



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

### **AGENDA**

Council Chambers

Monday February 25<sup>th</sup>, 2019 at 6:00 PM

**1. Call to Order:**

**2. Delegations:**

D1 Corporal Brendan Harkness- RCMP update

Page 1

**3. Notice of New Business:**

Mayor's List

Councillors Additions

CAO's Additions

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

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

**6. Adoption of Minutes:**

M1 February 11, 2019 Regular Council Meeting Minutes

Page 3

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

**8. Public Hearing:**

**9. Staff Reports:**

SR1 Approving Officer Appointment

Page 10

SR2 Conference Report- CAO Forum

Page 11

SR3 District of Hudson's Hope Municipal Water Supply

Page 15

SR4 Public Works Update

Page 17

SR5 Administration update

Page 18

SR6 Protective Services Update

Page 22

SR7 Purchasing Policy Amendment

Page 24

SR8 Swimming Pool Liner Repairs-Sole Source

Page 34

SR9 Recreation and Special Event Update

Page 36

SR10 Recreation Committee Recommendations

Page 38

|            |  |          |
|------------|--|----------|
|            | SR11 CAO Update  | Page 40  |
| <b>10.</b> | <b>Committee Meeting Reports:</b>  |          |
|            | CM1 Recreation Committee Meeting Minutes                                       | Page 41  |
|            | CM2 Industry Committee Report  | Page 45  |
| <b>11.</b> | <b>Bylaws:</b>   |          |
|            | B1 Council Remuneration Bylaw No. 902, 2019                                    | Page 55  |
|            | B2 Officer Bylaw No, 903, 2019   | Page 58  |
| <b>12.</b> | <b>Correspondence</b>  |          |
|            | C1 NCLGA Draft AGM Agenda  | Page 63  |
|            | C2 Message from FCM and UBCM   | Page 72  |
|            | C3 2019 BC Economic Summit   | Page 74  |
|            | C4 Pouce Coupe Winter Jamboree   | Page 77  |
|            | C5 NCLGA Board Meeting Minutes   | Page 80  |
|            | C6 2018 Community Grant Reports  | Page 81  |
|            | C7 Meeting with the School District 60 Board of Education                      | Page 86  |
|            | C8 ALC Regional Seminar Invitation   | Page 88  |
|            | C9 Site C Construction Bulletin  | Page 90  |
|            | C10 School District 60 Application for Lease Renewal                           | Page 93  |
|            | C11 UBCM Provincial Budget Highlights  | Page 96  |
|            | C12 NOVA Gas Transmissions Ltd- North Montney Mainline Crossing Consent        | Page 99  |
|            | C13 Peace River Local Government Association Meeting                           | Page 102 |
|            | C14 BC Ministry of Agriculture Agricultural Advisory Committee Workshop        | Page 104 |
| <b>13.</b> | <b>Reports by Mayor &amp; Council on Meetings and Liaison Responsibilities</b> |          |
|            | CR1 Councillor Markin- Community Energy Association Session                    | Page 107 |
| <b>14.</b> | <b>Old Business:</b>   |          |
| <b>15.</b> | <b>New Business:</b>   |          |
| <b>16.</b> | <b>Public Inquiries:</b>   |          |
| <b>17.</b> | <b>Adjournment:</b>  |          |



## DISTRICT OF HUDSON'S HOPE

### Delegation to Council Request Form

Name of person or group wishing to appear before Council:

HUDSON'S HOPE RCMP - DETACHMENT COMMANDER

Subject of presentation: UPDATE RE: BUCINA ACTIVITIES

AND PLANNING FOR FISCAL YEAR.

Purpose of presentation:

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

Contact person (if different than above):

Telephone number: 250-783-5741

Email address: BRENDAN.HARKNESS @ RCMP-GRC-CA

Will you be providing supporting documentation? ☐ Yes ☒ No

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

Technical requirements:

- ☐ flip chart  
☐ multimedia projector  
☐ laptop  
☐ other

**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

~~Donna Harkness~~  
Reg # 56567

Name of Delegate or Representative of Group

Signature

Date

| For Office Use  |   |
|---|---|
| <input type="checkbox"/> Approved                         | <input type="checkbox"/> Rejected                           |
| By (signature): _____                                     | <input type="checkbox"/> Mayor <input type="checkbox"/> CAO |
| Appearance date if applicable: _____                      |   |
| Applicant informed of approval/rejection on (date): _____ |   |
| By (signature) _____                                      | Date: _____   |





**REGULAR COUNCIL MEETING**  
**February 11, 2019**  
**6:00 P.M.**  
**COUNCIL CHAMBERS**

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

**Absent: Councillor Travous Quibell**  
**Youth Councillor, Taylor Rowe**

**Staff: Interim CAO, Chris Cvik**  
**Director of Public Works, Mokles Rahman**  
**Corporate Officer, Tammy McKeown**  
**Manager of Public Works, Mark Sture**  
**Recreation & Special Events, Kaitlyn Atkinson**

**Other:**

1. **CALL TO ORDER:**  
The meeting called to order at 6:00 p.m. with Mayor Dave Heiberg presiding.

2. **DELEGATIONS:**

- D1 **Roy Kelly, Heather Kelly- Beckman Road Access** 6660-20  
0220-01  
5400-01
- Mr. Kelly presented a letter authorizing himself and Heather Kelly to represent Larry and Laura James in discussions relating to the loss of access to their properties due to Site C.
  - The affected parties stated that BC Hydro is refusing to build a new road to allow access to these properties. The parties have been informed by BC Hydro that a new road is not cost effective.
  - The parties do not want to relocate but without access to their properties they will have no other option.
  - Requesting assistance from Council to approach Hydro on their behalf.
  - This is a very pressing issue which Council is very aware. There is lots of background information; Council has been having discussions with BC Hydro about the issues surrounding the Beckman Road Access.

- Council hopes to have some answers after their next meeting with BC Hydro; the outcome of the meeting will guide Council as to what next steps need to be taken.
- Council assured Mr. and Mrs. Kelly that they will keep them informed of any decisions that come forward.
- Councillor Summer asked about the impact lines; Mr. Kelly stated that the information they have received continues to change but that the properties will not be flooded.
- Discussion was started regarding the recent Landowner meeting; Mayor Heiberg explained that this is an in-camera agenda item and the discussion would have to wait until the in-camera meeting.

D2

**North Peace Airport Society and North Peace Airport Services-  
Jim McKnight, Miranda Flury and Gordon Duke**

8400-01

- A brief history of the North Peace Airport was presented beginning from the inception of aviation in the North Peace area in 1930 through the start of the development of the current site in 1939 and the expansions in the early 50's.
- Structure- the Society is comprised of the municipalities of Taylor, Hudson's Hope, Fort St. John and Peace River Regional District. Airport services are contracted to the Society.
- Year in review: the administration of the airport has transitioned to the North Peace Airport Society; the Society has worked on developing new Policies and have incurred over \$300,000 in capital expenditures which include the purchase of a new loader and new website redesign.
- A grant application has been started to fund the work that will be done to the runways.
- Live Emergency Response Exercise was held on September 15, 2018 which Search and Rescue, Fort St. John fire department and Taylor volunteer fire department participated in.
- In response to concerns voiced by patrons, a water bottle refill station was installed on the other side of security; over 40,000 water bottles have been saved from the landfill since the installation.
- Review of the growth statistics since 2014; expect 3% growth for 2019.
- Review of the estimated economic impact for 2018.
- Examples of some of the Society community involvement were provided.
- Growth opportunity regarding increased flights.
- Four projects in the works: two runways- 6-8 years out; airport terminal expansion – 3-5 years out; combined services building.
- Airport is self-funded; no tax dollars are utilized. Direct and indirect revenues are used, with some funding from Federal grants.
- To be eligible for the Federal funding, the work on the runway will include narrowing it. Technical specs have of aircrafts have changed and the wider runways are no longer required. Regulations state that the runways only need to be 150 feet. The narrowing of the runway will reduce upkeep costs. Believe that operation should not be disrupted during the work on the runway.

3. **NOTICE OF NEW BUSINESS:**

**Mayors Additions: CR3- Rural Roads**

**Councillors Additions:**

**CAO Additions:**

- SR7- Economic Development- PRRD Requisition

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

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

Councillor Gibbs declared a conflict of interest with SR1-Property Tax Exemption Bylaw

6. **ADOPTION OF MINUTES:**

M1 **January 28<sup>th</sup>, 2018 Regular Council Meeting**

0550-01

Corrections: D1: should read Director of Protective Services

CR1: omit the wording "January 9, 2019"

CR1: change the 0 to a -

**RESOLUTION NO.032/19**

*M/S Councillors Markin/Miller*

*That*

*"The minutes of the January 28<sup>th</sup> Regular Council Meeting be adopted as amended."*

**CARRIED**

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

8. **PUBLIC HEARINGS:**

9. **STAFF REPORTS:**

SR1 **Property Tax Exemption Bylaw – Report #2**

1700-01

*Councillor Gibbs left the chambers at 6:42pm*

1950-01

**RESOLUTION NO.033/19**

*M/S Councillors Paice/Summer*

*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.*

*And That*

*Council direct Administration to contact each of the eight properties that are involved to advise them that they will receive a grant equal to the final amount of property tax for 2019 that they are assessed."*

**CARRIED**

*Councillor Gibbs returned to chambers at 6:45pm*

SR2 **Waiver of Surplus Property Policy – Paper Shredder**

1090-01

**RESOLUTION NO.034/19**

*M/S Councillors Summer/Gibbs*

*That*

*"Council waive the Surplus Property Policy and gift the surplus shredder to the Library."*

**CARRIED**

- SR3      **Notice of Closed Session**      560-00  
*RESOLUTION NO.035/19*  
*M/S Councillors Miller/Paice*  
*That*  
*"Item SR3- Notice of Closed Session be moved to the end of the agenda"*  
*CARRIED*
- SR4      **Recreation Committee Recommendations**      7710-01  
*RESOLUTION NO.036/19*      1700-01  
*M/S Councillors Miller/Markin*  
*That*  
*"Council direct staff to review the O&M Program for recreation assets such as the tennis courts, baseball diamonds, and playgrounds to ensure adequate funding is available to maintain these assets and that they are adequately reflected in our annual maintenance program."*  
*CARRIED.*
- RESOLUTION NO.037/19*  
*M/S Councillors Miller/Gibbs*  
*That*  
*"Council direct the Recreation and Special Events Coordinator to bring back the recommendations for the daily rate and the definition of Family to the Recreation Committee to discuss further and to return to Council with more detailed recommendations including accurate rates for the items being discussed."*  
*CARRIED.*
- SR5      **Road Closure-Osbourne Street at Canyon Drive**      5400-01  
*RESOLUTION NO.038/19*  
*M/S Councillors Gibbs/Markin*  
*That*  
*"Council direct administration to consult with the affected residents and road users in regards to the closure of the Osbourne Street at the intersection of Canyon Drive*  
*And That*  
*The consultation process will involve a 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*  
*And That*  
*Administration will report back to Council with recommendations."*  
*CARRIED*
- Council directed staff to include maildrops to all residents and informational posters to be sent out via the Public Service Announcement e-mail and posted to website and Facebook page.
- SR6      **Monthly Payments**      1790-00  
*RESOLUTION NO.039/19*  
*M/S Councillors Paice/Markin*  
*That*

"Council approves 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."  
CARRIED

- The same two controls will remain in place with the bill payment amounts being approved by both the CAO and a member of Council.

- |  |   |                    |
|--|---|--------------------|
| SR7  | <b>Economic Development-PRRD Requisition</b><br><b>RESOLUTION NO.040/19</b><br><i>M/S Councillors Miller/Gibbs</i><br><i>That</i><br><i>"Council approve a maximum of \$11,000 as Hudson's Hope portion of the Economic Development Function under the 2019 budget process for the Peace River Regional District (PRRD)."</i><br><b>CARRIED</b>   | 6750-01<br>1700-01 |
| 10. <b>COMMITTEE MEETING REPORTS:</b>  |   |                    |
| 11.<br>B1  | <b>BYLAWS:</b><br><b>Council Remuneration Bylaw No. 902/2019</b><br><b>RESOLUTION NO.041/19</b><br><i>M/S Councillors Paice/Summer</i><br><i>That</i><br><i>"Council give First, Second and Third readings to Bylaw 902, 2019, a bylaw to provide for remuneration of the Council and for the reimbursement of expenses.</i><br><i>And That</i><br><i>Council approve the updated Council Remuneration Policy."</i><br><b>CARRIED</b> | 3900-20<br>0340-50 |
| 12. <b>CORRESPONDENCE:</b>   |   |                    |
| C1   | <b>Invitation from Minerals North Conference Association (MNCA)</b><br>FOR INFORMATION  | 0390-01            |
| C2   | <b>Letter on Caribou Recovery</b><br>FOR INFORMATION  | 0400-20            |
| C3   | <b>UBCM Newsletter-February 6, 2019</b><br>FOR INFORMATION  | 0400-01            |
| C4   | <b>CEA Complimentary Membership for 2019</b><br>FOR INFORMATION   | 0230-01            |
| C5   | <b>Nominations for the Order of British Columbia</b><br>FOR INFORMATION   | 0220-01            |
| 13. <b>REPORTS BY MAYOR &amp; COUNCIL ON MEETINGS AND LIAISON RESPONSIBILITIES</b> |   |                    |

- |  |  |                                 |
|--|--|---------------------------------|
| CR1  | <b>Mayors Report to Council- Report on LGLA Elected Officials Conference</b><br>FOR INFORMATION  | 0390-01<br>0400-01              |
| CR2  | <b>Councillor Quibell- Report on LGLA Elected Officials Conference</b><br>FOR INFORMATION  | 0390-01<br>0400-01              |
| CR3  | <b>Mayor's Report to Council- Rural Roads update</b> <ul style="list-style-type: none"> <li>• The Mayor attended the January 20, 2019 North Peace Rural Roads Task Force Meeting.</li> <li>• Ministry of Transportation was in attendance and has stated that they will be presenting options in the near future regarding the Rural Roads Priorities. It is believed that they will be temporary 'band-aid' solutions'.</li> <li>• Two members of the task force will meet with the Ministry with the goal of accessing funds.</li> </ul>   | 0640-01<br>5400-01              |
| 14.  | <b>OLD BUSINESS:</b>   |                                 |
| OB1  | <b>Fort St John Tradeshow</b> <ul style="list-style-type: none"> <li>• The Recreation and Special Events Coordinator is still looking for one more Council member to work the District's booth at the tradeshow.</li> </ul>  | 8100-01                         |
| 15.  | <b>NEW BUSINESS:</b>   |                                 |
| NB1  | <b>Acting Mayor</b> <ul style="list-style-type: none"> <li>• Councillor Miller will be covering for Mayor Heiberg for the last part of the month.</li> </ul>   | 0530-01                         |
| 16.  | <b>PUBLIC INQUIRIES:</b>   |                                 |
| 9.   | <b>STAFF REPORTS continued</b>   |                                 |
| SR3  | <b>Notice of Closed Session</b><br><i>RESOLUTION NO.042/19</i><br><i>M/S Councillors Miller/Paice</i><br><i>That</i><br><i>"Council recess to a Closed Meeting under the Community Charter Sections 90 (1)(a), (c), (e) and (k) for the purpose of discussing the following items:</i><br><i>Agenda Item- Tax Sale (CC Section 90(1)(e).</i><br><i>Agenda Item- 2019 Exempt Wage Increase (CC Section 90(1)(a) and (c).</i><br><i>Agenda Item-Landowners Meeting 90(1)(k).</i><br><i>Agenda Item- Moberly First Nations Treaty Land Entitlement (CC Section 90(1)(e)."</i><br><b>CARRIED</b> | 0560-00                         |
| 17.  | <b>ADJOURNMENT:</b><br>7:25 pm Moved to In-Camera under Sections 90(1)(a), (c), (e), and (k) of the Community Charter.<br><i>Mayor Dave Heiberg declared the meeting adjourned at 8:01pm</i>   |                                 |
| <b>DIARY</b><br><b>Conventions/Conferences/Holidays</b><br><i>Beryl Prairie Septic Field</i> |  | <b>Diarized</b><br><br>07/25/16 |

*School Gymnasium agreement*  
*Budget items*  
*Spruce Beetle Summit- revisit 2019*  
*Agricultural Land Commission*

*02/26/18*  
*07/09/18*  
*11/05/18*  
*28/01/19*

Certified Correct:

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Chair/Mayor Dave Heiberg

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Corporate Officer, Tammy McKeown



## REQUEST FOR DECISION

|   |                                |
|---|--------------------------------|
| <b>RFD#:</b> CC-2019-17                         | <b>Date:</b> February 13, 2019 |
| <b>Meeting#:</b> CM021119                       | <b>Originator:</b> Chris Cvik  |
| <b>RFD TITLE:</b> Approving Officer Appointment |                                |

### BACKGROUND:

At the Council Meeting on December 9, 2013, Council appointed Tom Matus as the Approving Officer for the District.

RESOLUTION NO. 280

M/S Councillors Heiberg/Bouillon

"Council appoint Mr. Tom Matus as the Approving Officer for the District as per Section 77 of the Land Title Act."

Dates."

**CARRIED**

### DISCUSSION:

The Interim CAO cannot issue the recently approved Clarke Development Variance Permit (DVP) as he has not been appointed by Council.

Land Title Act: [http://www.bclaws.ca/civix/document/id/lc/statreg/96250\\_07#section77](http://www.bclaws.ca/civix/document/id/lc/statreg/96250_07#section77)

Appointment of municipal approving officers

77 (1) For land within a municipality, the municipal council must appoint a person as an approving officer.

- (2) An approving officer appointed under this section must be
- (a) the municipal engineer,
  - (b) the chief planning officer,
  - (c) some other employee of the municipality appointed by council
  - (d) a person who is under contract with the municipality.

**FINANCIAL:** N/A

### RECOMMENDATION / RESOLUTION:

1. That Council appoint Chris Cvik, Interim CAO as Approving Officer for the District of Hudson's Hope.

Report Approved by:

  
 Chris Cvik, Interim CAO



## THE DISTRICT OF HUDSON'S HOPE

**REPORT TO:** Mayor Dave Heiberg and Council  
**SUBJECT:** Conference Report – CAO Forum  
**DATE:** February 11, 2019  
**FROM:** Chris Cvik, Interim CAO

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I attended the CAO Forum Conference from February 5 - 7, 2019 in Kelowna (agenda is attached). The forum is a good opportunity to network and obtain Professional Development credits towards maintaining my Chartered Profession Accountant (CPA) and Project Management Professional (PMP) designations.

The segment that I found most valuable was entitled the 'Ethical Public Servant'. This topic is consistent with the direction UBCM is heading with the *Working Group on Responsible Conduct* who have developed a model Code of Conduct for use by councils and boards. The purpose of the UBCM resource is to provide a set of principles and general standards that support the development or updating of a Code of Conduct. The purpose of the CAO forum segment dealt with how the CAO can respond if/when they may be faced with difficult situations within their work environment.

One other area that I felt was important was a presentation from WorkSafe BC on the Ammonia fatalities in Fernie. The applicability of this discussion to the District of Hudson's Hope is the reminder about personal liability as outlined under Section 115 *General duties of employers*, Section 117 *General duties of supervisors*, and Section 121 *Duties of directors and officers of a corporation* and confirmation that a person is not guilty of an offence if the person proves that the person exercised due diligence to prevent the commission of the offence.

<https://www.worksafebc.com/en/law-policy/occupational-health-safety/searchable-ohs-regulation/workers-compensation-act/workers-compensation-act#6767DB37C8234D7E9EC247A3AE37BD10>

Unfortunately, what is 'reasonable' due diligence is often subjective and in the event of a fatality, the measure is high. The reminder is to ensure that we are all following our safety training and making our workplace as safe as possible or we face the risk of monetary penalties or even jail time.



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Chris Cvik

## CAO FORUM 2017 AGENDA

|   |  |
|---|--|
|  | <h1>CAO FORUM</h1> <h2>Coast Capri Hotel</h2> <p>February 5-7, 2019 - Agenda</p> |
|---|--|

### TUESDAY, FEBRUARY 5

#### Pre-conference Workshop

**10 a.m. – 5 p.m. Public Engagement – A Strategic Lens** – Vineyard 3 and 4

**Facilitator:** Robin Prest, Acting Executive Director, Simon Fraser University Centre for Dialogue

**Panelists:** Brian Carruthers, CAO, Cowichan Valley Regional District  
Norm McInnis, CAO, City of Fernie

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**5:00 – 7:00 p.m. Free Time**

**6:30 – 7:00 p.m. New CAO / Attendees Meet and Greet** – Vintage Room

New CAOs and first-time attendees meet and greet with CAO Advisory Committee Members

**7:00 – 9:00 p.m. Welcome Reception** – Vintage Room  
*Sponsored by Young Anderson*

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### WEDNESDAY, FEBRUARY 6

**7:45 – 8:30 a.m. Buffet Breakfast** – Salon B

**8:30 – 10:00 a.m. New Council/Board Orientation – Setting the Course for the Next Four Years**  
**Facilitator:** Allison Habkirk, Local Government Consultant, Educator, Planner, Former Mayor  
**Panelists:** Linda Adams, retired CAO  
Jim Chute, Retired CAO  
Doug Gilchrist, CAO, City of Kelowna

**10:00 – 10:20 a.m. Refreshment Break**

**10:20 – 11:45 a.m. Dealing With the Fallout: Part 1 – CAO Contracts**  
**Presenter:** Dean Crawford, Partner, Pulver Crawford Munroe LLP  
**Panelists:** Guillermo Ferraro, CAO, Town of Ladysmith  
Wallace Mah, District of Kent

**11:45 a.m. – Noon Thinking Outside the Box:** Facilitating Collaboration between Government and Industry

## CAO FORUM 2017 AGENDA

|                          |   |
|--------------------------|---|
| <b>Noon – 1:15 p.m.</b>  | <b>Lunch</b>  |
| <b>12:45 – 1:10 p.m.</b> | <b>Provincial Update - Ministry of Municipal Affairs &amp; Housing</b><br>Tara Faganello, Assistant Deputy Minister - Local Government Division   |
| <b>1:15 – 2:30 p.m.</b>  | <b>Dealing With the Fallout: Part 2 – Moving On and Rising Above</b><br><b>Presenter:</b> Barry Forward, Right Management Consultants   |
| <b>2:30 – 3:15 p.m.</b>  | <b>WorkSafe BC Ammonia Initiative Update</b><br><b>Presenters:</b> Dale Walker, Vice President of Worker and Employer Services<br>Gordon Harkness – Manager of Risk Analysis Unit<br>Nigel Corduff - Lead Investigator, Fatal and Serious Incidents |
| <b>3:15 – 3:30 p.m.</b>  | <b>Break</b> – Served inside Vintage Room   |
| <b>3:30 – 6:00 p.m.</b>  | <b>Knowledge Café and Networking</b> – Vintage Room<br><b>Facilitator:</b> Lori Wiedeman, CAO, Village of Queen Charlotte   |
| <b>3:30 – 5:00 p.m.</b>  | Informal discussion on common problems and the solutions that are working.  |
| <b>5:00 – 6:00 p.m.</b>  | Breakout sessions by small, mid, and large urban municipalities and regional districts  |
| <b>6:30 / 6:45 p.m.</b>  | <b>Shuttle Bus Pick-up for Off-site Dinner</b><br>Meet in the hotel lobby and catch the shuttle to Rusty's Sports Lounge.   |
| <b>7:00 – 9:00 p.m.</b>  | <b>Dinner at Rusty's Sports Lounge</b><br>Networking social sponsored by Stewart McDannold Stuart   |
| <b>9:00 / 9:15 p.m.</b>  | <b>Shuttle Bus Return Back to the Hotel</b>   |

## THURSDAY, FEBRUARY 7

|                           |  |
|---------------------------|--|
| <b>7:45 – 8:30 a.m.</b>   | <b>Breakfast</b> – Salon B   |
| <b>8:15 – 8:30 a.m.</b>   | <b>Thinking Outside the Box</b>  |
| <b>8:30 – 9:30 a.m.</b>   | <b>Learning Lounge: Ethical Public Servant</b><br><b>Facilitator:</b> Alberto De Feo, CAO, District of Lake Country<br><b>Panelists:</b> Stuart Horn CAO, Regional District of Central Kootenay<br>Janette Loveys, CAO, Sunshine Coast Regional District |
| <b>9:30 – 10:30 a.m.</b>  | <b>Roundtable Discussion with Experienced CAOs</b>   |
| <b>10:30 – 11:00 a.m.</b> | <b>Break and Hotel Check-out</b>   |
| <b>11:00 – Noon</b>       | <b>Legal Update</b><br><b>Presenter:</b> Sukh Manhas, Partner, Young Anderson  |
| <b>Noon – 12:30 p.m.</b>  | <b>Working Lunch</b>   |

**CAO FORUM 2017 AGENDA**

**12:30 – 2:00 p.m.**

**Emergency Management – A Discussion about Roles and Responsibilities**

**Facilitator:** Bob Lapham, CAO Capital Regional District

**Panelists:** Milo MacDonald, CAO, City of Williams Lake

Carol McClintock, Executive Director, Organizational Learning and  
Public Education, Emergency Management BC

Peter Prendergast, Senior Regional Manager, Central Region, EMBC

**2:00 p.m.**

**Adjournment**

## REQUEST FOR DECISION

|   |                                |
|---|--------------------------------|
| <b>RFD#:</b> CC-2019-18                         | <b>Date:</b> February 14, 2019 |
| <b>Meeting#:</b> CM022519                       | <b>Originator:</b> Chris Cvik  |
| <b>RFD TITLE:</b> DOHH – Municipal Water Supply |                                |

### BACKGROUND:

In September 2018, Administration signed a Letter of Understanding (LOU) with BC Hydro entitled Hudson's Hope Water Municipal Water Supply – Well Option Investigation and Potential Implementation.

The LOU is a result of the Site C project and its' impact on the District's Municipal Water supply. This includes working on the design of a replacement water intake and pumphouse. The Parties have identified that it may be mutually beneficial to pursue a different type of water supply system to replace the springs connection, water intake and pumphouse.

Currently, the District obtains water from two sources; from the Peace River directly and from naturally occurring surface springs. The Parties have agreed to study the feasibility of the spring replacement or spring and river intake replacement options which may eliminate the need for any infrastructure on the slope or below at the reservoir level.

As part of the feasibility study, the District drilled a 'test-well' at the Water Treatment Plant to determine the quality and quantity of an alternate or accompanying water source to the springs or river intake. The results of the feasibility study have been completed and discussion and direction from Council is required to move forward.

### DISCUSSION:

Here is a timeline of upcoming meetings and key dates:

- February 20<sup>th</sup> – Meeting/conference call to discuss pump test results and water quality results. Western Water, L&M Engineering, BC Hydro, and DOHH to participate on the call.
- March 11<sup>th</sup> – District of Hudson's Hope In-Camera Meeting. Western Water and L&M to attend.
- Week of April 1<sup>st</sup> – District to host a public meeting. Western Water, L&M, and BC Hydro (tentative) will be in attendance.
- Week of April 8<sup>th</sup> – Leave open for any final meetings with BC Hydro.
- Week of April 15<sup>th</sup> – Leave open for any final meetings with BC Hydro.

- April 23<sup>rd</sup> – Barring any unforeseen delays, Council will make a final determination with respect to the DOHH Shoreline Protection Water System.

**FINANCIAL:** BC Hydro is covering the cost of the research into the various options and will be responsible for the cost of implementing any solution.

**RECOMMENDATION / RESOLUTION:**

1. That Council be authorized to attend the Public Meeting during the week of April 1<sup>st</sup>.

Report Approved by:

  
Chris Cvik, Interim CAO

## THE DISTRICT OF HUDSON'S HOPE

**REPORT TO:** Mayor and Council

**SUBJECT:** Public Works Department Update Report

**DATE:** February 25, 2019

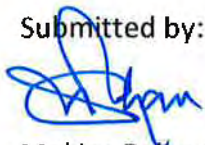
**FROM:** Mokles Rahman, Director of Public Works

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

- There was a water service connection leak at the curb stop (in between the house and the 8" dia main) near the Water Reservoir. Our staff worked with the contractor and fixed the problem on February 14 & 15, 2019. It may be mentioned here that we noticed sudden increase in water usage on January 4, 2019, which may be because of this leak and other unknown leaks.
- Test well boring including pump testing finished on January 12, 2019. Production of water tested and finished by January 31, 2019. Now, administration is working with the BC Hydro on next steps.
- Beattie Sewer Lift station detailed design work awarded to URBAN Systems. Council approved pre-budget for the detailed design work on January 14, 2019. The design work including tender preparation should be finished by 1<sup>st</sup> week of April, 2019. The construction of this project is contingent upon budget approval and/or grant approval.
- The warranty period of Wastewater Treatment Plant was over on January 31, 2019. All deficiencies were fixed. The District is now fully responsible for maintenance of this Plant.
- Submitted RFD to Council with three (3) alternatives on closure of Osborne Street at the Canyon Drive. Council directed administration for public engagement to review the alternatives. Administration is planning for an Open House in middle of May 2019.
- Submitted Public Works Department Operating Budget for 2019 to Finance for onward submission to Council for review.
- Performing preparatory work for hiring temporary/ casual/ summer students.

Submitted by:



Mokles Rahman

## THE DISTRICT OF HUDSON'S HOPE

**REPORT TO:** Mayor Dave Heiberg and Council

**SUBJECT:** Office Administration update

**DATE:** 2019-02-19

**FROM:** Tammy McKeown, Corporate Officer

---

This month has been busy for our Administration staff. The following are a few of the tasks they have been working on while providing excellent customer service.

Meghan and Becky have been busy with their new duties at the shop and working on numerous tasks at the office.

They have been learning how to conduct Field Level Hazard assessments, updating BC Water and Wastewater Association and Environmental Operators Certification Program certification, and ensuring that staff have their Power System Safety Protection training for Hydro. They have started updating the filing system at the shop to Local Government Management Association standards, compiling fuel consumption and costs for all District vehicles and equipment and compiling information regarding vehicle costing for asset management. They have been busy working on Bylaw consolidations, sending out our annual recall letters and posting the District employment opportunities. Becky has been doing some cleanup work on our website and on the Love Hudson's Hope website. Meghan has been entering information into the SmartTool for the annual Climate Action Revenue Incentive Program (CARIP) report.

Andrea has been busy with reviewing Building Permits and either sending status letters to the applicants or closing off the files. She has been working on a Building Permit Brochure which will be available to hand out to residents applying for Building Permits. A sample of what will be included in the pamphlet will be printed in the next Bulletin. She has been busy with Occupational Health and Safety meetings and has been working on setting up training for all the committee members. The monthly Bulletin is one of Andrea's priorities as is the billing associated with it. Andrea has also been busy with ongoing ICBC training.

Letters to all Property owners, affected by the Tax Exemption Bylaw, have been sent out.

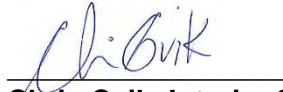
A Freedom of Information Request was received by the Freedom of Information Coordinator. This request took approximately 35 hours of staff time to complete.

### COURSES AND WEBINARS


Meghan and Andrea both attend a Minute taking course in Taylor. Their reports are attached. Meghan and Becky both attended a webinar regarding the CARIP reporting and are scheduled to attend a second one on March 6<sup>th</sup>.



**Administrators Comments**

A handwritten signature in blue ink, appearing to read "Chris Cvik", written over a horizontal line.

**Chris Cvik. Interim CAO**

A handwritten signature in blue ink, appearing to read "T. McKeown", written over a horizontal line.

**Tammy McKeown, Corporate Officer.**

## THE DISTRICT OF HUDSON'S HOPE

**REPORT TO:** Mayor Dave Heiberg and Council  
**SUBJECT:** Minute Taking Made Easy Workshop  
**DATE:** February 5<sup>th</sup>, 2019  
**FROM:** Andrea Martin

---

On Tuesday February 5<sup>th</sup>, 2019 I attended the Minute Taking Made Easy workshop at the Northern Lights College in Dawson Creek.

I found that the workshop provided much insight into the world of Minute taking in a few different settings such as staff meetings, council and committee meetings, to name a couple. The work shop did help me assess where I was at with my minute taking skills and albeit very new to it, I am confident that I am on my way and my skills will get better with practice.

The workshop offered a brief outline of information such as:

|                                   |  |
|-----------------------------------|--|
| Different minute taking formats   | How and What to listen for as far as Key Words |
| Professional tips on final drafts | New techniques to make taking minutes easier   |

The Instructor, Rhonda Scharf, was very knowledgeable and engaging throughout the entire workshop which helped retain a lot of the material that she was providing.

Thank You

Andrea

Course: Minute Taking Made Easy

Date: February 5th 2019

Location: Dawson Creek

Time: 9am to 4pm

Instructor: Rhonda Scharf

In my job I take staff, council, and safety meeting minutes. This course was very beneficial in providing me with ways to be more effective and productive while in meetings. It taught me:

- proper formatting
- how to take formal in informal minutes
- key words and short hand to be more effective
- how to stay tuned in when numerous conversations are taking place

Rhonda was a very uplifting inspirational instructor. I would be interested in taking more of her courses in the future.

Thank you for giving me the opportunity to gain more knowledge and training to better myself in my work place

Meghan Cryderman

## THE DISTRICT OF HUDSON'S HOPE

**REPORT TO:** Mayor and Council

**SUBJECT:** Protective Services Monthly Update

**DATE:** 25 February 2019

**FROM:** Robert Norton, Director of Protective Services

---

### INFORMATION:

This report is a synopsis of the activities of the various branches of the Protective Services Division.

#### Fire Department

Year to date the department has responded to 12 calls for service including:

|                              |   |
|------------------------------|---|
| First Responder              | 4 |
| Motor Vehicle Incidents      | 4 |
| Hazardous Materials Response | 3 |
| False Alarms                 | 1 |

#### Emergency Preparedness

Work continues on the implementation of the Northeast BC Emergency and Public Alert System. Meetings were held on 30 January 2019 at the Peace River Regional District (PRRD) office in Dawson Creek. Next steps for implementation include internal staff sign ups to allow the municipalities to proof the system, and the continued development of information that will be presented to the public once external sign up efforts begin.

The District along with other participating municipalities continue to explore options regarding a collaborative emergency management model for the Peace region. As a member of the working group for this effort, the Director of Protective Services will meet with the remainder of the working group on 13 March 2019 to discuss the initial work that has been completed by the consultant tasked with developing a collaborative emergency management model, and to examine existing models in place within western Canada. Once a satisfactory draft document exists a plenary session will be planned for elected officials.

Bylaw

There are currently 7 active bylaw files being actioned.

|                          |   |
|--------------------------|---|
| Animal related issues    | 5 |
| Noise complaint issues   | 1 |
| Unsightly premise issues | 1 |



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Robert Norton, Director of Protective Services

## REQUEST FOR DECISION

|   |                                |
|---|--------------------------------|
| <b>RFD#:</b> CC-2019-19   | <b>Date:</b> February 20, 2019 |
| <b>Meeting#:</b> CM022519   | <b>Originator:</b> Chris Cvik  |
| <b>RFD TITLE:</b> District of Hudson's Hope Purchasing Policy Amendment |                                |

### BACKGROUND:

At the Council Meeting on May 8, 2017, Council approved the following amendment to the DOHH Purchasing Policy:

#### **District of Hudson's Hope Purchasing Policy Amendment**

**RESOLUTION NO.117/17**

M/S Councillors Gilliss/Miller

That

"

"Council approve the following amendments to the Purchasing Policy by deleting the following subsections in 1. Policy Objectives and replacing them with:

- 1) To delete subsection b. and replace it with:

The District will advertise either public tenders, request for proposals or provide three written price quotes as determined by the Chief Administrative Officer for works

- a. and services that are estimated to exceed \$5,000 in value but are below the procurement thresholds of the New West Partnership Trade Agreement; other than professional and consulting services which may be selected after proposal calls for one or more years.

| Amount for Services:                        | Type   |
|---|--|
| Above the NWPTA thresholds                  | Tenders or Request for Proposals be determined by Council Resolution |
| Below the NWPTA threshold but above \$5,000 | Tenders, RFPs or three written price quotes as determined by the CAO |
| Between \$500.00 - \$5,000                  | Telephone Quotations   |

- 2) To delete subsubsection f. i. and replace it with:

"District Council will consider tenders by resolution where the procurement value exceeds:

- a) \$75,000 or greater for goods;
- b) \$75,000 or greater for services; or
- c) \$200,000 or greater for construction."

- 3) To delete subsection g. and replace it with:

"In other cases where the procurement value is under:

- a) 75,000 or greater for goods;
- b) \$75,000 or greater for services; or
- c) \$200,000 or greater for construction

and the recommendation is to award to the low tender, the Chief Administrative Officer is authorized to award the contract and to report such decisions to Council.”;

4) to delete subsection h. and replace it with:

“The District will obtain, if possible, three written quotations for procurement values under:

- a) \$75,000 for goods;
- b) \$75,000 for services; or
- c) \$200,000 for construction.

It is the responsibility of the Chief Administrative Officer to assign approving authority for written and telephone quotations with those assignments provided formally to all Department heads.”

**CARRIED**

#### **DISCUSSION:**

The current policy does not clearly identify NWPTA limits nor address the issue of Sole Sourcing. The attached draft does incorporate this information and is laid out following the approved template design with some sections combined to simplify wording.

**FINANCIAL:** N/A

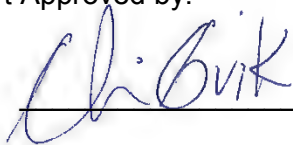
#### **RECOMMENDATION / RESOLUTION:**

1. That Council approve the amended District of Hudson’s Hope Purchasing Policy.

#### **Attachments:**

1. Current District of Hudson’s Hope Purchasing Policy
2. Updated District of Hudson’s Hope Purchasing Policy - DRAFT

Report Approved by:



Chris Cvik, Interim CAO



**PURCHASING POLICY**  
**Council Resolution No. 391/11**  
**Effective Date: January 1, 2012**  
**Revised Date: May 8, 2017; February 25, 2019**

Section: Administration

**Purpose:**

To ensure that all necessary goods and services are acquired in a consistent manner that results in the best overall value to the District. The District of Hudson's Hope intends to make purchases and contract agreements through an open, competitive and non-discriminatory selection process which will identify qualified suppliers through competitive bids and written quotations.

The District of Hudson's Hope is committed to supporting our local economy by using local vendors and manufacturers of products and services used by the municipality in the course of our operations whenever possible, based on best value for the taxpayer.

It is the goal of this Policy to outline conditions and processes for establishing an 'Open' and 'Fair' process for tendering and purchasing for the District.

The District of Hudson's Hope expects that all corporations operating in the District will similarly support the Local economy by providing qualified local vendors, manufacturers and contractors an opportunity to bid their work.

**Definitions:**

"Local" means firms with a current District of Hudson's Hope Business License whose premises are located within 35 km of the District offices.

"NWPTA" means the New West Partnership Trade Agreement that requires fair and open tendering of procurement opportunities. The District of Hudson's Hope is required to comply with the terms of NWPTA where anticipated costs are at or above the following thresholds:

- \$75,000 or greater for goods
- \$75,000 or greater for services
- \$200,000 or greater for construction

"Sole Source" means where only one supplier is being considered. Sole Sourcing can be rationalized under the following circumstances:

- Monopoly – where the market is controlled by a single supplier.
- Technical Compatibility – to ensure compatibility with existing technology.
- Specialized Knowledge – where expertise or the product exists with one supplier.
- Emergency or Time Sensitive – cases where the need for a service is under a tight timeline or otherwise required immediately.



## Policy Application:

The Purchasing Policy applies to all employees of the District of Hudson's Hope. The Chief Administrative Officer is responsible to ensure that all proper purchasing procedures are followed.

## Policy Details or Policy Objectives:

### 1. Policy Objectives

- a. All purchases whether of an operating or capital nature must have been included in the District's adopted annual budget or approved by a specific Council resolution.
- b. District Council will consider all tenders and request for proposals by resolution:
  - where the value of the tender or request for proposal meets or exceeds the NWPTA threshold amounts; or
  - where the recommendation is not to award to the lowest tender or request for proposal; or
  - where sole sourcing of goods and services is being recommended.
- c. The District will advertise either public tenders, request for proposals or provide three written price quotes as determined by the Chief Administrative Officer for works and services that are estimated to exceed \$5,000 in value but are below the procurement thresholds of the New West Partnership Trade Agreement; other than professional and consulting services which may be selected after proposal calls for one or more years.

| Amount for Services                         | Type   |
|---|--|
| At or above the NWPTA thresholds            | Tenders or Request for Proposals be determined by Council Resolution                                     |
| Below the NWPTA threshold but above \$5,000 | Tenders, RFPs or three written price quotes as determined by the CAO with decisions reported to Council. |
| Between \$500.00 - \$5,000                  | Telephone Quotations   |

- d. The District will select successful tenders based on the lowest submitted price from a fully qualified supplier which demonstrates they can fulfill all conditions and performance requirements of the contract to the satisfaction of the District and provide the best value to the District. Some factors for evaluating tenders other than the lowest price may include qualifications, experience, ability to respond in a timely fashion, and any other evaluation criteria identified in the tender or request for proposal document.
- e. The District will determine the successful tender based on the submitted price adjusted to comply with the original tender specifications to achieve an apple to apple comparison. All tenders shall contain the clause "The District reserves the right to accept or reject the lowest or any tender".
- f. It is the responsibility of the Chief Administrative Officer to assign approving authority for written and telephone quotations with those assignments provided formally to all Department heads.

- g. For the purpose of ensuring efficiency and effectiveness, the following exceptions to the normal procedure are authorized and the quotation and tender provisions of the Purchasing Policy do not apply when:
  - i. Services and supplies are provided by utility companies on a monopoly basis;
  - ii. Professional services may be obtained through proposal calls or other methods determined by District Council;
  - iii. Cooperative purchasing agreements are made with other agencies or levels of government i.e. School District, Regional District, etc.;
  - iv. Due to an emergency, a situation exists which could adversely affect the life, health or safety of citizens;
  - v. Services are provided on a rotational basis where regular quotations or tenders are not feasible e.g. catering
- h. The issuance of a work order is required for purchases of \$200 and over except where there are contractual agreements or regular on-going costs whether fixed or variable, such as utilities, or where payment is made at the time of purchase, such as postage for the postage machine or other prepaid purchase.

## **Procedures or Guiding Principles:**

### **2. Action Plan**

- a) Work Orders are issued at the time the commitment is made to the supplier and distributed immediately.
- b) Work Orders must clearly specify supplier name, account codes, unit prices, and product or service description.
- c) Where telephone or written quotations are required, they are to be documented on the Work Order or added as an attachment.
- d) Work Orders are not required if the invoice is received at the same time as the goods or services. Invoices are to be reviewed, approved, signed off by appropriate signing authority and forwarded to the Deputy Treasurer immediately.
- e) Work Orders, when issued, are encumbered on the Municipal Accounting System.
- f) The objective is to obtain at least three telephone quotations and as many as possible written quotations or tenders within the guidelines of this policy.
- g) All invoices for payment require proper written authorization before cheques are issued and where there is a requirement to use a cheque requisition; the same authorizations are required as if it was an invoice.
- h) Tenders, whether for approval by the CAO or District Council, are to be submitted on an Administrative report in a format similar to current reports to Council.

### **3. Accountability**

- a) Each Director or Department Head is accountable for purchases charged against their area of responsibility.
- b) Each Director or Department Head has the authority to delegate their staff for purchasing and will provide an update list to the Deputy Treasurer as may be required from time to time.
- c) There must be sufficient current budget allocation within the function before a purchase commitment is made.

- d) Leases, rental agreements and contracts beyond the current fiscal year must be approved by the CAO.
- e) The CAO and Deputy Treasurer are designated as signing authorities for the District with respect to operational leases, obtained through the MFA or otherwise, provided that proper authority has been obtained through the budget or appropriate Council resolution.

#### **4. Ethical Behavior**

All staff involved in purchasing activities or dealing with suppliers are expected to be fully aware of the following general principles.

Any attempt by a supplier to gain an unethical advantage, such as the offer of a bribe or inducement in any form should be reported immediately to the CAO.

The following general principles apply:

- a) No staff member is permitted to derive, directly or indirectly, any personal advantage from the District of Hudson's Hope's purchases. The highest ethical standards must be observed at all times and staff should not put themselves in situations whereby it could be construed that their impartiality has been or could be compromised.
- b) Staff must act fairly and objectively and in the best interests of the District in conducting business with suppliers.
- c) Gifts and entertainment such as sporting events, or cultural events, or meals involving spouses offered by suppliers, should be declined to avoid any perception.
- d) Staff must not make personal purchases through open District contracts with suppliers.



**PURCHASING POLICY**  
**Council Resolution No. 391/11**  
**Effective Date: January 1, 2012**  
**Revised Date: May 8, 2017**

Section: Administration

**Purpose:**

Recognizing that Council approves the annual budget wherein all capital and operating expenditures are authorized and approved for expenditure the following policy has been developed to govern purchasing.

The District of Hudson's Hope has adopted this policy to ensure that all necessary goods and services are acquired in a consistent manner that results in the best overall value to the District. The District of Hudson's Hope intends to make purchases and contract agreements through an open, competitive and non-discriminatory selection process which will identify qualified suppliers through competitive bids and written quotations.

The District of Hudson's Hope is committed to supporting our local economy by using local vendors and manufacturers of products and services used by the municipality in the course of our operations whenever possible, based on best value for the taxpayer.

The District of Hudson's Hope expects that all corporations operating in the District will similarly support the local economy by providing qualified local vendors, manufacturers and contractors an opportunity to bid their work.

The District considers "local" to mean those firms with a current District of Hudson's Hope Business License whose premises are located within 35 km of the District offices. Through the Business Licensing process, the District will maintain a Business Directory that will be available to the public including corporations operating in the region.

**This Policy Shall:**

1. Provide a List of Policy Objectives;
2. Detail an Action Plan; and
3. Outline Accountability
4. Comment on Ethical Behavior

**Policy Details or Policy Objectives:**

**1. Policy Objectives**

- a. All purchases whether of an operating or capital nature have been included and approved in the District's adopted annual budget or District Council has approved including the purchase in a Budget Amendment Bylaw.
- b. The District will advertise either public tenders, request for proposals or provide three written price quotes as determined by the Chief Administrative Officer for works and services that are estimated to exceed \$5,000 in value but are below the procurement thresholds of the New West Partnership Trade Agreement; other than professional and consulting services which may be selected after proposal calls for one or more years.

| Amount for Services                         | Type   |
|---|--|
| Above the NWPTA thresholds                  | Tenders or Request for Proposals be determined by Council Resolution |
| Below the NWPTA threshold but above \$5,000 | Tenders, RFPs or three written price quotes as determined by the CAO |
| Between \$500.00 - \$5,000                  | Telephone Quotations   |

- c. The District will select successful tenders based on the lowest submitted price from a fully qualified supplier which demonstrates they can fulfill all conditions and performance requirements of the contract to the satisfaction of the District and provide the best value to the District. Some factors for evaluating tenders other than the lowest price may include qualifications, experience, ability to respond in a timely fashion, etc.
- d. The District will determine the successful tender based on the submitted price adjusted to comply with the original tender specifications to achieve an apple to apple comparison. All tenders shall contain the clause "The District reserves the right to accept or reject the lowest or any tender".
- e. For comparative purposes, tender prices may be adjusted to ensure the submission complies with the original tender specifications and that an equitable comparison can be made between all submitted tenders.
- f. District Council will consider tenders by resolution where the procurement value exceeds:
  - i. \$75,000 or greater for goods;
  - ii. \$75,000 or greater for services; or
  - iii. \$200,000 or greater for construction.
- g. In other cases where the procurement value is under:
  - i. \$75,000 or greater for goods;
  - ii. \$75,000 or greater for services;
  - iii. \$200,000 or greater for construction and the recommendation is to award to the low tender, the Chief Administrative Officer is authorized to award the contract and to report such decisions to Council.
- h. The District will obtain, if possible, three written quotations for procurement values under:
  - \$75,000 for goods;
  - \$75,000 for services; or
  - \$200,000 for construction.

It is the responsibility of the Chief Administrative Officer to assign approving authority for written and telephone quotations with those assignments provided formally to all Department heads.

- i. For the purpose of ensuring efficiency and effectiveness, the following exceptions to the normal procedure are authorized and the quotation and tender provisions of the Purchasing Policy do not apply when:
  - i. Services and supplies are provided by utility companies on a monopoly basis;
  - ii. Professional services may be obtained through proposal calls or other methods determined by District Council;

- iii. Cooperative purchasing agreements are made with other agencies or levels of government i.e. School District, Regional District, etc.;
- iv. Due to an emergency, a situation exists which could adversely affect the life, health or safety of citizens;
- v. Services are provided on a rotational basis where regular quotations or tenders are not feasible e.g. catering
- vi. District Council by resolution authorizes a direct purchase in circumstances they consider appropriate.
- j. The issuance of a work order is required for purchases of \$200 and over except where there are contractual agreements or regular on-going costs whether fixed or variable, such as utilities, or where payment is made at the time of purchase, such as postage for the postage machine or other prepaid purchase.

Sound planning is crucial for the successful implementation of any purchasing activity, large or small. This is particularly relevant where tenders are involved.

There are two steps in forecasting the expected annual purchases for the District of Hudson's Hope which are carried out during the annual budget preparation cycle:

1. The estimation of each Department's purchasing activity; and
2. The compilation of a company-wide purchasing needs assessment (fuel, office supplies, etc.).

Each Department head is responsible for the estimate of their purchasing activity and the Deputy Treasurer is responsible for the compilation of company-wide purchasing needs.

## **Procedures or Guiding Principles:**

### **2. Action Plan**

- a) Work Orders are issued at the time the commitment is made to the supplier and distributed immediately.
- b) Work Orders must clearly specify supplier name, account codes, unit prices, and product or service description.
- c) Where telephone or written quotations are required, they are to be documented on the Work Order or added as an attachment.
- d) Work Orders are not required if the invoice is received at the same time as the goods or services. Invoices are to be reviewed, approved, signed off by appropriate signing authority and forwarded to the Deputy Treasurer immediately.
- e) Work Orders, when issued, are encumbered on the Municipal Accounting System.
- f) The objective is to obtain at least three telephone quotations and as many as possible written quotations or tenders within the guidelines of this policy.
- g) All invoices for payment require proper written authorization before cheques are issued and where there is a requirement to use a cheque requisition; the same authorizations are required as if it was an invoice.
- h) Tenders, whether for approval by the CAO or District Council, are to be submitted on an Administrative report in a format similar to current reports to Council.

### **3. Accountability**

- a) Each Director or Department Head is accountable for purchases charged against their area of responsibility.

- b) Each Director or Department Head has the authority to delegate their staff for purchasing and will provide an update list to the Deputy Treasurer as may be required from time to time.
- c) There must be sufficient current budget allocation within the function before a purchase commitment is made.
- d) Leases, rental agreements and contracts beyond the current fiscal year must be approved by the CAO.
- e) The CAO and Deputy Treasurer are designated as signing authorities for the District with respect to operational leases, obtained through the MFA or otherwise, provided that proper authority has been obtained through the budget or appropriate Council resolution.

#### 4. Ethical Behavior

All staff involved in purchasing activities or dealing with suppliers are expected to be fully aware of the following general principles.

Any attempt by a supplier to gain an unethical advantage, such as the offer of a bribe or inducement in any form should be reported immediately to the CAO.

The following general principles apply:

- a) No staff member is permitted to derive, directly or indirectly, any personal advantage from the District of Hudson's Hope's purchases. The highest ethical standards must be observed at all times and staff should not put themselves in situations whereby it could be construed that their impartiality has been or could be compromised.
- b) Staff must act fairly and objectively and in the best interests of the District in conducting business with suppliers.
- c) Gifts and entertainment such as sporting events, or cultural events, or meals involving spouses offered by suppliers, should be declined to avoid any perception.
- d) Staff must not make personal purchases through open District contracts with suppliers.

To be signed by those staff members with approving authority.

#### Acknowledgement & Agreement

I, \_\_\_\_\_ (Employee Name), acknowledge that I have read and understand the District of Hudson's Hope's Purchasing Policy. I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules of this policy, I may face legal, punitive, or corrective action, up to and including termination of employment and/or criminal prosecution.

User's Name: \_\_\_\_\_

User's Signature: \_\_\_\_\_

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

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

## REQUEST FOR DECISION

|  |   |
|--|---|
| <b>RFD#:</b> 2019MR--  | <b>Date:</b> February 25, 2019            |
| <b>Meeting#:</b>   | <b>Originator:</b> Mark Sture, PW Manager |
| <b>RFD TITLE: Swimming Pool Liner Repairs – Sole Source Contract</b> |   |

### RECOMMENDATION:

1. That Council waive the Purchasing Policy and approve a sole source contract to Master Pools Alta Ltd. for repairs to the pool in the amount of \$20,000.

### BACKGROUND:

At the meeting of January 28, 2019, Council approved the following resolution:

#### **Pre-Budget for Swimming Pool**

*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*

### DISCUSSION:

Master Pools Alta Ltd, based in Edmonton, has provided guidance and troubleshooting advise to the District for the past few years. Based on a condition assessment conducted at the end of last season they proposed a plan of action to rectify splits and wrinkles in the liner. Ultimately a new liner is required, however the proposed repairs will see the District pool through another season.

Master Pools Alta Ltd has been maintaining our pool for the last few years and has been diligent in providing advice on necessary repairs along with budget quotes on the work, including the repairs necessary to the liner. Master Pools Alta Ltd has the necessary materials and staff resources to conduct the repairs prior to the planned opening on May 18<sup>th</sup>, 2019.

It is possible to tender the work out, however the delay in the tendering process and award has the strong potential to defer the opening further into the summer months.

In the sense of expediency, it makes sense to sole source this work to Master Pools Alta Ltd. If the full liner is to proceed and approval is received in sufficient time (fall 2019) it will be possible to tender for a 2020 preseason installation.



**ALTERNATIVES:**

1. Waive the Purchasing Policy and provide a sole source contract to Master Pools Alta Ltd for pool liner repairs.
2. Tender the work for the liner repairs – there is no guarantee that we will receive more than the one bid or that prices will be lower.

**FINANCIAL CONSIDERATIONS:**

Alternative 1 – The liner repairs have been quoted at \$20,000 An additional \$5,000 is available for contingency items related to necessary preseason pool opening repair work.

Alternative 2 – Tender the work; there is no guarantee of price, bids or timeline

Mark Sture. Public Works Manager

  
Chris Cvik, Interim CAO

## THE DISTRICT OF HUDSON'S HOPE

**REPORT TO:** Mayor and Council

**SUBJECT:** Recreation and Special Events Update

**DATE:** February 25, 2019

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

---

### **Travel**

*April 30 – May 3, 2019 BC Recreation and Parks Association, Symposium. Whistler.*

### **Events**

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

***January 28- February 2***

Full event report to come. Waiting on final revenue and expense totals.

#### ***Family Day***

***February 17, 11am-1pm.***

This was the second Family Day event held by the RSEC. Compared to last year, this year's attendance numbers were 30% higher. Event was held at the arena and featured a bouncy castle loaned to us by the Fall Fair Society, a toddler play area featuring items purchased with grant money and inflatable ZORB balls that were a huge hit with all ages. ZORB's were also purchased with grant money. Free ice cream sundaes and skating rounded out this year's event.

#### ***Non-Instructional Day Camp***

***February 25, 9am-1pm***

Held in partnership with the Hudson's Hope library this is the second to last camp of the 2018/2019 school year. The RSEC facilitates the morning session at the school and the library takes over at 1pm. Camps have a maximum of 12 kids to reflect best practices in camper to leader ratios. Camps are free of charge.

#### ***Volunteer Appreciation***

***Tentative Date of April 27, 11am-2pm***

***Beattie Park***

### **Recreation**

#### ***Parent and Tot***

***February 5-26. Tuesdays.***

This second set of Parent and Tot did not meet minimum registration requirements and was cancelled.

#### ***Women's Rec Hockey***

***February 5- March 12, 7:30-8:45pm***

9 ladies are registered. This set, two registration prices were offered, \$25 for those with arena passes or \$40 for those without passes.

Total registration fees taken: \$235

**Grants**

***BC Family Day Grant***

***Successful*** ***\$250***

***Canada Works Green Jobs Grant***

***Applied***

***OTV Trail Fund Grant***

***In Progress***

**General**

The RSEC has met with the Recreation Advisory Committee twice this year. We are attempting to meet every 5 weeks or so.

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Approved by: Chris Cvik, Interim CAO



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Prepared by: Kaitlyn Atkinson, Recreation and Special Events Coordinator

## REQUEST FOR DECISION

|  |                                     |
|--|-------------------------------------|
| <b>RFD#:</b>   | <b>Date: February 25, 2019</b>      |
| <b>Meeting#:</b>                                       | <b>Originator: Kaitlyn Atkinson</b> |
| <b>RFD TITLE: Recreation Committee Recommendations</b> |                                     |

### RECOMMENDATION(S): THAT

1. "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"  
*The 2019 Rates are as follows:*

| <b>Drop In (Rate reserved for one (1) hour programs. Must exit pool after session)</b> |         |
|--|---------|
| Family   | \$10.00 |
| Adult (18+)  | \$5.00  |
| Senior/Youth (55+ & 13+)   | \$3.50  |
| Child (12 and under)   | \$2.50  |
| Infant (3 and under)   | FREE    |

| <b>Regular Admission</b> |         |
|--------------------------|---------|
| Family                   | \$12.00 |
| Adult (18+)              | \$6.00  |
| Senior/Youth (55+ & 13+) | \$4.50  |
| Child (12 and under)     | \$3.50  |
| Infant (3 and under)     | FREE    |

2. "Council approve the definition of a Family for pool admittance purposes as a maximum of two (2) adults and up to four (4) dependent children or youth living in the same household. Additional dependant children will be admitted at \$1.50/ additional child or youth."

### 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. At council's

direction the recommendations were brought back to the Recreation Committee on February 19 for further clarification.

**DISCUSSION:**

1. It is not common practice to utilize two rates at a pool. To alleviate enforcement concerns and to stop allowing drop ins to what are often four (4) hour public swims the committee would like the Regular Admission rate utilized *except* for 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. Expectation being that patrons exit the pool after their program.
2. The pool Supervisors, Year End 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 and ensure pool revenues match use levels. Their definitions are all 2 adults and 4 children as a family. In Hudson's Hope the rate of \$12 for a family means that when two (2) adults and two (2) children arrive both of those children get in for free as our adult rate is \$6 ( $6 \times 2 = \$12$ ). Our family rate is a great deal and meant to make it easier to bring the family out. Introducing a rate of \$1.50 per additional child or youth over the four (4) permitted is still an exceptional deal but allows for some revenues to cover the cost of this additional usage.

**BUDGET:**

1. No extra cost to the District and an increase in revenue from the pool.
2. No extra cost to the District and an increase in revenue from the pool.



Kaitlyn Atkinson, Recreation and Special Events Coordinator

## THE DISTRICT OF HUDSON'S HOPE

**REPORT TO:** Mayor Dave Heiberg and Council

**SUBJECT:** Interim CAO – Update Report

**DATE:** February 21, 2019

**FROM:** Chris Cvik, Interim CAO

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Initiatives currently being worked or recently completed:

- Confirmed that the District did not qualify for the \$8,000 NDIT Grant Writer grant as we did not meet the minimum wages payment threshold as our portion of the cost was based on assessment.
- Working on BC Hydro Shoreline Protection Project – reconnecting from where it left off in October 2018.
- BC Hydro Water Project – organizing closed meeting to discuss options prior to public meeting.
- Northeast Roundtable Meeting – March 6<sup>th</sup> meeting to discuss proposed West Moberly TLE has been put on hold. Meeting may still go ahead. Province is currently looking to see if there are enough items to discuss to go ahead.
- Budget – Plan was to discuss Operations budget at today's meeting (25<sup>th</sup>). Moved back one cycle to allow for year end balance information to be incorporated into the budget. Capital Budget discussion will be moved from March 11 to 25<sup>th</sup> meeting.

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Chris Cvik



## RECREATION COMMITTEE MEETING

January 22, 2019

Meeting called to order: 5:01 PM

Meeting adjourned: 6:55 PM

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### ATTENDEES

Lynnea Stacey, Public Member  
Debbie Beattie, Public Member  
Kelly Miller, Councillor  
Travous Quibell, Councillor  
Taylow Rowe, Youth Councillor  
Kaitlyn Atkinson, Chair/Recreation and Special Events Coordinator (RSEC)  
Mattias Gibbs, Guest Councillor

### ABSENT

Valerie Paice, Councillor  
Coleman Mercereau, Public Member

### AGENDA ITEMS

1. *Kaitlyn Atkinson* called the meeting to order at 5:01PM.
2. *Adoption of Minutes from June 10<sup>th</sup> Meeting*  
M/S Debbie Beattie/ Lynnea Stacey  
CARRIED
3. *Notice of New Business*  
No new business.
4. *Agenda Adopted by Consensus*
5. *Project Updates and Next Steps*  
Beryl Prairie Playground
  - Updated playground plans presented by RSEC for discussion. Some small changes to plans as the playground has arrived but was unable to be installed due to winter conditions. Will be installed as soon as spring thaw comes. Grand opening party to coincide.Trail Mapping
  - Contract is complete. Maps received from McElhanney Geomatics Engineering LTD.

- Discussion regarding if this is the final form of the maps? Intention is to use maps as 3 sides of a 6-sided tri fold pamphlet. Will be available on line, at the Visitor Center and District office.
- Trails are not advertised as maintained or being in good shape. Meant to give people an idea of what to expect in terms of terrain and difficulty. Further information can be gained from calling the Visitor Center or District office.

#### 6. Budget

- Major change to budget is addition of 01-17-1708-5311: Special Projects
- Capital items to be recommended to council are Trail Signage and Trail Marking. Reach out to local ATV club and see what we can do to share the load of placing signage. Maybe they can put signs in places we otherwise wouldn't.
- Multiplex design: To include Community Hall Replacement.
- Pickleball nets and equipment to be purchased for arena.
- No updates to be done at Tennis Court this year, except paint pickleball lines.

#### **RECOMMENDATION:**

#### **THAT**

***"Council direct staff to review the O&M Program for recreation assets such as 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"***

- Previously proposed ATV Campsite to be added to budget document for 2019
- Discussion around cost of three summer Rec Assistants. Cost of about \$13,000. Is the benefit worth the cost?

#### 7. Pool Year End Report

- Pool liner and chlorination system are already on councils' radar and have been acknowledged as a major budget issue.
- Front desk at pool allows staff to hide and inappropriately use their time. RSEC to request lowering of countertop at front desk.
- Out of town pool use. Tracker has not been accurate. Pool limit of 181 for occupancy. People were turned away last year due to capacity being reached. What software do we need to track where people are coming from in order to justify access to regional funding for our pool?
- Day rate vs Drop in rate. It doesn't make sense to have two rates. No other pool in the North Peace does this. Transition to day rate only and allow Drop in Rate to be used only for one (1) hour programs.

#### **RECOMMENDATION**

#### **THAT**

***"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"***



**RECOMMENDATION****THAT**

***"Family rate to specify that it is two (2) adults and up to four (4) dependent children living in the same household"***

- Sound system for pool and deck chairs. RSEC to add these items to pool budget for council's approval per Pool Supervisors request.

8. *Winter Carnival Update*

- New events this year and minor updates. Weekday events simplified and main event days are Monday, Friday and Saturday.
- Review of sponsorships for the year. Not quite breaking even. Donations are down for the third year in a row. Individual companies are giving less than they used to.

9. *Multi Use Community Center*

- Federal funding available. We do not have a shelf ready plan yet, but this is a multi-year program and provides extra funding to rural/northern communities. Up to 80% total funding.
- Rec Committee to continue overseeing Community Hall/ Multiplex. Transition to separate committee if required in the future.

10. *Old Business*

| <b>New Business Description</b>   | <b>Member to follow up</b> | <b>Status</b>                |
|---|----------------------------|------------------------------|
| Ty Olsen would like to join committee   | Kaitlyn Atkinson           | Update terms of reference?   |
| Ski Hill is likely not going to continue. Mackenzie has their own municipally operated hill. Now is the time to take it over before it is too far gone. | Kaitlyn Atkinson           | Waiting on Ski Hill proposal |
| Recreation Society has folded. Assets to District, then dispersed to local groups.  |                            | Complete                     |
| Focus on Rec Master Plan as key next document. Plan for pool end of life  | Kaitlyn Atkinson           | In Progress                  |
|   |                            |                              |

| <b>Old Business Description</b>                  | <b>Member to follow up</b> | <b>Status</b> |
|--|----------------------------|---------------|
| Distribute BP Firehall survey results to members | Kaitlyn Atkinson           | Complete      |

|   |                  |  |
|---|------------------|--|
| BC Hydro responsibility of the boat launch at Dinosaur. What is the District responsible for? | Kaitlyn Atkinson | In Progress  |
| Request update from BC Hydro Community Engagement Committee on proposed Berm. Report back     | Kaitlyn Atkinson | In Progress  |
| Get update on BP Firehall septic field  | Kaitlyn Atkinson | Complete.<br>Septic field is to be removed this year and costs have gone into the budget |

Next Meeting: February 19, 2019 at 5pm  
Meeting Adjourned 6:55PM

## REQUEST FOR DECISION

|   |                                       |
|---|---------------------------------------|
| <b>RFD#:</b>  | <b>Date: 2019-02-21</b>               |
| <b>Meeting#: CM022519</b>   | <b>Originator: Industry Committee</b> |
| <b>RFD TITLE: Obtain preliminary design for light industry zone</b>   |                                       |
| <p><b>BACKGROUND:</b></p> <p>The light industry development near Jamison woods has been in the plan for several years without much action after the initial purchase of the land. The completion of this development was identified as a strategic goal by the council.</p>   |                                       |
| <p><b>DISCUSSION:</b></p> <p>Recent developments with several local industries and First Nations groups have increased the urgency to have a preliminary design done of the light industry zone. The preliminary design would then be used to develop a budget for the project.</p> <p>Once the budget is developed council can determine how best to secure funding and use this as a tool in negotiations.</p> <p>The main unanswered question is what will be the requirements from MOTI for the intersections off the highway into the new development. This can be determine by the engineering firm that is hired to do the preliminary design work.</p> <p>Preliminary design from L&amp;M engineering and their cost estimates are attached. There are several issues with this design that need to be addressed.</p> |                                       |
| <p><b>BUDGET:</b></p> <p>Staff time - exact amount unknown<br/>Engineering firm will probably be about \$10,000 for preliminary design work.</p>  |                                       |

**RECOMMENDATION / RESOLUTION:**

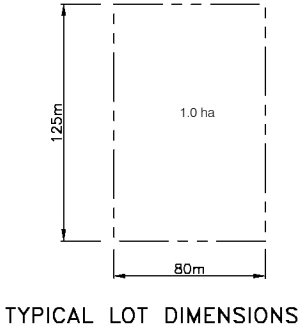
That Council:

1. Direct staff to contact a local engineering firm to create a preliminary design of the light industry development with the following criteria:
  - Lots are serviced with water and 3 phase power. No sewer.
  - Roadway is gravel
  - Development extends from the furthest west lot to Powell Road.
  - Lots are not cleared
  - Developments follows MOTI guidelines.



| SURVEY CONTROL |             |            |              |
|----------------|-------------|------------|--------------|
| POINT #        | NORTHING(m) | EASTING(m) | ELEVATION(m) |
| 1              | 6210917.263 | 568688.916 | 512.86       |
| 2              | 6211015.754 | 568759.363 | 513.95       |
| 3              | 6211162.152 | 568863.905 | 515.88       |
| 4              | 6211406.289 | 569038.462 | 515.95       |
| 5              | 6211650.628 | 569212.313 | 514.74       |
| 6              | 6211880.523 | 569404.076 | 515.82       |
| 7              | 6212071.239 | 569636.321 | 515.92       |

NOTES:  
1. PLAN SHOWN WITH GROUND LEVEL COORDINATES. FOR COMPUTATION OF U.T.M. COORDINATES, MULTIPLY BY THE COMBINED SCALE FACTOR OF 0.9995780.  
2. L&M ENGINEERING FIELD SURVEY PERFORMED ON AUG. 20, 2014. SURVEY DATA WAS COLLECTED USING A COMBINATION OF RTK-GPS AND TOTAL STATION.  
3. GEODETIC ELEVATIONS ESTABLISHED BASED ON PROVINCIAL CONTROL MONUMENT SET IN N.W. CORNER OF LIQUOR STORE FOUNDATION, INTERSECTION OF BEATTIE DR. AND CETHING ST.  
4. LOCATION OF HIGHWAY AND LEGAL ARE APPROXIMATE ONLY.  
5. PROPOSED LOTS 12-18 WERE DENSELY TREED. GROUND CONTOURS WERE DERIVED FROM GOOGLE EARTH SPATIAL DATA. ELEVATIONS ARE APPROXIMATE.



**LEGEND**  
**EXISTING**  
EX. TEST PIT & DRILL HOLE  
EX. BENCHMARK & SURVEY HUBS  
EX. IPS & ISMs  
LEGAL SURVEY BNDRY  
EX. LEGAL LINE  
EX. LEGAL R.O.W. & EASEMENT  
EX. SANITARY FORCE MAIN  
EX. STORM & MANHOLE  
EX. SINGLE & DOUBLE CATCHBASIN c/w CB LEADS  
EX. CATCHBASIN MANHOLE  
EX. CULVERT  
EX. FIRE HYDRANT & VALVE ASSEMBLY  
EX. WATERMAIN & VALVE  
EX. BLOW-OFF ASSEMBLY  
EX. CURB STOP  
EX. ROAD & SIDEWALK  
EX. ROAD SIGN(S)  
EX. SHOULDER  
EX. TOP OF SLOPE  
EX. TOE OF SLOPE  
EX. DITCH or SWALE  
EX. FENCE  
EX. OVERHEAD LINES  
EX. UNDERGROUND LINES  
EX. POWER POLE & ANCHOR  
EX. GAS MAIN  
**PROPOSED**  
PR. LEGAL LINE  
PR. LEGAL R.O.W. & EASEMENT  
PR. SANITARY & MANHOLE  
PR. STORM & MANHOLE  
PR. SINGLE & DOUBLE CATCHBASIN c/w CB LEADS  
PR. CATCHBASIN MANHOLE  
PR. CULVERT  
PR. DITCH or SWALE  
PR. FIRE HYDRANT & VALVE ASSEMBLY  
PR. WATERMAIN & VALVE  
PR. GRAVEL SHOULDER  
PR. ASPHALT  
PR. CURB & SIDEWALK  
PR. ROAD SIGN(S)

| NO. | DATE | REVISION | DR. |
|-----|------|----------|-----|
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**L&M**  
ENGINEERING LIMITED  
1210 FOURTH AVENUE  
PRINCE GEORGE, B.C.  
V2L 3J4  
TEL. (250) 562-1977  
FAX (250) 562-1967

|                 |                      |
|-----------------|----------------------|
| DRAWN:          | SDS                  |
| CHECKED:        | CS                   |
| ENGINEER:       | DVB                  |
| SURVEY FILE:    |                      |
| DRAWING FILE:   | C3D-1014-22 BASE.dwg |
| CORRESPONDENCE: |                      |
| GRID:           |                      |
| DATE:           | 09/09/2014           |
| SCALE:          | 11"x17" 1:5000       |

HUDSON'S HOPE  
PROPOSED LIGHT INDUSTRIAL  
SUBDIVISION  
PRELIMINARY SURVEY  
OVERALL PLAN

CONSULTANTS' PROJECT No.  
1012-22-01  
DRAWING No.  
C001

|           |          |
|-----------|----------|
| SHEET No. | REV. No. |
| 1 OF 1    | 0        |

## ENGINEER'S CONSTRUCTION ESTIMATE

|                                   |  | Contract Rates |          |             |                     |
|-----------------------------------|--|----------------|----------|-------------|---------------------|
| DESCRIPTION                       |  | UNITS          | QUANTITY | UNIT PRICE  | AMOUNT              |
| <b>Section 1 - Surface Works</b>  |  |                |          |             |                     |
| 1.1                               | Stripping  | m <sup>2</sup> | 9,900    | \$2.00      | \$19,800.00         |
| 1.2                               | Excavation to Waste                                  | m <sup>3</sup> | 2,600    | \$5.00      | \$13,000.00         |
| 1.3                               | Excavation to Embankment                             | m <sup>3</sup> | 1,700    | \$10.00     | \$17,000.00         |
| 1.4                               | Imported Fill (from onsite native material)          | m <sup>3</sup> | 6,100    | \$9.00      | \$54,900.00         |
| 1.5                               | Gravel access road 4 meter wide (300mm Thickness)    | m <sup>2</sup> | 1,578    | \$10.00     | \$15,780.00         |
| 1.6                               | Cook Crescent Road Restoration                       | LS             | 1        | \$25,000.00 | \$25,000.00         |
| <b>Section 2 - Storm Sewer</b>    |  |                |          |             |                     |
| 2.1                               | Storm Sewer Mains                                    |                |          |             |                     |
|                                   | a) 250mm Dia. Pipe Storm Service                     | lm             | 45       | \$250.00    | \$11,250.00         |
|                                   | b) 600mm Dia. Pipe                                   | lm             | 233      | \$350.00    | \$81,550.00         |
| 2.2                               | Manholes   |                |          |             |                     |
|                                   | a) 1200mm dia. Barrel                                | Vm             | 17       | \$1,500.00  | \$25,500.00         |
|                                   | b) 1200mm dia. Frames, Lids, Covers & Bases          | ea.            | 4        | \$2,500.00  | \$10,000.00         |
|                                   | c) Flow Control Manhole                              | ea.            | 1        | \$20,000.00 | \$20,000.00         |
| 2.3                               | Headwall   | ea.            | 2        | \$4,000.00  | \$8,000.00          |
| <b>Section 3 - Sanitary Sewer</b> |  |                |          |             |                     |
| 3.1                               | Sanitary Sewer Mains                                 |                |          |             |                     |
|                                   | a) 150mm Dia. SDR 35 PVC Sanitary Service            | lm             | 25       | \$200.00    | \$5,000.00          |
|                                   | b) 200mm Dia. SDR 35 PVC Sanitary Main               | lm             | 61       | \$250.00    | \$15,250.00         |
| 3.2                               | Manholes   |                |          |             |                     |
|                                   | a) 1050mm dia. Barrel                                | Vm             | 8        | \$1,500.00  | \$12,000.00         |
|                                   | b) 1050mm dia. Frames, Lids, Covers & Bases          | ea.            | 2        | \$2,500.00  | \$5,000.00          |
| 3.3                               | Outside Drop Structure for Manhole                   | LS             | 1        | \$2,500.00  | \$2,500.00          |
| <b>Section 4 - Watermain</b>      |  |                |          |             |                     |
| 4.1                               | Watermains   |                |          |             |                     |
|                                   | a) 150mm Dia. C-900 DR 18 Watermain Service          | lm             | 48       | \$250.00    | \$12,000.00         |
|                                   | b) 300mm Dia. C-900 DR 18 Watermain, excluding Auger | lm             | 396      | \$280.00    | \$110,880.00        |
| 4.2                               | Gate Valves and Assembly                             |                |          |             |                     |
|                                   | a) 150mm Dia Gate valve and assembly                 | ea.            | 3        | \$2,500.00  | \$7,500.00          |
|                                   | b) 300mm Dia Gate valve and assembly                 | ea.            | 4        | \$3,500.00  | \$14,000.00         |
| 4.3                               | Reducer 300mm-250mm                                  | ea.            | 1        | \$3,000.00  | \$3,000.00          |
| 4.4                               | Pipe Insulation                                      | lm             | 53       | \$70.00     | \$3,710.00          |
| 4.5                               | Air Valve Assembly & Chamber                         | ea.            | 1        | \$12,000.00 | \$12,000.00         |
| <b>Section 5 - Miscellaneous</b>  |  |                |          |             |                     |
| 5.1                               | Connection to Existing Water Main                    | ea.            | 2        | \$6,000.00  | \$12,000.00         |
| 5.2                               | Connection to Existing Sanitary Main                 | ea.            | 1        | \$3,000.00  | \$3,000.00          |
| 5.3                               | Connection to Existing Storm Main                    | ea.            | 1        | \$3,000.00  | \$3,000.00          |
| 5.4                               | Auger Under Hwy 97, including 50m watermain          | lm             | 50       | \$1,400.00  | \$70,000.00         |
| 5.5                               | No Post Concrete Barrier                             | ea.            | 5        | \$500.00    | \$2,500.00          |
| 5.6                               | 25kg Rip-Rap for Overflow                            | m <sup>2</sup> | 42       | \$50.00     | \$2,100.00          |
| <b>Subtotal</b>                   |  |                |          |             | <b>\$597,220.00</b> |
| <b>10% Contingency</b>            |  |                |          |             | <b>\$59,722.00</b>  |
| <b>Total</b>                      |  |                |          |             | <b>\$656,942.00</b> |

**Notes:**

- 1) Based on Issued for Approval drawings dated October 2014.
- 2) Item 4.1b does not include 50m of 300mm diameter C-900 DR-18 watermain inside the auger casing.
- 3) Item 5.4 includes 50m of 300mm diameter C-900 DR-18 watermain inside the auger casing.



## ENGINEER'S CONSTRUCTION ESTIMATE

|                                   |  | Contract Rates |          |            |               |
|-----------------------------------|--|----------------|----------|------------|---------------|
| DESCRIPTION                       |  | UNITS          | QUANTITY | UNIT PRICE | AMOUNT        |
| <b>Section 2 - Surface Works</b>  |  |                |          |            |               |
| 2.1                               | Stripping  | m <sup>2</sup> | 9,900    |            | \$0.00        |
| 2.2                               | Excavation to Waste  | m <sup>3</sup> | 2,600    |            | \$0.00        |
| 2.3                               | Excavation to Embankment   | m <sup>3</sup> | 1,700    |            | \$0.00        |
| 2.4                               | Imported Fill (from onsite native material)  | m <sup>3</sup> | 6,100    |            | \$0.00        |
| 2.5                               | Gravel access road 4 meter wide (300mm Thickness)  | m <sup>2</sup> | 1,587    |            | \$0.00        |
| 2.6                               | Cook Crescent Road Restoration   | LS             | 1        |            | \$0.00        |
| <b>Section 3 - Storm Sewer</b>    |  |                |          |            |               |
| 3.1                               | Storm Sewer Mains  |                |          |            |               |
|                                   | a) 250mm Dia. Pipe Storm Service   | lm             | 45       |            | \$0.00        |
|                                   | b) 600mm Dia. Pipe   | lm             | 233      |            | \$0.00        |
| 3.2                               | Manholes   |                |          |            |               |
|                                   | a) 1200mm dia. Barrel  | Vm             | 12       |            | \$0.00        |
|                                   | b) 1200mm dia. Frames, Lids, Covers & Bases  | ea.            | 3        |            | \$0.00        |
|                                   | c) Flow Control Manhole - All Inclusive<br>(incl. 1500mm barrel, lid, frame, cover, valve, riser pipe, etc.) | ea.            | 1        |            | \$0.00        |
| 3.3                               | Headwall   | ea.            | 3        |            | \$0.00        |
| <b>Section 4 - Sanitary Sewer</b> |  |                |          |            |               |
| 4.1                               | Sanitary Sewer Mains   |                |          |            |               |
|                                   | a) 150mm Dia. SDR 35 PVC Sanitary Service  | lm             | 25       |            | \$0.00        |
|                                   | b) 200mm Dia. SDR 35 PVC Sanitary Main   | lm             | 60       |            | \$0.00        |
| 4.2                               | Manholes   |                |          |            |               |
|                                   | a) 1050mm dia. Barrel  | Vm             | 8        |            | \$0.00        |
|                                   | b) 1050mm dia. Frames, Lids, Covers & Bases  | ea.            | 2        |            | \$0.00        |
| 4.3                               | Outside Drop Structure for Manhole   | LS             | 1        |            | \$0.00        |
| <b>Section 5 - Watermain</b>      |  |                |          |            |               |
| 5.1                               | Watermains   |                |          |            |               |
|                                   | a) 150mm Dia. C-900 DR 18 Watermain Service  | lm             | 48       |            | \$0.00        |
|                                   | b) 300mm Dia. C-900 DR 18 Watermain, excluding Auger   | lm             | 396      |            | \$0.00        |
| 5.2                               | Gate Valves and Assembly   |                |          |            |               |
|                                   | a) 150mm Dia Gate valve and assembly   | ea.            | 3        |            | \$0.00        |
|                                   | b) 300mm Dia Gate valve and assembly   | ea.            | 4        |            | \$0.00        |
| 5.3                               | Reducer 300mm-250mm  | ea.            | 1        |            | \$0.00        |
| 5.4                               | Pipe Insulation  | lm             | 52       |            | \$0.00        |
| 5.5                               | Air Valve Assembly & Chamber   | ea.            | 1        |            | \$0.00        |
| <b>Section 7 - Miscellaneous</b>  |  |                |          |            |               |
| 7.1                               | Connection to Existing Water Main  | ea.            | 2        |            | \$0.00        |
| 7.2                               | Connection to Existing Sanitary Main   | ea.            | 1        |            | \$0.00        |
| 7.3                               | Connection to Existing Storm Main  | ea.            | 1        |            | \$0.00        |
| 7.4                               | Auger Under Hwy 97, including 50m watermain  | lm             | 50       |            | \$0.00        |
| 7.5                               | No Post Concrete Barrier   | ea.            | 5        |            | \$0.00        |
| 7.7                               | 25kg Rip-Rap for Overflow  | m <sup>2</sup> | 42       |            | \$0.00        |
| <b>Subtotal=</b>                  |  |                |          |            | <b>\$0.00</b> |
| <b>10% Contingency=</b>           |  |                |          |            | <b>\$0.00</b> |
| <b>Total=</b>                     |  |                |          |            | <b>\$0.00</b> |

**Notes:**

- 1) Based on Issued for Approval drawings dated October 2014.
- 2) Item 4.1b does not include 50m of 300mm diameter C-900 PVC DR-18 watermain inside the auger casing.
- 3) Item 5.4 includes 50m of 300mm diameter C-900 PVC DR-18 watermain inside the auger casing.

| NOR-CAL POND STORM WATER INFRASTRUCTURE ELIGIBLE FOR COST SHARING<br>APPROXIMATE CONSTRUCTION QUANTITIES |                |          |            |        |
|--|----------------|----------|------------|--------|
| DESCRIPTION  | Contract Rates |          |            |        |
|  | UNITS          | QUANTITY | UNIT PRICE | AMOUNT |
| <b>Section 2 - Surface Works</b>   |                |          |            |        |
| 2.1 Stripping  | m <sup>2</sup> | 5,492    |            |        |
| 2.2 Excavation to Embankment   | m <sup>3</sup> | 1,542    |            |        |
| 2.3 Imported Fill  | m <sup>3</sup> | 3,074    |            |        |
| 2.4 Gravel access road 4 meter wide (300mm Thickness)  | m <sup>2</sup> | 959      |            |        |
| <b>Section 3 - Storm Sewer</b>   |                |          |            |        |
| 3.1 Storm Sewer Mains  |                |          |            |        |
| a) 525mm Dia. Pipe   | lm             | 233      |            |        |
| 3.2 Manholes   |                |          |            |        |
| a) 1200mm dia. Barrel  | Vm             | 12       |            |        |
| b) 1200mm dia. Frames, Lids, Covers & Bases  | ea.            | 3        |            |        |
| c) Flow Control Manhole  | ea.            | 1        |            |        |
| 3.3 Headwall   | ea.            | 2        |            |        |
| <b>Section 7 - Miscellaneous</b>   |                |          |            |        |
| 7.1 Connection to Existing Storm Main  | ea.            | 1        |            |        |
| 7.2 No Post Concrete Barrier   | ea.            | 3        |            |        |
| 7.3 Removable Bollard  | ea.            | 2        |            |        |
| 7.4 25kg Rip-Rap for Overflow  | m <sup>2</sup> | 42       |            |        |
| <b>Subtotal</b>  |                |          |            |        |

Notes:

1) Based on Issued for Approval drawings dated October 2014.



## NOR-CAL POND STORM WATER INFRASTRUCTURE ELIGIBLE FOR COST SHARING APPROXIMATE CONSTRUCTION QUANTITIES

|                                  |   | Contract Rates |          |             |                     |
|----------------------------------|---|----------------|----------|-------------|---------------------|
| DESCRIPTION                      |   | UNITS          | QUANTITY | UNIT PRICE  | AMOUNT              |
| <b>Section 2 - Surface Works</b> |   |                |          |             |                     |
| 2.1                              | Stripping   | m <sup>2</sup> | 5,492    | \$2.00      | \$10,984.00         |
| 2.2                              | Excavation to Embankment                          | m <sup>3</sup> | 1,542    | \$10.00     | \$15,420.00         |
| 2.3                              | Imported Fill                                     | m <sup>3</sup> | 3,074    | \$8.00      | \$24,592.00         |
| 2.4                              | Gravel access road 4 meter wide (300mm Thickness) | m <sup>2</sup> | 959      | \$15.00     | \$14,385.00         |
| <b>Section 3 - Storm Sewer</b>   |   |                |          |             |                     |
| 3.1                              | Storm Sewer Mains                                 |                |          |             |                     |
|                                  | a) 525mm Dia. Pipe                                | lm             | 233      | \$340.00    | \$79,220.00         |
| 3.2                              | Manholes  |                |          |             |                     |
|                                  | a) 1200mm dia. Barrel                             | Vm             | 12       | \$2,000.00  | \$24,000.00         |
|                                  | b) 1200mm dia. Frames, Lids, Covers & Bases       | ea.            | 3        | \$2,200.00  | \$6,600.00          |
|                                  | c) Flow Control Manhole                           | ea.            | 1        | \$15,000.00 | \$15,000.00         |
| 3.3                              | Headwall  | ea.            | 2        | \$4,500.00  | \$9,000.00          |
| <b>Section 7 - Miscellaneous</b> |   |                |          |             |                     |
| 7.1                              | Connection to Existing Storm Main                 | ea.            | 1        | \$4,000.00  | \$4,000.00          |
| 7.2                              | No Post Concrete Barrier                          | ea.            | 3        | \$500.00    | \$1,500.00          |
| 7.3                              | Removable Bollard                                 | ea.            | 2        | \$1,000.00  | \$2,000.00          |
| 7.4                              | 25kg Rip-Rap for Overflow                         | m <sup>2</sup> | 42       | \$65.00     | \$2,730.00          |
| <b>Subtotal</b>                  |   |                |          |             | \$209,431.00        |
| <b>10% Contingency</b>           |   |                |          |             | \$20,943.10         |
| <b>Total</b>                     |   |                |          |             | <b>\$230,374.10</b> |

**Notes:**

1) Based on Issued for Approval drawings dated October 2014.

## NOR-CAL POND STORM WATER INFRASTRUCTURE ELIGIBLE FOR CoPG COST SHARING ENGINEER'S ESTIMATE

| DESCRIPTION                      |  | CONTRACT RATES |          |             |                     |
|----------------------------------|--|----------------|----------|-------------|---------------------|
|                                  |  | UNITS          | QUANTITY | UNIT PRICE  | AMOUNT              |
| <b>Section 2 - Surface Works</b> |  |                |          |             |                     |
| 2.1                              | Stripping  | m <sup>2</sup> | 5,492    | \$3.03      | \$16,640.76         |
| 2.2                              | Excavation to Embankment                                 | m <sup>3</sup> | 1,542    | \$12.00     | \$18,504.00         |
| 2.3                              | Imported Fill  | m <sup>3</sup> | 3,074    | \$7.00      | \$21,518.00         |
| 2.4                              | Gravel access road 4 meter wide (300mm Thickness)        | m <sup>2</sup> | 959      | \$12.00     | \$11,508.00         |
| <b>Section 3 - Storm Sewer</b>   |  |                |          |             |                     |
| 3.1                              | Storm Sewer Mains  |                |          |             |                     |
|                                  | a) "525mm" Dia. Pipe - City's portion of the 600mm pipe. | lm             | 233      | \$375.00    | \$87,375.00         |
| 3.2                              | Manholes   |                |          |             |                     |
|                                  | a) 1200mm dia. Barrel                                    | Vm             | 9        | \$2,058.00  | \$18,522.00         |
|                                  | b) 1200mm dia. Frames, Lids, Covers & Bases              | ea.            | 2        | \$2,400.00  | \$4,800.00          |
|                                  | c) Flow Control Manhole                                  | ea.            | 1        | \$15,000.00 | \$15,000.00         |
| 3.3                              | Headwall   | ea.            | 2        | \$5,500.00  | \$11,000.00         |
| <b>Section 7 - Miscellaneous</b> |  |                |          |             |                     |
| 7.1                              | Connection to Existing Storm Main                        | ea.            | 1        | \$6,000.00  | \$6,000.00          |
| 7.2                              | No Post Concrete Barrier                                 | ea.            | 3        | \$500.00    | \$1,500.00          |
| 7.3                              | Removable Bollard  | ea.            | 2        | \$1,000.00  | \$2,000.00          |
| 7.4                              | 25kg Rip-Rap for Overflow                                | m <sup>2</sup> | 42       | \$65.00     | \$2,730.00          |
| <b>Subtotal</b>                  |  |                |          |             | <b>\$217,097.76</b> |
| <b>10% Contingency</b>           |  |                |          |             | <b>\$21,709.78</b>  |
| <b>Total</b>                     |  |                |          |             | <b>\$238,807.54</b> |

**Notes:**

- 1) Based on IFC drawings dated October 24, 2014. Items are excerpts from a the master project quotation, hence the numbering Section 2, 3, 7.
- 2) The above quantities represent the amounts required to "independently" construct the municipal storm works, separate from any private development.
- 3) The unit price for a Removable Bollard is an estimate only.
- 4) The unit price for Item 3.1a) \$10/m less than the unit price received for 600mm diameter pipe to account for material cost difference from 525mm to 600mm.

| <b>DISTRICT OF HUDSON'S HOPE</b><br><b>Proposed Light Industrial Subdivision Development</b><br><b>COST ESTIMATE - PHASE 1, 11 LOTS</b> |  |                |         |              |                       |
|---|--|----------------|---------|--------------|-----------------------|
| DESCRIPTION   |  | Contract Rates |         |              |                       |
|   |  | UNITS          | QTY     | UNIT PRICE   | AMOUNT                |
| <b>Section 1 - General</b>  |  |                |         |              |                       |
| 1.1   | Mobilization & Demobilization                              | Lump Sum       | 1       | \$20,000.00  | \$20,000.00           |
| 1.2   | Environmental Control Measures                             | Lump Sum       | 1       | \$15,000.00  | \$15,000.00           |
| <b>Section 2 - Surface Works</b>  |  |                |         |              |                       |
| 2.1   | Clearing and Grubbing Existing Trees and Stumps            | ha             | 11.5    | \$4,000.00   | \$46,000.00           |
| 2.2   | Stripping Proposed 25m Road Right-of-Way (150mm Depth)     | m <sup>2</sup> | 22,900  | \$2.50       | \$57,250.00           |
| 2.3   | Stripping Proposed Lots (150mm Depth)                      | m <sup>2</sup> | 115,750 | \$2.00       | \$231,500.00          |
| 2.4   | Excavation to Embankment                                   | m <sup>3</sup> | 35,000  | \$10.00      | \$350,000.00          |
| 2.5   | Select Granular Sub-base Gravels (Minimum 300mm Thickness) | m <sup>2</sup> | 10,700  | \$5.00       | \$53,500.00           |
| 2.6   | Well Graded Base (Minimum 50mm Thickness)                  | m <sup>2</sup> | 10,700  | \$15.00      | \$160,500.00          |
| 2.7   | Class 1 Asphalt Concrete (Minimum 50mm Thickness)          | m <sup>2</sup> | 9,755   | \$30.00      | \$292,650.00          |
| <b>Section 3 - Storm Sewer</b>  |  |                |         |              |                       |
| 3.1   | Onsite Temporary Sediment Control Ponds (1 per Lot)        | ea             | 11      | \$4,500.00   | \$49,500.00           |
| 3.2   | Riprap Lined Channel (0.2 m Thick)                         | m <sup>3</sup> | 100     | \$90.00      | \$9,000.00            |
| <b>Section 4 - Sanitary Sewer</b>   |  |                |         |              |                       |
| 4.1   | 150mm diameter SDR 35 PVC Sanitary Service                 | m              | 171     | \$200.00     | \$34,200.00           |
| 4.2   | 200mm diameter SDR 35 PVC Sanitary Main                    | m              | 878     | \$225.00     | \$197,550.00          |
| 4.3   | Manhole 1050mm dia. Barrel                                 | m (Vertical)   | 24      | \$2,500.00   | \$60,000.00           |
| 4.4   | Manhole 1050mm dia. Frames, Lids, Covers & Bases           | ea.            | 8       | \$2,000.00   | \$16,000.00           |
| <b>Section 5 - Watermain</b>  |  |                |         |              |                       |
| 5.1   | 150mm diameter C-900 DR-18 PVC Water Service               | m              | 188     | \$50.00      | \$9,400.00            |
| 5.2   | 200mm diameter C-900 DR-18 Water Main                      | m              | 878     | \$250.00     | \$219,500.00          |
| 5.3   | 150mm Gate Valves and Assembly                             | ea.            | 11      | \$3,500.00   | \$38,500.00           |
| 5.4   | 200mm Gate Valves and Assembly                             | ea.            | 5       | \$4,500.00   | \$22,500.00           |
| 5.5   | Fire Hydrant c/w 150mm lead, Gate Valve, Tee, and Assembly | ea.            | 8       | \$10,000.00  | \$80,000.00           |
| 5.6   | Blow-off Assembly  | ea.            | 1       | \$4,250.00   | \$4,250.00            |
| <b>Section 6 - Shallow Utilities</b>  |  |                |         |              |                       |
| 6.1   | Street Lighting, 18 Luminaires (1 per 50m)                 | Lump Sum       | 1       | \$180,000.00 | \$180,000.00          |
| 6.2   | BC Hydro, Telus & Shaw Works, 6 Service Poles              | Lump Sum       | 1       | \$120,000.00 | \$120,000.00          |
| <b>Section 7 - Miscellaneous</b>  |  |                |         |              |                       |
| 7.1   | Connection to Existing Water Main                          | ea.            | 1       | \$7,500.00   | \$7,500.00            |
| 7.2   | Connection to Existing Sanitary Main                       | ea.            | 1       | \$7,500.00   | \$7,500.00            |
| 7.3   | Hydraulic Seeding  | m <sup>2</sup> | 50,000  | \$0.50       | \$25,000.00           |
| SUBTOTAL =  |  |                |         |              | \$2,281,800.00        |
| CONTINGENCY (15%) =   |  |                |         |              | \$342,270.00          |
| <b>ESTIMATE OF PROBABLE CONSTRUCTION COST (ROUNDED)=</b>  |  |                |         |              | <b>\$2,620,000.00</b> |

**NOTES:**

- 1) Based on conceptual drawing C001 Rev3. Phase 1: Lots 1-11 & Phase 2: Lots 12-18. Approximate Road Length = 890m.
- 2) This cost estimate is based on a conceptual design and preliminary quantities. Detailed codes, bylaws, and regulations have not be verified for compliance.
- 3) Watermain is assumed 200mm diameter. Demand and Fireflow modelling is required to determine the necessary pipe size to service the industrial area.
- 4) An offsite extension of watermain along the Jamieson Road right-of-way is required to service this development. Estimate: 300m @ \$300/m = \$90,000.
- 5) An offsite extension of sanitary sewer main is required to the municipal lagoons. Estimate: Highway Auger @ \$50,000 + (220m @ \$350/m) = \$127,000.
- 6) The existing Highway 29 & Powell Road intersection will require re-alignment and possible bulbing to improve the access safety and geometry. Say \$100,000.
- 7) All amounts are in Canadian funds and exclude GST.

| <b>DISTRICT OF HUDSON'S HOPE</b><br><b><i>Proposed Light Industrial Subdivision Development</i></b><br><b>COST ESTIMATE - PHASE 2, 7 LOTS</b> |  |                |        |              |                       |
|---|--|----------------|--------|--------------|-----------------------|
| DESCRIPTION   |  | Contract Rates |        |              |                       |
|   |  | UNITS          | QTY    | UNIT PRICE   | AMOUNT                |
| <b>Section 1 - General</b>  |  |                |        |              |                       |
| 1.1   | Mobilization & Demobilization                              | Lump Sum       | 1      | \$20,000.00  | \$20,000.00           |
| 1.2   | Environmental Control Measures                             | Lump Sum       | 1      | \$15,000.00  | \$15,000.00           |
| <b>Section 2 - Surface Works</b>  |  |                |        |              |                       |
| 2.1   | Clearing and Grubbing Existing Trees and Stumps            | ha             | 4.0    | \$4,000.00   | \$16,000.00           |
| 2.2   | Stripping Proposed 25m Road Right-of-Way (150mm Depth)     | m <sup>2</sup> | 19,390 | \$2.50       | \$48,475.00           |
| 2.3   | Stripping Proposed Lots (150mm Depth)                      | m <sup>2</sup> | 76,590 | \$2.00       | \$153,180.00          |
| 2.4   | Excavation to Embankment                                   | m <sup>3</sup> | 30,000 | \$10.00      | \$300,000.00          |
| 2.5   | Select Granular Sub-base Gravels (Minimum 300mm Thickness) | m <sup>2</sup> | 7,720  | \$5.00       | \$38,600.00           |
| 2.6   | Well Graded Base (Minimum 50mm Thickness)                  | m <sup>2</sup> | 7,720  | \$15.00      | \$115,800.00          |
| 2.7   | Class 1 Asphalt Concrete (Minimum 50mm Thickness)          | m <sup>2</sup> | 7,025  | \$30.00      | \$210,750.00          |
| <b>Section 3 - Storm Sewer</b>  |  |                |        |              |                       |
| 3.1   | Onsite Temporary Sediment Control Ponds (1 per Lot)        | ea             | 7      | \$4,500.00   | \$31,500.00           |
| 3.2   | Riprap Lined Outlet Channel (0.2 m Thick)                  | m <sup>3</sup> | 75     | \$90.00      | \$6,750.00            |
| <b>Section 4 - Sanitary Sewer</b>   |  |                |        |              |                       |
| 4.1   | 150mm diameter SDR 35 PVC Sanitary Service                 | m              | 112    | \$200.00     | \$22,400.00           |
| 4.2   | 200mm diameter SDR 35 PVC Sanitary Main                    | m              | 633    | \$225.00     | \$142,425.00          |
| 4.3   | Manhole 1050mm dia. Barrel                                 | m (Vertical)   | 15     | \$2,500.00   | \$37,500.00           |
| 4.4   | Manhole 1050mm dia. Frames, Lids, Covers & Bases           | ea.            | 5      | \$2,000.00   | \$10,000.00           |
| <b>Section 5 - Watermain</b>  |  |                |        |              |                       |
| 5.1   | 150mm diameter C-900 DR-18 PVC Water Service               | m              | 131    | \$50.00      | \$6,550.00            |
| 5.2   | 200mm diameter C-900 DR-18 Water Main                      | m              | 665    | \$250.00     | \$166,250.00          |
| 5.3   | 150mm Gate Valves and Assembly                             | ea.            | 7      | \$3,500.00   | \$24,500.00           |
| 5.4   | 200mm Gate Valves and Assembly                             | ea.            | 4      | \$4,500.00   | \$18,000.00           |
| 5.5   | Fire Hydrant c/w 150mm lead, Gate Valve, Tee, and Assembly | ea.            | 6      | \$10,000.00  | \$60,000.00           |
| 5.6   | Blow-off Assembly  | ea.            | 1      | \$4,250.00   | \$4,250.00            |
| <b>Section 6 - Shallow Utilities</b>  |  |                |        |              |                       |
| 6.1   | Street Lighting, 14 Luminaires                             | Lump Sum       | 1      | \$140,000.00 | \$140,000.00          |
| 6.2   | BC Hydro Works, Telus & Shaw Works, 4 Service Poles        | Lump Sum       | 1      | \$80,000.00  | \$80,000.00           |
| <b>Section 7 - Miscellaneous</b>  |  |                |        |              |                       |
| 7.1   | Connection to Existing Water Main                          | ea.            | 1      | \$7,500.00   | \$7,500.00            |
| 7.2   | Connection to Existing Sanitary Main                       | ea.            | 1      | \$7,500.00   | \$7,500.00            |
| 7.3   | Hydraulic Seeding  | m <sup>2</sup> | 35,000 | \$0.50       | \$17,500.00           |
| SUBTOTAL =  |  |                |        |              | \$1,682,930.00        |
| CONTINGENCY (15%) =   |  |                |        |              | \$252,439.50          |
| <b>ESTIMATE OF PROBABLE CONSTRUCTION COST (ROUNDED)=</b>  |  |                |        |              | <b>\$1,940,000.00</b> |

**NOTES:**

- 1) Based on conceptual drawing C001 Rev3. Phase 1: Lots 1-11 & Phase 2: Lots 12-18. Approximate Road Length = 690m.
- 2) Cost estimate based on conceptual design and preliminary quantities. Detailed codes, bylaws, and regulations have not be verified for compliance.
- 3) Watermain assumed to be 200mm diameter. Demand and Fireflow modelling required to determine the necessary pipe size for industrial area.
- 4) All amounts are in Canadian funds and exclude GST.

## REQUEST FOR DECISION

|   |  |
|---|--|
| <b>RFD#:</b> CC-2019-16   | <b>Date:</b> February 12, 2019             |
| <b>Meeting#:</b> CM022519                                       | <b>Originator:</b> Chris Cvik, Interim CAO |
| <b>RFD TITLE:</b> Council Remuneration Bylaw – 2019 – Report #2 |  |

**RECOMMENDATION:**

1. That Council adopt Bylaw 902, 2019, a bylaw to provide remuneration of the Council and for the reimbursement of expenses.

**BACKGROUND:**

At the Council Meeting on February 11, 2019, the following draft resolution was approved:

**RESOLUTION NO.033/19**

**M/S Councillors Paice/Summer**

**That**

**"Council give First, Second and Third readings to Bylaw 902, 2019, a bylaw to provide for remuneration of the Council and for the reimbursement of expenses.**

**And That**

**Council approved the updated Council Remuneration Policy."**

**CARRIED**

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

1. Bylaw 2019, 2019, a bylaw to provide for remuneration of the Council and for the reimbursement of expenses.



Chris Cvik, Interim CAO





## BYLAW NO. 902, 2019

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

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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 25<sup>th</sup> day of February, 2019.

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Dave Heiberg, Mayor

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Tammy McKeown, Corporate Officer

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

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Corporate Officer

**THE DISTRICT OF HUDSON'S HOPE**

**REPORT TO:** Mayor and Council  
**SUBJECT:** Officer Bylaw No. 903, 2019  
**DATE:** February 19, 2019  
**FROM:** Tammy McKeown, Corporate Officer

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**RECOMMENDATION:**

**THAT:**

*"Council approve First, Second and Third reading of the "Officer Bylaw No. 903, 2019".*

**ADMINISTRATOR COMMENTS:**

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

**INFORMATION:**

At this time the District is without a Bylaw Officer and no other officers have been assigned the duties and responsibilities required to act in the role of Bylaw Officer. It is necessary to adopt a new Officer Bylaw that will give the powers to enforce the District's bylaws to the Director of Protective Services.

Officer Bylaw No. 903, 2019 incorporates the following powers, duties and responsibilities to the Director of Protective Services:

**Bylaw Enforcement**

- Appointed under Section 146 of the Community Charter
- Shall have the power to enforce any Bylaw of the district
- Responsible for bylaw enforcement, building permits and inspections and assisting the Administrator with development applications.

Report prepared by: \_\_\_\_\_  
Tammy McKeown



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

### **Bylaw No. 903, 2019**

A bylaw to replace Bylaw No. 891 establishing officer positions and set out the administrative structure under which the business of the District shall be conducted.

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**WHEREAS** under section 146 of the Community Charter the Council must establish officer positions in relation to the powers, duties and functions under sections 148 [Corporate Officer] and 149 [Financial Officer]; and

**WHEREAS** under section 146 of the Community Charter the Council may establish other officer positions; and

**WHEREAS** under section 146 of the Community Charter the Council may assign powers, duties and functions to its officer positions;

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

1. This Bylaw shall be cited as the "Officer Bylaw No. 903, 2019".

#### **DEFINITIONS**

2. In this bylaw, unless the context otherwise requires:
  - a. " Act " means the Community Charter Act of the Province of British Columbia  
"Administrator" means the Chief Administrative Officer of the District  
"District" means the District of Hudson's Hope.  
"Council" means the Council of the District of Hudson's Hope.
  - b. Words used shall have the same meaning assigned to them by the Community Charter Act.

## **MUNICIPAL DEPARTMENTS**

3. The business of the District, under the direction of the Chief Administrative Officer with and by the authority invested in him/her by Council, shall be conducted by the departments hereby established:
  - a. Administrative Department
  - b. Public Works Department
  - c. Protective Services Department

## **OFFICER AND DEPARTMENT HEAD POSITIONS**

4. Officers of the District shall be:
  - a. Administrator
  - b. Director of Public Works
  - c. Director of Protective Services
  - d. Corporate Officer
  - e. Bylaw Enforcement / Safety Officer
5. Each officer shall be the department head of their respective departments as outlined in Section 3 (a), (b), and (C).
6. Each Officer of the District shall be the person from time to time appointed as such and includes the person employed as such on the date of adoption of this bylaw.

## **APPOINTMENT, TERMINATION, AND SUSPENSION**

7. Officers shall be appointed by resolution of Council. Appointments to all other positions shall be made by the Administrator or his/her designate.
8. Officers may be terminated in accordance with section 152 of the Act.
9. Officers may be suspended in accordance with Section 151 of the Act.

## **POWERS, DUTIES AND RESPONSIBILITIES OF THE ADMINISTRATOR**

10. The Administrator is the Chief Administrative Officer whose powers, duties, and functions include those set out in Section 147 of the Act.

11. The Administrator is the Financial Officer, assigned the responsibility of financial administration, whose powers, duties, and functions include those set out in Section 149 of the Act.
12. The Administrator is assigned the responsibility as Collector of Taxes for the District as set out in the Act.
13. The Administrator is appointed as the Approving Officer under Section 77 of the *Land Title Act*.

#### **POWERS, DUTIES, AND RESPONSIBILITIES OF THE DIRECTOR OF PUBLIC WORKS**

14. The Director of Public works shall be responsible for the District's public works, utilities and facilities.

#### **POWERS, DUTIES AND RESPONSIBILITIES OF THE DIRECTOR OF PROTECTIVE SERVICES**

15. The Director of Protective Services is appointed as the Fire Chief, and shall have the powers, duties and functions pursuant to Section 66 of the Act, the *Fire Services Act* of the Province of British Columbia and the District of Hudson 's Hope Fire Protection and Life Safety Bylaw No. 775, 2009.
16. The Director of Protective Services shall be responsible for the fire department and the Districts emergency program.
17. The Director of Protective Services is appointed under section 146 of the Act as a Bylaw Officer and shall have the power to enforce any Bylaw of the District.
18. The Director of Protective Services shall be responsible for bylaw enforcement, building permits and inspections and assisting the Administrator with development applications.

#### **POWERS, DUTIES AND RESPONSIBILITIES OF THE CORPORATE OFFICER**

18. The Corporate Officer shall be responsible for corporate administration, whose powers, duties, and functions include those set out in Section 148 of the Act.

#### **POWERS, DUTIES AND RESPONSIBILITIES OF THE BYLAW ENFORCEMENT/SAFETY OFFICER**

19. The Bylaw Enforcement/Safety Officer is appointed under section 146 of the Act and shall have the power to enforce any Bylaw of the District.
20. The Bylaw Enforcement/Safety Officer shall be responsible for bylaw enforcement, building permits and inspections and assisting the Administrator with development applications.

21. The Bylaw Enforcement/Safety Officer shall be responsible for all aspects of safety training, program/ policy development, and management systems implementation and maintenance for the District.

## **PERSONNEL ADMINISTRATION**

22. The Council hereby delegates to the Administrator
  - a. The power, duty and function to assign additional responsibilities to an Officer, including acting on behalf of another officer in his/her absence, to ensure efficient operation of the District.
  - b. The power, duty and function to appoint, assign responsibilities to, promote, discipline and dismiss employees other than officers.
23. Any Officer may act in the place of the Administrator during his/her absence, except that the acting Administrator may not exercise the powers stated under Section 21 (a) of this Bylaw in relation to the Administrator or him/ herself. All Officers are deemed to be deputies to the Administrator.

## **REPEAL**

24. Upon adoption of this bylaw, the Officer Bylaw No. 891, 2017 is hereby repealed.

Read for a First Time on the \_\_\_\_ day of \_\_\_\_, 2019.  
Read for a Second Time on the \_\_\_\_ day of \_\_\_\_, 2019.  
Read for a Third Time on the \_\_\_\_ day of \_\_\_\_, 2019.  
Adopted on the \_\_\_\_ day of \_\_\_\_, 2019.

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Dave Heiberg  
MAYOR

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Tammy McKeown  
Corporate Officer

Certified a true copy of Bylaw No. 903, 2019  
this \_\_\_\_ day of \_\_\_\_\_ 20\_\_.

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Clerk

## Tuesday, May 7, 2019

| TIME               | EVENT  | LOCATION     |
|--------------------|--|--------------|
| 7:30 AM – 6:30 PM  | Registration Desk is Open  |              |
| 9:00AM-11:00AM     | <b>Tour A</b><br><b>Pioneer Log Homes (Timber Kings)</b><br>Take a tour of the Pioneer Log Homes building site and meet the Timber Kings! See the builders in action and learn about why Pioneer Log Homes' custom log homes are an international sensation. Adding to the fun will be a carving demonstration.  | Depart from: |
| 8:30AM – 4:30PM    | <b>Tour B</b><br><b>Gibraltar Mines</b><br>Learn about the history of mining in the Cariboo's interior, and see a working pit mine in action, including the waste disposal function. Lunch Included.   | Depart from: |
| 8:30AM – 4:30PM    | <b>Tour C</b><br><b>Alex Fraser Research Forest</b><br>Situated on close to 10,000 hectares of crown forest near Williams Lake in the Cariboo region, the Alex Fraser Research Forest is one of two UBC Research Forests managed to create opportunities for research, education and demonstration of sustainable forest management. See the Research Forest in action and learn about the fire rehabilitation work that is being undertaken. The tour will also include a visit to Gavin Lake Forest Education Centre, whose main objectives are to bring youth out to the forests to both learn and recreate and to be a resource for our surrounding communities of Williams Lake, Quesnel and 100 Mile House. Lunch will be provided at Gavin Lake Camp. | Depart from: |
| 10:00 AM - 2:00 PM | <b>Tour D</b><br><b>Xatsull Heritage Village</b>   | Depart from: |

|                                       |   |                              |
|---------------------------------------|---|------------------------------|
|                                       | The Xatsull community invites you to visit and experience their spiritual, cultural, and traditional way of life. Meet the elders and learn more about Xatsull through their storytelling which has been passed down from generation to generation. This interactive and educational tour features a tour of the village and a traditional activity such as making a dream catcher or medicine pouch. A barbecue or traditional pit cook lunch is provided. |                              |
| DRAFT<br>2:00 PM – 4:00 PM            | <b>Optional – Mountain Bike Trail Tour</b><br>(Look into options re: signing up for mountain bike ride; meet at the Complex for a safety talk and presentation on partnerships and mountain biking in the area. Look into certified instructors to go with different groups based on level.)  | Gibraltar Room               |
| 3:00 PM-5:00PM<br>Or<br>4:30PM-6:30PM | <b>Northern Medical Programs Trust AGM-</b><br>Emcee: NCLGA Board Member  | Gibraltar Room/Dressing Room |
| 9:00AM-4:00PM                         | <b>Tradeshow Setup</b>  |                              |
| 6:00 PM - 9:00 PM                     | <b>Welcoming Reception - The Voice of North Central BC</b><br>Emcee: Gord Klassen, NCLGA President<br>Cariboo Chilcotin Youth Fiddler Society   | Tourism Discovery Centre     |

## Wednesday, May 8, 2019

| TIME               | EVENT   | LOCATION       |
|--------------------|---|----------------|
| 7:30 AM - 6:30 PM  | <b>Registration</b>   |                |
| 8:00 AM - 8:45 AM  | <b>Networking Breakfast</b>   | Reception Area |
| 8:45 AM - 9:15 AM  | <b>Annual General Meeting Session 1 – Opening Ceremonies</b><br>Emcee: Gord Klassen, NCLGA President <ul style="list-style-type: none"> <li>▪ Welcoming Statements</li> <li>▪ UBCM President's Update</li> <li>▪ NCLGA President's Report</li> <li>▪ Adoption of NCLGA Minutes</li> <li>▪ Submission of NCLGA Financial Statements</li> </ul> | Main Stage     |
| 9:15 AM - 10:30 AM | <b>Plenary Session 1 – Emerging Trends and Opportunities for North Central BC</b><br>Naturally Resourceful<br>Emcee: TBD NCLGA Board Member <ul style="list-style-type: none"> <li>▪ BC Government Update, TBC, Ministry of Jobs, Training and Technology</li> <li>▪ A Community Perspective, TBD, Member Community</li> </ul>                | Main Stage     |
| 10:30 AM -10:45 AM | <b>Networking Refreshment Break</b>   | Reception Area |
| 10:45 AM -12:00 PM | <b>Plenary Session 2 – Responding to Community Risk: Wildfire and Flood</b><br>Emergency Management, Emergency Preparedness and Emergency Recovery<br>Emcee: TBD NCLGA Board Member   | Main Stage     |
| 12:00PM-1:00PM     | <b>Networking Lunch</b><br>Key Note speakers- 30 mins talk  | Reception Area |
| 1:00 PM – 2:00 PM  | <b>Funding Opportunities</b><br>Emcee: NCLGA Board Member   | Main Stage     |

|                   |   |                |
|-------------------|---|----------------|
| 1:00 PM – 2:00 PM | <b>Resolution Writing</b><br>The how and why of writing good resolutions.<br><br>Emcee: NCLGA VP Lara Beckett   | Meeting Room A |
| 2:00 PM – 3:00 PM | <b>Access to Care: The Opioid Crisis Lens</b><br>Emcee: NCLGA Board Member  | Main Stage     |
| 2:00 PM – 3:00 PM | <b>Building Universal Child Care for BC Together</b><br><br>Emcee: NCLGA Board Member <ul style="list-style-type: none"> <li>▪ Michelle Kirby, MCF</li> <li>▪ Devon Porter, MCF</li> <li>▪ TBD, Member Community</li> </ul> | Meeting Room A |
| 3:00 PM - 3:15 PM | <b>Networking Refreshment Break</b>   | Reception Area |
| 3:15 PM - 6:00 PM | <b>Plenary Session 3 – Species at Risk: Community Impacts &amp; Solutions</b><br>Emcee: TBD NCLGA Director  | Main Stage     |



## Thursday, May 9, 2019

| TIME                | EVENT  | LOCATION           |
|---------------------|--|--------------------|
| 7:30 AM - 6:30 PM   | <b>Registration</b>  |                    |
| 8:00 AM - 8:45 AM   | <b>Networking Breakfast</b>  | Reception Area     |
| 8:45 AM - 9:00 AM   | <b>Cultural Performance</b>  | Main Stage         |
| 9:00 AM - 10:30 AM  | <b>Annual General Meeting Session 2 – Reports, Nominations and Resolution Procedures</b><br><br>Emcee: Gord Klassen, NCLGA President <ul style="list-style-type: none"> <li>▪ Nominations Committee Report</li> <li>▪ Nominations from the floor for NCLGA Board Members</li> <li>▪ Resolutions Procedures Briefing</li> </ul> | Main Stage         |
| 10:30 AM - 10:45 AM | <b>Networking Refreshment Break</b>  | Reception Area     |
| 10:45 AM - 11:00 AM | <b>Plenary Session 5 – Municipal Insurance Association and Municipal Finance Authority Update</b><br><br>Emcee: TBD NCLGA Board Member   | Main Stage         |
| 11:00 AM - 12:00 PM | <b>Annual General Meeting Session 3 – Speeches and Resolutions</b><br><br>Emcee: Gord Klassen, NCLGA President <ul style="list-style-type: none"> <li>▪ Resolutions Debate</li> <li>▪ Special Resolution (Constitution &amp; Bylaws)</li> </ul>  | Main Stage         |
| 12:00 PM – 1:00 PM  | <b>Annual General Meeting Session 4 – Voting Booths Open</b> <ul style="list-style-type: none"> <li>▪ Voting Cards at Registration Desk</li> </ul>   | Multiple Locations |

|                   |  |                |
|-------------------|--|----------------|
| 12:00 PM-1:00 PM  | <b>Lunch</b>   | Reception Area |
| 1:00 PM - 2:30PM  | <b>Annual General Meeting Session 5 – Results, Nominations, Speeches and Resolutions</b><br><b>Emcee:</b> Shaely Wilbur, Past President <ul style="list-style-type: none"> <li>▪ Results of the First Ballot</li> <li>▪ Nominations from the floor for Directors at Large</li> <li>▪ Candidate Speeches for Directors at Large (if necessary)</li> <li>▪ Additional Resolutions Debate (if necessary)</li> </ul> | Main Stage     |
| 2:30 PM – 4:30 PM | <b>Active Session 2 – Electric Vehicle Ride and Drive</b>  | Drop-off Loop  |
| 2:30 PM – 4:30 PM | <b>Pathways for Local Government – First Nations Collaboration in Economic Development</b><br><br>Hosting Agency: Ministry of Jobs, Trade, and Technology  | Gibraltar Room |
| 3:00 PM - 3:15 PM | <b>Networking Refreshment Break</b>  | Reception Area |
| 3:15 PM - 4:30 PM | <b>NCLGA 101- Newly Elected Official's workshop</b><br><br><b>Emcee:</b> NCLGA Executive Director  | Main Stage     |
| 3:15 PM - 4:30 PM | <b>Community Energy Association Workshop</b><br><br><b>Emcee:</b> NCLGA Board Member   | Meeting Room A |
| 6:30 PM -11:00 PM | <b>Annual Banquet, Awards and Entertainment</b><br><i>Naturally Resourceful</i><br><b>Emcee:</b> Gord Klassen, NCLGA President <ul style="list-style-type: none"> <li>▪ Lifetime Achievement Award</li> </ul>  | Reception Area |

|  |   |  |
|--|---|--|
|  | <ul style="list-style-type: none"><li>▪ Community Leadership Achievement Award</li><li>▪ Entertainment by: The Phoenix Tour Newman &amp; Wright Theatre Co., Theatre Royal Barkerville.(1 hour)</li></ul> |  |
|--|---|--|

## Friday, May 10, 2019

| TIME               | EVENT  | LOCATION       |
|--------------------|--|----------------|
| 8:00 AM – 8:45 AM  | <b>Networking Breakfast</b>  | Reception Area |
| 8:45 AM - 10:30 AM | <b>Plenary - Discussion Panel – NCLGA Operating Area MLAs and MPs</b><br>Emcee: TBD NCLGA Director   | Main Stage     |
| 10:30 AM -10:45 AM | <b>Networking Refreshment Break</b>  | Reception Area |
| 10:45 AM-12:00PM   | <b>UBCM Session</b><br>Emcee: NCLGA Board Member<br><br>The UBCM Working Group for Responsible Conduct will provide background and context for the WGRC's work for newly elected local officials, including the Model Code of Conduct and Companion Guide. The WGRC would also provide an update on its recent work to develop the broader code of conduct framework, such as the degree of flexibility of the framework, and how a code of conduct framework, including approaches to enforcement, might fit within the current local government system. This session would outline next steps in the process, including opportunities for local government feedback.<br>Emcee: NCLGA Board Member<br><ul style="list-style-type: none"> <li>▪ Paul Taylor, UBCM</li> </ul> | Meeting Room A |
| 12:00 PM -1:15 PM  | <b>Closing Ceremonies, Prize Draws and Networking Lunch</b><br>Emcee: TBD NCLGA Director   | Main Stage     |

|                   |   |                |
|-------------------|---|----------------|
| 2:00 PM – 4:00 PM | <b>Associated Session: BC Municipal Climate Leadership Council</b> <ul style="list-style-type: none"> <li>▪ Hosting Agency: Community Energy Association</li> </ul> | Gibraltar Room |
|-------------------|---|----------------|



## A message from FCM and UBCM



**Dear elected officials and members of UBCM,**

The UBCM-FCM Small Communities Fund provides financial support to local government elected officials from BC attending the Federation of Canadian Municipalities (FCM) Board and Standing Committee meetings. This fund is intended to ensure that smaller communities are represented at FCM and have the financial means to participate.

The voluntary dues contribution is collected from BC local governments by FCM and is remitted annually to the Union of BC Municipalities. UBCM holds the fund in "trust" and administers the program to recipients.

In order to be eligible for reimbursement of travel expenses, recipients must meet the following criteria:

- A local government elected official;
- From a community with a population of 55,000 or less;
- From a community that contributes to the fund; and
- Elected to FCM's Board OR appointed to an FCM Standing Committee.

The long-term financial sustainability of the UBCM-FCM Small Communities Fund is reliant on the voluntary contributions from BC local governments and ensures that local governments of all sizes and locations in BC have an equal opportunity to be represented at FCM.

The UBCM Executive asks that each member give consideration to the voluntary contribution and the positive benefit that results from a united and inclusive voice from local governments large and small.

Thank you.

**ARJUN SINGH**  
UBCM President

**VICKI-MAY HAMM**  
FCM President

**Invoice / Facture**

24, rue Clarence Street, Ottawa,  
Ontario, K1N 5P3  
T. 613-241-5221 F. 613-241-7440

Cvic, Chris

District of Hudson's Hope

9904 Dudley Drive

Hudson's Hope, British Columbia /  
Colombie-Britannique V0C 1V0

**Invoice / Facture:** ORD-25520-X9Y8T1

**DATE:** 2019-01-10

**ACCOUNT/COMPTE:** 155

**DUE DATE/DATE LIMITE:** 2019-07-01

| ITEM/DESCRIPTION   | QTY/QTE | RATE/TAUX | TAX/TAXE | TOTAL   |
|--|---------|-----------|----------|---------|
| OPTIONAL contribution towards a travel fund that supports the participation of elected officials from small communities in FCM's National Board of Directors | 1,015   | \$0.0100  | \$0.51   | \$10.66 |
| <b>GST/TPS (5%):</b>   |         |           |          | \$0.51  |
| <b>TOTAL:</b>  |         |           |          | \$10.66 |

**PAYMENT/PAIEMENT**

**By cheque** payable to:

**Federation of Canadian Municipalities**

**Par chèque** à l'ordre de:

**Fédération canadienne des municipalités**

24, rue Clarence Street

Ottawa, Ontario K1N 5P3

HST # / No. de TVH: 11891 3938 RT0001

QST # / No. de TVQ: 1202728231DQ0001

**By Electronic Funds Transfer/Par transfert électronique de fonds**

Royal Bank of Canada (RBC)

90 Sparks St, Ottawa, ON K1P 5T7

**Transit Number/Numéro de transit:** 00006

**Account Number/Numéro de compte:** 1006063

accountsreceivable@fcm.ca/comptesrecevables@fcm.ca

**Ref No. / No. de référence :** 155

**From:** [Chris Cvik](#)  
**To:** [Tammy McKeown](#)  
**Subject:** FW: Why I am so excited about the 2019 BC Economic Summit  
**Date:** Monday, February 11, 2019 10:44:33 AM

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Another agenda item please.

**Chris Cvik, Interim CAO**

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

**From:** British Columbia Economic Development Association <info@bceda.ca>  
**Sent:** February 11, 2019 10:21 AM  
**To:** Chris Cvik <cao@hudsonshope.ca>  
**Subject:** Why I am so excited about the 2019 BC Economic Summit

Dear Chris,

**Why I am so excited about the 2019 BC Economic Summit (and you should be too!)**

What are you doing from March 3rd to 5th? Do you have economic development challenges you want to address? Are you a newly elected official and are wondering what everyone is doing around economic development? Do you want to keep up to date on all the tools, including Provincial, that are available to support your economic development efforts? If so, I want to personally invite you to attend the BC Economic Summit in Richmond, BC. The BC Economic Summit always offers professional and informative sessions and this year will be no different.

Here are just some of the reasons we are so excited about this year's Summit:

1. **TownTalk:** As we have traveled the province, we have discovered that communities face many of the same challenges but have also achieved significant successes. The TownTalks, one of the most popular and informative activities at previous Summits, will have communities grouped by population and be designed to help you discuss your common challenges and then discuss ways to overcome them so you can start focussing on the opportunities. This popular session is ideal for Mayors, Chiefs, Councils, Board Members, EDOs, Chambers and more. Due to the success of our TownTalks, it is now being duplicated by other associations across the Country – discover the benefit of sharing and join us at the TownTalk.
2. **"Economic Development in Action" Series:** These workshops will introduce you to projects initiated by communities to stimulate and support local economies. These ignite format sessions will give you a quick overview by those involved in the projects allowing you to interact and engage with them throughout the conference to discover how they really did it. Some of the projects highlighted this year will no doubt leave you thinking "we have to do that."
3. **Three Dynamic Keynote Speakers:** We start off the Summit with **Frederique**



**Murphy**, from Dublin, Ireland, **Creating a Mountain Moving Mindset**, Emmy Award winning **Bill Stainton**, "**Crunch Time: The Leader's Guide to Producing Under Pressure**" and **Chris Fair**, a leading North American economic development expert, "**The Vital Connection Between Place and Prosperity.**"

We are confident that these keynotes, will leave you feeling energized and full of ideas around new initiatives that you can implement in your community. These speakers come from Ireland, USA and Canada and will be sure to leave you going "I want more."

4. **TWO Amazing Pre-Summit sessions: Elected Officials and Economic Development – What you need to know.** This session is critical for every elected official (Chiefs, Mayors, and Councilors) or staff that work for them. It is important to make sure that elected officials are aware of these 13 critical components of economic development. **Emerging Professionals Roundtable** – join us as we kick off BCEDA's newest program designed specifically for those emerging professionals (regardless of age) that are now just entering the exciting world of economic development.
5. **Educational Breakouts:** In addition to the keynotes and sessions mentioned above we have a number of breakouts designed for any sized community, small or large, urban or rural. The Federation of Canadian Municipalities' session, **Stronger Together: Building Successful Indigenous & Local Government Partnerships**, will be an informative look at how BC local government and Indigenous communities are working together in this new era of partnerships using the CEDI or C2C program. We also have great sessions to help you hear about a variety of economic development topics, including:
  - Airports as Catalysts for Economic Development
  - Supporting Regional Economic Development Through Immigration
  - Investment Readiness Workshop
  - Opportunity & Growth with Co-Ops
  - Turbocharge Your Economic Development Data to Drive FDI
  - FortisBC's Path to Clean Growth
  - Update on the Western Canada Growth Strategy
  - Economic and Workforce Development through Community-Based Partnerships
  - 4 Key Elements to Improving Your Economic Development Website
  - Reinventing BRE in the Global Economy
  - And more! [Click here to view the full Summit Agenda](#)
6. **Honourable Bruce Ralston, Minister of Jobs, Trade and Technology:** We are happy to announce that Minister Bruce Ralston will be attending our Opening Reception on Sunday, March 3rd.
7. **Private Meetings with those that can help you:** We are working with our partners to identify who will be available for one-on-one meetings. Please check [this link](#) often to see who has been added. Please book your meeting as soon as possible as space will be limited for each expert.

8. **IEDC Tech-Led Economic Development Course.** Immediately following the Summit, BCEDA will host – bundle both events to save. This technical course focuses on the competitive advantage of regions and the role of economic developers and community stakeholders in building an innovation ecosystem. It is important to understand the process of technological commercialization. In this course participants will be introduced to the legal and financial framework for bringing innovation to market, including technology protection and product licensing. Learn how to partner with government, industry, higher education, and the private sector to create a highly integrated network of technology and innovation. Multiple case studies will be presented to explain the role of business incubators, accelerators, venture capital, angel networks, gap financing, and more. [Click here to read more.](#)
9. **The BCEDA Work and Networking Lounge.** You talked and we listed. We have organized our first lounge specifically designed for you to work or network in a comfortable environment. This lounge, away from the activity will feature comfortable furniture and surroundings offering you a break from it all to answer or few emails, or network with a new colleague.
10. **Record Number of Sponsors.** We have attracted many partners who all want to be a part of the excitement around the BC Economic Summit. Take the time to meet them in our interactive Economic Development Marketplace trade show space located through the roomy foyer area.
11. **Our Hotel has sold out.** Due to the overwhelming interest in this year's Summit, some nights at the Westin Wall Centre have sold out. We have identified some neighboring properties that are nice and priced competitively. Check out the [Summit website](#) for an ongoing list of hotels being added that are all within walking distance.

We hope you will [register today](#) and be part of what will be a memorable and education experience for all. Help us spread the word:

- Retweet posts from our [Twitter Account](#), [Facebook](#) and [LinkedIn](#) and use hashtag #BCEDA19
- Post your own social media status. EG: We will be Turning Community Dreams into Realities in Richmond with @EconomicDevBC at the 2019 BC Economic Summit from March 3-5! #BCEDA19

See you in a few weeks.

Dale Wheeldon  
President & CEO, BCEDA

If you no longer wish to receive these messages, please [click here to unsubscribe](#)

Message sent by Dale Wheeldon < [info@bceda.ca](mailto:info@bceda.ca) >  
British Columbia Economic Development Association | 5428 Highroad Crescent | Chilliwack, BC  
V2R 3Y1



**THE CORPORATION OF THE VILLAGE OF POUCE COUPE**

PO Box 190  
Pouce Coupe, BC  
V0C 2C0

Phone: (250) 786-5794 Fax: (250) 786-5257



**RE: WINTER JAMBOREE**

The Village of Pouce Coupe is pleased to announce we are holding a Winter Jamboree on Saturday, March 9<sup>th</sup>, 2019! We welcome you out for a fun afternoon featuring hot food and drinks, various events, and multiple prizes up for grabs.

On behalf of Village Council, I wish to extend an invitation to participate in our Chilli Cook-Off competition at the Community Centre. If you are a chilli enthusiast or someone who enjoys cooking, please consider entering this friendly competition. Only a maximum of 4 teams will be entered, with the top team receiving a grand prize that includes \$150 cash, a trophy and Village of Pouce Coupe souvenir. You will have full access to the commercial kitchen, with members of the public acting as judges during the taste test. Please see the attached registration form for more information.

We also welcome snowmobilers to try out the obstacle course at Pouce Park. This fun event will see participants take their sleds through obstacles for a chance at prizes. There will be souvenirs and more up for grabs. Waiver forms are available at the Village office, and must be completed in advance to participate.

Other planned activities include turkey curling at the Community Ice Rink, carnival games and face painting inside the Community Centre, hay rides and much more. The Pouce Coupe Legion is hosting a Pancake Breakfast to start the day. Your support and participation will be a major factor in making this an annual event so please come out. For more information, please visit our website at [poucecoupe.ca](http://poucecoupe.ca), contact the Village Office at 250-786-5794 or email us at [info@poucecoupe.ca](mailto:info@poucecoupe.ca).

We look forward to seeing you at the Winter Jamboree!

Sincerely,

Lorraine Michetti  
Mayor, Village of Pouce Coupe



# The Village of Pouce Coupe presents **WINTER JAMBOREE**

**Saturday, March 9, 2019**

## **SNOWMOBILE OBSTACLE RACES**

**Pouce Park at noon**

Take out your sled and try the obstacle course at Pouce Park for a chance at a prize! Event registration forms and waiver forms must be completed in advance to be eligible to race.



## **CHILLI COOK-OFF AT THE COMMUNITY CENTRE**

**Cooking at 1:30 p.m., testing at 4:00 p.m.**

Cook up your favourite chilli recipe and have it taste tested. Only 4 teams to compete for 1 grand prize! Must register in advance to be eligible to compete!

## **CURLING**

### **• 1:00 PM—Community Ice Rink**

Give curling a try for a chance at prizes! Weather permitting, there will be a turkey curl and other curling events at the ice rink by the Community Centre!

## **PANCAKE BREAKFAST**

### **• 9:00 AM—Pouce Coupe Legion**

Breakfast provided by Royal Canadian Legion Branch #34 for a nominal fee.

## **COMMUNITY CENTRE AND ICE RINK**

**Activities starting at 1 p.m.**

- Carnival Games
- Face Painting
- Campfires
- Roasted hotdogs and hot drinks
- More fun and games!

## **REGISTER IN ADVANCE!**

If you require more information or would like to get involved, please contact events coordinator Al Cameron at 250-219-0808. Forms are available at the Village office and through our website.

*The Village of Pouce Coupe reminds participants that outdoor events are weather dependent and may be cancelled if they become unsafe due to mild or extreme weather conditions.*





# WINTER JAMBOREE

## Chilli Cook-Off Registration Form

**Date: March 9th, 2019**

**Time: 1:30 PM to 5:00 PM**

**Location: Pouce Coupe Community Centre**

**Registration:** The Village of Pouce Coupe welcomes interested chefs, cooks and chilli enthusiasts to enter our Chilli Cook-Off event on Saturday, March 9th at the Community Centre. This fun event will see up to 4 teams prepare their best chilli, with visitors trying samples and choosing their favourite. The entry with the most selections will win \$150 cash, a first-place trophy and souvenir. A second-place trophy and souvenir will go to the runner-up.

### General Information and Guidelines:

1. There is a 150-minute (2.5 hour) cooking time limit. **Taste testing will begin at 4 p.m. sharp.**
2. Entrants must bring in their own pot, mixing tools and chilli ingredients. Taste testing supplies will be provided by Village of Pouce Coupe staff.
3. Entrants will have full access to Commercial Kitchen, which is to remain closed off to public during the competition.
4. Entrants are responsible for set-up and clean-up of their own items.
5. Registration is on a first come, first served basis. The first 4 teams to register will be the 4 teams entered. No exceptions.
6. A Northern Health Temporary Food Permit and FOODSAFE certificate must be provided along with the completed registration form to be eligible (see below).

### Public Health Temporary Food Permit and FOODSAFE:

1. A free Temporary Food Permit must be applied for and approved by Northern Health at least 14 days before the event to be eligible to enter. **NO EXCEPTIONS!**
2. Please visit [northernhealth.ca](http://northernhealth.ca) and search "Temporary Food Permit" to fill out an application. Completed forms can be dropped off at the Dawson Creek Health Unit or emailed to Angela Stenbraaten at [angela.stenbraaten@northernhealth.ca](mailto:angela.stenbraaten@northernhealth.ca). Please phone 250-719-6580 for more information.
3. Each team must have at least one member carrying a valid FOODSAFE certificate.

**Chilli Team Name:** \_\_\_\_\_

**Chilli Team Contact** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

Please email your completed registration form to [info@poucecoupe.ca](mailto:info@poucecoupe.ca) or fax it to 250-786-5257. Completed forms can also be brought into our office at 5011 49 Avenue in Pouce Coupe.

**ENTRY DEADLINE IS FEBRUARY 22, 2019**

## Regular Board Meeting

Meeting Date: January 25<sup>th</sup> & 26<sup>th</sup> 2019

Meeting Location: Prince George, BC

### BOARD MEETING HIGHLIGHTS REPORT

#### New NCLGA Directors

- President Gord Klassen thanked members for putting their names forward and participating in the NCLGA Director nomination and appointment processes.
- New Directors were welcomed to the NCLGA Board of Directors: Dannielle Alan (Regional District of Fraser-Fort George Regional Representative), Judy Greenaway (Fort St. James District, Director at Large), Lee Brain (North Coast Regional District Regional Representative) and Steve Forseth (Cariboo Regional District, Director at Large).

#### NCLGA Strategic Plan 2019-2022

- The NCLGA Strategic Plan (2019-2022) was approved with the following strategic priorities: Advocacy, Relationships, Communication, and Organizational Resilience.
- The plan focuses on priorities, goals and actions that provide the operational framework for the four-year period and will be reviewed annually by the Board.
- The plan will be available on the NCLGA website by March 11<sup>th</sup> 2019.

#### NCLGA Letter to Premier, Minister Donaldson and Minister Hayman on Licensing Groundwater Use (Water Sustainability Act)

- The NCLGA Board unanimously agreed to submit a letter to Premier Horgan recommending an extension of the March 1<sup>st</sup>, 2019 deadline for licensing existing non-domestic groundwater in order to provide additional time for dialogue and the completion of the relevant regulations.
- The letter will be distributed electronically to all members upon submission.

#### 2019 NCLGA Annual General Meeting & Convention (May 7<sup>th</sup> to 10<sup>th</sup> 2019, Williams Lake)

- To register and view the draft agenda (tours and sessions) please visit the NCLGA website.

#### NCLGA Community Leadership Awards - Call for Nominations

- Each year the NCLGA recognizes communities that display exemplary progress in three separate categories: 1) Environmental Stewardship, 2) Social Responsibility, and 3) Economic Development.
- Visit the our website for nomination procedures. The deadline to nominate is **March 22<sup>th</sup> 2019**.

#### 2019 NCGA – Call for Resolutions

- The call for resolutions is now open. Resolutions packages and instructions are available on the NCLGA website.
- Please submit ([admin@nclga.ca](mailto:admin@nclga.ca)) completed resolutions to the NCLGA office by **Friday, March 1, 2019** (friendly deadline).

#### Next NCLGA Board Meeting

- Friday, March 29<sup>th</sup> and Saturday, March 30<sup>th</sup>, 2019 in Prince George BC.

#### NCLGA Staff Contact

- If you would like additional information on the material contained in this Board Meeting Highlights Report please email [admin@nclga.ca](mailto:admin@nclga.ca) or call 250-564-6585.
- Check us out on Facebook (North Central Local Government Association) and follow us on Twitter (@NCLGA)



Friends of Hudson's Hope Society  
Box 247  
Hudson's Hope BC  
V0C 1V0

District of Hudson's Hope  
Hudson's Hope, BC  
V0C 1V0

February 14, 2019

Re: 2018 Grant

The Friends of Hudson's Hope Society received a grant from the District of Hudson's Hope in 2018 for the amount of \$ 4 041.81. We used these funds to pay for our property taxes in the amount of \$ 4 041.18 .

Sincerely,

Patti Campbell, Administrator





Final Report for 2018 District of Hudson's Hope Financial Assistance Grant

Summary:

Hudson's Hope soccer "Trappers" held our annual home youth soccer tournament on Saturday June 2<sup>nd</sup> 2018. This tournament was for players in the Under 6, U8, U10, U12 and U16 divisions.

Close to 300 players ran, passed, dribbled and scored on a sunny but not too hot day.

If each player brought only 1 parent that is a minimum of 600 people participating and adding commerce to our local Hudson's Hope economy.

The District of Hudson's Hope provided a small sun tent, picnic tables and garbage cans. District staff checked in throughout the day to make sure our event was running smoothly. District donated lanyards were well received by players, and Dudley the Dinosaur was a crowd favorite.

Unfortunately, the large sun tent was not available on the day of our tournament as it was previously reserved for a family event.

HH Soccer also appreciates DOHH covering the cost of our tournament event liability insurance, which was \$225.

Thanks, Jason Naisby  
HH Soccer President  
250-783-1071





**HOPE FOR HEALTH SOCIETY  
10309 KYLLO STREET; P.O. BOX 356  
HUDSON'S HOPE, B.C., V0C 1V0**

February 12, 2019

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

Attention: Mayor and Council

On Sunday, September 23, 2018, Hope for Health, a group of volunteers committed to promoting healthy lifestyle through education and fitness activity, held its 5<sup>th</sup> annual "That Dam Run. The 10-mile and 5 km distance attracted 110 registered walkers/runners ranging in ages from 6 to 63 from all over the Peace Region. The event is growing in popularity each year. The 23<sup>rd</sup> was the most perfect day for a spectacular, challenging run across one of the world's largest dams, through scenic trails all backdropped against colorful autumn foliage. The unique and scenic route is one of the biggest attractions. Participants also appreciated the friendly, easy going style, complete with the national anthem, local honey, and unique dog tag medals.

Community support makes the event possible. A huge thank you goes out to the 28 volunteers who manned water and check stations, kept timing records, sang, cheered, served goodies, made signs, and posted signs. Volunteers are indeed the backbone of success. Thanks to our generous supporters who gave time, equipment, and resources. Special acknowledgements to BC Athletics, BC Hydro and Power Authority, District of Hudson's Hope, Butler Ridge Energy Services, Peace View Enterprises, ProMedFirst Aid Services, Hudson's Hope Volunteer Fire Department, Stride and Glide Sports, Imagine That, Hudson's Hope Ski Hill Association, Pure Valley Water Fort St. John Water Inc. and Northern Health who is the principal funding agency for Hope for Health.

The purpose of this letter is to acknowledge the generous contribution from the municipality. The Works crew provided employees and equipment to transport the porta potties from Clarke Avenue to the WAC Bennett Dam and returned them after the event. All the social media and advertising assistance made possible through District resources were instrumental. We also benefitted by having the bib numbers, posters, and other documents printed using the office photocopy machine. This event is growing and evolving as a signature community event. Thank you for your continued support.

Stay active, eat healthy, and keep training for the 6th annual, slated for September 22<sup>nd</sup>, 2019.

Yours truly,

Greta Goddard

# Hudson's Hope School

Box 390, Hudson's Hope, BC V0C 1V0

Phone (250) 783-9994  
Fax (250) 783-5465

February 13th, 2019

## RE: Financial Grant Report – Hudson's Hope School

Greetings;

Thank you for supporting Hudson's Hope School with a \$2500 grant towards the Hudson's Hope School Work Ethics Honour Roll Program. The W.E. Honour Roll Program provides recognition activities for students who show exemplary work habits each reporting term. Generally the trips are:

Term One – Private Movie Booking in Fort St. John Theater.

Term Two – Ski/Snowboard day at Powder King.

Term Three – Golfing at Moberly Lake Golf Course.

Term Four – (Students must make all three of the above to earn this one). Usually a trip to Grande Prairie for swimming, Trampoline Park, Laser Tag, etc.)

For the 2017-18 school year, the \$2500.00 funding from the District of Hudson's Hope was utilized towards the Final Work Ethics Trip June 7<sup>th</sup>-9<sup>th</sup>, specifically towards the fees for the accommodations & activities. Your support allowed us to reduce the overall fees to students to \$20.00, rather than \$50.00.

### Revenue:

Student Charges: 35 students @ \$20.00 each = **\$700**

Transportation Budget: \$3600.00

**DoHH Grant: \$2500**

Total Revenue: \$6800

### Expenses:

**Transportation: \$3600.00**

**Accommodations: \$795.70**

**East Link Center (including Flo rider rental): \$501.60**

**Laser Tag \$739.00**

**Laser Tag – Lunch - \$135.00**

**Jump Yard \$540.07**

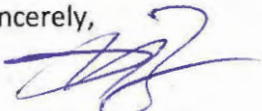
**Mini-Golf 125.00**

Total Expenses: \$6436.37

Balance: + \$363.63

Once again, thank you very much for supporting our students!

Sincerely,



Derrek Beam,  
Principal, Hudson's Hope School

The Hudson's Hope Fall Fair Society would like to thank the District of Hudson's Hope for all in-kind donations they made for the 2018 Hudson's Hope Fall Fair. We greatly appreciate and recognize all the time and effort that the Public Works employees have made that allowed us to operate the event.

Each year we tried to offer different things that might bring in more people to the Fall Fair. This year included a dinner/ dance, Logger's Sports Event, Dog Agility Demonstration, Pet Show and the children's play area in the center of the rodeo grounds track.

In August 2018, the Hudson's Hope Fall Fair event returned to its original location at the Rodeo Grounds. This allowed the event to be held in a single location where community members could enjoy viewing the friendly competition of home-crafted items, local vendors, live music, a beer garden, the Double H Saddle Club concession, various day events, and an evening dinner/dance. Attendance for the 2018 event increased considerably and the committee has received great deal of positive feedback from the community.

We have once again partnered up with the Double H Saddle Club. By hosting the event at the Rodeo Grounds and having the Club run the concession, this allowed another society to benefit from the event. The event allowed money to be returned to its community members through hiring local musicians, catering for the dinner and vendors throughout the day.

Thank you for all your help and support in allowing us to operate the Fall Fair over the past years and hopefully many more years to come.

Sincerely,

The Hudson's Hope Fall Fair Society

**Tammy McKeown**

---

**Subject:** FW: Meeting with Board of Education SD #60 District of Hudson's Hope ,District of Taylor and Regional District

**From:** Ida Campbell <[icampbell@prn.bc.ca](mailto:icampbell@prn.bc.ca)>

**Date:** February 13, 2019 at 9:33:44 AM MST

**To:** Dave Heiberg <[mayor@hudsonshope.ca](mailto:mayor@hudsonshope.ca)>

**Subject: Re: Meeting with Board of Education SD #60 District of Hudson's Hope ,District of Taylor and Regional District**

We haven't a date in mind and had no requirement time for a response, the only question was if your council still wanted to host then we assumed or staffs could work out the details. It came up at our new trustee orientation under the usual annual meeting we have with different organizations. In the case your District prefer not to host I am sure we could. Last year the council from Hudson's Hope wondered if the group was willing to travel to Hudson's Hope and the attendees all said it wasn't a problem. Just let me know after you have had time to discuss this with your members. The staff contact person for us would be Leah Reimer.

On Wed, Feb 13, 2019 at 8:58 AM Dave Heiberg <[mayor@hudsonshope.ca](mailto:mayor@hudsonshope.ca)> wrote:

Good morning

I have attended these meeting in the past, but was unable to participate in last years. Didn't know about the offer to host this years meeting.

How soon would you require a response and what dates did you have in mind?

Dave

Sent from my iPhone

> On Feb 12, 2019, at 4:21 PM, Ida Campbell <[icampbell@prn.bc.ca](mailto:icampbell@prn.bc.ca)> wrote:

>

> Mayor Dave Heiberg

>

> Good afternoon, We met as a board to go over scheduling spring meeting yesterday it came up that we have been meeting with the groups mentioned in the subject in spring for the past few years. We have been taking turns hosting this meeting, We hosted the first, then regional District Last year the District of Taylor hosted and during the meeting the council of Hudson's Hope had said they were interested in hosting this year. I was wondering if you are still interested in hosting as we all have new members. As a board we meet with the city of Fort St. John as well, last year Taylor included them in the meeting. The purpose of the meeting is bring educational or community concern to each other. It has been a productive exercise in the past. Looking forward to hearing from you.

>

>

> --

> Ida Campbell

> Trustee

> School District # 60 Peace River North  
> 250-789-3301

--

Ida Campbell  
Trustee  
School District # 60 Peace River North  
250-789-3301

Tammy McKeown

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**Subject:** FW: ALC Regional Seminars - Please RSVP by March 15th

**From:** Mark, Kamelli ALC:EX <[Kamelli.Mark@gov.bc.ca](mailto:Kamelli.Mark@gov.bc.ca)>

**Sent:** February 14, 2019 5:13 PM

**Subject:** ALC Regional Seminars - Please RSVP by March 15th

## We cordially invite you to attend one of our upcoming ALC Regional Seminars taking place across the province.

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

**This event is open to local government staff and elected officials who are involved with applications, permits, bylaws, policies, enforcement, agricultural advisory committees and/or other related work that affects the ALR and/or requires consultation with the ALC.**

*\*\*\*Please be advised that seating is LIMITED and the ALC may need to restrict the number of attendees from a given local government/regional district in order to ensure that representatives from all local governments across the region are able to attend.*

## Scheduled Dates & Locations – Please RSVP by March 15<sup>th</sup>

- **ISLAND REGION: May 1<sup>st</sup>**
  - **Nanaimo** – Coast Bastion Hotel
  - RSVP here: <https://www.eventbrite.ca/e/agricultural-land-commission-regional-seminar-registration-55351455694>
- **OKANAGAN/INTERIOR REGION: May 22<sup>nd</sup>**
  - **Kelowna** – Ramada by Wyndham
  - RSVP here: <https://www.eventbrite.ca/e/agricultural-land-commission-regional-seminar-registration-56603805506>
- **SOUTH COAST REGION: May 30<sup>th</sup>**
  - **Langley** – Holiday Inn Express
  - RSVP here: <https://www.eventbrite.ca/e/agricultural-land-commission-regional-seminar-registration-56604284940>
- **KOOTENAY REGION: June 5<sup>th</sup>**
  - **Cranbrook** – St. Eugene Golf Resort & Casino
  - RSVP here: <https://www.eventbrite.ca/e/agricultural-land-commission-regional-seminar-registration-56604951935>
- **NORTH/INTERIOR REGION: June 12<sup>th</sup>**

- **Prince George** – Courtyard Marriott
- RSVP here: <https://www.eventbrite.ca/e/agricultural-land-commission-regional-seminar-registration-56605180619>
- **NORTH REGION: June 19th**
  - **Fort St. John** – Northern Grand Hotel
  - RSVP here: <https://www.eventbrite.ca/e/agricultural-land-commission-regional-seminar-registration-56605351129>

## Draft Agenda (subject to change):

**\*\*\*a detailed agenda will be sent out closer to the event date**

- 8:30 – 9:00am – Sign-in
- 9:00 – 9:15am – Introduction
- 9:15 – 12:00pm – Presentations by ALC
  - Regulatory and procedural changes resulting from Bill 52 (e.g. residential uses, soil & fill, Zone 1&2)
  - Q&A
- 12:00pm – 1:00pm – LUNCH
- 1:00pm – 4:00pm – Presentations by the Ministry of Agriculture and the ALC
  - Compliance & Enforcement
  - Regional-specific topics
  - Q&A
- 4:00 – 4:15pm – Wrap-up

***Don't miss this opportunity to engage with ALC staff and to ask questions about the changes; we look forward to seeing you there!***

**Kamelli Mark** | Regional Planner | Agricultural Land Commission  
201 - 4940 Canada Way, Burnaby, BC, V5G 4K6 | T 604.660.7005 | F 604.660.7033  
[kamelli.mark@gov.bc.ca](mailto:kamelli.mark@gov.bc.ca) | [www.alc.gov.bc.ca](http://www.alc.gov.bc.ca)

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# Construction bulletin

## Site C Construction Schedule: February 18 – March 3

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

- Contractors will continue to move equipment and material to site. This includes deliveries by rail.
- Contractors are continuing construction and operations in their work areas. This includes the main civil works, generating station and spillways civil works, turbines and generators, and substation.
- Water management activities may take place.
- Excavation, including in-river excavation, will progress on both banks of the Peace River.
- Construction activities, such as drilling, blasting, crushing, earth moving, tunnelling, concrete placement, and road maintenance, will continue. Tower and mobile cranes will be used on site.
- Site preparation will continue at the 85th Avenue Industrial Lands. Work has begun on building the conveyor that will deliver fill material to the dam site.

### Highway 29

- At Halfway River, clearing and vegetation removal is continuing. Surveys and environmental and wildlife monitoring is ongoing to support the clearing work.
- At Portage Mountain Quarry, site investigations and surveys have started in preparation for site clearing.
- Wood waste may be chipped, mulched, spread as coarse woody debris, hauled off-site, or burned.
- Electrical poles will be temporarily moved in the Cache Creek West area.

### Reservoir area

- Forestry and access road data collection and site investigations will continue near and along the reservoir area.
- Clearing-related activities are taking place in the eastern and lower reservoir areas (dam site to Cache Creek), Moberly River area and Cache Creek areas. This includes access road upgrades, logging,



log hauling and debris disposal. Work will be done, as permitted by ground conditions, the fire danger rating, and venting conditions.

- Wood waste may be chipped, mulched, spread as coarse woody debris, hauled off site, or burned.

### **Transmission works**

- Clearing will continue in the transmission corridor. Wood waste may be chipped, mulched, spread as coarse woody debris, hauled off-site, or burned.
- Maintenance and upgrade work will continue on roads that provide access to parts of the transmission corridor.
- Construction of temporary roads within the transmission line right-of-way will continue.
- Material and equipment are being delivered to the marshalling yard at Moberly Lake and the temporary field office on Jackfish Lake Road.
- The transmission line contractor will continue assembling towers on the ground, and installing and testing helical pile foundations at various sites along the right-of-way.
- The transmission line contractor will begin assembling transmission towers on the foundations.
- Site investigations, including stripping and data recovery of archaeological sites, geotechnical work, and structure staking, may take place.
- Upgrades will continue at Peace Canyon Generating Station.

### **Other areas**

- Work is occurring downstream of the dam site for the Peace River side channel enhancements.
- Aggregate and riprap production will continue in West Pine Quarry. Material will be transported by rail and road to the dam site.

### **What to expect**

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

- Heavy machinery will be in the transmission line corridor assembling electrical towers. For your safety, please stay clear of the work areas.
- There will be project-related traffic on public and resource roads, including petroleum development roads.
- Trucks with heavy loads will be accessing the dam site and other project areas. This includes Old Hope Road and along Highway 29 at Cache Creek and Halfway River. Please use caution when meeting a pilot car and observe all warning signs.

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

**Note:** In BC Hydro's technical documents, the north bank may be referred to as the left bank and the south bank may be referred to as the right bank.

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[More info](#)

[Contact Site C](#)

[Unsubscribe](#)

---

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

No longer interested? [Unsubscribe](#).

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# School District No. 60

## PEACE RIVER NORTH

10112 - 105 Avenue, Fort St. John, British Columbia V1J 4S4 Phone: (250) 262-6000 Fax: (250) 262-6048  
OFFICE OF THE SECRETARY-TREASURER

**DISTRICT ADMINISTRATION OFFICE**

### VIA EMAIL

February 15, 2019

Joyce C. Veller, Licensed Authorizations Specialist  
Ministry of Forests, Lands, Natural Resource Operations and Rural Development  
Suite 100, 10003 - 110th Avenue  
Fort St. John, BC V1J 6M7

Dear Ms. Veller:

### **RE: School District #60 Application to Renew our Lease - File 8004014**

This letter is to response to your email dated November 29, 2018. The Board of Education has requested that we contact you in regards to possible delay in processing our application.

Given that our lease was up for renewal in December 2018, the Board of Education applied for a renewal of the lease in January 2018 and submitted the requested Management Plan. Since then, our district has had limited correspondence from your department in regards to the status of our lease.

The Board of Education and district staff have met with Dale Morgan from Ministry of Aboriginal Relations and Reconciliation. Mr. Morgan advised the district that the West Moberly First Nations has included our leased site in their requested compensation under the Treaty Land Entitlement (TLE). He also stated to the board that it could potentially be several years before First Nations' interests are settled. He has also indicated that the TLE process is likely the reason for your delay in renewing our lease.

The camp is extremely important to our district, so a lengthy delay is problematic because we have a significant financial investment in the camp and are entering into our budgeting process and staff planning for the 2019/20 education year. The district needs certainty as to the likelihood that the current arrangement of our leased asset will change.

The Board of Education felt it was important to provide you with details regarding the importance of the lease to our students.

...2

**BOARD OF EDUCATION**  
Ida Campbell – Board Chair   Erin Evans   Helen Gilbert  
Nicole Gilliss   David Scott-Moncrieff   Bill Snow

School District #60 was granted the lease in the spring of 1990. Since then, the district has invested and developed a successful Outdoor Education Centre at Cameron Lake. The centre is located in natural boreal forest on the shore of Cameron Lake 25 kilometers south Hudson's Hope on Highway 29. The centre is available for use by all district staff, pupils and the general public where such uses are compatible with the goals of outdoor education and environmental awareness.

The original camp was quite rustic. A converted rural school house was outfitted as a cook house and two retired portables were set up as boys and girls sleeping dormitories for overnight campers. The lake was equipped with a basic dock and canoe storage facility, that stood behind a rough hewn wood shed and campfire circle. 27 kilometers of nature trails, both inside and beyond an established safety cut line, led to learning stations such a beaver dam observatory, swamp and muskeg exploration, tree and animal identification stations and the hike to Hidden Lake. The original camp had limited amenities with a diesel powered generator providing power to the cook house, a hand pump providing water from the lake and outhouse facilities for campers needing to relieve themselves.

Over the past thirty years the district has invested considerable resources into the camp. The old out-buildings have been replaced with modern log cabin style dormitories and a well-appointed main lodge now suitable for a variety of events such as district in-service, weddings, private functions and full classroom instruction. Power and water amenities have been upgraded as have the washroom facilities. Additionally, the dock and shore areas have been upgraded and a floating dock installed.

The current lodge has a fully equipped industrial size kitchen and can accommodate up to 100 people. The new dormitories can sleep up to 48 persons. The centre now includes 18 hectares of managed and usable space. It boasts over 10 km of cross-country trails in winter and over 30 kilometers of maintained nature trails in spring and summer. The site is overseen by a full time qualified environmental coordinator and enjoys considerable community corporate and district support.

Outdoor education activities have grown to include mountain biking (15 bikes on site), a 12 foot climbing wall, 5 tandem canoes, a voyager canoe and one dragon boat. In winter the facility sports nearly 100 sets of cross-country skis and boots. The lodge house a fully equipped science lab for biology, pond and environmental studies and a large playing field area supports games ranging from archery to soccer to capture the flag. In winter the field is home to the construction of quinzie, outdoor igloo like sleeping quarters that challenge the determination and courage of their builders as they test them as overnight survival structures.

Over the past three decades literally thousands of SD 60 students ranging in age from primary through to secondary have spent time at Cameron Lake. In recent years, the district's Aboriginal Education program has made use of the facility bringing both indigenous learners and non-indigenous learners alike to a closer connection with nature and traditional indigenous learning.

...3

The camp has, and continues to be a tremendous asset for the district, its staff, students and community members. The district has a tremendous emotional and financial investment wrapped up in this facility. Infrastructure investments in the facility may be measured in the hundreds of thousands of dollars, but the impact the camp has on the learning of those who work and play there is beyond financial measure.

We strongly urge that consideration be given to both the investment and impact SD 60 has made through this facility and sincerely hope that an accommodation can be found to allow future generations to enjoy Camp Cameron as part of their school experience.

We respectfully request that the application for renewal of the lease submitted in January 2018 be approved.

Yours truly,

THE BOARD OF EDUCATION  
School District No. 60 (Peace River North)



Ida Campbell  
Board Chair

IC:lr

File: 4.8  
Camp Cameron/Outdoor Education Centre

- cc. Honourable Rob Fleming, Minister of Education *(via email)*  
Dan Davies – MLA, Peace River North *(via email)*  
Mike Bernier – MLA, Peace River South *(via email)*  
Lori Ackerman – Mayor of City of Fort St. John *(via email)*  
Dave Heiberg, Mayor of District of Hudson's Hope *(via email)*  
Rob Fraser, Mayor of District of Taylor *(via email)*  
Karen Goodings, PRRD Director of Electoral Area B *(via email)*  
Brad Sperling, PRRD Director of Electoral Area C *(via email)*  
Leonard Hiebert, PRRD Director of Electoral Area D *(via email)*  
Dan Rose, PRRD Director of Electoral Area E *(via email)*

BOARD OF EDUCATION  
Ida Campbell – Board Chair    Erin Evans    Helen Gilbert  
Nicola Gilliss    David Scott-Moncrieff    Bill Snow



## Provincial Budget Highlights

Feb. 19, 2019

Finance Minister Carole James introduced the 2019 Budget and Fiscal Plan in the legislature today. New spending commitments by the Government feature the B.C. Child Opportunity Benefit (to be introduced in 2020), reconciliation with First Nations and the implementation of CleanBC, the province's climate change strategy.

Budget elements of interest to local government include the following:

### General

- Estimated budget surplus of \$274 million for 2019/20, \$287 for 2020/21 and \$585 million for 2021/22.
- Taxpayer supported debt to GDP ratio for 2019/20 will be 15%.

### Revenue

- Revenue from the property tax is forecast to increase by 4.2% over the next two years.
- Employer health tax revenue is projected to rise from \$0.5 billion in 2018/19 to \$1.9 billion in 2019/20 reflecting the full year effect of the January 1, 2019 effective date. Over the next two years, revenue growth is expected to average 4.0% annually consistent with employee compensation income growth.

### Expansion of Public Service

- Full time staff equivalents in core ministries are projected to increase by 600 (from 30,750 to 31,350) in 2019/20.

### Cannabis Excise Tax

- The Province will receive its first transfer of the federal excise tax from the Government of Canada on March 1, 2019. Budget 2019 does not provide an estimate of federal transfers to the Province for 2019/20.

### Childcare and Support for Parents

- An additional \$9 million will be provided for childcare fee reduction.
- \$400 million has been committed to introduce a new B.C. Child Opportunity Benefit starting in 2020 that will replace the Early Childhood Tax benefit.

### Mental Health, Addictions and Opioid Response

- \$30 million in new funding will be provided over three years to increase efforts to respond to opioid overdose emergencies.
- \$74 million will be provided over three years to enhance mental health and addictions services for children, youth and young adults including funding 'one stop shop' centres that provide full support services.

### Housing

- An additional \$24 million in operating funding will be provided over three years.
- An additional 200 modular units for those who are homeless or at risk of homelessness will be built.
- A province wide homelessness count will be undertaken.
- A provincial homelessness coordination unit will be established.

- The Province will accelerate the payment of \$38 million in grants to housing providers to reduce ongoing borrowing costs for developers.

## **Environment**

The Province will commit \$902 million overall to implement *CleanBC*, including:

- \$90 million to encourage the adoption of zero emission vehicles (including \$42 million to maintain point of sale incentives and \$20 million for fast charging and hydrogen fueling stations).
- \$3 million to develop and implement a Zero Emission Vehicle standard to require an escalating annual percentage of new light duty zero emission sales, reaching 30% by 2030 and 100% by 2040.
- \$5 million over three years for battery charging stations at highway rest areas owned by the province to encourage longer range travel in cleaner vehicles.
- \$6 million over three years for active transportation projects.
- \$58 million to make homes and buildings more energy efficient.
- \$15 million for the Remote Community Clean Energy Strategy.
- \$3 million for the Indigenous Clean Energy Initiative.
- \$1 million over three years to develop a program increase organic waste diversion.
- \$168 million over three years to support large industrial organizations reduce GHG emissions.
- \$299 million in contingency funding to provide new incentives and programs

## **Professional Governance of Natural Resource Professionals**

- \$2 million over three years to create the Office of the Superintendent of Professional Governance for professional governance oversight of natural resource professionals.

## **Environmental Assessment**

- \$9 million for implementing the revitalized Environmental Assessment Act to support early engagement, assessments, compliance and enforcement.

## **Wildfire Resiliency and Management**

- \$60 million will be provided to the Community Resiliency Investment Program to reduce wildfire risk for 2018/19.
- \$111 million will be provided over three years to increase wildfire response and control capacity.

## **Community Economic Development**

### **Mining**

- \$20 million will be provided over three years to improve mining permitting and create an independent oversight unit.

### **Taxi Modernization and Ride Hailing**

- \$9 million over three years to implement the Government's commitments to modernize the taxi industry and introduce ride hailing.

### **Coast Forest Revitalization**

- \$10 million over three years for the Coast Forest Sector Revitalization Initiative. Funding will support the objective of diversifying forest tenures and manufacturing, increasing domestic timber processing, and consultation with Indigenous Governments, industry committees and other stakeholders.

## **First Nations and Reconciliation**

- Gaming revenue sharing of \$297 million over three years; projected to provide \$3 billion over the next 25 years.
- Forthcoming legislation to implement the UN Declaration on the Rights of Indigenous Peoples.

## **Infrastructure**

### **Resort Municipality Initiative**

- \$39 million over three years to fund infrastructure projects.

### **Accessible Transit**

- \$21 million over three years to improve public transit, including HandyDart, in 30 BC communities.

### **Northern Capital and Planning Grant**

Government will provide \$100 million in 2018/19 to 26 local governments along the LNG corridor and near Kitimat to help meet infrastructure needs.

## **Follow Us On**

- Twitter: @ubcm

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February 14, 2019

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

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

Attention: Land Administrator

**RE: NOVA Gas Transmission Ltd.-North Montney Mainline (Hydrotest Fill Line)  
Crossing Consent  
Locations: From NE 13-82-25 W6M to NE 19-82-24 W6M  
RNLS File: 110354**

---

On behalf of our client, **NOVA Gas Transmission Ltd. ("NGTL")**, we hereby request the following third party agreement as outlined in the attached schedule and as shown on the attached plan(s).

NGTL's proposed construction and initial reclamation will take place between the First Quarter 2019 and the Third Quarter 2019; however the timing of some activities may vary depending on weather and ground conditions.

NGTL looks to industry to support the exclusion of certain damages from agreements on the basis that it is not commercially reasonable to impose liability for these types of damages on companies who have an operational need to cross foreign facilities. In this regard, **NGTL requests the following exclusion clause be included** in any agreement(s):

*"In no case shall either party have any liability to the other party for any consequential or special damages, loss of profits or business interruption suffered by that party."*

**Please issue your consent in the name provided below and include the Schedule A for tracking purposes.**

**NOVA Gas Transmission Ltd.**  
P.O. Box 1000, Station "M"  
450 – 1<sup>st</sup> Street SW, Calgary, Alberta T2P 4K5  
Attention: Surface Land

Please email your consent to **Tammy Dickson** at [tammy@roynorthernbc.com](mailto:tammy@roynorthernbc.com) for further handling. Your early attention to this matter would be greatly appreciated and we thank you for your assistance in this regard.

Sincerely,

**Roy Northern Land Service Ltd.**



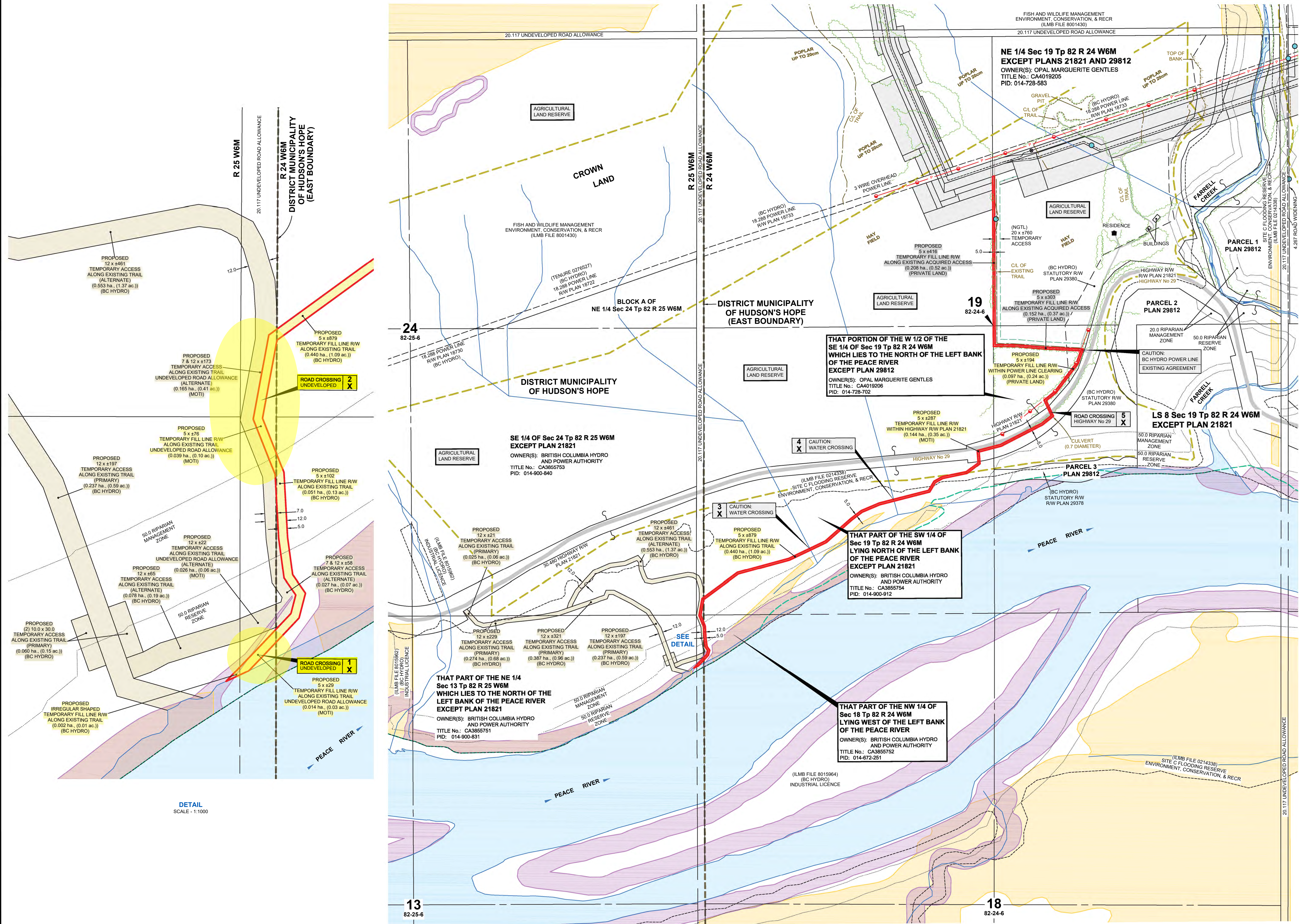
Tammy Dickson  
Project Coordinator

TD/cmb

**SCHEDULE "A"**

| <b>Type of Activity</b> | <b>Crossing ID</b> | <b>Plan/Crown Disposition/Licence</b> | <b>Legal Location</b>  | <b>Map No.</b>        |
|-------------------------|--------------------|---------------------------------------|--|-----------------------|
| Crossing                | 1X                 | Undeveloped Road Allowance            | Between<br>NW 18-82-24 W6M &<br>NE 13-82-25 W6M  | NM18142-MSI-G-PLN-106 |
| Crossing                | 2X                 | Undeveloped Road Allowance            | Between<br>NW 18-82-24 W6M &<br>NE 13-82-25 W6M<br>& Between<br>SW 19-82-24 W6M<br>& SE 24-82-25 W6M | NM18142-MSI-G-PLN-106 |





| TABLE OF CROSSINGS |   |                             |               |  |
|--------------------|---|-----------------------------|---------------|--|
| No                 | DESCRIPTION                                   | NAD 83 UTM ZONE 10          | DWG No        |  |
| 1X                 | UNDEVELOPED ROAD ALLOWANCE (MOTI)             | N = ±6219566<br>E = ±577205 | J27-SKE-14_1X |  |
| 2X                 | UNDEVELOPED ROAD ALLOWANCE (MOTI)             | N = ±6219708<br>E = ±577204 | J27-SKE-14_2X |  |
| 3X                 | WATERCOURSE CROSSING (NO WATERCOURSE EVIDENT) | N = ±6219885<br>E = ±577507 | J27-SKE-14_3X |  |
| 4X                 | WATERCOURSE CROSSING (NO WATERCOURSE EVIDENT) | N = ±6220024<br>E = ±577738 | J27-SKE-14_4X |  |
| 5X                 | ROAD PLAN 21821 (HIGHWAY 29) (MOTI)           | N = ±6220274<br>E = ±578172 | J27-SKE-14_5X |  |

| TABLE OF AREAS REQUIRED   |                   |                 |                 |
|---|-------------------|-----------------|-----------------|
| PROPOSED FEATURE  | EXISTING CLEARING | NEW CUT         | TOTAL           |
| <b>AREA WITHIN PRIVATE LAND</b>   |                   |                 |                 |
| TEMPORARY FILL LINE R/W   | 0.589 ha          | 0.000 ha        | 0.589 ha        |
| TEMPORARY ACCESS (PRIMARY)  | 0.983 ha          | 0.000 ha        | 0.983 ha        |
| TEMPORARY ACCESS (ALTERNATE)  | 0.858 ha          | 0.000 ha        | 0.858 ha        |
| <b>AREA WITHIN CROWN LAND</b>   |                   |                 |                 |
| TEMPORARY FILL LINE R/W   | 0.000 ha          | 0.000 ha        | 0.000 ha        |
| TEMPORARY ACCESS (PRIMARY)  | 0.000 ha          | 0.000 ha        | 0.000 ha        |
| TEMPORARY ACCESS (ALTERNATE)  | 0.000 ha          | 0.000 ha        | 0.000 ha        |
| <b>AREA WITHIN MOTI LAND (HWY NO 29 &amp; UNDEVELOPED ROAD ALLOWANCE)</b> |                   |                 |                 |
| TEMPORARY FILL LINE R/W   | 0.196 ha          | 0.000 ha        | 0.196 ha        |
| TEMPORARY ACCESS (PRIMARY)  | 0.000 ha          | 0.000 ha        | 0.000 ha        |
| TEMPORARY ACCESS (ALTERNATE)  | 0.191 ha          | 0.000 ha        | 0.191 ha        |
| <b>TOTAL</b>  | <b>2.617 ha</b>   | <b>0.000 ha</b> | <b>2.617 ha</b> |

NOTE:  
AREAS FOR TEMPORARY FILL LINE R/W  
WITHIN EXISTING NGTL TEMPORARY ACCESS  
ARE NOT INCLUDED IN THE AREA TABLE

NOTE: Positions of buried facilities shown are derived from interpretations of signals from electronic devices. Reception of electronic signals is subject to interference and has limitations, therefore it should not be assumed that all buried facilities are shown, and facilities which are shown should not be construed as "located" until physically exposed. All underground installations should be marked by the respective authorities prior to excavation or construction.

British Columbia One Call: 1-800-474-6886

| LEGEND:                                |                              |
|--|------------------------------|
| ----- NMML Proposed Pipe               | ..... Riparian Zone Boundary |
| ----- Proposed NMML Footprint          | ..... Hydrology              |
| ----- Temporary Fill Line R/W          | ..... Tree / Bushline        |
| ----- Within Existing NGTL Access      |                              |
| ----- Temporary Fill Line R/W          |                              |
| ----- Temporary Access                 |                              |
| ----- Existing Pipeline R/W            |                              |
| ----- Existing Well Site & Access Road |                              |
| ----- Miscellaneous Site               |                              |
| ----- Agricultural Land Reserve (ALR)  |                              |
| ----- Old Forest (ABA) Normal          |                              |
| ----- Riparian Buffer (ABA) Enhanced   |                              |
| ----- Archaeological Site              |                              |

|                                    |  |
|------------------------------------|--|
| Caribou Range: None                |  |
| Guide / Outfitter: 701264          |  |
| Trapper: 7357004, 7357005          |  |
| Range Tenure: None                 |  |
| Mineral Reserve: 332498            |  |
| Mineral Tenure: None               |  |
| Ungulate Winter Ranges: None       |  |
| Wildlife Habitat Area: None        |  |
| Wildlife Tree Retention Area: None |  |
| Tree Farm Licence: None            |  |
| Wood Lot / Community Forest: None  |  |

NOTE: The information shown on this plan is obtained from various sources including Government of British Columbia. Information from these sources may change without notice and may not reflect the status as shown on this plan. Midwest takes no responsibility for the accuracy or completeness of this information, spatially or otherwise.

| NOTES:  |  |
|---|--|
| - The proposed project is partially within the Agricultural Land Reserve (ALR). |  |
| - Project to be flagged at time of construction.                                |  |
| - UTM Coordinates shown are NAD83 Zone 10.                                      |  |
| - The proposed project is within the Central OGC Zone.                          |  |
| - Distances shown are ground and are in metres and decimals thereof.            |  |

|  |  |
|--|--|
| <b>MIDWEST SURVEYS LAND SURVEYING LTD.</b>                             |  |
| 11003 Alaska Road<br>Fort St. John, BC<br>V1J 6P3<br>Tel: 250-785-3902 |  |
| PB-0002-15-J27-SKE-14  |  |

| BCGS: 94A.012 |                                |
|---------------|--------------------------------|
| REVISION      | DESCRIPTION                    |
| 0             | Issued for Review, Feb 7, 2019 |

SCALE 1:5,000

## NOVA GAS TRANSMISSION LTD.

|   |       |
|---|-------|
| PROJECT NAME: NORTH MONTNEY MAINLINE (AITKEN CREEK SECTION)   |       |
| PROJECT No 2152885  | Ad No |
| PLAN SHOWING<br>PROPOSED TEMPORARY<br>HYDROTEST FILL LINE R/W<br>FROM<br>NE 1/4 Sec 13 Tp 82 R 25 W6M<br>TO<br>NE 1/4 Sec 19 Tp 82 R 24 W6M |       |



February 19, 2019

Village of Pouce Coupe  
City of Dawson Creek  
District of Taylor  
District of Hudson's Hope  
District of Chetwynd  
District of Tumbler Ridge  
Dan Davies, MLA Peace River North  
Mike Bernier, MLA Peace River South  
Bob Zimmer, MP Prince George – Peace River – Northern Rockies

**RE: Peace River Local Government Association Meeting – March 28, 2019**

On behalf of the Peace River Regional District, I would like to invite your Mayor, Council and Chief Administrative Officer to attend the next meeting of the Peace River Local Government Association to be held in Fort St. John.

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

Please complete the attached R.S.V.P form and submit to [kelsey.bates@prrd.bc.ca](mailto:kelsey.bates@prrd.bc.ca) by **March 14, 2019** to confirm the following:

1. The names of representatives attending from your municipality
2. Any resolutions your Council has submitted to NCLGA, and who will speak to each
3. Who from your municipality will be speaking to your community update

Yours Truly,



Chair Brad Sperling  
Peace River Regional District

# R.S.V.P

## Peace River Local Government Association Meeting Thursday, March 28, 2018

Please email this form to [kelsey.bates@prrd.bc.ca](mailto:kelsey.bates@prrd.bc.ca) by March 14, 2018

### Attendees:

| Name | Title |
|------|-------|
| 1.   |       |
| 2.   |       |
| 3.   |       |
| 4.   |       |
| 5.   |       |
| 6.   |       |
| 7.   |       |
| 8.   |       |

Community Update will be provided by: \_\_\_\_\_

### NCLGA Resolution and Speaker Name

Resolution Title: \_\_\_\_\_ Speaker Name: \_\_\_\_\_

Resolution Title: \_\_\_\_\_ Speaker Name: \_\_\_\_\_

Resolution Title: \_\_\_\_\_ Speaker Name: \_\_\_\_\_

Resolution Title: \_\_\_\_\_ Speaker Name: \_\_\_\_\_

Resolution Title: \_\_\_\_\_ Speaker Name: \_\_\_\_\_

Resolution Title: \_\_\_\_\_ Speaker Name: \_\_\_\_\_



February 19, 2019

Dear Agricultural Advisory Committee Chair,

The Ministry of Agriculture (AGRI) would like to invite your Agricultural Advisory Committee (AAC) members to the ninth biennial AAC Workshop. For spring 2019, we are offering one event in Langley BC that will focus on provincially relevant topics. Registration is required; however there is no fee and lunch will be provided.

The workshop will bring AAC members together to meet and discuss agricultural issues of importance. As of May 2018, there were 43 AACs operating in B.C.; 27 on the South Coast/Island and 16 in the Interior. Information about AACs and previous AAC workshops can be found on AGRI's Strengthening Farming website at <https://www2.gov.bc.ca/gov/content/industry/agriculture-seafood/agricultural-land-and-environment/strengthening-farming/agricultural-advisory-committees>.

We've chosen 'Agriculture in a time of change' as the theme for 2019. The agenda will include presentations, panel discussions, and facilitated conversations that explore a host of provincial wide topics that are relevant to AACs. Attendees will learn more about recent changes to the *Agriculture Land Commission* Act, farm taxation, how agriculture interplays with wildlife/fisheries/species at risk, cannabis production in the Agricultural Land Reserve, and the various AGRI programs and funding opportunities. The objective is to provide each attendee with valuable information and techniques they can use to strengthen farming in their community through their AAC.

To assist with workshop arrangements, please have a representative from your AAC complete the enclosed form and return it to Reed Bailey, AGRI Land Use Planner by email at [Reed.Bailey@gov.bc.ca](mailto:Reed.Bailey@gov.bc.ca) or fax at (250) 356-0358 by **Tuesday, March 5<sup>th</sup>, 2019**. Please note that supporting elected officials and staff are also welcome to attend.

Previous workshops have invigorated AAC members, generated new ideas, and helped AACs continue to offer effective advice and support to their councils and boards. I look forward to seeing your representatives at the workshop.

Sincerely,

Willow Minaker  
Director, Strengthening Farming

## **2019 Agricultural Advisory Committee (AAC) Workshop**

*Wednesday March 13, 2019 – from 9:30 AM to 4:30 PM*

Newlands Golf and Country Club, Langley BC

### **Participant Agenda - DRAFT**

#### **THIS YEAR'S THEME: Agriculture in a Time of Change**

|                |   |
|----------------|---|
| <b>9:00am</b>  | <b>Registration and morning refreshments</b>  |
| <b>9:30am</b>  | <b>Welcome and opening remarks – Ministry of Agriculture</b>  |
| <b>9:35am</b>  | <b>Topic 1: Primer on Agricultural Land Commission (ALC) Act and Regulation changes – Bill 52</b><br>ALC staff presentation and Q & A session   |
| <b>10:30am</b> | <b>Coffee break</b>   |
| <b>10:45am</b> | <b>Topic 2: Farm taxation</b><br>BC Assessment staff presentation and Q & A session   |
| <b>11:30am</b> | <b>Discussion Session: Agricultural topics of AAC importance</b><br>This will be a facilitated discussion to explore agricultural topics of AAC significance <ul style="list-style-type: none"><li>• Topics may include: soil and fill, large-scale farming operations, non-farm uses in the ALR, and/or residential size and siting in the ALR</li></ul>             |
| <b>12:30pm</b> | <b>Lunch</b>  |
| <b>1:30 pm</b> | <b>Panel Session: Agriculture and the natural environment</b><br>Staff representation from the Ministry of Environment, Ministry of Forests, Lands, Natural Resource Operations and Rural Development, Ministry of Agriculture and ALC to explore the interplay between the legislation/regulation associated with wildlife/fisheries/species at risk and agriculture |
| <b>2:30pm</b>  | <b>Topic 3: Overview of Ministry programs and funding opportunities</b><br>Ministry of Agriculture staff presentation   |
| <b>3:00pm</b>  | <b>Coffee break</b>   |
| <b>3:15pm</b>  | <b>Topic 4: Update on cannabis production in the ALR</b><br>Dual presentations from ALC staff and Ministry of Agriculture staff   |
| <b>4:15pm</b>  | <b>Wrap-Up and Closing Remarks – Ministry of Agriculture</b>  |
| <b>4:30 pm</b> | <b>Adjourn</b>  |

**B.C. Ministry of Agriculture Agricultural Advisory Committee Workshop 2019****Registration Form****Wednesday March 13th, 2019 - 9:30 AM to 4:30 PM**[Newlands Golf and Country Club](#)21025 – 48<sup>th</sup> Avenue, Langley BC ph: 604.533.3288Please return this form **by March 5th** to:

Reed Bailey, Land Use Planner

BC Ministry of Agriculture

**Email:** [Reed.Bailey@gov.bc.ca](mailto:Reed.Bailey@gov.bc.ca)**Fax Number:** (250) 356-0358**Name of local government your AAC represents:** \_\_\_\_\_

As we have limited capacity, please select up to three people to attend for your primary list and up to three additional people for your wait list. If some AACs send fewer than three people, it will be possible for us to accommodate individuals from the wait lists.

**Primary List**

| <b>NAME</b> (please type) | <b>Position</b> (e.g. AAC Member, Planner, Councillor) | <b>Email Address</b> |
|---------------------------|--|----------------------|
| 1.                        |  |                      |
| 2.                        |  |                      |
| 3.                        |  |                      |

**Wait List**

| <b>NAME</b> (please type) | <b>Position</b> (e.g. AAC Member, Planner, Councillor) | <b>Email Address</b> |
|---------------------------|--|----------------------|
| 1.                        |  |                      |
| 2.                        |  |                      |
| 3.                        |  |                      |

**Contact Person:** Name: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_



## Community Energy Association Session

Friday, February 1, 2:45 pm-4:45 pm

"The Community Energy Association ([www.communityenergy.bc.ca](http://www.communityenergy.bc.ca)) was formed by an MOU between two BC Ministries and the Union of BC Municipalities in 1995. It is a non-profit society whose purpose is to help local governments across BC accelerate action on climate and energy." The CEA currently has over 35 members including local governments, utilities, transportation, consulting firms and non-profits. It is the facilitator for the BC Municipal Climate Leadership Council (<http://bcmclc.ca/>) which is composed of leading mayors and councillors representing all sizes of communities from across BC.

### **CEA key services include:**

*Planning:* Community Energy and Emissions Plans (CEEP) and Carbon Neutral Action Plans

*Implementation and Technology:* EV infrastructure, home energy retrofit, social marketing, renewable energy screening and pre-feasibility studies, policy development for promoting high performance buildings

*Research:* over 30 publications on current research and implementation guidance related to biomass district heating, electric vehicles, home energy retrofits, renewable energy, climate action funding and green economic development

*Capacity Building and Recognition:* workshops, conferences, webinars, Certificate in Community Energy Management and Climate & Energy Action Awards

Cost of Annual Membership to the CEA: \$10,000/\$5,000/\$2,500 depending on the level of service you want. There are lots of free resources, like Toolkits to download. available on their website that may be useful without being a member. And I have five double sided information pages available to anyone who would like to read them.

## **The Session**

The provincial government has set a mandate for all vehicles to be ZEV (Zero Emission Vehicles) by 2040 (10% by 2025, 30% by 2030, 100% by 2040) and for buildings to be net zero energy by 2032. Some main areas that can be worked on to prepare and mitigate zero emission include transportation, buildings and waste systems.

To date there has been annual 3° temperature rises globally with affects that are being felt and more to come.

The benefits of climate action include the economy, the environment, sustainability, healthier communities and future revenue assets.

The CEA recognizes that not all communities are equally impacted and they are influenced by the policies adopted by their local governments.

One of CEAs current initiatives is promotion and education (including outreach to car dealerships) of **Public Rural EV Charging Stations** in municipalities south of Prince George/ the study on Rural EV Charging stations was requested by six regional districts (maybe the PRRD would consider a similar request to get the initiative to this side of the rockies?)/#1 emitter of GHG's is transportation/different kinds of charging stations are home (private) and public (includes 20 min. fast charging stations)/where do you put them?/cost for a public station is around \$10,000/MOT are considering fast charging stations in rest areas.

### **Community Examples:**

*Smithers:* with the help of government funding (\$9 mil); have built a new airport terminal that is heated by a geothermal field (\$450,00) of 400 shallow wells that are good to -20. The terminal, built with a high-performance envelope, is the most efficient building in North America. It should be noted that the cost of a geothermal field depends on its heat capacity which is dependent on the sub-surface.

*Prince George:* has a downtown renewable energy system where waste heat from pulp mills is piped in to heat government buildings in the downtown core since 2002 and is largely carbon neutral.

### ***What Can Communities Do to Fight Climate Change and Reduce Energy Demand?***

*Transportation:* encourage trip reduction, mode shift???, vehicle efficiency, adopting electric vehicles (Ford has come out with a hybrid truck but what about a large tanker and logging trucks?)/other vehicle options could be bio fuel or natural gas

*Buildings:* remove permit barriers that prevent development of energy reduction initiatives. Encourage energy saving features like more insulation, better R-value windows, systems to help reuse waste heat or renew heat, ie: energy retrofits

*Waste Systems:* I didn't get any notes written down on this one, sorry.

### **How Can Communities Achieve Climate Change Goals?**

*Bill 27 Under the Local Government (Green Communities) Statutes Amendment Act (Bill 27, 2008), local governments are required to include targets, policies and actions for the reduction of GHG emissions in their Official Community Plans (OCPs).*

Does Hudson's Hope have a Climate Action Charter? A charter will open doors to federal funding as there will be costs to implement any greenhouse gas reduction initiatives.

Apply long term thinking to the issues of transportation, building and waste systems

Set targets

Implement and embed plans into the OCP/allow for re-planning and updating

Engage staff

Create infrastructure to support energy reduction

Create policies and regulations to support the initiatives

Provide incentives and outreach

Consider natural assets and know risks and vulnerabilities

Think about projects that can meet grant funding requirements

<https://www.pacificclimate.org>

### **PLAN2ADAPT**

Climate change impacts do not affect every region of British Columbia in the same way. The Plan2Adapt tool generates maps, plots, and data describing projected future climate conditions for regions throughout British Columbia. It is designed to help you assess climate change in your region based on a standard set of climate model projections. It is similar to the [Regional Analysis Tool](#) and uses the same data to generate its output. With a simpler user interface and fewer configurable options Plan2Adapt is designed to serve the needs of those involved in local and regional community planning.

### ***Quips To Remember***

Attending a conference is like drinking from a fire hose.

A new demographic: Climate Refugees



[www.peakco.com](http://www.peakco.com)

## **LGLA 2019 Media Training**

### **What media look for in a story**

- Head
- Heart
- Wallet

### **Influencing the news – Your Goals**

- Headline
- Picture
- Quote

### **Why reporters call**

- Information
- Confirmation
- Reaction

### **Negotiating the Interview**

- Who's calling
- Focus of story
- ***Who else are you talking to?***
- What are your questions?
- Set interview time limits
- Ask Yourself: Am I the right person, is this a good opportunity

### **Prepare for every interview**

- Anticipate reporter's questions
- Prepare responses
- Use Key Messages, examples and facts

### **Succeeding in media interviews**

- Not a conversation
- Dance you must lead
- Provide facts in advance
- Opening statement
- Respond – don't answer
- Deliver and repeat key messages
- Make a closing summary statement

### **Bridging to key messages**

- What I can say is
- The facts are



### Interview tactics

- Pause – dead air is the reporter's problem not yours!!
- No comment – Never!
- **Cannot comment** is acceptable with a valid reason
- "Off the record" – Never!
- Don't know? – "Let me find out for you."

### Interview Tips

- Never show anger or frustration
- If you stumble, stop and say: "Let me put it this way...."
- If you don't understand, ask for clarification
- Watch for the "slow pitch" question and hit a homer!

### Social Media First Steps

- Make all personal social media private
- Clean up old posts
- Create new social media for elected position

### Social Media Do's and Don'ts

- Do
  - Think before you post
  - Include visuals: video and pictures
  - Link to positive news about you and your facts/pages
  - Use to monitor reaction
  - Join the conversation – Positive, not confrontational
- Don't
  - Get into a fight
  - Post when angry
  - Try to be funny

Beware the re-tweet

**Should you require additional media training, please contact:**

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