



DISTRICT OF HUDSON'S HOPE

AGENDA

Council Chambers

Monday March 25th, 2019 at 6:00 PM

1. Call to Order:

2. Delegations:

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:

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7. Business Arising From the Minutes:

BA1 BA1 CM2 Industry Committee Report Page 10

8. Public Hearing:

9. Staff Reports

SR1	2019 Capital Budget Discussion	Page 12
SR2	District of Hudson's Hope Municipal Water Supply	Page 67
SR3	Protective Services Monthly Update	Page 72
SR4	Visitor Services Conference Report	Page 74
SR5	Interim CAO Update	Page 76
SR6	Office Administration Monthly Update	Page 77
SR7	Summer Event Tent Setup	Page 79
SR8	Volunteer/Youth Volunteer Policy Amendments	Page 81
SR9	Public Works Update	Page 85
SR10	Recreation and Special Events Update	Page 86

10. Committee Meeting Reports:

11. Bylaws:

12. Correspondence

C1	Northern Resource Expo & Conference	Page 88
C2	Coalition of Canadian Municipalities	Page 92
C3	Site C Construction Bulletin	Page 96
C4	BC Mayors Caucus	Page 99
C5	Tall Wood Mass Timber Construction Expression of Interest	Page 100
C6	Request for Letter of Support	Page 103

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

14. Old Business:

15. New Business:

16. Public Inquiries:

17. In-Camera Session

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18. Adjournment



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

Present **Council: Mayor Dave Heiberg
Councillor Kelly Miller
Councillor Valerie Paice
Councillor Patricia Markin
Councillor Leigh Summer
Youth Councillor, Taylor Rowe**

**Absent: Councillor Mattias Gibbs
Councillor Travous Quibell**

**Staff: Interim CAO, Chris Cvik
Director of Protective Services, Robert Norton
Manager of Public Works, Mark Sture
Recreation and Special Events, Kaitlyn Atkinson
Deputy Treasurer, Rhonda Eastman
Corporate Officer, Tammy McKeown**

Other:

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

2. **DELEGATIONS:**

D1 **Corporal Brendan Harkness- RCMP update**

- Corporal Harkness provided an explanation of the 2018 Policing Report.
 - Highlights different crime types; property crime offences include everything from vehicle break-ins to persons refusing to leave another person's property; other crimes against persons include any assaults that are not considered to be a domestic assault.
 - Property crimes are the largest issue in Hudson's Hope; industry attracts the criminal element from other areas.
 - Bylaw reports are not high in numbers and are typically livestock on roads, dogs on the loose or dog bites; RCMP has no jurisdiction here to deal with Bylaw issues; important that Council knows that these could create a liability issue, best to be deal with them in a proactive manner as it would assist in reducing the number of infractions.
 - Traffic enforcement is a main focus of the RCMP, our officers are always out on the highway. There were over 600 violations last year. The school zone is a main concern.

- The RCMP also tries to maintain a good Youth outreach program.
- Corporal Harkness discussed the RCMP-BC Elected Officials Guide he had provided to the Mayor and Council.
- Corporal Harkness provided an update on the Annual Performance Plan, a plan that sets out the detachment's priorities based on the RCMP and community priorities. The focus this year is on mental health, work/life balance and policing needs of the community. Requesting Council's suggestions on five areas:
 - Property Crime- RCMP will be doing rural patrols and performing intelligence processes. It is believed that these crimes are being committed by persons from outside the community. Focus will be on crime prevention such as providing advice regarding environmental design (e.g. snow not being cleared when people are away for long periods of time.)
 - Traffic- the speed watch program will be resurrected; speed enforcement will continue in the areas identified as problematic.
 - Youth- RCMP will be involved in different activities, such as the bike rodeo and pancake breakfast, at the school to provide awareness to the youth.
 - Accountability and Good guidance- Corporal Harkness will hold himself accountable to his staff and the community, he will provide reports quarterly at Council meetings and will hold quarterly meetings with his staff.
 - Mental health- as this is a small three officer detachment, when one officer is away the other two are on 24-hour call with no ability to reset which can be mentally exhausting. Corporal Harkness is putting together an incentive to host yoga classes for Emergency Services to assist in reducing stress.
- Council requested RCMP input for the traffic management plan being created. Discussion was had regarding a warning device, such as flashing lights or signage, to better notify people coming into town of the school zone. Ministry of Transportation would be the one to approach; possibly set up a joint project with the RCMP and the District to be implemented into the traffic management plan.

3.

NOTICE OF NEW BUSINESS:

Mayors Additions:

Councillors Additions:

- CM1- Councillor Miller-Peace River Regional District Meeting

CAO Additions:

4.

ADOPTION OF AGENDA AS AMENDED BY CONSENSUS:

5.

DECLARATION OF CONFLICT OF INTEREST:

6.

M1

ADOPTION OF MINUTES:

February 25th, 2019 Regular Council Meeting

RESOLUTION NO.057/19

0550-01

M/S Councillors Miller/Summer
That

"The minutes of the February 25th, 2019 Regular Council Meeting be adopted as presented."

CARRIED

7.

BUSINESS ARISING OUT OF THE MINUTES:

BA1

CM2 Industry Committee Report

- Interim CAO informed Council that in discussions with the engineers it was determined that the cost for the preliminary design work would be between \$15,000 and \$17,000. A report outlining this information will be brought forward to the next meeting. Natural Gas installation as well as the installation of high-speed internet had not been included in the previous scope of work.

RESOLUTION NO.058/19

M/S Councillors Summer/Marking
That

"Staff is to amend the scope of work for the Light Industrial Park to include the installation of the natural gas line and the installation of high-speed internet."

CARRIED

BA2

BA1 D1- Beckman Road Access

- Update to be provided at the in-camera meeting.

8.

PUBLIC HEARINGS:

9.

STAFF REPORTS:

SR1

2019 Operations Budget Discussion

- Amounts for the transfer from reserves may change, once the Deputy Treasurer receives the final information from the auditors but overall the Operations and Maintenance Budget will remain the same.

RESOLUTION NO.059/19

M/S Councillors Paice/Miller
That

"Council receive the attached Operations Budget for information."

CARRIED

SR2

Discontinuation of Credit Cards for Municipal Payments

- Discussion regarding the options presented. Pool and Arena do not accept credit cards currently. Campground reservations are set up to accept credit cards on-line or by PayPal through a third-party provider.

RESOLUTION NO.060/19

M/S Councillors Miller/Paice
That

"Council no longer accept credit cards for municipal payments."

CARRIED

SR3

Library Associate Member Program

RESOLUTION NO.061/19

M/S Councillors Paice/Markin

That

"Council approve the amended Service Provider Agreement between the District of Hudson's Hope and the Hudson's Hope Public Library dated January 28, 2019."

CARRIED

SR4 Winter Carnival Event Report
FOR INFORMATION

SR5 Special Events Easter Update 2019

Discussion regarding, if more than one group requested the event, who would be involved in determining who would be awarded the event.

FOR INFORMATION

SR6 Annual Inspection of Water System

RESOLUTION NO.062/19

M/S Councillors Miller/Markin

That

"Council receive this report for information."

CARRIED

SR7 Spring and Fall Clean-up costs

- The District only provides a spring clean-up
- Discussion about possibly targeting properties and setting up an agreement prior to the District Spring clean-up program.
- Public Service Announcement to be sent out stipulating what is included in the large item pick-up per the District Policy.

RESOLUTION NO.063/19

M/S Councillors Paice/Summer

That

"Council receive this report for information."

CARRIED

SR8 Financial Assistance Grant Applications

Discussion regarding grant in aid amount; amend the policy to reduce the amount allotted as the library and the museum are no longer included in these applications. Amount used to include a contingency amount for applications that were received later in the year; Corporate Officer explained that any grant in aid amounts that are received late are not being accepted. Discussion regarding including an unallocated amount for other requests for funding that may be received during the year.

RESOLUTION NO.064/19

M/S Councillors Markin/Miller

That

"Council approves the following Financial Assistance Grants for 2019:

Association	Grant approval
Double H Saddle Club	\$3,505.20 -to pay for renovations at the arena and to hire grad class to dismantle the bleachers. In Kind-

	tables, chairs, transport of porta-potties, snow plowing to access arena and parking lot, mowing of the ditches, weed spraying, and purchase and installation of caution Horse and rider crossing signs.	
Fall Fair Society	In Kind- tables, chairs, flat deck trailer, printing.	
Friends of Hudson's Hope	Municipal taxes- approx. \$3835.05	
Northern Rockies Karate-Do Society	\$1,000 to purchase equipment for Hudson's Hope Dojo.	
Hudson's Hope Soccer	In Kind- tables, garbage cans, approx. \$225 to cover Special Event insurance	
Bullhead Mountain Curling Club		
Hope 4 Health	In Kind- safety cones, use of office equipment, transport of porta-potties, sandwich board, assistance of Special Events Coordinator, use of hot-chocolate back pack, media/publicity support	
Hudson's Hope Parent Advisory Committee	\$2,500 to be used for the Honor Roll program	
Hudson's Hope Health Care	\$17,000 to assist with window replacement"	

CARRIED

RESOLUTION NO.065/19

M/S Councillors Markin/Miller

That

"Staff to research new funding model for grant in aid and bring back to Council prior to the 2020 application period."

CARRIED

- Discussion regarding whether to dispose of tent or to set it up in one location for the entire season. Staff to inform interested groups of decision once it has been finalized.

RESOLUTION NO.066/19

M/S Councillors Paice/Summer

That

"Staff to bring report back to Council outlining the financial implications, including liability insurance, of setting the tent up in one location for the entire season."

CARRIED

SR9

Recreation Committee Recommendations

RESOLUTION NO.067/19

M/S Councillors Paice/Summer

That

"The first recommendation is tabled until all Council Recreation Committee members are in attendance."

CARRIED

- Concern voiced in regard to the accuracy of information presented in the report.

RESOLUTION NO.068/19

M/S Councillors Paice/Summer

That

"The second recommendation be taken back to the Recreation Committee for further consultation"

CARRIED

RESOLUTION NO.069/19

M/S Councillors Paice/Markin

That

"The third recommendation be tabled and moved to the upcoming in-camera meeting."

CARRIED

10. COMMITTEE MEETING REPORTS:

CM1 Recreation Committee Meeting Minutes

- Minutes should be presented to Chair of Committee to ensure accuracy prior to being brought forward to Council. Minutes that have not been adopted should be watermarked to identify them as draft minutes.
- FOR INFORMATION

11. BYLAWS:

B1 Officer Bylaw No, 903, 2019

RESOLUTION NO.070/19

M/S Councillors Paice/Miller

That

"Council adopt the 'District of Hudson's Hope Officer Bylaw 903, 2019'."

CARRIED

B2 Fees and Charges Bylaw No. 904, 2019

Request to table this item to allow the Recreation and Special Events Coordinator time to implement additional changes.

RESOLUTION NO.071/19

M/S Councillors Summer/Markin

That

"Council table the 'District of Hudson's Hope Fees and Charges Bylaw 904, 2019' until the March 25th, 2019 Regular Council Meeting."

CARRIED

12. CORRESPONDENCE:

C1 Double H Saddle Club -request for letter of support

RESOLUTION NO.072/19

M/S Councillors Miller/Markin

That

"Council provide a letter of support for the Double H Saddle Club's application to the Co-op Community Spaces Grant for assistance to build a roof over the outdoor bleachers at the rodeo grounds."
CARRIED

C2 **Notification letter from TransCanada**
FOR INFORMATION

C3 **Letter from Dan Harrison**

- The Director of Protective Services provided an update on this item.
- The District has no legal jurisdiction regarding enforcement of prevention of cruelty to animals. The SPCA and the RCMP are the only agencies with authority to enforce the laws under the Prevention of Cruelty to Animals Act (PCA Act). The complainant has contacted both of these Agencies. The Director of Protective Services confirmed that the complaints had been received by these agencies.

C4 **Advisory Letter from Conservation**
FOR INFORMATION

C5 **Site C Construction Bulletin**
FOR INFORMATION

C6 **Fort St. John Land and Resource Management Update Project**

RESOLUTION NO.073/19

M/S Councillors Miller/Paice

That

"Council provide a submission to BC Ministry of Forests, Lands, Natural Resource Operations and Rural Development supporting The City of Fort St John's response."

CARRIED

C7 **Chetwynd Communications Society- request for Letter of Support**

RESOLUTION NO.074/19

M/S Councillors Miller/Summer

That

"Council submit a letter of support to the CRTC, to add a rebroadcasting transmitter in the District of Hudson's Hope, on behalf of the Chetwynd Communications Society."

CARRIED

C8 **Centennial Tree Planting Campaign**
FOR INFORMATION

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

CR1 **Councillor Miller- Peace River Regional District Meeting**

- Boat Launch: In response to the closures of the Charlie Lake boat launch, PRRD is requesting that all the member communities review the condition of the boat launches that belong to them to ensure that they

are up to provincial maintenance standards. A possible late resolution may go forward requesting an investment to repair and maintain boat launches in the North.

- NCLGA resolution: request to have the UBCM conventions held exclusively in Vancouver due to the costs associated to holding it in Whistler and Victoria are prohibitive to smaller local governments.
- Grant in Aid: several Recreational Trails Grants-in-Aid were given at this meeting. This may be something the District should be looking at applying for.
- There are opportunities available to partner with other members of PRRD regarding funding opportunities.

14. **OLD BUSINESS:**

15. **NEW BUSINESS:**

16. **PUBLIC INQUIRIES:**

17. **IN-CAMERA SESSION:**

RESOLUTION NO.075/19

M/S Councillors Summer/Markin

That

**"Council recess to a Closed Meeting for the purpose of discussing the following item(s): Agenda Item – Property Disposition (CC Section 90 (1) (e))
Human Rights Complaint (CC Section 90(1) (g))
Request from BC Hydro (CC Section 90(1) (j)).**

(e) the acquisition, disposition, or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;

(g)litigation or potential litigation affecting the municipality;

(j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act;

Section 21 (1) The head of a public body must refuse to disclose to an applicant information

**(b) that is supplied, implicitly or explicitly, in confidence, and
(c) the disclosure of which could reasonably be expected to harm significantly the competitive position or interfere significantly with the negotiating position of the third party."**

CARRIED

7:49pm moved to in-camera meeting

18. **ADJOURNMENT:**

Mayor Heiberg declared the meeting adjourned at 8:50pm

DIARY
Conventions/Conferences/Holidays

Diarized

Beryl Prairie Septic Field
School Gymnasium agreement
Budget items
Spruce Beetle Summit- revisit 2019
Agricultural Land Commission

07/25/16
02/26/18
07/09/18
11/05/18
28/01/19

Certified Correct:

Chair/Mayor Dave Heiberg

Corporate Officer, Tammy McKeown

DRAFT

From: [Chris Cvik](#)
To: [Tammy McKeown](#)
Subject: FW: resolution re: industrial park
Date: Friday, March 15, 2019 11:01:52 AM

Tammy, can you please include under Business Arising from the Minutes for the March 25th Meeting.

Thanks,

Chris

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

From: Eric Sears <ESears@urbansystems.ca>
Sent: March 14, 2019 3:29 PM
To: Chris Cvik <cao@hudsonshope.ca>
Subject: RE: resolution re: industrial park

Hi Chris,

No issues. We can include the addition of gas and internet connection in the plan. We will discuss the feasibility with each entity and include costs in the overall development plan for the inclusion of both.

Thanks,
Eric

From: Chris Cvik <cao@hudsonshope.ca>
Sent: March 14, 2019 3:24 PM
To: Eric Sears <ESears@urbansystems.ca>
Subject: FW: resolution re: industrial park

Eric,

As discussed, here is the draft resolution from Monday's Council meeting. Our budget will not be approved for a few more weeks, but I just wanted to reach out to you to see if there are any concerns with the additions of the two additional considerations to the scope.

Chris

Chris Cvik, Interim CAO
District of Hudson's Hope

Cell: 250-783-0942

From: Tammy McKeown <clerk@hudsonshope.ca>

Sent: March 12, 2019 11:42 AM

To: Chris Cvik <cao@hudsonshope.ca>

Subject: resolution re: industrial park

BA1 CM2 Industry Committee Report

- Interim CAO informed Council that in discussions with the engineers it was determined that the cost for the preliminary design work would be between \$15,000 and \$17,000. A report outlining this information will be brought forward to the next meeting. Natural Gas installation as well as the installation of high-speed internet had not been included in the previous scope of work.

RESOLUTION NO.058/19

M/S Councillors Summer/Marking

That

"Staff is to amend the scope of work for the Light Industrial Park to include the installation of the natural gas line and the installation of high-speed internet."

CARRIED

Tammy McKeown, Corporate Officer

District of Hudson's Hope

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REQUEST FOR DECISION

RFD#: CC-2019-26	Date: March 11, 2019
Meeting#: CM032519	Originator: Chris Cvik
RFD TITLE: 2019 Capital Budget Discussion	

BACKGROUND:

The Draft 2019 Capital budget is presented to Council for information and discussion. The budget will be finalized once the 2018 year-end balance information has been verified through the 2018 audit that was completed by KMPG during the week of February 25, 2019, and information is received from the Peace River Regional District for the Regional District and Regional Hospital District amounts, as well as amounts for BC Assessment, School Tax, Municipal Finance Authority, and Police Tax.

DISCUSSION:

Highlights or points of discussion from the 2019 budget include:

- Administration is proposing \$1,438,900 of Capital Projects for 2019.
- 100% of the Capital Projects would come from Reserve Funding.
- A large portion of the proposed Capital budget (\$740,000) is from Peace River Agreement (formerly Fair Share) grant funding.
- Capital Budget focus on repairs/upgrades to Public Works Infrastructure projects.
- A Risk Matrix was used to help identify priority capital projects.

RECOMMENDATION / RESOLUTION:

1. Council receive the attached draft 2019 Capital Budget for information.

We are still waiting for external financial information to complete the budget. Once received the operations and capital budget will come back to Council for adoption of the 2019 Financial Plan and then following this, the 2019 Tax Bylaw will come before Council.


Attachments:

1. 2019 Proposed Capital Project List.
2. 2019 Proposed Capital Project Risk Matrix.
3. Proposed Fund Balance for 2019 (to be confirmed based on KPMG audit).
4. 2019 Hudson's Hope Capital Planning Project/Purchase Fact Sheets.

Other:

This was the first year at using a Risk Based Matrix to help set priority for proposed Capital expenditures. The intent is to assist Council setting priority in terms of budgeting limited capital dollars as demand usually outstrips supply. Administration will be bringing a report forward with some proposed amendments to the Risk Matrix to make it better fit our environment.

Report Approved by:


Chris Cvik, Interim CAO

27-Feb-19

Proposed Capital Project List	Estimated Cost	Priority	Source of Funding	Department
Beattie Street Lift Station	\$350,000	High	Sewer Reserve Fund	Public Works
Water and Hydrant Valve Replacement	\$294,000	High	Water Reserve Fund	Public Works
Fire - Turn Out Gear	\$7,500	High	Protective Services Reserve Fund	Protective Services
Fire - Structural Protection Unit	\$45,000	Medium	Protective Services Reserve Fund	Protective Services
Computer Replacment	\$20,000	Medium	Capital Machinery and Equipment Reserve	Administration
Gravel Replenish	\$250,000	Medium	Capital Machinery and Equipment Reserve	Public Works
Website Update	\$10,000	Medium	Capital Machinery and Equipment Reserve	Administration
GPS Equipment	\$10,000	Medium	Capital Machinery and Equipment Reserve	Public Works
Loader - Public Works	\$240,000	Medium	Capital Machinery and Equipment Reserve	Public Works
Beryl Prairie Pump Station Upgrades	\$13,000	Low	Water Reserve Fund	Public Works
Beryl Prairie Septic Tank Replacement	\$24,000	Low	Water Reserve Fund	Public Works
Fire - Special Operations Trailer***	\$22,000	Low	Capital Machinery and Equipment Reserve	Protective Services
Council Chamber - Sound System	\$15,000	Low	Capital Machinery and Equipment Reserve	Administration
Commercial Water Stand Upgrades	\$25,000	Low	Water Reserve Fund	Public Works
Phone System Upgrades	\$8,000	Low	Capital Machinery and Equipment Reserve	Administration
ATV Campground Development	\$100,000	Low	Land Reserve Fund	Recreation
Arena Equipment Purchase	\$5,400	Low	Capital Machinery and Equipment Reserve	Recreation
Total	\$1,438,900			

Breakdown of Funding

Sewer Reserve Fund	\$350,000
Water Reserve Fund	\$356,000
Capital Machinery and Equipment Reserve Fund	\$580,400
Land Reserve Fund	\$100,000
Protective Services Reserve Fund	\$52,500
	<hr/>
	\$1,438,900

***Pre-Approved by Council

RISK BASED MATRIX

Proposed Capital Project List	Safety	Environmental	Financial	Reputational	Reliability	Frequency of Occurrence	Priority
Beattie Street Lift Station	NEAR MISS	EXTREME	<\$500K	MAJORITY	LONG DISRUPTION MANY RESIDENCES	EVERY DAY	HIGH
Water and Hydrant Valve Replacement	NEAR MISS	MODERATE	<\$500K	SMALL BUT VOCAL	LONG DISRUPTION FEW RESIDENCES	EVERY DAY	HIGH
Fire - Turn Out Gear	FATALITY	EXTREME	<\$10K	SMALL BUT VOCAL	SHORT DISRUPTION FEW RESIDENCES	AT LEAST 10 X PER YEAR	HIGH
Fire - Structural Protection Unit	FATALITY	EXTREME	<\$50K	SMALL BUT VOCAL	LONG DISRUPTION ALL RESIDENCES	AT LEAST ONCE PER YEAR	MEDIUM
Computer Replacment	NEAR MISS	MINOR	<\$50K	LIMITED	SHORT DISRUPTION FEW RESIDENCES	EVERY DAY	MEDIUM
Gravel Replenish	NEAR MISS	MINOR	<\$500K	LIMITED	SHORT DISRUPTION FEW RESIDENCES	AT LEAST 10 X PER YEAR	MEDIUM
Website Update	NEAR MISS	MINOR	<\$10K	LIMITED	SHORT DISRUPTION FEW RESIDENCES	EVERY DAY	MEDIUM
GPS Equipment	NEAR MISS	MINOR	<\$10K	LIMITED	SHORT DISRUPTION FEW RESIDENCES	AT LEAST 10 X PER YEAR	MEDIUM
Loader - Public Works	NEAR MISS	MINOR	<\$500K	LIMITED	SHORT DISRUPTION FEW RESIDENCES	AT LEAST 10 X PER YEAR	MEDIUM
Beryl Prairie Pump Station Upgrades	NEAR MISS	MINOR	<\$50K	SMALL BUT VOCAL	LONG DISRUPTION FEW RESIDENCES	AT LEAST 10 X PER YEAR	LOW
Beryl Prairie Septic Tank Replacement	NEAR MISS	MINOR	<\$50K	LIMITED	SHORT DISRUPTION FEW RESIDENCES	AT LEAST ONCE EVERY 10 YEARS	LOW
Fire - Special Operations Trailer***	FATALITY	MODERATE	<\$50K	SMALL BUT VOCAL	LONG DISRUPTION MANY RESIDENCES	AT LEAST ONCE EVERY 10 YEARS	LOW
Council Chamber - Sound System	NEAR MISS	MINOR	<\$50K	LIMITED	SHORT DISRUPTION FEW RESIDENCES	AT LEAST 10 X PER YEAR	LOW
Commercial Water Stand Upgrades	NEAR MISS	MINOR	<\$50K	SMALL BUT VOCAL	SHORT DISRUPTION FEW RESIDENCES	AT LEAST 100 X PER YEAR	LOW
Phone System Upgrades	NEAR MISS	MINOR	<\$10K	LIMITED	SHORT DISRUPTION FEW RESIDENCES	EVERY DAY	LOW
ATV Campground Development	NEAR MISS	MINOR	<\$100K	LIMITED	SHORT DISRUPTION FEW RESIDENCES	AT LEAST ONCE PER YEAR	LOW
Arena Equipment Purchase	NEAR MISS	MINOR	<\$10K	SMALL BUT VOCAL	SHORT DISRUPTION FEW RESIDENCES	AT LEAST 100 X PER YEAR	LOW

2019 Estimated Fund Balances					
	2019	TRANSFER		Tmsf fr Reserves	2019 END
NP S& CU FUND #	OPENING	TO RESERVES		for Cap Proj 2019	BALANCES
#206 CAP MACH & EQUIP RESVE FUND	1,326,393	350,000		-680,400	995,993
#202 WATER RESERVE FUND	217,909	181,209		-356,000	43,118
#203 SEWER RESERVE FUND	34,978	374,308		-350,000	59,286
#204 TX SALE PRO RESERVE FUND	219,513	0		0	219,513
#209 PROTECTIVE SERVICE FUND	323,769	100,000		-52,500	371,269
#207 LAND RESERVE FUND	120,334	0		0	120,334
#210 COMMUNITY HALL FUND	30,051	30,000		0	60,051
	2,272,947	1,035,517		-1,438,900	1,869,564
OTHER FUNDS					
#202 CEMETARY FUND	16,699	300		0	16,999
	16,699	300		0	16,999
PRIOR YEAR SURPLUS					
General Optg Fund (2018 Surplus)					
Water Fund (2018 Surplus)					
Sewer Fund (2018 Surplus)					
	0				

HH Capital Project/Purchase Fact Sheet

Requestor's name: ____ Mokles Rahman____

Project Name: ____ Beattie Drive Sanitary Lift Station Upgrade____

Date: ____ March 7, 2019____

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

The Beattie Drive Sanitary Lift Station Upgrade project will involve the placement and connection of a valve chamber adjacent to the existing lift station to meet the regulatory requirements of WorkSafe BC, improve accessibility to confined space for maintenance, increase the lifetime of the existing lift station, and aid in preventing spills into the nearby community and Peace River in the event of a lift station failure.

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

Reference: Strategic Objectives 2019-2022; Provide quality Infrastructure Services in a sustainable manner. The 1st year (2019) target is to complete the upgrade of the Beattie Lift Station.

The WorkSafe BC identified that the confined space entry to the wet well of this old lift station is not safe. They asked the District for Alternative Measures of Control for the confined space entry to this lift station. Any temporary solution to this old lift station is not safe and it is costing the District. To meet these requirements, a Valve Chamber project is needed to aid in maintaining and upgrading the sewer lift station to prevent potential failures and safety of workers.

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

Beattie Sewer Lift Station was originally built in the 1970's and was upgraded a few times during its lifespan. Several components of the current lift station have reached their lifespan and need replacement. The recent failure happened in 2010.

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

Failure of lift station may lead to discharge of raw sewage to Peace River, which is a threat to the natural environment. Ministry of Environment and DFO Canada will penalize the District for raw sewage discharge to the river.

If we do not do this project, we would not be able to meet the regulatory requirements of WorkSafe BC. Also, our operations and maintenance (O&M) cost will be higher year after year. Last failure of the lift station happened in 2010. It may happen any time.

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

What is the estimated cost?

\$350,000

What is your estimate based on? Circle all applicable:

Quote

Past work

WAG

Other: Based on the Feasibility Study done by Urban Systems in January 2019

Other comments

HH Capital Project/Purchase Fact Sheet

Requestor's name: Mokles Rahman

Project Name: Water Valve replacement

Date: March 7, 2019

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

The scope of the project is watermain valves replacement and new hydrant installation at various locations, especially around the downtown core to improve the ability to isolate localized sections in the event of a watermain rupture or disaster such as fire.

The contractor will work with the public works crews and will expose the watermain to assess the condition of the utility on the first shift, assemble the necessary components for the repair, schedule the intended water main isolation to perform the repair, and complete the repair in the following day.

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

Reference: Strategic Objectives 2019-2022; Provide quality Infrastructure Services in a sustainable manner. The 1st year (2019) target is to complete the replacement work of water valves.

The District of Hudson's Hope Public Works crews, in some cases, could not operate the water valves and hydrants. Hence not able to isolate localized sections in the event waterline leak that require maintenance or repair of particular segment of the network. If valves cannot be isolated firefighting might be at risk.

Furthermore, the existing tee fittings and valves have succumbed to soil corrosion and are ready for replacement with fittings which have corrosion resistant coatings for extending service life.

Recently there was a water line leak near water reservoir. Crews tried to isolate the line but could not isolate as there was a water valve missing as per the standards.

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

In the past, some of the water valves were replaced. However, due to budget constraints the District could not replace or repair all of the required valves.

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

If the project is not done, water systems operations would be at risk, valves cannot be exercised whenever needed especially during emergency, hydrant cannot be operational during fire.

This event (risk) may happened at any time.

The frequency of event is unknown.

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

What is the estimated cost?

\$294,378.70

What is your estimate based on? Circle all applicable:

Quote

Past work

WAG

Other: _____

Other comments

HH Capital Project/Purchase Fact Sheet

Requestor's name: Robert Norton

Project Name: Structural Turn Out Gear

Date: 08 March 2019

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

This proposal would be to purchase 3 sets of structural fire fighter turn out gear.

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

This purchase is necessary to ensure the department has an inventory of turn out gear which meets industry best practices for life cycle, and the requirements of the Occupational Health and Safety Regulation Part 31.

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

8 June 2018

The department has purchased 3 sets of turnout gear annually to strategically address this need.

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

If this purchase does not occur it would impact the department's ability to provide safe and reliable equipment to fire department staff. The purchased sets of gear would be utilized to replace gear which has reached the end of its accepted life span.

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

What is the estimated cost?

\$7500.00

What is your estimate based on? Check all applicable:

Quote



Past work



8 June 2018

WAG ☐

Other: _____

Other comments

HH Capital Project/Purchase Fact Sheet

Requestor's name: Robert Norton

Project Name: Structural Protection Trailer

Date: 08 March 2019

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

This project would fund the equipment needed to build a structural protection trailer which would meet the minimum requirements of a Type 3 trailer as per the provincial standards.

A structural protection trailer consists of a 18 foot tandem axle trailer that is equipped with a variety of pumps, hoses, industrial sprinklers, ladders, hand tools, and water bladders.

This trailer would allow trained responders to undertake structural protection activities on structures threatened by wildfire. This size trailer can protect up to approximately 15 homes under ideal conditions and can be deployed quickly utilizing a full-size pick up truck as the towing vehicle.



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

British Columbia has experienced an increase in the number and size of wildfires over the past decade. Five of the top ten wildfire seasons on record have occurred in the last 8 years. Given the location and nature of our community, Hudson's Hope has a number of areas which would exhibit considerable risk of a wildfire becoming an interface fire and impacting structures.

While there are a number of structural protection assets available within the province, these deployments can take several days to be relocated and placed into service, and may be in short supply and/or prioritized elsewhere.

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

8 June 2018

Up until 7 years ago the District had virtually no structural protection capability if faced with a large interface type fire. To reduce this risk an effort has been made to procure an inventory of pumps, hose and sprinkler components which are currently stored in large totes in a number of locations and are cumbersome and time consuming to consolidate and move if needed.

To date the department has approximately \$26,000 of structural protection equipment which would be utilized to bring the proposed trailer up to the quantities required.

While this inventory does give us a limited structural protection capability, the quantities required to effectively address a large interface event do not exist, and the storage and movement of such quantities of equipment without being housed in a trailer would be impractical and would not allow a timely response.

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

If this project is not completed the District would continue to have a limited capacity to respond to and mitigate the threat posed by an interface fire entering the municipality. While it would be difficult to predict when the next interface event will occur in Hudson's Hope, there have been a number of recent historical incidents which could have greatly benefited from the proposed project.

In 2014 during the Mt. McAllister wildfire structural protection trailers were deemed necessary by BC Wildfire, and were deployed from William's Lake. These trailers took several days to arrive. In 2016 a series of early spring fires across the Peace region threatened residences within the district, and a trailer such as the one being proposed would have had a number of deployments to protect structures within the District of Hudson's Hope.

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

What is the estimated cost?

\$45,000.00

What is your estimate based on? Check all applicable:

Quote ☒

Past work ☐

8 June 2018

WAG ☐

Other: _____

Other comments

HH Capital Project/Purchase Fact Sheet

Requestor's name: Chris Cvik

Project Name: IT Computer Replacement

Date: March 7, 2019

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

Development Computer and Server Replacement plan. In 2019, plan is to replace 10 computer work stations at approximately \$1,500 per unit plus put \$5,000 aside for a server replacement. Servers cost approx. \$15,000 - \$20,000 and should be replaced every 5 - 6 years. The server was purchased in 2016, so the \$5,000 per year will allow sufficient funds to build up when the time comes to replace.

We have 43 workstations - 10 are either Library or Museum. Of the 34 remaining workstations, 7 are 2017 or and have Windows 10. Of the 27 machines, plan is to replace 10 in 2019 and 17 in 2020. Computers should be replaced approximately every 5 years.



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

Windows 7 will no longer be supported as of December 31, 2019. This means that any software issues will not be looked at. It is good practice to establish a budget for computer and server replacements to avoid significant expenses in single years as costs are spread out over several years. Unfortunately, the District has not undertaken this strategy and has a large number of older machines running software that will not be supported.

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

8 June 2018

Repairs and computer replacements have been on an ad-hoc basis.

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

Software issues will start to occur in January 2020. It is anticipated there will be problems with Windows 7 documents not being compatible with Windows 10. This exists today but is minimized as Windows 7 is still supported and updates sent out to address compatibility issues.

The other concern is from a budgeting perspective where it not good budgeting practice to go out every 5 to 6 years and purchase a large number of machines without it being part of a regular workstation purchase/replacement program.

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

Medium

What is the estimated cost?

\$20,000 in 2019 (\$15,000 for computers and \$5,000 for server reserve). For 2020, the budget would be the same.

What is your estimate based on? Check all applicable:

Quote ☒

Past work ☐

8 June 2018

WAG



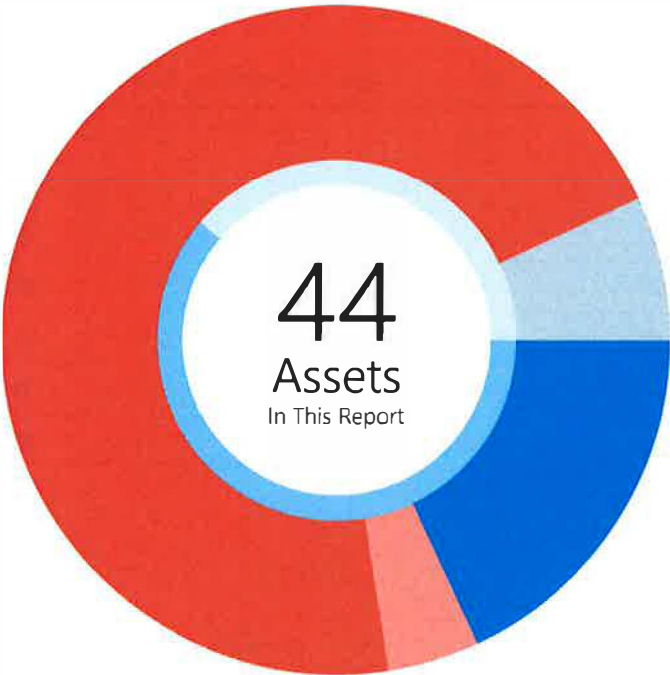
Other: _____

Other comments

After 2020, the cost should reduce to approximately \$12,500 per year. This will allow the replacement of 5 workstations per year (5 X \$1,500) plus \$5,000 being budgeted towards server replacement.

8 June 2018

Warranty Report
District of Hudson's Hope
February 2019



About This Report

This is an overview of known server and workstation assets for District of Hudson's Hope. A detailed breakdown starts on page 2. Please contact us with any questions and we would be pleased to discuss this report in further detail.

Asset Status:

- 8 Supported**
No action required
- 2 Ending Soon**
Due date within 90 days
- 31 Overdue**
Action required
- 3 Unknown**
Under review or unknown

Operating System:

- 27 Supported**
Within support period
- 17 Ending Soon**
Update recommended

1
Servers



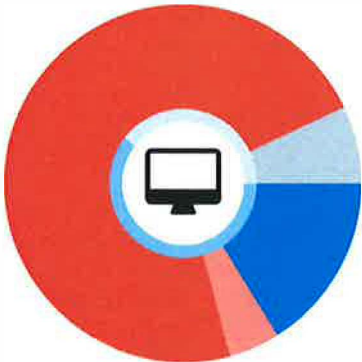
Asset Status:

- 1 Supported**

Operating System:

- 1 Supported**

43
Workstations



Asset Status:

- 7 Supported**
- 2 Ending Soon**
- 31 Overdue**
- 3 Unknown**

Operating System:



- 26 Supported**
- 17 Ending Soon**

























































Warranty Report

District of Hudson's Hope

February 2019

I.T. Partners Inc.
www.itpartners.ca
































Servers	User	Make	Serial	Model	OS	Age	Purchased	Expires	
 DHH-HV01	itpadmin	Dell	1QFWPD2	PowerEdge T430	Server 2012 R2	2.5	2016-07-30	2021-07-30	

Workstations	User	Make	Serial	Model	OS	Age	Purchased	Expires	
 DHH-HH-BCKFRR	office1	Dell	BCKFRR2	OptiPlex 5060	Windows 10	0.2	2018-12-07	2021-12-06	
 DHH-HH-JN3FHQ	ICBC	Dell	JN3FHQ2	OptiPlex 5060	Windows 10	0.3	2018-10-05	2021-10-04	
 DHH-DHH-GY1RH	johanna	Dell	GY1RHN2	OptiPlex 5050	Windows 10	0.8	2018-04-24	2021-04-23	
 DHH-HH-74CWS	cash	Dell	74CWSM2	OptiPlex 5050	Windows 10	1	2018-02-02	2021-02-01	
 DHH-HH-4JWJ3H	bob	Dell	4JWJ3H2	Latitude 5580	Windows 10	1.6	2017-07-14	2020-07-15	
 DHH-HH-3J1T7F2	cindy	Dell	3J1T7F2	Latitude 3580/3588	Windows 10	1.7	2017-06-12	2020-06-13	
 DHH-HH-3W4N1	Mark	Dell	3W4N1G2	Latitude 5580	Windows 10	1.7	2017-06-07	2020-06-08	
 DHH-HH-ASUSLT	clerk	Asus	GBN0CV046342457	X555QA-BH10-CB	Windows 10			2019-03-27	
 DHH-HH-ASUSLT	pool	Asus	GBN0CV08N093455	X555QA-BH10-CB	Windows 10			2019-03-27	
 DHH-8HZH462	fireman	Dell	BHZH462	Latitude E5550/5550	Windows 10	3.3	2015-10-25	2018-10-25	
 DHH-PL-55XDWS	amber	Dell	55XDWS2	OptiPlex 3020	Windows 10	3.4	2015-09-19	2018-09-19	
 DHH-PL-55XCWS	shellie	Dell	55XCWS2	OptiPlex 3020	Windows 10	3.4	2015-09-19	2018-09-19	
 4JLT052	rhonda	Dell	4JLT052	OptiPlex 9020	Windows 7	3.5	2015-07-25	2018-07-25	
 DHH-DHH-JR8YR	Infocentre	Dell	JR8YR22	OptiPlex 3020	Windows 7	4	2015-02-22	2018-02-22	
 DHH-HH-S801	dohhcao	Microsoft	003539162657	Surface Book - 512GB i7 1	Windows 10			2017-11-14	
 DHH-DHH-3PGSP	cindy	Dell	3PGSP22	OptiPlex 3020	Windows 7	4.2	2014-11-12	2017-11-12	
 DHH-HH-SP05	Patricia	Microsoft	040779162553	Surface Pro 4 - 128GB i5 4	Windows 10			2017-10-26	
 DHH-HH-SP01	Travous	Microsoft	052926462553	Surface Pro 4 - 128GB i5 4	Windows 10			2017-10-26	
 DHH-HH-SP07	Kelly	Microsoft	053718462553	Surface Pro 4 - 128GB i5 4	Windows 10			2017-10-26	
 DHH-HH-SP09	wallace	Microsoft	053578762553	Surface Pro 4 - 128GB i5 4	Windows 10			2017-10-26	
 DHH-HH-SP02	Heather	Microsoft	041466763853	Surface Pro 4 - 128GB i5 4	Windows 10			2017-10-26	
 BACKROOM	Student	Asus	G2PDCG000T8U	M32BF-RS1-CB	Windows 10			2017-06-01	
 POSNEW	Student	Asus	G2PDCG000T6A	M32BF-RS1-CB	Windows 10			2017-06-01	
 OFFICENEW	Elinor	Asus	G2PDCG000T1J	M32BF-RS1-CB	Windows 10			2017-06-01	
 DHH-7DSDK02	office2	Dell	7DSDK02	OptiPlex 3020	Windows 7	4.8	2014-04-19	2017-04-19	
 DHH-7FQFK02	office1	Dell	7FQFK02	OptiPlex 3020	Windows 7	4.8	2014-04-19	2017-04-19	
 DHH-7DHF02	clerk	Dell	7DHF02	OptiPlex 3020	Windows 7	4.8	2014-04-19	2017-04-19	
 7GJK02	kaitlyn	Dell	7GJK02	OptiPlex 3020	Windows 7	4.8	2014-04-19	2017-04-19	

Warranty Report
 District of Hudson's Hope

February 2019

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Workstations	User	Make	Serial	Model	OS	Age	Purchased	Expires	
 7CTJK02	Dave	Dell	7CTJK02	OptiPlex 3020	Windows 7	4.8	2014-04-19	2017-04-19	
 DHH-7FKKK02	Bob	Dell	7FKKK02	OptiPlex 3020	Windows 7	4.8	2014-04-19	2017-04-19	
 DHH-ITQ2N02	mokles.rah	Dell	1TQ2N02	OptiPlex 3020	Windows 7	4.8	2014-04-09	2017-04-09	
 JVQ2N02	clerk	Dell	JVQ2N02	OptiPlex 3020	Windows 7	4.8	2014-04-09	2017-04-09	
 HHA-PC	Hudsons H	Dell	4PSPX12	Inspiron 3847	Windows 10	4.5	2014-08-16	2016-02-12	
 DHH-PL-CZNXV	toni	Dell	CZNXV1	OptiPlex 9010	Windows 10	6.3	2012-11-06	2015-11-06	
 DHHPL-S7JQ88N	nancy	Dell	5LL4XV1	OptiPlex 7010	Windows 10	6.3	2012-10-18	2015-10-18	
 DHH-HH-FIREHAL	Firehall	Dell	8M612R1	OptiPlex 380	Windows 7	7.4	2011-09-29	2014-09-29	
 HHPLHHPUB001	Internet	HP Inc	MXX1040SHC	Compaq Presario CQ5720	Windows 7	8	2011-02-22	2012-03-17	
 HHPLHHDPC003	checkout	HP Inc	MXX1040SQ5	Compaq Presario CQ5720	Windows 7	8	2011-02-15	2012-03-10	
 HHPLHHDPC006A	Guest	HP Inc	MXX1040SLJ	Compaq Presario CQ5720	Windows 7	8	2011-02-15	2012-03-10	
 HHPLHHDPC005A	Guest	HP Inc	MXX1040SP4	Compaq Presario CQ5720	Windows 7	8	2011-02-08	2012-03-03	
 DHH-HH-ASUSLT	Public Work				Windows 10				
 DHHVISITOR01	DHHVistor			System Product Name	Windows 7				
 COMPUTER	Internet	Sony	27546048-3001494	SVJ20215CDW	Windows 8.1				

HH Capital Project/Purchase Fact Sheet

Requestor's name: Mark Sture

Project Name: Gravel Replenishment

Date: February 27, 2019

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

Replacement of a gravel stockpile for the District – excavation and crushing of material from the District's gravel pit.

Excavation and Crushing by others.

The District's gravel supply was used during the construction of the new public works facility and the construction of the Lucas / Atkinson subdivision.

The District requires both sand and 3/4" fractured granular material for road construction projects, water valve and hydrant replacement, water main/ sewer main repairs, lift station upgrade. The sand, when mixed with chlorides will be used primarily for winter maintenance work.

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

The stockpile of gravel at the District's pit has been used for construction projects over the last couple of years. It is cheaper to have a stockpile than to rely on other companies to supply the material.

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

The District crushes granular material every few years interval putting up a stockpile for use over a two-three year period.

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

Without a supply of crushed granular sand and rock it would be necessary to purchase material from others at a price they set at the time of the request.

This past winter weather conditions necessitated that the District acquire a sand/salt mix from YRB to provide friction on sidewalks.

Not having material to spread on the roadways in the winter months could lead to collisions or slip/fall incidents which may be attributed to a lack of required action by the District.

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

This ranks at a level 10 in the need ranking.

What is the estimated cost?

The cost estimate is \$250,000. We will work to approximately \$225,000 leaving a small contingency within the Capital budget limit

What is your estimate based on? Circle all applicable:

Quote

Past work

WAG

Other: _____

Other comments

HH Capital Project/Purchase Fact Sheet

Requestor's name: Chris Cvik

Project Name: Website Update

Date: March 7, 2019

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

General Update of website - More user friendly and more 'visual appealing'. The scope will include:

1. Redesign of website
2. Include real-time information on solar-array outputs plus the accumulated benefits (savings).
3. Cemetery plot directory with detailed information on internments.

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

Part of longer term initiative to drive more people to the website. Need to ensure that website is easy to navigate around, information is up-to-date and relevant.

Website is often 'first exposure' to people looking for information on Hudson's Hope.
Opportunity to improve this experience.

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

8 June 2018

The last major web update was undertaken over 5 years ago. Since then, staff have made updates and minor changes but the underlying template has remained.

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

Information on solar array savings is limited to television screen mounted at the District Office. This system seems to be not working more often that it is.

Staff may field more calls from people inquiring about cemetery internments.

Hard to measure the impact of an unprofessional website; however, it is administration's belief that if end users cannot easily find information or it is not up to date, they will stop going to the site for information.

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

Low

What is the estimated cost?

\$10,000 - \$15,000

What is your estimate based on? Check all applicable:

Quote ☒

Past work ☐

8 June 2018

WAG



Other: _____

Other comments

The quote is based on the ultimate scope of work in updating the website. Administration has received quotes on the following components of the overall website update:

1. Make solar array information available on the website. \$5,000.
2. Cemetery plot directory information. \$1,500.
3. Overhaul and update of website. \$3,500 - \$8,500.

8 June 2018

HH Capital Project/Purchase Fact Sheet

Requestor's name: __Mokles Rahman__

Project Name: __GPS for Asset Data Collection__

Date: __March 7, 2019__

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

Purchasing GPS unit for field level data collection by a summer student or temporary staff or casual staff. The scope of work are as follows;

1. Year-1 (2019) : Field level data collection to prepare asset inventory for roads, sidewalks, curbs & gutters, manholes, hydrants, valves, culverts, street furniture, traffic signs etc. Also, research asset management software that is compatible with the existing financial software.
2. Year-2, 3 &4: Full condition assessment by inspection, CCTV, necessary testing etc. Prepare high level estimate for multi-year capital plan and ranking for asset replacement and rehabilitation.

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

During the Strategic Objectives (2019 – 2022) Session on December 8, 2018, the District of Hudson's Hope Council recognized that providing quality infrastructure services in a sustainable manner is one of the priority objectives of the District for the next 4 years. To achieve this objective, the District identified that Asset Management is one of the core items in sustainable infrastructure services.

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

In the past, in different occasions, to meet the requirements of grant applications, the District of Hudson's Hope Consulting Engineers prepared partial asset inventories based on the information provided by the District crews. However, as it was cut and paste from different documents, there is no guarantee that it is correct.

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

Asset Management tools are vital for infrastructure management. Without asset management tools our maintenance management will not be proactive, and hence capital expenditure projection would not be accurate.

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

What is the estimated cost?

\$10,000 for GPS and associated tools. Staff has been considered under Operating Budget. Applied for grants for one summer student.

What is your estimate based on? Circle all applicable:

Quote

Past work

WAG

Other: Estimate_____

Other comments

HH Capital Project/Purchase Fact Sheet

Requestor's name: Mark Sture

Project Name: Payloader Replacement – Unit 33 – 1998 Komatsu

Date: February 27, 2019

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

Replacement of a 1998 Komatsu WA120. The current unit is a 1998 vintage model purchased used in 2008. The District has owned this unit for about 10 years.

Unit #33 has approximately 8,000 hours of use registered on the hour meter.

The fenders and the body are rusted, parts, while still available, are becoming less easily acquired.

It is time to replace the unit with a new model of similar size.

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

The payloader is a vital piece of equipment for the District in terms of moving equipment and granular material. It has both a 2 ½ yard bucket and forks for lifting/moving palletized goods. The overall use is not high, it is used year-round.

This unit has reached the end of its functional life for the District.

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

District personnel have performed required preventative maintenance and servicing. As reactive maintenance has been completed as required.

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

Reliability of the unit will diminish the longer the unit is kept in service. Our back up to the loader is a tractor back-hoe (unit 42) which has a smaller bucket, does not have quick attach on the bucket and no forks for lifting palletized materials. Unit 42 is scheduled for replacement in 2021 based on a 10-year life cycle

8 June 2018

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

Based on frequency of use, this equipment replacement ranks a 10 in the need ranking.

What is the estimated cost?

The cost based on 1 verbal budgetary estimate is \$240,000

What is your estimate based on? Circle all applicable:

☒ Quote

☐ Past work

☐ WAG

☐ Other: _____

Other comments

HH Capital Project/Purchase Fact Sheet

Requestor's name: __Mokles Rahman__

Project Name: __Beryl Prairie Fire Hall Sewage Holding Tank__

Date: __March 7, 2019__

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

The scope of the project is to replace the existing failing septic system on the south side of the Beryl Prairie Fire Hall with a sewage holding tank system and controls. The scope of the work also includes electrical work. A certified Electrician will need to pull a permit and complete the work prior to the tank being put in service.

The new tank will need to be installed before the existing tank is decommissioned. The tank will be a 2500 gallon fiberglass holding tank with a maximum burial depth on 10 feet.

There is an electric pole with overhead electric line running nearby. Extra precautions have to be taken during excavation, installation of new tank, and decommission the old septic system.

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

The existing sewerage system at the Fire hall has deteriorated to the point that a new system will need to be installed. After the current septic system was installed, there was a new water well and loadout system installed close to the septic systems.

As there is a water well system nearby a traditional and failed septic dispersal field is risky for public Health. It is desirable to install a water tight, below ground holding tank and hauled. The wastewater from the Fire Hall consists of a toilet, sink, shower and floor drains from the fire hall bays. These are used only intermittently, usually once a week during the fire practices and callouts. It may be mentioned here that we have a similar type of holding tank at our new Public Works Shop.

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

In the past when settlement observed in the landscaping area of the Septic System area, some filling soil were put to level it off. It is unknown what have been inside the ground.

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

If we do not do this project, the current failing septic system will fail more and septic may percolate to the adjacent ground. In addition, the nearby water well may be contaminated over time.

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

What is the estimated cost?

\$24,000

What is your estimate based on? Circle all applicable:

Quote

Past work

WAG

Other: _____

Other comments

HH Capital Project/Purchase Fact Sheet

Requestor's name: __Mokles Rahman__

Project Name: __Beryl Prairie Water Well Pump Replacement__

Date: __March 7, 2019__

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

The scope of the project is to replace the old pump and motor with new one and perform necessary electrical maintenance work. Also, it will include replacement of 2" pump drop pipe as it is wearing out, and possibly check valve replacement.

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

The existing pump is 10 years old. The pump stopped working several times, at least 3 times in two months during December 2018/ January 2019. As per the electrician the pump is running at its highest capacity 35 amps. The failure may also happened because of voltage fluctuation. The pump may be running off it's curve.

There is no telecommunication system or alarm systems at the water well to call the operators automatically. Every time, whenever users are going to the well, they find that the pump is not working and then they call the District Office.

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

Electrician was called in several times to fix the problems. Calling electrician is expensive.

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

If we do not do this project, the pump may stop at any time. The water user will not be able to use the well as per their need. The residents and customers will be unhappy with our level of service. The O & M cost would be high for running the well.

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

--

What is the estimated cost?

\$11,500

What is your estimate based on? Circle all applicable:

Quote

Past work

WAG

Other: _____

Other comments

HH Capital Project/Purchase Fact Sheet

Requestor's name: Robert Norton

Project Name: Special Operations Trailer

Date: 20 March 2019

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

This project would consist of the purchase a 10-foot enclosed trailer and an inventory of additional auto extrication stabilization equipment required for large scale or complex motor vehicle incidents, and other road rescue support equipment including spill response materials.

In January 2017 the District of Hudson's Hope entered into the Partnering Relationship Agreement with BC Hydro. Within this agreement BC Hydro committed to providing a one-time payment of \$20,000 to support road rescue operations during the construction of the Site C Dam. To date these funds have not been utilized.

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

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

Currently the inventory carried on the District's apparatus would present challenges at a large scale incident where extensive stabilization efforts would be required to provide for responder and patient safety.

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

Currently there is a stock of stabilization equipment located on Engine 3 and Rescue 1 which provides a limited response capability and is quickly exceeded by an incident of a larger nature.

As inventory items are procured to meet the new demands of increased commercial vehicle incidents it has presented a challenge in terms of space and load capabilities on the current vehicles, and both apparatus have reached maximum storage capacity for stabilization equipment.

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

The number and complexity of the road rescue incidents within the District continues to increase, and 2018 represented a 250% increase in motor vehicle incident call volume when compared to the 5 year average. In 2019 commercial vehicles have comprised 50% of the motor vehicle incident call volume.

If this project is not completed the District would continue to have a limited capacity to operate effectively at large scale motor vehicle incidents which have complex or extensive stabilization requirements.

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

What is the estimated cost?

\$22,000

What is your estimate based on? Check all applicable:

Quote ☒

Past work ☐

WAG

☐

Other: _____

Other comments

HH Capital Project/Purchase Fact Sheet

Requestor's name: Chris Cvik

Project Name: Council Sound System

Date: March 7, 2019

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

Install sound system in Council Chambers to allow better sound. Project scope is to install microphone/playback at each Councillor workstation, CAO and Corporate Officer desk and one unit at the Delegation/Speaker location. We would also have one wireless microphone for Administration at the back to be able to respond (approximately 10 desk microphone units and one wireless

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

Depending on who is speaking, it can be difficult to hear within Council Chambers, especially for visitors and staff who sit at the back of the room or who sit behind a delegation. This is not a new issue. It can be minimized if everyone speaks up or having people who could not hear, ask the speaker to repeat themselves.

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

8 June 2018

Verbal reminders to speak louder.

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

No immediate consequences of not proceeding with this project. Event occurs ever two weeks (regularly scheduled Council Meetings). Rare to have people in the Council gallery.

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

Low

What is the estimated cost?

Approximately \$15,000

What is your estimate based on? Check all applicable:

Quote ☐

Past work ☐

8 June 2018

WAG



Other: Talk with PRRD

Other comments

The PRRD Board sound system cost approximately \$26,000 but includes a portable option as they have Board meetings in satellite locations. The DOHH would not require this functionality and therefore estimated a cost at one-half the PRRD's cost. The District of Chetwynd purchased the same system for the PRRD.

8 June 2018

West Coast Sound

3095 Hebb Avenue

Vancouver, B.C. V5M 4V3

Cel: 604-836-2482 Phone: 604-294-6714 E-Mail: tmtmike@mac.com

October 13, 2016

Atn: Shannon Anderson
Deputy Chief Administrative Officer
PEACE RIVER REGIONAL DISTRICT
250 784-3203

Hello Shannon,

As per your request here is the price for the "Board on the Run" sound system. This is a new proposal and is based on the system that I sent you the video of.

Looking through the quotation materials submitted to us, I can somewhat simplify the system in number of speakers located around the room as it the rooms appear to be relatively small.

The breakdown of the quote is as follows:

Audio system with a total of 16 microphone input stations and the two wireless stations plus a master iPad controller.

Includes: Travel expense, set up, packaging, delivery & training etc.

\$26,000.00 Plus taxes

#	Item	Qty
1	ATUC-50CU MASTER CONTROL UNIT	2
2	ATUC-50DU MICROPHONE INPUT/PLAYBACK STATIONS	16
3	AT-2000 WIRELESS MICROPHONE HANDHELD	1
4	AT-2000 WIRELESS MICROPHONE LAV SYSTEM	1
5	TV8 GALAXY AUDIO WIRELESS SPEAKER	1

6	iPad	IPAD CONTROLLER & CASE	1
7	Cat5E	PRO CAT 5 CABLES FOR THE MICS	1
8	MISC	CASES FOR CABLES	1
9	MISC	CABLING FPOR THE ABOVE	1
10		SET UP, TRAINING & PACKAGING	1
11		TRAVEL TO DAWSON CREEK	2

Here is the proposal:

As per our on-going discussions here is a description for final discussion purposes and fine-tuning the design of the “Board on the Run” mobile sound-system that you would like us to provide for the traveling council meetings of the North Peace Regional District.

The executive summary of the mobile system is as follows.

A very user-friendly system with fast set up containing an automatic microphone mixer with all mic inputs daisy chained via Cat5 cable for the various microphones. As per the drawing, there would re-use the 11 individual Councilor’s microphones, two for City Staff, one for the presenter, one for audience questions and one for the chairman with a Master Mute control.

Additionally, two wireless microphones, one for special presentations from the floor and the second one that could be stand mounted or passed back-and-forth from one participant to the other for audience Q&A participation. This is provided so that the members of the committee can clearly hear the floor participation plus whatever is said can be logged for future transcription.

The sound is then distributed to the Public gallery via a small wirelessly operated speaker that would be placed near the area needing sound reinforcement of the proceedings.

All this would be packaged in a way that it would be very easily transportable in the back of a regular sized small car.

The basic concept of the system is to be very user-friendly. The setup cabling is minimal with a cat5 daisy chain arrangement requiring minimal effort and expertise in audio systems.

The entire system package is lightweight and extremely portable with simple quick set up. The flexibility of the design meets the challenging circumstances of board-room audio.

The design is predicated around the standard U-shaped council chamber table layout with the chairperson seated at the top table and the counselors would be seated either side of the U. There is also provision for two City staff members to sit on either side of the chair at the top of the U table arrangement but other seating layouts can easily be accommodated.

Sincerely
Mike Fleming
West Coast Sound Ltd

Systems by Trail
10421 – 100th Street,
Fort St. John, BC V1J 3Z3
(250) 787.7591
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Mr. Fleming
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HH Capital Project/Purchase Fact Sheet

Requestor's name: Mokles Rahman

Project Name: Commercial Water Stand Keypad Access

Date: March 7, 2019

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

The scope of the project is to install Fleet 200, which is a keypad access for 200 users. Transactions may be stored on a USB Stick and carried to office. Users turn switch On/Off. The Fleet 220 is designed for invoice users only. No prepay accounts or credit available.

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

The existing commercial water stand, located near the old Public Works building, has an existing Gas Boy Key Lock with 20 keys (2 panels, each with 10 keys). The meter at the site is a 3" Sensus Omni Turbine that pulses in 10 liter increments and then is scaled to 100 liters by a Sensus Act-Pak. The reasoning is the GasBoy cannot handle counters at less than 100 liters. There are operational challenges, sometimes keys are not working. Whenever it is malfunctioning operators are called in.

At present we do not have any spare key to provide to any potential user. It does not mean that all of the 20 keys are in use. As per present practice, users register with \$200 security deposit for key and paying the water cost as they go. Even, they are not using the water stand, the keys are with them, and nobody else has access to those keys. We are communicating to get the unused keys. Some of the businesses are looking for keys.

To overcome the above mentioned challenges, we are proposing to install Fleet 200. The estimated cost is \$13,500. It is worthwhile to install this as it has better control, prevent loss of revenues and it is user friendly. The approximate revenue generated from the commercial water stand during the last four years are \$37,000, \$29,000, \$26,000 and \$25,000 in 2015, 2016, 2017 and 2018 respectively.

Although the trends of revenue generation is downward because of economic down turn, with one time installation cost of maximum \$13,500 and yearly minor O&M, it is meaningful to provide better services to local businesses.

It may be mentioned here that while our commercial water rate is \$3.3 per cubic meter, the same rates of Fort St. John, PRRD, Chetwynd and Taylor are \$8.5, \$8.5, \$5.23 and \$1.8 respectively. There are rooms for increasing our commercial rates to \$5.00 per cubic meter.

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

In the past, sometimes operators were called in when the commercial water stand users faced difficulty in operations such as key was not working, malfunctioned of the system etc. However, no major project taken to overcome the problems.

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

If we do not do this project, we will continue to loss revenues, O & M costs continue to be high, commercial water users will not get better service from us.

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

What is the estimated cost?

\$13,500

What is your estimate based on? Circle all applicable:

Quote

Past work

WAG

Other: _____

Other comments

HH Capital Project/Purchase Fact Sheet

Requestor's name: Tammy McKeown

Project Name: District Phone System

Date: 2019-02-28

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

Upgrade of existing phone equipment (land lines):
New phones for each desk in the office and at the Public Works Shop.
New conference unit for the District.

Ability to transfer calls between District locations.
Individual voicemail for each extension.
Phone tree - ability to enter extensions or go directly to customer service.



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

This project is being brought forward to look for efficiencies in our current operations. Our phone system is archaic. We have recently discovered that our Norstar Networks Phone system has reached end of life and that there is minimal, if any, maintenance support available. This became very apparent when we recently attempted to contact Norstar for assistance with the District voicemail. Norstar informed us that we should consider upgrading our system. After discussions with Telus we determined that there is an opportunity to reduce our monthly telephone (landline) charges.

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

8 June 2018

The District has maintained the same system for over 20 years. When the system was new, the District was able to rely on warranty from the supplier. As previously stated, there is minimal to no maintenance support available.

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

Front end staff will continue to respond to all calls. Calls to desks within the District office will continue to be manually transferred. Callers for the Public Works shop will continue to either be informed of the direct line to the shop or a message will be passed on to the Manager of Public Works. All messages will continue to be hand written as there will not be individual voice mailboxes.

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

What is the estimated cost?

Initial cost will be \$8,070 for equipment and installation. The monthly cost will be \$580.00. Total cost over 5 years will be \$42,870 (equipment included). This will be a savings of \$31,410 over 5 years

What is your estimate based on? Check all applicable:

Quote ☒
 Past work ☐

8 June 2018

WAG



Other: _____

Other comments

Purchasing the new phone system will not only save the District money in relation to the telephone expenses we incur but will assist the District to be more effective and efficient with customer service.

The quote from Telus and the cost breakdown is attached for your review.

8 June 2018

HH Capital Project/Purchase Fact Sheet

Requestor's name: Kaitlyn Atkinson

Project Name: ATV Campground

Date: March 7, 2019

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

20 x campsites need to be leveled and filled. (gravel)
20 x fire pits
2 x outhouses
20 x picnic tables
300m long rock border to deter access into protected areas
2 x double garbages
ATV trail signage
User expectations signage

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

This project has been slow moving, the necessary planing has been completed and we are at the point where we can build the site. There is a multi page document specifying upkeep, seasonal maintenance and how we plan to protect wetlands and the lake from any environmental degradation.

The crown tenure for the land expires in 2024 and we have been letting it go to waste since 2014. If we actually want to make this project happen it needs to be sooner than later. The Northern Dirt Riders (FSJ ATV club) are very active in the area and already utilize Dinosaur Lake and various sites up by the Moraine.

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

In the past to move this project forward the council at the time met with neighbouring First Nations groups and agreed on a management strategy. There has been lots of behind the scenes work over the years to get the land tenure and to ensure all stakeholders are on board.

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

If we don't complete this project soon it is unlikely we will be approved for a tenure extension- having just let the land sit for 10 years. At this point we have a chance to make use of the area and be the first community in the Peace to operate an ATV campground. Without a designated campground that is located right on the trail network we will continue to see ATV visitors camping in unauthorized locations without any revenue to the District and more ATVs on roadways. Summers for ATV use are very busy as we see increases in both out of town and local use for a variety of different reasons.

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

What is the estimated cost?

\$100,000.

What is your estimate based on? Check all applicable:

Quote ☐

Past work ☒

8 June 2018

WAG ☐

Other: _____

Other comments

HH Capital Project/Purchase Fact Sheet

Requestor's name: Kaitlyn Atkinson

Project Name: Arena Rec Equipment

Date: March 11, 2019

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

To be purchased for seasonal (spring and summer) use at the arena:
Pickleball nets, rackets, and balls.
Lacrosse balls, and sticks.
2-4 Zorb balls for indoor soccer use.
Toddler play equipment.

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

The Arena is a District asset that sits empty and unused from mid-March to October 1st annually. As an expensive building to operate and maintain getting the most use out of our recreational asset is a priority for the community and recreation department. Using our asset creates revenue and helps offset the costs associated with the building.
By implementing drop in times for pickleball, ball hockey, Zorb soccer, and bouncy castle times there will be revenue in the summer months and year round use of the facility.

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

8 June 2018

In the past a ball hockey league was operated. In 2018 a lacrosse camp and baseball camp used the arena facility as well as summer camp programs run that year. This year both ball hockey enthusiasts and pickleball players have approached the District about opening the arena for these pursuits.

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

If we don't make these purchases we lose out on potential revenues and a chance to use our asset to its full potential. I would expect pickleball drops ins, ball hockey, and lacrosse to operate from April-August. Zorb soccer, bouncy castle and toddler space to operate in July/August.

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

What is the estimated cost?

\$5,400

What is your estimate based on? Check all applicable:

Quote ☒

Past work ☐

8 June 2018

WAG ☐

Other: _____

Other comments

REQUEST FOR DECISION

RFD#: CC-2019-27	Date: March 15, 2019
Meeting#: CM032519	Originator: Chris Cvik
RFD TITLE: District of Hudson's Hope Municipal Water Supply	

BACKGROUND:

The following resolution was passed at the March 11, 2019, In-camera meeting of Council and is being released for information to the open agenda for transparency.

ICSR1 Hudson's Hope Municipal Water Supply Well Option Investigation

RESOLUTION NO. 081/19

M/S Councillors Markin/Summer

That

"Council provide direction to replace the springs and river intake with two drilled wells that are connected to the treatment plant."

Carried

DISCUSSION:

Sections taken from the incamera report.

In January 2016, BC Hydro and the District of Hudson's Hope signed a Partnering Relationship (PRA) Agreement. The Agreement attempts to address the impacts on the District as a result of the Site C – Clean Energy project.

One of the key sections in the agreement deals with the Districts Water Supply Infrastructure – refer to Attachment A. Currently, the District obtains water from two sources; from the Peace River directly or from three surface water springs (Federal, Vital and Kylo Springs). Water from both sources is treated via filtration, ultra-violet disinfection, and chlorination processes to address bacteria, viruses, cysts, as well as possible turbidity issues. Water from the Peace River is provided through an intake pipe situated just upstream of the town. The exact locations of the groundwater Springs are not known by the District as the locations have not been surveyed and only the approximate locations are included on the District's Water License (Licence No. C118571; File No. 7001620). In addition, there are also no record drawings of the location of existing spring water collection piping.

In September 2018, the parties agreed to investigate the possibility and viability of a Spring replacement option or a Spring and River Intake replacement option by pursuing an alternate water supply (Drilled Well) as an option to replace the springs connection, river intake and pumphouse. The scope of the work is outlined in Attachment B.

FINANCIAL: N/A

ALTERNATIVES:

1. That Council provide direction to replace the springs with a drilled well that is connected to the treatment plant in addition to the river water source.
2. That Council provide direction to replace the springs and river intake with two drilled wells that are connected to the treatment plant.
3. That Council maintain the existing water spring and river intake systems and direct BC Hydro to reconstruct or relocate the components to maintain the quality/supply of water.
4. That Council provide further direction to Administration and the consultants working on a water supply source for the District.

RECOMMENDATION / RESOLUTION:

1. Receive for Information.

Attachments:

Attachment A: Section 5.1 - Partnering Relationship Agreement

Attachment B: Scope of Spring Replacement and Spring and River Intake Replacement Option.

Report Approved by:



Chris Cvik, Interim CAO

Attachment A – Partnering Relationship Agreement – Section 5.1 Water Supply Infrastructure

5.1 Water Supply Infrastructure

- (a) Certain water intake and pumping station components (the “Affected Components”) of the District’s municipal water supply system (the “Water System”) will be adversely affected by the construction of the berm component of the Shoreline Protection Works (the “Berm”) and the filling of the Reservoir.
- (b) For certainty, the Water System is comprised of the Affected Components and other components, including the District’s water treatment plant.
- (c) BC Hydro agrees that it will reconstruct or relocate each of the Affected Components as required to maintain the functionality of the District’s Water System to substantially the same standard and capacity in existence as of the Effective Date:
 - (i) by no later than the completion of construction of the Berm;
 - (ii) at an elevation directly, more or less, above the current location;
 - (iii) using a design that takes into account continued safe water supply for the District while components are reconstructed or relocated.
- (d) Prior to the commencement of final design and procurement for the Berm, BC Hydro will prepare a design to relocate and/or reconstruct the Affected Components. At standard design stages during design and the relocation and/or reconstruction of the Affected Components, BC Hydro will consult with an appropriately qualified engineering consultant retained by the District to ensure the design and the relocation and/or reconstruction take into account the District’s reasonable Water System requirements and the Berm design and construction. The standard stages shall include at minimum feasibility design, preliminary design, detailed design and the contractor’s construction plan. BC Hydro will compensate the District for the reasonable amounts paid by the District to the engineering consultant. Final detailed design will be subject to approval of the District acting reasonably, and BC Hydro will then implement the relocation and/or reconstruction of Affected Components at its cost in accordance with the detailed design.
- (e) Prior to the detailed design stage, BC Hydro and the District will enter into good faith negotiations in an effort to reach an agreement with respect to:
 - (i) the reasonable and necessary terms of a statutory right of way, Land Title Act Section 219 Covenant or other rights over the lands encompassing the Berm to be granted by BC Hydro to the District in order to accommodate the Affected Components after relocation or reconstruction;
 - (ii) any further rights to access the lands encompassing the Berm required by the District for purposes of ongoing maintenance of the Water System;

- (iii) ownership of any of the Affected Components by the District that may be located within the lands encompassing the Berm;
 - (iv) protocols for ongoing maintenance and decision-making by the District in respect of future upgrades of the Affected Components located within the lands encompassing the Berm.
- (f) In advance of the process set out at Section 5.1(d), BC Hydro will provide to the District a reasonable, scientifically based prediction of the conditions of the Reservoir relevant for the design of the relocated and/or reconstructed Water System. These predictions will be taken into account in the final design and construction of relocated and/or reconstructed components.
- (g) The District, pursuant to its responsibility to manage and plan for existing infrastructure, may undertake a technical study of the Water System infrastructure prior to the implementation of measures described above to address the Affected Components. The parties agree that if such a technical study is undertaken, then such study will take into account the plan for the Berm construction and the construction and relocation of the Affected Components. The District will provide BC Hydro the opportunity to review and comment upon the proposed terms of references for the technical study. BC Hydro will pay \$10,000 of the costs of the technical study provided it includes consideration of the Berm construction and the construction and relocation of the Affected Components. For greater certainty, such payment shall be distinct from payment made by BC Hydro to the District pursuant to Section 5.1(d).

Attachment B

Scope of Spring Replacement and Spring and River Intake Replacement Option

3. Spring Replacement Option

If the test well finds that:

- 1) the well can produce at least 12-13 liters/second flow or equivalent as identified by the engineering or hydrogeological contractor; and
- 2) water quality is within the parameters that would allow the District to mix the well water with river/reservoir water and use the current treatment plant with only minor upgrades or changes,

then the Parties will decide on proceeding with a contractor to design a system to replace the springs with a drilled well or wells and connection of the well(s) to the treatment plant. The decision, workplan and budget will be documented in writing and approved by both Parties before any implementation work proceeds.

This Option would include:

- 1) elimination of the springs as a water source; and
- 2) the interconnection of the new well or wells directly to the water treatment plant.

If the Parties proceed with this Option, a new intake and pumphouse still need to be designed and built.

4. Spring and River Intake Replacement Option

If the test well finds that:

- 1) the well can produce at least 25 liters/second or equivalent as identified by the engineering or hydrogeological contractor,

then the Parties will review the water quality results and well production test and decide if the Parties wish to proceed with engaging a contractor or contractors to design a well system and interconnection with the water treatment plant sufficient to provide the District with the same production capacity to *"maintain the functionality of the District's Water System to substantially the same standard and capacity in existence as of the Partnering Relationship Agreement Effective Date"*.²

The design would include review of the existing District treatment plant to identify any changes to the system that may be required by the change in the source of the water entering the

system. The decision, workplan and budget will be documented in writing and approved by both Parties before any implementation work proceeds.

This Option would include:

- 1) elimination of the connection to the springs, the river/reservoir water intake, and pumphouse; and
- 2) the interconnection of the new well or wells directly to the water treatment plan.

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor and Council

SUBJECT: Protective Services Monthly Update

DATE: 25 March 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 17 calls for service including:

First Responder	7
Motor Vehicle Incidents	6
Hazardous Materials Response	3
False Alarms	1

The Director of Protective Services met with a representative of the Office of the Fire Commissioner's office on 11 March 2019 to discuss the progress of the new Fire Safety Act, as well as preparations for the upcoming wildfire season.

The Director of Protective Services will be attending a meeting with the Office of the Fire Commissioner in Chilliwack on 09 April 2019. The purpose of this spring readiness meeting will be to discuss staffing of provincially-deployed structural protection command positions in the event that the provincial wildfire season once again requires assistance at the provincial level.

Staff continue to work on the implementation of the special operations trailer which was funded by BC Hydro through the Partnering Relationship Agreement. The trailer is now in stock in Fort St John, and work is being conducted to decal the trailer appropriately and fabricate the wooden cribbing needed to outfit the trailer. The trailer should be partially equipped and in service by end April, with the remainder of the outstanding equipment arriving in mid June.

An application to the Farm Credit Canada AgriSpirit grant program has been submitted to seek \$25,000 in funding for a used pick up truck to improve the provision of first responder services from the Beryl Prairie hall. Currently staff from the Beryl Prairie hall are responding in full size fire apparatus which can prove problematic in terms of response times and the ability to access

some of the more rural residential properties within the District. Grant selection results will be available in August 2019.

Emergency Preparedness

Work continues on the implementation of the Northeast BC Emergency and Public Alert System. Partnering municipalities have proceeded with the internal sign up of staff within the alerting system, which has allowed us to conduct a series of internal test notifications across the various municipalities. Testing was done in the District of Hudson's Hope on March 7th 2019 and the system worked very well, and all recipients received the test alert in a timely manner. Next steps for implementation will be the launch of the advertising campaign to reach out to the public and advise them of the system, and encourage sign up. This campaign will take a variety of forms over the coming months, and will utilize methods including radio, newspaper, social media, trade show appearances, and the distribution of printed materials. This advertising campaign will be a collaborative approach across all of the applicable municipalities.

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 23 April 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.

Staff continue to attend emergency management educational sessions to ensure the District has the required skills to plan for, respond to, and recover from emergencies affecting the municipality. Currently 2 staff will be attending Emergency Operations Center Essentials training in Fort St John in April, and 2 other staff are enrolled in Incident Command Level 200 starting 01 April 2019 online with the Justice Institute of BC.

Bylaw

There are currently 3 active bylaw files being actioned.

Animal related issues	1
Noise complaint issues	1
Unightly premise issues	1



Robert Norton, Director of Protective Services

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor Dave Heiberg and Council
SUBJECT: Visitor Services Conference
DATE: 2019-03-15
FROM: Kathy Burseth, Hudson's Hope Visitor Centre Manager

VISITOR SERVICES CONFERENCE

February 25 & 26, 2019 Vancouver, BC

Attended by Kathy Burseth, Hudson's Hope Visitor Centre Manager

The 2019 Visitor Services Conference was hosted by Destination BC – the provincial crown tourism marketing and coordination that works on every level from community to international partners. There were 110 participants for the conference, an impressive number attended. From the Northeast we saw representatives from Prince George, Chetwynd, Dawson Creek, Fort Nelson and of course Hudson's Hope. Over the two days topics ranged from volunteerism, staff training strategies and day to day operations of some of the larger VC's like Whistler.

A good portion of the 2nd day was entitled Working Effectively with Indigenous Peoples. There were lively and congenial speakers such as Brenda Baptiste from the Osoyoos area but the majority of the presentation was by speaker Flavio Caron from Indigenous Corporate Training but that is not what he spoke to us of. We were captivated by a summation of Indigenous history. Perhaps you've heard him speak before - but if not and you have the opportunity you should definitely attend any of his presentation.

The second day wrapped up with Digital Trends in Customer Service.

I did get opportunity to speak with April Moi with some of my concerns regarding the upcoming tourist season in Hudson's Hope. April is currently positioned with Northern BC Travel Association based out of Prince George. Prior to that she was with Alaska Highway Community Society and before that with the NRAHTA (Northern Rockies Alaska Highway Tourism Association).

My concerns are with the upcoming season and the heavy industry use of Highway 29 North. You know you are in an industry zone when flying into Fort St. John late in the evening and driving back to Hudson's Hope that this is what you encounter. While still at the airport you observe the white school bus is picking up crew for delivery to camps. Proceeding through the valley you see logging trucks turning into sites at Bear Flats and the Halfway at 10pm. Numerous piles of logged trees were visibly trying to be burned and creating dense acrid smoke. No wonder as they are burning green timber having been recently cut. At the bottom of Farrell Creek hill I encountered at least 20 fracking trucks waiting in queue to go up the hill. At

that point the line “Toto, I’ve a feeling we’re not in Kansas anymore” (Wizard of Oz) came to mind. Or in my case I wasn’t on the West Coast anymore.

My concerns regarding that stretch of highway are for visitor safety and desirability to drive it. Highway 29 to Chetwynd will still provide desired camping and scenic interest. But I’m also concerned that when the status of Highway 29 gets known the visitor might just avoid our community by way of travelling through Dawson Creek and Chetwynd. Which brings me back to April Moi as she and I have agreed to discuss this further and her experience with the Alaska Highway when Fort Nelson was booming and the effects on tourism on that route between Fort Nelson and Dawson Creek.

As for the monetary value of the conference it was \$105 to register, and they fed us well both days including a gondola lift up Grouse Mountain and dining overlooking the city. In particular I enjoyed the networking/socializing I personally experienced with Fort Nelson, Dawson Creek, Chetwynd, Prince George, Chemainus, Victoria, Sooke, Cowichan Valley, Vanderhoof and Robson Valley. As for Destination BC it is great to put faces to the names that I frequently contact over the season. It was a very good conference.

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor Dave Heiberg and Council

SUBJECT: Interim CAO – Update Report

DATE: March 19, 2019

FROM: Chris Cvik, Interim CAO

Initiatives currently being worked or recently completed:

- Submitted the 2019 Economic Development Capacity Building funding application to NDIT in the amount of \$18,048 and submitted the 2018 Reporting form in the amount of \$15,118.95.
- As of March 19th, the District has received one complaint regarding the elimination of credit cards for municipal payments. Administration does expect some additional complaints after the April 1st implementation date.
- Pending receipt of financial information from outside agencies, working on finalizing the 2019 Financial Plan (budget) and the 2019 Property Tax Bylaw, with the Deputy Treasurer.
- Developed Terms of Reference for PETRONAS and the District of Hudson's Hope Community Engagement Committee.

Other – Will be away April 3 – 5.



Chris Cvik

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor Dave Heiberg and Council
SUBJECT: Office Administration update
DATE: 2019-03-19
FROM: Tammy McKeown, Corporate Officer

Over the past month the Administration team have been continuing to work on updating Policies and Bylaws. We are just waiting on an updated Fee schedule for the pool to come back from the Recreation Committee in order to bring the consolidated Fees and Charges to Council for approval. The goal, in regard to our bylaws, is to have Council adopt updated ones created through consolidation of existing bylaws with any and all related amending bylaws. This is basically a housekeeping issue that will ensure that all changes that have been brought forward are more easily accessible. We have also started reviewing all our Policies to determine if they require updating and if they are still relevant to the District.

The Administration Clerks have begun their cross-training. Building Permits was the first item that was completed. Andrea created a brochure to assist not only the staff but also the public with building permit applications. She did a great job on the brochure. Becky has started training both Andrea and Meghan with LGMA Record Management, which provides insight into how the files are coded for filing and the retention period of each type of file.

Senior staff discussed the job-share position at a recent meeting. The job share is working well, and no issues were identified at this time. The two members, that participate in the job share, have created an efficient communication plan to ensure that they both know what is being worked on, what has been completed and what needs to be prioritized.

COURSES AND WEBINARS

We have received requests from the administration staff in regard to courses that they would like to complete. We are trying to ensure each member of staff is provided with the opportunity to attend training that would be beneficial for their professional development.

Andrea has requested to continue with Emergency Operations Center (EOC) training and Occupational Health and Safety (OHS) Training. She has also asked to attend some form of training for the Building Code and building permits. The Director of Protective Services has been informed of her request for EOC training and will register her for any sponsored courses in the area, taking into consideration her availability due to coverage needs in the office. We have requested that she contact the union to determine when additional OHS training will be held as this would be beneficial for scheduling purposes.

Training in regard to the Building Code/Permits would be beneficial for all the Administration Clerks. We are looking for an online course that they can all take together.

Meghan will be attending the 'Amazing Assistant Workshop' being held on the Fort St John Campus on October 10th. This workshop helps develop communication, interpersonal and "people" skills as well as providing ways to increase effectiveness, productivity and satisfaction. These are all key competencies required for Meghan's position.

Becky had provided one training opportunity that she was interested in but due is not able to attend due to availability issues. She is researching additional training opportunities and will provide her requests soon.

Johanna has been busy completing additional mandatory ICBC training. She has requested to attend the MAIS conference with Rhonda as part of her succession planning training. She is also researching addition training opportunities that would be beneficial to her position.

I am on the waiting list to attend the MATI Managing People course being held on Bowen Island from May 26-31. These courses are in great demand and there is a good chance that an opening will not become available.

Administrators Comments



Chris Cvik. Interim CAO



Tammy McKeown, Corporate Officer.

REQUEST FOR DECISION

RFD#:	Date: March 20, 2019
Meeting#:	Originator: Kaitlyn Atkinson
RFD TITLE: Summer Event Tent Setup	

BACKGROUND:

At the March 11 council meeting, council was presented with options for the future of the large white event tent which is frequently requested for use by community groups. Council directed staff to check into costs and liability related to setting up the tent only once and leaving it in the Pool Park all summer.

DISCUSSION:

Cost of Setup/Takedown, supplied by the Manager of Public Works:

2 hours load, travel and set up with 3 employees	\$268
2 hours take down, travel and load with 3 employees	\$268
1-hour unload and set up for cleaning with 3 employees	\$134
7.5-hour wash/clean with 3 employees	\$1006
Lift Rental	\$488
Truck use	\$150

Total	\$ 2314
--------------	----------------

The Manager of Public Works and the Recreation and Special Events Coordinator identified two locations in the pool park that would work for the tent location. One location would conflict with where Hudson's Hope Soccer places its U6 field, soccer has communicated they could relocate their field if that location was chosen.

Liability

Susan Ackerman with MIABC was contacted regarding the District's liability if the tent was left up in one place for an extended period. The District's current liability coverage does not need to be changed but it is her recommendation that the tent be regularly inspected.

Timing

The first date request for the tent is June 1, for Minor Soccer. The last date it will be used for an event in that location is July 1 (Canada Day). If the tent is in good condition it can be left up in the park from May 31 until the end of August, or for as long as council wishes.

ADMINISTRATOR COMMENTS:

Report Approved by:


 Chris Cvik, Interim CAO

SR7

BUDGET:

\$2,314 for setup and take down of the tent once this summer.

Cost savings to the District for a one-time setup vs the usual four (4) are: \$6,942

RECOMMENDATION / RESOLUTION:

THAT

1. "Council direct staff to setup the event tent in the Pool Park for before June 1, and ensure it is inspected weekly for the duration of its setup."
2. "Council make known the date it would like the tent to come down"

Kaitlyn Atkinson, Recreation and Special Events Coordinator

REQUEST FOR DECISION

RFD#:	Date: March 19, 2019
Meeting#:	Originator: Kaitlyn Atkinson
RFD TITLE: Volunteer of the Year and Youth Volunteer Policy Amendment	

RECOMMENDATION / RESOLUTION:

THAT

“Council approve the amended draft Youth Volunteer and Volunteer of the Year policies as presented”

DISCUSSION:

Volunteer Appreciation is a day selected by the District of Hudson’s Hope, annually to celebrate all our wonderful volunteers and the immense contributions they make to local organizations.

In 2017/2018 the annual “Volunteer of the Year” and “Youth Volunteer of the Year” awards were presented towards the end of April at a Volunteer Appreciation BBQ, presented in partnership with the Lion’s Club.

The current policies do not reflect the actions that were taken in 2017 and 2018 regarding the presentation of the awards.

My experience in 2018 was that April was too early to host an outdoor BBQ. The weather at the time is still unpredictable and given that it's Spring, residents are eager to get out of town or spend time on their own pastimes.

I suggest amending the policy to remove “*The presentation of “Volunteer of the Year” will take place at the annual Canada Day celebrations.*” and replace with “*The presentation of “Volunteer of the Year” will take place after nominations close April 15th and before August 31st.*”

Leaving the presentation date somewhat open ended allows for flexibility to accommodate yearly operational changes, conflicting events, weather, etc. I aim to hold the event in June or July of each year.

It's important to note that the recipients will be notified as soon as the Volunteer of the Year Committee make their selection, so that they can claim their respective non-profit donation or scholarship. The Annual Volunteer Appreciation event will be the venue for the formal award presentation and when the updated Volunteer of the Year plaques will be unveiled.

ADMINISTRATOR COMMENTS:

Report Approved by:


 Chris Cvik, Interim CAO

ALTERNATIVES:

Council may pick their preferred date other than August 31st by which time Volunteer Awards will be formally presented.

Report Prepared by: Kaitlyn Atkinson, Recreation and Special Events Coordinator

VOLUNTEER OF THE YEAR POLICY

Council Resolution No.

Effective Date: February 22, 2016

Revised Date: March 25, 2019

Section: Finance

Purpose:

The District of Hudson's Hope awards one person the title of "Volunteer of the Year" to honor those who give back to the community. A monetary donation of \$1,000 will be given to the club, organization or charity of the winner's choice.

Procedures or Guiding Principles:

Nominations from the public will be received for person or persons who excel at volunteering OR someone who really fills a need in the community on a voluntary basis.

Nominations will be received until April 15th. A Council committee will decide the winner from the nominations received from the public.

The presentation of "Volunteer of the Year" will take place after nominations close April 15th and before August 31st.

YOUTH VOLUNTEER OF THE YEAR POLICY

Council Resolution No.

Effective Date: February 22, 2016

Revised Date: March 25, 2019

Section: Finance

Purpose:

The District of Hudson's Hope will award one person the title of "Youth Volunteer of the Year" to honor those who give back to the community. A monetary donation of \$1,000 will be given to the club, organization or charity of the winner's choice or can be used in the form of a bursary.

Procedures or Guiding Principles:

Eligible nominees must be between the ages of 13 and 19 and who have made a positive contribution to the community on a volunteer basis such as developing a project, serving on a committee and/or other volunteer work with organizations and groups. Youth in this category may display outstanding qualities, provide leadership, support their peers, overcome challenges and/or contribute to their community in a meaningful way.

If the winner chooses the bursary they must attend, full-time, a post-secondary educational institution within two years of the date of graduating from high school. The bursary of \$1,000, will be payable upon completion of the first semester at an accredited post-secondary institution with proof of enrollment in the second semester. First semester marks and proof of enrollment in the second semester must be submitted to the District of Hudson's Hope to receive the funding prior to commencement of the second semester.

Nominations will be received until April 15th. A Council committee will decide the winner from the nominations received from the public.

The presentation of "Volunteer of the Year" will take place after nominations close April 15th and before August 31st.

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor and Council

SUBJECT: Public Works Department Update

DATE: March 25, 2019

FROM: Mokles Rahman, Director of Public Works

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

- Public Works crews, during the last couple of weeks, were facing challenges in managing Storm water run-off along Beattie Street (Hwy 29) and Jamison subdivision area. Some of the culverts at the upstream of the Carter Street were upgraded in 2018. However, 2 culverts near the Carter Street and Matt Boe Ave need to be upgraded to avoid bottle necks.
- After hour operators were called on March 19 & 20, 2019 from the Adam Street lift station. As the crews found that pump was working normal, the call might be due to voltage fluctuation or spring run-off in nearby manhole.
- Beattie Sewer Lift station detailed design work is on schedule and on budget. The proposed valves will be housed over ground with extension of the current building. The estimated cost is within the proposed budget.
- The design and tender package for Beattie Sewer Lift station upgrade should be ready by 1st week of April 2019. Immediately after Capital Budget approval, the public tender will be issued. The construction of this project is contingent upon budget approval and/or grant approval.
- Winter activities at Arena is over for the season. Crews are removing ice.
- Providing technical input to our consultants, L & M Engineering and BI Pure Water, and our contractor, Western Water, in investigating municipal water supply options.
- Public consultation meeting related to closure of Osborne Street at Canyon Drive has been set for April 30, 2019 at 6:30pm.
- Submitted RFD to Council on Spring and Fall cleanup costs, and swimming pool linear repairs sole source award. Contract has been awarded, and we are in touch with the contractor.
- Direct of Public Works and Manager of Public Works conducted interviews for Ground Keepers, Camp Ground Attendants, and Casuals on March 20, 2019. Sumer student positions have been advertisement.
- Submitted Public Works Department Capital Budget for 2019 to the CAO for onward submission to Council for review and approval.

Submitted by:



Mokles Rahman

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor and Council

SUBJECT: Recreation and Special Events Update

DATE: March 25, 2019

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

Travel

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

Recreation

Women's Rec Hockey

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

Spring session wrapped up on March 12. This program is very popular, and the ladies are committed to attending which is great to see.

Total Revenue: \$235

Flex time earned: 7.5 hours

Adult Ball Hockey

Tuesday and Thursday nights in April

Program is in the works. Confirming feasibility and interest.

Grants

ORV Trail Fund

Dinosaur Lake ATV Campground

Status: Submitted

Requested: \$20,000

Summer Work Experience Green Jobs Initiative

Outdoor Recreation Assistant

Status: Successful

Amount: \$5824.80

General

- Conducted interviews with Tammy; summer lifeguards.
- Working with local partners to arrange summer activities (Cameron Lake Outdoor Ed, Library, NEAT).
- Received quotes for trail markers.
- Preparing for summer with a staff plan and general outline of time planned for various programs.
- Studying for Class 4.

Up Next
Imagine Grant
Due: March 29, 2019

Fort St. John Tradeshow
April 5-7, 2019

Councillor Schedule

<i>Friday 5-10pm</i>	<i>Travous Quibell</i>
<i>Saturday 9:45am-3pm</i>	<i>Dave Heiberg</i>
<i>Saturday 3-9pm</i>	<i>Pat Markin</i>
<i>Sunday 10:45-5pm</i>	<i>Unassigned</i>

The schedule, booth information, and materials to be discussed will be sent out to those signed up before the tradeshow. *If anyone can fill the Sunday shift, please let the RSEC know, ASAP.*

Recreation Committee Meeting
April 2, 2019 at 5pm

Approved by: Chris Cvik, Interim CAO

Prepared by: Kaitlyn Atkinson, Recreation and Special Events Coordinator

From: [Stacy Freeman](#)
To: [Tammy McKeown](#)
Subject: Northern Resource Expo & Conference
Date: Wednesday, March 13, 2019 11:28:16 AM
Attachments: [Colour Brochure \(48\).pdf](#)

Dear Tammy:

We are excited to announce the 2019 Oil & Gas Northern Resource Expo and Conference – in an all new on-line format, designed to bring participants together from all over our region, North America and the world! We are inviting you to support this initiative by participating as a sponsor, exhibitor, conference participant or all combination of all.

WHY NOW?

Fort St John and has not held a Tradeshow for 4 years and because the LNG project has recently received the go-ahead, we think it's about time.

HOW?

Due to our remote location we believe an on-line tradeshow is the perfect venue to bring businesses together to showcase their services and products without the high cost of travel to Fort St John. It will also dramatically decrease the lost productivity of both exhibitors and attendees by allowing everyone to visit the exhibitors and attend conference sessions from the comfort of their own office.

WHO?

Any business that provides services and products to the oil & gas industry is invited to exhibit.

Attendees will include business owners, employees and the general public. And because this is an on-line event it may include people from all over the world. Imagine, a firm in Dubai that is interested in learning more about your business and what is happening in our local market can do so without leaving their office!

WHAT?

-Exhibition hall where attendees can walk through a virtual tradeshow and visit any or all exhibitors. Your business will meet with attendees through live one-on-one chats, offer downloadable documents for attendees to print and utilize. Another great benefit of this format is you will have access to the contact information of every single person who visits your booth for follow-up after the event ends.

-Conference Sessions will offer a multitude of timely and relevant topics regarding our current market and insight into what industry leaders are saying about our future. Through text messages anyone watching the session will be able to ask questions of the speakers.

-Chat rooms will allow attendees and exhibitors to have meaningful dialogue among themselves about any kind of topic.

WHEN?

-May: a one-day event is considered a warm-up for the main, 2-day event in September. Participants will have a look at some of the topics that are currently affecting our industry and communities.

-September: We will expand on those topics discussed in May with more detail and insight and updated data, timed before the winter drilling season and prior to the Federal election. It will be a chance to re-connect to prior attendees, expand the interest of the event and expose your business to an even larger number of participants.

-January: We will re-cap previous topics with updated economic, social and political realities.

Attached you will find a brochure that showcases more benefits you will receive by participating in this exciting event.

Thank you for your time and if you have any questions please connect with me via email or a phone call at the number shown below – I would love to talk with you further about your opportunity to be involved in this innovative and timely event.

Stacy Freeman

Northern Resource Expo & Conference

250.261.3497

Sent by bitrix24.com



Northern Resource Expo & Conference

Northern Resource
Expo & Conference
Inc.

2nd Floor.
1500 Derwent Way

Phone: 888-651-0004

Fax: 800-687-0063

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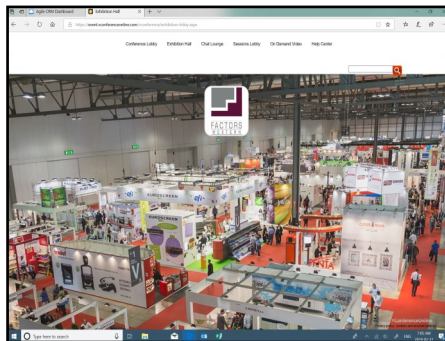
The NREC provides you with sales and marketing opportunities at a level well beyond that of any other similar event.

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Your staff and attendees will connect and interact through your virtual Exhibit Booth, Conference Rooms and Networking Lounge using their computer, laptop or smart device, from anywhere in the world.

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Your customers and prospects will engage in 1:1 Chat directly with your staff, watch your videos or download your marketing collateral.

You'll see the deep dive analytics in real time, right from your exhibit space.



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**Northern Resource Expo & Conference Inc.
2nd floor, 1500 Derwent Way
Delta BC V3M 6N4**

From: [Chris Cvik](#)
To: [Tammy McKeown](#)
Subject: FW: Join the Coalition of Canadian Municipalities for Energy Action (C-69)
Date: Monday, March 18, 2019 12:41:01 PM
Attachments: [image001.png](#)
[Coalition of Municipalities Invitation.pdf](#)

March 25th agenda please.

Chris

Chris Cvik, Interim CAO

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

From: Christian von Donat <christian@impactcanada.com>
Sent: March 18, 2019 12:17 PM
To: Christian von Donat <christian@impactcanada.com>
Subject: Join the Coalition of Canadian Municipalities for Energy Action (C-69)

Good day,

On behalf of Mayor Gene Sobolewski of the town of Bonnyville, we would like to invite you to join the growing coalition of municipalities who are engaging with political decision-makers in Ottawa regarding the proposed Bill C-69. This Bill could potentially remove some of the current decision-making powers from municipalities as well as creates a host of unintended consequences. This grassroots-led coalition of municipalities across Canada is speaking up to ensure that these concerns are heard and reforms or changes to the Bill are made. Timing is critical and the coalition is well underway on its direct engagement with government, media, and the public.

Let's be clear, this Bill affects every municipality in Canada. It may impact your local economy, decision-making authority, and families.

By joining the growing number of coalition members, you will add your voice and municipality to the following:

- Parliament Hill Day May 1st and 2nd with widescale meetings with political stakeholders, national and local media, and others on C-69
- Appearances before the Senate committee on Energy to outline the unique position of municipalities on this legislation; impacts on local economies, decision-making powers, and families
- Media engagement support
- Addition of your town to www.Energytowns.ca, which includes a contact widget for your constituents to engage with the right Senators and decision-makers in Ottawa on this Bill
- Regular coalition updates and other avenues for your municipality to voice concerns, as

available

The cost to join is \$1000. The coalition is being coordinated by Municipal Advocacy Solutions, a full-service firm that supports municipalities across Canada with grant/funding requests, communications and media relations, strategic planning, and advocacy with government. You can read more about us at www.municipaladvocacysolutions.ca.

Please feel free to call or email me if you have any questions or are interested in joining the coalition.

Best regards,

Christian von Donat

Christian Alexander von Donat
Director, Government Relations and Strategy



C-(613) 408-0498

O-(613) 317-2850

March 18th, 2019

Re: Invitation to join the Coalition of Canadian Municipalities for Energy Action

Dear fellow municipal leaders,

We are writing today as an engaged coalition of individual municipalities who are engaging the federal government and broader public to discuss our unique municipal concerns with Bill C-69, *'An Act to enact the Impact Assessment Act and the Canadian Energy Regulator Act, to amend the Navigation Protection Act and to make consequential amendments to other Acts'*.

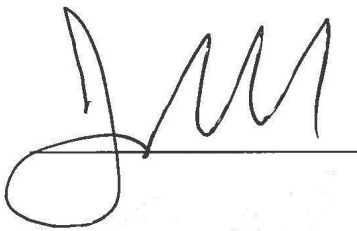
As municipal leaders, we are concerned with the impacts this legislation may have on our own communities; local business, families, and workers. We are bringing this message to the federal government in the Senate, House of Commons, and political leaders to ensure that our reasoned voice on this issue is heard. We strongly feel it is important that we as municipalities, who are on the front line in working with the public, speak up about what impacts may be felt locally if this legislation is passed in its current form, including unintended consequences to municipalities across Canada.

In view of this, a number of concerned municipalities in Canada have come together to form the Coalition of Canadian Municipalities for Energy Action. While there are other stakeholders currently involved on this issue, we feel it is vital that we as independent municipalities can bring our own voice forward on this issue, focused solely on discussing C-69 and its impact on our local municipalities.

We are planning on widening on ongoing grassroots campaign to deliver our concerns to decision-makers in Ottawa over the coming weeks and months. There are a number of avenues through which this will occur, and opportunities for our coalition of municipalities to be involved and let their constituents know they are engaged on this issue.

We invite your municipality to join this coalition. The cost for each member to join is \$1000. Please consider joining the coalition to help send a message to Ottawa on C-69 on behalf of your constituents. Attached is an outline of our ongoing and planned efforts that you would be joining.

Thank you for your consideration,

A handwritten signature in black ink, appearing to read 'Gene Sobolewski', written over a horizontal line.

Gene Sobolewski
Mayor, Bonnyville

Coalition of Canadian Municipalities for Energy Action – An Overview

The coalition is purely representative of local municipalities in Canada that want to raise their legitimate concerns around potential impacts of Bill C-69 in their regions. The Coalition has partnered with Municipal Advocacy Solutions (part of national advocacy firm Impact Public Affairs), to coordinate our efforts and maximize our visibility with decision-makers and the public. More information on Municipal Advocacy Solutions can be found here: www.municipaladvocacysolutions.ca

As part of our current efforts, the coalition is:

- Preparing to appear before the Senate Committee on Energy, the Environment, and Natural Resources and outline our unique concerns
- Develop Media engagement locally and in Ottawa to get our message out
- **Hosting a broad day of meetings with relevant decision-makers at Parliament Hill May 1st and 2nd**
- Growing the energytowns.ca website with new members and a contact widget for our constituents to directly reach out to relevant political stakeholders

By joining this coalition, you and your municipality will benefit with:

- Inclusion in our campaign focused solely around C-69 and its impacts on local municipalities
- Addition of your municipality branding on our engagement's documents, the energytowns.ca website, and other materials
- Access to briefing materials and key messaging on this issue
- Participation in ongoing political action updates
- Ability to take part in our Parliament Hill day May 1st and 2nd in Ottawa to meet with political leaders and amplify our message
- Potential to coordinate local appearances before the Senate committee on Energy as it travels across Canada
- Ability to engage with local and regional media as well as the coalition's national media engagement, including access to media briefing materials and engagement support

If you are interested in joining the coalition or would like to discuss these efforts further, please **contact Christian von Donat at Municipal Advocacy Solutions:**

Email: Christian@impactcanada.com

Office: 613-317-2850

Cell: 613-408-0498

Construction bulletin

Site C Construction Schedule: March 18 – March 31

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. Environmental and wildlife monitoring is taking place to support clearing.
- At Farrell Creek and near Dry Creek west of Farrell Creek Road, geotechnical investigations may begin. This could include drilling, digging test pits, surveying, minor vegetation removal, and some traffic control.
- At Portage Mountain Quarry, site investigations and surveys have started in preparation for site clearing.
- Clearing activities may occur. Wood waste may be chipped, mulched, spread as coarse woody debris, hauled off-site, or burned.
- Electrical distribution poles may 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 activities are taking place in the eastern and lower reservoir areas (dam site to Cache Creek), Moberly River area and Cache Creek area. This includes access road upgrades, logging, log hauling and debris disposal.
- Wood waste may be chipped, mulched, spread as coarse woody debris, hauled off-site, or burned.

Transmission works

- 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 continue installing 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.
- Clearing and log hauling will continue. Wood waste may be chipped, mulched, spread as coarse woody debris, hauled off-site, or burned.

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 ground conditions, the fire danger rating, and venting conditions.
- 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.

[More info](#)

[Contact Site C](#)

[Unsubscribe](#)

You've received this email at 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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BC MAYORS CAUCUS

Prince George, BC
March 31– April 2, 2019
Prince George Conference and Civic Centre

Sunday, March 31, 2019

Registration Opens
Welcome Reception 5:30pm at Betulla Burning,

Monday, April 1, 2019

8:00am Breakfast
Mayors Caucus Opening Session

Emergency Management Modernization

Keynote: Kimberly Nemrava followed by panel discussion

Balancing Social and Economic Prosperity

Keynote: Shauna Sylvester followed by panel discussion

Lunch

Clean BC Implications and Opportunities for Communities

This Keynote and panel discussion will be accompanied by a tour of local sites that feature wood as a building product and source of energy that supports local economies and reduces greenhouse gas emissions

6:00pm Dinner at CrossRoads Brewing

Tuesday, April 2 ,2019

8:00am Breakfast

Facilitated Discussion and Calls to Action

Facilitator: Cam McAlpine

From: [Chris Cvik](#)
To: [Tammy McKeown](#)
Subject: FW: Expression of Interest – Early Adoption Initiative - Tall Wood Mass Timber Construction
Date: Monday, March 18, 2019 4:08:33 PM
Attachments: [Mass Timber Strategy - Expression of Interest CAO.pdf](#)

Agenda item please.

Chris Cvik, Interim CAO

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

From: OHCS Building & Safety Standards Branch OHCS:EX <Building.Safety@gov.bc.ca>
Sent: March 18, 2019 3:48 PM
Subject: Expression of Interest – Early Adoption Initiative - Tall Wood Mass Timber Construction

Dear Chief Administrative Officer:

As recently [announced](#), the Province will be providing opportunities to build taller buildings (up to 12 storeys) with engineered wood products (encapsulated mass timber) in advance of provincial adoption of the 2020 National Building Code in 2022/2023.

The Office of Housing and Construction Standards is inviting expressions of interest from local governments to participate in such an opportunity.

The attached letter provides an overview of the initiative and follow-up steps for local governments interested in participating in this initiative.

Please contact me or my colleague Lori Roter at building.safety.gov.bc.ca if you have any questions.

Sincerely,

Jarrett Hutchinson
Director, Building Policy
Building and Safety Standards Branch
Office of Housing and Construction Standards
Ministry of Municipal Affairs and Housing

Ref: 243606

March 18, 2019

Dear Chief Administrative Officer:

Re: Expression of Interest – Early Adoption Initiative for Tall Wood Mass Timber Construction

The 2020 National Building Code is targeted to contain provisions for the construction of encapsulated mass timber wood buildings up to 12 storeys in height. As recently [announced](#), the Province will provide opportunities to build taller buildings with engineered wood products (encapsulated mass timber) in advance of provincial adoption of the 2020 National Building Code.

The Office of Housing and Construction Standards is inviting expressions of interest from local governments to participate in such an opportunity. This early adoption initiative will allow participating local governments to enable innovative tall wood buildings in their communities two to three years before adoption in the BC Building Code. At this point, the Office of Housing and Construction Standards is asking for expressions of interest only. Please see the attachment for information on the types of building occupancies allowed and requirements for participation. Further details on program requirements, links to technical information and dates of information sessions will be sent to those who respond.

If this initiative is of interest to your local government, please email building.safety@gov.bc.ca using “Tall Wood - Early Adoption” in the subject line **by Friday, April 5th, 2019** (extensions may be granted). **Please be assured that an Expression of Interest does not commit you to further participation in this process.**

Thank you in advance for your consideration and we look forward to hearing from you.

Sincerely,



Gord Enemark
Acting Assistant Deputy Minister
Attachment:

ATTACHMENT

Information for Interested Participants

A local government is an ideal candidate for participation in the early adoption initiative if they have a Building Official with Level 3 Certification from the Building Officials Association of BC and land use bylaws that support buildings greater than six storeys in height.

While not required at this stage of the process, prior to a community's participation, a council resolution in favour will be required along with written confirmation that the planning, building/development and fire departments support participation.

The building occupancies that will be considered are Residential, and Business and Personal Services (as defined in the 2018 BC Building Code). Select mixed uses like education, restaurants and retail will be allowed on lower stories. More details can be found in the 2018 B.C. Building Code –

Division B: Acceptable Solutions Notes to Part 3 – Fire Protection, Occupant Safety and Accessibility (pages 2-5).

This initiative is subject to a ministerial regulation under the *Building Act*.

From: [Double H Saddleclub](#)
To: [Tammy McKeown](#)
Subject: Letter of support for a new concession
Date: Thursday, March 21, 2019 10:30:22 AM

Good morning,

The Double “H” Saddle Club would really like Hudson’s Hope councils’ letter of support in replacing the old concession at the outdoor riding arena (rodeo grounds).
We are applying for the FCC Agrispirit fund.

Your support would be greatly appreciated.

Thank You!

Sincerely,

DHSC Board of Executives

REQUEST FOR DECISION

RFD#: CC-2019-29	Date: March 18, 2019
Meeting#: CM032519	Originator: Chris Cvik
RFD TITLE: Notice of Closed Session – March 25, 2019	

BACKGROUND:

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

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

DISCUSSION:

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

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

BUDGET: N/A

RECOMMENDATION / RESOLUTION:

That Council recess to a Closed Meeting for the purpose of discussing the following item(s):
Agenda Item – BC Hydro Land Issues. Community Charter Section 90(1)(e) and (k).

Report Approved by:



 Chris Cvik, Interim CAO

ICS