



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

### **AGENDA**

Council Chambers

Monday February 11<sup>th</sup>, 2019 at 6:00 PM

**1. Call to Order:**

**2. Delegations:**

D1 Roy Kelly: Beckman Road Access Page 1

D2 North Peace Regional Airport Page 3

**3. Notice of New Business:**

Mayor's List

Councillors Additions

CAO's Additions

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

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

**6. Adoption of Minutes:**

M1 January 28, 2019 Regular Council Meeting Minutes Page 18

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

**8. Public Hearing:**

**9. Staff Reports:**

SR1 Property Tax Exemption Bylaw – Report #2 Page 25

SR2 Waiver of Surplus Property Policy – Paper Shredder Page 30

SR3 Notice of closed Session – February 11, 2019 Page 31

SR4 Recreation Committee Recommendations Page 32

SR5 Road Closure- Osbourne Street at Canyon Drive Page 34

SR6 Monthly Payments Page 42

**10. Committee Meeting Reports:**

**11. Bylaws:**

B1 Council Remuneration Bylaw No. 902/2019 Page 43

**12. Correspondence**

C1	Invitation from Minerals North Conference Association (MNCA)	Page 53
C2	Letter on Caribou Recovery	Page 55
C3	UBCM Newsletter-February 6, 2019	Page 59
C4	CEA Complimentary Membership for 2019	Page 60
C5	Nominations for the Order of British Columbia	Page 66

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

CR1	Mayor's Report to Council	Page 67
CR2	Councillor Quibell- Report on LGLA Elected Officials Conference	Page 69

**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:

ROY KELLY - ON BEHALF OF, ROY KELLY  
HEATHER KELLY, LAURA JAMES, LARRY JAMES

Subject of presentation: BECKMAN ROAD ACCESS

Purpose of presentation:

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

WE, THE RESIDENTS OF BECKMAN ROAD, ARE ASKING  
TO HAVE A ROAD ACCESS TO OUR PROPERTIES DUE TO THE  
UPCOMING LOSS OF ACCESS BECAUSE OF SITE C FLOODING

Contact person (if different than above):

ROY KELLY

Telephone number: 250-783-5659 250-262-2767

Email address: lhhol@yahoo.com

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 WILL PROVIDE DOCUMENT LATER

**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

Name of Delegate or Representative of Group

Signature

Date

**For Office Use**

☒ Approved

☐ Rejected

By (signature):

☐ Mayor

☒ CAO

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

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

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

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



## DISTRICT OF HUDSON'S HOPE

### Delegation to Council Request Form

Name of person or group wishing to appear before Council:

Jim McKnight, Miranda V. Flury, Gordon Duke

Organizations represented: North Peace Airport Society and North Peace Airport Services.

Subject of presentation: North Peace Regional Airport \_\_\_\_\_

Purpose of presentation:

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

An update on our local airport.

Contact person (if different than above):

Miranda V. Flury-

Telephone number: 778-256-9117

Email address: flurym@yxairport.com

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)

PowerPoint slides

Technical requirements:

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

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- 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

Miranda V. Flury, North Peace Airport Society

Name of Delegate or Representative of Group

\_\_\_\_\_  
Signature

Jan 14, 2019  
Date

For Office Use	
<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Rejected
By (signature): <u></u>	<input type="checkbox"/> Mayor <input checked="" type="checkbox"/> CAO
Appearance date if applicable: <u>Feb 11/19</u>	
Applicant informed of approval/rejection on (date): <u>YES</u>	



North Peace  
**REGIONAL AIRPORT**

# Our Local Airport

February 2019

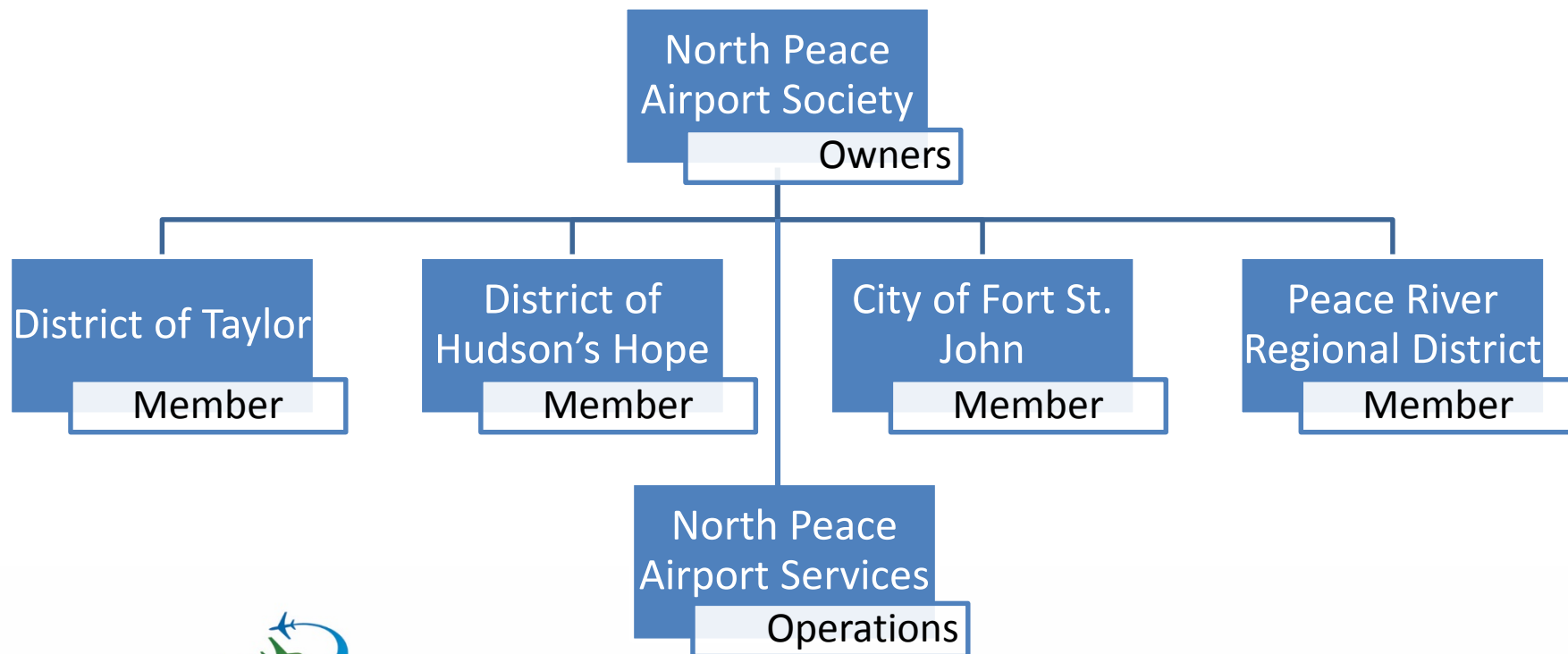
# Agenda

- Brief history of the airport
- Structure of the Airport
- A year in review
- Trends in Passenger Growth
- Economic Impact
- Community Involvement
- Flight Paths
- Capital Endeavours





# Structure of the Airport/Introductions



North Peace  
**REGIONAL AIRPORT**

# Brief History of the Airport

- No tax dollars!
- New terminal building in 2005
- Successful water & sewer upgrade
- Major parking lot renovations
- Multiple Air Shows
- WestJet Encore
- ARFF Services
- Medivac Services



North Peace  
**REGIONAL AIRPORT**

# Brief History of the Airport



North Peace  
**REGIONAL AIRPORT**

# A Year in Review (2018)

## North Peace Airport Society

- PRRD Transition
- Policy Development
- >\$300,000 capital expenditure

## North Peace Airport Services

- TC Inspections of Bird & Wildlife and Security programs
- TC approved the YXJ Safety Management System
- Live Emergency Response Exercise held on Sept 15.
- Water Bottle Refill Station

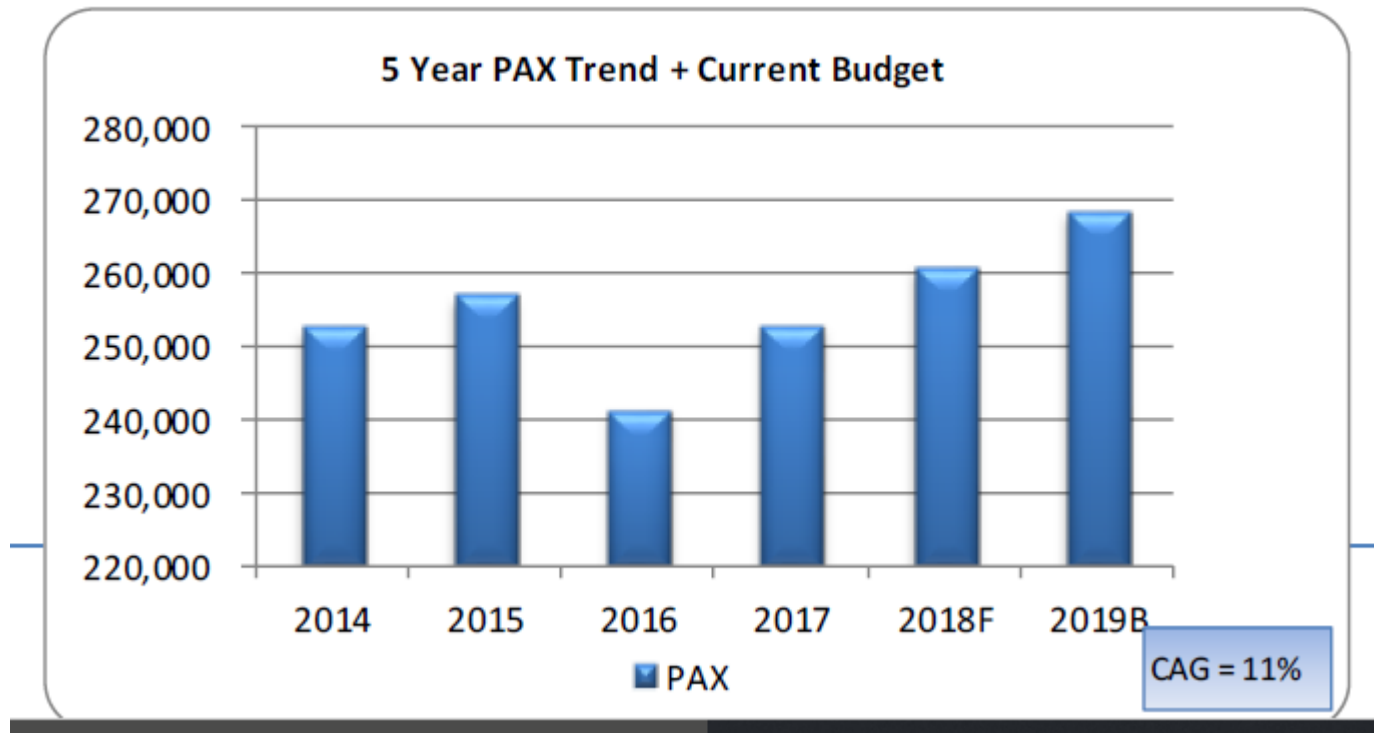




# Live Emergency Exercise 2018



# Trends in Passenger Growth



North Peace  
**REGIONAL AIRPORT**

# YXJ Economic Impact

Extrapolated numbers from the YXJ Economic Impact study completed in 2015, the total economic impact of North Peace Regional Airport for 2018 is estimated as follows:

- o Value Added (GDP):

  - ~\$32.0 million

- o Employment:

  - ~385 jobs

- o Household Income:

  - ~\$22.5 million

- o Taxes:

  - ~\$10.4 million





# Community Involvement

- Community Living Assoc.
  - Providing meaningful employment for adults with different abilities.
- Hospital Foundation
  - Collaborating on a Runway Run fundraising event.
- High On Ice Festival sponsorship.





# It's quick & easy to **Fly YXJ**

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TO/FROM CITY CENTRE IN 8 MINS

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YEARLY CORPORATE PARKING AVAILABLE

---

60 SEC WALK TO/FROM TERMINAL

---

FREE WI-FI

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**Direct Connection to the  
US, Asia & Europe**

Convenient daily  
service to

**Edmonton, Calgary,  
Vancouver & Prince George**



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[www.yxj.ca](http://www.yxj.ca)



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# Future Capital Expenditures

- 10-year capital plan developed
- 4 major investment decisions
- Funding opportunities



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# Thank you



North Peace  
**REGIONAL AIRPORT**



**REGULAR COUNCIL MEETING**  
**January 28, 2019**  
**6:00 P.M.**  
**COUNCIL CHAMBERS**

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

**Absent: Councillor Valerie Paice**

**Staff: Interim CAO, Chris Cvik**  
**Director of Protective Services, Robert Norton**  
**Director of Public Works, Mokles Rahman**  
**Corporate Officer, Tammy McKeown**  
**Manager of Public Works, Mark Sture**

**Other:**

1. **CALL TO ORDER:**

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

2. **DELEGATIONS:**

D1 **Evelyn Edinger- Derelict Buildings**

- Ms. Edinger was unable to attend the meeting but had submitted a letter outlining her concerns in regard to properties that contravene our bylaw. 0810-01
- Discussion in regard to best approach; bylaw contravention letter or education advertising so that the residents are aware of the rules around property maintenance and are aware of the spring and fall clean-up programs provided by the District.
- [Director of Public Works to send out letters to the properties identified.](#)

**RESOLUTION NO.020/19**

**M/S Councillors Quibell/Miller**

**That**

**"Council direct staff to provide a report on the annual clean-up costs associated to the Spring and Fall clean-up Program."**

**CARRIED**

3. **NOTICE OF NEW BUSINESS:**

**Mayors Additions:**

**Councillors Additions:**

- Councillor Quibell: Recreation Committee update
- Councillor Markin: land transfers
- Caribou Meeting

**CAO Additions:**

- SR11- Director of Protective Services Update

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

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

6. **ADOPTION OF MINUTES:**

M1 **December 8<sup>th</sup>, 2018 Special Council Meeting** 0550-01

*RESOLUTION NO.021/19*

*M/S Councillors Quibell/Summer*

*That*

*"The minutes of the December 8<sup>th</sup>, 2018 Special Council Meeting be adopted as presented."*

*CARRIED*

M2 **January 14<sup>th</sup>, 2019 Regular Council Meeting** 0550-01

Correction: spelling of Mrs. Fay Lavallee

*RESOLUTION NO.022/19*

*M/S Councillors Miller/Gibbs*

*That*

*"The minutes of the January 14<sup>th</sup>, 2019 Special Council Meeting be adopted as amended."*

*CARRIED*

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

BA1 **BA1 SR2 Surplus Equipment Sale – Electronic Sign** 1090-01

- Staff has attempted to contact Mr. O'Grady on numerous occasions.
- Mr. O'Grady stopped by the Public Works shop and requested that the snow be removed from the area around the sign. Mr. O'Grady informed Public Works that someone would be in contact with them on January 9<sup>th</sup> to arrange access to the yard to pick up the sign.
- Public Works has not heard anything further.
- *Staff will continue to attempt to contact Mr. O'Grady and will provide an update at the next Council meeting.*

BA2 **NB1 Garden of Peace Cemetery** 4100-01

- Public Work has been in contact with Mrs. Lavallee.
- Estimated cost for the sign is \$1000.00.
- The sign will have to adhere to the District Branding.
- Ministry of Transportation needs to be contacted.
- Sign Committee will include it in their upcoming sign study.

BA3 **SR8 Winter Carnival 2019 Event Schedule** 8100-01

- Reminder to Council to sign up with the Recreation and Special Events Coordinator.

8. **PUBLIC HEARINGS:**



9. **STAFF REPORTS:**

- SR1 **Development Variance Permit Application** 3090-01  
**RESOLUTION NO.023/19**  
*M/S Councillors Miller/Gibbs*  
 That  
 "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."  
**CARRIED**
- SR2 **Peace River Agreement Reporting** 0400-50  
**RESOLUTION NO.024/19**  
*M/S Councillors Quibell/Summer*  
 That  
 "Council receives the report for information."  
**CARRIED**
- SR3 **Council Remuneration** 1700-01  
**RESOLUTION NO.025/19**  
*M/S Councillors Summer/Quibell*  
 That  
 "Council direct Administration to increase the 2019 budget to reflect the loss of the one-third tax exemption for Members of Council.  
 And That  
 Council direct Administration to update the Council Remuneration Bylaw and bring the documents back to Council for consideration."  
**CARRIED**
- SR4 **Library Associate Member Program** 0230-20  
**RESOLUTION NO.026/19**  
*M/S Councillors Summer/Gibbs*  
 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."  
**CARRIED**.
- SR5 **Road Rescue Equipment Purchase** 7260-01  
**RESOLUTION NO.027/19**  
*M/S Councillors Miller/Markin*  
 That  
 "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."  
**CARRIED**
- Will be used at 40% of accidents due to multivehicle and commercial vehicles.

- The revenues and expenditures relating to the Partnering Relationship Agreement should be shown as a separate line item on the budget.

SR6	<b>Public Works Update</b> <ul style="list-style-type: none"> <li>• The warranty at the Wastewater treatment plant has almost expired. There are two issues that have been brought to the contractor's attention and will be dealt with.</li> <li>• Summer student grant has been applied for requesting funding for two students to work for Public Works again this year. If we receive the grant, one student will be tasked with collecting data.</li> <li>• The Director of Public Works met with the Library Director; last year's budget showed \$50,000 allocated for capital repairs, the amount remaining from last year's budget will be utilized this year.</li> </ul>	5210-01
SR7	<b>Office Administration Update</b> FOR INFORMATION	2770-01
SR8	<b>Interim CAO Update</b> <ul style="list-style-type: none"> <li>• Interim CAO explained to Council the issues around the late filing of the Property Tax Exemption Bylaw and the options we have available to assist the Non-profit organizations that will be affected.</li> </ul> FOR INFORMATION	3900-10
SR9	<b>Pre-Budget for Swimming Pool</b> RESOLUTION NO.028/19 M/S Councillors Gibbs/Summer 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 the O&M Budget of the Swimming Pool under Public Works Department." CARRIED  RESOLUTION NO.029/19 M/S Councillors Miller/Summer 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." CARRIED	08100-10
SR10	<b>Workplace Accommodation Program</b> RESOLUTION NO.030/19 M/S Councillors Quibell/Markin That "Council approve the Workplace Accommodation Program as presented." CARRIED	
SR11	<b>Protective Services Update</b> FOR INFORMATION	0400-20

- The Director of Protective Services provided some background information regarding the Enbridge Mass Notification Service. He is hoping to begin some testing of the service in February with the roll-out happening next quarter. 0360-01
- Discussed a possible mutual aid agreement with Moberly Lake First Nations. [The Director will inform the Mayor of any decisions.](#)

10. **COMMITTEE MEETING REPORTS:** 0360-01  
CM1 **North Peace Airport Society**
11. **BYLAWS:**
12. **CORRESPONDENCE:** 0360-01
- C1 **Letter from the District on New Hazelton**  
FOR INFORMATION
- C2 **Peace River Regional District-Caribou Recovery** 0400-20  
FOR INFORMATION
- C3 **North Central Local Government Association 2019 Resolutions** 0360-01  
Council to inform Corporate Officer of who will be attending
- C4 **Municipal Finance Authority of BC** 0400-50
  - Discussed possible projects that may require funding.
  - [Corporate Officer to set up meeting with Municipal Finance Authority at UBCM.](#)
- C5 **Double H Saddle Club 2018 Grant Report** 0230-20  
FOR INFORMATION
- C6 **Agricultural Land Commission**  
FOR INFORMATION  
[Diarize](#)
13. **REPORTS BY MAYOR & COUNCIL ON MEETINGS AND LIAISON RESPONSIBILITIES**
- CR1 **Mayors Report to Council**
  - **North Development Initiative Trust (NDIT)**
    - Mayor Heiberg attended the NDIT quarterly meeting on January 18, 2019 meeting on January 9, 2019.
    - The trust was established in 2004 by the Province to fund economic projects.
    - There are four regions each with a Regional Advisory Board to provide support and advice on Economic Development Applications and to make recommendations to the Board of Directors consisting of five members appointed by the Province plus two representatives from each Northeast Community.
    - Senior's housing and Community Halls were projects that were repeatedly discussed.
    - Funding is available, if an interested party needs assistance in preparing the application, they can contact NDIT.



- Of the 2.2 million dollars available in 2018 only 1.6 million was utilized. The first intake for 2019 had \$550,000 worth of applications received.
- **Resource Forum, Prince George, January 22-24, 2019**
  - Caribou Recovery Discussion
    - Minister Donaldson (Forestry, Lands and Natural Resources) and Minister Heyman (Environment and Climate) plus their senior staff were in attendance.
    - Meeting resulted in a commitment from the Province to start public and stakeholder engagement in early February on a draft Partnership Agreement for Caribou Recovery in the Peace.
    - Province is committed to share data and analysis on potential impacts; will work with the Peace River Regional District.
    - Agreements will not be finalized until engagement is complete- suggested Roundtable model.
  - Chris O'Reilly- CEO, BC Hydro
    - Key issues mentioned were:
      - The land acquisition process; landowners concerns about how they are being treated.
      - Highway 29 realignment-current updates
      - Industrial Land replacement- ensure the District remains whole; attempt to keep families and businesses in town.
      - Work underway at Watson Slough on Highway 29; Dave Conway explained that the top soil is being removed, capped with clay and then will be flooded. This area is an archeological site.
  - Julie Bourdon, Petronas Stakeholder Advisor
    - Commitment to formalize a communication process with the District.
    - Julie given the green light to start the process; estimated timeline and terms of reference will be based upon the Petronas-District advisory meeting.
- **Rural Roads-Ministry of Transportation Meeting, January 29, 2019**
  - Farrell Creek
    - Last Geotech completed in 2005
    - Urban Systems has been contracted to provide alignment options; report to be to the Ministry by the end of March 2019.
    - Ministry is working with Hydro to realign poles before road work begins.
    - Timeline0 must wait for Geotech information and environmental tests to be completed.
    - BC Hydro is sharing Highway 29 road realignment information with Ministry; the Ministry will oversee the construction to ensure things are done properly.
  - Beryl Prairie

- Ministry of Transportation has stated that this is a High Priority
- Will undergo enhanced maintenance in 2019; dust control and ensuring it can hold up to industrial use.

14. **OLD BUSINESS:**

15. **NEW BUSINESS:**

NB1 **Recreation Committee**

- Councillor Quibell presented a verbal update from the Recreation Committee. A written report will be presented at the next Council meeting. Some goals have been set.

NB2 **Land Transfers**

- Councillor Markin presented a verbal report regarding Land Transfers with BC Hydro.
- Report to be presented at next in-camera meeting.

NB3 **Caribou Recovery Meeting**

**RESOLUTION NO.031/19**

**M/S Councillors Quibell/Gibbs**

**That**

**"Council authorizes all of Council to attend the next Community Engagement meeting."**

**CARRIED**

NB4 **Curling Rink plumbing issues**

- Councillor Miller requested that Public Works have the plumbing in the men's washrooms at the Curling Rink checked.

NB5 **Winter Carnival-** Thank-you to Councillor Summer for attending the Winter Carnival festivities on January 28, 2019.

16. **PUBLIC INQUIRIES:**

17. **ADJOURNMENT:**

*Mayor Dave Heiberg declared the meeting adjourned at 7:44pm*

**DIARY**

**Conventions/Conferences/Holidays**

*Beryl Prairie Septic Field*

*School Gymnasium agreement*

*Budget items*

*Spruce Beetle Summit- revisit 2019*

*Agricultural Land Commission*

**Diarized**

*07/25/16*

*02/26/18*

*07/09/18*

*11/05/18*

*28/01/19*

Certified Correct:

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

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

## REQUEST FOR DECISION

<b>RFD#:</b> CC-2019-05	<b>Date:</b> February 2, 2019
<b>Meeting#:</b> CM011419	<b>Originator:</b> Chris Cvik
<b>RFD TITLE:</b> Property Tax Exemption Bylaw – Report #2	

### BACKGROUND:

Council adopted Bylaw No. 901, 2018, a bylaw to exempt certain properties from taxation on December 10, 2019. Unfortunately, October 31, 2018 was the deadline set out by the province for passing exemption bylaws for the upcoming year.

Administration understood this date could be extended to December 31, 2018, or in the alternative, the District could appeal to the Property Assessment Review Panel to consider the request even though the deadline date was missed.

However; in speaking with Scott Sitter, Assessor, Northern BC Region on January 3, 2019, he stated that it is 'very highly improbable' that BC Assessment would agree to the appeal.

The result is that for 2019, the properties that Council approved to be exempted from the payment of municipal tax (and by extension other taxes such as Regional District, Regional Hospital District, Police Tax, etc.), would not be exempt and will be assessed by BC Assessment for property tax for 2019.

### DISCUSSION:

As it is Council's intent to exempt certain properties from taxation for a ten-year period, the option for 2019 is that Council can provide a grant to the impacted properties in the amount of the taxes they will be charged because of missing the submission deadline date. The exemption for the remaining nine years of the ten-year exemption bylaw is still in place with only the one-year (2019) not being eligible to be considered due to the missed date.

If approved, the result will be that the grant would cover the cost of any taxes that would otherwise be paid and the impacted properties would not pay for 2019 which is Council's intent (i.e., no better or worse off). The negative aspect of this is that the grant is an additional expense that will need to be budgeted for 2019.

**FINANCIAL:**

The total cost of the grant cannot be properly calculated until the final 2019 tax rate is set. However, using 2019 BC Assessment information and the 2018 tax rate, the estimated cost of the grant to cover the taxes is approximately **\$13,103.43**. For budgeting purposes, \$15,000 will be included in the budget. These funds will cover the cost of taxes other than municipal taxes.

The attached pages show the tax calculations:

1. \$81,642.17 – Represents the total amount of taxes from all sources that is being considered to be waived.
2. \$36,305.25 – Represents the total amount less of 'other taxes' once of the municipal portion (estimated to be \$45,336.92) is reduced.
3. \$13,103.43 – Estimated Grant amount is the total tax less the municipal portion less exemptions that BC Assessment identified on the interim assessment information provided to the District in January 2019.

Please Note: The calculations are based on interim assessment information. The final BC Assessment data will be sent out in March/April.

**RECOMMENDATION / RESOLUTION:**

1. That Council approve the addition of \$15,000 into the 2019 budget to cover the estimated grant amount to ensure properties are tax exempt as per Council's direction.
2. That Council direct Administration contact each of the eight properties that are involved to advise they will receive a grant equal to the final amount of property tax for 2019 they are assessed.

**Attachments:** List of impacted properties and calculated tax exempted.

Report Approved by:

Chris Cvik, Interim CAO

ROLL #	ORGANIZATION	CLASS	ASSESS	TAX RATE/2018	TOTAL TAX EXEMPTED						
569.100	Hudson's Hope Bible Fellowship	6 L	40,500	17.2698	699.43						
		8 L	28,300	6.8288	193.26	***land partially exempted 12,100 (40,400)					
		8 B	254,100	6.8288	0.00	*** Bldg totally exempted 242,000					
586.000	Hudson's Hope Community Hall	6 B	441,000	17.2698	0.00						
		6 L	47,300	17.2698	0.00						
						**Total exemption allowed thr bcass 488,300					
594.000	Bullhead Mountain Curling Club	6 B	1,162,000	17.2698	0.00						
		6 L	95,100	17.2698	0.00	**Total exemption allowed thr bcass 1,257,100					
1035.000	Double H Saddle Club	6 B	45,700	17.2698	789.23						
		8 L	100,000	6.8288	682.88						
1655.000	Helen Rand Ruxton	6 L	18,500	17.2698	319.49						
4303.000	Hudson's Hope Bible Fellowship	8 B	14,300	6.8288	97.65	***Bldg partially exempted 14,300 (62,300)					
		8 L	28,500	6.8288	194.62	*** land partially exempted 28,500 (43,800)					
4304.000		8 L	30,700	6.8288	209.64						
4955.000	Double H Saddle Club	6 B	44,400	17.2698	766.78	***Bldg partially exempted 10,000 (54,400)					
		8 L	90,400	6.8288	0.00	*** Bldg totally exempted 90,400					
17101.510	Hudson's Hope Health Care Housing	6 B	1,935,000	17.2698	0.00						
		6 L		17.2698	0.00	***land & bldg total exempt thru bcass 1,935,000					
40420.010	Hudson's Hope Historical Society	6 B	500	17.2698	8.63	***bldg paritally exempted 10,000 thr bcass (10,500)					
		8 L	163,000	6.8288	1,113.09						
40420.020		6 B	19,900	17.2698	343.67	***bldg partially exempted 10,000 thr bcass (29,900)					
		8 L	17,800	6.8288	121.55						
40420.040	The Anglican Synod of the Diocese of Calendonia	8 B	135,000	6.8288	921.89	***bldg partially exempted 26,800 thr bcass (161,800)					
		8 L	99,500	6.8288	679.47	***land partial y exempted 5,200 thr bcass (104,700)					
41027.100	Hudson's Hope Ski Association	6 L	227,000	17.2698	3,920.24						
41090.010	Hudson's Hope Rod & Gun Club	6 B	36,700	17.2698	633.80	***Partially exemption of bldg 10,000 thr bcass (46,700)					
		8 L	66,200	6.8288	452.07						
41091.010		8 L	140,000	6.8288	956.03						
"LESS EXEMPTION PER BC ASSESSMENT ALL RATES/ MUNICIPAL EXCLUDED"					13,103.43						

ROLL #	ORGANIZATION	CLASS	ASSESSMENT	TAX RATE/2018	TOTAL TAX EXEMPTED	
569.100	Hudson's Hope Bible Fellowship	6 L	40,500	7.5698	306.58	***land partially exempted 12,100 *** Bldg totally exempted 242,000 **Total exemption allowed thr bcass 254,100
		8 L	40,400	3.8288	154.68	
		8 B	242,000	3.8288	926.57	
586.000	Hudson's Hope Community Hall	6 B	441,000	7.5698	3,338.28	**Total exemption allowed thr bcass 488,300
		6 L	47,300	7.5698	358.05	
594.000	Bullhead Mountain Curling Club	6 B	1,162,000	7.5698	8,796.11	**Total exemption allowed thr bcass 1,257,100
		6 L	95,100	7.5698	719.89	
1035.000	Double H Saddle Club	6 B	45,700	7.5698	345.94	
		8 L	100,000	3.8288	382.88	
1655.000	Helen Rand Ruxton	6 L	18,500	7.5698	140.04	
4303.000	Hudson's Hope Bible Fellowship	8 B	62,300	3.8288	238.53	
		8 L	43,800	3.8288	167.70	
4304.000		8 L	30,700	3.8288	117.54	
4955.000	Double H Saddle Club	6 B	54,400	7.5698	411.80	***Partially exemption of bldg 10,000 thr bcass
		8 L	90,400	3.8288	346.12	
17101.510	Hudson's Hope Health Care Housing	6 B	1,935,000	7.5698	14,647.56	***land & bldg total exempt thru bcass 2,009,400
		6 L	74,400	7.5698	563.19	
40420.010	Hudson's Hope Historical Society	6 B	10,500	7.5698	79.48	***Partially exemption of bldg 10,000 thr bcass
40420.020		8 L	163,000	3.8288	624.09	***Partially exemption of bldg 10,000 thr bcass
		6 B	29,900	7.5698	226.34	
		8 L	17,800	3.8288	68.15	
40420.040	The Anglican Synod of the Diocese of Calendonía	8 B	161,800	3.8288	619.50	***Partially exemption of bldg 32,000 thr bcass
		8 L	104,700	3.8288	400.88	
41027.100	Hudson's Hope Ski Association	6 L	227,000	7.5698	1,718.34	
41090.010	Hudson's Hope Rod & Gun Club	6 B	46,700	7.5698	353.51	***Partially exemption of bldg 10,000 thr bcass
8 L		66,200	3.8288	253.47		
41091.010		8 L	140,000	3.8288	536.03	

"WITHOUT MUNICIPAL TAX RATES AND NO EXEMPTIONS INCLUDED\*\*\*

36,305.24

ROLL #	ORGANIZATION	CLASS	ASSESSMENT	TAX RATE 2018	TOTAL TAX EXEMPTED	
569.100	Hudson's Hope Bible Fellowship	6 L	40,500	17.2698	699.43	***land partially exempted 12,100 *** Bldg totally exempted 242,000 **Total exemption allowed thr bcass 254,100
		8 L	40,400	6.8288	275.88	
		8 B	242,000	6.8288	1,652.57	
586.000	Hudson's Hope Community Hall	6 B	441,000	17.2698	7,615.98	**Total exemption allowed thr bcass 488,300
		6 L	47,300	17.2698	816.86	
594.000	Bullhead Mountain Curling Club	6 B	1,162,000	17.2698	20,067.51	**Total exemption allowed thr bcass 1,257,100
		6 L	95,100	17.2698	1,642.36	
1035.000	Double H Saddle Club	6 B	45,700	17.2698	789.23	
		8 L	100,000	6.8288	682.88	
1655.000	Helen Rand Ruxton	6 L	18,500	17.2698	319.49	
4303.000 4304.000	Hudson's Hope Bible Fellowship	8 B	62,300	6.8288	425.43	
		8 L	43,800	6.8288	299.10	
		8 L	30,700	6.8288	209.64	
4955.000	Double H Saddle Club	6 B	54,400	17.2698	939.48	***Partially exemption of bldg 10,000 thr bcass
		8 L	90,400	6.8288	617.32	
17101.510	Hudson's Hope Health Care Housing	6 B	1,935,000	17.2698	33,417.06	***land & bldg total exempt thru bcass 2,009,400
		6 L	74,400	17.2698	1,284.87	
40420.010 40420.020	Hudson's Hope Historical Society	6 B	10,500	17.2698	181.33	***Partially exemption of bldg 10,000 thr bcass ***Partially exemption of bldg 10,000 thr bcass ***Partially exemption of bldg 32,000 thr bcass
		8 L	163,000	6.8288	1,113.09	
		6 B	29,900	17.2698	516.37	
		8 L	17,800	6.8288	121.55	
40420.040	The Anglican Synod of the Diocese of Calendonia	8 B	161,800	6.8288	1,104.90	
		8 L	104,700	6.8288	714.98	
41027.100	Hudson's Hope Ski Association	6 L	227,000	17.2698	3,920.24	
41090.010 41091.010	Hudson's Hope Rod & Gun Club	6 B	46,700	17.2698	806.50	***Partially exemption of bldg 10,000 thr bcass
		8 L	66,200	6.8288	452.07	
		8 L	140,000	6.8288	956.03	

## REQUEST FOR DECISION

<b>RFD#:</b> CC-2019-10	<b>Date:</b> January 29, 2019
<b>Meeting#:</b> CM021119	<b>Originator:</b> Chris Cvik, Interim CAO
<b>RFD TITLE:</b> Waiver of Surplus Property Policy – Paper Shredder	

**RECOMMENDATION:**

1. The Council waive the Surplus Property Policy and gift the surplus shredder to the Library.

**BACKGROUND:**

During a recent effort to clean up space, Administration ran across a surplus paper shredder. Both the main office and new Public Works Office have shredders and the unit was sitting idle in a corner. An email was sent out to the Museum and the Library to see if either had a need and the Library indicated they could utilize the shredder.

**DISCUSSION:**
**FINANCIAL CONSIDERATIONS: N/A**
**OTHER:**



---

 Chris Cvik, Interim CAO



## REQUEST FOR DECISION

<b>RFD#:</b> CC-2019-13	<b>Date:</b> February 1, 2019
<b>Meeting#:</b> CM021119	<b>Originator:</b> Chris Cvik
<b>RFD TITLE:</b> Notice of Closed Session – February 11, 2019	

**BACKGROUND:**

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

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

**DISCUSSION:**

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

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

**BUDGET:** N/A

**RECOMMENDATION / RESOLUTION:**

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

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

Agenda Item – 2019 Exempt Wage Increase (CC Section 90(1)(c).

**Attachments:**

Report Approved by:

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

## REQUEST FOR DECISION

<b>RFD#:</b>	<b>Date: February 7, 2019</b>
<b>Meeting#:</b>	<b>Originator: Kaitlyn Atkinson</b>
<b>RFD TITLE: Recreation Committee Recommendations</b>	

### RECOMMENDATION(S):

#### THAT

1. "Council direct staff to review the O&M Program for recreation assets such as the tennis courts, baseball diamond, and playgrounds to ensure adequate funding is available to maintain these assets and that they are adequately reflected in our annual maintenance program"
2. "Council votes to abolish the pool Drop in Rate and instead only utilize the Day Rate except for specific one (1) hour programs the Pool Supervisor may choose to run from time to time"
3. "Council approve the definition of a Family for pool admittance purposes as two (2) adults and up to four (4) dependent children or youth living in the same household."

#### ADMINISTRATOR COMMENTS:

Report Approved by:

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

### BACKGROUND:

Council had previously tasked the Recreation Advisory Committee with reviewing the Pool Supervisors Report. The committee met on January 22, 2019 and agreed on these recommendations after reviewing and discussing items mentioned in the report as well as budget agenda items.

### DISCUSSION:

1. It has been noted through community interaction and complaints made to the District office that some of our recreation assets have not been upkeep from year to year. Examples of this include the tennis court; the fence is falling over, and the net was left up all Winter which meant it was no longer taute come Spring. The users of the Baseball Diamond complained of weeds coming up through the infield. Are these items included on maintenance plans? A review and update of this plan will ensure accuracy.

2. It is not common practice to utilize two rates at the pool, a drop in and a day rate. To alleviate enforcement concerns and to stop allowing drop ins to what are often four (4) hour public swims the committee would like to only one fee rate used except in specific one (1) hour drop in programs such as Aqua Fit, Aqua Yoga, and any other one (1) hour program the Pool Supervisor should run.
3. The Pool Supervisors report outlines multiple occurrences of two or three adults arriving with more than four children. Fort St. John, Tumbler, and Chetwynd include a clear definition on what a family is to alleviate misuse of this pricing. Their definitions are all 2 adults and 4 children.

**BUDGET:**

1. It is unknown at this time if there will be any additional costs to maintaining these areas. However, taking care of our assets through yearly maintenance extends their life overall and reduces the likelihood of replacement.
2. No extra cost to the District and likely an increase in revenue from the pool.
3. No extra cost to the District and likely an increase in revenue from the pool.

---

Kaitlyn Atkinson, Recreation and Special Events Coordinator

## REQUEST FOR DECISION

<b>RFD#:</b> 2019MR03	<b>Date:</b> February 11, 2019
<b>Meeting#:</b>	<b>Originator:</b> Mark Sture, PW Manager
<b>RFD TITLE:</b> Road Closure – Osborne Street at Canyon Drive	

### RECOMMENDATION:

That Council directs administration to consult with the affected residents and road users in regards to the closure of the Osborne Street at the intersection of Canyon Drive;

That the consultation process will involve public meeting/ open house with the affected residents and road users to obtain feedback on analysis, alternatives, recommendations, and communication with the Ministry of Transportation;

That administration report back to Council with recommendations;

### BACKGROUND:

At the December 10, 2018 Council meeting, Council passed the following resolution:

*"Council directs staff to bring back information in regard to closing Osbourne Road at the intersection of Canyon Drive and in regard to other viable options."*

As per the Council direction, Public Works have reviewed the geometrics of both roadways at the intersection; gradients, pavement widths, right-of-way widths etc, as well as reported motor vehicle collision history as provided by the local RCMP detachment.

In 2012, in response to the safety concerns of a nearby resident, Public Works reviewed different options and implemented some mitigating measures in consultation with the Ministry of Transportation. The measures were putting advance warning signs at the down slope of the Canyon Drive at the west side of the intersection, clearing of undergrowth at the intersection, and more winter sanding at the intersection.

### DISCUSSION:

#### *General Overview:*

The intersection of Osborne Street with Canyon Drive is a "T" intersection with Osborne Street running south off Canyon Drive. Canyon Drive is a two (2) lanes undivided arterial roadway, providing access through the District to the WAC Bennet Dam. This roadway is maintained by YRB. Osborne Street is a local roadway connecting Canyon Drive with Fredette Avenue, maintained by the District.



The posted downhill speed limit on that section of Canyon Drive is 50 km/hr, with a cautionary sign of 30 km/hr approaching to the intersection. Osborne Street is unposted, so the speed limit is a statutory 50 km/hr.

The east side of Osborne Street has a large unprotected drop off to a private yard of a residential home.

#### *Gradients:*

In an ideal situation, the maximum allowable roadway gradient for Canyon Drive should be 5% and Osborne Street should be 7%. However, in mountainous conditions such as in and around Hudson's Hope, this often has to increase to meet the local terrain. Gradients in the range 10% are quite common. The British Columbia road design guidelines suggest that gradients up to 14% are acceptable, if not desirable<sup>1</sup>.

The posted downhill gradient on Canyon Drive near Signal Hill Trail eastbound is 10%. Though, the average downhill gradient of Canyon Drive running from west to east is approximately 2.36%, leveling out to around 1.25% as the road approaches the Highway 29.

The downward slope of Osborne Street, from Canyon Drive to Fredette Avenue (a point approximately 30 meters south of Canyon Drive) is 10%.

Given the relatively steep slope at the top of the hill and a large percentage of truck traffic on the roadway, from a visual point of view there would appear to be a high number of vehicles exceeding the speed limit of 50 km/hr in an easterly direction.

A map of the measurements is attached.

#### *Widths and Right-of-Ways:*

Given the winter conditions, the roadway pavement width and the road right-of-ways have been estimated. Without design drawings and given the current environmental conditions, the road right-of-ways have been scaled from District maps. The standard minimum pavement width for local roadway should be 10 meters, however, Osborne Street pavement width is only 6 meters.

<b>Roadway</b>	<b>Pavement Width</b>	<b>Right of Way</b>
Canyon Drive	14.0 meters	40 meters
Osborne Street	6.0 meters	20 meters

#### *Stopping Sight Distances:*

Sight distance from and to an intersection are important to drivers to allow them to make appropriate decisions in terms of moving from a stop or in making a safe stop should there be an obstruction in the road ahead. For rural roads, with a design speed of 90 km/h, the safe stopping distance for cars is 130 -170 meters and for trucks is 190 - 265 meters.<sup>2</sup>

The posted speed limit on Canyon Drive through the Osborne Street intersection is 50 km/h, and cautionary speed limit near the intersection is 30 km/h. It can be safely assumed that the majority of the vehicles are travelling less than the design speed (90 km/h), may be travelling more than the posted speed (50 km/h) and cautionary speed (30 km/h). If the traffic is flowing at speed of 60 km/h, then the normal safe stopping distance is only 70 - 85 meters plus 5 meters (increased for down grade of 3%<sup>3</sup>).

<sup>1</sup> BC Supplement to TAC Geometric Design Guide, 2007 edition

<sup>2</sup> Transportation Association of Canada. Table 1.2.5.4, December 2011

<sup>3</sup> BC Supplement to TAC Geometric Design Guide, 2007 edition, section 510.04 Alignment Elements

Even though these stopping sight distances are available, the visibility of the Osborne Street intersection throat is minimal under winter conditions.

*Reported Motor Vehicle Collision History:*

The local RCMP detachment was contacted with respect to the number of reported collisions at or related to the intersection of Canyon Drive and Osborne Street. From their records and the records contained in the ICBC collision database website, there has been one reported collision at this location. That collision was a property damage collision occurred in 2015. In general there are unreported collisions in many intersections, however, we do not have any information on unreported or anecdotal vehicle collisions at this location from staff or the local RCMP detachment.

*Conclusion:*

Any road closure adjacent to the provincial highway will require the blessing of the Ministry of Transportation and Infrastructure (MOTI).

There has been no solicitation of input from concerned residents or road users as to the impacts of closing the Osborne Street at this intersection.

Any road closure require a road closure bylaw approval.

**ALTERNATIVES:**

1. Solicit input from impacted residents, road users and Ministry of Transportation with respect to the suggested road closure.
2. Install guiderail ("W" steel beam, concrete or similar) at the south east corner of the intersection; approximately 30 meters along the Osborne Street (east side) and 5 meters along the Canyon Drive (south side). This option;
  - a. should inhibit vehicles leaving the roadway and landing on the private property, however, it would not stop heavy logging or similar type trucks.
  - b. would need to be engineered to ensure appropriate design.
  - c. would be a permanent solution that would not require closure of Osborne Street.
3. Close Osborne Street at Canyon Drive and redirect traffic to Fredette Avenue. This option;
  - a. is challenging, as there is insufficient elevated grounds to construct a proper turn around at the dead end. Assuming that the turnaround will be squeezed in within the available land.
  - b. would impact directly to four (4) residential properties and a motel near the intersection. All other traffic can be redirected through Beattie Street and Monteith Street for access to/ from the down town with a limited number of traffic directional signs.
  - c. would need to be engineered; the placement of concrete jersey barriers should be minimum four (4) metres back from the Canyon Drive.
  - d. any road closure require a bylaw approval and require advising motorists of the road closure with proper signage.
4. Do Nothing

## **FINANCIAL CONSIDERATIONS:**

### **Alternative 1:**

The costs for public input should be minimal and may mitigate further costs and animosity in the future.

### **Alternative 2:**

Costs associated with installation of guiderail include design and construction for extension of road width. It has been estimated that the costs for engineering and construction would be around \$25,000.

### **Alternative 3:**

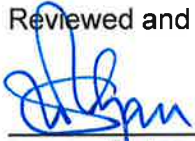
Assuming that the turnaround will be squeezed in within the available road right-of-way, the high level estimated costs for this option would be \$20,000;

- Turn around: \$12,000
- Jersey Barriers: \$3,000
- Staff time: \$3,800
- Signage: \$1,200

### **Alternative 4:**

Zero costs but potential future liability for possible motor vehicle collisions that may impact the private residence.

Reviewed and edited by



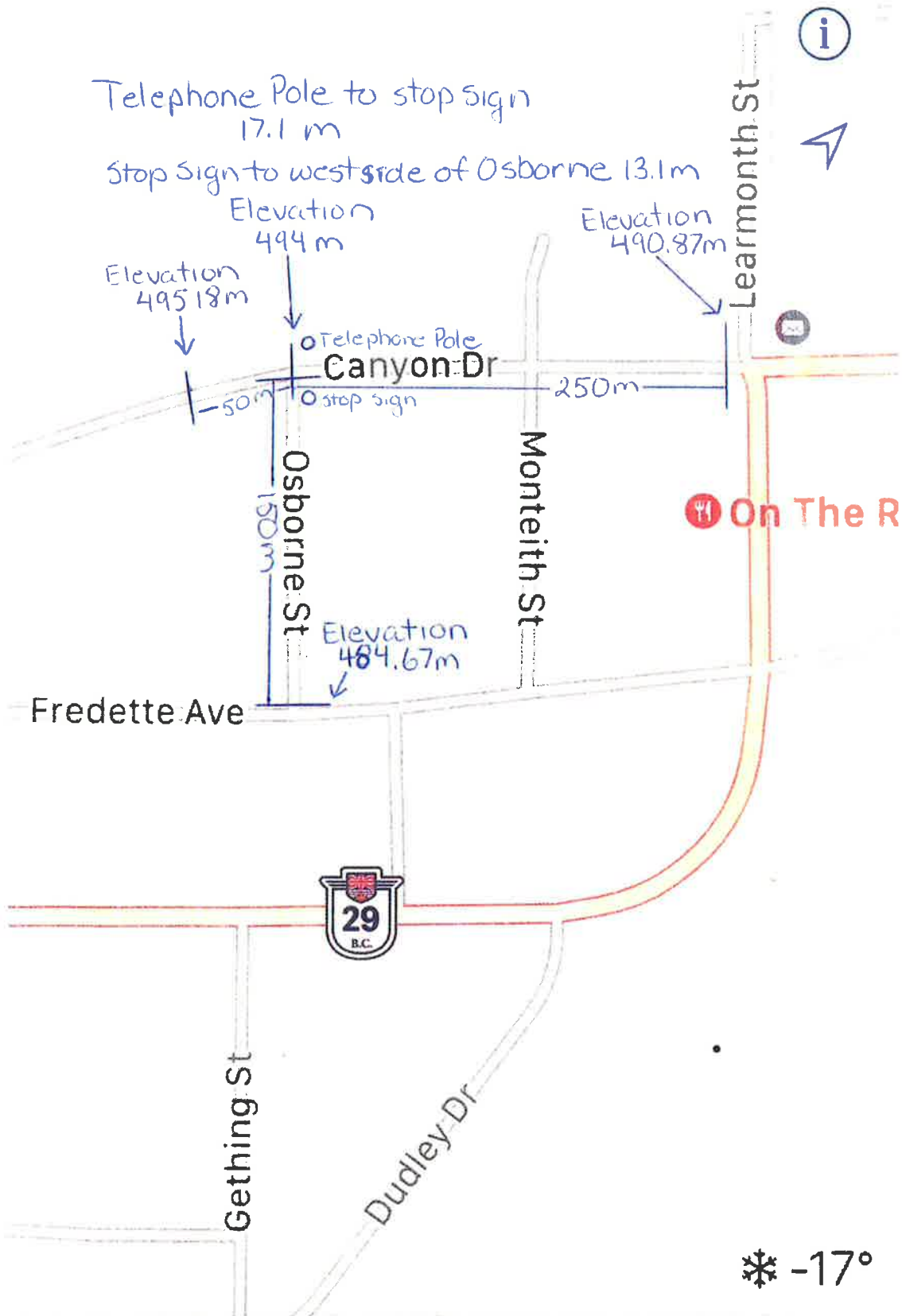
Mokles Rahman, Director of Public Works

Approved by:

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

### **Attachments:**

1. Site schematics and measurements;
2. Memo from Public Works to a residents;
3. Picture of a snowing day;



Search for a place or address





## District of Hudson's Hope

9904 Dudley Drive, PO Box 330, Hudson's Hope, B.C. V0C 1V0

Tel: (250) 783-9901 Fax: (250) 783-5741

E-mail: [district@hudsonshope.ca](mailto:district@hudsonshope.ca) [www.hudsonshope.ca](http://www.hudsonshope.ca)

December 10, 2012

Melodie Godsman  
10606 Osborne St.  
PO Box 704  
Hudson's Hope, BC  
V0C 1V0

Re: Canyon Drive at Osborne Street

Dear Ms. Godsman,

The Ministry of Transportation has given their recommendations for your concerns with the intersection of Canyon Drive and Osborne Street. The problems outlined in your letter can be primarily related to vehicle operator judgment, associated with steep and narrow road grades.

There were three options considered:

1. Additional signage on the hill coming down reminding traffic to slow down.
2. Placing no-post barriers on the east side of Osborne to prevent vehicles going over the side into the yard.
3. Closing Osborne Street at Canyon Drive.

Option 3 is your suggestion that the north end of Osborne Street be closed from entering Canyon Drive. Although it has not been ruled out there are concerns the closure will affect other residents and businesses as well as Osborne Street serving as an alternate access route for emergencies.

Option 2 is placing a concrete roadside guardrail on Osborne Street. This was also considered as a solution; however the road isn't wide enough to accommodate the guardrail without causing a second set of safety issues.



February 7, 2019

It has been decided to start with the first option as part of a stepped approach to address the issue without ruling out the other options. This would place new warning signs uphill on Canyon Drive, facing the eastbound traffic (downhill), approx. 100 meters in advance of Osborne Street, to help in advising motorists to reduce speed in preparation of any sudden braking, or turning movements at the intersection of Osborne Street. The new sign will consist of an intersection sign with Osborne Street ahead as well as a reduction in speed to 30 km/h. Yellowhead Road & Bridge has cleared some of the undergrowth on the approach to the intersection and the Ministry will arrange to install the signs at their earliest possible convenience. The contractor will continue with the application of winter sand on Canyon Drive at the Osborne Street intersection and the District will complement that with sanding on Osborne Street to enhance traction.

As mentioned earlier this is the recommendation from the Ministry of Transport and will be the first step to address the issue and the situation will be monitored to see if additional improvements are required to supplement the signage.

Sincerely,

Mike Carter  
Director of Public Works  
District of Hudson's Hope B.C.



## REQUEST FOR DECISION

<b>RFD#:</b>	<b>Date: January 24/2019</b>
<b>Meeting#: CM</b>	<b>Originator: Rhonda Eastman</b>
<b>RFD TITLE: Monthly payments</b>	

**BACKGROUND:**

Currently Telus, Telus Mobility, BC Hydro, Fortis and Pacific Blue Cross and Medical Services Plan are paid by cheque. This has resulted in late payment fees and disconnection notices as a result of payment being applied to the wrong account on their end. It also results in increased time by Finance to try to resolve the billing issues.

**DISCUSSION:**

The District receives invoices from the above name companies on a monthly basis. They are considered as 'regular payments' to those organizations. Paying them online will speed up the process for Administration. Invoices will continue to be reviewed by staff. We will continue to use our current posting practices but instead of cheques the batches will show EFT payment.

**ADMINISTRATOR COMMENTS:**

No concerns – Many organizations pay invoices electronically for regularly occurring (i.e., monthly) payment.

Report Approved by:

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

**BUDGET: N/A**
**RECOMMENDATION / RESOLUTION:**

That Council approve the online payment of monthly billings for Telus, Telus Mobility, BC Hydro, Fortis and Pacific Blue Cross and Medical Services Plan with a pre-approval from the CAO before payment is made.

  
Rhonda Eastman, Deputy Treasurer



## REQUEST FOR DECISION

<b>RFD#:</b> CC-2019-11	<b>Date:</b> February 1, 2019
<b>Meeting#:</b> CM021119	<b>Originator:</b> Chris Cvik, Interim CAO
<b>RFD TITLE:</b> Council Remuneration Bylaw No. 902 - 2019	

### RECOMMENDATION:

1. The Council give three readings to Bylaw 902, 2019, a bylaw to provide for remuneration of the Council and for the reimbursement of expenses.
2. That Council approved the updated Council Remuneration Policy.

### BACKGROUND:

At the Council Meeting on January 28, 2019, the following draft resolution was approved:

#### **Council Remuneration**

**RESOLUTION NO.025/19**

**M/S Councillors Summer/Quibell**

**That**

**"Council direct Administration to increase the 2019 budget to reflect the loss of the one-third tax exemption for Members of Council.**

**And That**

**Council direct Administration to update the Council Remuneration Policy and Council Remuneration Bylaw No. 902, 2019 and bring the documents back to Council for consideration."**

**CARRIED**

### DISCUSSION:

The CPI for British Columbia for the period December 31, 2017 to December 31, 2018, was 3.0%. As per Bylaw 895, 2018, Council remuneration for 2019 has been increased to reflect the change in CPI.

### FINANCIAL CONSIDERATIONS:

Coupled with the change in remuneration to reflect the loss of the one-third tax exemption and the increase in remuneration to reflect the change in CPI, the increase to the budget is \$8,889.54 and will be reflected in the 2019 budget.

Mayor and Council - 2018 Wage Rate		Mayor and Council - 2019 Wage Rate 3% CPI for December 31/17 to December 31/18 and adjustment to compensate for the loss of the one-third tax exemption		Increase	Total
Annual Stipend	Mayor \$17,098.32 Per Councillor \$8,549.16	Mayor \$19,513.26 Per Councillor \$9,628.26	Mayor \$2,414.94 Per Councillor \$1,079.10		\$8,889.56

**ATTACHMENTS:**

1. Bylaw 902, 2019, a bylaw to provide for remuneration of the Council and for the reimbursement of expenses.
2. Council Remuneration Policy – Redline draft to show Council the suggested changes to the Policy.
3. BC Consumer Price Index: Source – February 1, 2019:  
<https://www2.gov.bc.ca/gov/content/data/statistics/economy/consumer-price-index>
4. Excel Spreadsheet showing the 2019 Mayor and Council remuneration rate.



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Chris Cvik, Interim CAO





## BYLAW NO. 902, 2019

---

A bylaw to provide for remuneration of the Council and for the reimbursement of expenses.

---

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

1. This Bylaw may be cited as "Council Remuneration and Reimbursement of Expenses Bylaw No. 902, 2019".

Remuneration:

2.

- a) The Mayor shall be paid \$19,513.26 annually as remuneration for carrying out his or her duties of office.
- b) Each Councillor shall be paid \$9,628.26 annually as remuneration for carrying out his or her duties of office.
- c) When a member of Council is away from Hudson's Hope and engaged in municipal business, or attending a meeting, course or convention related to municipal matters, in addition to the remuneration paid under subsections 2(a) and (b), he or she shall be paid \$150 per day for any function lasting up to 6 hours or \$200 per day for any function lasting over 6 hours. The time spent travelling to and from the function is included in calculating the duration of the function.
- d) Should a member of the Council participate in a municipal benefit plan the cost of the annual premiums for such plans will be deducted from the remuneration paid under subsections 2(a) or (b).
- e) Notwithstanding the specific amounts established in section 2(a) and (b) of this Bylaw, the remuneration payable to the Mayor and to each Councillor shall be adjusted on an annual basis by a percentage equal to the year-by-year British Columbia Consumer Price Index for all items, as reported by Statistics Canada for December 31 of each year.

- f) The Treasurer shall maintain a record of the Statistics Canada British Columbia Consumer Price Index for all items on which the annual adjustment to the remuneration of Council members is based

Expenses:

3.

Council members shall be reimbursed and/or paid an allowance or per diem for expenditures made and expenses incurred by them when they are traveling outside the municipality or attending a function within the municipality, as authorized by Council, for types of expenses and expenditures as per the Travel Expense Policy and to the level of payment listed in the policy where the Council member is:

- (a) Representing the District;
- (b) Engaged in District business; or
- (c) Attending a meeting, course or convention.

4. The following Bylaw is repealed:

- (a) Council Remuneration and Reimbursement of Expenses Amendment Bylaw No. 895, 2018.

Read for a First Time on the 11<sup>th</sup> day of February, 2019.

Read for a Second Time on the 11<sup>th</sup> day of February, 2019.

Read for a Third Time on the 11<sup>th</sup> day of February, 2019.

Adopted on the       day of       , 2019.

---

Dave Heiberg, Mayor

---

Tammy McKeown, Corporate Officer

Certified a true copy of Bylaw No.  
902, 2019, this    day of

---

Corporate Officer



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

## COUNCIL REMUNERATION POLICY

Council Resolution No. \_\_/19  
Effective Date: February 11, 2019

Section: Legislation

### Purpose:

This policy applies to the District of Hudson's Hope Council members.

In order to attract and fairly compensate members of Council the District of Hudson's Hope Council requires a fair and impartial procedure to determine, on a periodically consistent basis, remuneration and other expense allowance for Council. It is prudent to establish a select committee, one year prior to each municipal election, to perform the task of determining the remuneration and expense allowance for the succeeding Council.

### Definitions:

"Council" the municipal Council of the District of Hudson's Hope Municipal Corporation;

"Council Remuneration Select Committee"  
a three member select committee appointed by Council to determine the remuneration of Mayor and Council and as such is dissolved once the task is completed;

"District" The District of Hudson's Hope municipality.

### Procedures and/or Guiding Principles:

#### Criteria for appointing Council Remuneration Select-Committee (RSC) Members

The three members of the Select Committee will comprise of one Councillor, and two members at large whom are eligible voting residents of the District.

The select committee members will be appointed by Council after having gone through an open application process that will have the positions posted by advertisement in a newspaper circulated within the District and also an advert posted on the Hudson Hope Public Service Announcement requesting persons to be appointed to the Council Remuneration Select-Committee.

This select committee will be appointed on a quadrennial basis, at approximately one year prior to a municipal election.

Principles for RSC determining Council Remuneration

The following principles form the basis of the policy and are to be used in determining the succeeding Council remuneration and expense allowance:

1. RSC review and compare current Mayor and Councillor remuneration rates with surrounding northern BC communities with similar populations;
2. RSC review and compare current Mayor and Councillor expense allowances with surrounding NEBC communities with similar populations;
- ~~3. RSC review the annual Consumer Price Index (CPI) for Vancouver from the date of the last remuneration and/or expense allowance increase and the cost of living adjustment as indicated by Vancouver CPI should be the base increment for Mayor and Councillors' remuneration;~~
4. RSC formulates recommendation as to the remuneration or expense allowance increase and presents to Council for Council decision;
- ~~5. Base remuneration should be increased annually on the basis of the Consumer Price Index for Vancouver;~~
6. Mayor remuneration is to be established at the amount paid to Mayors in comparable municipalities;
- ~~7. The annual remuneration paid to Councillors is set at 50% of the amount of annual remuneration established for the Mayor's position;~~
8. Council members' remuneration review is to be conducted on a quadrennial basis.
- 9. Remuneration payable to the Mayor and each Councillor shall be adjusted on an annual basis by a percentage equal to the year-by-year British Columbia Consumer Price Index (CPI) for all items.**

# Consumer Price Index



BCStats

Reference date: December 2018

Released: January 18, 2019

## Consumer Price Index (2002=100)

### Highlights

British Columbia's consumer price index (CPI) was 3.0% higher (*unadjusted*) in December 2018 than in the same month of 2017. On a monthly basis, the rate of inflation inched up 0.1% from November 2018.

The overall annual inflation rate increases to 3.2% when food and energy are excluded from the index.

The cost of food climbed 2.7% since December of 2017. Prices for groceries purchased from stores (+2.6%) and meals purchased from restaurants (+3.0%) were both up from the previous year. Within the food category, the highest rise in prices was for fresh vegetables (+10.1%), fresh fruit (+5.8%), and coffee and tea (+3.7%). The only food products that saw price decreases were non-alcoholic beverages (-0.6%), and bakery and other cereal products (-0.4%).

The cost of shelter continued to climb in December (+2.7%), with prices for both renters (+2.1%) and home owners (+3.2%) rising. Within the shelter category, there were increases in the cost of some utilities, including fuel oil and other fuel (+4.6%), and electricity (+2.8%). Conversely, the cost of piped gas was lower (-4.5%).

The overall cost of clothing and footwear was also on the rise (+0.9%) compared to December 2017. The price for clothing (+1.4%) increased, most notably for

children's clothing (+3.7%), while footwear prices (-1.3%) dipped.

The transportation index rose 4.0% in December, with the price of both private (+1.2%) and public (+19.3%) transportation going up. The price of gasoline (+1.7%) increased slightly since last November, and public transportation passengers paid considerably more to travel between cities (+24.8%).

Compared to a year ago, consumers paid more for alcoholic beverages and tobacco products (+6.5%), household operations and furnishing (+4.3%), recreation, education and reading (+2.4%), and health and personal care (+1.7%). Within these categories, items with significant price increases include cigarettes (+13.8%), household operations (+5.3%), education (+2.2%), and recreation (+2.6%). The only category to see a price decrease over December of 2017 was reading material and other printed matter (-0.9%).

Consumer prices rose in both Vancouver (+3.1%) and Victoria (+3.2%) in December compared to the same month of 2017.

Canada's CPI was up 2.0% (*unadjusted*) in December. The rate of inflation in British Columbia (+3.0%), Ontario (+2.3%), Manitoba (+2.1%) and Alberta (+2.1%) were highest among the provinces.

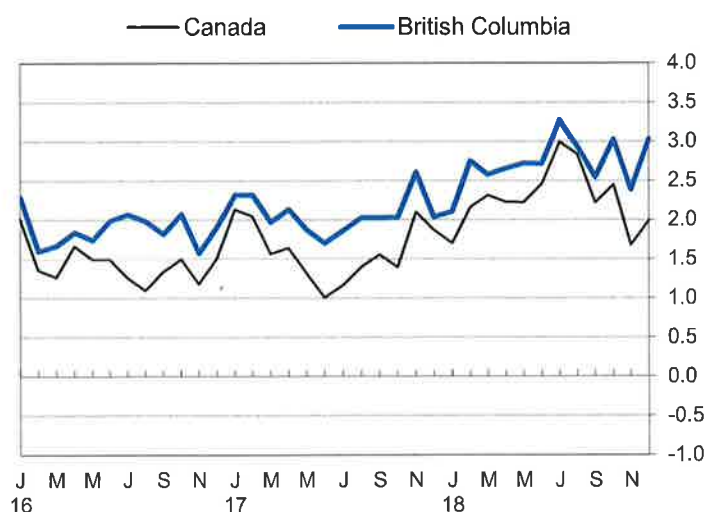
*Note: Statistics Canada will release the January Consumer Price Index on February 27, 2019.*

2002=100	All-Items Index December 2018	% Change from	
		November 2018	December 2017
Canada	133.4	-0.1	2.0
BC	129.0	0.1	3.0
Vancouver	131.7	0.2	3.1
Victoria	126.5	0.0	3.2
Canada-X <sup>1</sup>	131.8	-0.2	1.7
BC (excluding energy)	126.4	0.3	3.1

<sup>1</sup> Defined by the Bank of Canada as the All-items index excluding the eight most volatile components (fruit, vegetables, gasoline, fuel oil, natural gas, mortgage interest, inter-city transportation and tobacco products). Also excluded is the effect of changes in indirect taxes on the remaining components.

## BC and Canada Inflation Trend

(% change, same month of previous year)



2002=100	Latest 12-month Average Index (ending in December 2018)	Latest 12-month Average % Change	2018 Annual Average % Change
Canada	133.4	2.3	2.3
BC	128.4	2.7	2.7
Vancouver	131.0	2.9	2.9
Victoria	125.9	2.3	2.4

## Terms and definitions

### Base effect

The 12-month variation in the CPI is calculated by comparing the current month's index with the index for the same month of the previous year. The 12-month change is represented by the difference in the indexes of the reference months. Thus, the 12-month variation can decrease from one month to the next merely because the base serving as the point of comparison increased.

Source: Statistics Canada

### Twelve-Month Percent Changes

Also referred to as "year-over-year", twelve-month percent changes compare indexes for a given month to indexes for the same month of the previous year. As they compare two points in time, they are influenced by unusual or temporary events that can affect either of the two months. Their calculation does not include any of the intervening monthly indexes.

Source: Statistics Canada

### Annual Average Index

Annual average indexes are calculated by averaging index levels over the 12 months of the calendar year. These data should not be confused with the 12-month change in the CPI. By the nature of the calculation, averaging indexes over the calendar year gives a better representation of price behaviour over the whole year and is closer to the concept of an average price. The use of annual averages is considered the preferred option for indexation purposes.

Source: Statistics Canada



### Latest Twelve-Month Average Index

The latest twelve-month average index (ending in the current month) is a 12-month moving average of the indexes of the most recent 12 months. It is calculated like the annual average index. Hence, in theory, the December twelve-month average index would be equal to the annual average index for the calendar year. However, in practice, when BC Stats makes these calculations from published data, the December 12-month average index may differ from Statistics Canada's published annual average index due to rounding.

*Source: Statistics Canada*

### Harmonized Sales Tax

On July 1, 2010, the Harmonized Sales Tax (HST) came into effect in British Columbia and Ontario. As well, Nova Scotia increased its HST by two percentage points.

On April 1, 2013, the Harmonized Sales Tax came into effect in Prince Edward Island, while British Columbia returned to the Provincial Sales Tax and the Goods and Services Tax.

*Source: Statistics Canada*

### Additional information

More information about the concepts and use of the CPI is available online in the Statistics Canada publication [Your Guide to the Consumer Price Index](#) (catalogue 62-557-XIB).

With the release of the May 2011 CPI, Statistics Canada updated the basket of goods & services used in the calculation of the Index. [Learn more.](#)

Prepared by: BC Stats, January 2019

## Based on 2018 Council Remuneration Rates

	Current: 1/3 Tax Exempt		Option 1: Full-Taxable Same Gross		Option 2: Full-Taxable Same Net		Mayor and Council - 2019 Wage Rate 3% CPI for December 31/17 to December 31/18	
	Mayor	Per Councillor	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	\$19,513.26	\$9,628.26
Meeting Fees (Estimated)	\$5,000.00	\$1,000.00	\$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	\$0.00	\$0.00
Total Remuneration	\$22,098.32	\$9,549.16	\$22,098.32	\$9,549.16	\$23,944.91	\$10,347.83	\$24,513.26	\$10,628.26
Taxable Remuneration	\$14,739.58	\$6,366.42	\$22,098.32	\$9,549.16	\$23,944.91	\$10,347.83	\$24,513.26	\$10,628.26
Non-Taxable Remuneration	\$7,358.74	\$3,182.74	\$0.00	\$0.00	\$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	\$4,917.36	\$2,132.03
Net Pay	\$19,141.56	\$8,272.06	\$17,665.40	\$7,633.60	\$19,141.56	\$8,272.06	\$19,595.90	\$8,496.23
Difference in Net Pay compared to 1/3 exempt option			\$1,476.16	\$638.46	\$0.00	\$0.00	\$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	

**From:** [Chris Cvik](#)  
**To:** [Tammy McKeown](#)  
**Subject:** FW: Minerals North 2021  
**Date:** Monday, January 28, 2019 8:32:49 AM  
**Attachments:** [MNCA2021inviteletter.pdf](#)

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Next agenda please.

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

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

From: webbera <[webbera@telus.net](mailto:webbera@telus.net)>  
Sent: January 26, 2019 5:44 PM  
To: Chris Cvik <[cao@hudsonshope.ca](mailto:cao@hudsonshope.ca)>  
Subject: Minerals North 2021

On behalf on the Minerals North Conference Association (MNCA) enclosed is an invitation to northern BC communities to apply to host Minerals North 2021. The conference is awarded two years in advance and will be announced at this year's event in Houston.

Applications to host Minerals North 2021 need to be received by Thursday, April 18. Visit our website for additional information on what to include in an application. Organizational structure, financial management, site facilities, delegate accommodation and transportation logistics are key topics.

And remember to register for this year's Minerals North in Chetwynd, May 22-24, through [www.mineralsnorth.ca](http://www.mineralsnorth.ca).

Andrew Webber  
President  
Minerals North Conference Association  
[minerals@mineralsnorth.ca](mailto:minerals@mineralsnorth.ca)

January 24, 2019

## Apply to Host Minerals North 2021

**Minerals North** is northern British Columbia's annual gathering of its communities and the mineral industry. A vital forum for bringing together the industry and communities, **Minerals North** provides a venue for informed and respectful discussion about responsible mineral exploration and development. It is also the place for developing business relationships with the industry. Hosting the Minerals North Conference and Trade Show allows your community to showcase its capacity to service the industry and reveal its attributes as a place to live and work. **Minerals North** is further an opportunity to learn about the role mining played historically and will play in your community's and northern BC's development.

The **Minerals North** region is the Highway 16 corridor and points north. The Minerals North Conference Association (MNCA) is inviting communities to apply to host Minerals North 2021. The privilege of hosting **Minerals North** is awarded two years in advance to give the community ample time to address matters of organization, promotion and fundraising. MNCA, whose members have considerable experience organizing previous conferences, assists the host community with aspects such as conference speaker selection, online conference registration and access to the **Minerals North** website. MNCA has prepared a substantial Conference Manual which guides organizing committees to deliver a successful, high profile event, and which ensures the valued and longstanding reputation of Minerals North continues.

MNCA endeavors to have **Minerals North** hosted across the region and in communities large and small. MNCA understands smaller communities are challenged to host a large combined conference and trade show. Therefore, MNCA is open to receiving proposals for alternative formats for **Minerals North** suitable to that community's location, as long as the essential objective of fostering dialogue between communities and industry is maintained. Sharing Minerals North among a number of communities as co-hosts is quite acceptable.

The deadline for applying to host Minerals North 2021 is Thursday, April 18. Guidelines regarding making an application are posted on the Minerals North website. Inquiries may be directed to the Minerals North Conference Association through [minerals@mineralsnorth.ca](mailto:minerals@mineralsnorth.ca).

And remember to attend this year's **Minerals North** in Chetwynd, May 22 to 24. Visit [www.mineralsnorth.ca](http://www.mineralsnorth.ca) for information and registration.

Andrew Webber  
President  
Minerals North Conference Association

**Tammy McKeown**

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**Subject:** FW: Letter on Caribou Recovery

**From:** "Minister, ENV ENV:EX" <[ENV.Minister@gov.bc.ca](mailto:ENV.Minister@gov.bc.ca)>  
**Date:** February 5, 2019 at 4:48:45 PM MST  
**To:** "'[mayor@hudsonshope.ca](mailto:mayor@hudsonshope.ca)'" <[mayor@hudsonshope.ca](mailto:mayor@hudsonshope.ca)>  
**Cc:** "OfficeofthePremier, Office PREM:EX" <[Premier@gov.bc.ca](mailto:Premier@gov.bc.ca)>, "Minister, FLNR FLNR:EX" <[FLNR.Minister@gov.bc.ca](mailto:FLNR.Minister@gov.bc.ca)>, "Minister, IRR IRR:EX" <[IRR.Minister@gov.bc.ca](mailto:IRR.Minister@gov.bc.ca)>, "'[cao@hudsonshope.ca](mailto:cao@hudsonshope.ca)'" <[cao@hudsonshope.ca](mailto:cao@hudsonshope.ca)>  
**Subject:** RE: Letter on Caribou Recovery

Reference: 337805

*February 5, 2019*

His Worship Mayor Dave Heiberg  
 and Councillors  
 District of Hudson's Hope  
 Email: [mayor@hudsonshope.ca](mailto:mayor@hudsonshope.ca)

Dear Mayor Heiberg and Council:

Thank you for your letter of December 19, 2018, which was also addressed to the Honourable John Horgan, Premier; the Honourable Scott Fraser, Minister of Indigenous Relations and Reconciliation; and the Honourable Doug Donaldson, Minister of Forests, Lands, Natural Resource Operations and Rural Development, regarding the caribou recovery planning and review process. I am pleased to have the opportunity to respond and apologize for the lengthy delay in doing so.

Thank you for joining us at the meeting in Prince George on January 23rd. Our government is committed to caribou recovery while seeking to meet the social and economic needs of British Columbians. To help this iconic species recover, we need a collaborative approach that works for everyone. As we move forward with caribou recovery, BC will be looking at the impacts of all land uses.

Seventeen petitions have been filed under the *Species at Risk Act* (SARA), challenging the federal and provincial efforts to recover Southern Mountain Caribou. The federal Minister of Environment and Climate Change Canada must recommend an Emergency Order (under Section 80 of SARA) based on recent findings of imminent threat to Southern Mountain Caribou. Such an order has the potential to immediately curtail forestry and mining activities in caribou critical habitat. The economic consequences of such an order are perilous.

To minimize the impact of such an order, BC and the federal government have been developing a Bilateral Conservation Agreement under Section 11 of SARA. This Section 11 Agreement applies to the 21 caribou local population units of Southern Mountain Caribou in BC. This agreement will be closely aligned with BC's own Provincial Caribou Recovery Program and include commitments to herd plans, habitat protection, restorative projects, predator management, monitoring, science and research, as well

as ensuring that economic and job interests of communities are addressed. The draft Section 11 Agreement will be shared for comment prior to finalization this spring.

BC and the federal government, in partnership with the West Moberly and Saulneau First Nations, have also been negotiating a Caribou Recovery Partnership Agreement, which will apply to the three local population units of the Central group of Southern Mountain Caribou.

Focused engagement on the draft Partnership Agreement will take place with communities, Indigenous nations and stakeholders in February. As part of the engagement, the Province has committed to sharing data and analyses on potential impacts of the Partnership Agreement, and to working with the Peace River Regional District on evaluating the impacts of the Partnership Agreement on Peace communities. There will be opportunities to review and update the proposed measures for the area that touches your community. The Partnership Agreement will not be finalized until engagement is complete and potential impacts on communities and workers are understood.

In addition, BC plans to initiate a comprehensive planning process early this year as part of the Provincial Caribou Recovery Program that will provide local communities, stakeholders and Indigenous nations with an opportunity to be involved in determining caribou recovery measures over the long term and protecting community well-being.

Thank you again for taking the time to write and for sharing your concerns with me.

Sincerely,

George Heyman  
Minister

cc: Honourable John Horgan, Premier  
Honourable Doug Donaldson, Minister of Forests, Lands, Natural Resource Operations and Rural Development  
Honourable Scott Fraser, Minister of Indigenous Relations and Reconciliation

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**From:** Chris Cvik [<mailto:cao@hudsonshope.ca>]

**Sent:** Wednesday, December 19, 2018 3:10 PM

**To:** OfficeofthePremier, Office PREM:EX; Minister, ENV ENV:EX; Minister, FLNR FLNR:EX; Minister, IRR IRR:EX

**Cc:** Dave Heiberg

**Subject:** Letter on Caribou Recovery

Please find a letter from the District of Hudson's Hope attached regarding the Caribou Recovery efforts to date.

Sincerely,

Chris

**Chris Cvik, Interim CAO**

Office: 250-783-9901

Cell: 250-783-0942

Fax: 250-783-5741

<image001.jpg>



District of Hudson's Hope  
9904 Dudley Drive, PO Box 330  
Hudson's Hope, BC V0C 1V0

Email: [cao@hudsonshope.ca](mailto:cao@hudsonshope.ca)

[www.hudsonshope.ca](http://www.hudsonshope.ca)

<Letter on Caribou Recovery.pdf>

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

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

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

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

Dear Premier and Ministers:

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

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

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

We would appreciate a response to our letter.

Sincerely,



Dave Heiberg  
Mayor, District of Hudson's Hope

February 6, 2019

## New Round of C2C Funding

The Regional Community to Community Forum (C2C) program provides modest grants for local government and First Nation neighbours to build and deepen local relationships. Applications are now being accepted for the 2019/20 C2C program. [Read more](#)



## Former Port McNeill Mayor Passes

Gerry Furney, the former Port McNeill Mayor, passed away earlier this week at the age of 85. With over 46 years of service on the Town's Council, Furney was one of BC's longest serving mayors. [Read more](#)



## In Memoriam: Bill Goodacre

Bill Goodacre, a former Town of Smithers Councilor over a period of 19 years and the MLA for Bulkley Valley-Stikine for six, passed away last week at the age of 67. Upon his retirement from public office in 2018, Goodacre received the Freedom of the Municipality, the Town's highest honour. [Read more](#)



LEADERS IN LOCAL  
GOVERNMENT LAW

LIDSTONE & COMPANY

lidstone@lidstone.ca

## Funding & Resources Update

Each month we provide an update on UBCM funding programs and information on other programs, events and resources that may be of interest to local governments and First Nations. [Read more](#)



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**Tammy McKeown**

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**Subject:** FW: CEA Complimentary Membership for 2019  
**Attachments:** CEAA Comp Hudsons Hope.docx; 2018 CEA Highlights.docx

**From:** Susan Chalmers <[schalmers@communityenergy.bc.ca](mailto:schalmers@communityenergy.bc.ca)>

**Sent:** February 1, 2019 5:12 PM

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

**Subject:** CEA Complimentary Membership for 2019

Good afternoon Chris,

The Community Energy Association would like to extend to Hudson's Hope a 1 year free membership in our organization as a result of winning a 2018 Climate & Energy Action Award. The attached letter provides more information and steps to complete this process. I'm also including a two page 2018 CEA Highlights document, which outlines key accomplishments from last year and current CEA members.

Our next member meeting will be held on February 13 from 10:00-11:30 am. A call in option is available for out of town members. Please let me know if you are interested in attending. I can forward the agenda next week once it is finalized.

Kind Regards,  
Susan

Susan Chalmers, Community Energy Coordinator



*Connecting Communities, Energy & Sustainability*

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

February 1, 2019

Chris Cvik  
CAO  
District of Hudson's Hope  
Box 330, 9904 Dudley Drive  
Hudson's Hope, BC V0C 1V0

Dear Chris,

**RE: CEA 2019 COMPLIMENTARY Membership Invitation**

Congratulations to the District of Hudson's Hope for winning a 2018 Climate and Energy Action Award in the Corporate Operations category for its Solar Initiative. Winners and Honourable Mentions of the Climate and Energy Action Awards are offered a **one-year complimentary membership** in the Community Energy Association.

## Why CEA

CEA provides a unique, permanent table for the collaboration of communities as well as organizations involved with supporting local governments in climate and energy action, primarily through the built environment, transportation and renewable energy.

**Collaboration** In 1995, CEA was formed by two ministries and the Union of BC Municipalities to provide a forum for collaboration to support communities on climate and energy. CEA brings together transit providers, utilities, private sector, municipalities, and other partners key to achieving local government progress on climate and energy.

**'Radar Screen'** Our members share updates on their recent activities and plans at quarterly meetings. This provides a view across the province on climate and energy innovation. Members also participate in CEA's strategic planning process to regularly scope future scenarios and their impacts on community needs.

**Profile** CEA does over 30 presentations each year to locally elected officials, staff, practitioners, and others. CEA includes member logos on all of these presentations. CEA's website also features member logos, which link to member websites.

**Alignment** CEA membership is aligned with the strategic priorities that the District of Hudson's Hope has on climate and energy.

*CEA invites the District of Hudson's Hope to join CEA's other members around our collaborative table.*

## About CEA

CEA builds capacity and collaboration across local governments and related sectors and accelerates action on climate change and energy security in the community and in a local government's own operations.

CEA achieves its mission through:

- **Awareness** – presentations and workshops, research and publications, Climate and Energy Action Awards
- **Planning** – carbon neutral operations plans, community energy and emissions plans
- **Implementation and Technology Acceleration** – screening and pre-feasibility renewable energy studies, district energy policy and planning, electric vehicle planning and charging station siting, and support for municipal policy measures related to energy efficiency in buildings, especially the BC Energy Step Code.

Some of the projects that our team has been recently working on include:

- **Re-Boot and Developing Climate Action Plans:** CEA has worked with Kelowna, Logan Lake, Ucluelet and Prince George on updating or creating these plans in their communities.
- **Expanding EV Networks across BC:** CEA has collaborating with regional governments in northern and central BC to develop an EV network along Highways 16 and 97. It is also completing the installation of Level 2 charging stations as part of the Accelerate Kootenays EV Initiative.
- **Supporting Policy Implementation:** With the support of BC Hydro, FortisBC and other partners, CEA has been developing policies for BC communities to incent/encourage higher performance new and existing buildings in addition to delivering builder and building official workshops on the energy efficiency provisions of the BC Energy Step Code.
- **Regional Climate Advisor for FCM-ICLEI's Partners for Climate Protection Program:** The CEA team continued to deliver tailored resources and one on one support to existing and new PCP members to help them advance their commitments to climate action in 2018.
- **BC Municipal Climate Leadership Council:** The BCMCLC engaged with Cabinet Ministers and MLAs at its annual UBCM Convention breakfast to foster collaboration on climate action between local governments and the Province of BC as well as hosted peer learning sessions at LGLA and LGA annual conventions.
- **Funding Support:** CEA released the 2018 edition of *Funding your Community Energy and Climate Initiatives: A Funding Guide for BC Local Governments*, which local government staff can use to apply for grants.
- **Research:** In addition to the above guide, CEA produced *Closing the Loop: Energy and Resource Recovery in Local Government Infrastructure* for the Ministry of Municipal Affairs & Housing and published *Decarbonizing the Commercial Transportation Sector in Large and Small Communities*.



## CEA Membership

CEA depends on membership contributions, grants from senior governments and foundations, and professional services revenue to fund CEA's support for local governments. CEA invites Hudson's Hope to join our current members (see adjacent table) as one of the local government members of CEA.

## CEA Member Benefits

CEA membership at the '**Associate Member**' level (value: \$1,300 for small communities) includes the following benefits:

- A position at the CEA table and an invitation to CEA member meetings (four per year)
- Networking opportunities with other service providers and government staff
- Discounts to CEA sponsored events such as workshops and fees for the CCEM qualifying exam
- Access to research and strategic discussions
- Member profile
  - Listing as a member in CEA membership list
  - Logo on front page of CEA's website
  - Logo on all CEA presentations
  - Quarterly *Member Update* on CEA activities

To complete the **one-year complimentary membership** process, please provide the following:

- ✓ Name and contact information of a primary and secondary District of Hudson's Hope representative to CEA
- ✓ A high quality electronic version of the District of Hudson's Hope logo

Please feel free to contact me with any questions. I can be reached at 604-785-5130 or [dlittlejohn@communityenergy.bc.ca](mailto:dlittlejohn@communityenergy.bc.ca).

Yours sincerely,



Dale Littlejohn, Executive Director, Community Energy Association

	Organization	Primary Contact	Board
1	BC Hydro	Robyn Wark	Y
2	BC Transit	Geoff Huber	
3	Bowen Island	Councillor Nicholson	
4	Burns Lake	Rebecca Billard	
5	Campbell River	Amber Zirnelt	
6	Castlegar	Chris Barlow	
7	Central Saanich	Paul Murray	
8	Clean Energy BC	Jae Mather	
9	Dawson Creek	Peter Nilsen	
10	Delta	Mike Brotherston	
11	Elkford	Scott Beeching	
12	FCM	Devin Causley	
13	Fortis BC	Dana Wong	Y
14	Kamloops	Glen Cheetham	
15	Langley Township	Tess Rouse	
16	Lumby	Tom Kadla	
17	Metro Vancouver	Jason Emmert	
18	Montrose	Larry Plotnikoff	
19	Nelson	Carmen Proctor	
20	New Hazelton	Wendy Hunt	
21	New Westminster	Councillor Johnstone	Y
22	North Van City	Paul Forsyth	Y
23	North Van District	Julie Pavey	
24	PIBC	Richard White	Y
25	Prince George	Joshua Kelly	
26	Prince Rupert	Hans Siedemann	
27	Prism Engineering	Robert Greenwald	
28	Province of BC	Mary Storz	
29	RD Kootenay Boundary	Goran Denkovski	
30	RD Kitimat Stikine	Erin Blaney	
31	REFBC	Jack Wong	
32	Richmond	Nicholas Heap	Y
33	Salmo	Anne Williams	
34	SES Consulting	Dana Simpson	
35	Slocan	Michelle Gordon	
36	Smithers	Mark Allen	
37	Summerland	Tami Rothery	
38	Ucluelet	Mark Boysen	
39	UBCM	Marie Crawford	Y
40	UDI	Jeff Fisher	
41	UBC	David Woodson	Y
42	Vancouver	Matt Horne	
43	West Vancouver	Courtney Miller	

## Community Energy Association 2018 Highlights

### CEA's Mandate:

The Community Energy Association is a non-profit organization with charitable status whose mission is to support local governments and First Nations communities in taking action on climate change and adopting sustainable energy. It currently employs 14 staff in 4 offices around BC.

Since 1995, CEA has been a trusted independent advisor to local governments and helped them close the planning and implementation gaps through research, projects and outreach. The organization has published numerous guides and tools on community energy planning. In addition, CEA has assisted local governments with technology acceleration (e.g. renewable energy projects and EV charging station deployment), policy implementation (e.g. incentives to construct more energy efficient buildings), and the development of CEEPs and carbon neutral action plans. Through webinars, workshops and courses, CEA provides a forum for dialogue on sustainable energy and climate change as well as builds the capacity of local government staff and elected officials.

### Key Accomplishments:

- Supported **4** BC local governments in developing or updating climate action plans
- Conducted emissions inventories and reporting for **4** communities in the Yukon
- Supported Ktunaxa Nation in conducting housing retrofits and McLeod Lake Indian Band in developing a community energy plan
- Completed the Accelerate Kootenays EV Network, which boasts **13** DCFC and **40** Level 2 stations
- Began planning and secured funding for the Peaks to Prairies EV Network, which will deploy **20** combined DCFC and Level 2 stations throughout southern Alberta
- Started planning the ChargeNorth! EV Network, which aims to install approximately **120** Level 2 and **30** DCFC stations in northern and central BC
- Delivered **16** workshops to **356** builders and building officials to encourage them to construct high performance new homes that align with the BC Energy Step Code
- Facilitated the Energy Step Code Peer Network for small and mid sized communities, which delivered **3** webinars that were attended by about **50** participants
- Educated **49** locally elected officials on climate action at **3** annual LGA and LGLA conferences
- Supported **7** local governments in joining the FCM-ICLEI PCP program and **29** local governments in achieving **91** milestones in the PCP program
- Published **3** research publications focused on funding climate and energy initiatives, recovering energy and resources for use in municipal infrastructure systems, and decarbonizing the commercial transportation sector.

### Current Members:

- **44** members including local governments, utilities, consulting firms, transit providers, education institutions, and other organizations that support municipalities in climate action planning

## Community Energy Association Members



[www.communityenergy.bc.ca](http://www.communityenergy.bc.ca)

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# CALL FOR NOMINATIONS



## ORDER *of* BRITISH COLUMBIA

*Honour an*  
**EXTRAORDINARY**  
**INDIVIDUAL** *for their*  
*meaningful contributions*

Nomination forms and  
eligibility criteria are available at  
[www.orderofbc.gov.bc.ca](http://www.orderofbc.gov.bc.ca).

Established in 1989, the **ORDER OF BRITISH COLUMBIA** recognizes those who have served with distinction and excelled in any field that benefits the people of B.C. or the world. The Order of British Columbia represents the highest form of recognition the province can extend to its citizens.

## MEDAL *of* GOOD CITIZENSHIP

*Show a*  
**GENEROUS PERSON** *their*  
*contributions are noticed*

Launched in 2015, the **MEDAL OF GOOD CITIZENSHIP** recognizes individuals who have acted in a particularly generous, kind or selfless manner for the common good without expectation of reward. The medal reflects their acts of selflessness, generosity, and service to community life at the local or regional level.



Nomination forms and  
eligibility criteria are available at  
[www.gov.bc.ca/medalofgoodcitizenship](http://www.gov.bc.ca/medalofgoodcitizenship).



BRITISH  
COLUMBIA

**C5**

**Tammy McKeown**

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**Subject:** FW:

Elected Officials Seminar. Prince George, January 30th to February 1st, 2019. Councillors Markin, Quibell, Summer, Gibbs, and Mayor Heiberg attended.

There were several informative workshops over the very busy two days. Lots of information reinforcing good governance practices and council's roles and responsibilities.

Some of the key takeaways for me:

1. Difficult Decision Making Session. Tracey Lorensen.

- Maintaining role clarity. Dealing with difficult people. Working as a team.
- Staff reports, often very technical, based upon research and expertise. Council's role is to ask the right questions, ask for clarity if necessary in order to make informed decisions. Avoid making emotional decisions "on the fly".
- Bring concerns to the council table, not the parking lot. Open, respectful discussion.
- Risk management. Council consider the degree of risk when considering staff reports and recommendations.
- Regular closed meetings with CAO. Discuss expectations of staff and air concerns.
- Planning, visual progress, share with the community. Develop a strategy for sharing information with the community, tied to your strategic plan.

2. Orderly meetings. Eli Mina and Lyn Hall.

- Knowledge bases decisions, not emotional.
- Avoid meeting fatigue. Focus on good discussion.
- Mayor, defender of the process. Know the process and follow it.
- Good motions, give staff clear direction. Ask for motion clarity before voting, especially after considerable debate.
- Eli Mina's "OFEEDS", process for effective governance. Order, Focus, Efficiency, Equality, Decorum, Safe.
- Council chambers, respectful, formal process.
- Emotional, controversial issues. Explain the procedure process to the gallery prior to the meeting. (ie: provide an information pamphlet)

Public Hearings. Walt Babicz and Lyn Hall.

- People have a right to be heard. Must be held after first reading but before third. Can be a separate meeting.

- All documents must be disclosed to the public. After third reading and public hearing there could be a “gap” before adoption. No new information is to be received by council during this time. Do not read emails or any other relevant information during this time. If so, a new public meeting will have to be held.

Asset Management. Christina Benny.

- Recovery Targets. Set costs, what are reasonable targets? Staff to calculate current recovery for services.
- Reactive vs proactive. Develop systems to support proactive. Develop an asset registry, including state of condition. Calculate how to pay for services. Public awareness.
- Target resources. Make conscious decisions as to what assets receive support and what level of support.
- Asset management policy. How to support new services. Include life cycle costs and asset management criteria.
- AMBC Website, very useful tool. Know what the service gap is and develop a strategy to deal with it.

Dave

Sent from my iPhone

## Report on LGLA Elected Officials Conference

January 30<sup>th</sup> to February 1<sup>st</sup> 2019

### LGLA Partners Clinic

Presentations by the Ministry of Municipal Affairs and Housing, the LGMA and NCLGA. Biggest takeaway is the sheer amount of support available through LGMA for Municipal Administrator, and not just in the form of MATI courses – they have a complete support system to ensure that properly engaged staff can be successful.

### Civic Excellence

Very entertaining presentation, highlighted some of the typical pitfalls that exist in any collaborative decision-making environment. Not new territory by any stretch of the imagination, but a great reminder.

### Meeting tools

Stressed the importance of decorum and order. Keep control of meetings, motions first then debate. Follow the rules and set a good example and the rest can (should) follow. Start letting things (or people) get out of order and it will snowball.

### Local Emergency Orientation

#### Takeaways:

- Time for an emergency management round-table. When was the last time?
- When was the last time the emergency plan was updated?
- When was the last time credentials for members of local emergency support persons updated?
- When was the last time we had a mock emergency?
- Emergency response grants are available via the CEPF / UBCM, Deadline February 1<sup>st</sup> but there should be additional intakes.
- Consider our obligations under the emergency management act, they dictate many of the above items.



- Don't delay PREOC activation when emergencies do occur, many tools are available in the form of personnel, equipment, etc based on the need. Task number must be assigned and should be assigned immediately in order to ensure costs are recovered post-emergency.
- As Mayor (and council) we form the Policy Group portion – We may be most important once an emergency has been declared (and exceptional powers requested / granted / assumed) as a spokesperson in order to ensure a recognizable voice within our respective communities. (And must operate under the guidance of / in partnership with the EOC Director to ensure consistent and meaningful messaging). Consider that multiple EOCs and EOC Directors and Multiple Policy Groups may be involved in an emergency. Communication impacts are amplified (good or bad) under these scenarios depending on whether they are consistent or contradictory.
- Extraordinary powers are only granted for a period of 7 days at a time (or less) and must be renewed for each period in consultation (at the discretion of the province).
- A new emergency program act is in the works for adoption in 2020 based on the Sendai Framework which focuses on Mitigation and Preparation. This framework was endorsed and adopted by the UN in 2015.

#### Current Legal issues facing Municipalities

- Presented by Lidstone and Co.
  - 1) UNDRIP / Bill C-262
    - Municipalities have no specific obligations at this time under the UN Declaration of the Rights of Indigenous Peoples. They may have obligations if they currently provide services to First Nations and are seeking to Alter or Terminate these arrangements.
    - Addition to reserve policies may have an impact on municipalities if these reserve lands contain existing municipal services or infrastructure related to existing services. There is no clear answer at this point as to how to move forward in these situations (ie where a municipality finds that they have sewer and water mains crossing reserve lands, or will due to additions to reserves).
    - The overall guidance is to engage with First Nations in your area. There is great possibility for partnership and possibly mutual revenue stream generation under specific service agreements.

- 2) Drinking water is currently on the provincial radar for a major policy overhaul. Presently there are many “suppliers” of drinking water and little prevents new suppliers from being formed. Treatment standards are regulated; however the fiscal models, approaches and performance of suppliers varies greatly, that is to say there is no clear baseline model for becoming a water supply authority. Expect some guidance in the future.
- 3) Solid waste management will continue to see scrutiny. While the province oversees waste management and recycling there are still many gaps such as:
  - Landfill Space (size and capacity) and location issues
  - Inter-jurisdictional movement of waste materials
  - Industry opposition to further regulation
  - Source separation authority (when and where must garbage and recycling be sorted and separated, who has the authority to make these decisions, the landscape is more complicated than it appears on the surface). The interaction of provincial regulations and local government bylaws (and desires) causes conflict [CPBA vs Victoria BCJ1172 2018]
- 4) Energy Regulations and Current Energy Projects
  - Great uncertainty for resource communities under the current regulatory regime.
    - TransMountain on hold
    - Coastal Gaslink Challenge (Possible that OGC approval may be deemed insufficient and NEB will be tasked if challenge is successful, may reset or delay project approvals).
  - The NEB may be replaced – Bill C69 would enact the Impact Assessment act and replace the NEB with the Impact assessment Agency of Canada

5) Revenue Sharing Agreements / Income / Partnerships

- Reminder that municipalities may enter into commercial transactions. We have Natural Person Powers, which allow us to conduct any business that a regular person would be allowed under the law. The court of public opinion generally prevails, but within the bounds set by the Community Charter / Local Government Act courts have upheld the rights of municipalities to do business.
- This opens the door for municipalities to develop revenue streams outside of what are traditionally considered municipal responsibilities. We can start commercial ventures, give land for economic development (through the correct processes), participate in multi-party agreements, land exchanges, etc.

Submitted by Councillor Travous Quibell

February 4<sup>th</sup> 2019