan Cryderman, we are so pleased to have them back in the office. I would also like to give a huge thank-you to Tammy Krushelnicki for all her assistance these last few months.

The new year will be seeing some changes with the administration operations. Our administrative staff will begin cross training in order to ensure we always have proper coverage. All members will be trained in ICBC, Cemeteries, Building Permits, Bulletin, Travel bookings etc. At this time, we have had one member of our team working half days at the shop to provide administrative support to Public Works. Part of the cross training will be in regard to these new duties.

Two of our staff are scheduled to attend a Minute Taking Workshop to assist them with providing coverage when I am unable to attend a Council Meeting. I have requested a list of any courses or conferences that they believe would be beneficial to them. I will present their requests at the upcoming budget meetings.

We are also working towards implementing a flex time schedule as per the Collective Agreement for the permanent office staff.

I am confident in my staff and am looking forward to a good and productive year.

### **Administrators Comments**

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**Chris Cvik. Interim CAO**

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**Tammy McKeown, Corporate Officer.**

## THE DISTRICT OF HUDSON'S HOPE

**REPORT TO:** Mayor Dave Heiberg and Council  
**SUBJECT:** Interim CAO – Update Report  
**DATE:** January 28, 2019  
**FROM:** Chris Cvik, Interim CAO

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Initiatives currently being worked or recently completed:

1. Will be preparing a report for Council for February 11<sup>th</sup> on Property Tax Exemption as the deadline to submit the bylaw to the province was missed.
2. Submitting PRA Update by January 31, 2019.
3. Started preliminary work on 2019 budget – Plan to have Operations Budget to Council for February 25<sup>th</sup> and Capital Budget for March 11<sup>th</sup>.
4. Working with PRRD to see if we qualify for the NDIT - 2018 Grant Writer grant of \$8,000. The deadline to apply is February 28, 2019. The District may not have met the minimum payment in wages in order to qualify.
5. Will be updating the Purchasing Policy for Council's consideration – draft should be to Council by Feb. 25<sup>th</sup> or March 11<sup>th</sup> meeting.
6. Completed Director of Public Works Recruitment. Worked with Director to recruit Public Works Manager.
7. Will be attending the LGMA – CAO Forum on Feb. 6/7.

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Chris Cvik

## REQUEST FOR DECISION

<b>RFD#:</b> 2019MR02	<b>Date:</b> January 28, 2019
<b>Meeting#:</b>	<b>Originator:</b> Mark Sture, PW Manager
<b>RFD TITLE:</b> Pre-Budget for Swimming Pool	

### RECOMMENDATIONS:

1. That Council approve a pre-budget amount of \$29,000 plus taxes for the Water Chemistry Control Unit and emergency liner repairs, and that the source of fund is O&M Budget of the Swimming Pool under Public Works Department.
2. That Council consider a capital budget of \$268,945 plus taxes in 2020 for rehabilitation of Pool Liner, and refer to Recreation Committee to review and report back to Council by fall 2019.

### BACKGROUND:

The Hudson's Hope outdoor swimming pool was built in 2002/2003, and is at the end of its life. The life expectancy of many components, including the liner, is fifteen (15) years. At the end of the 2018 swimming season, there were a number of deficiencies noted with respect to the swimming pool. The prime deficiencies were related to the chlorine input controller and the pool liner. The deficiencies were assessed and quotes received for the various items needing repair are attached herewith.

During the Strategic Planning workshop held on December 8, 2018, Council advised that the Recreation Committee be involved before undertaking any major capital investment decision for the pool.

### DISCUSSION:

#### *Chlorine Controller/Water Chemistry Control*

The installation of a new Chlorine Controller/ Water Chemistry Controller is required, which will regulate and monitor the pH, and the amount of chlorine automatically injected to the water at the pool. The chlorine combats pathogens that may exist as a result of organic material (leaves, grass, etc.) and human waste (sunscreen, bug repellent, etc). Also, as the pool has no cover, the sun and to some extent rain depletes the chlorine concentration in the water.

During the 2018 season, there were a number of occasions when the chlorine controller failed requiring Public Works personnel to attend and remedy the issues. Each after-hour call-out results in a four-hour overtime charge (twice the standard rate of pay – per Section 15.6 of the CBA).

A quote was received for a new Water Chemistry Control unit which will continuously monitor and control the sanitizers and pH levels in the pool water. This unit is compatible with gas chlorine (currently used), sodium and calcium hypochlorite, bromine and ozone applications. This range of compatibility will allow the District to change sanitizers in the future should there be a desire or need to do so.

The costs of this unit is \$3,354 plus taxes and shipping from Vancouver. There will be additional costs for installation and training of staff on the correct operations of this system. Overall, an amount of \$6,000 plus taxes should be budgeted for this work.

A copy of the quote and a product information package is attached to this report.

### ***Pool Liner***

The pool liner is at the end of its life. The liner was assessed last fall and estimates for necessary repairs were generated. It was noted that the liner was failing at panel joints and water was accumulating under the liner.

Immediate repairs for this spring include:

- Thoroughly checking the overall condition of the membrane and specifically look for breaches in it, to identify where the water may be percolating.
- Repair breaches in the membrane;
- Remove wrinkles in the membrane;
- Heat weld PVC material over the wall joints to ensure they are water tight;
- Inspect the membrane at the shallow end to determine if there are issues;

The estimated costs to complete the necessary repair is \$23,000 plus taxes, allowing for moderate additional work above the written estimate. Given the short window for repairs prior to opening in May 2019, this work should be booked immediately.

A copy of this quote is attached.

### ***Repair to Pool walls and Floor Membrane Replacement:***

To maintain a longer life for the pool, replacement of existing liner with new liner is needed. A new liner should extend the life of the pool by approximately another 15 years.

A quote was received for the replacement liner using either generic material or using material compatible with the original liner/installation. The quotes for this work are:

- Generic Materials: \$205,840 plus Taxes; 3 to 4 weeks for delivery.
- Myrtha Materials: \$268,945 plus Taxes; 6 to 8 weeks for delivery.

If an installation window of 4 weeks is allowed, then the time from award of work to final installation and refilling pool is approximately 8 to 12 weeks.

### **Other Issues**

A glycol water heating system with heat exchanger was installed a few years ago with a back up gas fired water heater. The glycol utilizes the sun's heat on the roof of the pool house and passes through the heat exchanger. Since its installation, the system has not generated the expected heat. The glycol is heating up but it is not transferring the heat to the water. This will need to be reviewed.

After the spring melt, the deck will need to be assessed to determine if there has been any shifting. The extent of this work will not be known until after the spring frosts.

### **ALTERNATIVES:**

1. Order and install the Water Chemistry Control with "emergency" repairs to the pool liner in 2019
2. Review the need of rehabilitation work by Recreation Committee and report back to Council by fall 2019, so that any recommendations can be implemented in 2020.
3. Do Nothing; however, the pool will not be safe for use.

### **FINANCIAL CONSIDERATIONS:**

Alternative 1: Purchase Water Chemistry Controller at a cost of \$3,354 plus taxes, and for installation and training \$2,646 plus taxes, Total \$6,000. Furthermore, perform emergency repairs at a cost of \$20,000 plus taxes, and an additional \$3,000 should be allotted as contingency for "extra" work that may come up during the repair work. Total \$23,000 plus taxes.

Alternative 2: Rehabilitation of Liner - The costs of new liner installation including materials is \$268,945 plus taxes. The recreation committee to review the rehabilitation program.

Alternative 3 – No cost



Mokles Rahman, Director of Public Works

Chris Cvik, Interim CAO

Attachments: Various Quotes and Capital Project Sheet

## HH Capital Project/Purchase Fact Sheet

Requestor's name: \_\_Mark Sture\_\_\_\_

Project Name: \_\_Outdoor Pool Rehabilitation\_\_\_\_

Date: \_\_January 23, 2019\_\_\_\_

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

The scope of the project are;

1. replacement of the water chemistry control (chlorine controller) and repair of the pool liner in 2019, and
2. rehabilitation of the pool liner in 2020 (to be decided by Council based on Recreation committee recommendations);

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

The water chemistry control has over the past year failed on several occasions, often necessitating an after-hour call-out to reset or trouble shoot. The cost of the unit and install will be recouped through a reduction in call-outs. Each call-out is \$288.96.

The repair to the pool liner is a step to maintain operations of the pool for the 2019 season. As the liners are at the end of its life it is expected to be replaced in 2020.

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

Annual maintenance on the liner & pool were done during operations. The liner is now at the end of its life.

The existing water chemistry control has been repaired and trouble shooting has been undertaken but failures are still a common occurrence.

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

If the water chemistry control is not replaced, there will be continuing call-outs for staff to repair/trouble shoot the existing system impacting swim times.

If the liner is not repaired in 2019 there will be no swim season. The pool environment will be hazardous to the public and water will leak from the pool.

If the liner is not replaced in 2020, it is doubtful that there will be a swim season in 2020.

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

- Repair of pool liner: High risk to public health and citizen shall lose confidence to Council- at least the repair work of pool liner must be done before opening the pool in May 2019.
- Replacement of water chemistry control: Moderate risk to public health – if the water chemistry control is not replaced, there will be a lot of call outs.
- Rehabilitation of the pool liner: Low risk now, moderate risk in 2020 - citizen may lose confidence to Council

**What is the estimated cost?**

\$6250 = water chemistry control  
\$25,000 = 1 year emergency repairs  
\$268,945 = New liner

**What is your estimate based on? Circle all applicable:**

Quote

Past work

WAG

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

**Other comments**

The costs included in this report do not include lost revenue or inconvenience to the public if the pool has to close for emergency repairs during the summer months.

Reviewed by:



Mokles Rahman, Director of Public Works

**From:** Jim Todhunter  
**Sent:** Friday, October 5, 2018 1:42 PM  
**To:** Keith Reschke  
**Subject:** BECS Controller

Hi Keith,

Here is the info you wanted on the BECS 3 controller. Spec sheet is attached which will give an overview as well as describing what the part numbers following mean...

ORP Model  
#1100256- ENS1NPRIXX

 \$2250  
FOB Vancouver + tax

PPM + ORP Model  
#1100267 – ES1PIRIXX

\$3354  
FOB Vancouver + tax

Most people go straight ORP but both methods will work well. Let me know if you have any questions that you need answered or if you would like to proceed.

Thanks  
Jim

Jim Todhunter  
DB Perks and Associates Group  
Commercial Aquatic Supplies  
800-663-5905ph



## BEC Sys3 Water Chemistry Control

### Description

BEC Sys3 water chemistry controls provide continuous monitoring and control of sanitizers and pH in a simple-to-use configuration. A large-character, backlit 2 line by 20 character LCD displays current status and alarms in a high-visibility, easy-to-read format.

The controller has an optional free chlorine sensor, which can be selected for sanitizer feed control rather than ORP. If using ORP, a derived chlorine ppm reading is also available, with a 0.2 to 16.0 scale. The BEC Sys3 can also be configured without a PPM scale, displaying the ORP and pH readings only. Operational settings are password-protected for system security.

An integral 100 BaseT Ethernet with data logging can be added to the BEC Sys3 for data-logging, remote access, and email and text message alarm notifications. Up to 31 BEC Sys3s without communications at the same site can share these communications and data logging features through a standard RS485 interface, reducing cost to the owner.

BEC Sys3s without the integral communications capability can add the optional BEC SysRCM Remote Communications Module for data-logging, remote access, and email and text message alarm notifications.

Every controller comes complete with either pH and ORP sensors or pH, free chlorine and temperature sensors, flow switch, machined flow cell, and start-up and support provided by factory-trained technicians.

The BEC Sys3 flow cell can be pre-assembled at the factory and mounted with the controller on a back panel for convenient installation. In this configuration a lightweight PVC mounting frame is easily leveled and installed on the wall. The back panel assembly is then hung on the mounting frame through 4 teardrop holes. Tighten the four bolts, make plumbing and electrical connections and installation is complete.

### Features

#### Control Options

- Suitable for gas chlorine, sodium and calcium hypochlorite, bromine, and ozone applications
- Dual Setpoint Booster Mode (DSBM) – Provides configurable alternate setpoint for a secondary sanitizer feed, especially useful in controlling salt-chlorine generation systems
- pH control output configurable as feed-up, feed-down, or dual control
- Feed outputs configurable as ON/OFF or Time-Based Proportional
- Configurable failsafe overfeed timers (0-240 minutes through menu)

#### System Security

- Two levels of security access codes – Operator and Rep

#### System Inputs

- BEC Sys pH and ORP sensors featuring inorganic electrolyte for extended sensor life
- Optional RTD temperature sensor
- Optional Free Chlorine sensor

### BEC Sys3 Water Chemistry Controller



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9487 Dielman Rock Island Industrial Drive, St. Louis, MO 63132 (314) 567-0088 [www.becs.com](http://www.becs.com)



## BECSys3 Water Chemistry Control

### Features (continued)

#### Integral Communications (Data-Logging and Remote Access)

- Standard integral RS-485 serial communications port
- Optional Integral Communications
  - integral 100 BaseT Ethernet and USB Ports, with data logging
  - 100 BaseT Ethernet provides remote access, historical data logs and email/text message alarm notification for up to 31 BECSys3's connected via RS-485 port
  - USB Port allows quick download of data logs to a USB flash drive, for later upload into BECSys for Windows.
  - BECSys for Windows™ compatible (included with Communications option)

#### External Data-Logging and Remote Access

- Optional BECSysRCM Remote Communications module, provides remote access, historical data logs and email/text message alarm notification for up to 32 connected BECSys3's
- BECSys for Windows™ compatible (included with BECSysRCM)

#### Display

- Large character 2 line x 20 character front panel backlit LCD display
- Front panel available with derived chlorine ppm level light bar (2 options)
  - 0.2 to 16.0 ppm (with field-configurable high and low ppm Indicator LEDs)
  - No ppm scale
- Display language is field programmable (English, Spanish, French)
- pH feed and chlorine/bromine feed status indicator LEDs

#### Flow Cell

- Round PVC flow cell with pressure gauge, sample tap, and two ball valves for cell isolation (standard)
- Feed-through (rectangular) Teflon flow cell with pressure gauge, sample tap and two ball valve for cell isolation
- Two flow switch options:
  - Reed flow switch (standard)
  - Rotary flow switch with inline check-valve

#### Back Panel

- The BECSys3 can be optionally ordered with the flow cell pre-assembled and mounted on a durable PVC backpanel.
- A lightweight PVC mounting frame allows for easy installation as well as a space behind the back panel to run cables and wires, making for an easy and professional-looking installation.

#### Warranty

- 5 years electronics, 2 years sensors

#### Regulatory Approvals

- NSF: NSF Certified and Listed to NSF/ANSI Standard 50
- USA: ETL Listed ANSI/UL 61010-1
- Canada: ETL Listed CAN/CSA C22.2 #61010-1
- Europe/CE: CENELEC EN 61010-1  
European Community Low Voltage Directive 73/23/EEC
- Electromagnetic compatibility
  - FCC part 15 sub part B: Radio frequency devices, unintentional radiators
  - EN 61326: EMC requirements for measurement and control equipment
  - European Community EMC Directive 89/336/EEC



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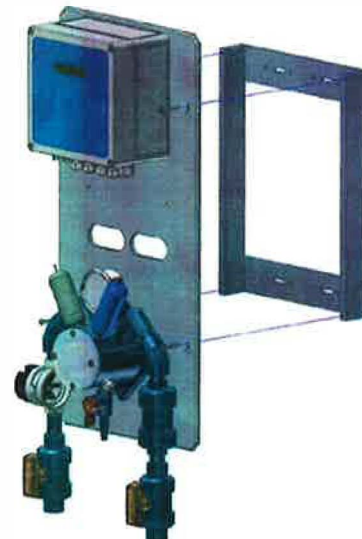
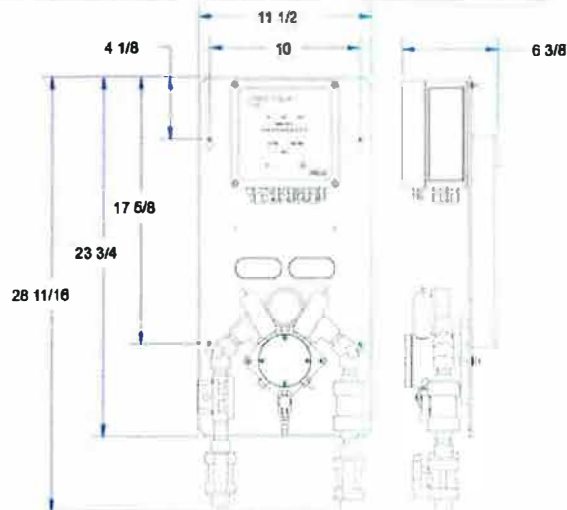


## BECSys3 Water Chemistry Control

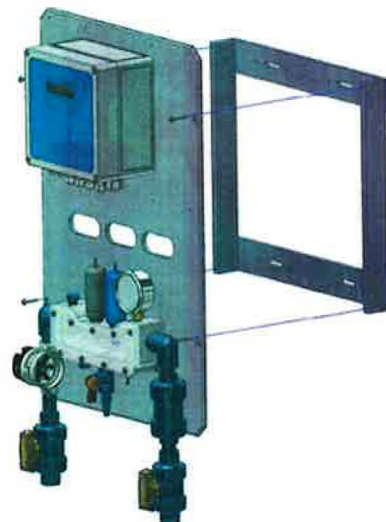
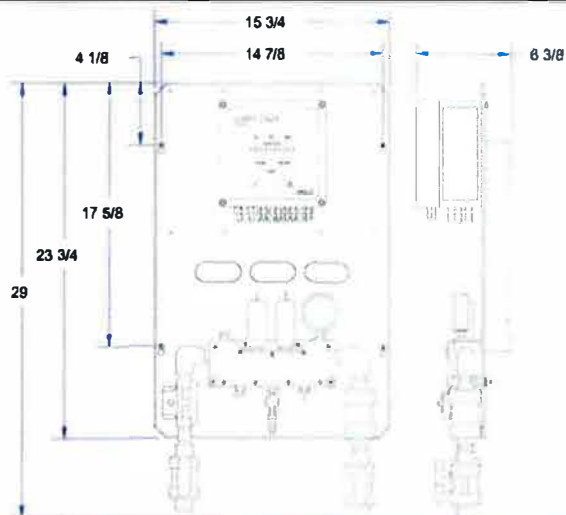
### BECSys3 with Integral Communications



### BECSys3 with round flow cell on back panel



### BECSys3 with rectangular flow cell on back panel





## BECSys3 Water Chemistry Control

### BECSys3 (ORP Configuration) Ordering/Specification Guide

Part #	Description & Options
1100256-	BECSys3 Water Chemistry Controller <b>ORP Configuration</b> with flow cell, BECSys pH & ORP sensors, 5-year electronics/2-year sensor warranty
↓	<b>Flow Switch Type</b>
	E Reed Flow Switch (standard)
	O Rotary Flow Switch & check valve
↓	<b>Overlay Selection</b>
	N No PPM Scale
	P 0.2 - 16.0 PPM Scale
↓	<b>Sensor Wire Length</b>
	S Short (36 inch) Sensor Wires (standard)
	L Long (10 foot) Sensor Wires
↓	<b>Input Voltage</b>
	1 115 VAC input power (standard)
	2 230 VAC input power
↓	<b>Temperature Sensor</b>
	N No Temperature Sensor (standard)
	T Temperature Sensor
↓	<b>ORP Sensor Tip Material</b>
	P Platinum Band ORP Sensor (standard)
	S Solid Gold Band ORP Sensor
↓	<b>Flow cell</b>
	R Round (standard)
	C Rectangular
↓	<b>Power/Pump Cords</b>
	I Include power/pump cords (standard)
	X Remove cords (for conduit installation)
↓	<b>Backpanel</b>
	B Preassembled on backpanel
	X Shipped as a kit
↓	<b>Integral Communications/Data Logging</b>
	C Integral 100BaseT Ethernet and USB Communications with Data Logging
	X RS485 for connection to external BECSys RCM
1100256 - E P S 1 T S R X B C	<b>Example Part Number</b>
	BECSys3 with reed flow switch, 0.2-16.0 PPM scale overlay, short sensor wires, 115VAC input, temperature sensor, gold band ORP sensor, round flow cell, power/pump cords removed for conduit installation, preassembled on backpanel with integral communications.





## BECSys3 Water Chemistry Control

BECSys3 (PPM Configuration) Ordering/Specification Guide	
Part #	Description & Options
1100267-	BECSys3 Water Chemistry Controller <b>PPM Configuration</b> with flow cell, BECSys pH, free chlorine and temperature sensors, 5-year electronics/2-year sensor warranty
↓	<b>Flow Switch Type</b>
	E Reed Flow Switch (standard)
	O Rotary Flow Switch & check valve
↓	<b>Sensor Wire Length</b>
	S Short (36 inch) Sensor Wires (standard)
	L Long (10 foot) Sensor Wires
↓	<b>Input Voltage</b>
	1 115 VAC input power (standard)
	2 230 VAC input power
↓	<b>ORP Sensor Tip Material</b>
	N No ORP Sensor (standard)
	P Platinum Band ORP Sensor
	S Solid Gold Band ORP Sensor
↓	<b>Flow cell</b>
	R Round (standard)
	C Rectangular
↓	<b>Power/Pump Cords</b>
	I Include power/pump cords (standard)
	X Remove cords (for conduit installation)
↓	<b>Backpanel</b>
	B Preassembled on backpanel
	X Shipped as a kit
↓	<b>Integral Communications/Data Logging</b>
	C Integral 100BaseT Ethernet and USB Communications with Data Logging
	X RS485 for connection to external BECSys RCM
1100267 - O S 1 P R X B C	<b>Example Part Number</b>
	BECSys3 (pH, free chlorine and temperature sensors) with rotary flow switch, short sensor wires, 115VAC input, platinum band ORP sensor, round flow cell, power/pump cords removed for conduit installation, preassembled on backpanel with integral Communications.





## BEC'Sys3 Water Chemistry Control

Specifications	
Part Numbers	
BEC'Sys3 (with ORP sensor)	1100256, See Specification/Ordering Guide for options
BEC'Sys3 (with PPM sensor)	1100267, See Specification/Ordering Guide for options
Firmware version	v2.06 and higher
Physical	
Enclosure Material	Glass Reinforced Polycarbonate, NEMA 4X (IP66)
Overlay Material	UV Stabilized Polyester
Flow Cell Material (round)	PVC Body, Clear Acrylic Window, Stainless Steel Hardware
Flow Cell Material (rectangular)	Teflon Body, Clear Acrylic Window, Stainless Steel Hardware
Back Panel Material	PVC
Display	2 Line, 20 Character Back-Lit Alpha/Numeric LCD; Character size: 4.84mm x 9.22mm Field-programmable for English, French or Spanish Derived PPM display scales: 0.2-16.0 ppm or No ppm display
pH and ORP Sensor Connection Type	BNC
PPM and Temperature Sensor Connection Type	Liquid Tight PG-7
RS-485 Communications Connection Type	Liquid Tight PG-7
Input Power and Relay Output Cords (115 VAC Controller)	SJTW Type Note: 230 VAC Controller is supplied without power cords
Backpanel Dimensions (with round flow cell)	Width: 11.5" Height: 28.6875" Depth: 6.375" without Communications 8.5" with Communications
Backpanel Dimensions (w rectangular flow cell)	Width: 15.75" Height: 28.6875" Depth: 6.375" without Communications 8.5" with Communications
BEC'Sys3 Enclosure Dimensions	Width: 7.17" Height: 7.09" Depth: 4.37"
Environmental	
Storage Temperature	-30 to 60 °C
Ambient Operating Temperature	-18 to 40 °C
Ambient Humidity	95% non condensing maximum
Electrical	
Voltage	115/230 VAC, 50/60 Hz
Phase	Single
Current	
115 VAC Input:	9.25 Amps Full Load (0.25 Amps – Controller) (9 Amps – Relay Outputs, 3A x 3)
230 VAC Input	9.125 Amps Full Load (0.125 Amps – Controller) (9 Amps – Relay Outputs, 3A x 3)
Performance	
pH Range / Resolution	0 to 14 pH / 0.1 pH Units
ORP Range / Resolution	-1500 to +1500 mV / 1mV
PPM Range / Resolution	0 to 20.0 ppm / 0.1ppm
Temperature (optional) Range / Resolution	32 to 150 degrees F (0 to 66 degrees C) / 1 degree (F or C)
RS-485	9600 bps at distances up to 4000 ft.
Ethernet (optional)	100 BaseT
USB Flash Drive (optional)	FAT, FAT32 formats
Relay 1 Output (pH Control)	Same as Controller Input Voltage (115 VAC or 230 VAC)
Relay 2 Output (Chlorine/Bromine/Oxidizer Control)	Jumper Selectable to: Same as Controller Input Voltage (115 VAC or 230 VAC) Or Dry Contact (Supports 24 to 280 VAC)
Relay 3 Output (User Selectable as: Sensor Wash, Dual pH Feed, Alarm, or Cl/Br Booster Feed)	Same as Controller Input Voltage (115 VAC or 230 VAC)

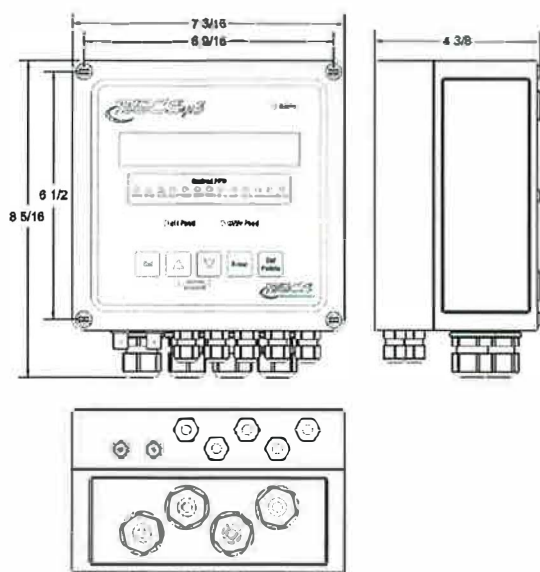




## BEC Sys3 Water Chemistry Control

### Related Documents

Included in standard ORP configuration (PN 1100256)	Part Number	Data Sheet
BEC Sys pH Sensor	9660013	ENG-4321-DOC
BEC Sys ORP Sensor	9660022	ENG-4317-DOC
Round PVC flow cell assembly with clear acrylic window, and stainless steel hardware	1210147	ENG-4315-DOC
Flow Cell connecting kit includes reed flow switch, oil-filled pressure gauge, sample tap, isolation valves, and connecting PVC hardware	1210148	ENG-4315-DOC
Reed flow switch	9660006	ENG-4328-DOC
Included in standard PPM configuration (PN 1100267)	Part Number	Data Sheet
BEC Sys pH Sensor	9660013	ENG-4321-DOC
BEC Sys Free Chlorine (PPM) Sensor	1210253	ENG-4349-DOC
Temperature Sensor	9660016	ENG-4327-DOC
Round PVC flow cell assembly with clear acrylic window, and stainless steel hardware	1210147	ENG-4315-DOC
Flow Cell connecting kit includes reed flow switch, oil-filled pressure gauge, sample tap, isolation valves, and connecting PVC hardware	1210148	ENG-4315-DOC
Reed flow switch	9660006	ENG-4328-DOC
Included in both standard configurations	Part Number	Document #
Operation & Maintenance Manual	8620044	n/a
Installation & Technical Manual	8620045	n/a
Laminated Quick Reference Card:		
0.2 – 16.0 ppm scale	8620047	ENG-5032-CDR
No ppm scale	8620046	ENG-5031-CDR
Options	Part Number	Data Sheet
Temperature Sensor (standard in 1100267)	9660016	ENG-4327-DOC
Feed-through Teflon flow cell with clear acrylic window, and stainless steel hardware	1210137	ENG-4337-DOC
Rotary flow switch w/ check valve (replaces Reed flow switch)	9660007	ENG-4329-DOC
BEC Sys RCM Remote Communications Module	1100236	ENG-4380-DOC
Reference Information	Format(s)	Document #
BEC Sys3 Bid Specification	doc., .pdf	ENG-4266-DOC
BEC Sys3 Sales Brochure	.pdf	SLS-4655-DOC
BEC Sys3 Line Drawing	.dxf	ENG-4653-CDR
BEC Sys Family Sales Brochure	.pdf	SLS-4336-DOC



BEC Sys3, shown with Derived PPM display



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9487 Dielman Rock Island Industrial Drive, St. Louis, MO 63132 (314) 567-0088 [www.becs.com](http://www.becs.com)



**MASTER POOLS ALTA LTD.**  
#300 – 9807-34th Ave NW Edmonton, AB T6E 5X9  
**Office:** (780) 462-2441 **Fax:** (780) 462-2441  
**Website:** [www.masterpoolsalta.com](http://www.masterpoolsalta.com)

October 2, 2018

District of Hudson's Hope  
Hudson's Hope, BC

**Attn: Ed @ Public Works Department**

Dear Sir:

**Re: Repair to Myrtha Pool**

The purpose of this letter is to provide a budget for the repair to the Myrtha pool membrane and wall panel joints at the Hudson's Hope outdoor pool.

Based on the conversation we had last week, we understand the following items require attention:

- There has been some water collecting under the membrane in the deep end and it has caused the membrane to stretch causing some "wrinkles" in the membrane.
- The panel joints along the walls are failing in a significant number of locations
- The membrane in the shallow area appears to have some issue in that it appears it is not tight to the floor.

It is a fact that over time the PVC membrane in the pool does become less supple and the normal life of the PVC floor membrane is about 15 years. It is the case that at some point soon it will be necessary to replace the membrane entirely, but it is not clear that the time has come for that yet. It is possible to do the necessary repairs now to extend the life of the membrane and at the same time evaluate the overall condition of the membrane to determine how much longer it will be able to serve.

To do the intervention that appears to be required for the Spring to 2019 it will be necessary to have Myrtha trained technicians attend to the site and do the following:

- Thoroughly check the overall condition of the membrane and specifically look for breaches in it to identify where the water may be getting in under it.
- Do what is necessary to do to repair any such breaches in the membrane.
- Do what is necessary to do to remove the wrinkles in the membrane.
- Heat weld PVC material over the wall joints to ensure they are water-tight.
- Inspect the membrane at the shallow end to determine if there are issues and if there are only minor issues, repair them as necessary.

To deal with the "jets" at the shallow end we would need to have more information with respect to exactly what is required. I believe there were some water "bubblers" installed at the shallow end and these would have been Myrtha supplied fittings. We know that Myrtha would have a record of what was sent to the site so we will attempt to get replacement fixtures for these jets.

Hudson's Hope 2019 Myrtha Intervention

An intervention like this should be able to be accomplished within a 6 -7 day period (assuming 10 hours per person per day) including travel time. The budget estimate for a two person crew for a 6-day (including travel time and cost, accommodations, tools, and LOA) would be about \$16,500.00 plus tax and the material cost estimate would be about \$3,500.00 plus tax. If additional time on site is required the cost for each man day would be \$1,350.00 or \$2,700.00 per crew day if two men are required.

We believe we have a reasonable understanding of your requirements and our outline above should reflect the cost of accomplishing what needs to be accomplished.

Regards,

Lawrence Dary  
Master Pools Alta



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November 9, 2018

District of Hudson's Hope  
Hudson's Hope, BC

**Attn: Ed @ Public Works Department**  
**CC: Cindy Edgar**

Dear Sir:

**Re: Repair to Myrtha Pool Walls and Floor Membrane Replacement**

The purpose of this letter is to provide a scope of work outline and budget for the repair to the Myrtha pool wall panel joints and to replace the entire floor membrane at the Hudson's Hope outdoor pool.

**A. Scope of Work Included**

- Remove existing floor membrane and tension strips
- Clean concrete floor with an approved cleaning material and treat with bactericide disinfectant to get rid of mildew that could be present under the existing membrane.
- Clean existing panel joints and weld new 100mm wide strips of membrane over the panel joints all the way around the pool.
- Inspect and repair membrane joints in gutter.
- Supply and install new floor inlets to replace the damaged inlets.
- Supply and install new membrane in the deep end of the pool with a new 250mm "belt" to secure and water-proof the new membrane to the wall panels.
- Supply and install new "anti-slip" membrane at the shallow end of the pool and the entire "beach" area using tension strips and "butt joints" for a smooth transition at membrane joints.
- Final inspection and clean up
- Provide new material warranty certificate.

**B. Scope of Work Not Included**

- Repair to concrete under the existing membrane should it be found that there is deteriorated concrete on the pool floor and/or around the main drain sumps.
- Replacement of gutter grille material.
- Replacement of plastic "coping" at the edge of the overflow gutter.

**C. Material Selection**

The cost of the supply and installation of the replacement membrane will vary depending on the material used. It is possible to do the membrane replacement using "generic" material or using Myrtha supplied material; there is a significant cost difference between the two materials. Since the pool was built, Myrtha introduced a different version of the reinforced PVC membrane material for both the regular and anti-slip material. The main difference between the original material and the

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new material is in the “reinforcing” material used in the membrane material. The original material used a polyester “strand” material for the reinforcing while the new material uses a fiberglass “strand” for the reinforcing. The result is that the new material is more rigid and very slightly thicker. Both are still rated at 60mil in total overall thickness.

The “generic” material that is available and commonly used still is the same as the material originally used in the construction of the Hudson’s Hope pool. Both the regular PVC membrane and the anti-slip membrane is still 60mil with the polyester “strand” material for material reinforcement.

The main difference between the two materials is that the new Myrtha material is less pliable so it is less susceptible to stretching or forming wrinkles although if sufficient water gets under it, it will stretch and wrinkles can occur. It is not available for pool application through “generic” material suppliers; it is only available from Myrtha so must be imported from Europe. The warranty on both the generic product and the Myrtha product are the same; it is a manufacturer’s warranty on the material for a period of 10 years from the date of the installation. The installation warranty is separate and provided by the installing contractor (for either product) and typically is one calendar year unless otherwise agreed to.

Physical samples of the materials are available for Owner review upon request.

#### **D. Cost**

The scope of work for the project is very similar regardless of which of the PVC membrane materials selected so the main difference in the cost is related to the material. The cost to complete the work as per the above outline is as follows:

- Cost using “generic” materials: \$205,840.00 plus GST (PST on material included)
- Cost using Myrtha materials: \$268,945.00 plus GST (PST on material included)

It takes about 3-4 weeks to get the generic materials organized and delivered to the site while it takes 6-8 weeks to get the Myrtha materials.

#### **E. Summary**

To do the work as per the above outline would essentially restore the pool back to its original condition. There is only a very narrow “window of opportunity” to get the work done prior to opening for the season. The work requires personnel with very specific training and experience and Master Pools Alta Ltd does have such trained people but they are in high demand especially in the Spring.

Thank you for the opportunity to provide this information to you. Please feel free to contact us if you have any questions or concerns.

Regards,

Lawrence Dary  
Master Pools Alta

## REQUEST FOR DECISION

<b>RFD#:</b>	<b>Date: January 25, 2019</b>
<b>Meeting#: CM012819</b>	<b>Originator: Tammy McKeown</b>
<b>RFD TITLE: Workplace Accommodation Program</b>	

### RECOMMENDATIONS

*That:*

*" Council approve the Workplace Accommodation Program as presented."*

### BACKGROUND:

The Manager of Public Works has requested the implementation of the Workplace Accommodation Program (WAP) as part of the District of Hudson's Hope Occupational Health and Safety Program. This program will ensure we meet any accommodation needs of our employees.

### DISCUSSION:

The District of Hudson's Hope recognizes that the provision of alternate or modified work is important in the recovery from an illness or injury. The District will make every reasonable and practicable effort to provide suitable duties to every worker who is unable to perform their regular duties following an illness or injury. In accordance with legislative requirements and industry recommended best practices, the District has established a Workplace Accommodation Program for employees who are unable to perform any or all of their duties as a result of a professionally diagnosed illness or injury.

The Program is intended to provide consistent, proactive and supportive assistance for injured/ill workers to ensure a safe return to regular, modified or alternate work.

### FINANCIAL CONSIDERATIONS:

n/a

### ADMINISTRATOR COMMENTS:

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

**Attachment:**

Written program for review

Powerpoint to assist with explanation of program

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Tammy McKeown, Corporate Officer

# District of Hudson's Hope Workplace Accommodation Program (WAP)

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EVERYTHING YOU NEED TO KNOW



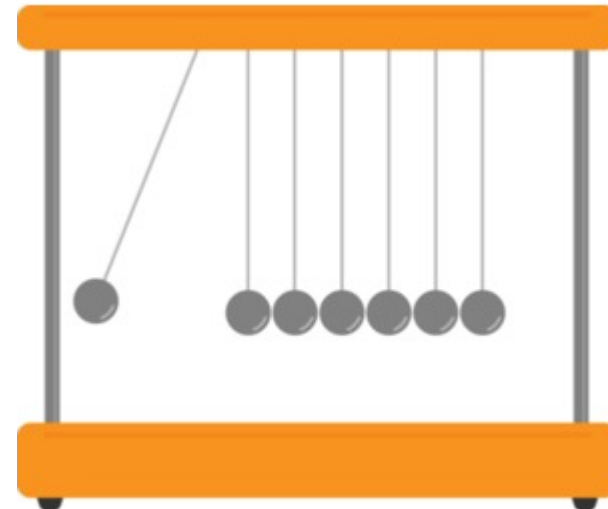
# Agenda

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❖ Why do we need a WAP?

❖ Roles in RTW

❖ Performance Standards





# Why do we need the WAP?

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1. Promote early return to work
2. Minimize impact of illness / injuries
3. Comply with Regulations



# Roles in RTW

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- ❖ Directors / Managers / Supervisors
- ❖ Human Resource Services
- ❖ Employees
- ❖ OHC
- ❖ Unions / Associations





# Performance Standards

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- ❖ Refusal of Reasonable Accommodation
- ❖ Permanent Accommodation
- ❖ Training
- ❖ EDO's Overtime
- ❖ Hours of Work While on Accommodation
- ❖ Day of Injury (WCB)





# District of Hudson's Hope Occupational Health & Safety Program

	<b>Safety Management System</b>	Issue Date: January 21, 2019
		Last Revised Date:
	Section 1 Workplace Accommodation Program (WAP)	Page 1 of 11

## 1.1. Introduction

The District of Hudson's Hope recognizes that the provision of alternate or modified work is important in the recovery from an illness or injury. The District will make every reasonable and practicable effort to provide suitable duties to every worker who is unable to perform their regular duties following an illness or injury. In accordance with legislative requirements and industry recommended best practices, the District has established a Workplace Accommodation Program for employees who are unable to perform any or all of their duties as a result of a professionally diagnosed illness or injury.

The Program is intended to provide consistent, proactive and supportive assistance for injured/ill workers to ensure a safe return to regular, modified or alternate work.

## 1.2 Considerations

The Workplace Accommodation Program will establish a process for minimizing the impact of illness / injury in the workplace. The employee will be placed into the most suitable work at the time that meets with medical information provided, and may be outside of their regular department or branch. This program will help employees successfully return to work in the following order of priority:

- Return to pre-injury/illness job duties with no limitations
- Return to pre-injury/illness job duties with temporary modifications with a gradual return to pre-injury/illness duties
- Return to pre-injury/illness job duties with permanent modified duties
- Return to alternate job duties
- Unable to return to regular, modified or alternate job duties

Stakeholders will work to develop a job bank that will identify valuable work opportunities for workplace accommodations within each branch.

## 1.3 Application

The Workplace Accommodation Program applies to all District employees who are expected to cooperate fully in facilitating the timely return to work of injured or ill workers. It is expected that all injured or ill workers will cooperate by accepting alternate, light or modified duties within their skills, abilities and limitations.

The accommodation process is one in which everyone involved must work together towards a solution that balances competing interests. The process necessarily involves the exchange of information and cooperation can only speed the process along.

# District of Hudson's Hope Occupational Health & Safety Program

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The Workplace Accommodation Program will begin **immediately** after an injury or illness occurs. Any personal medical information received will be held in the strictest confidence (see *Medical Privacy Policy Appendix B*).

## 1.4 Definitions

**Alternate Duties** – Job tasks not normally performed by the injured/ill worker.

**First Aid** – A minor injury that can be treated by first aid and does not require medical attention.

**Functional Capacity Evaluation (FCE)** – An assessment of the physical and cognitive abilities of an injured/ill worker.

**Graduated Return-to-Work (GRTW)** – Gradual increase of hours of work and/or work activities. Involves flexibility in hours and duties, slowly increasing in frequency and duration until the full job can be performed.

**Health Care Practitioner** – A physician, dentist, chiropractor, optometrist, psychologist, psychiatrist, counsellor, occupational therapist, physical therapist, acupuncturist, nurse or any other person who is registered or licensed pursuant to any Act to practice any of the healing arts.

**Incident** – An unplanned, unexpected occurrence that results in personal harm.

**Job Information Worksheet** – Identifies the physical, psychological, sensory and environmental demands on a worker performing their essential job functions. (*WORK SAFE BC - JIW*)

**Lost Time** – An injury/illness which results in the employee being off work past the day of injury/illness.

**Medical Aid** – A work-related injury/illness that requires medical treatment beyond first aid and must be reported to WCB.

**Medical Restrictions** – Provides clear and specific limits including specific work activities, exposures, body motions, positional tolerances, (i.e. ability to sit, stand, stoop, etc.) timeframes, lifting capabilities etc., as defined by the workers' health care practitioner which are required to protect the worker from further injury. May be of a temporary or permanent nature. (*Form # 1*)

# District of Hudson's Hope Occupational Health & Safety Program

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**Modified Duties** – Employee performing their own job with varying degrees of modifications to promote recovery from an injury/illness.

**Permanent Accommodation** – Accommodation where there is no expectation that the employee will return to pre-injury/illness duties.

**Physical Job Analysis** – An analysis of a specific job to describe the physical, administrative and operational demands of the work.

**Return to Work** – The process of an employee returning to work which may include supportive devices or equipment, physical modifications to the work environment, modification to the job duties, and/or modifications to the shift schedule.

**Return-to-Work Plan Agreement**– A documented plan outlining specific physical / psychological limitations to accommodate the return to work process to manage an injured or ill employee's safe return and progression to regular duties. (*Form # 3*)

**Return to Work Plan Meeting** – A meeting held immediately upon the employees return to work to review the specifics of that particular employees return to work plan

**Safety Officer** – For the purposes of this document, the Safety Officer is a position and duty currently performed by the Public Works Manager

**Temporary Accommodation** – Accommodation where an employee is expected to make a full recovery and return to regular unrestricted duties.

**WORK SAFE BC Wage Loss Benefits** – Benefits paid by WORK SAFE BC and commence the day following the day of injury.

**Workplace Accommodation Program** – An employer's documented process to identify and provide alternate / modified / light duties for injured / ill workers during their recovery.

## 1.5 Responsibilities

### 1.5.1 Chief Administrative Officer or Designate Shall:

- a. Ensure internal policies and procedures are developed and implemented to provide an effective and supportive work environment for employees returning to work after illness / injury and to ensure statutory compliance with legislative requirements.

## District of Hudson's Hope Occupational Health & Safety Program

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- b. Ensure adequate resources are allocated to support the Workplace Accommodation Program.

### 1.5.2 Senior Management Shall:

- a. Ensure procedures are developed, implemented and communicated for the consistent and proactive assistance for injured / ill workers with a focus on ability rather than injury/illness.
- b. Ensure compliance with the provisions of the Workplace Accommodation Program (WAP).
- c. Support employees participating in the workplace accommodation program and immediately address any issues where there is a lack of support.

### 1.5.3 Supervisor Shall:

- a. When advised of an injury/illness that requires medical attention, provide employee with the modified work information package to take to their health care practitioner. (*Appendix A*)
- b. Promote the reporting of workplace incidents and investigate as required.
- c. Ensure restrictions form returned within 24 hours.
- d. Obtain the necessary medical documentation from employee as required.
- e. Actively maintain an inventory of potential modified or alternate work options within their branch.
- f. Assume responsibility for the operational application of the return to work plan and determine any special needs the employee may have.
- g. Immediately upon the employees return to work, lead the return to work meeting with the employee and union representative with assistance from the Safety Supervisor or HR Consultant. Subsequent meeting(s) must be held should any revisions to the plan be necessary.
- h. Monitor employee's attendance and performance on a weekly basis during the RTW Plan ensuring employee is performing in accordance with the plan and within their limitations. (*form #4*)
- i. Discuss any problems with the employee's RTW with the HR Consultant or Safety Supervisor.
- j. Complete required documentation throughout the entire process.
- k. Encourage employee during recuperation of injury / illness.
- l. Ensure staff are aware of and support employees on return to work programs.
- m. Maintain all information received in strict confidence and maintain confidentiality throughout the entire process

## District of Hudson's Hope Occupational Health & Safety Program

	<b>Safety Management System</b>	Issue Date: January 21, 2019
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### 1.5.4 Immediate Supervisor (Sub-Foreman) Shall:

- Provide a supportive work environment for employees returning to work after illness or injury.
- Promote the reporting of workplace incidents and investigate as required.
- Follow the RTW Plan when making work assignments.
- Maintain all information received in strict confidence and maintain confidentiality throughout the entire process

### 1.5.5 Safety Officer Shall:

- Coordinate the return to work process for workplace injuries / illness. This involves taking the lead role and being the principle liaison and communicator between the employee, health care providers and supervisor.
- Maintain and document weekly contact with the employee if off work, keeping supervisor informed of medical progress and anticipated return-to-work date. *(Form #2)*
- Attend and document return to work meetings with supervisor, employee and union representative. *(Form #3)*
- Assess the suitability of the work available to ensure it meets with the employee's abilities.
- Follow up with supervisor on a weekly basis to remain current on individual RTW plans.
- Review and ensure that sufficient and proper medical information is received.
- Assist supervisors in the maintenance of an inventory of potential modified or alternate work options.
- Maintain all information received in strict confidence and maintain confidentiality throughout the entire process.
- Act as the prime contact with the Work Safe BC and complete and submit all required documentation.
- By February 28 of the following year, compile and provide an annual report on all return to work and workplace accommodation files for the previous year.

### 1.5.6 Corporate Officer Shall:

- Coordinate the return to work process for personal injuries / illness. This involves taking the lead role and being the principle liaison and communicator between the employee, health care providers and supervisor.
- Maintain and document weekly contact with the employee if off work, keeping supervisor informed of medical progress and anticipated return to work date. *(Form #2)*
- Attend and document return to work meetings with supervisor, employee and union representative. *(Form #3)*

# District of Hudson's Hope Occupational Health & Safety Program

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- d. Assess the suitability of the work available to ensure it meets with the employee's abilities.
- e. Follow up with supervisor on a weekly basis to remain current on individual RTW plans.
- f. Review and ensure that sufficient and proper medical information is received.
- g. Assist supervisors in the maintenance of an inventory of potential modified or alternate work options.
- h. Maintain all information received in strict confidence and maintain confidentiality throughout the entire process.
- i. Act as the sole contact with the Long-Term Disability Provider and complete and submit all required documentation.
- j. By February 28 of the following year, compile and provide an annual report on all return to work and workplace accommodation files for the previous year.

## 1.5.7 Occupational Health and Safety Committee Co-Chairs Shall:

- a. Monitor and evaluate the effectiveness of this Program on an ongoing basis.
- b. Provide a supportive work environment for employees returning to work after illness or injury.
- c. Act as a mediator in dispute resolution

## 1.5.8 Employees Shall:

- a. Immediately report any illness / injury to their supervisor and complete incident report form.
- b. If medical treatment is required obtain modified work information package (*Appendix A*) prior to going to the doctor. Documentation is to be returned to your supervisor within 24 hours.
- c. Advise your health care practitioner that the District has a Workplace Accommodation Program and provide restrictions form for completion.
- d. Provide required/requested medical documentation. Cost for requested medical information shall be borne by the District.
- e. Complete and submit any required WORK SAFE BC or BC Blue Cross forms.
- f. If off work, communicate the status of their condition weekly to the Corporate Officer or Safety Supervisor including expected return to work date.
- g. Take an active and cooperative role in seeking modified / alternate job duties consistent with limitations and capabilities.
- h. Cooperate and comply with the prescribed treatment plan and work within their documented limitations.
- i. Immediately report any changes in their medical situation or difficulties during the return to work plan to the HR Consultant or Safety Supervisor.

# District of Hudson's Hope Occupational Health & Safety Program

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- j. When on WCB, record dates and times of all medical appointments and submit to Safety Supervisor at treatment end. Time will be submitted to WORK SAFE BC for wage loss payment. If dates and times are not submitted, time will be charged against sick credits. (*form WORK SAFE BC EMT*)

## 1.5.9 Union / Associations Shall

- Understand, support and participate in the Workplace Accommodation Program.
- Cooperate in finding reasonable accommodation that suits the worker.
- Do not impede or interfere with reasonable efforts to accommodate an employee.
- Maintain confidentiality throughout the entire process.

## 1.5.10 Payroll Department Shall

- Immediately advise Safety Supervisor via e-mail with name, date and hours charged to WORK SAFE BC on employee time cards.

## 1.6 Performance Standards

### 1.6.1 Refusal of Workplace Accommodation

If a worker refuses a workplace accommodation, or does not provide the medical information requested (under normal circumstances) WORK SAFE BC and Sun Life will be notified accordingly. Rejection of the accommodation will result in disqualification of income benefits under the Workers' Compensation Board, Sun Life Disability plans and/or District of Hudson's Hope sick benefits.

### 1.6.2 Temporary Accommodations

In a temporary accommodation, there is an expectation that the employee will achieve a full recovery and return to unrestricted duties. However, if there is no graduated return-to-work plan after 30 days, the case will be reviewed to determine remuneration adjustment to the work being performed.

### 1.6.3 Permanent Accommodations

In a permanent accommodation, there is no expectation that the employee will achieve a full recovery and return to unrestricted duties. All attempts, up to the point of undue hardship, will be made to find an alternate position within abilities of the employee. Determinations of permanent accommodations will be based on objective medical findings. In these cases, the required notice must be given to make any fundamental changes to the employee's employment. Permanently accommodated employees are paid at the rate of pay equivalent to the job they are performing.

Principles of permanent accommodations:

District of Hudson's Hope Occupational Health & Safety Program		
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1. No obligation to create unproductive work or a new unproductive position as a part of the accommodation
2. No obligation to displace current employees in order to provide accommodation
3. The work must be productive and meaningful

#### 1.6.4 Dispute Resolution

If there is a disagreement between the District of Hudson's Hope, the injured/ill worker and/or the Union / Association regarding the process, the Occupational Health and Safety Committee Co-Chairs will review the workplace accommodation to ensure the process had been followed. If there has been an error, or if the process does not address the circumstances, the OHC CO-Chairs will review and recommend the steps necessary to rectify.

If the disagreement is over the suitability or ability of the worker to perform the work, the work assignment will be evaluated against the work restrictions established by the health care practitioner. If there is still disagreement, the worker may be referred back to the health care professional for further clarification.

If the agreement cannot be resolved internally, the matter may be referred to WORK SAFE BC or Sun Life for further assistance.

#### 1.6.5 Program Evaluation

The Workplace Accommodation Program, as a whole, will be reviewed and evaluated every three (3) years to ensure the program is meeting its objectives. The WORK SAFE BC Return-to-Work Audit tool will be utilized to evaluate the program.

#### 1.6.6 Training

All employees will receive training to ensure they have the knowledge and skills to fulfill their roles and responsibilities as they relate to this program. The level and degree of training will vary based on need.

#### ~~1.6.7 Earned Days Off (EDO) and Graduated Return-to-Work Program (GRTW)~~

~~Employees participating in a graduated return to work program do not work the requisite number of hours in a 14-day work cycle to "earn" the 15<sup>th</sup> day off. Once an employee returns to regular work hours (regardless of regular duties), they would return to their regular EDO work week.~~

#### 1.6.8 Workplace Accommodation and Overtime

# District of Hudson's Hope Occupational Health & Safety Program

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While on light, modified or alternate duties, employees are not permitted to work overtime without prior approval from their physician.

## **1.6.9 Hours of Work While on Accommodation**

Unless for medical purposes, hours worked during a workplace accommodation shall not be less than the average if working less than full time. Generally speaking, an average of hours worked over the past 12 months would be considered a sufficient average.

## **1.6.10 Day of Injury**

Employees who are injured at work will receive their regular pay from the District for any time lost during the day of injury.

**1.6.11 Return-to-Work Plan Meeting** – Must be held with the Employee, Union Rep, Supervisor, HR Consultant or Safety Supervisor immediately upon the employee returning to work. This meeting is to ensure that the return to work duties are productive, within the skills, abilities and medical capabilities of the injured worker and do not endanger the health or safety of the injured worker or co-workers.  
(Form #3)

## **1.6.12 Return to Work Information Packages for Workplace Injuries (WCB)**

Employees seeking medical attention for a work-related illness/injury are required to obtain an information package from their supervisor and take it with them to their health care practitioner. The injured/ill employee is responsible for returning the completed forms within 24 hours. (Appendix A)

This package contains the following forms / information:

- Consent to Disclose Medical Information Form (Appendix B)
- Restrictions Form (Form #1)
- WORK SAFE BC W1 (Form #WCB1)
- WORK SAFE BC Information Sheet

## **1.6.13 Return to Work Information Packages Personal Illness/Injury**

Employees seeking medical attention for personal illness/injury will be provided an information package from the Human Resource Consultant. A letter accompanying the package will provide a specified date for return of the completed forms.

This package contains the following forms / information:

- Consent to Disclose Medical Information Form (Appendix B)

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- Restrictions Form (*Form #1*)

## The following is to be verified

### 1.7 Relevant Legislation

- British Columbia Employment Act
- British Columbia Human Rights Code
- WORK SAFE BC Act, Regulations, Policies and Procedures

### 1.8 Forms and Accompanying Documents

The following forms are included in this section:

1. Restrictions Form (Form # 1 – Physical or Behavioural)
2. Employee Weekly Contact Form (Form # 2)
3. RTW Plan Agreement (Form # 3)
4. RTW Plan Weekly Journal (Form # 4)
5. RTW Accommodation Options Form (Form # 5)

#### WORK SAFE BC Specific Forms / Documents

- WORK SAFE BC Fact Sheet
- WORK SAFE BC E1 & W1 (initial report of injury)
- WORK SAFE BC W3 & E5 (progress reports)
- WORK SAFE BC EMT (time loss for medical care)
- WORK SAFE BC W6 (workers expense)
- WORK SAFE BC WME W6 (workers medical expense)
- WORK SAFE BC JIW (job information worksheet)

#### Appendix Listings

- A. RTW Employee Packages
- B. Medical Privacy Policy & Release Form
- C. Human Rights Commission Duty to Accommodate Summary 2011
- D. Inventory of Modified / Alternate Duties

# District of Hudson's Hope Occupational Health & Safety Program

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## Development

Name	Signature	Date
Prepared by: Mark Sture, Public Works Manager		
Approved by: Chris Cvik, Chief Administrative Officer		
Approved by: Tammy McKeown, Corporate Officer		

## Revision History

#	Revised Sections	Description of Revisions	Revised by (name, position)	Approved by (name, position)	Issue Date
01					
02					
03					

# District of Hudson's Hope Workplace Accommodation Restrictions Form BEHAVIOURAL LIMITATIONS

Is this injury or illness work-related?      YES ☐      NO ☐

**I authorize my Health Care Practitioner to provide my employer with the information contained on this form.**

NAME	SIGNATURE	DATE

**Health Care Practitioner:** The District of Hudson's Hope is committed to ensuring a safe and early return to work for all of our employees. We have a comprehensive return-to-work program and can accommodate most temporary functional restrictions. Please indicate any medical restrictions for the employee's immediate return to work. The Employer expects that ALL restrictions will be based on objective medical evidence. If no restrictions indicated, the employer assumes that the worker is able to immediately return to work without any job restrictions or limitations.

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Cannot work with the public</li> <li><input type="checkbox"/> Cannot work with distractions</li> <li><input type="checkbox"/> Cannot concentrate</li> <li><input type="checkbox"/> Has difficulty concentrating</li> <li><input type="checkbox"/> Cannot make any decisions</li> <li><input type="checkbox"/> Cannot make immediate decisions</li> <li><input type="checkbox"/> Cannot make complex decisions <i>(decisions based on evaluating 2 or more possible factors and/or outcomes)</i></li> <li><input type="checkbox"/> Has no short-term memory</li> <li><input type="checkbox"/> Has limited short-term memory</li> <li><input type="checkbox"/> Has no long-term memory</li> <li><input type="checkbox"/> Has gaps in long-term memory</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Prescribed medication impairs judgement</li> <li><input type="checkbox"/> Prescribed medication impairs physical coordination</li> <li><input type="checkbox"/> Cannot work with _____<br/><i>(Insert name or names)</i><br/>due to _____<br/><i>(Insert behavioral reason i.e. violent/angry outbursts or anxiety attack when in close contact with this individual)</i></li> <li><input type="checkbox"/> Cannot work in _____<br/><i>(Insert name of location)</i><br/>due to _____<br/><i>(Insert behavioral reason i.e. panic or anxiety attack)</i></li> <li><input type="checkbox"/> Other <i>(Describe specific debilitating behavior and/or specific behavioral reason for avoiding or limiting specific activities)</i><br/>_____<br/>_____<br/>_____</li> </ul> |
|--|--|

The illness/injury could require accommodations for (calendar days):

☐ < 7 days    ☐ 8 – 14 days    ☐ 15 – 21 days    ☐ > 21 days

The patient will be reassessed on: \_\_\_\_\_

PRACTITIONER NAME	PRACTITIONER SIGNATURE	DATE	
PRACTITIONER ADDRESS		PHONE	FAX

Direct questions to Mark Sture, Public Works Manager at 250-783-5382 or Tammy McKeown, Corporate Officer at 250-783-9901. Thank you for your assistance.

**Please Invoice District of Hudson's Hope Directly for Costs of Completion**  
**Fax Completed Forms and Invoice to 250-783-5741**



**Specific functional restrictions and/or limitations**

Patient's name \_\_\_\_\_

Check ☒ only those items that apply in Section A, and provide details in Section B.**Section A                      Restriction    Limitation****Physical**

Sitting	<input type="checkbox"/>	<input type="checkbox"/>
Standing	<input type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>
Lifting	<input type="checkbox"/>	<input type="checkbox"/>
Carrying	<input type="checkbox"/>	<input type="checkbox"/>
Pushing/Pulling	<input type="checkbox"/>	<input type="checkbox"/>
Climbing stairs	<input type="checkbox"/>	<input type="checkbox"/>
Climbing ladders	<input type="checkbox"/>	<input type="checkbox"/>
Climbing scaffolding	<input type="checkbox"/>	<input type="checkbox"/>
Crouching	<input type="checkbox"/>	<input type="checkbox"/>
Crawling	<input type="checkbox"/>	<input type="checkbox"/>
Kneeling	<input type="checkbox"/>	<input type="checkbox"/>
Bending/Twisting/Turning	<input type="checkbox"/>	<input type="checkbox"/>
Repetitive activity	<input type="checkbox"/>	<input type="checkbox"/>
Sustained postures	<input type="checkbox"/>	<input type="checkbox"/>
Gripping	<input type="checkbox"/>	<input type="checkbox"/>
Reaching	<input type="checkbox"/>	<input type="checkbox"/>
Fine dexterity	<input type="checkbox"/>	<input type="checkbox"/>
Balance	<input type="checkbox"/>	<input type="checkbox"/>
Vision/Hearing/Speech	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify in section B)	<input type="checkbox"/>	<input type="checkbox"/>

Does patient require medical aids (e.g. splint, brace) or personal protective equipment (e.g. gloves, mask)?

☐ No    ☐ Yes (specify in section B)**Definitions****Restriction:** This patient is advised not to perform this activity in any capacity.**Limitation:** This patient is able to perform the activity in a reduced capacity. For example, the patient is not able to perform the job with the usual speed, strength or number of repetitions, or for the usual duration.**Restriction    Limitation****Mental**

Thinking/Reasoning	<input type="checkbox"/>	<input type="checkbox"/>
Concentration	<input type="checkbox"/>	<input type="checkbox"/>
Memory	<input type="checkbox"/>	<input type="checkbox"/>
Critical decision-making	<input type="checkbox"/>	<input type="checkbox"/>
Interpersonal contact	<input type="checkbox"/>	<input type="checkbox"/>
Alertness	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify in section B)	<input type="checkbox"/>	<input type="checkbox"/>

**Environmental**

Exposure to heat/cold	<input type="checkbox"/>	<input type="checkbox"/>
Exposure to dust/fumes/odors	<input type="checkbox"/>	<input type="checkbox"/>
Exposure to chemicals	<input type="checkbox"/>	<input type="checkbox"/>
Food handling	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify in section B)	<input type="checkbox"/>	<input type="checkbox"/>

**Other**

Shift/attendance duration	<input type="checkbox"/>	<input type="checkbox"/>
Consecutive shift attendance	<input type="checkbox"/>	<input type="checkbox"/>
Shift work	<input type="checkbox"/>	<input type="checkbox"/>
Overtime	<input type="checkbox"/>	<input type="checkbox"/>
Operating vehicle	<input type="checkbox"/>	<input type="checkbox"/>
Operating equipment	<input type="checkbox"/>	<input type="checkbox"/>
Working at heights	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify in section B)	<input type="checkbox"/>	<input type="checkbox"/>

<b>PRACTITIONER NAME</b>	<b>PRACTITIONER SIGNATURE</b>	<b>DATE</b>	
<b>PRACTITIONER ADDRESS</b>		<b>PHONE</b>	<b>FAX</b>

Direct questions to Mark Sture, Public Works Manager at 250-783-5385 or Tammy McKeown, Corporate Officer at 250-783-9901. Thank you for your assistance



# North Peace AIRPORT SOCIETY

## REGULAR Meeting Minutes

November 28, 2018

<u>Item #</u>	<u>Agenda Item</u>	<u>Minutes</u>
1.0	Roll Call	<p><b>North Peace Airport Society</b></p> <p>President Jim McKnight, Electoral Area C</p> <p>Vice-President, Brent Taillefer, District of Taylor</p> <p>Treasurer, Karen Goodings, Electoral Area B</p> <p>Secretary, Arlene Boon, Electoral Area B</p> <p>Director Rob Fraser, District of Taylor</p> <p>Director Moira Green, City of Fort St. John</p> <p>Director Dave Heiberg, District of Hudson's Hope</p> <p>Director Brad Sperling, Electoral Area C</p> <p>Director Byron Stewart, City of Fort St. John</p> <p>Director of Strategy, Capital &amp; Planning, Miranda V. Flury</p> <p><b>North Peace Airport Services</b></p> <p>Gordon Duke, Managing Director</p> <p>Tim Greening, Manager Programs &amp; Regulatory Compliance</p> <p><b>Vantage</b></p> <p>Lori Chambers, Senior Director, Operations</p> <p>Marie-Jose Garces, Manager of Capital Projects and Operations</p> <p>Peter Tong, Senior Director, Financial Planning and Analysis</p> <p><b>Absent</b></p> <p>Director Bob Norton, District of Hudson's Hope</p>
1.1	Call to Order	9:42 am
1.2	Amendments to Agenda	None.
2.0	Closed Meeting	See Closed Meeting Minutes

3.0	New Business	
3.1	December Board Meetings	Cancel Dec 5, 2018 meeting and continue with Dec 12, 2018 meeting
3.2	ARFF Regulatory Recovery Fee Discussion	<p>Vantage Airport Group</p> <ul style="list-style-type: none"> <li>• ARFF fee is intended as a recovery fee to fund the operations</li> <li>• NPAServices ended up with a sizeable surplus with the ARFF Regulatory Recovery Fee as there were unknown fees for a period of 18-24 months</li> <li>• In 2017, Beau Cook (asset manager at the time) suggested a one-time possibility of using the ARFF Regulatory Recovery Fee for the ARFF Shelter, acknowledging it is not a normal practice</li> <li>• Vantage needed to consult the airlines before proceeding</li> <li>• Air Canada questioned whether ARFF fees should be used for capital, Gord consulted other airport colleagues and noted that it should not be used for capital <ul style="list-style-type: none"> <li>○ No formal letter was sent, an email was received with this concern and this is what NPAServices used to make a decision on the use of ARFF Regulatory Recovery Fee</li> </ul> </li> <li>• Vantage's main concern is the relationship with the airlines, a major stakeholder</li> <li>• ARFF Shelter is no longer a project that is on the table; they will submit a project charter for it when the time comes</li> <li>• Misc:</li> </ul>

		<ul style="list-style-type: none"> <li>○ Turnout gear and any of the small equipment is operating, not capital</li> </ul> <p>Society</p> <ul style="list-style-type: none"> <li>• The Society needs defensible data to support policy development, which explains the request for the letter from the air carrier</li> <li>• \$84,000 needs to be reimbursed back to the Society for initial ARFF costs as agreed to back in 2016 <ul style="list-style-type: none"> <li>○ Vantage will review and update the board in January</li> </ul> </li> <li>• Transparency and communication are vital to the relationship between the Society and Vantage <ul style="list-style-type: none"> <li>○ Sharing communication from the airline would have mitigated the escalation of this topic</li> </ul> </li> <li>• Airlines are the Society's stakeholder as well</li> <li>• Noting that ARFF should not cost the Society money, the 8% Vantage fee should be covered through the regulatory recovery fee and not charged to the Society. <ul style="list-style-type: none"> <li>○ Vantage will report back on this item for the January meeting</li> </ul> </li> </ul> <p>Items agreed to present back to the Society by the January 2019 meeting:</p> <ul style="list-style-type: none"> <li>• A letter of understanding in how the ARFF Regulatory Recovery Fee will be used</li> </ul>
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		<ul style="list-style-type: none"> <li>• A review of the \$84,000 that is owed to the Society for the outlay of ARFF in 2016, a remittance letter to be provided</li> <li>• A formal letter from the airlines group indicating their opinion on ARFF Regulatory Recovery Fees being used for capital expenditures</li> <li>• Written communication on a review of the 8% Vantage Fee being incorporated into the ARFF Regulatory Recovery Fee</li> </ul>
3.3	Capital Approval Process Developed by Vantage	<p>Vantage</p> <ul style="list-style-type: none"> <li>• Vantage created a flow chart for the approval process</li> <li>• A long-term capital plan is presented, and annually, the following year is reviewed with thorough project charters and is presented to the Society <ul style="list-style-type: none"> <li>○ The 10-year capital plan would include what is happening with land use plans, master plans, development plans, sustaining capital, etc.</li> </ul> </li> <li>• Class D estimates would be used for the capital plan beyond 1 year</li> </ul> <p>The Society</p> <ul style="list-style-type: none"> <li>• Need Vantage's procurement policy to ensure the Society and Vantage are aligned</li> <li>• Capital plan needs: <ul style="list-style-type: none"> <li>○ To be iterative and flexible</li> <li>○ Needs to have sufficient amounts of detail so the Society can plan for contingencies, prioritize funding, cash flow analysis, and debt servicing</li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>○ The current level of detail in all project charters, the 5-year capital plan is not enough, a 10-year capital plan needs to be presented. <ul style="list-style-type: none"> <li>▪ Please refer to past 10-year capital plan for the level of detail expected by the Society for this document</li> <li>▪ To note: The Tetra Tech report is a consulting report, not a 10-year capital plan, this needs to be developed</li> </ul> </li> </ul> <p>For the January 2019 meeting, Vantage will:</p> <ul style="list-style-type: none"> <li>• Flush out the project management piece of the flow chart, Society needs to see that the following are included: <ul style="list-style-type: none"> <li>○ Society provides approvals regarding material changes to budgets, timelines, and deliverables</li> <li>○ Society needs to have the letters awarding a successful bidder and a letter closing out the project</li> </ul> </li> <li>• Deliver a procurement policy and procedure</li> </ul>
3.4	Project Charter Developed by Vantage	<ul style="list-style-type: none"> <li>• Society's expects that this document is submitted with the annual plan with a significant amount of information (ranging from 3-4 pages long depending on the request)</li> <li>• Vantage will: <ul style="list-style-type: none"> <li>○ Add a section on contingency to the Project Charter</li> </ul> </li> </ul>

		○ Compile one document for each capital plan: annual, 5-year capital plan, 10-year capital plan
9.0	Adjournment	12:11 pm.



# North Peace AIRPORT SOCIETY

## REGULAR Meeting Minutes

Sept 5, 2018

<u>Item #</u>	<u>Agenda Item</u>	<u>Minutes</u>
1.0	Roll Call	<p><b>North Peace Airport Society</b></p> <p>President Jim McKnight, Electoral Area C</p> <p>Vice-President, Brent Taillefer, District of Taylor</p> <p>Treasurer, Karen Goodings, Electoral Area B</p> <p>Director Arlene Boon, Electoral Area B</p> <p>Director Rob Fraser, District of Taylor</p> <p>Director Moira Green, City of Fort St. John</p> <p>Director Dave Heiberg, District of Hudson's Hope</p> <p>Director Bob Norton, District of Hudson's Hope</p> <p>Director Brad Sperling, Electoral Area C</p> <p>Director Byron Stewart, City of Fort St. John</p> <p>Director of Strategy, Capital &amp; Planning, Miranda V. Flury</p> <p><b>North Peace Airport Services/Vantage Airport Group</b></p> <p>Gordon Duke, Managing Director</p> <p>Tim Greening, Manager Programs &amp; Regulatory Compliance</p> <p>Zach Berglund, Manager Facilities, Projects, and Capital Planning</p> <p><b>Guests</b></p> <p>Richard Kohler, VP Airports, Tetra Tech</p> <p>Clark Norton, Project Manager, Tetra Tech</p>
1.1	Call to Order	09:39
1.2	Amendments to Agenda	Started with section 8.1: presentation from Tetra Tech
2.0	Closed Meeting	See Closed Meeting Minutes
3.0	Meeting Minutes	



# North Peace AIRPORT SOCIETY

## REGULAR Meeting Minutes

Sept 5, 2018

3.1	Meeting Minutes June 8, 2018	Tabled.
3.2	Meeting Minutes June 20, 2018	Tabled.
4.0	Consent Agenda	Tabled.
5.0	Society's Financial Statements	Tabled.
6.0	North Peace Airport Services Reports	
6.1	NPAServices' Update July 2018	Tabled.
6.2	NPAServices' Update August 2018	Tabled.
6.3	NPAServices' Financial Statements	Tabled.
6.4	NPAServices' ARFF Financials	Tabled.
6.5	Project Status Updates	
6.5.1	Project Update- Runway Rehabilitation 03/21 ACAP	Tabled.
6.5.2	Project update- 10- year capital plan assessment	Tabled.
6.5.3	Project Update- Pay on Foot Station for Parking lot	Tabled.



6.5.4	Project Update- Grader	Tabled.
6.5.5	Project Update- Website Redesign	Tabled.
6.5.6	Project Update- Loader	Tabled.
6.5.7	Project Update- Cashier Terminal Station	Tabled.
7.0	Unfinished Business	
7.1	AIF-E Process to transfer funding to the Society	Tabled.
7.2	Updates to Capital Approval Policy	Tabled.
7.3	Unpaid WSP Invoice	Tabled.
8.0	New Business	
8.1	10-year capital plan presentation	<p>Tetra Tech Presentation</p> <ul style="list-style-type: none"> <li>• DKMA forecasted a significant difference between Stantec's original prediction (much lower)</li> <li>• Projects were based on a well-rounded resource development, not solely oil/gas projects</li> <li>• Area of risk: consider if major companies will consider to build their own air strips</li> <li>• Condition assessments <ul style="list-style-type: none"> <li>○ Dollar figures are in 2018 dollars</li> </ul> </li> </ul>



		<ul style="list-style-type: none"> <li>○ Taxiway C not in scope, will likely have to rebuild the entire taxiway if it is needed based on current condition</li> <li>○ Glycol:           <ul style="list-style-type: none"> <li>▪ The total glycol concentration cannot be more than 100 mg/L at the end of the water column at the edge of the airport, the airport needs to understand what are the existing concentrations</li> <li>▪ First step: monitor it, find out if there is a problem with glycol, if it is a problem, then develop a containment system (biological or pumping it out)</li> <li>▪ Want to maintain a remote de-icing area from a health and safety perspective for employees</li> <li>▪ Would conduct water sampling in May</li> <li>▪ 2017/2018 winter: ~100,000 L of glycol used</li> <li>▪ Richard noted that there are rumblings that Environment Canada will become more strict with Glycol</li> </ul> </li> <li>● Firehall           <ul style="list-style-type: none"> <li>▪ Worth considering the combined services building</li> <li>▪ New boilers could be transferred to a new building if they are replaced, but if you</li> </ul> </li> </ul>
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		<p>plan to lease out the building, you would leave the boilers in there</p> <ul style="list-style-type: none"> <li>▪ Need a cost benefit analysis a combined services building</li> </ul> <p>Questions for NPAServices:</p> <ol style="list-style-type: none"> <li>1) What is the delineation between airport-maintained taxiway/apron (close to Taxi A) and private surfaces, pg. 95?             <ol style="list-style-type: none"> <li>a. GA crew not responsible for the GA Apron (only 3 meters outside of their building)</li> <li>b. NPAServices charges the GA an airport maintenance charge, NPAServices maintains it on a priority 2 or 3 basis</li> <li>c. Not required to upgrade the GA apron as per the lease agreement (no service agreement)</li> </ol> </li> </ol> <p>Questions for TetraTech:</p> <ol style="list-style-type: none"> <li>1) Is the runway pricing of 12/30 accurate?             <ol style="list-style-type: none"> <li>a. Difference in pricing is due to distress (03/21 has a base failure).</li> <li>b. Tetra Tech's recommendation is to do a study to figure out what the condition of the granular base is, and to understand what loads it will endure in the future.</li> </ol> </li> <li>2) What is our current facility peak hour passenger volume built for? 155 (hold room size)</li> </ol>
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# North Peace AIRPORT SOCIETY

## REGULAR Meeting Minutes

Sept 5, 2018

8.2	Project charter amendment: 03/21 Rehab	Tabled.
8.3	S&S Turbine Services Request	Tabled.
8.4	Board Orientation topics	Tabled.
8.5	NPAServices' 2019 Operating Budget	Tabled.
8.6	NPAServices' 2019 Capital Budget	Tabled.
8.7	Directors and Officers Insurance Renewal 2019	Tabled.
8.8	Site C Update from BC Hydro	Tabled.
8.9	Project Charter- Hydraulic Bottle Jack	Tabled.
9.0	Adjournment	05/02/2018- MOVED: THAT the meeting is adjourned at 11:31 pm. CARRIED



# North Peace AIRPORT SOCIETY

## SPECIAL Meeting Minutes

October 22, 2018

<u>Item #</u>	<u>Agenda Item</u>	<u>Minutes</u>
1.0	Roll Call	<p><b>North Peace Airport Society</b></p> <p>President Jim McKnight, Electoral Area C</p> <p>Vice-President, Brent Taillefer, District of Taylor</p> <p>Treasurer, Karen Goodings, Electoral Area B</p> <p>Director Arlene Boon, Electoral Area B</p> <p>Director Rob Fraser, District of Taylor</p> <p>Director Moira Green, City of Fort St. John</p> <p>Director Brad Sperling, Electoral Area C</p> <p>Director Byron Stewart, City of Fort St. John</p> <p>Director of Strategy, Capital &amp; Planning, Miranda V. Flury</p> <p><b>North Peace Airport Services /Vantage</b></p> <p>Gordon Duke, Managing Director</p> <p>Mark Stella, Manager of Airport Operations</p> <p>Tim Greening, Manager Programs &amp; Regulatory Compliance</p> <p>Zach, Manager Facilities, Projects, and Capital Planning</p> <p><b>Absent</b></p> <p>Director Dave Heiberg, District of Hudson's Hope</p> <p>Director Bob Norton, District of Hudson's Hope</p>
1.1	Call to Order	9:45 am
1.2	Amendments to Agenda	None
2.0	New Business	
2.1	Overview	No discussion



2.2	NPAServices 2019 Business Plan & Operating Budget	<p>NPAServices:</p> <ul style="list-style-type: none"> <li>• Talked with CMA about Fort Nelson and Edmonton routes, they are in the process of reviewing it</li> <li>• 2019 car rental projection decreased based on 2018 results</li> <li>• Managing Director will investigate “Vantage Management Fee Transfer Pricing”</li> <li>• The Society noted that NPAServices needs to demonstrate their implementation plan for the reports that are received from consulting firms.</li> </ul>
2.3	ARFF Shelter	
2.3.1	ARFF Shelter Analysis	<ul style="list-style-type: none"> <li>• NPAServices agreed to make the existing ARFF shelter work for the next 3-5 years while they work on the construction project and then plan to demolish it</li> <li>• Society and Services prefer a combined services building (ARFF &amp; Maintenance)</li> <li>• Vantage agreed to complete the business case for the preferred location of a combined services building by December 5, 2018 including an opportunity cost related to commercial planning</li> </ul> <p>10/22/2018- 1  MOVED: Brad Sperling  SECONDED: Moira Green  <b>THAT</b> the Society request Vantage (<i>not an external consultant</i>) to complete a business case on the preferred location for a combined services building.</p>



		<p>CARRIED</p> <p>10/22/2018- 2</p> <p>MOVED: Rob Fraser</p> <p>SECONDED: Brent Taillefer</p> <p>THAT the following upgrades for the existing firehall are approved: boiler replacement (\$44,000), washroom upgrades (\$20,000), LED lighting (\$20,000);</p> <p>FURTHER THAT the project charter for the boiler replacement is updated to reflect the washroom upgrades and LED lighting with appropriate timelines.</p> <p>CARRIED</p>
2.3.2	Outstanding WSP Invoices for ACAP Application for ARFF Shelter	<ul style="list-style-type: none"> <li>• The remainder of WSP contract is approx. \$17,000</li> <li>• NPAServices agreed to provide information on the deliverables since the 2016 ACAP draft application</li> <li>• An email will be circulated to the Society for a decision on how to proceed</li> </ul> <p>Approval process going forward:</p> <ul style="list-style-type: none"> <li>• The Project charter must have deliverables at each step on the project and consultation needs to be clear to avoid this issue in the future</li> </ul>
2.3.3	Balance owing on ARFF Firehall ACAP Application- WSP Contract	No further discussion.



2.4	10-year Capital Overview	
2.4.1	Table 1: High Level Cash Flow Analysis	<ul style="list-style-type: none"> <li>NOTE: all of these dollars are presented in 2018 as NPAServices did not adjust for inflationary pricing</li> </ul>
2.4.2	Tetra Tech's 10-Year Life-Cycle Replacement Plan	<ul style="list-style-type: none"> <li>All items in the 10-year capital plan are contingent on the ARFF Firehall decision</li> <li>Scheduling runway &amp; and ATB in the same year may not be advisable from both a budgeting perspective and operational disruption perspective</li> <li>The following are strategic endeavours built into the 10-year life cycle plan that will require a decision in the future:               <ul style="list-style-type: none"> <li>De-icing facility</li> <li>East commercial area relocate tenant parking lot</li> <li>Main parking expansion</li> <li>Overflow parking lot- valet reduced lot</li> <li>ATB renovations</li> <li>Combined Services Building</li> <li>Terminal Expansion</li> <li>From 5-year capital plan                   <ul style="list-style-type: none"> <li>Airport beautification project</li> </ul> </li> </ul> </li> </ul>
2.5	5-Year Capital Expenditure Snapshot	No discussion
2.6	2019 Capital Plan	
2.6.1	Detailed Information on 2019 Capital Endeavours	General Notes:



		<ul style="list-style-type: none"> <li>For equipment purchase requests in the future, the Society would like the following items included in the project charters: <ul style="list-style-type: none"> <li>A cost benefit analysis of purchasing, leasing, and contracting out</li> <li>NPAServices to add the year of the existing equipment, the number of hours on the machine, and the life expectancy from the manufacturer</li> </ul> </li> </ul> <p>Projects requiring further investigation:</p> <ul style="list-style-type: none"> <li>Grader <ul style="list-style-type: none"> <li>Grader pricing will not be approved until ACAP funding is determined (as per motion 04/13/2018-6)</li> </ul> </li> <li>GMC pick up CRFI Unit <ul style="list-style-type: none"> <li>Need an analysis completed on the tow behind vs. a vehicle that is strictly airfield due to disabled ABS brakes (<i>please describe any warranty/insurance issues with disabling ABS</i>)</li> </ul> </li> <li>Ford tractor <ul style="list-style-type: none"> <li>Add the accessories to the scope of this project</li> <li>Bring the quotes back for the tractor and pricing for accessories</li> </ul> </li> <li>ATB reno</li> </ul>
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		<ul style="list-style-type: none"> <li>○ Society requested NPAServices determine whether they have to honour the original design award</li> <li>○ Society to review the RFP if it is retendered; inclusion of community consultation is required on this project prior to design and construction tender</li> <li>● Airport beautification Project <ul style="list-style-type: none"> <li>○ Tabled until next meeting</li> <li>○ Please update project charter to include a deliverable on the application for exception with PRRD regarding signage</li> </ul> </li> </ul> <p>Approved projects:</p> <p>10/22/2018- 3</p> <p>MOVED: Brent Taillefer</p> <p>SECONDED: Moira Green</p> <p>THAT NPAServices tender an RFP for the rehabilitation of high severity transverse cracks for runway 12/30, this design will include construction monitoring and quality control process;</p> <p>AND THAT NPAServices present the evaluation process and recommended bid to the Society with a proposed budget for approval before awarding it to a tender.</p> <p>CARRIED</p>
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# North Peace AIRPORT SOCIETY

## SPECIAL Meeting Minutes

October 22, 2018

		<p>10/22/2018- 4</p> <p>MOVED: Moira Green</p> <p>SECONDED: Rob Fraser</p> <p>THAT the replacement of the Tar Pot is approved as presented with a budget of \$60,000,</p> <p>AND THAT this equipment will be purchased by the end of 2019.</p> <p>CARRIED</p>
		<p>10/22/2018- 5</p> <p>MOVED: Moira Green</p> <p>SECONDED: Brad Sperling</p> <p>THAT the flood light LED upgrade project is approved as presented with a budget of \$7500.</p> <p>CARRIED</p>
		<p>10/22/2018- 6</p> <p>MOVED: Moira Green</p> <p>SECONDED: Arlene Boon</p> <p>THAT the boiler replacement for the maintenance building is approved as presented with a budget of \$59,000.</p> <p>CARRIED</p>
		<p>10/22/2018- 7</p> <p>MOVED: Moira Green</p>



# North Peace AIRPORT SOCIETY

## SPECIAL Meeting Minutes

October 22, 2018

		<p>SECONDED: Karen Goodings</p> <p>THAT the crash gates (Fencing) replacement project is approved as presented with a budget of \$16,000.</p> <p>CARRIED</p>
3.0	Adjournment	<p>10/22/2018- 8</p> <p>MOVED: Karen Goodings</p> <p>THAT the meeting is adjourned at 12: 53pm.</p> <p>CARRIED</p>



# North Peace AIRPORT SOCIETY

## REGULAR Meeting Minutes

June 8, 2018

<u>Item #</u>	<u>Agenda Item</u>	<u>Minutes</u>
1.0	Roll Call	<p><b>North Peace Airport Society</b></p> <p>President Jim McKnight, Electoral Area C</p> <p>Director Arlene Boon, Electoral Area B</p> <p>Director Moira Green, City of Fort St. John</p> <p>Director Bob Norton, District of Hudson's Hope</p> <p>Director of Strategy, Capital &amp; Planning, Miranda V. Flury</p> <p><b>North Peace Airport Services</b></p> <p>Gordon Duke, Managing Director</p> <p>Tim Greening, Manager Programs &amp; Regulatory Compliance</p> <p><b>Absent</b></p> <p>Director Rob Fraser, District of Taylor</p> <p>Director Brad Sperling, Electoral Area C</p> <p>Director Byron Stewart, City of Fort St. John</p> <p>Director Dave Heiberg, District of Hudson's Hope</p> <p>Vice-President, Brent Taillefer, District of Taylor</p> <p>Treasurer, Karen Goodings, Electoral Area B</p> <p><i>Note: Quorum was not met, all motions were ratified via email.</i></p>
1.1	Call to Order	3:08 pm
1.2	Amendments to Agenda	No amendments
2.0	Closed Meeting	See Closed Meeting Minutes
3.0	Meeting Minutes May 2, 2018	<p>06/08/2018-1</p> <p>MOVED: Moira</p> <p>SECONDED: Arlene</p> <p>THAT the meeting minutes are approved as presented.</p>



		CARRIED
4.0	New Business	
4.1	Project Charter with Recommendation- Loader	06/08/2018-2 MOVED: Moira Greene SECONDED: Arlene Boon THAT the project charter is accepted as presented and the John Deere 524K loader will be purchased for \$203,575 plus taxes in 2018.  CARRIED
4.2	Specifications of the recommended loader	No discussion
5.0	Transport Canada Visit	<ul style="list-style-type: none"> <li>100% compliance with transport Canada for the wildlife program</li> </ul>
6.0	Adjournment	06/08/2018-3 MOVED: Moira Green THAT we adjourn at 3:26pm.



December 6, 2018

Board of Directors  
North Central Local Government Association  
206 155 George Street  
Prince George, BC V2L 1P8

Dear President Klassen and Board Members:

Thank you for volunteering your time to represent our communities on the Board of Directors for the North Central Local Government Association. It is important to have board members that are open to suggestions and willing to take the time to listen to the membership. While representing 69% of the provincial landmass, you are tasked with being a voice for communities who are often left unheard because of their size and location.

Your website indicated a mandate to form *a robust network of committed organizations, especially with those organizations that have considerable strength throughout our region.* Northern BC Tourism Association is one such organization. With a region very similar to yours, NBCTA is a key player in the tourism industry and well respected by its members and more importantly, by the Province of British Columbia.

The tourism industry in northern BC is an economic force bringing approximately one million visitors and over \$412 million dollars to the region each year. There are over 1200 tourism businesses and 6500 tourism related jobs throughout northern BC. Our local governments need to be engaged and informed about the thriving tourism industry in our region. Northern BC Tourism Association can play an important role in making this happen.

Northern BC Tourism Association is a key player with whom a solid working relationship would be a benefit to our regional representatives. It is extremely important that local governments continue to understand the challenges that are faced by tourism operators in and around their communities and to celebrate their successes as well. As local government leaders, we *need* to be a part of this economic sector and in order to do that, it is imperative that we understand what is happening throughout our region.

Giving Northern BC Tourism Association a regular 45 – 60 minute time slot during the North Central Local Government Association Conference each year will go a long way to helping to establish a relationship with NBCTA, NCLGA, and the local governments. Allowing NBCTA the opportunity to facilitate and manage this session, will produce the best results. In addition, this is a great way for your members to discover what is happening in the tourism sector and particularly with our tourism operators. I urge you to consider this request at your next board meeting and pass a motion to acknowledge the importance of tourism to our region and set aside a favourable time slot on the conference agenda for NBCTA to present. It is time for the voices of one of our major economic sectors to be heard.

Thank you for your consideration of this request and I trust that you will seriously consider making NBCTA a regular contributor at the annual convention. If you have any questions or concerns, please do not hesitate to contact our Chief Administrative Officer, Wendy Hunt. Wendy can be reached via email at [whunt@newhazelton.ca](mailto:whunt@newhazelton.ca) or via phone at 250-842-6571.

Sincerely,



Gail Lowry  
Mayor

pc: NCLGA Member Municipalities

November 29, 2018

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

Caribou Recovery  
Ministry of Forests, Lands and Natural Resource  
Operations and Rural Development

**Re: Caribou Recovery Update to UBCM resolution B116 from the Peace River Regional District**

On November 28, 2018, UBCM published an update from provincial officials in regards to Southern Mountain Caribou. The statement provided to UBCM responding to the Peace River Regional District's (PRRD) concerns on the caribou recovery process is very misleading. While it is true that the Province has met with the Regional District several times in person or on conference calls, it is not accurate that the PRRD has been provided with all information requested. The provincial caribou recovery and planning process is still on-going with no local government participation. This lack of participation was a deliberate and planned process by the Province even though the Regional Board was promised ongoing and robust consultation and participation. None of the Regional District's concerns have been addressed. As per the PRRD press release of November 22<sup>nd</sup>, the Board **demand**s this process be halted until complete socio-economic impacts are identified and a process is designed that is transparent and inclusive of **all** stakeholders including local government.

Yours Truly,



Brad Sperling  
Chair, Peace River Regional District.

c. Marie Crawford, General Manager, UBCM

**C2**

**From:** [admin@nclga.ca](mailto:admin@nclga.ca)  
**To:** [admin@nclga.ca](mailto:admin@nclga.ca)  
**Subject:** Resolutions Package 2019  
**Date:** Friday, January 11, 2019 9:53:18 AM  
**Attachments:** [Resolutions Package 2019.pdf](#)

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Good Morning NCLGA Members,

The call for the 2019 resolutions is now open.

Resolutions follow a specific format, and must be submitted by a member community in order to reach the floor at the NCLGA AGM & Convention. After the AGM & Convention, all adopted resolutions are sent to UBCM for further advocacy. A well written resolution consists of a preamble and an enactment and each year, a gold star is awarded to the sponsor community with the best resolution.

Please find attached the 2019 resolutions package which talks about the resolutions writing process in detail.

- The deadline for submitting resolutions to NCLGA is 60 days before the AGM & Convention (**March 7<sup>th</sup>, 2019**). The **friendly deadline is Friday March 1st, 2019** to allow us to create a more robust advocacy process. All related info can also be found here:  
<https://www.nclga.ca/documents/resolutions-package-2019>
- **The registration for 2019 Convention & AGM is now open.** Please ensure you register as soon as possible as space is limited. All related info can be found here <https://www.nclga.ca/conventions/2019-convention>

Please let me know if you have any queries. I hope you have a wonderful day!

**Chakshu Sharma**

Tel: 250-564-6585

Email: [admin@nclga.ca](mailto:admin@nclga.ca)



**Resolutions Package 2019:**  
**North Central Local Government**  
**Association**

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# Foreword

The North Central Local Government Association (NCLGA) made changes to its resolutions process following the creation of its 2014-2018 Strategic Plan.

After years of roundtable discussions, strategic planning sessions at AGMs, and careful deliberation by the NCLGA Board and its committees, a series of changes have been put in place to ensure a more standardized and effective resolutions process.

Many of these changes bring the NCLGA's procedures up-to-date with other local government organizations, such as the Union of British Columbian Municipalities (UBCM), and the Federation of Canadian Municipalities (FCM). Other changes establish lines of responsibility for resolutions, and open up channels of communication. The NCLGA hopes that with these changes, we may bring closure to a substantial amount of resolutions, both new and old.

Finally, the NCLGA is now opening up its call for resolutions earlier than in the past. This gives local governments more board meetings to discuss, formulate, edit, and submit substantial and informed resolutions that will guide both our regional and provincial work going forward.

## **Highlights:**

- Federal, provincial, or local categorization
- Requirement of additional background information
- Formatting requirements
- Three-year timeline
- Increased communication to sponsor communities
- Packages to be distributed in December, early call for resolutions

# Resolutions 101

**Resolution:** a written motion adopted by a deliberative body.

Resolutions are used as marching orders for the NCLGA. Each year, local government councils and boards submit resolutions to the NCLGA. These are specific calls to action, instructing the NCLGA to do something on behalf of all member communities in the region. Resolutions submitted before the deadline (March 7<sup>th</sup>, 2019) are discussed at the AGM & Convention each May. There, it is decided by the membership which resolutions to adopt or not. Adoption of the resolution signals the full support of all NCLGA member communities. This adds significant strength to the NCLGA's calls for change when advocating for the resolution's proposed action.

Resolutions follow a specific format, and must be submitted by a member community in order to reach the floor at the NCLGA AGM & Convention. The NCLGA does not take resolutions from non-members. After the AGM & Convention, all adopted resolutions are sent to UBCM for further advocacy. However, only resolutions that address issues of a province-wide concern are adopted by UBCM.

- The deadline for submitting resolutions to NCLGA is 60 days before the AGM & Convention (**March 7<sup>th</sup>, 2019**). This year, however, we have set a **friendly deadline of Friday March 1st, 2019** to allow us to create a more robust advocacy process.
- Only NCLGA members may submit resolutions. Resolutions are not accepted from hospital districts, industry, or other organizations.
- Resolutions may be sent back to communities asking for specific changes to be made (punctuation, formatting, etc). For example, the enactment clause must specifically ask the NCLGA to do something. If NCLGA is not mentioned in this clause, resolutions will be sent back and the member will be asked to change the wording.
- If resolutions come in that are very similar in nature, sponsor communities may be asked to agree to a merged resolution. In this instance, both communities will receive recognition as having sponsored it – this streamlines the resolutions process and reduces time spent debating resolutions at the AGM & Convention.
- If the resolution is of a regional nature (pertaining to a northern highway for example), be aware that UBCM may reject it as being “too regional” and will request that NCLGA advocate for it on their own.

## Structure of a Resolution

All resolutions consist of a preamble and an enactment. The preamble describes the issue, and the enactment outlines the action being requested. A resolution should answer three questions:

- (a) What is the problem?
- (b) What is causing the problem?
- (c) What is the best way to solve the problem?

### ***Preamble***

The preamble begins with "WHEREAS," and is a concise sentence about the nature of the problem or the reason for the request. It answers questions (a) and (b) above, stating the problem and its cause, and should explain, clearly and briefly, the reasons for the resolution.

The preamble should contain no more than two "WHEREAS" clauses. If explaining the problem requires more than two clauses, then provide supporting documents to describe the problem more fully. Do not add extra clauses.

### ***Enactment***

The enactment begins with the phrase "THEREFORE BE IT RESOLVED," and is a concise sentence that answers question (c) above, suggesting the best way to solve the problem. The enactment should propose a specific action by UBCM. Keep the enactment as short as possible, and clearly describe the action being requested. The wording should leave no doubt about the proposed action.

## Resolution Writing Tips

- a) Address one subject in the text of the resolution. Since your community seeks to influence attitudes and inspire action, limit the resolution to one specific subject or issue.
- b) Use simple, action-oriented language and avoid ambiguous terms. Explain the situation briefly and state the desired action clearly.
- c) Provide factual background information. Even a carefully written resolution may not be able to convey the full scope of the problem or the action being requested. Provide factual background information to ensure that the resolution is understood fully.

### **Submit background information in one of the following two formats:**

#### **i. Supplementary Memo**

A brief, one-page memo from the sponsor local government, which outlines the background that led to the adoption of the resolution by the council or board.

#### **ii. Council/Board Report**

A report on the subject matter, presented to council or board in conjunction with the resolution. If it is not possible to send the entire report, then extract the essential information and submit it with the resolution.

- d) Construct a brief, descriptive title. A title identifies the intent of the resolution and is usually drawn from the "enactment clause." For ease of printing in the Resolutions Book and for clarity, the title should be no more than three or four words.
- e) Focus on issues that are regional. The issue identified in the resolution should be relevant to other local governments across the NCLGA region. This will support productive debate and assist NCLGA to represent your concern effectively to the provincial or federal government on behalf of all NCLGA regional districts and municipalities.

# S.M.A.R.T Criteria for Resolutions

## ***Specific – Target a specific area for improvement.***

This criterion stresses the need for a specific goal rather than a more general one. This means the goal is clear and unambiguous. To make resolutions specific, they must tell the NCLGA membership exactly what's expected, why it's important, who's involved, where it's going to happen and which attributes are important.

A specific goal will usually answer the five 'W' questions:

- **What:** What do I want to accomplish?
- **Why:** Specific reasons, purpose or benefits of accomplishing the goal.
- **Who:** Who is involved?
- **When:** What is the timeline?
- **Where:** Identify a location/region.

## ***Measurable – Quantify, or at least suggest an indicator of, progress.***

A resolution is measurable when you are able to identify the following question: “How will I know when the resolution is accomplished?”

The second criterion stresses the need for concrete criteria for measuring progress. The thought behind this is that if a resolution is not measurable, it is not possible to know whether the NCLGA is making progress toward successful completion.

## ***Assignable – Specify who will do it.***

Without a group held to account, who takes responsibility for completing the resolution? Assign the resolution to specific parties in order to create accountability. Usually, responsibility for the resolution is assigned to one or more of the following parties: the sponsoring community; NCLGA; and/or UBCM.

## ***Realistic – State what results can realistically be achieved, given available resources.***

The fourth criterion stresses the importance of resolutions that are realistic and also attainable. Resolutions that fall outside the purview of local government are not considered realistic. To determine if the resolution is realistic, ascertain if other local governments have accomplished anything similar in the past, and figure out what conditions would have to exist to accomplish this resolution.

***Timely – Specify when the result(s) can be achieved.***

Each resolution submitted to the NCLGA will remain active for a maximum of three (3) years. Resolutions may be resubmitted, with updated background information as to why it's still relevant, once the three-year period has passed. This change is made for two reasons: firstly, situations are not static. Partnerships, legislation, funding, and more can change rapidly. By providing a timeline for resolutions, it compels communities to update the resolution to reflect the current circumstances.

Secondly, it makes the NCLGA's workload more realistic. If every community submitted just one resolution per year, in Year One, staff would have 41 resolutions to work on. In Year Three, staff would have 123 resolutions. By Year Five, staff would have 205 resolutions. At this point, expectations become unachievable. The NCLGA's resolutions process is being reformatted with the promise of making resolutions effective – each and every resolution submitted and endorsed at the AGM will be meaningfully acted upon.

# Sample Resolution

## **SHORT TITLE**

## **SPONSOR COMMUNITY**

WHEREAS the quick brown fox jumped over the lazy dog;



**Semicolon** after first “WHEREAS” clause.

AND WHEREAS the lazy dog does not enjoy games of leapfrog:



**Colon** after second “WHEREAS” clause.

THEREFORE BE IT RESOLVED that the quick brown fox will refrain from jumping over the lazy dog.

[A second enactment clause, if absolutely required:]

AND BE IT FURTHER RESOLVED that in the future the quick brown fox will invite a different partner to participate in games of leapfrog.

## **NCLGA Gold Star Resolution**

Each year, a gold star is awarded to the sponsor community with the best resolution. The criteria for qualifying for the Gold Star Resolution are as follows:

- Resolution must be properly titled.
- Resolution must employ clear, simple language.
- Resolution must clearly identify a problem, reason and solution.
- Resolution must have two or fewer recital (WHEREAS) clauses.
- Resolution must have a short, clear, stand-alone enactment (THEREFORE) clause.
- Resolution must focus on a single subject, and must be of local government concern region-wide.
- Resolution must include appropriate references to policy, legislation and regulation.
- Resolution must be received prior to the deadline of March 7<sup>th</sup>, 2019.
- Resolution must have a recommendation of endorsement by the NCLGA Executive.

# Examples of Well-Written Resolutions

## **SHADOW POPULATIONS**

## **NCLGA EXECUTIVE**

**WHEREAS** local governments in rural British Columbia are experiencing a growing number of people living adjacent to their borders which is placing additional service provision pressures on these communities;

**AND WHEREAS** the local governments are not presently allowed to include this “shadow” population in their overall population count even though municipal services are utilized by them:

**THEREFORE BE IT RESOLVED** that the NCLGA and UBCM lobby the Provincial Government to amend the Community Charter to allow local governments the ability to conduct municipal census similar to Alberta's Municipal Government Act's Determination of Population Regulation 63/2001 and Amendment 10/2013.

### **Background Information:**

Province of Alberta, Municipal Government Act, Determination of Population Regulation Alberta Regulation 63/2001

[http://municipalaffairs.gov.ab.ca/documents/msb/Determination\\_of\\_Population\\_Regulation.pdf](http://municipalaffairs.gov.ab.ca/documents/msb/Determination_of_Population_Regulation.pdf)

### *Shadow population*

- (1) A municipal authority may apply to the Minister to have the shadow population included as part of the municipal census if the shadow population in a municipality is
  - (a) greater than 1000 persons, or
  - (b) less than 1000 persons but greater in number than 10% of the permanent population.
- (2) An application under subsection (1) must be made prior to the municipal authority conducting the municipal census.
- (3) The shadow population for a municipal authority must be verified every 3 years by a count held in the period starting on April 1 and ending on June 30 of the same year.
- (4) The Minister shall determine whether the shadow population may be included as part of the municipal authority's municipal census.
- (5) If the Minister permits a municipal authority to use the shadow population as part of the municipal census, the municipal authority must submit the results of the count of the shadow population, in the form set out in Schedule 3, to the Minister before September 1 of the year in which the municipal census is conducted.

STREETLIGHTS AND CARBON NEUTRALITYPORT CLEMENTS,QUEEN CHARLOTTE,MASSET,NEW HAZELTON,STEWART

**WHEREAS** BC Municipalities, who signed the Climate Action Charter, were supposed to achieve carbon neutrality by 2012 and streetlights represent a significant portion of electrical usage, especially for small northern communities;

**AND WHEREAS** BC Hydro owns a significant percentage of the streetlights under the 1701 designation, especially in smaller communities, which is preventing those communities from being able to address their carbon footprint by changing to LED streetlights:

**THEREFORE BE IT RESOLVED** that the NCLGA and the UBCM supports lobbying the provincial government to make the necessary changes to BC Hydro to allow all communities to reach locally appropriate solutions to switch BC Hydro owned streetlights to LED lights.

**Background Information:**

Municipalities who signed the Climate Action Charter are required to be carbon neutral either through changes in operations, by purchasing carbon credits or through some combination thereof. This creates a challenge, especially in small communities who do not have the resources or the density of population to make some of the options cost effective. Streetlights represent a large electrical use for most municipalities. BC Hydro owns most streetlights (classified as Schedule 1701 – Overhead Street Lights) in small communities and in some larger communities as well. LED technology represents at minimum a 45% savings in electrical consumption and carbon emissions (the estimates vary between 45-65%). Currently, for any streetlight fixture owned by BC Hydro, there is no mechanism to allow Municipalities to have them changed to LED fixtures even if the community is willing to fund the retrofit 100%. Small communities are not significant enough power consumers to have Key Account Managers within BC Hydro to advocate on their behalf. Additionally, BC Hydro doesn't currently have a tariff in place to recognize the reduced power consumption of LED lighting. Creating a tariff involves the BC Utilities Commission and is a slow process.

Haida Gwaii has had funding in place since the beginning of 2012 to replace 1701 Streetlights with LED fixtures and have been negotiating with BC Hydro to allow them to switch to LED lights since March of 2012. The north end of Haida Gwaii runs exclusively on diesel generated hydro whose rates are subsidized by the rest of British Columbia residents therefore making the conversion to LED in all British Columbians interest.

Although BC Hydro is a large organization and the wheels often turn much slower where several levels of bureaucracy are involved, LED streetlights are not new technology. NCLGA and UBCM need to strongly encourage BC Hydro to move quicker on this issue and to work with small communities, regardless of the amount of power consumption involved, to reach solutions that support BC Hydro's green initiatives and BC Municipalities obligations under the Climate Action Charter.

ALL-TERRAIN VEHICLE OPERATION ON PUBLIC ROADSWELLS

WHEREAS small rural communities could benefit economically as service centres for the growing recreational sport of All-Terrain Vehicle (ATV) touring;

AND WHEREAS legislation in British Columbia currently prohibits the operation of All-Terrain Vehicles on highways, roads and streets for recreational purposes:

THEREFORE BE IT RESOLVED that the NCLGA and UBCM lobby the Provincial Government to amend current legislation to permit Local Governments to regulate the operation of ATVs on municipal roads and streets within their boundaries.

**Background Information:**

Provincial legislation currently provides local governments with the power to regulate the use of snowmobiles on municipal streets. Some municipalities such as the District of Wells take advantage of this empowerment to promote our community as a winter tourism destination by providing snowmobile enthusiasts not only with an excellent winter trail system, but also with the ability to directly access services in our town such as accommodation, restaurants and fuel.

The resolution being proposed is to encourage the Provincial Government to extend this same successful municipal empowerment to include the regulation of recreational All-Terrain Vehicles on municipal streets. Just as with snowmobiles, each Local Government could have the authority, by bylaw, to determine how, where and when ATV on-street use could be permitted within their boundaries. Obviously, this may not be suitable for many urban areas and in such situations local governments need not enact such bylaws. However, for rural communities with a strong economic dependence on recreational tourism such legislation could provide an additional tool with which to promote their communities and sustain their businesses. For this reason we ask your support for this resolution.

Please let me know who is attending UBCM and if you would like this meeting.

----- Forwarded message -----

From: Municipal Finance Authority of British Columbia <mfa@mfa.bc.ca>

Date: Jan 18, 2019 12:32 PM

Subject: Please respond: Meetings with MFA staff at UBCM Convention 2019

To: Tammy McKeown <clerk@hudsonshope.ca>

Cc:



Dear Municipal and Regional District leaders,

In preparation for the 2019 UBCM Convention in Vancouver, we are surveying our membership to answer the following questions:

- 1. If you plan to attend the annual UBCM Convention, would you be interested in scheduling a one-on-one meeting with MFA staff members to answer questions or provide information about services specific to your regional district?**
- 2. If interested in the opportunity to have a brief meeting with MFA staff, what time of day would you prefer to meet?**
- 3. What topics would you most like to learn about or discuss in this meeting?**

Please click the button below to start the survey, or copy and paste this link into your browser:  
<https://www.surveymonkey.com/r/mfa2019ubcm>

**Take the survey**

**Please complete the survey by 4pm on February 1st, 2019.**

We encourage your feedback and welcome the opportunity for our staff to meet with you or your council at this annual event. If you would like to learn more about the MFA - our services, our team, or our history - please [visit our website](#) for more information or email us at [mfa@mfa.bc.ca](mailto:mfa@mfa.bc.ca).

Thank you for your participation.

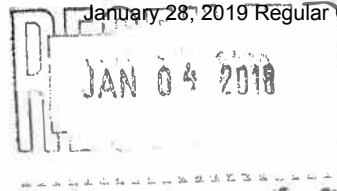


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T. 250.383.1181 | #217-3680 Uptown Boulevard, Victoria BC V8Z 0B9 Canada | [www.mfa.bc.ca](http://www.mfa.bc.ca)

This email was sent to [district@hudsonshope.ca](mailto:district@hudsonshope.ca)  
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Municipal Finance Authority of BC · 217-3680 Uptown Boulevard · Victoria, BC V8Z 0B9 · Canada





## DOUBLE "H" SADDLE CLUB



To whom it may concern,

The DHSC members would like to thank the DOHH Financial Assistance Grant in approving, for the amount of \$5547.70 to be used to the construction of the breezeway at the indoor riding arena.

This has been a needed support to facilitate this project.

Thank you!

Sincerely,

DHSC Board of Executives

## Double H Saddle Club Expense Ledger - Breezeway Upgrade Project 563460

Date	Vendor	Description	Pre-Tax Amount	Taxes	Total Invoice	
Oct.19,2018	Big Top Rentals	Breezeway	\$39,000.16	\$1,950.01	\$40,950.17	
						\$25,900.00 GRANT <i>NDIT</i>
						\$5,547.70 District of HH
						\$9,502.47 DHSC
						\$40,950.17
			\$39,000.16	\$1,950.01	\$40,950.17	

DATE Oct. 19, 2018

Nº DE TAXE  
TAX REG. NO. 123381477RT0001

EXPÉDIER À SHIP TO	
ADRESSE ADDRESS	

VIA

51 B

QUANTITÉ QUANTITY	DESCRIPTION	PRIX PRICE	UNITÉ UNIT	MONTANT AMOUNT
	Re: repairing loading pens up to code for safety			39000 16
	5% GST			1950 01
	TOTAL			40950 17
	Thank you for Advancement cheq #001367 CR			21000 00
				19950 17
	Paid in full cheq #001374 19950.17			
			TPS/GST TVH/HST	
			TVP/PST	
			TOTAL	19950 17

# THANK YOU

This spring part of the breezeway at the indoor riding arena was destroyed by a heavy snow load. After an immense cleanup and lots of work applying for grants and fundraising our breezeway is better then ever.

The DHSC would like to thank:

**Northern Development Initiative and DOHH Financial Assistance Grant for approving a large portion of the funds needed to rebuild the breezeway:**

**Big Top Rentals -Gerhard and Robin Jankowski for going over and above of rebuilding the breezeway to be safe and structurally sound for many more years to come and who also donated many hours of their own time.**

**Peter Morris and Connie Powell for also donating their equipment and a large portion of their time.**

**Northern Truss Ltd - Mallory Smith donated many hours to measure and build the new trusses to match the existing old trusses.**

**Wayne Deltner for donating so many hours in re-wiring the electrical.**

The Double H Saddle Club has been so blessed to have so many volunteers, businesses and funding available to have such a successful project completed.

**Thank you so much!!!**

Please stop by and check it out on your way past the riding arena.

**AGM** Friday, November 23, 2018 at the Pearkes Center  
Potluck at 6pm meeting at 7pm



DOUBLE "H" SADDLE CLUB

# **SAVE THE DATE**

**for the ALC's upcoming Regional Seminars**

**Join the ALC for a full-day of presentations and discussions on the 2018/2019 changes to the ALCA and ALR Regulations, policies and procedures, and region-specific topics.**

**Lunch will be provided; more details to come.**

**Island – May 1<sup>st</sup>**

**Okanagan/Interior – May 22<sup>nd</sup>**

**South Coast – May 30<sup>th</sup>**

**Kootenay– June 5<sup>th</sup>**

**North/Interior – June 12<sup>th</sup>**

**North – June 19<sup>th</sup>**

