



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

### **AGENDA**

Council Chambers

Monday, May 27, 2019

**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:**

M1 May 13, 2019 Regular Council Meeting Minutes

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

**8. Public Hearing:**

**9. Staff Reports**

SR1	Surplus Sale	Page 7
SR2	Project Manager- Water Well Project	Page 9
SR3	Protective Services Monthly Update	Page 10
SR4	Public Works Department Update	Page 12
SR5	RSEC-May Update, Summer Outlook	Page 14
SR6	Interim CAO -Update Report	Page 16
SR7	Conference/ Training Report	Page 17
SR8	Beattie Lift Station Upgrade Tender	Page 24
SR9	Office Administration Update	Page 26
SR10	Valve and Hydrant Replacement Hydro	Page 28

**10. Committee Meeting Reports:**

**11. Bylaws:**

B1 Property Tax Exemption Bylaw No. 908, 2019 Page 30

**12. Correspondence**

C1 Urban Systems- Housing Needs Assessment Report for the North Peace Page 42

C2 Wounded Warriors renewal request Page 46

C3 A Public Approach to Non-Medical Cannabis Page 49

C4 UNBC CIRC presentations Page 54

C5 Hudson's Hope Pickleball Club Page 55

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

**14. Old Business:**

**15. New Business:**

**16. Public Inquiries:**

**17. In-Camera Session**

ICS Notice of Closed Session Page 56

**18. Adjournment**



**REGULAR COUNCIL MEETING  
May 13, 2019  
6:00 P.M.  
COUNCIL CHAMBERS**

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

**Absent: Councillor Travous Quibell**

**Staff: Interim CAO, Chris Cvik  
Director of Protective Services, Robert Norton  
Director of Protective Services, Mokles Rahman  
Manager of Public Works, Mark Sture  
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 **Dawson Road Maintenance Ltd-Yves Lacasse, Elcy LePage, Sam McCarthy, Kevin McNee and Adam Bilodeau**
  - Provided background on Dawson Road Maintenance
    - Have been in road maintenance since 1988- formerly interior Roads Ltd.
    - Understands the value that YRB brought to the area.
    - Outlined the companies Core Values: People First, Integrity, Excellence and Respect.
  - Introduced the other company members in attendance and provided their backgrounds in the industry.
  - Will work with YRB to ensure that service expectations are met; taking over YRB yards, employees and operators.
  - Discussed service expectations; company begins June 1<sup>st</sup> within the Peace Region.
  - Mayor Heiberg inquired about the roadside cleanup fundraising program. It is understood that Dawson Road Maintenance is not participating in this program this year. Concern voiced by the grad

class about the necessity of the cleanup program. Dawson Road Maintenance will inquire with YRB as to what the program entails.

3. **NOTICE OF NEW BUSINESS:**

**Mayors Additions:** CR2- Mayor's report to Council

**Councillors Additions:** CR1- Taylor Rowe, Youth Councillor: Road clean up fund raising opportunity.

**CAO Additions:** Portage Fire

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

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

6. **ADOPTION OF MINUTES:**

M1

**April 23<sup>rd</sup>, 2019 Regular Council Meeting**

0550-01

**RESOLUTION NO.140/19**

**M/S Councillors Paice/Gibbs**

**That**

**"The minutes of the April 23<sup>rd</sup>, 2019 Regular Council Meeting be adopted as presented."**

**CARRIED**

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

BA1

**B1 Annual Financial Plan Bylaw No. 905, 2019**

- CAO requested that an ad hoc committee be formed between Council and staff members to work on the website update.

**RESOLUTION NO.141/19**

**M/S Councillors Markin/Miller**

**That**

**"Council approve the creation of an ad hoc committee to be formed to provide input on the website update."**

**CARRIED**

BA2 **CR2 Mayor's Report to Council: Farmer's Market**

Corporate Officer to share Resolution No. 129/19 with the Visitor Center staff.

8. **PUBLIC HEARINGS:**

9. **STAFF REPORTS:**

SR1 **Industrial Subdivision**

- Urban Systems to be notified that there is some urgency for completion of design;

**RESOLUTION NO.142/19**

**M/S Councillors Gibbs/Summer**

**That**

**"Council provide approval for Urban Systems to commence work on the Preliminary Design for the Light Industrial Sub-Division based on the amended scope of work for a total cost not to exceed \$17,000."**

**CARRIED****SR2 Waiver of Purchasing Policy**

- The entire water distribution system will be tested for leaks.

**RESOLUTION NO.143/19****M/S Councillors Paice/Miller****That****"Council approve waiving the Purchasing Policy and direct award the following:**

- 1. That Urban Systems be retained by the District of Hudson's Hope to update the Water Conservation Plan for an amount not to exceed \$5,000.**
- 2. That Watermark Solutions Limited be retained by the District of Hudson's Hope to undertake leak testing on the District's municipal water supply line for an amount not to exceed \$10,000."**

**CARRIED****SR3 Items Previously Released from Closed Meetings****RESOLUTION NO.144/19****M/S Councillors Summer/Markin****That****"Council receive this report for information purposes only."****CARRIED****SR4 Capital Planning Tool**

- The CAO provided clarification in regard to the criteria and weighting used for the tool.

**RESOLUTION NO.145/19****M/S Councillors Miller/Markin****That****"Council approve the use of the revised Capital Planning tool template for the 2020 budget year."****CARRIED****SR5 Recreation and Special Events training report  
FOR INFORMATION****10. COMMITTEE MEETING REPORTS:****11. BYLAWS:****B1 Fees and Charges Bylaw No. 904, 2019****RESOLUTION NO.146/19****M/S Councillors Gibbs/Paice****That****"Council adopt the "District of Hudson's Hope Fees and Charges Bylaw No. 904, 2019."****CARRIED****12. CORRESPONDENCE:****C1 2019 UBCM Convention**

- Corporate Officer needs to be advised as to which Council members are attending the convention, which Ministry meetings will be requested and the topics of discussion for each meeting.

**C2 BC Hydro Response- draft West Pine Traffic Management Plan**

- Mayor Heiberg provided the background to the West Pine Traffic Management Plan.
  - Explained that the source of the riprap had originally been from Portage but, due to concerns around a bat habitat in the area, it may be unfeasible; West Pine Quarry has been identified as a potential new source.
  - Traffic management plan needed to be implemented due to the expected increase of traffic coming from the identified sources.
  - It had been believed that a group meeting would have occurred prior to the plan being created; Hydro met with individual stakeholders in isolation.
  - This letter is in response to the Mayor's comments on Hydro's plan.

FOR INFORMATION.

**C3 Wounded Warriors**

Require additional information: table until next Regular meeting.

**C4 CO-OP AGM**

- Attendees to obtain information from staff regarding the Light Industrial Site, prior to attending.

**RESOLUTION NO.147/19**

**M/S Councillors Summerl/Markin**

**That**

**"Council authorizes up to two Council members to attend the Fort St. John Co-operative Association's 74<sup>th</sup> Annual General Meeting on May 23<sup>rd</sup>, 2019 at the Pomeroy Hotel in Fort St. John."**

**CARRIED**

**C5 UNBC CIRC presentations**

FOR INFORMATION

**C6 BC Assessment Meeting Invitation**

- The Mayor provided information regarding the issues that the Village of Pouce Coupe have had with the BC Assessment Authority making changes to the assessments without consulting the municipality.

FOR INFORMATION.

**C7 Fort St. John Chamber of Commerce luncheon**

FOR INFORMATION

**C8 Letter from Minister Robinson**

- Discussed lobbying on behalf of the Housing Society.
- CAO will be bringing forward, to the next Regular Council meeting, information from Urban Systems regarding a grant for housing studies.

FOR INFORMATION

**C9 ALC Information Update**

**RESOLUTION NO.148/19****M/S Councillors Gibbs/Miller****That****"Council authorizes up to two Council members to attend the ALC Regional Seminar on June 19<sup>th</sup>, 2019 at the Northern Grand Hotel in Fort St. John."****CARRIED****C10 Minerals North****RESOLUTION NO.149/19****M/S Councillors Paice/Markin****That****"Council authorizes Mayor Heiberg and Councillor Miller to attend the Minerals North 2019 conference in Chetwynd on May 22<sup>nd</sup> to May 24<sup>th</sup>, 2019."****CARRIED****13. REPORTS BY MAYOR & COUNCIL ON MEETINGS AND LIAISON RESPONSIBILITIES****CR1 Youth Councillor Taylor Rowe: Roadside clean-up fundraiser**

- Addressed with the delegation.
- The new company may not be up to speed with the Policies that were in place with Yellowhead Road and Bridge.
- Staff to follow-up with Ministry of Transportation to determine if this is their initiative; a formal letter should be sent to Dawson Road Maintenance to follow up on the initiative.

**CR2 Mayor's Report to Council**

- Meeting with West Moberly First Nations:
  - Discussions were held relating the designated areas identified under the Treaty Land Entitlement; the Province was in attendance at this meeting.
  - Meeting with Saulteau First Nations has been set for June.
- Northern Health Meeting at NCLGA:
  - Presented Dr. Courtney's and the Director of Protective Services concerns.
  - Discussed Primary Care Services; discussed bringing in specialists with multiple fields of care; discussed issue of patients not showing for their appointments, this reduces ability to accommodate others.
  - Dr. Courtney is happy with the accommodations he has and is not wishing to move; Hydro has been informed that they do not wish to relocate to the new Essential Services House; Hydro will be bringing forward a new policy.
  - Discussed concerns around ambulance service; attempting to work through licensing issues for STARS.
  - Bus Route: Hudson's Hope to be included in the Northern Health Bus Route.
  - Northern Health has some extra funding in relation to senior's programs; could create an opportunity for programs for our seniors.
- Councillor Miller provided information on Tourism in the North- report states that there were over 350,000 visitors to our Visitor Center.

- Councillor Miller attended a course on resolution writing; examples of well written resolutions were provided to the attendees.
- Councillor Miller attended a session on climate change; was informed that the District of Hudson's Hope has been recognized for reaching the corporate Milestone 3 in the Climate Protection program due to the solar array program.
- Hydro Open House: Hydro is preparing the material that will be presented at the meeting; a meeting will be held on May 16<sup>th</sup> to review the preliminary information; once the information is received it will be shared with Council prior to the Open House.

14. **OLD BUSINESS:**15. **NEW BUSINESS:**NB1 **Peace Williston Advisory Committee Meeting:**

Councillor Summer attend the Peace Williston Advisory Committee Meeting; concern voiced in regard to the loss of the RV Park due to Site C; Mayor Heiberg explained the Partnership Agreement that is in place between the District of Hudson's Hope and BC Hydro in relation to the Site C project.

NB2 **District Trees:**

Councillor Miller asked what efforts are being taken in regard to the pruning of the trees planted within the recent years

**RESOLUTION NO.150/19**

**M/S Councillors Miller/Paice**

**That**

**"Public Works department is directed to prepare a report on pruning costs and the necessity."**

**CARRIED**

16. **PUBLIC INQUIRIES:**17. **IN-CAMERA SESSION:**18. **ADJOURNMENT:**

*Mayor Heiberg declared the meeting adjourned at 7:26pm*

**DIARY****Conventions/Conferences/Holidays**

*Beryl Prairie Septic Field*

*School Gymnasium agreement*

*Spruce Beetle Summit- revisit 2019*

*Agricultural Land Commission*

*Commercial Water Rate Increase-annual  
budget consideration*

**Diarized**

*07/25/16*

*02/26/18*

*11/05/18*

*28/01/19*

*08/04/19*

Certified Correct:

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

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



**THE DISTRICT OF HUDSON'S HOPE**

**REPORT TO: MAYOR AND COUNCIL**

**DATE: May 16, 2019**

**FROM: Mark Sture**

**SUBJECT: SURPLUS SALE**

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**RECOMMENDATION**

"That Council accept the bid for the following item, listed below and authorize staff to prepare and execute the transfer documents required for sale:

**2017 Mountain View Office Trailer                      \$40,000"**

**ADMINISTRATORS COMMENTS:**

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Chris Cvik, Interim CAO

**STAFF REPORT**


The bid for the purchase of the Surplus Property closed at 4:00 pm, May 14, 2019.

The following is the highest bid that was received for the following items:

**2017 Mountain View Office Trailer**  
**\$40,000**

The other bids that were unsuccessful can be seen at the office.

Report prepared by:

  
\_\_\_\_\_  
Mark Sture, Manager of Public Works

Attachment: Copy of above-mentioned bid.

**Kali Ann TRANSPORT LTD.**

RR2 SITE 3 COMP , DAWSON CREEK, BC V1G 4E8  
PH: (250) 784-8859 • FAX: (250) 782-3578

kaliantransportltd@hotmail.com

May 14/19

We purpose a bid for the 2017 (12 X 40ft) Mountain View manufactured office trailer, as is where is, in the amount of \$40 000, which will remain in affect until May 31/19.

Don Brekkas, President



## REQUEST FOR DECISION

<b>RFD#:</b> CC-2019-46	<b>Date:</b> May 21, 2019
<b>Meeting#:</b> CM052719	<b>Originator:</b> Chris Cvik, Interim CAO
<b>RFD TITLE:</b> Selection of Project Manager - Water Well Project	

### RECOMMENDATION:

The Council approve waiving the Purchasing Policy and direct award the following:

1. That L&M Engineering Limited be appointed as the Project Manager to oversee the construction of the two production wells, the monitoring well if required, and any upgrades at the Water Treatment Plant that may be required to install and commission the new water source and decommission the old river intake.
2. That Western Water Associates Limited be appointed to install the production wells.

### BACKGROUND:

The Purchasing Policy states that Council will consider all tenders and requests for proposals by resolution where sole sourcing of goods and services are being recommended.

### DISCUSSION:

Administration is working with BC Hydro and our consultants (L&M Engineering Limited, and Western Water Associates Ltd.) on the next phase of the project. This includes selecting the type of treatment for the new water source and moving the project forward. The parties agree that it is important to have a qualified project manager on-board to oversee the project and ensure it moves along on a timely basis. L&M Engineering has been assisting the District with technical questions thus far and has the capacity to undertake a project management role. Western Water installed the test well and is familiar with the requirements for the development of the production wells.

### FINANCIAL CONSIDERATIONS: N/A

BC Hydro has agreed to reimburse the District for agreed upon costs to complete the work including:

- Project Management
- Construction of wells and changes to the Water Treatment Plant
- Permitting
- District Staff Time where required (refers to Operators).

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Chris Cvik, Interim CAO

## THE DISTRICT OF HUDSON'S HOPE

**REPORT TO:** Mayor and Council

**SUBJECT:** Protective Services Monthly Update

**DATE:** 27 May 2019

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

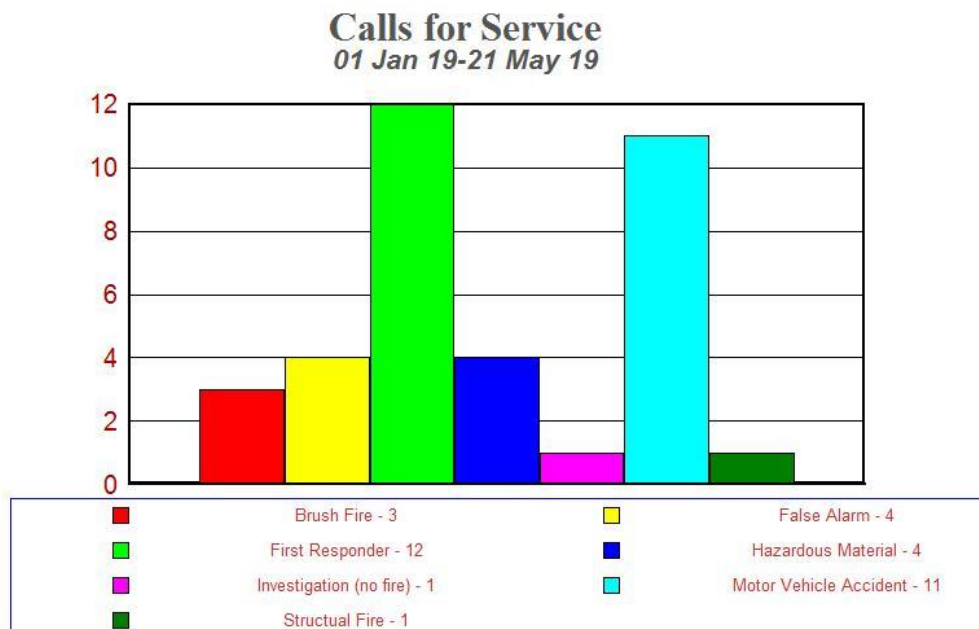
### INFORMATION:

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

#### Fire Department

Year to date the department has responded to 36 calls for service:

First Responder	12
Motor Vehicle Incidents	11
Hazardous Materials Response	4
False Alarms	4
Structure Fire	1
Brush Fire	3
Investigation	1



Hudson's Hope Fire Rescue in conjunction with BC Ambulance and the Hudson's Hope Public Library hosted a Red Cross babysitting course on 04 May 2019. Twelve students took part in the 8-hour course which focuses on a variety of topics including managing difficult behaviours, conduct as a babysitter, and a strong focus on basic first aid skills.

The annual Emergency Services Open House will be held this year on 11 June 2019 starting at 6pm at the Downtown Fire Hall. This event allows local first responders to showcase equipment as well as provide educational materials and content to attendees. This event also includes an auto-extrication demonstration by the Junior Fire Fighters who participated in the program for 2019.

A barbeque for the Beryl Prairie community will also be held at the Beryl Prairie Fire Hall on 28 May 2019. This annual event allows the Beryl Prairie fire fighters the opportunity to open their doors to their neighbours and explain the services that they provide to the community.

### Emergency Preparedness

The District of Hudson's Hope hosted an emergency management course on 15 May 2019. The 8-hour Psychosocial Resilience in Disasters course focuses on the psychosocial needs of emergency responders and communities before, during and after disasters, and provides strategies and resources to support psychosocial resilience. The course was attended by 14 participants from throughout Northern BC, including 5 District staff.

The Northeast BC Emergency and Public Alert System continues to be advertised throughout the Peace through a variety of venues including print, radio, billboards, and attendance at trade shows. The District of Hudson's Hope continues to promote the system on our Facebook page, website, PSA, and the Bulletin. To date there are over 700 subscribers within the Peace including 96 within the District.

The Director of Protective Services recently held operational meetings with RCMP to discuss evacuation procedures and processes prior to the wildfire season. These meetings including the sharing of best practices, agency interoperability, lessons learned from the Mt. McAllister event, and ensuring all responders had access to the District's evacuation mapping.

### Bylaw

There are currently 4 active bylaw files being actioned.

Animal related issues	2
Unsightly premise issues	2



Robert Norton, Director of Protective Services

## THE DISTRICT OF HUDSON'S HOPE

**REPORT TO:** Mayor and Council

**SUBJECT:** Public Works Department Update

**DATE:** May 27, 2019

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

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

- Water Treatment Plant:
  - a. Backwash: Operators faced challenges in backwashing of fine filters in the Water Treatment Plant until mid-April. Brought in an external consultant to fix the problems. Now the backwashing is running smoothly.
  - b. Test well: Gas sampling was completed by Western Water, now waiting for the results.
- Swimming pool:
  - a. Repair work started on April 30 and finished by May 7, 2019. It took 2 days extra for the contractor for the repair work than the original estimate because of bad weather. However, the total costs for repair and new water chemistry controller should be within the budget.
  - b. Though, initially we planned to open the Swimming Pool to public on Saturday, May 18, 2019, it was opened on Monday May 20, 2019. We faced difficulties in running the new water chemistry controller. Crews tried to run the Pool on Thursday and Friday with the new water chemistry controller, but it was not controlling the water chemistry properly. Crews put the old chlorine injector temporarily and it is working. Crews are in touch with the supplier and will reinstall the new one soon.
- Osborne Street Closure: Public consultation meeting related to closure of Osborne Street at Canyon Drive held on April 30, 2019. After the meeting we received written feedback from 12 residents. Administration will report back to Council in June 2019.
- Beryl Prairie Play Ground: Installation of playground completed, inspected and opened to public. P&L donated gravel, Public Works crews spread the gravel and is in the process of installing timber edging which was not originally planned.
- Quonset hut installation work is going on by in-house crews. At any time 3 to 4 staff are required to perform the job. Whenever that many staff are available, crews do the work. As this is a low priority job, as of May 15, 2019, 60% of the work is completed. For the time being further work will remain stopped as staff are busy with other priority work.
- Groundkeepers: Work started, and progressing as per plan.
- Camp grounds: Opened on Friday May 17, 2019.
- Summer staff hiring completed. Two (2) temporary campground attendants, one (1) temporary ground keeper, one (1) Temporary for Asset data collector and two (2) casual staff started work. Two (2) summer students hired and they will start job after finishing school.
- Request for Proposal (RFP) issued for repair and maintenance of Library and Visitors Centre with a closing date of May 31, 2019. This project is taken under approved O&M budget.

- Tender for Mounted Office Trailer Sale closed on May 14, 2019; submitting a report to Council for May 27, 2019 meeting.
- Capital Projects update:
  1. Beattie Lift station tender closed on May 7, 2019. We received only one (1) bid. While we have approved budget of \$350,000, the bid received was \$1,119,437.90. Submitting a report to Council to cancel this tender and re-tender the project early next year, and carry over the funds to next year.
  2. Water Valve replacement tender published on May 3, 2019 with a closing date of May 23, 2019. There was a pre-tender meeting on March 14, 2019 but nobody showed up.
  3. Gravel Replenishment: Assessed the condition of the gravel pit. Prepared a RFQ for hiring a contractor for gravel replenishment.
  4. Payloader Replacement: Working on the preparation of a tender.
  5. GPS Purchase: Received three (3) email quotations for purchasing GPS. After careful review, we found that Cansel's Trimble R1 GPS is cheaper and better. Cansel is the main provider in this region. We received GPS from Cansel on Friday May 17, 2019.
  6. Commercial Water Stands: Working towards receiving three (3) email quotations for the installation of key pad access to commercial water stands.
  7. Beryl Prairie Fire Hall Sewage Holding Tank: Sent email invitation to three (3) companies to get quotation for the Beryl Prairie Fire Hall Sewage Holding Tank installation. The deadline for submission of quotes are May 22, 2019.
  8. Beryl Prairie Water Well Pump Replacement: Received one quote and waiting for 2 more quotations.

Public Works organized a BBQ on May 16, 2019 in recognition of Public Works week and staff appreciation. Councillor Markin was Acting Mayor and spoke on behalf of Council.

Submitted by:



Mokles Rahman

## THE DISTRICT OF HUDSON'S HOPE

**REPORT TO:** Mayor and Council

**SUBJECT:** May Update. Summer Outlook

**DATE:** May 22, 2019

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

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### *May Update*

#### **Adult Hitting and Fielding Clinic**

The clinic was held at the arena field April 27 and 28. The clinic was put on by Northern Baseball Training, who are based out of Prince George. They handled registration, payment, and program delivery. 14 adults attended the clinic.

#### **Non-Instructional Day Camps**

Our final day camp was held on May 10 for the 2018/2019 school year. This program has seen 38 children between the ages of 6 and 12 over six program dates. This program was offered free of charge.

#### **Beryl Prairie Playground**

The playground has been installed and inspected and is now open for use by the public. Public Works is looking to address the potential for the pea gravel to "travel" out of the playground area by constructing a barrier. Once the landscaping is finished, we will schedule an official playground opening event.

#### **Ball Hockey**

The first installation of Ball Hockey ran for four weeks at the arena. Teams played on a half court with the other half utilized as a play space for spectators with children to entertain themselves while their family member (or friend) was playing. Teams played 7 games each. Three teams registered at \$150/team for a total of \$450. If there is interest this program will run again beginning in late August.

#### **Grants**

*Canada Summer Jobs Grant.* We received funding for four jobs, and a total of five hires within the District. Recreation and Special Events received funding for two Summer Recreation Assistants which amounted to \$2,910.60 in grant funding.

*Imagine Grant, Spring Intake.* We were unsuccessful with our request for \$5,000. We did however receive an Imagine grant last fall which is likely part of the reason we were not chosen this intake.



*New Horizons for Seniors Grant*

\$7,100 has been requested for the Senior Swim and Fort St. John trips. Funding would be for late 2020 and part of 2021.

May has been a busy month with planning for the summer. There is still much to do but the majority of dates have been set, partners found, and planning is in full swing.

**Summer Outlook**

**Summer Hike Series**

June 2: Steam Vents

June 8: 20 Mile Ridge

More to be scheduled. Exact dates to come.

**Canada Day**

11am-4pm. The 2020 grad class will be assisting, with the Lions in charge of the BBQ. Full schedule to come. All councillors are encouraged to attend this event.

**Summer Camps**

July 8-12 and 22-26 for 9-12 years old.

July 15-19 and 29-Aug 2 for 6-9 years old.

Camps will be based at the arena and will feature crafts, sports, and games. Each week will also have field trips to the pool, Cameron Lake Outdoor Center, and other local areas. Guests from the Northern Environmental Action Team (NEAT) will be presenting once a week. Camps are Monday – Friday 8:30am-4:30pm.

**Gymnastics Camp**

Leah Lollipop will be returning again this year with a week long camp. Her camp will run July 22-26. The District also has a camp scheduled for these dates however they are for different age groups. Leah will be utilizing the arena space this year.

**Volunteer Appreciation**

July 30 at Beattie Park. In conjunction with the Farmers Market and their Customer Appreciation event.

**Outdoor Movies**

July 18

August 15

The library will be running the concession for this event. Movies will be shown in the pool park. Showings begin at 7:30pm.



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Prepared by: Kaitlyn Atkinson, Recreation and Special Events Coordinator

## THE DISTRICT OF HUDSON'S HOPE

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

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Some of the initiatives currently being worked or recently completed:

- Working on preparation of the 2018 Annual Report (due before June 30).
- Continuing to work with the Director of Public Works, BC Hydro, L&M Engineering Limited, and Western Water Associates Limited, on Project Scope and Budget for well water system project.
- Completed three quarterly reviews with staff (Corporate Officer, Director of Protective Services, Special Recreation Events Coordinator). Remaining review scheduled for May 30<sup>th</sup>.
- Completed and submitted 2018 UBCM Gas Tax Report.
- Planning and Development – still working on responses to two inquiries (sub-division request within a commercial zone and accessory building construction in a residential zone).
- Attended Northeast Roundtable Meeting in FSJ on May 7<sup>th</sup>. Report provided to mayor.
- Attended meeting with Mayor Heiberg, Councillor Miller on May 3<sup>rd</sup> with the province and West Moberly First Nations to discuss Treaty Land Entitlement (TLE) properties within the municipal boundaries.
- Attended the one-day training course EMRG-1143 – Psychosocial Resilience in Disasters that was held in the District on May 15<sup>th</sup>.
- Upcoming – Adhoc Committee meetings on Light Industrial Sub-division on June 3<sup>rd</sup> and Website Update project on June 4<sup>th</sup>.

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Chris Cvik

## THE DISTRICT OF HUDSON'S HOPE

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

**SUBJECT:** Conference/Training Report  
Emergency Management Training – Psychosocial Resilience in Disasters (EMRG – 1143)

**DATE:** May 21, 2019

**FROM:** Chris Cvik, Interim CAO

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On May 15, 2019, the District hosted a one-day Emergency Management BC Course entitled - **Emergency Management Training – Psychosocial Resilience in Disasters**. Psychosocial Resilience is the ability to adapt well emotionally and relationally (i.e. bounce back) in the face of adversity, trauma, tragedy, threats, or significant sources of stress. The program is run through the Justice Institute of British Columbia (JIBC). Attending from the District were:

Bob Norton, Director of Protective Services  
Tammy McKeown, Corporate Officer  
Andrea Martin, Office Assistant  
Kim Trask, General Trades Level 3  
Chris Cvik, Interim CAO


The key learning objectives of the course included:

1. Ability to describe stress responses and forms of trauma that people may experience.
2. Explaining how psychosocial resilience relates to emergency management and disaster training.
3. Ability to describe the psychosocial needs of emergency management personnel before, during, and after a disaster.
4. Ability to describe how self-care and worker care principles support the psychosocial resilience of emergency management personnel before, during, and after a disaster.
5. Ability to describe the psychosocial needs communities, and strategies used to support their psychosocial resilience before, during, and after a disaster.
6. Ability to describe the psychosocial needs of vulnerable populations when experiencing a disaster.

The course provides a very good basic understanding and should be considered as part an introduction to Emergency Management.

**Financial:** The course was sponsored by Emergency Management British Columbia (EMBC). The District provided lunch for all attendees. The total cost was less than \$500.

**Other:** A copy of the Quick Reference Guide is attached.

  
\_\_\_\_\_  
Chris Cvik

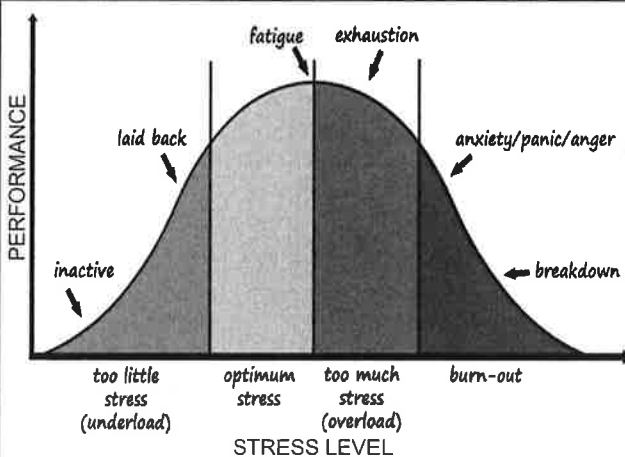
# PSYCHOSOCIAL RESILIENCE IN DISASTERS

## Quick Reference Guide

### APPROACH TO PSYCHOSOCIAL RESILIENCE



### STRESS AND PERFORMANCE



Theory: Yerkes & Dodson, 1908. Image: Babson College, 2018.

### DIMENSIONS OF STRESS RESPONSES

- Behavioural
- Emotional
- Physical
- Cognitive
- Interpersonal
- Spiritual

(Shubert et al., 2007.)

### PSYCHOSOCIAL IMPACTS OF DISASTERS

#### Psychological:

- Stress/maladjustment
- Worries/fear
- Uncertainty
- Grief/loss
- Depression, anxiety, PTSD
- Substance abuse
- Worsened pre-existing mental illnesses
- Increased suicide rates
- Decreased faith

(British Columbia Ministry of Health, 2007).

#### Social:

- Loss of homes, family, and friends
- Job disruption/loss
- Separation/loss of pets
- Domestic violence
- Separations and divorces
- Disorganized health services
- Disrupted transportation
- Interrupted school
- Economic loss (e.g., tourism)
- Crime and violence
- Political breakdown

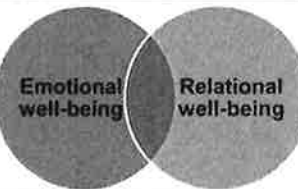
### PSYCHOSOCIAL PHASES OF DISASTERS



Theory: Rao, 2006. Image: Substance Abuse and Mental Health Services Administration, 2017.

### PSYCHOSOCIAL RESILIENCE

PSYCH  
INTERNAL



SOCIAL  
EXTERNAL

### RESOURCES

#### International

100 Resilient Cities  
[www.100resilientcities.org](http://www.100resilientcities.org)

American Psychological Association – Disasters section  
[www.apa.org/topics/disasters](http://www.apa.org/topics/disasters)

Inter-Agency Standing Committee (humanitarian assistance)  
[www.interagencystandingcommittee.org](http://www.interagencystandingcommittee.org)

World Health Organization – Emergencies section  
[www.who.int/emergencies](http://www.who.int/emergencies)

#### Canadian

Canadian Mental Health Association  
[www.cmha.ca](http://www.cmha.ca)

Canadian Red Cross  
[www.redcross.ca](http://www.redcross.ca)

Disability Alliance BC  
[www.disabilityalliancebc.org](http://www.disabilityalliancebc.org)

Disaster Psychosocial Services  
[www.phsa.ca/our-services/programs-services/health-emergency-management-bc/disaster-psychosocial-program](http://www.phsa.ca/our-services/programs-services/health-emergency-management-bc/disaster-psychosocial-program)

The Working Mind First Responders  
[www.theworkingmind.ca/working-mind-first-responders](http://www.theworkingmind.ca/working-mind-first-responders)

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## SELF-CARE: PERSONAL RESILIENCY TIMELINE



### BEFORE

PSYCHOSOCIAL NEED	STRATEGY EXAMPLES
Healthy lifestyle	Maintain a balanced lifestyle – physical, emotional, social, and spiritual.
Planning	Develop a family disaster plan. Create a resiliency toolkit. Consider what actions you need to take prior to activation/deployment.
Training	Complete pre-incident training. Deal with anxieties that may impact your ability to function during a disaster.

### DURING

PSYCHOSOCIAL NEED	STRATEGY EXAMPLES
Autonomy, empowerment & sense of control	Seek out credible information to assist with your decision-making.
Healthy lifestyle	Eat healthy foods and drink water. Limit the use of alcohol and drugs. Get rest. Exercise (e.g., outdoor walks).
Physical security	Follow directions from leadership.
Emotional support	Actively participate in psychosocial strategies implemented for your team.
Social support	Check in with family and friends.
Stress management	Engage in deep breathing. Use appropriate humour. Take a time-out if you feel your needs are being compromised.

### AFTER

PSYCHOSOCIAL NEED	STRATEGY EXAMPLES
Connection	Rekindle relationships.
Expression	Write or talk about the disaster.
Grieving & closure	Have patience with yourself. Attend vigils, commemorative events, and anniversary events.
Long-term psych support	Receive ongoing assessments/follow-ups, as needed.
Recognition	Seek feedback from leadership.
Review & evaluation	Reflect upon your own personal experience. Consider lessons learned.
Sense of normalcy	Re-establish your usual routine, as soon as possible. Be attentive to any changes to your physical or mental health.

Adapted from: Disaster Epidemiology Emergency Preparedness, 2007.

## PSYCHOSOCIAL FACTORS TO CONSIDER PRIOR TO ACTIVATION/DEPLOYMENT

- **Personal Life:** recent trauma, religious observances, no recent time off
- **Family Life:** recent separation/divorce, recently married, recent move, upcoming family occasions/vacations, taking care of children/parents
- **Health:** particular health hazards associated with the disaster (e.g., poor air quality in forest fires), recent surgery, difficulty working long hours or walking a fair distance, complexity of taking medications, dependence on tobacco or alcohol, no recent medical or dental check-ups
- **Employment:** recently lost/changed jobs, currently job hunting, job offers or recent promotion, may affect eligibility for Employment Insurance if unemployed, disruptions to vacation plans if you have to use vacation time
- **Finances:** significant financial stresses, difficulty in paying bills or making bank deposits during your absence

(British Columbia Disaster Worker Care Committee, n.d.).

**WORKER CARE: WORKPLACE RESILIENCY TIMELINE****BEFORE****PSYCHOSOCIAL NEED****STRATEGY EXAMPLES**

Healthy lifestyle

Promote the importance of a balanced lifestyle.

Planning

Develop a psychosocial wellness policy.  
Have supportive and emotionally intelligent leaders.

Training

Conduct exercises.  
Offer resiliency training and/or training about emotional intelligence.  
Offer psychological first aid training.

**DURING****PSYCHOSOCIAL NEED****STRATEGY EXAMPLES**

Autonomy, empowerment &amp; sense of control

Assign clear roles and give clear directions.  
Conduct Rest/Information/Transition Services or Critical Incident Stress Debriefings.

Healthy lifestyle

Model healthy behaviours (e.g., take breaks).  
Encourage your team to take breaks.  
Have healthy foods and water available in the breakroom.

Physical security

Provide personal protective equipment (PPE) when needed.

Emotional support

Make psychological first aid available to your team.  
Conduct defusings.

Social support

Set up buddy systems to encourage taking breaks and to check in on each other.  
Have walk-and-talks.  
Encourage your team to connect with family and friends.

Stress management

Ensure that there are job/location rotations.

**AFTER****PSYCHOSOCIAL NEED****STRATEGY EXAMPLES**

Connection

Encourage your team to create informal networks.

Expression

Model open expression to reduce reluctance and stigma amongst your team.

Grieving &amp; closure

Give your team post-event information.  
Encourage your team to attend vigils, commemorative events, and anniversaries.

Long-term psych support

Provide referrals for ongoing assessments/follow-ups, as needed.

Recognition

Give certificates of appreciation to all your team members.  
Host a social event to thank your team for their efforts.

Review &amp; evaluation

Conduct exit interviews.  
Distribute post-deployment surveys.

Sense of normalcy

Offer organizational support and guidance, as needed.

Adapted from: Disaster Epidemiology Emergency Preparedness, 2007.

**SIGNS OF COMPROMISED PSYCHOSOCIAL NEEDS IN EMERGENCY MANAGEMENT PERSONNEL****Feelings:**

- Exhaustion
- Irritability, frustration, or anger
- Cynicism, hopelessness, or despair
- Strong emotional responses
- Depression
- Anxiety
- Flashbacks or intrusive thoughts
- Disorientation or confusion
- Inability to concentrate
- Memory loss
- Unrealistic expectations of what you can or should do
- Questioning colleagues or supervisors
- Loss of ideals or not caring
- Loss of positive feelings
- Thoughts and/or plans to harm yourself or others → call 911!
- Associated physical symptoms: e.g., rapid heart rate, muscle tensions, headaches, colds/flu

**Actions:**

- Difficulty making decisions, completing tasks, or problem-solving
- Frequent clock-watching, wanting to leave early, or not wanting to leave
- Tunnel vision
- Problematic or reckless behaviour
- Aggressive behaviour
- Self-medicating with alcohol, drugs, or food
- Inability to care for yourself

(British Columbia Ministry of Health, 2007; Substance Abuse and Mental Health Services Administration, 2016; University of Minnesota, 2015).



## COMMUNITY CARE: COMMUNITY RESILIENCY TIMELINE



### BEFORE

PSYCHOSOCIAL NEED	STRATEGY EXAMPLES
Education	Inform community members about your neighbourhood preparedness program.
Planning	Complete psychosocial wellness planning. Network with agencies.
Training	Train practitioners.

### DURING

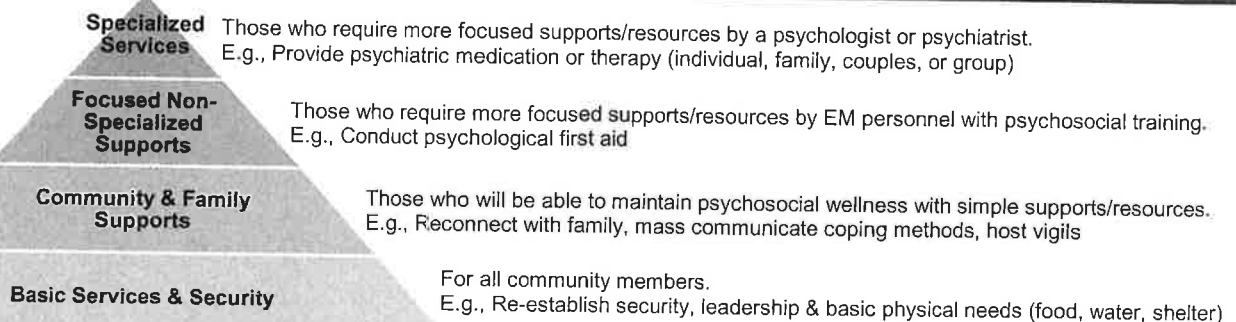
PSYCHOSOCIAL NEED	STRATEGY EXAMPLES
Emotional security	Remove stressors/reminders related to the disaster, if possible.
Physical security	Use available supports and resources to attend to basic needs.
Practical assistance	Use available supports and resources for pet services. Use available supports and resources for transportation.
Autonomy & sense of control	Provide credible information to community members. Host information sessions that provide facts, strategies, resources, and referrals.
Reassurance & validation	Conduct psychological first aid or refer to someone who can. Refer community members to Disaster Psychosocial Services, as needed.
Spiritual support	Refer community members to pastoral services, as needed. Refer community members to Elders, as needed.

### AFTER

PSYCHOSOCIAL NEED	STRATEGY EXAMPLES
Connection	Reconnect family and friends through events such as community BBQs.
Autonomy & empowerment	Encourage community to take an active role in their recovery (e.g., advocacy). Provide options when suggesting strategies.
Expression	Engage in group storytelling or healing circles.
Finding meaning & hope	Engage in personal reflection.
Grieving & closure	Host vigils, commemorative events, and anniversary events.
Long-term psych support	Provide referrals for ongoing assessments/follow-ups, as needed. Set up hotlines or refer community members to existing resources (e.g., bc211).
Sense of normalcy	Organize tasks into manageable portions. Help each other.

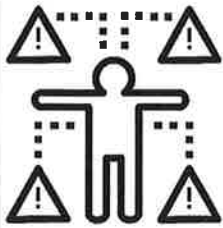
Adapted from: Disaster Epidemiology Emergency Preparedness, 2007.

## COMPLEXITY OF PSYCHOSOCIAL SERVICES



(Inter-Agency Standing Committee, 2015).

## STRESS RISK FACTORS IN DISASTERS

**Individual:**

- Recent stress
- Previous trauma
- Limited social support

**Specific to EM Personnel:**

- Perfectionism
- Difficulty giving up control
- Obsessive/worrying thoughts

**Setting:**

- Lack of preparedness
- Lack of community solidarity

**Specific to EM Personnel:**

- Negative attitude of leadership
- Insufficient training
- Unclear/limited communication
- Overwhelming workload

**Disaster-Related:**

- Type and severity
- Closer physical proximity
- Time of day
- Media involvement

**Specific to EM Personnel:**

- Personal loss
- Exposure to casualties

(British Columbia Disaster Worker Care Committee, 2005).

## C-MIST: FUNCTIONAL NEEDS FRAMEWORK



Individuals with limited/no ability to speak, see, or hear, or those that have limitations in learning and understanding.

*Examples of what they may need in a disaster:*

- Communication boards in reception centres and group lodging
- Translators



Individuals with chronic or contagious health conditions, or those who use medication or medical equipment/supplies.

*Examples of what they may need in a disaster:*

- Phone numbers of their family doctor and pharmacist
- Medication in their "Grab and Go" kit
- Details about medication including expiry date and storage requirements (e.g., refrigeration)



Individuals who use assistive equipment to be independent.

*Examples of what they may need in a disaster:*

- Wheelchair or walker
- Copy of service animal certificate
- Extra pet food in "Grab and Go" kit



Individuals who need the accompaniment of a family member, friend, care provider, or home support worker (e.g., dementia).

*Examples of what they may need in a disaster:*

- Phone number of caregiver
- Emergency plan that includes the caretaker



Individuals who cannot drive or have limited/no access to a vehicle.

*Examples of what they may need in a disaster:*

- A list of available transportation options
- Identified meeting places close to home and work

(Disability Alliance BC, 2017).

## VULNERABLE POPULATIONS

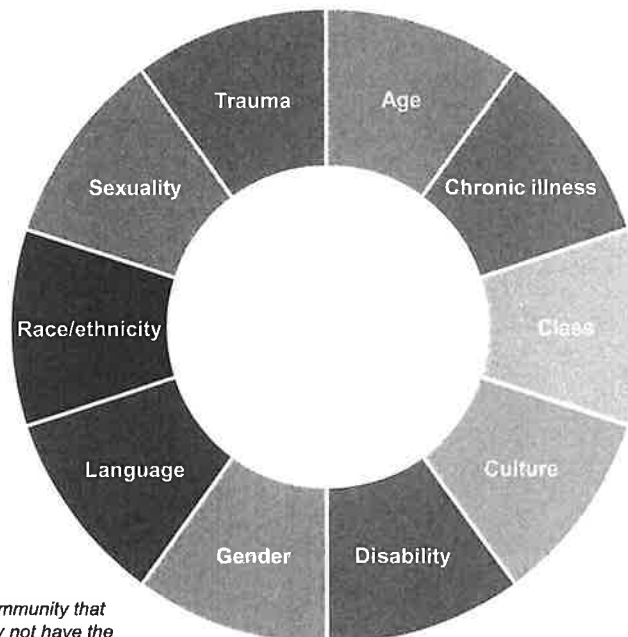
**Trauma:** past trauma, current trauma (due to the disaster), domestic violence

**Sexuality:** minority in the community, two-spirited

**Race/ethnicity:** minority in the community, recent immigrants

**Language:** minority in the community

**Gender:** pregnant women, trans individuals



**Age:** children, adolescents, seniors

**Chronic illness:** physical illness, mental illness, addictions, immunocompromised individuals

**Class:** economically disadvantaged, the uninsured, homeless individuals

**Culture:** minority in the community

**Disability:** physical, intellectual/learning

*Note: "Minority" refers to a small group in a community that is outnumbered by other groups and thus, may not have the same level of services as larger groups in the community.*



## GLOSSARY

## STRESS AND TRAUMA

**Burnout:** working under demanding conditions over a long period of time, which results in excessive exhaustion, pessimism, detachment, and ineffectiveness (American Psychological Association, 2018).

**Compassion Fatigue:** emotional and physical exhaustion from working in a distressing environment over time, leading to reduced empathy and compassion (Figley Institute, 2012).

**Disaster:** an event that causes great and often sudden damage, losses, and/or distress, that exceeds the community's ability to cope using their own resources (International Federation of Red Cross and Red Crescent Societies, 2018).

**Disillusionment Phase:** a period of rehabilitation occurring 1-2 years post-disaster, where fatigue sets in, losses are realistically assessed, hope diminishes, and resentment builds (Rao, 2006).

**Heroic Phase:** a period of rescue occurring in the first 2 weeks post-disaster, where community members help each other through adrenaline-induced rescue behaviour (Rao, 2006).

**Honeymoon Phase:** a period of relief occurring in the first 6 months post-disaster, where disaster assistance becomes available, community solidarity increases, and it is believed that life will rapidly return to normal (Rao, 2006).

**Intergenerational Trauma:** the responses and effects of trauma that a community experiences and that is transmitted across generations (Evan-Campbell, 2008).

**Reconstruction Phase:** a period of rebuilding occurring over several years post-disaster, where a new normal is accepted and the community works through grief (Rao, 2006).

**Secondary Traumatic Stress:** trauma from hearing about a traumatic event experienced by someone else, instead of directly experiencing it (Bride, 2012).

**Stress:** the body's normal response to a real or perceived threat or change (Canadian Mental Health Association, 2014).

**Trauma:** an emotional response when exposed to a frightening, overwhelming, or distressing event (Canadian Mental Health Association, 2014).

**Vicarious Trauma:** a profound shift in one's beliefs about the world after being repeatedly exposed to traumatized people (TEND Academy, 2018).

## PSYCHOSOCIAL RESILIENCE

**Psychosocial Resilience:** adapting well emotionally and relationally ("bouncing back") in the face of adversity, trauma, tragedy, threats, or significant sources of stress (American Psychological Association, 2018).

**Resilience (Holistic):** the capacity to adapt to disturbances from hazards in four ways: psychosocially, physically, environmentally, and economically.

## SELF-CARE &amp; WORKER CARE

**Anxiety:** an emotion characterized by feelings of tension, worried thoughts, and physical changes such as increased blood pressure (American Psychological Association, 2018).

**Critical Incident Stress Debriefing (CISD):** a seven-phase, small group process where participants discuss their disaster/trauma experiences, brainstorm coping strategies, and are referred to community resources; should be completed within 24-72 hours of the disaster/trauma.

**Defusing:** a method where emergency management personnel discuss what happened during a disaster and are given information for monitoring signs of stress (Mitchell & Everly, 1997).

**Depression:** a sad, empty, or irritable mood, accompanied by physical and cognitive changes that affect one's capacity to function (American Psychological Association, 2013).

**Emergency Management Personnel:** first responders, first receivers, and those involved in disaster management – either paid or volunteer.

**Exit Interview:** a meeting between leadership and emergency management personnel at the end of an assignment to discuss lessons learned, with the goal of continuous improvement.

**Post-Deployment Survey:** a mailed or online survey distributed at the end of an assignment that gathers information on lessons learned, with the goal of continuous improvement; an alternate method of obtaining feedback when an exit interview is not feasible.

**Post-traumatic Stress Disorder:** severe anxiety that develops after extreme trauma, often with flashbacks and nightmares (American Psychological Association, 2018).

**Psychosocial Need:** something that is required or desired for one's emotional wellness and/or relational wellness.

**Psychosocial Strategy:** a support or resource used with the aim to enhance one's emotional wellness or relational wellness, which in turn enhances psychosocial resilience.

**Resiliency Toolkit:** a plan of how psychosocial needs will be attended to before, during, and after a disaster; can be written for an individual, workplace, or community with self-care, worker care, and community care components, respectively.

**Rest/Information/Transition Services (RITS):** a process where 10 minutes is spent reminding the team about stress management techniques and informally assessing the need for debriefing and referrals, and 20 minutes for rest and food.

**Self-Care:** strategies used to attend to one's own psychosocial needs.

**Walk-and-Talk:** a defusing method.

**Worker Care:** strategies used to attend to team members' psychosocial needs.

## COMMUNITY CARE

**Community:** a group of people who have a shared location and culture, and often shared values and interests (Thomas, Phillips, Lovekamp, & Fothergill, 2013).

**Community Care:** strategies used to attend to community members' psychosocial needs.

**Post-Traumatic Growth:** positive changes that occur after adversity, such as a greater appreciation for life and strengthened relationships (Tedeschi & Calhoun, 1995).

**Psychological First Aid:** strategies to address immediate stress reactions and psychosocial needs following a disaster (Canadian Red Cross, 2018).

## VULNERABLE POPULATIONS

**Functional Needs Framework:** a plan of how practical needs of vulnerable populations will be attended to before, during, and after a disaster.

**Vulnerable Populations:** individuals or groups who are at an increased risk of being unable to anticipate, cope with, and recover from a disaster, as a result of personal limitations or societal barriers.

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To order colour, UV-coated copies of this and other quick reference guides or for further information on courses and training, please contact:

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## REQUEST FOR DECISION

<b>RFD#:</b> 2019MR08	<b>Date:</b> May 27, 2019
<b>Meeting#:</b>	<b>Originator:</b> Mokles Rahman
<b>RFD TITLE:</b> Beattie Lift Station Upgrade Tender	

### RECOMMENDATIONS:

That Council reject the Chapman Industries Ltd bid including all revisions;  
 That Council approve carry forward the budget for this project to 2020; and  
 That Council direct administration to re-tender the project early next year with minor changes to the design.

### BACKGROUND:

The Beattie Lift Station Tender closed on May 7, 2019. Only one (1) bid was received, which is \$ 1,119,437.90 including taxes.

As per purchasing policy, District Council will consider all tenders by resolution where the recommendation is not to award the tender.

### DISCUSSION:

The District received only one bid for Beattie Lift Station Upgrade project. While we have approved budget of \$350,000 before taxes, the bid came with \$1,066,131.90 before taxes. The original bid submitted by proponent was for \$599,000, and they submitted two (2) revisions within the deadline, which make the bid to \$1,066,131.90 before taxes. This bid is definitely very high.

The reason of this high bid, as per the phone discussion with the contractor, are consideration of large contingencies for asbestos abatement in the wall, excavation close to the wall, and the extension of building and electrical work. Administration will further review the alternate design options and make some minor changes to the design in the attempt to minimize the perceived risks; avoiding vermiculite, adjusting the pipe excavation to reduce the need to excavate besides the existing building, and redirect the exhaust from the existing fan to avoid disturbing the existing wall.

Furthermore, as we received only one bid, there is no scope to compare the price with the other contractors. Submission of one bid might be due to unavailability of contractors at this moment. Administration reviewed the option of re-tendering the project.

Delaying the upgrade will continue to keep the District at risk of failure at the lift station until the work is done. The risks are failure of old piping in the wet well and failure of the force main at the downstream of the lift station. If it fails, raw sewage could discharge into the Peace River. It may be noted here that the force main near the lift station failed in 2010, which may fail any time. To manage the risk of failure at the wet well we have an alternative measures of control which has been reviewed by WorkSafeBC, conversely, we do not have any contingency plan for risk of force main failure.

District Council is fully aware of the risks and hence identified Beattie Lift Station upgrade as the top priority Capital Project in 2019. To expedite the project, Council approved a pre-budget for design and tender. Immediately after the budget approval the tender was issued on April 15, 2019 with a closing date of May 7, 2019. The tender resulted in having only one bid and the bid price exceeded by (+/-) 300%.

**ALTERNATIVES:**

1. Do not award the bid and retender early next year.
2. Award the tender.

**FINANCIAL CONSIDERATIONS:**

Alternative 1: There is no financial implication

Alternative 2: While budget for this project is \$350,000, an additional \$716,131.33 is required to award the project.



Mokles Rahman, Director of Public Works



Chris Cvik, Interim CAO

## THE DISTRICT OF HUDSON'S HOPE

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

**SUBJECT:** Office Administration update

**DATE:** 2019-05-23

**FROM:** Tammy McKeown, Corporate Officer

The Administrative staff have been continuing with their audits of the existing bylaws, policies and agreements. During the audit it was discovered that changes were required to the Property Tax Exemption Bylaw, which are being presented at this meeting.

The 2018 Climate Action Revenue Incentive Program (CARIP) report has been completed and submitted.

Opening day for our campground reservation system was extremely busy with the majority of the campsites being booked for the May long weekend within the first hour of the system coming online.

We have ordered our new telephone system and are just awaiting the TELUS technician to attend the office in order to determine which existing number belongs to which seat. The system is expected to be in place no later than July.

Five new computer towers have been ordered as the first step to the District's computer replacement program. We have not been provided a timeline as to when they will arrive, but it should be within the next few weeks.

Opening weekend for the pool did not go as well as we had hoped. There was an issue with the new chlorinator that resulted in the pool not being able to be open to the Public for the first two days of the season. Thanks to the exceptional efforts of the Public Works staff, we were able to open on Monday May 20<sup>th</sup>. An oversight was made in regard to communicating the new rates that were approved in the recently adopted Fees and Charges Bylaw No. 904, 2019 to the pool staff. Due to this error a number of season passes were sold at the prior rate, which resulted in the following losses:

Pass Type	Prior season rate	Current season rate	Number sold	Loss on sales
Senior season passes	\$70.00	\$81.90	4	\$47.60
Family season passes	\$200.00	\$218.40	5	\$92.00
			Total Loss	\$139.60

The error was discovered on Tuesday May 21<sup>st</sup> and the rates have now been corrected and the pool till has been updated to reflect the current rates.

We have two postings out for lifeguards, an internal posting for a senior lifeguard and an external posting for a junior lifeguard. As one of our existing junior lifeguards will be promoted into the position of senior lifeguard, it is necessary to hire a new junior lifeguard.

The senior posting is necessary as one of our longtime employees is moving onto a position in her chosen field. I would like to extend our appreciation and gratitude to Hope Herrington for all her exceptional work as a Lifeguard for the District of Hudson's Hope and to wish her success in her future endeavors.

The District also has a job posting open for the Visitor Center. Though this position is normally a student position, we have opened it to both students that are returning to school in the fall and to seniors (55 and older).

### **Upcoming Training**

MATI- Managing People	Bowen Island	Corporate Officer	May 26- June 2
Amazing Assistant Workshop	Fort St John	Meghan Cryderman	October 10

Andrea Martin and I both attended the recent Emergency Management training held on May 15<sup>th</sup>. It was a very beneficial course for both us.

### **Administrators Comments**

**Chris Cvik. Interim CAO**



**Tammy McKeown, Corporate Officer.**

## REQUEST FOR DECISION

<b>RFD#:</b> 2019MR09	<b>Date:</b> May 27, 2019
<b>Meeting#:</b>	<b>Originator:</b> Mokles Rahman
<b>RFD TITLE:</b> Valve and Hydrant Replacement Tender	

### RECOMMENDATIONS:

That Council reject the Knappett Industries bid and direct administration to re-tender the project early next year, and approve carry forward the budget to 2020; and

That Council direct administration to negotiate the price for top four (4) priority locations with the Knappett Industries; and

That Council direct administration to install the proposed hydrant at the end of Adams Street by in-house crews and equipment, rent equipment if necessary, and report back the outcome to Council.

### BACKGROUND:

The Valve and Hydrant Replacement Tender closed on May 23, 2019. Only one (1) bid was received, which is \$ 436,826 before GST.

Per the purchasing policy, District Council will consider all tenders by resolution where the recommendation is not to award the tender, or where the value of the tender exceeds \$50,000.

### DISCUSSION:

The District received only one bid for Valve and Hydrant replacement project. While we have approved budget of \$295,000, the bid came with \$436,826.

As per contractor, the reasons of this high bid are consideration of large contingencies for asbestos cement pipe disposal, and a lots of underground unknowns including depth of excavation.

Furthermore, as we received only one bid, there is no scope to compare the price with the other contractors. Submission of one bid might be due to unavailability of contractors at this moment. Administration reviewed the option of re-tendering but it is too late for the season.

Delaying the upgrade will continue to keep the District at risk of valve and hydrant leak. Furthermore crews cannot exercise the valve and hydrant fearing that those might fail.

District Council is fully aware of the risks and hence identified Valve and Hydrant replacement as the 2<sup>nd</sup> top priority Capital Project in 2019. After the budget approval the tender was issued on May 3, 2019 with a closing date of May 23, 2019. The tender resulted in having only one bid and the bid price exceeded by (+/-) 50%.

**ALTERNATIVES:**

1. Do not award the bid and retender early next year.
2. Award the tender.

**FINANCIAL CONSIDERATIONS:**

Alternative 1: There is no financial implication

Alternative 2: While approved budget for this project is \$295,000, an additional amount of \$141,826 is required to award the project.



Mokles Rahman, Director of Public Works



Chris Cvik, Interim CAO

## REQUEST FOR DECISION

<b>RFD#:</b>	<b>Date: 2019-05-14</b>
<b>Meeting#: cm.05.27.19</b>	<b>Originator: T. McKeown</b>
<b>RFD TITLE: Property Tax Exemption Bylaw</b>	

### **BACKGROUND:**

Section 224 of the Community Charter stipulates that Council by bylaw may exempt land or improvements from taxation for a period up to 10 years.

The following tax exemptions may be provided under section 224(2):

*(a) land or improvements that*

*(i) are owned or held by a charitable, philanthropic or other not for profit corporation, and*

*(ii) the council considers are used for a purpose that is directly related to the purposes of the corporation;*

*(b) land or improvements that*

*(i) are owned or held by a municipality, regional district or other local authority, and*

*(ii) the council considers are used for a purpose of the local authority;*

*(c) land or improvements that the council considers would otherwise qualify for exemption under section 220 [general statutory exemptions] were it not for a secondary use;*

*(d) the interest of a public authority, local authority or any other corporation or organization in land or improvements that are used or occupied by the corporation or organization if*

*(i) the land or improvements are owned by a public authority or local authority, and*

*(ii) the land or improvements are used by the corporation or organization for a purpose in relation to which an exemption under this Division or Division 6 of this Part would apply or could be provided if the land or improvements were owned by that corporation or organization;*

*(e) the interest of a public authority, local authority or any other corporation or organization in land or improvements that are used or occupied by the corporation or organization if*

*(i) the land or improvements are owned by a person who is providing a municipal service under a partnering agreement,*

*(ii) an exemption under section 225 [partnering and other special tax exemption authority] would be available for the land or improvements in relation to the partnering agreement if they were used in relation to the service,*



- (iii) the partnering agreement expressly contemplates that the council may provide an exemption under this provision, and*
- (iv) the land or improvements are used by the corporation or organization for a purpose in relation to which an exemption under this Division or Division 6 of this Part would apply or could be provided if the land or improvements were owned by that corporation or organization;*
  - (f) in relation to property that is exempt under section 220 (1) (h) [buildings for public worship],*
    - (i) an area of land surrounding the exempt building,*
    - (ii) a hall that the council considers is necessary to the exempt building and the land on which the hall stands, and*
      - (iii) an area of land surrounding a hall that is exempt under subparagraph (ii);*
  - (g) land or improvements used or occupied by a religious organization, as tenant or licensee, for the purpose of public worship or for the purposes of a hall that the council considers is necessary to land or improvements so used or occupied;*
  - (h) in relation to property that is exempt under section 220 (1) (i) [seniors' homes] or (j) [hospitals], any area of land surrounding the exempt building;*
  - (h.1) in relation to land or improvements, or both, exempt under section 220 (1) (l) [independent schools], any area of land surrounding the exempt land or improvements;*
  - (i) land or improvements owned or held by an athletic or service club or association and used as a public park or recreation ground or for public athletic or recreational purposes;*
  - (j) land or improvements owned or held by a person or organization and operated as a private hospital licensed under the Hospital Act or as a licensed community care facility, or registered assisted living residence, under the Community Care and Assisted Living Act;*
  - (k) land or improvements for which a grant has been made, after March 31, 1974, under the Housing Construction (Elderly Citizens) Act before its repeal.*

#### **DISCUSSION:**

Council adopted the Property Tax Exemption Bylaw 901, 2018 on December 10, 2018. Since the adoption, Administration has reviewed the bylaw and determined that some housekeeping is required.

Under Section 220 of the Community Charter, some properties fall under statutory exemptions and do not need to be included in our Permissive tax exemption bylaw. (See attached).

**Bylaw 901, 2018 Section 2 stated:**

*(i) all of the land surrounding the building commonly referred to as the Hudson's Hope Health Centre, legally described as Lot 2, Section 13, Township 81, Range 26, West of the 6th Meridian, Peace River District, Plan PGP39983 (Parcel Identifier: 023-424-141; BCAA Folio: 17101.510).*

As this location falls under Division 6 Section 220(1) (j) of the Community Charter it does not need to be included on our property exemption bylaw.

**Bylaw 901, 2018 Section 3 stated:**

*3. Pursuant to section 224 (2) of the Charter, the whole of the taxable assessed value of the improvements of the following real properties shall be exempt from taxation under section 197 (l)(a) of the Charter for the calendar years 2019 to and including 2029:*

*(a) improvements located on Lots 9, 10, 11, 17, 18 and 19, Block 2, Section 18, Township 81, Range 25, West of the 01 Meridian, Peace River District, Plan 4115 (Parcel Identifiers: 013-680-013 and 013-680-030; BCAA Folio 00594.000), used principally as a community curling facility and commonly referred to as the Bullhead Mountain Curling Club; and*

*(b) improvements located on Lots 9, 10 and 11, Block 2, Section 18, Township 81, Range 25, West of the 6th Meridian, Peace River District, Plan 4115 (Parcel Identifier: 013-023-519; BCAA Folio 00586.000), used principally as a community hall and commonly referred to as the Hudson's Hope Community Hall.*

Both locations are municipal properties and fall under Division 6 Section 220(1) (b) of the Community Charter so do not need to be included on our property exemption bylaw.

We have also removed the reference to **BCAA Folio 00568.00** from the lands identified under the Hudson's Hope Bible Fellowship as this property was previously sold and no longer fits the criteria for tax exemption.

Section 227 of the Community Charter states that a notice of Permissive Tax Exemptions must be posted prior to adoption of this bylaw. The attached Notice will be posted in the May 30<sup>th</sup>, 2019 and June 6<sup>th</sup>, 2019 editions of the Alaska Highway News. It will also be posted on the District Facebook page and webpage on May 30<sup>th</sup>, 2019.

**ADMINISTRATOR COMMENTS:**

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**Chris Cvik, Interim CAO**

**BUDGET:**

n/a

**RECOMMENDATION / RESOLUTION:**

That Council:

“Approve the First, Second and Third Reading of the District of Hudson’s Hope’s  
‘Property Tax Exemption Bylaw 908, 2019.’”

**ATTACHMENTS:**

1. Bylaw 908, 2019
2. Community Charter: Division 6 — Statutory Exemptions
3. Bylaw 901, 2018 with changes shown.

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



**DISTRICT OF HUDSON'S HOPE**  
**Bylaw No.908,2019**

---

A bylaw to exempt certain properties from taxation.

**WHEREAS** in any year, the Council may by bylaw, exempt land or improvements, or both, referred to in section 224 of the *Community Charter* (the "Charter"), from taxation under section 197 (1)(a) of the Charter for a maximum of 10 calendar years;

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

1. This Bylaw may be cited as "Property Tax Exemption Bylaw No. 908, 2019".
2. Pursuant to section 224 (2) of the Charter, the whole of the taxable assessed value of the land and improvements of the following real properties shall be exempt from taxation under section 197 (1)(a) of the Charter for the calendar years 2020 to and including 2030
  - (a) Lot 1 , Section 1 9, Township 81 , Range 25, West of the 6<sup>th</sup> Meridian, Peace River District, Plan 19094 (Parcel Identifier: 004-341-21 O; BCAA Folio 01035.000), used principally as a community recreational grounds and commonly referred to as the Gary Powell Memorial Hall and the Rodeo Grounds;
  - (b) all the land surrounding the buildings commonly referred to as the Hudson's Hope Bible Fellowship Church, legally described as Lots 1 and 2, Block 2, Plan 12607, Part of the NE¼ of Section 13, Township 81, Range 26, West of the 6th Meridian, Peace River District and Parcel B, Block 1, Plan PGP4115, Section 18, Township 81, Range 25, Meridian W6, Peace River Land District (Parcel Identifiers: 018-157-319, 012-377-660 and 012-377-821 BCAA Folios: 00569.100, 04303.000 and 04304.000),used as a place of worship and as a community drop-in centre, registered in the name of the Hudson's Hope Bible Fellowship Church;
  - (c) Lot 1, Section 24, Township 81, Range 26, West of the 6<sup>th</sup> Meridian, Peace River District, Plan 32144 (Parcel Identifier: 006-969-569; BCAA Folio 04955.000), used principally as a community riding arena and commonly referred to as The Guelly Pavilion;
  - (d) Lot 2 except Plan 33250, District Lot 420, Caribou District situated within Peace River District, Plan 20207 (Parcel Identifier: 008-430-446, Folio: 40420.01 0) and Lot 1, District Lot 420, Caribou District situate within Peace River District, Plan 21846 (Parcel Identifier: 009-21 5-1 66;BCAA Folio: 40420.020), registered to the Hudson's Hope Historical Society (Inc. #7697), used as a museum and commonly referred to as the Hudson's Hope Museum;
  - (e) Lot A, Section 19, Township 81, Range 25, West of the 6<sup>th</sup> Meridian, Peace

District of Hudson's Hope  
Property Tax Exemption Bylaw No. 908, 2019

River District, Plan 2031 (Parcel Identifier: 011-340-568; BCAA Folio: 01655.000), registered to Helen Rand Ruxton and dedicated as a memorial to a pioneer family;

- (f) Part E½ of NE¼, District Lot 1090, Peace River Land District and Part W½ of NW¼, District Lot 1091, Peace River Land District, except 88' strip (no parcel identifier; BCAA Folios 41090.010 and 41091.010), registered in the name of Hudson's Hope Rod & Gun Club.
  - (g) all of the land surrounding the building commonly referred to as St. Peter's Church and the attached parish hall, legally described as Lot A, District Lot 420, Plan 33250, Part of the NW¼ of Section 18, Township 81, Range 25, West of the 6<sup>th</sup> Meridian, Peace River District (Parcel Identifier: 011- 916-354; BCAA Folio: 40420.040), registered in the name of The Anglican Synod of the Diocese of Caledonia; and
3. Pursuant to section 224(2) of the Charter, the whole of the taxable assessed value of the land and improvements of the following real properties shall be exempt from taxation under section 197 (1)(a) of the Charter for the calendar years 2020 to and including 2030.
- (a) Peace River Land District, all that unsurveyed Crown Land adjacent to DL 1027 together with those parts of DL 1026 and DL 1027 purpose of commercial alpine ski hill and recreation area (no parcel identifier; BCAA Folio 41027.100), registered in the name of Hudson's Hope Ski Association.
4. Tax Exemption Bylaw No. 901, 2018 is repealed.

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

\_\_\_\_\_  
Mayor Dave Heiberg

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

Certified a true copy of Bylaw No. 908,  
2019 this \_\_\_\_ day of \_\_\_\_\_,  
20\_\_.

\_\_\_\_\_  
Clerk

## Community Charter: Division 6 — Statutory Exemptions

### General statutory exemptions-

**220** (1) Unless otherwise provided in this Act or the [Local Government Act](#), the following property is exempt from taxation to the extent indicated:

(a) land, improvements or both vested in or held by the Provincial government;

(b) land, improvements or both vested in or held by

(i) the municipality, or

(ii) the municipality jointly with another municipality or a regional district;

(c) land, improvements or both exempt from municipal taxation by another Act;

(d) land, improvements or both

(i) of a public library under the [Library Act](#), or

(ii) vested in or held by a municipality and occupied by a public library under the [Library Act](#);

(e) land, improvements or both of an Indian, in a municipality incorporated under section 9 (1) of the [Local Government Act](#), who is an owner under the letters patent, except for taxation under section 197 (1) (a) [municipal property taxes];

(f) land, improvements or both in a municipality, other than a municipality incorporated under section 9 (1) of the [Local Government Act](#), that

(i) are held in trust by the Crown for a band of Indians, and

(ii) are not leased to or occupied by a person who is not a member of the band;

(g) the land actually used and occupied for the interment of the dead or in respect of which a certificate of public interest under the [Cremation, Interment and Funeral Services Act](#) has been issued by the director under that Act, together with the improvements included as part of the cemetery, mausoleum or columbarium under that Act, other than

(i) premises used for the provision of funeral services within the meaning of that Act, except any part of those premises used for the provision of bereavement rites and ceremonies,

*(h) a building set apart for public worship, and the land on which the building stands, if title to the land is registered in the name of*

(i) the religious organization using the building,

(ii) trustees for the use of that organization, or

*(iii) a religious organization granting a lease of the building and land to be used solely for public worship;*

*(i) a building that was constructed or reconstructed with the assistance of aid granted by the Provincial government after January 1, 1947 but before April 1, 1974 and that is owned and used exclusively without profit by a corporation to provide homes for elderly citizens, together with the land on which the building stands;*

(j) a building set apart and used solely as a hospital under the [Hospital Act](#), except a private hospital under that Act, together with the land on which the building stands;

(k) land and improvements for future hospital requirements that are

(i) designated for the purposes of this section by the minister responsible for the [Hospital Act](#), and

(ii) *vested in, or held by, a society or corporation that is not operated for profit and that has as an object the operation of a hospital;*

*(1) a building owned by an incorporated institution of learning that is regularly giving children instruction accepted as equivalent to that given in a public school, and that is actually occupied and wholly in use by the incorporated institution for the purpose of giving the instruction, together with*

(i) the land on which the building stands, and

*(ii) an area of the land surrounding the land referred to in subparagraph (i) or improvements on the area of land, or both, that are owned by the incorporated institution and that are reasonably necessary for the purposes of the incorporated institution, including, without limiting this, the following areas of land and improvements:*

*(A) playing fields, athletic grounds and facilities, playgrounds and improvements related to any of them;*

*(B) storage, maintenance and administrative facilities;*

*(C) dormitories for students;*

*(D) parking lots, walkways and roads;*

*(m) fruit trees;*

*(n) improvements, other than dwellings and the fixtures, machinery and similar things mentioned in paragraph (o), erected on farm land and used exclusively to operate a farm, up to but not exceeding the greater of the following:*

*(i) 87.5% of the assessed value;*

*(ii) an assessed value of \$50 000;*

*(o) fixtures, machinery and similar things located on farm land and used exclusively to operate the farm that, if erected or placed, in or on land, a building or fixture or structure in or on it, would, as between landlord and tenant, be removable by the tenant;*

*(p) an improvement designed, constructed or installed to provide emergency protection for persons or domestic animals in the event of a disaster or emergency within the meaning of the [Emergency Program Act](#);*

*(q) sewage treatment plants, manure storage facilities, effluent reservoirs, effluent lagoons, deodorizing equipment, dust and particulate matter eliminating equipment;*

*(r) a floating dry dock, other than the onshore facilities of the floating dry dock, if the floating dry dock has a lift capacity greater than 20 000 tonnes.*

*(2) Septic disposal systems are not exempt from taxation under subsection*

*(1) (q).*

*(3) An exemption under subsection (1) (b) to (p) does not include exemption from a fee.*

*(4) An exemption under subsection (1) (b), (d), (g), (h), (i) or (l) extends only to taxation under section 197 (1) (a) [municipal property taxes].*





## DISTRICT OF HUDSON'S HOPE

### Bylaw No. 901, 2018

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A bylaw to exempt certain properties from taxation.

**WHEREAS** in any year, the Council may by bylaw, exempt land or improvements, or both, referred to in section 224 of the *Community Charter* (the "Charter"), from taxation under section 197 (l)(a) of the Charter for a maximum of 10 calendar years;

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

1. This Bylaw may be cited as "Property Tax Exemption Bylaw No. 901, 2018".
2. Pursuant to section 224 (2) of the Charter, the whole of the taxable assessed value of the land and improvements of the following real properties shall be exempt from taxation under section 197 (l)(a) of the Charter for the calendar years 2020 to and including 2030.
  - (a) Lot 1 , Section 19, Township 81 , Range 25, West of the 6<sup>th</sup> Meridian, Peace River District, Plan 19094 (Parcel Identifier: 004-341-21; BCAA Folio 01035.000), used principally as a community recreational grounds and commonly referred to as the Gary Powell Memorial Hall and the Rodeo Grounds;
  - (b) all of the land surrounding the building owned by the Peace Valley Community Church Hudson's Hope Bible Fellowship, legally described as Lots 1 and 2, Block 2, Plan 12607, Part of the NE<sup>1</sup>/<sub>4</sub> of Section 13, Township 81, Range 26, West of the 6<sup>th</sup> Meridian, Peace River District and Parcel B, Block 1, Plan PGP4115, Section 18, Township 81, Range 25, Meridian W6, Peace River Land District (Parcel Identifiers: 018-157-319, 012-377-660 and 012-377-821; BCAA Folios: 00569.100, 04303.000 and 04304.000), used as a place of worship and as a community youth drop-in centre; registered in the name of the Hudson's Hope Bible Fellowship Church;
  - (c) Lot 1 , Section 24, Township 81, Range 26, West of the 6<sup>th</sup> Meridian, Peace River District, Plan 32144 (Parcel Identifier: 006-969-569; BCAA Folio 04955.000), used principally as a community riding arena and commonly referred to as The Guelly Pavilion;
  - (d) Lot 2 except Plan 33250, District Lot 420, Caribou District situated within Peace River District, Plan 20207 (Parcel Identifier: 008-430-446, Folio: 40420.01 0) and Lot 1, District Lot 420, Caribou District situate within Peace River District, Plan 21846 (Parcel Identifier: 009-21 5-1 66; BCAA Folio: 40420.020), registered to the Hudson's Hope Historical Society (Inc. #7697), used as a museum and commonly referred to as the Hudson's Hope Museum;

District of Hudson's Hope  
Property Tax Exemption Bylaw No. 901, 2018

- (e) Lot A, Section 19, Township 81, Range 25, West of the 6<sup>th</sup> Meridian, Peace River District, Plan 2031 (Parcel Identifier: 011-340-568; BCAA Folio: 01655.000), registered to Helen Rand Ruxton and dedicated as a memorial to a pioneer family;
- (f) Part E $\frac{1}{2}$  of NE $\frac{1}{4}$ , District Lot 1090, Peace River Land District and Part W $\frac{1}{2}$  of NW $\frac{1}{4}$ , District Lot 1091, Peace River Land District, except 88' strip (no parcel identifier; BCAA Folios 41090.010 and 41091.010), registered in the name of Hudson's Hope Rod & Gun Club.

~~(g) all of the land surrounding the building commonly referred to as the Hudson's Hope Evangelical Free Church, legally described as Lot 9, Block 1, Plan PGP4115, Section 18, Township 81, Range 25, Meridian W6, Peace River Land District and Parcel B, Block 1, Plan PGP4115, Section 18, Township 81, Range 25, Meridian W6, Peace River Land District (Parcel Identifiers: 13-680-196 and 018-157-319, BCAA Folios: 00568.000 and 00569.100) registered in the name of the Hudson's Hope Evangelical Free Church (Document Numbers: 881039961 and 881039963);~~

~~(h)~~ (g) all of the land surrounding the building commonly referred to as St. Peter's Church and the attached parish hall, legally described as Lot A, District Lot 420, Plan 33250, Part of the NW $\frac{1}{4}$  of Section 18, Township 81, Range 25, West of the 6<sup>th</sup> Meridian, Peace River District (Parcel Identifier: 011- 916-354; BCAA Folio: 40420.040), registered in the name of The Anglican Synod of the Diocese of Caledonia; and

~~(i) all of the land surrounding the building commonly referred to as the Hudson's Hope Health Centre, legally described as Lot 2, Section 13, Township 81, Range 26, West of the 6<sup>th</sup> Meridian, Peace River District, Plan PGP39983 (Parcel Identifier: 023-424-141; BCAA Folio: 17101.510).~~

~~3. Pursuant to section 224 (2) of the Charter, the whole of the taxable assessed value of the improvements of the following real properties shall be exempt from taxation under section 197 (1)(a) of the Charter for the calendar years 2019 to and including 2029:~~

~~(a) improvements located on Lots 9, 10, 11, 17, 18 and 19, Block 2, Section 18, Township 81, Range 25, West of the 01 Meridian, Peace River District, Plan 4115 (Parcel Identifiers: 013-680-013 and 013-680-030; BCAA Folio 00594.000), used principally as a community curling facility and commonly referred to as the Bullhead Mountain Curling Club; and~~

District of Hudson's Hope  
Property Tax Exemption Bylaw No. 901, 2018

~~(b) — improvements located on Lots 9, 10 and 11, Block 2, Section 18, Township 81, Range 25, West of the 6<sup>th</sup> Meridian, Peace River District, Plan 4115 (Parcel Identifier: 013-023-519; BCAA Folio 00586.000), used principally as a community hall and commonly referred to as the Hudson's Hope Community Hall.~~

4.3. Pursuant to section 224(2) of the Charter, the whole of the taxable assessed value of the land and improvements of the following real properties shall be exempt from taxation under section 197 (I)(a) of the Charter for the calendar years ~~2019-2020~~ to and including ~~2029~~2030.

- (a) Peace River Land District, all that unsurveyed Crown Land adjacent to DL 1027 together with those parts of DL 1026 and DL 1027 purpose of commercial alpine ski hill and recreation area (no parcel identifier; BCAA Folio 41027.100), registered in the name of Hudson 's Hope Ski Association.

5.4. Tax Exemption Bylaw No. ~~754, 2008~~901, 2018 is repealed.

Read for a First Time on the 26<sup>th</sup> day of November, 2018.  
Read for a Second Time on the 2<sup>nd</sup> day of November, 2018.  
Read for a Third Time on the 8<sup>th</sup> day of December, 2018.  
Adopted on the 10<sup>th</sup> day of December, 2018.

  
\_\_\_\_\_  
Mayor Dave Heiberg

  
\_\_\_\_\_  
for Corporate Officer, Tammy Mckeown  
*Chris Cvik, Interim CAO*

Certified a true copy of Bylaw No. 901,  
2018 this day of , 2018.

\_\_\_\_\_  
Clerk

**From:** [Chris Cvik](#)  
**To:** [Tammy McKeown](#)  
**Subject:** FW: Housing Needs Assessment Report for the North Peace  
**Date:** Thursday, May 16, 2019 9:42:44 AM  
**Attachments:** [image002.png](#)

---

Tammy, can you please add this to the May 27<sup>th</sup> agenda. It is a grant request that Urban Systems is trying to organize. It does not cost the District anything and the information may be useful to the District.

Chris

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

---

**From:** Edward Stanford <estanford@urbansystems.ca>  
**Sent:** May 16, 2019 9:07 AM  
**To:** Chris Cvik <cao@hudsonshope.ca>  
**Cc:** Matt Thomson (Urban Matters) <mthomson@urbanmatters.ca>  
**Subject:** RE: Housing Needs Assessment Report for the North Peace

Chris,

You are correct. The Housing Needs Report program section #6 states :

“Grant Maximum – funding maximums are based on the population of the planning area (using the 2016 Census data). The Program can contribute a maximum of 100% of the cost of eligible activities – to a maximum amount identified in Table 1. “

So, if we were to work with the District exclusively the way the funding allocation works is that the Province will provide \$ 15,000. But by doing a North Peace analysis, that will still dig deep on the needs in Hudson's Hope then there is \$ 100,000 (out of a possible \$ 150,000 maximum) available. We think you will get a much better product recognizing the fluidity of population in the region.

I hope this answers your question.

I am on the road today, but please don't hesitate to send me a note if there are any other questions, or I am in the office tomorrow.

Regards,

Edward.

**C1**

**Edward O L Stanford**  
Principal



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**urban  
matters**

10808 – 100<sup>th</sup> Street  
Fort St. John, BC V1J 3Z6 CANADA  
T: 250 785 9697 x 8212 C: 250 261 9946  
[estanford@urbansystems.ca](mailto:estanford@urbansystems.ca)  
[urbansystems.ca](http://urbansystems.ca)

---

**From:** Chris Cvik <[cao@hudsonshope.ca](mailto:cao@hudsonshope.ca)>  
**Sent:** May 16, 2019 7:37 AM  
**To:** Edward Stanford <[estanford@urbansystems.ca](mailto:estanford@urbansystems.ca)>  
**Subject:** RE: Housing Needs Assesment Report for the North Peace

Thanks Edward, one question.

1. Just want to confirm the District does not have to invest any funding as part of this application (i.e., this is not a 1/3, 1/3, 1/3 program), and that it is 100% funded by the province if successful?

Chris

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

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**From:** Edward Stanford <[estanford@urbansystems.ca](mailto:estanford@urbansystems.ca)>  
**Sent:** May 15, 2019 3:32 PM  
**To:** Andrew Young <[ayoung@districtoftaylor.com](mailto:ayoung@districtoftaylor.com)>; 'Moira Green' <[mgreen@fortstjohn.ca](mailto:mgreen@fortstjohn.ca)>; Shawn Dahlen <[Shawn.Dahlen@prrd.bc.ca](mailto:Shawn.Dahlen@prrd.bc.ca)>; Chris Cvik <[cao@hudsonshope.ca](mailto:cao@hudsonshope.ca)>  
**Cc:** Matt Thomson (Urban Matters) <[mthomson@urbanmatters.ca](mailto:mthomson@urbanmatters.ca)>; Jodee Ng (Urban Matters) <[jng@urbanmatters.ca](mailto:jng@urbanmatters.ca)>; Lee Prevost (Urban Matters) <[lprevost@urbanmatters.ca](mailto:lprevost@urbanmatters.ca)>; Julianne Kucheran (Urban Matters) <[jkucheran@urbanmatters.ca](mailto:jkucheran@urbanmatters.ca)>; Jaime Adam <[jadam@urbansystems.ca](mailto:jadam@urbansystems.ca)>  
**Subject:** Housing Needs Assesment Report for the North Peace  
**Importance:** High

Andrew, Moira, Shawn, and Chris,

Thank you all for considering to collectively do a Housing Needs Assessment Report covering the

North Peace region by taking advantage of the current round of UBCM funding . These reports are now mandated by the Province for local governments, but this (and November intake) is an opportunity to have it funded directly.

As discussed, a resolution by Council/ Board is required with the submission, and below is some wording to consider utilizing for any agenda report this month.

Further details of the announcement can be found here

[https://www.ubcm.ca/EN/meta/news/news-archive/2019-archive/housing-needs-funding.html?utm\\_source=The+Compass+-+April+17%2C+2019&utm\\_campaign=The+Compass+-+April+17%2C+2019&utm\\_medium=email](https://www.ubcm.ca/EN/meta/news/news-archive/2019-archive/housing-needs-funding.html?utm_source=The+Compass+-+April+17%2C+2019&utm_campaign=The+Compass+-+April+17%2C+2019&utm_medium=email)

And the application form our Team is completing is here

<https://www.ubcm.ca/EN/main/funding/lgps/housing-needs-report-program.html>.

The District of Taylor have gracefully stepped forward (dependent on it being passed by Council on Tuesday) to manage the UBCM funds for this project.

The resolution below reflects the opportunity to work with Urban Systems/ Urban Matters on this, and that second part point would obviously not need to be a part of any resolution set before the Peace River Regional District, City of Fort St John or District of Hudson's Hope as it is specific to administration of the funds .

As discussed, by doing this work collectively then a far more robust data set can be achieved to better understand the housing needs in the region. All data collected will be of course split up as unique analysis of your individual municipality/ local government area for directed reflection and use in a host of instances. The advantage of amalgamation on an application is respecting the fluidity and transient nature of population flows in and around the region.

Along with the board/ council resolutions then we can also supply letters of reference. I can confirm a letter coming from Northern Health to support the application. I can also confirm a letter of support from the Hudson's Hope Health Care & Housing Society. We are also approaching the Salvation Army, Women's Resource Society, Association For Community Living as well as the FSJ Native Housing Society.

Background on Housing Needs Assessments and UBCM Funding:

As of April 2019, local governments in BC (municipalities, electoral areas, regional districts) will be required to complete "Housing Needs Reports" every 5 years

- A community's first Housing Needs Report must be completed by 2022
- The sooner a community can complete their first reports the 'fresher' the Census data will be (currently Census data is from 2016)
- UBCM is currently offering \$5 million of funding over 3 years to support local governments in developing their needs reports

- Current funding calls are for May 31 and November 29 deadlines
- Local governments are eligible for between \$15,000 and \$70,000 of funding, scaled to the size of the municipality, or up to \$150,000 for a regional study
- A North Peace Housing Needs Report would include:
  - District of Taylor
  - City of Fort St. John
  - Peace River Regional District (Areas B and C)
  - District of Hudson's Hope
- Eligibility for a regional study would be up to \$100,000 (based upon population matrix).

Draft Resolution:

THAT staff apply for up to \$100,000 Housing Needs Assessment grant from UBCM to lead a Northern Peace Regional Housing Study and manage the funds, with support from Peace River Regional District (for Areas B and C), City of Fort St. John, District of Hudson's Hope, in order to further support regional work and approaches on housing issues in the North Peace region;

AND THAT the District work with Urban Matters and Urban Systems as the primary consultant to conduct the study.

I am just in Fort McMurray currently but will be back in FSJ on Friday morning if you have any questions.

Regards,

Edward.

**Edward O L Stanford**  
Principal



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matters**

10808 – 100<sup>th</sup> Street  
Fort St. John, BC V1J 3Z6 CANADA  
T: 250 785 9697 x 8212 C: 250 261 9946  
[estanford@urbansystems.ca](mailto:estanford@urbansystems.ca)  
[urbansystems.ca](http://urbansystems.ca)

Tammy McKeown

---

**Subject:** FW: Renewal Request - Wounded Warriors E-Magazine

**From:** tony@crimewatchcanada.com <tony@crimewatchcanada.com>

**Sent:** Thursday, May 16, 2019 10:54 AM

**To:** Tammy McKeown <clerk@hudsonshope.ca>

**Subject:** Re: Renewal Request - Wounded Warriors E-Magazine

-----

Further to your discussion with Dave K:

On behalf of Wounded Warriors Canada, we would like to thank you for your ongoing support and allowing us to advertise your organization as a much valued sponsor in the Wounded Warriors Canada E-Magazine. We are respectfully asking for your continued assistance as a Sponsor and help to support the work, Wounded Warriors Canada strives to achieve so to honour and support Canada's ill and injured Canadian Armed Forces members, Veterans, First Responders and their families.

Our records indicate that your sponsorship is coming up for renewal – which consists of four business cards to run consecutively at the cost 625.00 - Most importantly, the dollars risen after costs going directly back to the charitable programs and services provided by Wounded Warriors Canada.

Attached is the charity info sheet.

Regards,

Tony Russo

National Accounts Manager



[www.crimewatchcanada.webs.com](http://www.crimewatchcanada.webs.com)



***To honour and support Canada's ill and injured Canadian Armed Forces members, Veterans, First Responders and their families.***

**CRA# 82808-2727-RR0001**



Wounded Warriors Canada is a national mental health charity whose mission is to honour and support Canada's ill and injured Canadian Armed Forces members, Veterans, First Responders and their families.

Canadians are understandably shocked to know that since 2010 we have lost more Veterans to suicide than were killed in action in Afghanistan. For Wounded Warriors Canada, and for our nation, this is entirely unacceptable. Operational Stress Injuries have impacted the lives of thousands of Canadians who have served our country bravely. Unfortunately, far too many are falling through the systemic gaps that exist caring for them in their time of need.



It is important that the individuals and their family members know that we, as a country and community, are *in this* together- working to ensure they receive the help they so rightly deserve.

Wounded Warriors Canada raises funds to develop and deliver a wide range of innovative mental health programs and services benefitting over 1,800 individuals and their families each year. In 2016 donations exceeded \$3 million with 82% of expenditures delivered to programming.

This is only made possible as a result of the compassionate trust and support of individual Canadians and Canadian businesses, enabling us to carry forward our guiding ethos: Honour the Fallen, Help the Living.

***Crime Watch Canada – Proudly Supporting Wounded Warriors Canada***



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**From:** [Robbestad, Melanie](#)  
**Subject:** RESEND: A Public Health Approach to Non-Medical Cannabis  
**Date:** Thursday, May 16, 2019 2:42:12 PM  
**Attachments:** [2018-08-28\\_M\\_Letter\\_LG-Cannabis\\_FINAL.pdf](#)

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Good afternoon Mayor and Council,

Northern Health Medical Health Officers would like to draw your attention to the attached letter, which was originally sent in August 2018. Given that a municipal election has occurred since then, and applications for cannabis retail locations are now becoming more frequent, we would like to re-surface our recommendations that support a public health approach to cannabis access and use.

Northern Health can provide support to municipalities by reviewing draft bylaws, sharing experiences in other communities, and by providing educational materials for the general public. If you require additional support, please contact your regional Medical Health Officer.

Thank you,  
Melanie Robbestad  
Executive Assistant to the Chief Medical Health Officer  
**Northern Health**  
600-299 Victoria Street (Suite 810), Prince George, BC V2L 5B8  
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***the northern way of caring***

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**Population & Public Health – Regional Office**  
600-299 Victoria Street (Suite 810)  
Prince George, BC V2L 5B8  
Telephone (250) 565-2649

August 28, 2018

Dear Mayor and Council,

Re: A Public Health Approach to Non-Medical Cannabis

Cannabis is the second most widely used psychoactive substance in Canada. Evidence suggests that the prohibition of cannabis is not achieving the intended objective of reducing use and associated harms, and that legalization with strict regulation would be more effective.<sup>1</sup> Dried cannabis, cannabis oils and seeds will be legalized in Canada on October 17, 2018.

Northern Health Medical Health Officers support a public health approach to cannabis access and use<sup>2,3</sup> including legalization with an appropriate level of market regulation aimed at protecting and promoting health while allowing access at levels that reduce the black market. Some expected benefits of legalization include decreased use of cannabis among youth, safer products with known potency, advertising control, reduced stigma, and reduced enforcement costs. Some potential or theoretical risks of increased legal access may include increases in problematic cannabis use by adults, and increased rates of cannabis-impaired driving. We believe the opportunities for improved health outweigh these potential risks, and that these risks can be mitigated through appropriate education and regulation.

Multiple sectors of society, and all levels of government, have roles to play in a comprehensive public health approach to cannabis legalization. Local governments, in particular, can adopt regulations aimed at reducing youth exposure to non-medical cannabis, high-risk use in general (e.g., heavy or frequent use, use with other substances), and unwanted exposure to second-hand cannabis smoke and vapour. Local governments can also support increasing public knowledge and awareness, to support risk reduction and destigmatization, without normalization or promotion.

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<sup>1</sup> Haden, M., Emerson, B. (2014). "A vision for cannabis regulation: a public health approach based on lessons learned from the regulation of tobacco and alcohol." *Open Medicine* 8(2)e73. Available online: [http://www.bccdc.ca/resource-gallery/Documents/Statistics%20and%20Research/Publications/Epid/Other/01\\_A%20vision for cannabis regulation.pdf](http://www.bccdc.ca/resource-gallery/Documents/Statistics%20and%20Research/Publications/Epid/Other/01_A%20vision%20for%20cannabis%20regulation.pdf)

<sup>2</sup> Canadian Public Health Association's position statement on *Legalization, Regulation, and Restriction of Access to Cannabis*. Available online: [https://www.cpha.ca/sites/default/files/uploads/resources/cannabis/cpha\\_public\\_health\\_approach\\_cannabis\\_e.pdf](https://www.cpha.ca/sites/default/files/uploads/resources/cannabis/cpha_public_health_approach_cannabis_e.pdf)

<sup>3</sup> Canadian Chief Medical Officers and Urban Public Health Network. (2016). *Public health perspectives on cannabis policy and regulation*. Available online: <http://uphn.ca/wp-content/uploads/2016/10/Chief-MOH-UPHN-Cannabis-Perspectives-Final-Sept-26-2016.pdf>

Local governments' jurisdiction in zoning, land use, business licensing, building codes, nuisance by-laws, and enforcement, as well as their ability to advocate to higher levels of government, can all be leveraged to promote a public health approach to cannabis.<sup>4</sup> Some specific areas of best practice<sup>5</sup> where local governments can support a public health approach include:

1. Restrict public consumption of cannabis. By limiting where cannabis can be consumed, local governments can reduce unwanted exposure to second-hand cannabis smoke or vapour, and can reduce the visibility of cannabis consumption for youth, making it less normative, and more likely that youth delay initiation or never start:
  - Prohibit public cannabis consumption wherever tobacco consumption is already prohibited, ideally including workplaces, enclosed public spaces, health authority and school board property, transit shelters, common areas of apartment buildings and community care facilities, and areas frequented by children and youth, such as parks, beaches, pools, playgrounds, and sports fields; and,
  - Prohibit smoking/vaping lounges, including mobile units.
2. Allow local sales of non-medical cannabis in order to reduce the uncontrolled black market, but with certain limits intended to reduce exposure to youth and harmful patterns of consumption in the general population:
  - Adopt and enforce strict regulations prohibiting the sale of cannabis to persons under 19 years of age;
  - Require that cannabis retail staff undergo mandatory training regarding product potency and how to mitigate the associated risks of cannabis use;
  - Prohibit the sale of cannabis by vending machines or other self-service and/or dispensing devices;
  - Restrict public advertising of cannabis sales, such as sandwich boards, flyers, and sign spinners;
  - Prohibit cannabis sales where alcohol or tobacco is sold;
  - Establish a minimum separation of 300 metres between cannabis retail outlets, to limit overall density of cannabis availability in the community;
  - Establish a minimum separation of 300 metres between cannabis and alcohol outlets, to discourage the higher-risk use of cannabis and alcohol together;
  - Establish a minimum separation of 600 metres between cannabis retail outlets and schools, recreation centres, parks and other areas where children and youth frequent, to reduce the visibility and availability of cannabis to youth; and,
  - Limit hours of sale to at least correspond with alcohol sale policy, although greater restrictions would provide additional health benefits.
3. Visibly enforce laws against cannabis - impaired driving, including public awareness campaigns about roadside checks.

<sup>4</sup> Federation of Canadian Municipalities. (2018). *Municipal Guide to Cannabis Legalization: A Roadmap for Canadian Governments*. Ottawa, ON: Federation of Canadian Municipalities.

<sup>5</sup> Recommendations are derived from Peloquin R, Scarr J. (2017). *Cannabis Regulation and Youth: A Jurisdictional Review*. Vancouver: Child Health BC, and Tyler, I., Schwandt, M., Padhi, S. (2018). *Recommendations to support municipal bylaw development regulating cannabis access and use*. Surrey, BC: Fraser Health Authority.

4. Collaborate or coordinate with the health sector to support education and awareness of the risks of cannabis use, and ways to reduce these risks:
  - Develop, endorse, and/or collaborate in public education campaigns with tailored and relevant messaging, targeting youth especially, including information about cannabis laws, risks, safer use, and resources for treatment;
  - Promote messages aligned with *Canada's Lower Risk Cannabis Use Guidelines* to support cannabis users to make healthier choices and reduce risks associated with cannabis use, including: delay initiation until adulthood, limit frequency and quantity per use, use a lower THC content, do not drive or operate machinery within 6 hours of use, do not use with other substances (e.g., alcohol), and do not use if pregnant; and,
  - Invest in, collaborate on, or otherwise support data collection and analysis regarding cannabis availability, use, and related harms, in order to evaluate the effectiveness of various strategies to reduce harms from cannabis use.

Several of the above restrictions are already required under provincial and/or federal law, but local government can reinforce and strengthen these restrictions through setting higher standards, imposing additional penalties, and of course enforcement actions. We recommend consulting the *Municipal Guide to Cannabis Legalization*, published by the Federation of Canadian Municipalities, which provides extensive practical guidance on these matters.

We also understand that certain specific recommendations may not be feasible in very small communities, e.g. relating to the physical separation of cannabis retail from alcohol retail, or from areas where youth congregate. We still encourage local governments to follow the spirit, if not the letter, of the recommendations, e.g. striving for whatever physical separation is possible.

Northern Health Medical Health Officers strongly caution against pursuing economic gain from the legalization of non-medical cannabis use. When cannabis production and sales are significantly motivated by revenue generation, this creates an incentive to encourage greater cannabis consumption by the public, and a disincentive to establishing appropriate restrictions on cannabis availability. Promoting and protecting health should be the primary concern, whereas revenue generation should be a secondary consideration.<sup>6</sup> To the extent that revenue is generated, we recommend that it be used to fund educational campaigns, health promotion activities, and/or data collection and analyses that support the overall public health-related goals of cannabis legalization.<sup>7</sup>

We also recommend taking care to ensure that policies, bylaws, enforcement strategies, and related activities do not impose disproportionate burdens on more marginalized groups, who may, for instance, face limited opportunities to participate in the cannabis or general economy, or who may not have access to private spaces in which to consume cannabis.

Finally, we would like to note that alcohol, tobacco, and opioids continue to cause a greater overall burden of disease and injury than cannabis does. We encourage local governments to take the opportunity from the upcoming legislative changes to cannabis, to review how the harms associated with other substances, might also be reduced through local government action. For example, restrictions on public consumption should include cannabis, tobacco, e-cigarettes, and other combustible products; and many of the strategies we recommend to reduce harmful levels of

<sup>6</sup> Canadian Chief Medical Officers and Urban Public Health Network. (2016). *Public health perspectives on cannabis policy and regulation*. Available online: <http://uphn.ca/wp-content/uploads/2016/10/Chief-MOH-UPHN-Cannabis-Perspectives-Final-Sept-26-2016.pdf>

<sup>7</sup> Peloquin R, Scarr J. *Cannabis Regulation and Youth: A Jurisdictional Review*. Vancouver: Child Health BC 2017.

cannabis consumption through reasonable limits on access, also apply to alcohol. Many local governments in northern BC have already taken positive steps to reduce the negative impacts of these substances, and we thank you for this effort.

Cannabis legalization represents both a challenge and an opportunity for local governments to foster the development of healthy, vibrant communities across BC. We hope you find the above recommendations useful as part of a public health approach to substance use. For more information, or to further discuss your community's approach to non-medical cannabis or other substances, be welcome to connect with your local Medical Health Officer or Environmental Health Officer.

Sincerely,



Dr. Sandra Allison, MPH  
CCFP FRCPC  
Chief Medical Health  
Officer  
Northern Health



Dr. Rakel Kling, MSc MPH  
FRCPC  
Medical Health Officer,  
Northwest HSDA  
Northern Health



Dr. Andrew Gray, MSc  
FRCPC  
Medical Health Officer,  
Northern Interior HSDA  
Northern Health



Dr. Jong Kim, MSc,  
FRCPC  
Medical Health Officer,  
Northeast HSDA  
Northern Health

#### Key resources:

Canadian Public Health Association: *A Public Health Approach to the Legalization, Regulation, and Restriction of Access to Cannabis* (available online: [https://www.cpha.ca/sites/default/files/uploads/resources/cannabis/cpha\\_public\\_health\\_approach\\_cannabis\\_e.pdf](https://www.cpha.ca/sites/default/files/uploads/resources/cannabis/cpha_public_health_approach_cannabis_e.pdf))

Centre for Addiction and Mental Health: *Canada's Lower Risk Cannabis Use Guidelines* (available online: <https://www.camh.ca/-/media/files/pdfs---reports-and-books---research/canadas-lower-risk-guidelines-cannabis-pdf.pdf>)

Federation of Canadian Municipalities: *Municipal Guide to Cannabis Legalization* (available online: <https://fcm.ca/Documents/issues/Cannabis-Guide-EN.pdf>)



# New Tools for Assessing the Cumulative Impacts of Resource Development

Come out to hear what UNBC's Cumulative Impacts Research Consortium has learned about the community, health, and environmental impacts of resource development, and to see the tools we've piloted to support local monitoring and decision-making processes.



June 3, 2019 | 12 pm - 1 pm | Fort Nelson | Northern Lights College

June 4, 2019 | 12 pm - 1 pm | Fort St. John | North Peace Cultural Center

June 5, 2019 | 12 pm - 1 pm | Dawson Creek | Kiwanis Performing Arts Center

June 5, 2019 | 6 pm - 7 pm | Tumbler Ridge | Tumbler Ridge Community Center

June 6, 2019 | 12 pm - 1 pm | Hudson's Hope | Pearkes Centre

June 7, 2019 | 12 pm - 1 pm | Chetwynd | Chetwynd Recreation Center

June 11, 2019 | 12 pm - 1 pm | Vanderhoof | Integris Community Center

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**FOR MORE INFORMATION AND TO RSVP CONTACT:**

**MARIEKA.SAX@UNBC.CA**







## Hudson's Hope Pickleball Club

May 22, 2019

To the District of Hudson's Hope, Mayor and Councillors:

As gym availability is almost over with the end of the school year and the good weather is here, the pickleball club is looking forward to playing outside. Kaitlyn has offered to get lines painted in the arena to play inside for the summer but the consensus with the players for now is that we would rather play outside and enjoy the summer weather. We were wondering if it would be possible to get pickleball lines painted on the tennis courts in a different colour from the tennis court lines as the pickleball court is smaller. The net is 2" shorter but we can make do with the existing tennis net (I don't see it there but I am assuming it was just removed for the winter). There is also quite a bit of gravel on the courts. I'm not sure if the District usually sweeps them in the spring. If there is a push sweeper available for use, we could help with cleaning them and also help with painting the lines if necessary.

Thanks very much

Kelly Newsholme

250 783-5736

## REQUEST FOR DECISION

<b>RFD#:</b> CC-2019-45	<b>Date:</b> May 6, 2019
<b>Meeting#:</b> CM052719	<b>Originator:</b> Chris Cvik
<b>RFD TITLE:</b> Notice of Closed Session – May 27, 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- Personnel. CC Section 90 (1) (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;  
CC Section 90 (1) (c) labour relations or other employee relations;

Agenda Item- Volunteer/Youth Volunteer. CC Section 90 (1) (b) personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity;

Agenda Item- Road Closure. CC Section 90 (1) (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;

Agenda Item- Hydro Land Issues. CC Section 90 (1) (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;

Report Prepared by:

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