



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

### **AGENDA**

Council Chambers

Monday, June 24, 2019

**1. Call to Order:**

**2. Delegations:**

D1 Robert Norton – Emergency Management for Elected Officials

Page 1

**3. Notice of New Business:**

Mayor's List  
Councillors Additions  
CAO's Additions

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

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

**6. Adoption of Minutes:**

M1 June 10, 2019 Regular Council Meeting Minutes

Page 3

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

**8. Public Hearing:**

**9. Staff Reports**

SR1	CAO update	Page 9
SR2	2018 District of Hudson's Hope Annual Report	Page 11
SR3	Items previously released from In-Camera	Page 60
SR4	Office Administration Update	Page 61
SR5	Public Works Update	Page 66
SR6	Beattie Park-Special Events- Electricity Use	Page 68
SR7	Bear Proof Recycling Bins	Page 71
SR8	Recreation and Special Events Update	Page 75
SR9	Protective Services Update	Page 81

**10. Committee Meeting Reports:**

CM1 North Peace Airport Society Minutes Page 90

**11. Bylaws:**

**12. Correspondence**

C1 2019 UBCM Meeting requests Page 95

**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 125

**18. Adjournment**



## DISTRICT OF HUDSON'S HOPE

### Delegation to Council Request Form

Name of person or group wishing to appear before Council:

Robert Norton

Subject of presentation: Emergency Management for Elected Officials

Purpose of presentation:

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

Educational session for elected officials on the roles and responsibilities of local government during an emergency event.

Contact person (if different than above):

Telephone number: (250) 783-0542

Email address: firechief@hudsonshope.ca

Will you be providing supporting documentation? ☐ Yes ☒ No

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

Technical requirements:

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

### Rules for Delegations:

1. fifteen minute maximum
2. name of person and or group and subject will be published in agenda (available to public and on internet)
3. direct your presentation to Council
4. Council may have questions
5. be courteous and polite
6. be respectful
7. is not a debate
8. don't expect an immediate answer
9. may not be on date requested as limit of three delegations per meeting on a first come, first served basis
10. bring enough handouts if your material is not published in agenda (the District will not provide reproduction services)

### Helpful Suggestions:

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

I understand and agree to these rules for delegations

\_\_\_\_\_  
Robert Norton  
Name of Delegate or Representative of Group  
\_\_\_\_\_  
Signature

\_\_\_\_\_  
14 June 2019  
Date

For Office Use	
<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Rejected
By (signature): <u>M. McLean</u>	<input type="checkbox"/> Mayor <input checked="" type="checkbox"/> CAO <sup>ACTING</sup>
Appearance date if applicable: <u>JUNE 24<sup>th</sup></u>	
Applicant informed of approval/rejection on (date): <u>JUNE 14<sup>th</sup></u>	
By (signature) <u>M. McLean</u>	Date: <u>2019-06-14</u>





**REGULAR COUNCIL MEETING  
June 10, 2019  
6:00 P.M.  
COUNCIL CHAMBERS**

Present **Council: Mayor Dave Heiberg  
Councillor Kelly Miller  
Councillor Mattias Gibbs  
Councillor Leigh Summer**

**Absent: Councillor Patricia Markin  
Councillor Valerie Paice  
Councillor Travous Quibell  
Youth Councillor, Taylor Rowe**

**Staff: CAO, Chris Cvik  
Director of Public Works, Mokles Rahman  
Corporate Officer, Tammy McKeown**

**Other: 8 in gallery**

**1. DELEGATIONS:**

**D1 William Lindsay- Hudson's Hope PSAs**

- Mr. Lindsay provided the history of the Peace River Internet Service (PRIS) and the Public Service Announcement (PSA) Program offered by them.
- It was stressed that there is a need for a dependable service in Hudson's Hope that the public can utilize.
- PRIS has informed Mr. Lindsay that the total administrative time required to send out the PSAs is approximately ½ hour per day; Mondays would take a bit longer due to the number of announcements received over from closing on Friday to opening on Monday. The administrative duties would be reviewing and forwarding announcements plus maintaining the mailout list.
- Losing this service could have a negative effect on the community; the CAO and Councillor Miller contacted PRIS and investigated what would be needed for the District to operate the program, shortly after the system went down.
- The Mayor voiced concern over staff capacity.
- [Staff to gather additional information regarding the operation of the program and bring it back to Council.](#)

**D2 Hudson's Hope Farmers' Market**

- Caitlin Vince provided an overview of last year's event.
- The Farmers' Market would like to provide a beer garden between the hours of 3pm and 8pm; would coincide with the District's Volunteer

Appreciation Event; will ensure that they have a safe ride program available.

- Staff to bring back recommendation for the event to the next meeting.

2. **CALL TO ORDER:**

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

3. **NOTICE OF NEW BUSINESS:**

**Mayors Additions:** Electrical-Farmers Market

**Councillors Additions:**

**CAO Additions:**

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

**RESOLUTION NO. 175/19**

**M/S Councillors Gibbs/Miller**

**That**

**"The June 10, 2019 Regular Council Meeting Agenda be amended to bring Public Inquiries forward to the beginning of the meeting."**

**CARRIED**

16. **PUBLIC INQUIRIES:**

**Caitlin Vince- Hudson's Hope Farmer's Market:**

- At the April 23<sup>rd</sup>, 2019 Regular Council Meeting a resolution was made to allow the Farmer's Market to use Beattie Park under the condition that no vendors use the District's electricity for free.
- Ms. Vince presented a calculation of the estimated power used by the Farmers' Market within the last two years; 2018-1.41kwh and 2017 8.55kwh.
- Ms. Vince requested, on the behalf of the Farmer's Market, that Council reconsider their resolution in regard to power usage.
- The Mayor acknowledged the efforts that Ms. Vince has put into operating the Farmer's Market; he explained that it was not about cost but rather the concern around safety, capacity and liability.
- The use of the park must be treated the same as any other District facility.
- Electrical capacity is a large concern, District staff needs to check the existing outlets and determine what their capacity is to ensure that they can be safely operated by the members of the Farmers' Market. This will also ensure fairness; need to consider future members of the market that may require power usage; there is also the safety concern around the possible tripping hazards presented by extension cords.
- Liability- the Farmers' Market does not hold any form of liability insurance which could create issues for them in the event of any form of accident; there is the possibility that the District may be able to include them under an associate membership, the cost for this coverage is approximately \$250 per year.
- As the Farmers' Market is not a formal association, they are unable to apply for the District's Grant in Aid; Staff will research the liability insurance and will bring information back to Ms. Vince.

- Until staff has had a chance to review the capacity at the park and to investigate the insurance, operation of the market will remain the same taking into consideration the payment for electrical use made by Ms. Vince.
- Staff to bring back options in regard to electrical usage; need to be diligent; Council is confident that a solution can be achieved.

**Suzie Bach- Hudson's Hope Farmers' Market**

- Speaking on behalf of the Sportsman Restaurant: The Farmers' Market is good for the town; it brings in people from all areas; is a Community Event.

A question was raised in regard to where the price for the power usage came from. The Mayor explained that Council had not provided direction to staff in regard to what the fee should be; it is more of a capacity issue than a cost issue; the District did not want to put people in harms way; will attempt to address the actual intent that Council had.

**Fay Lavallee** mentioned that the OCP is all about the people of the community; need to ensure that everyone is protected.

The Mayor stated that Council recognizes the value the Farmers' Market brings to the Community; would like to be able to determine capacity and then will leave it up the Farmers' Market to regulate the number of users. Once additional information is received from staff, Council will reconsider the issue of the supply of power.

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

6. **ADOPTION OF MINUTES:**

M1

**May 27th, 2019 Regular Council Meeting**

Correction: SR2 Project Manager- Water Well Project- should read 'the District intends to keep'.

**RESOLUTION NO. 176/19**

**M/S Councillors Summer/Gibbs**

**That**

**"The minutes of the May 27th, 2019 Regular Council Meeting be adopted as amended."**

**CARRIED**

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

BA1

**C1 Urban Systems – Housing Needs Assessment Report for the North Peace**

- Targeting application to be completed by Fall.
- CAO sent e-mail to Urban Systems; no concerns were brought forward.

BA2

**C6 Proposal by River of the Peace Metis Society**

- No additional information has been received.

8. **PUBLIC HEARING:**

9. **STAFF REPORTS:**

SR1

**Land Decision Hudson's Hope Health Care & Housing Society Rpt #2**

**RESOLUTION NO. 177/19**

M/S Councillors Miller/Gibbs

That

"Council authorize Administration to complete the sale of PID: 011-373-601; Lot 1 Section 13 Township 81 Range 26 West of 6th Meridian Peace River District Plan PGP17871 to the Hudson's Hope Health Care & Housing Society."

CARRIED

SR2 **Conference/Training Report- MATI course**  
FOR INFORMATION

SR3 **Meeting Report-RSEC**  
FOR INFORMATION

SR4 **Items Previously Released from Closed Meetings**

RESOLUTION NO. 178/19

M/S Councillors Gibbs/Summer

That

"Council receive this report for information."

CARRIED

9. **COMMITTEE MEETING REPORTS:**

10. **BYLAWS:**

B1 **Property Tax Exemption Bylaw No. 908, 2019**

RESOLUTION NO. 179/19

M/S Councillors Summer/Miller

That

"Council adopt the District of Hudson's Hope Property Tax Exemption Bylaw No. 908, 2019."

CARRIED

11. **CORRESPONDENCE:**

C1 **14th Annual NEBC Coal & Energy Forum**

RESOLUTION NO. 180/19

M/S Councillors Gibbs/Miller

That

"Council authorize up to two Council members to attend the 14<sup>th</sup> Annual Northeast BC Coal & Energy Forum in Tumbler Ridge on September 11-12, 2019."

CARRIED

C2 **Invitation: Honourable Melanie Mark**

- The Mayor informed Council that the Northern Lights College will be able to graduate nurses from the Nursing Program; there are 32 spots available through Northern Lights. They are focusing on Local and First Nation's applicants.

FOR INFORMATION.

C3 **Community Health Planning for Wildfire Season**

FOR INFORMATION.

C4     **Invitation Pouce Coupe Canada Day Parade**  
FOR INFORMATION.

C5     **BC Hydro Construction Bulletin**

- Reminder of Open House being held on June 12, 2019 at the Community Hall.

FOR INFORMATION

C6     **17th Annual BC Natural Resources Forum**  
DIARIZE

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

14.    **OLD BUSINESS:**

15.    **NEW BUSINESS:**

NB1    **Electrical usage at Farmers' Market**

- Areas of concern are capacity, safety and liability.
- The Mayor requested that staff investigate these areas of concern.
- The CAO stated that staff would get it completed as quickly as possible but could not guarantee that it would be completed prior to the next Regular Council Meeting.
- Councillor Summer discussed Councillor Quibell's written suggestions; cost would be minimal; Ground Fault Circuit Interrupter is what should be considered, would also allow a means of control through locking; would eliminate a large portion of the safety concerns.
- Staff will research and report back what is required in regard to obtain liability insurance.

**RESOLUTION NO. 181/19**

**M/S Councillors Summer/Miller**

**That**

**"Council directs staff to investigate safety, liability and capacity parameters to enable the Farmers' Market to utilize the Beattie Park including the use of electricity."**

**CARRIED**

- Caitlin Vince explained that, as discussed previously, there is very minimal usage of electricity; the only power used this year was for an electric amp by one of the local musicians.
- The Mayor explained again that the District must take into consideration potential future usage.
- Councillor Summer stated that if the power supply is up to Code then we should be fine with supplying power.

16.    **PUBLIC INQUIRIES:**  
Brought forward at the beginning of the meeting.

17.    **IN-CAMERA SESSION:**

**Notice of Closed Session**

**RESOLUTION NO. 182/19**

M/S Councillors Gibbs/Miller

That

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

Agenda Item- Land Proposal. 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;

**CARRIED**

**6:50 pm moved to in-camera meeting**

18. **ADJOURNMENT:**

*Mayor Heiberg declared the meeting adjourned at 7:28 pm.*

**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  
17th Annual BC Natural Resources Forum*

**Diarized**

*07/25/16  
02/26/18  
11/05/18  
28/01/19  
08/04/19  
06/10/19*

Certified Correct:

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

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

## THE DISTRICT OF HUDSON'S HOPE

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

---

Some of the initiatives currently being worked or recently completed:

- With the announced resignation of the Corporate Officer, recruitment effort has started. Position was posted on June 19<sup>th</sup> with a July 19<sup>th</sup> competition closing date. Will be working on an interim coverage plan.
- Attended the 2019 Local Government Management Association (LGMA) Annual Conference from June 12-13 in Vancouver (Conference Report is attached).
- 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. Working on presenting a budget to BC Hydro to develop the production wells and install a nanofiltration system to treat the water.
- Hudson's Hope was selected for a UBCM Gas Tax Audit. Provided audit information. Waiting to see if further questions or information is required.
- Met with Sauteau First Nations on June 17<sup>th</sup>. Will continue to meet and work with Sauteau and West Moberly First Nations.
- Adhoc Committee on the Website update project met on June 4<sup>th</sup>. Currently working on a draft RFP for the committee's review.
- Met with BCGEU Representative on June 10<sup>th</sup> along with the Director of Public Works to resolve a union grievance.

### Upcoming

- Quarterly Meeting with Petronas – June 25<sup>th</sup>.
- North Roundtable Meeting - June 26<sup>th</sup>. West Moberly will be presenting TLE selections.
- Labour Management Meeting – June 27<sup>th</sup>.
- Vacation – June 28<sup>th</sup> – July 7<sup>th</sup>. Bob Norton will have delegation.



---

Chris Cvik

## THE DISTRICT OF HUDSON'S HOPE

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

**SUBJECT:** Conference/Training Report  
2019 Local Government Management Association (LGMA)  
Annual Conference – Focused on the Future: LGMA at 100

**DATE:** June 18, 2019

**FROM:** Chris Cvik, CAO

---

I attended the LGMA Annual Conference on June 12 – 13 in Vancouver. The course is part of on-going professional development and networking. The conference celebrated the 100-Year history of the Local Government Management Association in the Province. I elected to not attend the Pre-Conference sessions on June 11<sup>th</sup>.

The conference offered concurrent learning sessions based on four general learning tracks:

1. Creating Smart, Sustainable Communities
2. Encouraging Innovation
3. Future-Ready Workforce/Workplace of the Future
4. Trends and Best Practices in Local Government

The sessions I elected to attend included:

- Ensuring Your Organization is Efficient and Effective and Your Community Knows it.
- Align Your People and Resources to the Future of Work.
- Harassment – Addressing Social Media Use and Misuse in the Workplace.
- Local Government Tools to Address Affordability
- Courageous Conversations: Engaging Citizens on Difficult but Critical Topics
- Development Application Process Reviews: Striving for Continuous Improvement
- Five Years Later... Where Are We With Bullying and Harassment?

Some of the Key Learnings/Take-Away's from the Conference included:

1. The District needs to develop and roll-out a Workplace Harassment policy and train staff on the content. This will assist the District with WorkSafe BC claims and investigations and is good practice regardless.
2. Communicate with residents in easy to understand formats. With respect to the District, this means translating the detailed and complicated Annual Report into some graphics (i.e., pie charts) and other dashboard type information that is easy to view and understand by residents and Council.
3. Managing a municipality is getting harder every day and municipalities are having to make difficult decisions in terms of spending and services. The take-away from this session was to not shy away from difficult conversations; instead encourage them. Residents do not have to agree with every decision that Council makes, but it is important they understand the rationale behind the decisions and also for residents to have the opportunity to voice their concerns and have their questions answered.

**Other:** The opening Keynote Speaker was Hayley Wickenheiser and the closing Keynote Speaker was the Rt. Hon. Kim Campbell. Both presentations were very interesting and insightful.



## REQUEST FOR DECISION

<b>RFD#:</b> CC-2019-47	<b>Date:</b> May 21, 2019
<b>Meeting#:</b> CM062419	<b>Originator:</b> Chris Cvik
<b>RFD TITLE:</b> 2018 District of Hudson's Hope Annual Report	

### RECOMMENDATION / RESOLUTION:

1. That Council receive the 2018 District of Hudson's Hope Annual Report.

### BACKGROUND:

Local governments are required to prepare an annual report which states their goals and objectives for the coming year and demonstrates what progress has been made toward the preceding year's goals and objectives. This report must be presented at a public meeting before June 30 each year, and make the report available for public inspection at least 14 days prior to that meeting.

### DISCUSSION:

The annual report must include:

- The municipality's audited annual financial statements for the previous year.
- A list of the permissive tax exemptions provided by the municipal council, and for each exemption, the amount of property tax that would have been imposed during the previous year if the exemption had not been granted.
- A report on the municipality's services and operations for the previous year
- A progress report on the performance of the municipality with respect to established objectives and measures.
- A statement of objectives and measures that will be used as the basis for determining the municipality's performance during the current year and following year.
- The details of any declarations of disqualification made against individual council members during the previous year.

Source: <https://www2.gov.bc.ca/gov/content/governments/local-governments/finance/financial-reporting/financial-statements-annual-reports/annual-municipal-report> accessed May 21, 2019.

**FINANCIAL:** N/A

**COMMUNICATION:**

The report was posted on the District's website on June 10<sup>th</sup> to provide the minimum 14 days notice before holding an annual meeting on the report. This two-week timeframe provided residents with time to review the annual report, ask any questions, and provided the opportunity to attend this Council Meeting where the report is being presented.

Since the posting of the report, minor spelling, grammatical, and formatting edits have been made.

**OTHER:**

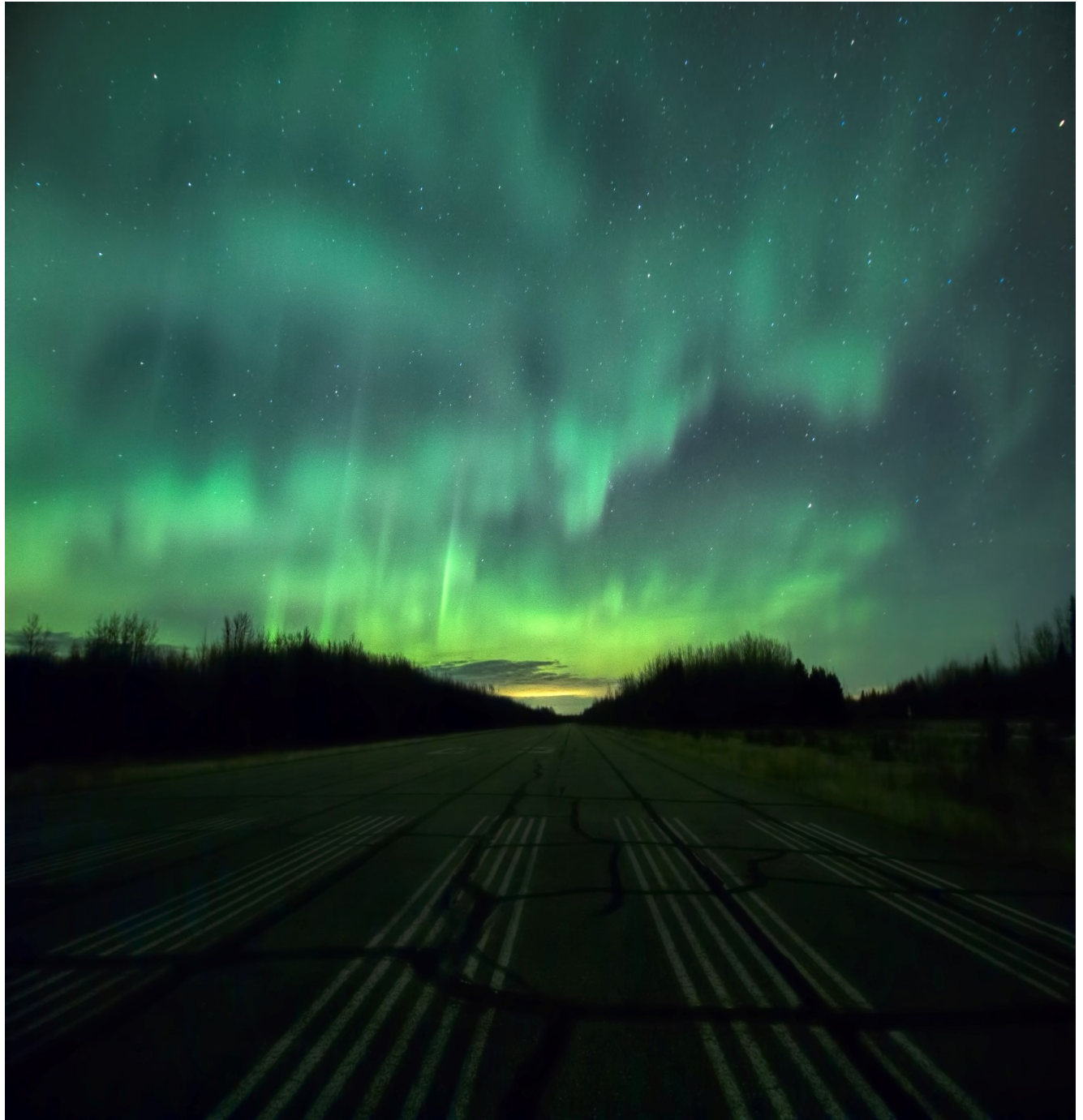
Last year in 2018, the District approved the 2018 Annual Municipal Report for the Fiscal Year Ending December 31, 2017. This referencing is confusing as Council did not approve the 2018 Annual Report but the 2017 Annual Report. Administration has corrected the referencing so this year in 2019, Council will be approving the 2018 Annual Report for the period ending December 31, 2018.

**Attachment(s)**

1. 2018 District of Hudson's Hope Annual Report.

Report Approved by:

  
Chris Cvik, Interim CAO



**DRAFT DISTRICT OF HUDSON'S HOPE**  
Annual Municipal Report  
**2018**



**Fiscal Year Ending December 31, 2018**



# 2018 Annual Municipal Report

Fiscal Year Ending December 31, 2018

Phone: 250-783-9901

Fax: 250-783-5741

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

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

## Table of Contents

---

Message from the Mayor	Page 1
Responsibilities of the Mayor and Council	Page 2
Message from the Chief Administrative Officer	Page 4
Description of Municipal Services	Page 5
2018 Municipal Objectives and Progress Measures	Page 7
2019 Anticipated Objectives and Measures	Page 12
2018 Statement of Disqualifications	Page 13
2018 Statement of Tax Exemptions	Page 14
2018 Audited Financial Statements	Page 15

## Message from the Mayor

---

On behalf of Council, I am pleased to present the 2018 Annual Report for the District of Hudson's Hope. For those who may not be aware, the preparation and communication of the Annual Report is a requirement under the Community Charter which is basically the Rule Book that all municipal governments in BC are required to follow.

As your newly elected Mayor since November of last year, I want to start my message by recognizing past members on Council in particular former mayor Gwen Johansson for their service to the community. Thank you for your significant contributions.

2018 was a busy year for the District.

- We completed work on the 500 kilowatt solar generating project. The project received two awards at the annual UBCM Conference in September and will help the District lower utility costs over the coming years.
- Work on the Lucas Subdivision was completed in 2018. This twenty-seven (27) lot subdivision was developed in cooperation with BC Hydro. One of the lots in the subdivision is currently being developed and will become an Essential Services Home that available to health care professionals or other individuals with needed skills in the District.
- We continue to meet with BC Hydro representatives regarding the Site C project as Hudson's Hope is the most impacted community in the region.
- In December 2018, Council and senior administration met to lay out the strategic objective over our four-year term. These three priority areas include:
  1. Providing quality infrastructure services in a sustainable manner.
  2. Providing quality recreational and cultural opportunities in an affordable manner.
  3. Encouraging economic growth and development in the area.

Lastly, I would personally thank all of the residents and businesses that choose to make Hudson's Hope – Playground of the Peace their home.

Dave Heiberg  
Mayor





## Responsibilities of the Mayor and Council

---

Mayor and Council were elected on October 20, 2018 for a four-year term. The role of Council is spelled out in the Community Charter with every member of Council having the following responsibilities:

- to consider the well-being and interests of the municipality and its community;
- to contribute to the development and evaluation of the policies and programs of the municipality respecting its services and other activities;
- to participate in council meetings, committee meetings and meetings of other bodies to which the member is appointed;
- to carry out other duties assigned by the council;
- to carry out other duties assigned under this or any other Act.

Council general meets two times per month (second and fourth Monday). Meetings are held at the Council Chambers at the District Office starting at 6:00 p.m. unless otherwise noted. Meetings are open to the public.



**Left to Right:** Councillor Quibell, Councillor Markin, Councillor Gibbs, Mayor Heiberg, Councillor Paice, Councillor Miller, Councillor Summer.

## Mayor and Council

---



### Mayor Dave Heiberg

Mayor Heiberg was elected as Mayor in October of 2018 following a By Election.

#### Contact Information:

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

Work: 250.783.9901

Cell: 250.783.0816



### Councillor Travous Quibell

[travous@hudsonshope.ca](mailto:travous@hudsonshope.ca)

Cell: 250.783.0812



### Councillor Valerie Paice

[valerie@hudsonshope.ca](mailto:valerie@hudsonshope.ca)

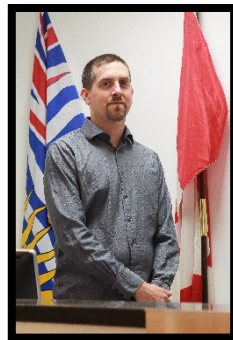
Cell: 250.783.0746



### Councillor Kelly Miller

[kelly@hudsonshope.ca](mailto:kelly@hudsonshope.ca)

Cell: 250.783.0819



### Councillor Mattias Gibbs

[mattias@hudsonshope.ca](mailto:mattias@hudsonshope.ca)

Cell: 778.204.6878



### Councillor Pat Markin

[Patricia@hudsonshope.ca](mailto:Patricia@hudsonshope.ca)

Cell: 250.783.0769



### Councillor Leigh Summer

[Leigh@hudsonshope.ca](mailto:Leigh@hudsonshope.ca)

Cell: 250.783.0758



## Message from the Chief Administrative Officer

---

The Chief Administrative Officer is Council's lone employee and acts as the liaison between the Mayor and District Council and staff.

Many changes took place during 2018, including myself being hired as interim CAO in July. Other significant staffing changes included the hiring of a Director of Public Works in December 2018. Our Bylaw Enforcement/Safety Officer resigned in August and funding for the position was transferred to the Public Works Department to hire a Public Works Manager who started in early January 2019. Bylaw Enforcement was transferred back to the Protective Services Department. Due to these staffing challenges, the District was not able to implement some of our capital works programs including upgrades to the Beattie Street Lift Station and replacement of water main valves. These projects have been approved through the 2019 budget process and planning work is currently underway.

In terms of our workforce, the District has twenty-one permanent employees. In the summer, our staffing numbers generally increase by ten to fifteen seasonal and temporary employees who are brought on to work at our swimming pool, visitor centre, recreation programs, campgrounds, and to cut grass and maintain our public spaces. For being a small municipality with a large footprint (boundary), our staff do an amazing job and I am truly appreciative of the dedication of the men and women who choose to work for the District.

Chris Cvik  
Interim CAO



## Description of Municipal Services

Some of the services provided by the District of Hudson's Hope.

<b>PUBLIC WORKS DEPARTMENT</b>	
Water System	Provide potable water distribution and treatment, and fire hydrants for fire protection.
Sewer System	Provide Wastewater collection and treatment system including operations and maintenance of sewer lift stations.
Road Maintenance	Includes snow removal, road paving and patching, crack repair, street sweeping, maintaining storm pipes and ditches, culverts, and sidewalks, curb and gutters maintenance.
Solid Waste Collection	Provide residential and commercial solid waste (garbage) collection and disposal through contracted service.
Recycling	Provide centralized recycling through a contracted service.
Parks and Recreation Facilities	Maintain District owned campgrounds, parks and facilities including Arena, Outdoor Swimming Pool, Curling Rink, and Community Hall.
Cemetery Services	Provide burial and cremation internments.
Airdrome	Maintain the airstrip and surrounding green space.
<b>PROTECTIVE SERVICES DEPARTMENT</b>	
Animal Control	Provision of animal control services.
Bylaw Enforcement	Bylaw enforcement is mandated to promote and enforce overall compliance with the District's bylaws that pertain to health, safety and welfare of the community.

Emergency Management	The District's municipal Emergency Program guides the District's actions to prepare for, respond to and recovery from major emergencies. The program includes the development, maintenance, and updating of the District's Emergency Plan as well as coordinating the physical locations for Emergency Operations Center.
Fire Department	Hudson's Hope Fire and Rescue Service protects life, property, and the environment through the provision of fire prevention/life safety education, emergency preparedness, fire suppression, first responder medical response and rescue services to the citizens of, and visitors to the District of Hudson's Hope.
<b>ADMINISTRATION</b>	
Building Inspection	Provide building inspection services in compliance with Provincial building, plumbing and fire code regulations.
Planning & Development (Zoning and Land Use)	Administer the Official Community Plan and ensure land use development is in compliance with approved zoning and subdivision development regulations.
Tourism	Operate the Visitor Centre and promote Hudson's Hope as the 'Playground of the Peace'.
Recreation Centre and Programs	Provide recreational facilities and programs to residents in the District and surrounding areas within the Peace River Regional District.

## 2018 Municipal Objectives and Progress Measures

DEPARTMENT	OBJECTIVE	STRATEGIES	MEASURES	PROGRESS
<b>Government and Administration</b>	Chief Administrative Officer Position	Hire Interim CAO; Hire a CAO for the indeterminate position	Advertise for 1 full-time.	Hired Interim CAO in July for a one-year contract.
	By law Enforcement	Implement enforcement through Bylaw Adjudication System	Priority Regulatory Bylaws enforced through adjudication	Bylaw Officer Resigned, funding moved to Public Works. Bylaw handled by Protective Services.
	Purchase SUV, Trade in Prius	Advertise tender offers in spring	Award tender in summer	No activity undertaken in 2018. Expected to be actioned in 2019.
	Ensure Water & Sewer utility rates cover the cost of delivery.	To assess rates and develop a financial revenues plan to recover costs, over time.	Implement this plan in 2017 over five to ten years until surplus is realized.	No action taken in 2018. Opportunity to bench mark other municipal rates for comparison.
<b>Planning and Development</b>	Coal Industry	Continue to work closely with the four proposed mines to ensure their impacts on the community are positive and that in- community housing is realized	Mines to operate in a standard acceptable to the community and the workforce and their families to be residents of the community	No activity in 2018. No anticipated mineral activity in the District in 2019.
	Use District owned lands to create new housing opportunities	To engage public and developers for their comments.	To target and identify corporations that this strategy can benefit them.	Twenty-seven (27) lot Lucas Sub-division completed. Provided land to Hudson's Hope Health Care & Housing Society for future expansion.
	Secondary Industry	Look for opportunities to attract secondary industries to diversify the economy from extraction activities only	Contracted Integrated Economic Solutions to assist in this project. Have four interested developers to acquire properties in the District of Hudson's Hope.	No action undertaken in 2018. Council approved updated report on costs to develop Light-Industrial sub-division in 2019.
	Prepare a communications strategy that includes public engagement methods, social media, community satisfaction surveys and media relations	Obtain assistance from consultants	To have strategy finalized by end of 2016	No action taken in 2018.

<b>Tourism</b>	Partnerships and Promotional Material	Continue expanding facility signage Develop a regional marketing plan Prepare trade show booths targeting tourism and economic opportunities Implement the agreement with the West Moberly First Nation and start discussions with the Saulteau First Nation.	Marketing Plan adopted Panels for trade booth competed. Regular meetings established with WMFN and Saulteau FN Discussions with NDIIT and applying for grants to assist local business.	Starting to meet with WMFN and Saulteau in regards to TLE and TLA land settlement and impacts within the municipal boundaries.
	ATV Campgrounds	Plan to develop two ATV campgrounds around the Dinosaur Campground area.	Received License of Occupation and Offer of Tenure from FLNRO for one ATV campground area. To approve and sign.	No action taken in 2018. Council approved \$100,000 funding in 2019 Capital Budget for development.
	Advance construction of ATV park.	Access grant funding.	ATV Park Deferred.	No action taken in 2018.
	Sidewalks and Trails		Resubmit applications in 2017/18.	No action taken in 2018.
	Curling Rink Light Replacement	Tender for bids summer of 2018	Award tender summer 2018.	No action taken in 2018.
	Facilities Signage	Access NDIIT Trails program	Additional facility signs to be ordered for the New Public Works Shop, water treatment facility sign, lagoons	No action taken in 2018.
	Skateboard Park	Tender for skateboard park design	Award design tender. Construct in 2019.	No action taken in 2018.
	Improve Existing Recreation Facilities	Minor Pool upgrades: water slide, pool cover, wall awnings, break room, dish tub sink, patio heater, boiler	Installation of upgrades to be completed by fall of 2018.	Minor upgrades to pool completed in 2018 and 2019
<b>Economic Development</b>	Develop a marketing strategy to help stimulate population growth in the community, including downtown improvements	Create strategy to communicate and market Atkinson residential property, airstrip and Light Industrial Area to bring in large business to make use of these areas	To identify and target corporations that this strategy can benefit and to have discussion on this matter by end of 2018.	No action taken in 2018.
	Meet with resource companies to encourage locating resource-based housing for their staff within the District of Hudson's Hope boundaries where services exist (action led by Mayor and CAO)	Create strategy to communicate and market Atkinson residential property and other privately-owned properties for subdivision development.	To identify and target developers and industry to develop aforementioned areas.	No action taken in 2018.

	Participate in discussion promoting additional air carriers at Fort St John Airport (action led by Council)	Continue to maintain a Councillor / Representative on the North Peace Airport Society representing Council and its concerns	Increasing new carriers and or more flights at FSJ airport	Continued to attend meetings and participate on the North Peace Airport Society Committee in 2018.
<b>Taxation</b>	Fairness and Equity	Continue negotiations with province on GIL Tax ratio issues	To realize increased GIL revenues.	No property tax increase in 2018 and 2019. Opportunity to bench mark other municipal rates for comparison.
	Meet with the Province to discuss continuation of provincial grants in lieu of District of Hudson's Hope.	Build a business case to present to Province that underlines the need for sustainable tax revenue outside of increasing of property tax – due to low population.	To realize increased GIL revenues.	No action taken in 2018.
	Work with BCH and BC Assessment in regards to newly exempted GIL properties for Site C.	To increase one time payment BCH is offering	To resolve by end of 2017	Continuing to meet regarding the Partnership Relationship Agreement.
<b>Operational Priorities</b>	Vehicle/Heavy Operating Replacement Project	Purchase, Gravel Truck; 1- ton recycling flat bed Truck, 2 ¾ ton pick-up trucks, Fire Department rescue truck, prius trade in	Purchase of assets to be completed by end of 2018	Did not purchase equipment in 2018. Loader purchased & admin vehicle lease approved through the 2019 budget.
	Assess need for 3-way vacuum truck	If required assess design during the year.	To advertise tender offers in 2019.	Did not purchase equipment in 2018. Not in 2019 budget. Rent as required.
	Downtown Enhancements	Access NDI facade program	Complete by 2018.	No action taken in 2018.
	Beattie Sewer lift station upgrade	To secure funding through the Strategic Priorities Fund	Scope of work to be developed and RFP to be sent out by August of 2018	No action taken in 2018. Approved in 2019 Capital budget.
	Water Main Replacement Program 2013 to 2023	To apply for BCF grant for 2014/15 intake to replace water and sewer mains; consultations with public through draft borrowing bylaw – deferred to later date.		No action taken in 2018. Water Valve Replacement project approved in 2019 Capital budget.
	Develop a road management plan as part of the asset management plan	To apply for Federal Gas Tax – Strategic Priorities Funding for Capacity Building to complete an Asset Management Plan including training. Intend to train an individual regardless of receiving funding as per staffing plan.	Have the road management plan competed by 2016. To research EK35 product in 2016 for inclusion in 2017 budget.	No action taken in 2018. 2019 budget has \$10,000 for capital equipment to assist with asset inventory. Summer employee hired in 2019 to work on inventory.

	Ensure that there is a replacement plan for all new infrastructure and consider operating costs in developing that plan	To apply for Federal Gas Tax – Strategic Priorities Funding for Capacity Building to complete an Asset Management Plan including training. Intend to train an individual regardless of receiving funding as per staffing plan.	Have all historical data of each asset entered in a Works Management software program by 2016 with preventive maintenance schedule complete for each asset	No action taken in 2018. Developed 10-year Capital Plan in conjunction with 2019 budget.
	Beryl Prairie Well Upgrade	Receive quotes by August 2017	Complete work by fall of 2018	No action taken in 2018. Project approved in conjunction with 2019 budget.
	Evaluate cost recovery methods for existing and new infrastructure	To apply for Federal Gas Tax – Strategic Priorities Funding for Capacity Building to complete an Asset Management Plan including training. Intend to train an individual regardless of receiving funding as per staffing plan.	Have all historical data of each asset entered in a Works Management software program by 2016 with preventive maintenance schedule complete for each asset	No action taken in 2018. Developed 10-year Capital Plan in conjunction with 2019 budget.
<b>Protective Services</b>	Wild Fire Protection	Conduct strategic fuel fire treatment project in Beryl Prairie	To complete in 2017.	Project Completed. Submission of final reported to be submitted in 2019.
		Train fire department to BC wildfire SPP-WFF 1 standard	Percentage of department trained to WFF-1 standard	On-going. Estimated 90% completion (85% previously).
		Procure additional wildfire firefighting equipment including approved forestry coveralls and additional structural protection sprinkler kits.	Procure equipment and initiate training.	Completed. On-going.
	Structural Fire Training	Implement lesson plans, qualify in-house instructors, improve training record keeping, deliver approved curriculum.	Percentage of required modules completed	No change. On-going. Estimated 76% completion (76% previously)
	Improve fire department infrastructure	Replace unserviceable and inefficient building services equipment. Address building maintenance issues.	Replace hot water heater downtown, replace space heaters downtown and BP fire halls. Replace current septic field at BP hall. Refinish bay floors downtown hall.	Projects completed except for septic field at PB Firehall. Septic tank replacement project approved in conjunction with 2019 budget.
		Tender work for 2 <sup>nd</sup> floor addition in downtown Fire Hall	Close tender bidding by end of spring and install before end of fall.	Postponed due to budgeting requirements. Not included in 2019 budget.
	Purchase Fire Department Rescue Truck	Award tender by summer 2018	Purchase by December 31, 2018	Postponed due to budgeting requirements. Investigating option to purchase used

				equipment instead of new.
	Emergency Operations Centre and EOC Training	Apply for funding; continue to identify training opportunities, and train staff for EOC roles	Training level of EOC staff.	On-going
	Warning Sirens – repair/replacement	Research alternatives to current system.		Everbridge mass communication system is now available. Will be bringing a report to Council in 2019 regarded existing towers.



## 2019 Anticipated Objectives and Measures

DEPARTMENT	OBJECTIVE	STRATEGIES	MEASURES	PROGRESS
<b>Public Works</b>	Provide quality infrastructure services in a sustainable manner.	<ul style="list-style-type: none"> <li>Asset Management – Establish inventory and condition of assets</li> <li>Research asset management software that is compatible with existing financial software.</li> <li>Complete repair work on Beattie Street Lift Station.</li> <li>Complete replacement work on seven remaining water valves and hydrants.</li> </ul>	<ul style="list-style-type: none"> <li>Percentage completion of inventory of municipal assets.</li> <li>Asset management software that is compatible with existing financial software has been identified and will be budgeted for 2020 if necessary.</li> <li>Repair work on Beattie Street Lift Station is completed on time and within budget.</li> <li>Replacement work on seven remaining water valves and hydrants is completed on time and within budget.</li> </ul>	
<b>Government and Administration</b>	Encourage economic growth and development in the area.	<ul style="list-style-type: none"> <li>Complete remediation – Lucas/Atkinson deficiencies.</li> <li>Develop Marketing Plan – how are we going to sell the lots</li> <li>Update costs and apply for grant to assist with development of light industrial sub-division</li> <li>Develop a process to monitor capital spending for Council's consideration (this is during the entire process, planning, during, post).</li> <li>Website Update</li> <li>Promotion – Solar panels, electric cars</li> </ul>	<ul style="list-style-type: none"> <li>Lucas/Atkinson subdivision deficiencies completed within budget</li> <li>Marketing Plan completed</li> <li>Update cost report on development costs for light industrial sub-division completed. Grants applied for.</li> <li>Internal process developed and implemented to monitor capital spending.</li> <li>Website Update completed</li> <li>Promotion activities undertaken to promote Solar Panel Array system, electric cars.</li> </ul>	

<b>Recreation</b>	Provide quality recreational and cultural opportunities in an affordable manner.	<ul style="list-style-type: none"> <li>• Develop a plan and budget for repairs to the Pool that address the pool membrane and hydro chlorination pump systems. This is a short-term solution that will allow the pool to operate in 2019.</li> <li>• Develop recommendation for long term facility replacement – Recreation Committee. Committee to provide Quarterly Reporting to Council.</li> </ul>	<ul style="list-style-type: none"> <li>• Short term repairs approved and completed within budget.</li> <li>• Strategy for long term facility replacement completed. Quarterly Reporting to Council.</li> </ul>	
-------------------	--	--	--	--

## 2018 Statement of Disqualifications

---

There were no Councillors disqualified during 2018.

## 2018 Statement of Tax Exemptions

July 9, 2018 Regular Council Meeting

### PERMISSIVE TAX EXEMPTIONS Reference Bylaw No. 834, 2014

The following buildings and land received exemption from taxation for the 2018 taxation year as per sections 220 & 224 of the *Community Charter*.

Roll#	Organization	Class	Assessment	Tax Rate	Total Tax Exempted
01035.000	Double H Saddle Club	6 8	45,000 (bldg) 77,200 (land)	17.2698 <b>6.8288</b>	777.14 527.18
04303.000	Peace Valley Community Church	8	59,600 (bldg)	<b>6.8288</b>	406.99
		8	43,800 (land)	<b>6.8288</b>	299.10
04304.000		8	30,700 (land)	<b>6.8288</b>	209.64
04955.000	Double H Saddle Club	6 8	48,900 (bldg) 69,500 (land)	17.2698 <b>6.8288</b>	844.49 474.60
40420.010	Hudson's Hope Historical Society	6	15,300 (bldg)	17.2698	264.23
		8	163,000 (land)	<b>6.8288</b>	1,113.09
40420.020		6	30,400 (bldg)	17.2698	525.00
		8	17,800 (land)	<b>6.8288</b>	121.55
01655.000	Helen Rand Ruxton	6	18,500 (land)	17.2698	319.49
00569.100	Hudson's Hope Evangelical Free Church	6 8 8	40,500 (land) 40,400 (land) 258,00Q (bldg)	17.2698 <b>6.8288</b> <b>6.8288</b>	699.42 275.88 1,761.83
40420.040	The Anglican Synod of the Diocese of Calendonia	8 8	170,800 (bldg) 104,100 (land)	<b>6.8288</b> <b>6.8288</b>	1,166.36 710.88
17101.510	Hudson ' s Hope Health Care Housing	6 6	1,953,000 (bldg) 74,400 (land)	17.2698 17.2698	33,727.92 1,284.87
00594.000	Bullhead Mountain Curling Club	6 6	1,135,000 (bldg) 95,100 (land)	17.2698 17.2698	19,601.22 1,642.36
00586.000	Hudson ' s Hope Community Hall	6 6	436,000 (bldg) 47,300 (land)	17.2698 17.2698	7,529.63 <b>816.86</b>
41090.010	Hudson's Hope Rod & Gun Club	6 8	48,100 (bldg) 50,900 (land)	17.2698 <b>6.8288</b>	830.68 347.58
41091.010		8	108,000 (land)	<b>6.8288</b>	737.51
41027.100	Hudson ' s Hope Ski Association	6	174,000 (land)	17.2698	3,004.95

## 2018 Audited Financial Statements

---

Consolidated Financial Statements of



**DISTRICT OF HUDSON'S HOPE**

Year ended December 31, 2018



**HUDSON'S  
HOPE**  
*PLAYGROUND OF THE PEACE*

*DISTRICT OF HUDSON'S HOPE*

Table of Contents

---

	<b>Page</b>
Consolidated Financial Statements	
Management Responsibility for the Consolidated Financial Statements	
Independent Auditor's Report	
Financial Statements:	
Consolidated Statement of Financial Position	1
Consolidated Statement of Operations and Accumulated Surplus	2
Consolidated Statement of Statement of Change in Net Assets	3
Consolidated Statement of Cash Flows	4
Notes to Consolidated Financial Statements	5 - 24



HUDSON'S  
HOPE

PLAYGROUND OF THE PEACE

## MANAGEMENT'S RESPONSIBILITY FOR THE CONSOLIDATED FINANCIAL STATEMENTS

The accompanying consolidated financial statements of the District of Hudson's Hope (the "District") are the responsibility of the District's management and have been prepared in compliance with legislation, and in accordance with generally accepted accounting principles for local governments established by the Public Sector Accounting Board of Chartered Professional Accountants of Canada. A summary of the significant accounting policies are described in Note 1 to the consolidated financial statements. The preparation of consolidated financial statements necessarily involves the use of estimates based on management's judgment, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

The District's management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis for preparation of the consolidated financial statements. These systems are monitored and evaluated by management.

Mayor and Council meet with management and the external auditors to review the consolidated financial statements and discuss any significant financial reporting or internal control matters prior to their approval of the consolidated financial statements.

The consolidated financial statements have been audited by KPMG LLP, independent external auditors appointed by the District. The accompanying Independent Auditors' Report outlines their responsibilities, the scope of their examination and their opinion on the District's consolidated financial statements.

Mr. Chris Cvik  
Chief Administrative Officer

Mrs. Rhonda Eastman  
Deputy Treasurer





KPMG LLP  
177 Victoria Street, Suite 400  
Prince George BC V2L 5R8  
Canada  
Tel (250) 563-7151  
Fax (250) 563-5693

## INDEPENDENT AUDITORS' REPORT

To the Mayor and Council of District of Hudson's Hope

### **Opinion**

We have audited the consolidated financial statements of District of Hudson's Hope, (the "District") which comprise:

- the consolidated statement of financial position as at December 31, 2018
- the consolidated statement of operations and accumulated surplus for the year then ended
- the consolidated statement of change in net financial assets for the year then ended
- the consolidated statement of cash flows for the year then ended
- and notes to the consolidated financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the consolidated financial position of the District as at December 31, 2018 and its consolidated results of operations and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### **Basis for Opinion**

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the **"Auditors' Responsibilities for the Audit of the Financial Statements"** section of our auditors' report.

We are independent of the District in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### **Responsibilities of Management and those Charged with Governance for the Financial Statements**

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.



In preparing the financial statements, management is responsible for assessing the District's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the District or to cease operations, or has no realistic alternative but to do so. Those charged with governance are responsible for overseeing the District's financial reporting process.

### ***Auditors' Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.  
  
The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the District's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the District to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation





Page 3

- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

*KPMG LLP*

Chartered Professional Accountants

Prince George, Canada

April 16, 2019



**HUDSON'S  
HOPE**  
*PLAYGROUND OF THE PEACE*

## DISTRICT OF HUDSON'S HOPE

### Consolidated Statement of Financial Position

December 31, 2018, with comparative information for 2017

	2018	2017
<b>Financial assets:</b>		
Cash and cash equivalents (note 2)	\$ 5,416,404	\$ 3,964,852
Accounts receivable (note 3)	451,813	1,111,607
Deposit - Municipal Finance Authority	497	486
	<u>5,868,714</u>	<u>5,076,945</u>
<b>Financial liabilities:</b>		
Accounts payable and accrued liabilities (note 4)	301,942	628,784
Reserve - Municipal Finance Authority	497	486
Deferred revenue (note 5)	528,160	528,160
Debt, net of sinking funds (note 6)	11,538	14,151
	<u>842,137</u>	<u>1,171,581</u>
Net financial assets	5,026,577	3,905,364
<b>Non-financial assets:</b>		
Tangible capital assets (note 7)	21,208,775	23,514,500
Land held for resale	1,354,003	-
Prepaid expenses	78,843	-
	<u>22,641,621</u>	<u>23,514,500</u>
<b>Accumulated Surplus (note 8)</b>	<b>\$ 27,668,198</b>	<b>\$ 27,419,864</b>

Commitments and contingencies (note 9)

See accompanying notes to consolidated financial statements.

   
 Chief Administrative Officer  
   
 Mayor



**HUDSON'S  
HOPE**

*PLAYGROUND OF THE PEACE*

*DISTRICT OF HUDSON'S HOPE*

Consolidated Statement of Operations and Accumulated Surplus

Year ended December 31, 2018, with comparative information for 2017

	2018 Budget	2018	2017
<b>Revenue:</b>			
Net taxation revenue (note 11)	\$ 2,045,573	\$ 2,042,293	\$ 2,077,487
Grants in lieu of taxes	1,558,733	1,645,129	1,553,215
Sales of services and user charges (note 12)	914,250	589,984	663,334
Other revenue from own sources	149,250	159,296	139,348
Government transfers: (note 13)			
Provincial	1,474,647	1,496,816	4,960,249
Federal	90,378	193,450	133,719
<b>Total revenue</b>	<b>6,232,831</b>	<b>6,126,968</b>	<b>9,527,352</b>
<b>Expenses:</b>			
General government services and administration (note 14)	1,007,392	2,583,135	1,846,988
Protective services	351,350	276,214	244,916
Public works services	1,184,705	1,190,261	988,639
Environmental and public health services	187,519	176,631	109,536
Environmental development services	52,100	44,356	31,312
Recreation and cultural services	1,207,788	933,610	982,860
Planning, development and bylaw services	291,857	149,991	145,924
Water utility and sanitary sewer systems	523,763	524,436	422,905
<b>Total expenses</b>	<b>4,806,474</b>	<b>5,878,634</b>	<b>4,773,080</b>
<b>Annual surplus</b>	<b>1,426,357</b>	<b>248,334</b>	<b>4,754,272</b>
<b>Accumulated surplus, beginning of year</b>	<b>27,419,864</b>	<b>27,419,864</b>	<b>22,665,592</b>
<b>Accumulated surplus, end of year</b>	<b>\$ 28,846,221</b>	<b>\$ 27,668,198</b>	<b>\$ 27,419,864</b>

See accompanying notes to consolidated financial statements.



## DISTRICT OF HUDSON'S HOPE

### Consolidated Statement of Change In Net Financial Assets

Year ended December 31, 2018, with comparative information for 2017

	2018 Budget	2018	2017
Annual surplus	\$ 1,426,357	\$ 248,334	\$ 4,754,272
Acquisition of tangible capital assets	(2,399,876)	(902,486)	(8,134,935)
Amortization of tangible capital assets	-	979,194	795,723
Loss (gain) on sale of tangible capital assets	-	535,293	23,661
Proceeds on sale of tangible capital assets	-	339,721	42,508
	(973,519)	1,200,056	(2,518,771)
Use (acquisition) of prepaid expenses	-	(78,843)	38,880
Change in net financial assets	(973,519)	1,121,213	(2,479,891)
Net financial assets, beginning of year	3,905,364	3,905,364	6,385,255
Net financial assets, end of year	\$ 2,931,845	\$ 5,026,577	\$ 3,905,364

See accompanying notes to consolidated financial statements.



## DISTRICT OF HUDSON'S HOPE

### Consolidated Statement of Cash Flows

Year ended December 31, 2018, with comparative information for 2017

	2018	2017
Cash provided by (used in):		
Operating activities:		
Annual surplus	\$ 248,334	\$ 4,754,272
Items not involving cash:		
Amortization of tangible capital assets	979,194	795,723
Loss on sale of capital assets	535,293	23,661
Changes in non-cash operating working capital:		
Accounts receivable	659,794	(861,997)
Accounts payable and accrued liabilities	(326,842)	381,654
Unearned revenue	-	528,160
Prepaid expenses	(78,843)	38,880
	2,016,930	5,660,353
Capital activities:		
Proceeds on sale of tangible capital assets	339,721	42,508
Acquisition of tangible capital assets	(902,486)	(8,134,935)
	(562,765)	(8,092,427)
Financing activities:		
Repayment of long term debt	(2,613)	(2,512)
Increase (decrease) in cash and cash equivalents	1,451,552	(2,434,586)
Cash and cash equivalents, beginning of year	3,964,852	6,399,438
Cash and cash equivalents, end of year	\$ 5,416,404	\$ 3,964,852

See accompanying notes to consolidated financial statements.



## *DISTRICT OF HUDSON'S HOPE*

### Notes to Consolidated Financial Statements

Year ended December 31, 2018

---

#### **Nature of operations:**

The District of Hudson's Hope (the "District") was incorporated in 1965 as a District Municipality under the Community Charter, formerly the Municipal Act, a statute of the Province of British Columbia. Its principal activities include the provision of local government services to residents of the incorporated area. These include administrative, protective, transportation, environmental, recreational, water, sanitary sewer and fiscal services.

#### **1. Significant accounting policies:**

The consolidated financial statements of the District are prepared in accordance with Canadian generally accepted accounting principles for governments as recommended by the Public Sector Accounting Board ("PSAB") of the Chartered Professional Accountants of Canada. Significant accounting policies adopted by the District are as follows:

##### **(a) Basis of consolidation:**

###### **(i) Consolidated entities:**

The consolidated financial statements reflect the assets, liabilities, revenues and expenses of the reporting entity. The reporting entity is comprised of all organizations, committees and local boards accountable for the administration of their financial affairs and resources to the District and which are owned or controlled by the District.

###### **(ii) Accounting for Region and School Board Transactions:**

The taxation, other revenues, expenses, assets and liabilities with respect to the operation of the Region and the School Board are not reflected in these consolidated financial statements.

###### **(iii) Trust funds:**

Trust funds and their related operations administered by the District are not included in these consolidated financial statements.



## *DISTRICT OF HUDSON'S HOPE*

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2018

---

### **1. Significant accounting policies (continued):**

**(b) Basis of accounting:**

The District follows the accrual method of accounting for revenues and expenses. Revenues are normally recognized in the year in which they are earned and measurable. Expenses are recognized as they are incurred and measurable as a result of receipt of goods or services and/or the creation of a legal obligation to pay.

**(c) Revenue recognition:**

The District recognizes revenue in accordance with the provisions of the Community Charter. The District is required to act as the agent for the collection of certain taxes and fees imposed by other authorities. Collections for other authorities are excluded from the District's taxation revenues.

Revenue unearned in the current period is reported on the consolidated statement of financial position as deferred revenue.

**(d) Investment income:**

Investment income is reported as revenue in the period earned. When required by the funding agency or related Act, investment income earned on deferred revenue is added to the investment and forms part of the deferred revenue balance.

**(e) Cash and cash equivalents:**

Cash equivalents include short-term highly liquid investments with a term to maturity of 90 days or less at acquisition.



## DISTRICT OF HUDSON'S HOPE

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2018

### 1. Significant accounting policies (continued):

(f) Non-financial assets:

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.

(i) Tangible capital assets:

Tangible capital assets are recorded at cost which includes amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets, excluding land, are amortized on a straight-line basis over their estimated useful lives as follows:

Asset	Useful life - years
Building and site improvements	10 - 50
Machinery and equipment	5 - 25
Engineering structures	15 - 40
Water and sanitary sewer infrastructure	15 - 40

Annual amortization is charged in the year that an asset becomes available for productive use and in the year of disposal.

Assets under construction are not amortized until the asset is available for productive use.

Tangible capital assets are tested annually for any impairment in value, continued usefulness of the assets and related carrying values. Any impairment in carrying value would be recorded in the period that the impairment occurs.

(ii) Contributions to tangible capital assets:

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt and also are recorded as revenue.

(iii) Interest capitalization:

The District does not capitalize interest costs associated with the acquisition or construction of a tangible capital asset.





**HUDSON'S  
HOPE**

*PLAYGROUND OF THE PEACE*

*DISTRICT OF HUDSON'S HOPE*

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2018

---

**1. Significant accounting policies (continued):**

(g) Use of estimates:

The preparation of the consolidated financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the period. Items subject to such estimates and assumptions include the carrying amount of tangible capital assets. Actual results could differ from these estimates.

(h) Contaminated sites:

Contaminated sites are defined as the result of contamination being introduced in air, soil, water or sediment of a chemical, organic, or radioactive material or live organism that exceeds an environmental standard.

A liability for remediation of contaminated sites is recognized, net of any expected recoveries, when all of the following criteria are met:

- i) an environmental standard exists;
- ii) contamination exceeds the environmental standard;
- iii) the organization is directly responsible or accepts responsibility for the liability;
- iv) future economic benefits will be given up, and
- v) a reasonable estimate of the liability can be made.

(i) Land held for sale:

Land held for sale is recorded at the lower of cost and net realizable value. Cost includes amounts for improvements to prepare the land for sale or servicing.

(j) Government transfers:

Government transfers, which include legislative grants, are recognized as revenue in the financial statements when the transfer is authorized and any eligibility criteria are met, except to the extent that transfer stipulations give rise to an obligation that meets the definition of a liability. Transfer revenue is recognized in the statements of operations as stipulations for liabilities are settled.



## DISTRICT OF HUDSON'S HOPE

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2018

### 2. Cash and cash equivalents:

Cash and cash equivalents is comprised of cash balances and short-term investments held with the Northern Peace Savings and Credit Union as follows:

	2018	2017
Cash	\$ 3,126,311	\$ 1,869,118
Short-term investments	2,290,093	2,095,734
	<u>\$ 5,416,404</u>	<u>\$ 3,964,852</u>

### 3. Accounts receivable:

	2018	2017
Grants	\$ 251,634	\$ 763,832
Sales tax	32,331	158,243
Other	83,925	136,571
Taxes	83,923	52,961
	<u>\$ 451,813</u>	<u>\$ 1,111,607</u>

### 4. Accounts payable and accrued liabilities:

	2018	2017
Accounts payable - trade	\$ 130,915	\$ 479,759
Wages and related costs payable	169,910	129,253
Government remittances	-	18,023
Other	1,117	1,749
	<u>\$ 301,942</u>	<u>\$ 628,784</u>



## DISTRICT OF HUDSON'S HOPE

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2018

### 5. Deferred revenue:

	2018	2017
Partnering relationship agreement	\$ 528,160	\$ 528,160

### 6. Debt, net of sinking funds:

The District issues debt instruments through the Municipal Finance Authority of British Columbia ("MFA"), pursuant to security issuing bylaws under authority of Section 178 of the Community Charter, to finance certain capital expenditures.

Purpose	Interest rate	Year of maturity	Debenture debt	Sinking Fund Assets	Net debt 2018	Net debt 2017
General fund:						
711 Local improvements	4.60%	2022	15,926	4,388	11,538	14,151
			\$ 15,926	\$ 4,388	\$ 11,538	\$ 14,151

Debt is reported net of sinking fund balances on the consolidated statement of financial position.

(a) Aggregate repayments of principal over the next five years are estimated as follows:

	Total
2019	\$ 1,765
2020	1,765
2021	1,765
2022	1,765
	7,060
Estimated sinking fund income	4,478
	\$ 11,538



HUDSON'S  
HOPE  
PLAYGROUND OF THE PEACE

*DISTRICT OF HUDSON'S HOPE*

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2018

---

**6. Debt, net of sinking funds (continued):**

---

- (b) The District has the following un-issued loan authorization at December 31, 2018.

---

Bylaw Number	Date	Purpose	2018
711	January 15, 2008	12 mile road extension	\$ 45,742

---

- (c) Sinking fund instalments are invested by the MFA and earn income which, together with principal payments, are expected to be sufficient to retire the sinking fund debt at maturity. For sinking fund agreements, the MFA has established either a normal sinking fund or a capital repayment equalization fund.
- (d) The District has established a \$400,000 operating line of credit, which bears interest at prime and is secured by term deposits and accounts receivable. As at December 31, 2018 borrowing against the operating line of credit was nil (2017 - nil).



## DISTRICT OF HUDSON'S HOPE

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2018

### 7. Tangible capital assets:

	2018						
	Land	Buildings and site improvements	Machinery and equipment	Engineering structures	Water infrastructure	Sanitary sewer infrastructure	Total
<b>Cost:</b>							
Balance, beginning of year	\$ 3,496,925	\$ 9,761,029	\$ 6,901,249	\$ 5,775,518	\$ 5,575,190	\$ 3,610,952	\$ 35,120,863
Additions	59,625	-	217,752	133,599	-	491,510	902,486
Disposals	(872,884)	-	-	-	-	(5,325)	(878,209)
Reclass for assets held for sale	(1,354,003)	-	-	-	-	-	(1,354,003)
Balance, end of year	1,329,663	9,761,029	7,119,001	5,909,117	5,575,190	4,097,137	33,791,137
<b>Accumulated amortization:</b>							
Balance, beginning of year	-	2,979,284	2,657,111	3,360,582	2,145,981	463,405	11,606,363
Amortization expense	-	229,594	382,959	132,164	130,667	103,809	979,193
Disposal	-	-	-	-	-	(3,194)	(3,194)
Balance, end of year	-	3,208,878	3,040,070	3,492,746	2,276,648	564,020	12,582,362
Net book value, end of year	\$ 1,329,663	\$ 6,552,151	\$ 4,078,931	\$ 2,416,371	\$ 3,298,542	\$ 3,533,117	\$ 21,208,775



## DISTRICT OF HUDSON'S HOPE

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2018

### 7. Tangible capital assets (continued):

	2017						
	Land	Building and site improvements	Machinery and equipment	Engineering structures	Water infrastructure	Sanitary sewer infrastructure	Total
<b>Cost:</b>							
Balance, beginning of year	\$ 1,424,213	\$ 9,039,526	\$ 5,452,968	\$ 4,295,972	\$ 5,392,995	\$ 1,453,778	\$ 27,059,452
Additions	2,072,712	721,503	1,521,805	1,479,546	182,195	2,157,174	8,134,935
Disposals	-	-	(73,524)	-	-	-	(73,524)
Balance, end of year	3,496,925	9,761,029	6,901,249	5,775,518	5,575,190	3,610,952	35,120,863
<b>Accumulated amortization:</b>							
Balance, beginning of year	-	2,752,323	2,340,065	3,266,510	2,016,633	442,464	10,817,995
Amortization expense	-	226,961	324,401	94,072	129,348	20,941	795,723
Disposal	-	-	(7,355)	-	-	-	(7,355)
Balance, end of year	-	2,979,284	2,657,111	3,360,582	2,145,981	463,405	11,606,363
<b>Net book value, end of year</b>	<b>\$ 3,496,925</b>	<b>\$ 6,781,745</b>	<b>\$ 4,244,138</b>	<b>\$ 2,414,936</b>	<b>\$ 3,429,209</b>	<b>\$ 3,147,547</b>	<b>\$ 23,514,500</b>



**HUDSON'S  
HOPE**  
*PLAYGROUND OF THE PEACE*

**DISTRICT OF HUDSON'S HOPE**

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2018

**8. Accumulated surplus:**

	2018	2017
<b>Surplus:</b>		
Invested in tangible capital assets	\$ 21,208,775	\$ 23,514,500
General fund	3,469,147	556,833
Water utility fund	419,078	149,498
Sanitary sewer fund	555,887	782,700
	25,652,887	25,003,531
<b>Reserves set aside by Council:</b>		
Water utility fund:		
Unexpended funds:		
MFA debt reserve	142,858	140,386
MFA sinking fund surplus	73,821	72,543
	216,678	212,929
<b>Reserve funds set aside for specific purposes by Council:</b>		
Capital works, machinery and equipment	1,302,080	1,435,377
Water capital works, machinery and equipment	214,043	523,248
Sewer capital works, machinery and equipment	35,047	34,440
Tax sale properties	217,462	210,339
Community hall	30,000	-
	1,798,632	2,203,404
	\$ 27,668,198	\$ 27,419,864



## DISTRICT OF HUDSON'S HOPE

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2018

---

### 9. Commitments and contingencies:

- (a) The District is responsible, as a member of the Peace River Regional District, for its portion of any operating deficits or capital debt related to functions in which it participates. Management does not consider payment under this contingency to be likely and therefore no amounts have been accrued.
- (b) The District issues debt instruments through the MFA. As a condition of these borrowings, the MFA requires that 1% of gross proceeds are deposited by the District into a debt reserve fund. The District is also required to execute demand notes in connection with each debenture whereby the District may be required to loan certain amounts to the MFA. These demand notes are contingent in nature and are not reflected in the accounts. The demand notes issued at December 31, 2018 aggregated \$1,385 (2017 - \$1,385).
- (c) The District and its employees contribute to the Municipal Pension Plan ("the Plan"), a jointly-trusted pension plan. The Board of Trustees, representing Plan members and employers, is responsible for administering the Plan, including investment of assets and administration of benefits. The Plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2017, the Plan has about 197,000 active members and approximately 95,000 retired members. Active members include approximately 38,000 contributors from local governments.

Every three years, an actuarial valuation is performed to assess the financial position of the Plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the Plan. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the Plan. This rate may be adjusted for amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent valuation for the Plan as at December 31, 2015, indicated a \$2,224 million funding surplus for basic pension benefits on a going concern basis. As a result of the 2015 basic account actuarial valuation surplus and pursuant to the joint trustee agreement, \$1,927 million was transferred to the rate stabilization account and \$297 million of the surplus ensured the required contribution rates remained unchanged.





**HUDSON'S  
HOPE**  
*PLAYGROUND OF THE PEACE*

*DISTRICT OF HUDSON'S HOPE*

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2018

---

**9. Commitments and contingencies (continued):**

- (c) The District paid \$122,030 (2017 - \$120,697) for employer contributions to the Plan in fiscal 2018.

The next valuation will be as at December 31, 2018, with results available in 2019.

Employers participating in the Plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the Plan records accrued liabilities and accrued assets for the Plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the Plan.

- (d) The District is obligated to collect and transmit property taxes levied on Hudson's Hope taxpayers in respect of the following bodies:

Ministry of Education, Province of British Columbia  
Peace River Regional District  
British Columbia Assessment Authority  
Municipal Finance Authority  
Peace River Regional Hospital District  
Royal Canadian Mounted Police

- (e) The District is a participant in the Municipal Insurance Association of British Columbia. Should the Association pay out claim in excess of premiums received, it is possible that the District, along with other participants, would be required to contribute toward the deficit. Management does not consider external payment under this contingency to be likely and therefore no amounts have been accrued.

**10. Trust fund:**

The District maintains a cemetery perpetual care fund in accordance with the Cemeteries and Funeral Services Act. As at December 31, 2018, the trust fund balance for both the liability and its corresponding term deposit is \$16,699 (2017 - \$16,386).

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2018

**11. Net taxation revenue:**

The District is required to collect taxes on behalf of and transfer these amounts to the government agencies noted below:

	2018	2017
<b>Taxes collected:</b>		
General purposes	\$ 2,048,391	\$ 2,079,281
Collections for other governments	3,147,640	3,216,208
	<u>5,196,031</u>	<u>5,295,489</u>
<b>Less transfers to other governments:</b>		
Province of British Columbia - school taxes	2,640,701	2,677,461
Peace River Regional District	151,129	169,355
Peace River Regional Hospital District	222,936	228,025
Royal Canadian Mounted Police	102,698	106,002
B.C. Assessment Authority	36,199	37,082
Municipal Finance Authority	75	77
	<u>3,153,738</u>	<u>3,218,002</u>
	<u>\$ 2,042,293</u>	<u>\$ 2,077,487</u>

**12. Sales of services and user charges:**

The District recognizes sales of services and user charges as revenues in the period in which the services are provided. The sales of services and user charges reported on the Consolidated Statement of Operations and Accumulated Surplus are as follows:

	2018	2017
Water utility	\$ 149,573	\$ 146,850
Sewer system	79,302	80,493
General government services	141,499	213,609
Planning, development and bylaw services	11,678	10,023
Environmental and public health services	74,636	74,947
Recreation and cultural services	133,296	137,412
	<u>\$ 589,984</u>	<u>\$ 663,334</u>

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2018

**13. Government transfers:**

	2018	2017
Revenue:		
Provincial grants:		
Stimulus	\$ 739,418	\$ 637,248
Sanitary sewer grant	-	1,392,892
Unconditional	23,795	290,895
Carip grant	1,503	10,141
BC Hydro (tree program)	2,000	4,000
Northern Development Initiative Trust	40,338	59,200
Small Community grant	292,433	-
Tourism BC grant	10,000	10,936
Union of BC Municipalities	72,181	983,693
Atkinson subdivision grant	315,148	1,567,244
Mobile kiosk	-	4,000
	1,496,816	4,960,249
Federal grants:		
Gas tax	193,450	133,719
	\$ 1,690,266	\$ 5,093,968

**14. General government services and administration:**

The general government services and administration reported on the Consolidated Statement of Operations and Accumulated Surplus are as follows:

	2018	2017
Legislative	\$ 103,605	\$ 90,162
Grants in aid	14,715	41,510
General government services	2,406,368	1,657,877
ICBC	58,447	57,439
	\$ 2,583,135	\$ 1,846,988



## DISTRICT OF HUDSON'S HOPE

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2018

### 15. Budget data:

The budget data presented in these consolidated financial statements is based upon the 2018 operating and capital budgets approved by Council on April 23, 2018. Amortization was not contemplated on development of the budget and, as such, has not been included. The table below reconciles the approved budget to the budget figures reported in these consolidated financial statements.

	Budget amount
Revenues:	
Operating budget	\$ 8,375,376
Capital operations budget	2,399,876
Less:	
Collections for other governments	(3,168,086)
Transfers from other funds	(1,374,335)
	6,232,831
Expenses:	
Operating budget	8,375,376
Capital operations budget	2,399,876
Less:	
Payments to other governments	(3,168,086)
Transfers from other funds	(400,816)
Capital expenditures	(2,399,876)
	4,806,474
	\$ 1,426,357

### 16. Significant taxpayers:

The District derives a significant portion of its taxation revenue from the utility sector. Any changes in this sector could have an impact on the ongoing operations of the District.

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2018

---

**17. Segmented information:**

Segmented information has been identified based upon lines of services provided by the District. District services are provided by the departments and their activities are reported by functional area in the body of the consolidated financial statements. Certain lines of services that have been separately disclosed in the segmented information, are as follows:

(i) General Government and Administration:

The general government operations and administration provides the functions of corporate administration and legislative services and any other functions categorized as non-departmental in the District.

(ii) Protective Services:

Protective services is comprised of the fire department and other community protection costs incurred by the District.

(iii) Public Works Services:

The public works department is responsible for the delivery of municipal public works services related to the planning, development and maintenance of roadway systems, the maintenance of parks and open space, and street lighting in the District.

(iv) Environmental and Public Health Services:

Environmental and public health services is responsible for environmental programs such as waste management, which encompasses garbage collection and recycling. This segment is also responsible for rental of the doctor's office in the District.

(v) Environmental Development Services:

Environmental development services is responsible for community and economic development, in regard to community development projects.

(vi) Planning, Development and Bylaw Services:

Planning, development and bylaw services is responsible for community planning (OCP), zoning, bylaw enforcement, animal control and building inspection in the District.

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2018

---

**17. Segmented information: (continued):**

(vii) Recreational and Cultural Services:

Recreational and cultural services provides various recreational and cultural opportunities to the residents and visitors of the District, including the library, pool, arena, community hall, tourism information centre and museum.

(viii) Water Utility and Sanitary Sewer Systems:

The water utility installs and maintains water mains, pump stations and the water treatment plant. The treatment and distribution of water in the District is included in this segment. The sanitary sewer utility installs and maintains sewer mains, lift stations and the sewage treatment facility. The collection and treatment of sewage in the District is included in this segment.

Certain allocation methodologies are employed in the preparation of segmented financial information. Taxation and payments-in-lieu of taxes are allocated to the segments based on the segment that generated the revenue. Development charges earned and developer contributions received were allocated to the segment for which the charge was collected.

The accounting policies used in these segments are consistent with those followed in the preparation of the consolidated financial statements as disclosed in Note 1.



# DISTRICT OF HUDSON'S HOPE

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2018

## 17. Segmented information: (continued):

	2018								
	General Government and Administration	Protective Services	Public Works Services	Environmental and Public Health Services	Environmental Development Services	Planning, Development and Bylaw Services	Recreational and Cultural Services	Water Utility and Sanitary Sewer System	Total
<b>Revenue:</b>									
Taxation	\$ 2,042,293	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	2,042,293
Government transfers	1,690,266	-	-	-	-	-	-	-	1,690,266
Grants in lieu	1,645,129	-	-	-	-	-	-	-	1,645,129
User charges	141,499	-	-	74,636	-	11,678	133,296	228,875	589,984
Other	159,296	-	-	-	-	-	-	-	159,296
Total revenues	5,678,483	-	-	74,636	-	11,678	133,296	228,875	6,126,968
<b>Expenses:</b>									
Salaries, wages and employee benefits	769,380	88,468	582,937	70,548	36,725	93,011	434,911	143,920	2,219,900
Operating	872,501	151,261	502,204	55,560	7,631	53,136	498,424	155,632	2,296,349
Legislature	100,775	-	-	-	-	-	-	-	100,775
Amortization	754,310	-	-	-	-	-	-	224,884	979,194
Interest	19,291	-	-	-	-	-	-	-	19,291
Insurance	16,006	5,235	105,120	-	-	1,862	275	-	128,498
Professional services	50,872	31,250	-	-	-	1,982	-	-	84,104
Garbage disposal	-	-	-	50,523	-	-	-	-	50,523
Total expenses	2,583,135	276,214	1,190,261	176,631	44,356	149,991	933,610	524,436	5,878,634
Annual surplus (deficit)	\$ 3,095,348	\$ (276,214)	\$ (1,190,261)	\$ (101,995)	\$ (44,356)	\$ (138,313)	\$ (800,314)	\$ (295,561)	248,334



# DISTRICT OF HUDSON'S HOPE

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2018

## 17. Segmented information: (continued):

	2017								
	General Government and Administration	Protective Services	Public Works Services	Environmental and Public Health Services	Environmental Development Services	Planning, Development and Bylaw Services	Recreational and Cultural Services	Water Utility and Sanitary Sewer System	Total
<b>Revenue:</b>									
Taxation	\$ 2,077,487	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	2,077,487
Government transfers	5,093,968	-	-	-	-	-	-	-	5,093,968
Grants in lieu	1,553,215	-	-	-	-	-	-	-	1,553,215
User charges	213,609	-	-	74,947	-	10,023	137,412	227,343	663,334
Other	139,348	-	-	-	-	-	-	-	139,348
Total revenue	9,077,627	-	-	74,947	-	10,023	137,412	227,343	9,527,352
<b>Expenses:</b>									
Salaries, wages and employee benefits	739,423	77,174	492,052	66,177	27,591	79,357	399,244	131,101	2,012,119
Operating	279,368	134,988	411,705	11,841	3,721	62,282	582,282	122,330	1,608,517
Legislature	86,840	-	-	-	-	-	-	-	86,840
Amortization	626,249	-	-	-	-	-	-	169,474	795,723
Interest (recovery)	16,881	-	-	-	-	-	1,249	-	18,130
Insurance	25,832	4,803	84,882	-	-	1,828	85	-	117,430
Professional services	72,395	27,951	-	-	-	2,457	-	-	102,803
Garbage disposal	-	-	-	31,518	-	-	-	-	31,518
Total expenses	1,846,988	244,916	988,639	109,536	31,312	145,924	982,860	422,905	4,773,080
Annual surplus (deficit)	\$ 7,230,639	\$ (244,916)	\$ (988,639)	\$ (34,589)	\$ (31,312)	\$ (135,901)	\$ (845,448)	\$ (195,562)	4,754,272





## *DISTRICT OF HUDSON'S HOPE*

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2018

---

**18. Comparative figures:**

Certain comparative figures have been reclassified to conform with the presentation adopted in the current year. These changes do not affect prior year surplus.

## REQUEST FOR DECISION

<b>RFD#:</b>	<b>Date: June 19, 2019</b>
<b>Meeting#: CM062419</b>	<b>Originator: Tammy McKeown</b>
<b>RFD TITLE: Items Previously Released from Closed Meetings</b>	

### RECOMMENDATION:

1. For Information only.

### BACKGROUND:

June 10, 2019 Closed Council Meeting

**RESOLUTION NO. 184/19**

**M/S Councillors Gibbs/Summer**

**That**

**"Council release to open that Chris Cvik has accepted as the contract for appointment to the position of Chief Administrative Officer for the District of Hudson's Hope."**

**Carried**

### DISCUSSION:

This report was placed on the agenda of the Regular Council Meeting as a means of public disclosure.

### FINANCIAL CONSIDERATIONS: N/A

### ATTACHMENTS:

Tammy McKeown, Corporate Officer

**SR3**

# THE DISTRICT OF HUDSON'S HOPE

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

**SUBJECT:** Office Administration update

**DATE:** 2019-06-19

**FROM:** Tammy McKeown, Corporate Officer

---

The new phone system has been ordered; final system programming information has been provided to the project coordinator. The phones will be programmed prior to the office receiving them. An online tutorial will be held to walk staff through using the new system.

The first installment of five new computers have been received and set up. The next installment of five computers is budgeted for next year, which will complete the necessary updates to meet the requirements by IT to have all computers operating the 2010 Operating system. Computer replacement should be included as part of the asset management plan with budgeting of replacements for every five years.

The majority of the signs, to complete the rebranding project, have been ordered. The estimated cost is \$ 4,061.82 (see attached). The Committee is still discussing changes to the Cameron Lake Campground sign and the implementation of landmark destination signs to be located at the entrances to town and at the visitor center.

The administrative staff will be implementing "FOCUS" days each month. Each staff member will have one day to focus on items that they are working on without any distractions. The staff member will not be interacting with the public on these days, nor will they be interacting with other staff members. Their time will be completely dedicated to the work that is already on their desks.

I have been very busy working with our Legal Department on a Human Rights Case, we are hoping to have it resolved within the next few months.

## **Upcoming Training**

Amazing Assistant Workshop	Fort St John	Meghan Cryderman	October 10
----------------------------	--------------	------------------	------------

Becky Mercereau attended a one-day workshop on Content Marketing in Fort St John on June 5<sup>th</sup>. She has provided the following report for Council:

*On June 5th I attended the Content Marketing workshop in FSJ.*

*I found it very informative. We discussed a variety of topics including defining our audience, key themes each organization is looking to market, what your marketing goals should look like, what sets us apart, and what our story is. We also looked at all the different "content" types that can be used for Websites, social media, etc. and how we are measuring success.*

*My take away from this workshop is a need for us to determine a specific audience (when you market to everyone, you market to no one), have some clear goals, ideas for*

*content, content sources (we can use existing, engage our employees, use User Generated Content) and then determine how we will measure our success. Although this may sound like a lot, we did a lot of work at the workshop for our specific needs and I have lots of ideas.*

*Here is one example I have for who and why we are marketing:*

*For Regional and BC young families who are looking to disconnect and get back to nature our content provides fun and adventurous travel ideas close to home (micro-adventures). This is on brand with our branding manual and we just need to work on the content for this.*

*If I could suggest that myself, Kaitlyn and Meghan work together to make a plan to present (as we are the main social media and website content uploaders).*

*Thank you!*

### **Administrators Comments**

**Chris Cvik. Interim CAO**



**Tammy McKeown, Corporate Officer.**



Box 270 Charlie Lake, B.C. V0C 1H0  
Fort St. John 250.787.7900  
Dawson Creek. 250.784.0079

## Estimate

For: District Of Hudson's Hope  
clerk@hudsonshope.ca  
Box 330  
Hudson's Hope BC  
V0C 1V0

Estimate No: 3765  
Date: 2019-06-13

Job Description City signage

Code	Description	Quantity	Rate	Amount
4100 - Signage	36" x 34" City standard signage	8	\$175.00	\$1,400.00
4100 - Signage	28" x 24" City standard signage	1	\$155.00	\$155.00
4100 - Signage	28" x 24" City standard signage - decal only "Adams Street" "kendrick lift Station"	2	\$100.00	\$200.00
4100 - Signage	85" x 95" City standard signage	1	\$1,800.00	\$1,800.00

Subtotal	\$3,555.00
Shop Supplies 2% (\$3,555.00)	\$71.10
GST 5% (\$3,626.10)	\$181.31
PST 7% (\$3,626.10)	\$253.83
Total	\$4,061.24

Total	\$4,061.24
-------	------------

### Notes

\*\*\*FOB Charlie Lake office \*\*\*

Thank you for your business! ---BN/NE GST#898060439RT0001

Check out our website @ [www.signworks.ca](http://www.signworks.ca)---Direct all inquires to : [accounting@signworks.ca](mailto:accounting@signworks.ca)

From: Peter Franklin  
To: Tanya McKeown  
Subject: Re: quote request  
Date: June 13, 2019 10:46:00 AM  
Attachments: Screen Shot 2019-06-13 at 10.41.41 AM.png  
image001.png  
hudsons1.pdf

No problem, here you go



PROOF SHEET

CREATIVE  
**SIGNWORKS**  
INC.

Prepared for: HUDSON HOPE

Designer: Edward Samonte

Client Ph: JUNE 2019

Date: JUNE 2019

- ☐ APPROVED AS IS  
☐ APPROVED WITH CHANGES  
☐ CHANGES REQ'D  
PLEASE CONTACT ME

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

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

\*All artwork and concepts remain the legal property of Creative Signworks Inc. until paid for in full. No artwork shall be copied or changed without permission.

85"X95"



HUDSON'S  
HOPE  
PLAYGROUND OF THE PEACE

# PUBLIC WORKS SHOP

11605 ROSS STREET

PROOF SHEET

CREATIVE  
**SIGNWORKS**  
INC.

Prepared for: District of Hudson Hope  
Designer: Edward Samonte  
Client Ph: \_\_\_\_\_  
Date: JUNE 2019

☐ APPROVED AS IS  
☐ APPROVED WITH CHANGES  
☐ CHANGES REQ'D  
PLEASE CONTACT ME

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

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

\*All artwork and concepts remain the legal property of Creative Signworks Inc. until paid for in full. No artwork shall be copied or changed without permission.

Have a Great Day!

CREATIVE  
**SIGNWORKS**  
INC.

Peter Franklin  
p. 250.787.7900  
c. 250.261.8386  
[peter@signworks.ca](mailto:peter@signworks.ca)

check out our website! [www.signworks.ca](http://www.signworks.ca)

On Jun 13, 2019, at 10:18 AM, Tammy McKeown <[clerk@hudsonshope.ca](mailto:clerk@hudsonshope.ca)> wrote:

Hi Peter,

We are no longer requiring the sign for the curling club, so that one can be removed. The spelling on the last sign is incorrect (sorry probably my error), it should read KENDRICK. Also, after some discussion with staff, it was decided that we should change the Adam street and the Kendrick Lift stations from metal signs to decals as they are being placed on large metal boxes.

Sorry for the changes,

**Tammy McKeown, Corporate Officer**  
District of Hudson's Hope  
9904 Dudley Drive, PO Box 330  
Hudson's Hope, BC V0C 1V0  
Office: 250-783-9901  
Fax: 250-783-5741  
Email: [clerk@hudsonshope.ca](mailto:clerk@hudsonshope.ca)  
[www.hudsonshope.ca](http://www.hudsonshope.ca)  
[www.lovehudsonshope.com](http://www.lovehudsonshope.com)  
<image001.jpg>

**From:** Peter Franklin <[peter@signworks.ca](mailto:peter@signworks.ca)>  
**Sent:** Thursday, June 13, 2019 9:37 AM  
**To:** Tammy McKeown <[clerk@hudsonshope.ca](mailto:clerk@hudsonshope.ca)>  
**Subject:** Re: quote request

## THE DISTRICT OF HUDSON'S HOPE

**REPORT TO:** Mayor and Council

**SUBJECT:** Public Works Department Update

**DATE:** June 24, 2019

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

---

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

- **Water Treatment Plant:**
  - a. **Backwash:** After fixing the problems of backwashing of fine filters in the Water Treatment Plant in mid-April, the backwashing was going on smoothly until Thursday June 13, 2019. Like before, operators witnessed shaking of the pipes during backwashing of fine filters on June 13 and there after. There are no problems in backwashing the coarse filters. We are in touch with the experts and performing the backwashes with full attendance of the operator.
  - b. **Negotiation** towards an agreement going on with the BC Hydro for the construction of a new water supply with wells for the District.
- **Swimming pool:**
  - a. Although swimming pool was opened on May 20, 2019, we faced some issues with the new water chemistry controller and water quality issues. The pool was closed from May 26, 2019 until noon of June 7, 2019 Friday.
  - b. Since June 7, 2019, the pool is running with the old chlorine injector. The new water chemistry controller has been sent to the supplier for trouble shooting. We are in touch with the supplier.
- **Grass cutting:** We are facing some challenges in grass cutting workload as growth is more than normal. Although summer students supposed to start from 1<sup>st</sup> Monday of July, utilizing them during the last few weekends for grass cutting in addition to the regular grass cutting staff. Working towards preparation of a priority list of grass cutting, and possibly bring a policy/ procedure sometimes in winter for council consideration for next year.
- **Beryl Prairie Playground** wood edging installation is complete. Crews will be backfilling the outer side of the edging.
- **Large item pickup** done in the week of June 17, 2019. The quantity we picked up this year were less than our estimate.
- The old toilet of Museum has been demolished and removed by Public Works crews last week based on the request of Museum. On the way to the dump site, the concerned crew got a ticket from the Commercial Vehicle Inspection Unit for unsafe transportation of goods. Concerned crew is responsible for the payment of the ticket. This issue has been discussed during the June 2019 Public Works staff meeting so that other staff are aware about their responsibilities and safety.
- Visited Lucas/ Atkinson subdivision with Mayor Heiberg, Councillor Gibbs and the CAO to assess the need of fixing the deficiencies, maintaining the site with an acceptable size of grass/weeds, importing fill materials and potential drainage issues at the eastern property line of the subdivision.



**Operating Projects update:**

- No proposal has been received for Library and Visitors Centre repair and maintenance work. Planning to split the project into components, as it would be difficult to get a general contractor for these small jobs. Had meetings with the Library director and Visitor Centre representative.
- Drafted RFP for leasing an all-season SUV for Admin and replacing the PRIUS. The RFP will be posted soon.
- Kickoff meeting for water conservation study update project set for June 25, 2019 with Urban Systems.
- Leak testing scheduled for July 22, 2019. Watermark Solution Ltd, an Ontario based company is going to conduct the Leak Testing of our water system.

**Capital Projects update:**

1. Beattie Lift station: Council approved cancellation of the tender because only one bid received, and it was very high and over the budget, planning to retender early next year.
2. Water Valve replacement: Council approved cancellation of the tender because only one bid received, and it was high and over the budget. We are negotiating the price for four (4) top priority locations with the contractor. Also, as communicated before, planning to install a hydrant at the end of Adam street in July by in-house crews.
3. Gravel Replenishment: RFP for gravel replenishment issued on May 28, 2019 with a closing date of June 13, 2019. Extended the closing date to June 21, 2019 based on the requests of proponents.
4. Payloader Replacement: Drafted a tender for payloader purchase. The tender is in internal circulation for staff feedback.
5. GPS Purchase: Purchased GPS. Asset Data collection is going on with a summer staff.
6. Commercial Water Stands: Sent emails to three (3) companies to get quotation for the installation of a keypad access to commercial water stand. So far two (2) companies got back with partial quote (all work except electrical and mechanical). Working towards getting complete quotations.
7. Beryl Prairie Fire Hall Sewage Holding Tank: Sent emails to three (3) companies to get quotation for the Beryl Prairie Fire Hall Sewage Holding Tank installation. Received quotations from two (2) companies, negotiating the price.
8. Beryl Prairie Water Well Pump Replacement: Received one quotation which is higher than the budget and waiting for 2 more quotations.

Submitted by:



Mokles Rahman

## REQUEST FOR DECISION

<b>RFD#:</b> 2019MR10	<b>Date:</b> June 19, 2019
<b>Meeting#:</b>	<b>Originator:</b> Mark Sture
<b>RFD TITLE:</b> Beattie Park – Special Events – Electricity Use	

### BACKGROUND:

Each year there are special events held at Beattie Park. These events include a Farmer's Market, which occurs once a week from May until September. Over the years there has been varying use of electricity from the outlets provided through the park. To the best of the author's knowledge, this has not been consistent.

The Farmer's Market has been approved for Beattie Park again in 2019, but with stipulations. The group organizing and running the Market has requested access to the electrical supply in the park.

### DISCUSSION:

At the Regular Council Meeting held on April 23, 2019, Council made the following draft resolution:

RESOLUTION NO. 129/19

M/S Councillors Quibell/Miller

That

"Council approve the Farmer's Market's request to use Beattie Park every Tuesday between 3pm-6pm from May 14<sup>th</sup> to September 24<sup>th</sup>, 2019 with the condition that no tent pegs are used, that no vendors use the District electricity for free and that no requests for additional maintenance to the park are made."

CARRIED

At the Regular Council Meeting held on June 10, 2019, Council accepted a delegation from the Farmer's Market requesting the use of electricity from the various outlets in the park. The following resolution was made:

RESOLUTION NO. 181/19

M/S Councillors Summer/Miller

That

"Council directs staff to investigate safety, liability and capacity parameters to enable the Farmers' Market to utilize the Beattie Park including the use of electricity."

CARRIED

Public Works personnel have evaluated the safe supply of open electrical outlets and determined that there are (6) six duplex receptacles mounted on the lighting poles through the park. Power from the Visitor's Centre can only be provided via an extension cord from within the building, likewise any power available from the gazebo requires District personnel to open a locked box prior to the event and close it following the event. The receptacles attached to the light poles are connected to the District's solar power feed, and as such the cost to operate are minimal.

All six of the open duplex receptacles are connected to one 15-amp breaker located in a panel inside the Visitor's Centre. Provided that there are not multiple "high draw" appliances on the power feed (e.g. heaters, electrical cookers, etc.) there should be no issues with power being drawn from all receptacles without overloading the circuit. Any lighting should be L.E.D. style bulbs.

The issue in question is whether Council wishes District personnel to enforce the decision that was made in April (Resolution 129/19) as noted above or whether Council wishes to deviate from that position.

The April 23 resolution stated that electricity shall not be used for free. The challenge is to establish a fair rate, invoice and collect the fees. There are multiple vendors at the Farmer's Market under the guise of one umbrella organization.

Methodologies for collecting fees include:

1. a flat rate for each vendor that connects to the grid,
2. a flat fee for the organizer,
3. a calculated kilowatt/hour cost issued to the organizer.

To base a cost on the kilowatt/hour usage of the electricity would be impossible without taking readings from the power meter immediately prior to and after the event. Even with that, there would be a need to calculate the usage of electricity from the Visitor Centre and extrapolate the overall and event usage. For Public Work's personnel to collect this information, a four (4) hour call in would be required per the Collective Bargaining Agreement. It is possible for Visitor Centre personnel to collect this information and relay the information to the District Office for processing. The costs associated with this would far outweigh the revenue generated. This is not practical.

A flat rate could be charged, provided that the rate was a fair amount. The administrative costs associated with tracking and charging individual vendors would, in all likelihood, far outstrip the revenue that is brought in. Assigning the costs to one entity would ease the administration of the program, but again the rate has to be fair, yet still of an amount to offset the costs related to processing the fees.

It is not known how much electricity will be used on a weekly basis, however, as noted the electrical receptacles in the park are connected to the District's solar grid. Therefore, the direct "out of pocket" costs to the District are minimal.

The biggest concern is damage to receptacles and overloading of the circuits. At best, overloading the circuit would trip the breaker, at worst it can cause an electrical fire, either in the line or within the electrical panel.

As the Farmer's market is not a formal organization, they do not have liability insurance. However, the vendors, as an individual using our facility, may be covered under the District's liability insurance similar to anybody using our facilities such as playground, swimming pool etc.

**Considerations:**

- Due to the 15-amp circuit, no electrical heaters, heat lamps, or appliances should be connected to the District's electrical grid in Beattie Park.
- Any decision regarding electrical use for the Farmer's Market should equally apply to any other similar "for profit" or "non profit" type of event in the park.
- Council may wish to consider a refundable deposit (say \$500) to cover any deliberate or inadvertent damage to the receptacles.
- Council may wish to treat events in the park as community events with no additional costs to the organizer or vendors.

**ALTERNATIVES:**

1. Approve the use of the electrical receptacles by the Farmer's Market at cost.
2. Approve the use of the electrical receptacles by the Farmer's Market at no cost
3. Do not permit the use of the electrical receptacles by the Farmer's Market.

**FINANCIAL CONSIDERATIONS:**

Alternative 1: The costs to the District for the provision of electricity would be minimal although they cannot be quantified precisely. Should this option be selected the fees are recommended to be on a flat rate basis charged to the organizer. The internal costs associated with administering the program may exceed any revenue generated.

Alternative 2: The costs to the District for the provision of electricity would be minimal although they cannot be quantified precisely.

Alternative 3: No additional costs to the District. The electrical breaker would be turned off.

**RECOMMENDATIONS:**

That Council direct administration to charge a \$5.00 per event flat fee for the use of electricity in the Beattie Park; and,

That this amount be collected at the beginning of the season, based on the projected number of events for the season; and,

That this fee be applied to all "for profit" or "non profit" events occurring at the Beattie Park; and,

That no electrical heaters or electrical appliances be permitted.

Report Prepared by:

Mark Sture, Manager of Public Works

Report Approved by:

Chris Cvik, Interim CAO

Report Reviewed by:

Mokles Rahman, Director of Public Works

## REQUEST FOR DECISION

<b>RFD#:</b> 2019MR11	<b>Date:</b> June 17, 2019
<b>Meeting#:</b>	<b>Originator:</b> Mark Sture
<b>RFD TITLE:</b> Bear Proof Recycling Bins – Unbudgeted Expenditure	

### BACKGROUND:

In late February 2019 the District received an Advisory Letter (notice of violation) for not having bear-proof recycling bins in the King Getthing campground. A copy of the letter is attached.

The purchase of the Bear-proof recycling bins was not budgeted as part of the 2019 Budget process.

### DISCUSSION:

In August 2018, Conservation Officers visited King Getthing Campground and noted that the recycling bins were not bear-proof. Notification of this was received by the District in February 2019.

Quotes were sought from three companies that supply the bear-proof containers for recycling. This request was for seven (7) bins; one (1) for each campground and three (3) for park space recreation areas around the District. One quote was from a US based company and they referred the author to their Canadian counterpart.

The least expensive of the quotes was from Rollins for a total of \$14,094.85 for seven bins inclusive of taxes and delivery. These costs include concrete pad installation. This item was not budgeted during the budget process and thus there are no specific funds identified for this project.

Rollins bins are compatible with our bear-proof garbage bins as they are made by the same company.

Currently, 95-gallon blue plastic bins are being used, but these are not totally bear-proof. Should the District not acquire Bear-proof containers we would be subject to further action by Conservation Officers and could be encouraging bears to the Campgrounds.

The source of funds for this work should be the Contingency Account.

### ALTERNATIVES:

1. Approve the purchase of Bear Proof Containers from Rollins.
2. Do not approve the purchased of Bear-Proof Containers

**FINANCIAL CONSIDERATIONS:**

Alternative 1: That the Bear-Proof Containers be purchased from Account 01-10-1005-5774 in the amount of \$14,094.85. There is approximately \$233,000 available in this account.

Alternative 2: There is no direct impact on the District's budget. However, there may be monetary fines resulting from the issuance of Dangerous Wildlife Protection Orders.

**RECOMMENDATIONS:**

That Council approve the purchase of seven (7) bear-proof recycling bins from Rollins for a quoted price of \$14,094.85 inclusive of taxes, and;

That the funding be taken from the Contingency Account 01-10-1005-5774.

Report Prepared by:

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

Report Reviewed by:

  
\_\_\_\_\_  
Mokles Rahman, Director of Public Works

Report Approved by:

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



# Hid-A-Bag



**AESTHETIC  
CONTAINMENT.  
PROTECTING NATURE.**

**STORAGE**

**COLLECTION**

**TRANSFER**

Page 73 of 125



# Hid-A-Bag

## Features



Industry standard for bear resistant containment.



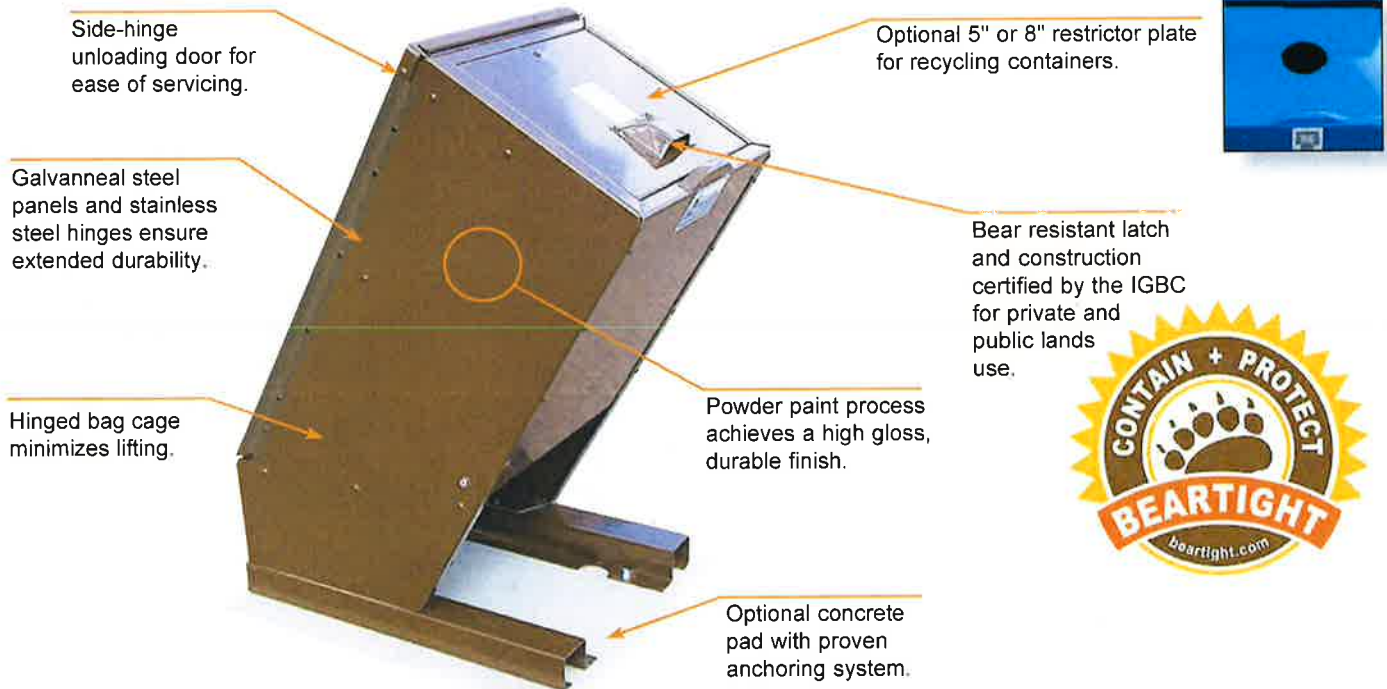
Enhanced accessibility with optional side-hinge loading door.



Decorative poly siding or vinyl wrap look great with zero upkeep.



Combination collection for waste and/or recyclables.



## Specifications

<b>HBIM</b> (1 bag)	<b>HBIIM</b> (2 bags)	<b>HB3M</b> (3 bags)	<b>HBIS</b> (1 bag)	<b>HBIIS</b> (2 bags)
<b>Capacity</b> 120 L (32 Gal)	<b>Capacity</b> 225 L (60 Gal)	<b>Capacity</b> 360 L (95 Gal)	<b>Capacity</b> 265 L (70 Gal)	<b>Capacity</b> 500 L (130 Gal)
<b>Length</b> 890 mm (35 in)	<b>Length</b> 890 mm (35 in)	<b>Length</b> 915 mm (36 in)	<b>Length</b> 1070 mm (42 in)	<b>Length</b> 1070 mm (42 in)
<b>Width</b> 535 mm (21 in)	<b>Width</b> 965 mm (38 in)	<b>Width</b> 1398 mm (55 in)	<b>Width</b> 710 mm (28 in)	<b>Width</b> 1220 mm (48 in)
<b>Height</b> 1090 mm (43 in)	<b>Height</b> 1090 mm (43 in)	<b>Height</b> 1090 mm (43 in)	<b>Height</b> 1350 mm (53 in)	<b>Height</b> 1350 mm (53 in)

Distributor

**ROLLINS**  
SINCE 1946

1.800.665.9060  
www.rollinsmachinery.com  
Contact: Sandra Seymour  
seymour@rollinsmachinery.ca

**Phone:** 888-HAUL-ALL (428-5255) **Fax:** 403.328.9956  
403.328.7788

**E-mail:** sales@haulall.com

www.haulall.com

Haul All and "Integrating Waste Management" are Registered Trademarks.





## THE DISTRICT OF HUDSON'S HOPE

**REPORT TO:** Mayor and Council

**SUBJECT:** Recreation and Special Events Update

**DATE:** June 24, 2019

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

---

### Programs and Events in June

*Hike the Steam Vents June 2*

Participants: 10\*

Led by Greta Goddard

\*About half were from Fort St. John.

*Essentrics in the Park Tuesdays June 4-25*

Participants to date: 17

Led by Britt Silk

*Hike 20 Mile Ridge June 8*

Participants: 16\*

Led by Greta Goddard

\*More than half the group was from Fort St. John, the rest were local to Hudson's Hope.

*Indigenous Day at the School June 10*

RSEC oversaw the Leg Wrestling and Push Pole stations. Assisted with setup and clean up. 2.5 hours.

*Library Program BBQ June 12*

Setup lawn games and provided facilitation and assistance with setup and running of the event at the library. 3 hours.

### Current Priorities and Projects

- |                     |                               |
|---------------------|-------------------------------|
| ➤ Canada Day        | ➤ Summer Camps                |
| ➤ Trail Map Project | ➤ Social Media and Promotions |
| ➤ ATV Campground    | ➤ Outdoor Movies              |

The RSEC attended a Standard First Aid Recert on June 20 to keep certifications current.

### Summer Camps

Camps are running for two age groups with dates as shown:

6-9yrs, July 15-19 and July 29-Aug 2

9-12yrs, July 8-12 and July 22-26

**SR8**

All camps have up to 12 participants and will have three staff full time during each camp session. We have partnered with groups locally and regionally:

- NEAT (Northern Environmental Action Team)
- Rustic Market Garden
- Hudson's Hope Public Library
- Cameron Lake Outdoor Center

In preparation for camp the Outdoor Recreation Assistant, Brenna, has been working diligently on the following:

- Camp policies to be sent to each parent of a registered camper
- Waivers and forms such as who can sign your child in and out, medical forms, field trip permission forms, and the child's swim level
- Daily games and crafts
- Staff orientation and teambuilding
- Camp schedules

*Summer Leaders will start work on July 2, 2019 for a period of 5-6 weeks each.*

#### **Attachments**

1. Update report from Greta Goddard regarding her Fit for Life program contract.
2. Canada Day Posters (2).
3. Canada Day Schedule.
4. July Calendar.

Prepared by:

Kaitlyn Atkinson, Recreation and Special Events Coordinator

**Fit For Life Report 2019: January –May Session**

Submitted by: Greta Goddard, BCRPA Fitness Instructor, Class Act Fitness

The Fit for Life is a low key exercise class designed to accommodate folks who have low mobility and a limited range of motion. It's an excellent program and fulfills a need in the community. Classes are held each Monday and Thursday for four weeks for a total of 32 classes per session. Session 1 runs from January to May. Session 2 runs from September to December. The program is definitely working. The measure of success is obvious from the comments. Thank you on behalf of all the participants for offering a program with such benefits. This contract should be considered for renewal for classes to run in January.

**Participant Comments:**

**"I am more flexible." "Finally something I can do!"**

**"This is different than just walking, it works everything. I can move better."**

**"It keeps me standing straighter."**

**"I use to have problems with my legs. They would just shake and keep me awake at night. Since I have started this class, I don't have any more problems."**

**"I can get out of my bathtub." "It gives you energy. I can do things."**

**"I had to climb a mountain and I did it!"**

**"I feel good." "It's fun!" "More people should do it." "I need this."**

**"I lost something under my couch and I just bend down and picked it up. I couldn't do that before."**

**"It's important to stay active. That's how you stay young."**

**"You have been more help to me than all the doctors I have seen."**

There are ten regular participants.

On occasions there are folks who drop in to participate.

Session 1 fees collected:

\$384.00 in full fares      10 full time participants (some fees were waived)

\$50 from drop in      5 participants

**A sincere thank you to the District of Hudson's Hope for supporting this much needed community program.**

Greta Goddard

Greta's Class Act Services

Box 687

Hudson's Hope, BC

V0C 1V0

# LINDSAY PRATT

Performing live at Canada Day

July 1, 2019 | Two Sets

12:15pm and 2pm

Hudson's Hope Pool Park



Lindsay Pratt is an award winning singer/songwriter from the Peace Region. With her duo project, Twin Peaks, she has recorded two albums and toured throughout Canada and Australia. Lindsay is now in the process of planning her first solo record. Currently residing in Edmonton, AB, Lindsay has collaborated with local musicians to create the project Party Jacket. With Party Jacket, Lindsay has performed at North Country Fair and various venues throughout the city and around Alberta.

Her songs are a snapshot of her life growing up in a northern town told with an openness and honesty that relates to many. She sings with a clear, strong voice that resonates and flows like the mighty Peace River.

# CANADA DAY

**Schedule · Monday, July 1, 2019**

**11:00 AM - 2:00 PM**

Farmers Market on Site: Homemade Popsicle's, Local Honey, Fresh Produce, Local Goodies, OH MY!

**11:00 AM - 3:00 PM**

BBQ Begins! Hosted by the Lions Club and sponsored by the District of Hudson's Hope.

**11:00 AM - 4:00 PM**

All Activities are OPEN and FREE: Yard games, Bouncy Castle, Photo Booth, Swimming, Face Painting, Popcorn, SWAG, etc.

**11:15 AM - 12:00 PM**

LIVE MUSIC: Pat Markin.

**12:00 PM**

Opening Remarks from Mayor Dave Heiberg.

**12:05 PM**

Singing of O'Canada, led by Suzy Bach.

**12:10 PM**

Ceremonial Cutting of the Cake! Cake is served.

**12:15 PM - 1:00 PM**

HEADLINER PERFORMANCE: Lindsay Pratt.

**1:00 PM**

Draw for SHINEDOWN Tickets. 10 attendees will be selected to play a game, winner takes home a pair of tickets.

**2:00 PM - 2:45 PM**

HEADLINER PERFORMANCE: Lindsay Pratt.

**3:00 PM - 3:45 PM**

LIVE MUSIC: Ben and Amber.

**3:45 PM**

Closing Remarks. Thank you for attending Canada Day in Hudson's Hope!



# DISTRICT OF HUDSON'S HOPE PLAYGROUND OF THE PEACE JULY CALENDAR

SUN	MON	TUE	WED	THU	FRI	SAT
	<b>1</b> Canada Day Celebrations Swim Lessons Set 1 (July 2nd-12th)	<b>2</b>  BollyX in the Park	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b> Hike Bullhead Mountain
<b>7</b> Lifesaving Camp (July 8th-12th, 13+ yrs) Swim Lessons Set 1 (July 2nd-12th) Summer Camp Week 1 (9-12 yrs, July 8-12)	<b>8</b>	<b>9</b>  Celebrate Pride! BollyX in the Park	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>
<b>14</b> Swim Lessons Set 2 (July 15th - 26th) Summer Camp Week 2 (6-9 yrs, July 15-19)	<b>15</b>	<b>16</b>  BollyX in the Park	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
<b>21</b> Monkey Business Gymnastics Camp (July 22-26) Swim Lessons Set 2 (July 15th - 26th) Summer Camp Week 3 (9-12 yrs, July 22-26)	<b>22</b>	<b>23</b>  BollyX in the Park	<b>24</b>	<b>25</b> Outdoor Movie @ 7:30 pm	<b>26</b>	<b>27</b>
<b>28</b> Swim Lessons Set 3 (July 29th - August 9th) Summer Camp Week 4 (6-9 yrs, July 29-Aug2)	<b>29</b>	<b>30</b>  Volunteer Appreciation BollyX in the Park	<b>31</b>			

www.hudsonshope.ca

LOVE  
HUDSONS HOPE



@hudsons.hope.bc

## THE DISTRICT OF HUDSON'S HOPE

**REPORT TO:** Mayor and Council

**SUBJECT:** Protective Services Monthly Update

**DATE:** 24 June 2019

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

---

### INFORMATION:

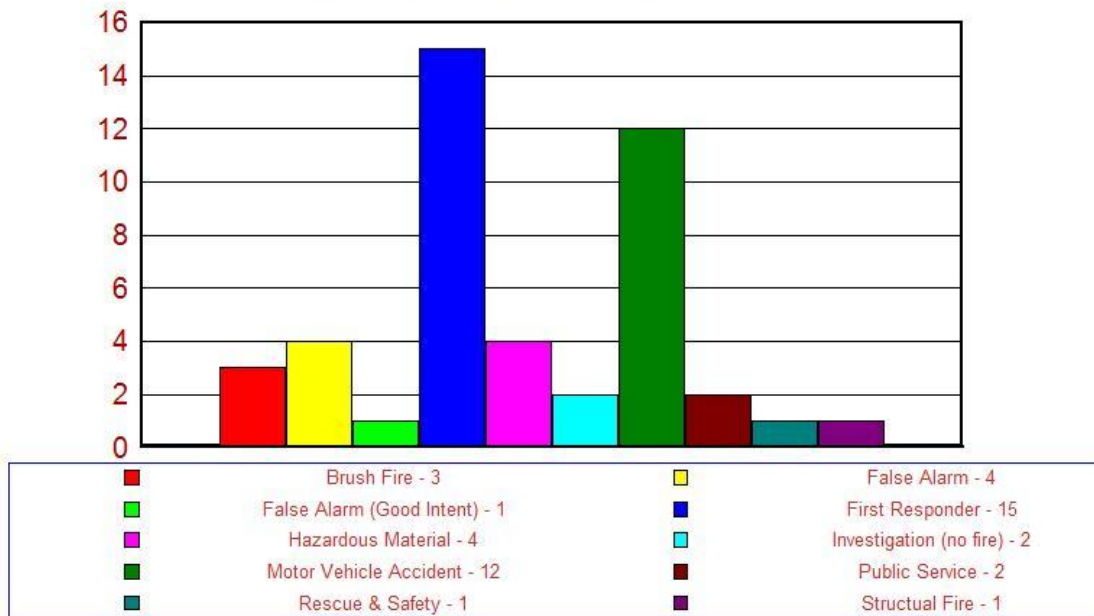
This report is a synopsis of the activities of the various branches of the Protective Services Department.

#### Fire Department

Year to date the department has responded to 45 calls for service:

First Responder	15
Motor Vehicle Incidents	12
Hazardous Materials Response	4
False Alarms	5
Structure Fire	1
Brush Fire	3
Investigation	2
Public Service	2
Rescue	1

## Hudson's Hope Fire Rescue Totals 01 Jan-20 June 2019



The annual Emergency Services Open House was held on 11 June 2019 at the Downtown Fire Hall. The event was well attended and was highlighted by an auto-extrication demonstration by the Junior Fire Fighters who participated in the program for 2019.

A barbeque was also held at the Beryl Prairie Fire Hall on 28 May 2019 which drew a large percentage of the residents of Beryl Prairie.

### Emergency Preparedness

The Strategic Wildfire Prevention fuel management project in Beryl Prairie has been completed, and the final reporting requirements have been met. This project had a total cost of \$206,643.37 of which \$178,120.19 was funded by the Strategic Wildfire Prevention Initiative grant. This project represents the final of three projects which the District has undertaken since 2011, and encompasses approximately 148 ha of fuel treatment activities to mitigate the hazards associated with Mountain Pine Beetle infestations in the areas of Beryl Prairie, Lynx Creek, and Jamieson Woods. The total cost of these fuel fire treatments undertaken was \$1,302,467 with \$1,075,764 (83%) of the costs being paid under the Strategic Wildfire Prevention Initiative grant.

A number of subsidized emergency management courses are currently being offered by Emergency Management BC for 2019. The District has submitted applications for 5 students to receive the subsidized training in a variety of subjects including Emergency Operations Center



Logistics Section, Information Officer, Introduction to Business Continuity Management, and Developing Personal Preparedness Programs.

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 about 830 subscribers within the Peace including 108 within the District.

#### Bylaw

There are currently 5 active bylaw files being actioned.

Animal related issues	1
Unsightly premise issues	4



Robert Norton, Director of Protective Services

# Local Government Program Services

...programs to address provincial-local government shared priorities

**COPY**

June 7, 2019

Mayor Heiberg and Council  
District of Hudson's Hope  
Box 330  
Hudson's Hope, BC V0C 1V0

**Re: Completion of Fuel Management Project (SWPI-512: Beryl Prairie  
Operational Treatment, 2012)**

Dear Mayor Heiberg and Council,

Thank you for submitting final report documentation for the completion of the above noted fuel management project. The Strategic Wildfire Prevention Working Group has reviewed your submission and the reporting requirements have been met.

The final report notes total project costs of \$206,643.37. Based on this, payment in the amount of \$178,120.19 will follow shortly by electronic funds transfer. This payment represents full payment for the project and is based on ninety per cent (90%) of total eligible costs to the approved grant maximum.

On behalf of the Working Group, I congratulate you on the successful completion of this project and offer best wishes for future community safety work in your community.

Sincerely,



Peter Ronald  
Programs Officer

cc: Robert Norton, Director of Protective Services, District of Hudson's Hope  
Andrea Rainey, Wildfire Prevention Officer, Prince George Fire Centre



**FIRST NATIONS'  
Emergency Services**  
BRITISH COLUMBIA



**BRITISH  
COLUMBIA**  
www.gov.bc.ca

The Strategic Wildfire  
Prevention Initiative is  
managed by the Strategic  
Wildfire Prevention  
Working Group.  
For program information,  
visit the Funding Program  
section at:

www.ubcm.ca

LGPS Secretariat

Local Government House  
525 Government Street  
Victoria, BC V8V 0A8

E-mail: swpi@ubcm.ca  
Phone: (250) 356-2947  
Fax: (250) 356-5119

<u>Item #</u>	<u>Agenda Item</u>	<u>Minutes</u>
1.0	Roll Call	<p><b>North Peace Airport Society</b>  President Jim McKnight, Electoral Area C  Vice-President, Brent Taillefer, District of Taylor  Treasurer, Karen Goodings, Electoral Area B  Director Arlene Boon, Electoral Area B  Director Dave Heiberg, District of Hudson's Hope  Director Bob Norton, District of Hudson's Hope  Director Brad Sperling, Electoral Area C  Director Byron Stewart, City of Fort St. John  Director of Strategy, Capital &amp; Planning, Miranda V. Flury</p> <p><b>North Peace Airport Services</b>  Gordon Duke, Managing Director  Tim Greening, Manager Programs &amp; Regulatory Compliance</p> <p><b>Absent</b>  Director Moira Green, City of Fort St. John</p>
1.1	Call to Order	09:30 am
1.2	Amendments to Agenda	New business: 8.4 CRFI Unit
2.0	Closed Meeting	See Closed Meeting Minutes
3.0	Meeting Minutes	
3.1	Meeting Minutes February 6, 2019	<p>MAR/15/2019- 1  MOVED: Dave Heiberg  SECONDED: Byron Stewart  THAT the regular meeting minutes from February 6, 2019 are approved as presented.</p> <p>CARRIED</p>
4.0	Consent Agenda	<p>MAR/15/2019- 2  MOVED: Brent Taillefer  SECONDED: Rob Fraser  THAT the consent agenda on March 15, 2019 is approved as presented.</p> <p>CARRIED</p>

5.0	Society's Financial Statements	<p>MAR/15/2019-3</p> <p>MOVED: Arlene Boon</p> <p>SECONDED: Bob Norton</p> <p>THAT the Society's financial reports ending January 31, 2019 are approved as presented.</p> <p>CARRIED</p>
6.0	North Peace Airport Services Reports	
6.1	NPAServices' Update January 2019	<ul style="list-style-type: none"> <li>• Collective Bargaining Update <ul style="list-style-type: none"> <li>○ Union has not formally signed the collective agreement yet, although it is expected to do so soon.</li> </ul> </li> <li>• Dawson Creek Runway Expansion <ul style="list-style-type: none"> <li>○ Mayor of DC does not want to commit the additional funds required outside of their BCAAP grant, the runway extension is on hold.</li> </ul> </li> <li>• Runway Run <ul style="list-style-type: none"> <li>○ June 1 fundraiser event</li> </ul> </li> <li>• Community Support <ul style="list-style-type: none"> <li>○ Evacuation incident in 2018 lead to a retribution of \$5000 which will be donated back to the community.</li> </ul> </li> <li>• MP will meet with Brad, Gord, and Miranda to discuss ACAP issues and concerns.</li> </ul>
6.2	NPAServices' Financial Statements	Tabled.
6.3	NPAServices' ARFF Financials	Tabled.
6.4	Project Status Updates	
6.4.1	Project Update-Runway Rehabilitation 03/21 ACAP	Tabled.
6.4.2	Project Update-Grader	Tabled.

6.4.3	Project Update- Website Redesign	Tabled.
6.4.4	Project Update- Tar Pot	Tabled.
6.4.5	Project Update- Wireless Upgrade	Tabled.
6.4.6	Project Update- Firehall Upgrades	Tabled.
6.4.7	Project Update- Apron Flood light Upgrade LED	Tabled.
6.4.8	Project Update- Crash Gates	Tabled.
6.4.9	Project Update- Professional Services Agreement with WSP (ARFF Firehall)	<ul style="list-style-type: none"> <li>• NPAServices determined there is a clause in the services agreement with WSP that eliminates the remaining liability of the contract (i.e.: the remaining dollar amount outstanding)</li> <li>• Society requested NPAServices to determine if YXJ's eligibility for ACAP funds on the firehall collapses as a result of incompleteness of the contract</li> </ul>
6.4.10	Project Update- Airport Computer Server (Small Capital Project)	Tabled.
6.5	Maintenance and Repairs Variance Report 2018	Tabled.
7.0	Unfinished Business	
7.1	Capital Approval Policy Update	Tabled.
7.2	Letter from Vantage on: Vantage Fee on ARFF Regulatory Recovery Fee Income	Tabled.

7.3	ARFF Regulatory Recovery Fee: Letter of Understanding from Vantage	Tabled.
7.4	Letter from Vantage re: Initial Outlay of \$84,000 for ARFF Services	Tabled.
7.5	10-year Capital Plan Compilation	Tabled.
7.6	Vantage Financial Definitions	Tabled.
8.0	New Business	
8.1	Consideration to Outsource Parking Lot	Tabled.
8.2	Runway 12/30- High Severity Transverse Cracks	
8.2.1	Project Charter- Runway 12/30 High Severity Transverse Cracks	MAR/15/2019- 4 MOVED: Karen Goodings SECONDED: Dave Heiberg THAT the Runway 12/30 High Severity Transverse Cracks Project Charter is approved as presented, with a capital budget of \$250,000.  CARRIED
8.2.2	Project Status Update- Runway 12/30 High Severity Transverse Cracks	No discussion.
8.3	Update on Terminal Renovation Discussion	Tabled.
8.4	Addition to Agenda:	Transport Canada indicated the tow behind unit for friction testing is not approved.

	Project Charter-Equipment replacement GMC Pickup CRFI Unit	MAR/15/2019- 5 MOVED: Brad Sperling SECONDED: Dave Heiberg THAT CRFI GMC pickup unit is approved as a capital expenditure of \$45,000.  CARRIED
9.0	Adjournment	MAR/15/2019- 6 MOVED: Arlene Boon THAT the meeting is adjourned at 12:40 pm.  CARRIED

<u>Item #</u>	<u>Agenda Item</u>	<u>Minutes</u>
1.0	Roll Call	<p><b>North Peace Airport Society</b>  President Jim McKnight, Electoral Area C  Treasurer, Karen Goodings, Electoral Area B  Director Arlene Boon, Electoral Area B  Director Moira Green, City of Fort St. John  Director Dave Heiberg, District of Hudson's Hope  Director Brad Sperling, Electoral Area C  Director Byron Stewart, City of Fort St. John  Director of Strategy, Capital &amp; Planning, Miranda V. Flury</p> <p><b>North Peace Airport Services</b>  Gordon Duke, Managing Director  Tim Greening, Manager Programs &amp; Regulatory Compliance</p> <p><b>SRBG</b>  Jaron Neufeld, Auditor &amp; Partner (<i>present for 8.4 only</i>)</p> <p><b>Absent</b>  Vice-President, Brent Taillefer, District of Taylor  Director, Rob Fraser, District of Taylor  Director Bob Norton, District of Hudson's Hope</p>
1.1	Call to Order	9:41am.
1.2	Amendments to Agenda	Moved closed meeting to the end of the Regular Meeting.
2.0	Closed Meeting	See closed meeting minutes.
3.0	Meeting Minutes	
3.1	Meeting Minutes March 15, 2019	<p>MAY/21/2019- 1  MOVED: Arlene Boon  SECONDED: Dave Heiberg  THAT the regular meeting minutes from March 15, 2019 are approved as presented.</p> <p>CARRIED</p>
4.0	Consent Agenda	<p>MAY/21/2019- 2  MOVED: Arlene Boon  SECONDED: Brad Sperling</p>



		<p>THAT the consent agenda on May 21, 2019 is approved as presented.</p> <p>CARRIED</p>
5.0	Society's Financial Statements	<p>MAY/21/2019-3</p> <p>MOVED: Dave Heiberg</p> <p>SECONDED: Moira Green</p> <p>THAT the Society's financial reports ending March 31, 2019 are approved as presented.</p> <p>CARRIED</p>
6.0	North Peace Airport Services Reports	
6.1	NPAServices' Update January 2019	<ul style="list-style-type: none"> <li>• Warranty for ARFF trucks end July 2019; NPAServices is assessing the truck now to have any issues addressed under warranty.</li> <li>• WestJet eliminated the late-night flight from Calgary to YXJ on Thursday and Friday</li> <li>• Collective Bargaining Update <ul style="list-style-type: none"> <li>◦ 5-year contract- not signed yet.</li> </ul> </li> <li>• Vantage went to the jump start conference and spoke on behalf of all their airports to airlines.</li> <li>• Cold shot bus lines <ul style="list-style-type: none"> <li>◦ NPAServices believes this will not encourage passengers to fly out of Grand Prairie.</li> </ul> </li> </ul>
6.2	NPAServices' Financial Statements	Received.
6.3	NPAServices' ARFF Financials	NPAServices will look to decrease the ARFF fee in the next month until the reserve is depleted.
6.4	Project Status Updates	
6.4.1	Project Update- Runway Rehabilitation 03/21 ACAP	<ul style="list-style-type: none"> <li>• Technical questions are ongoing, application was submitted and is being worked on by ACAP.</li> <li>• Report will be updated.</li> </ul>
6.4.2 6.4.2.1	Project Update- Grader &	<ul style="list-style-type: none"> <li>• Grader is in the que for next year's ACAP funding, waiting to hear back by Sept 2019</li> </ul>

	ACAP Response to Grader	<ul style="list-style-type: none"> <li>• In July, two options will be presented to proceed with the grader (with ACAP funding, or without ACAP funding)- NPAServices will seek approval for both routes to proceed in September.</li> <li>• Report will be updated.</li> </ul>
6.4.3	Project Update-Website Redesign	Project complete, needs to be closed out.
6.4.4	Project Update-Tar Pot	Received.
6.4.5	Project Update-Wireless Upgrade	Received, report will be updated.
6.4.6	Project Update-Firehall Upgrades	<ul style="list-style-type: none"> <li>• No responses from BC Bid</li> <li>• Contacting local contacts</li> <li>• Report will be updated.</li> </ul>
6.4.7	Project Update-Apron Flood light Upgrade LED	Received.
6.4.8	Project Update-Crash Gates	Received.
6.4.9	Project Update-Professional Services Agreement with WSP (ARFF Firehall)	<ul style="list-style-type: none"> <li>• ACAP verbally agreed that if YXJ pulled the ARFF Shelter Project that the airport would still be eligible at a future date for ACAP funding. NPAServices is obtaining this in writing.</li> </ul>
6.4.10	Runway 12/30 High Severity Transverse Cracks	<ul style="list-style-type: none"> <li>• According to Section 4.3 in the Capital Approval Policy, the selection of the bid needs to be approved by the Society.</li> <li>• NPAServices will present the recommendation to the Society.</li> </ul>
6.4.11	Project Update-CRFI Truck GMC Pick Up	Received.
6.5	Maintenance and Repairs Variance Report 2018	No discussion.
7.0	Unfinished Business	

7.1	Capital Approval Policy Update	MAY/21/2019-4 MOVED: Dave Heiberg SECONDED: Arlene Boon THAT the Capital Approval Policy is approved as presented.  CARRIED
7.2	Letter from Vantage on: Vantage Fee on ARFF Regulatory Recovery Fee Income	No discussion.
7.3	ARFF Regulatory Recovery Fee: Letter of Understanding from Vantage	No discussion.
7.4	Letter from Vantage re: Initial Outlay of \$84,000 for ARFF Services	Defer until June meeting.
7.5	10-year Capital Plan Compilation	NPAServices will complete the 10-year capital plan.
7.6 7.6.1	Vantage Financial Definitions & Letter from Vantage to NPASociety Regarding Vantage Admin Fee	No discussion.
8.0	New Business	

8.1	Consideration to Outsource Parking Lot	<p>Considered easy park, an online app for paying for parking, and removing the gate arms and adding patrol.</p> <p>This item will be removed off the agenda until a more concrete recommendation is presented.</p>
8.2	Transfer Money to Capital Liability Reserve.	<p>MAY/21/2019-5  MOVED: Moira Green  SECONDED: Dave Heiberg  THAT \$200,000 be transferred from the Capital Planning Reserve to the Capital Liability Reserve.</p> <p>CARRIED</p>
8.3	Update on Terminal Renovation Discussion	<p>NPAServices stated YXJ will not need a terminal renovation for at least three years unless major changes happen that influence passenger levels.</p>
8.4	NPASociety Draft Audited Financial Statements	<p>MAY/21/2019- 6  MOVED: Karen Goodings  SECONDED: Arlene Boon  THAT the 2018 Draft Audited Financial Statements are approved as presented.</p> <p>CARRIED</p>
9.0	Adjournment	<p>MAY/21/2019- 7  MOVED: Moira Green  THAT the meeting is adjourned at 11:42 am.</p> <p>CARRIED</p>

June 10, 2019

Dear Mayors and Regional District Chairs:

I am pleased to provide you with the following information regarding the process for requesting a meeting with me during the annual UBCM Convention taking place this year from September 23 to 27, 2019 in Vancouver, British Columbia.

You will receive a separate letter from the Honourable John Horgan, Premier, containing information about the online process for requesting a meeting with Premier Horgan and other Cabinet ministers.

If you would like to meet with me at the Convention, please complete the online request form at: [MAH Minister's Meeting](#) and submit it to the Ministry of Municipal Affairs and Housing before **July 17, 2019**. Meeting arrangements will be confirmed by early September. I will do my best to accommodate as many meeting requests as possible.

To get the most out of your delegation's meeting with me, it would be helpful for you to provide as much detail as possible in the online form on the topic you wish to discuss. This will enable me to have a better understanding of your delegation's interests so that our discussions can be more productive.

Ministry staff will soon email you the Provincial Appointment Book. This lists all government, agency, commission, and corporation staff who are expected to be available to meet with delegates at the Convention, as well as details on how to request a meeting with staff online.

This will be my third UBCM Convention as Minister responsible for local government, and I appreciate the collaboration and partnerships that we have built over these last several years. I look forward to hearing more about your challenges and accomplishments as we continue our work together to make life better for all British Columbians.

Sincerely,



Selina Robinson  
Minister

pc: Honourable John Horgan, Premier  
Arjun Singh, President, Union of British Columbia Municipalities

June 10, 2019

Dear Mayors and Regional District Chairs:

My caucus colleagues and I are looking forward to seeing you all again at this year's Union of British Columbia Municipalities (UBCM) Convention in Vancouver from September 23-27.

*Resiliency and Change*, the theme for the 2019 Convention, is indeed an appropriate focus as communities throughout our province are experiencing change on issues ranging from the impacts of climate change to economic pressures. UBCM provides a wonderful opportunity to listen to one another, share ideas, and find new approaches to ensure our communities thrive. With local, provincial, federal, and First Nations governments working together, we can continue to build a better BC.

If you would like to request a meeting with a Cabinet Minister or with me during this year's convention, please register online at <https://ubcmreg.gov.bc.ca/> (live, as of today). Please note that this year's invitation code is **MeetingRequest2019** and it is case sensitive. If you have any questions, please contact [UBCM.Meetings@gov.bc.ca](mailto:UBCM.Meetings@gov.bc.ca) or phone 250-213-3856.

I look forward to being part of your convention, meeting with many of you, and exploring ways that we can partner together to address common issues.

Sincerely,

A handwritten signature in blue ink, reading "John J. Horgan", with a long horizontal flourish extending to the right.

John Horgan  
Premier

**From:** [2019 MAH UBCM Meeting Requests MAH:EX](#)  
**To:** [2019 MAH UBCM Meeting Requests MAH:EX](#)  
**Subject:** 2019 UBCM Convention – Meeting Requests with Premier Horgan and Provincial Cabinet Ministers and the Minister of Municipal Affairs and Housing  
**Date:** Tuesday, June 11, 2019 10:02:11 AM  
**Attachments:** [image002.png](#)  
[image001.png](#)  
[Premier Horgan Letter\\_Mayors and Regional District Chairs.pdf](#)  
[246893 Minister Robinson Letter\\_Mayors and Regional District Chairs.pdf](#)

---

This message is being sent by the Ministry of Municipal Affairs and Housing to all Union of BC Municipalities (UBCM) members and Regional Districts on behalf of the Honourable John Horgan, Premier, and the Honourable Selina Robinson, Minister of Municipal Affairs and Housing.

Subject: 2019 UBCM Convention – Meeting Requests with Premier Horgan and Provincial Cabinet Ministers and the Minister of Municipal Affairs and Housing  
Intended Recipient(s): Mayors/Regional District Chairs/Islands Trust Chair/CAOs and cc: General Email  
Attachments: Two (2) plus message below

If you have received this message in error, we ask that you forward it to the appropriate person in your office.

\*\*\*\*\*

MESSAGE:

Please see the attached letters from Premier Horgan and Minister Robinson with regards to this year's UBCM Convention. These letters outline the process for requesting a meeting with the Premier and Cabinet Ministers.

For requesting meetings with the Premier and Cabinet Ministers (not including Minister of Municipal Affairs and Housing) please use the online form at:

<https://UBCMreg.gov.bc.ca>

(invitation code: **MeetingRequest2019** is case sensitive)

If you have questions please contact the Premier's UBCM Meeting Request Coordinator by email at: [UBCM.Meetings@gov.bc.ca](mailto:UBCM.Meetings@gov.bc.ca) or by telephone: 250 213-3856.

Please note as in previous years, meetings with the Minister of Municipal Affairs and Housing (MAH) are scheduled directly with that Ministry.

For requesting meetings with the Minister of Municipal Affairs and Housing, please use the online meeting request form at:

[Minister of Municipal Affairs and Housing Meetings](#)

If you have questions, please contact the MAH UBCM Meeting Coordinator, Nicole Gibbings by email at: [MAH.UBCM.MeetingRequests@gov.bc.ca](mailto:MAH.UBCM.MeetingRequests@gov.bc.ca) or by phone at 778-698-3203.

Thank you.

\* Contact information is provided by CivicInfo BC. To ensure you receive all relevant communications please ensure the contact information for your organization is updated regularly.



**From:** [2019 MAH UBCM Meeting Requests MAH:EX](#)  
**To:** [2019 MAH UBCM Meeting Requests MAH:EX](#)  
**Subject:** 2019 UBCM Convention - Provincial Appointment Book and Meeting Request Process for Meetings with Provincial Government Staff  
**Date:** Tuesday, June 11, 2019 1:27:40 PM  
**Attachments:** [2019 UBCM Provincial Appointment Book.pdf](#)

---

This message is being sent to all UBCM Member Municipalities, Regional Districts and First Nations on behalf of the Ministry of Municipal Affairs and Housing.

Subject: 2019 UBCM Convention - Provincial Appointment Book and Meeting Request Process for Meetings with Provincial Government Staff  
Intended Recipient(s): Mayors/Regional District Chairs/Islands Trust Chair/CAOs  
and cc: General Email  
Chiefs and Chief Councillors and  
cc: Secretaries and Alternates  
Attachments: One (1) plus message below

If you have received this message in error, we ask that you forward it to the appropriate person in your office.

\*\*\*\*\*

MESSAGE:

**2019 UBCM Convention – Vancouver, September 23 – 27, 2019**

Further to Minister Robinson's June 10, 2019 letter regarding the 2019 UBCM Convention, I am pleased to attach the 2019 Provincial Appointment Book for your use in requesting meetings with provincial government staff (ministries, agencies, commissions and corporations – MACCs) available to meet with delegates at Convention.

To request a meeting, please complete the form located at: [Provincial Government Staff \[MACC\] Meetings](#).

The deadline for submitting online meeting requests is **Friday, August 23, 2019**. Meeting confirmation details will be sent to the contact identified on your meeting request form.

After August 23, 2019, requests for appointments can be made at the Provincial Appointments Desk, during Convention at the following locations:

**Monday, September 23, 2019 to Tuesday, September 24, 2019**

Vancouver Convention Centre, East Building - Lobby  
8:30 am – 4:00 pm

**Wednesday, September 25, 2019 to Thursday, September 26, 2019**

Vancouver Convention Centre, East Building – Exhibition Hall C  
8:30 am – 4:00 pm

For information on requesting meetings with the Premier/Cabinet Ministers, and for the Honourable Selina Robinson, Minister of Municipal Affairs and Housing, please see the attached

2018 Provincial Appointment Book (page 2).

If you have any questions, please contact Laura Smith, by telephone at: 778 698-3263, or by email at: [MAH.UBCM.MeetingRequests@gov.bc.ca](mailto:MAH.UBCM.MeetingRequests@gov.bc.ca). Thank you.

Regards,

*B. Schmidt*

Birgit Schmidt (MAH UBCM Convention Coordinator)  
Director, Operations and Client Relations  
Local Government Division | Ministry of Municipal Affairs and Housing  
Phone: 778-698-3260 | E-mail: [Birgit.Schmidt@gov.bc.ca](mailto:Birgit.Schmidt@gov.bc.ca)

# **2019 PROVINCIAL APPOINTMENT BOOK**

**Meeting Requests with  
Provincial Government Staff  
from Ministries, Agencies, Commissions and  
Corporations (MACC)  
at the**

## **2019 UBCM CONVENTION**

**September 23 – 27, 2019  
Vancouver Convention Centre  
Vancouver, British Columbia**



## Table of Contents

Introduction.....	2
Meeting Requests.....	2
Honourable John Horgan, Premier and Cabinet Ministers ( <i>except Minister of Municipal Affairs and Housing</i> ).....	2
Honourable Selina Robinson, Minister of Municipal Affairs and Housing .....	2
Provincial Government Staff <i>Ministries, Agencies, Commissions and Corporations (MACC)</i> .....	2
Ministries, Agencies, Commissions and Corporations (MACC) Meeting Information .....	3
Ministry of Advanced Education, Skills and Training.....	4
Ministry of Agriculture.....	4
Ministry of Attorney General.....	5
Ministry of Attorney General Continued.....	6
Ministry of Children and Family Development.....	7
Ministry of Children and Family Development Continued.....	8
Ministry of Citizens' Services .....	9
Ministry of Education .....	10
Ministry of Energy, Mines and Petroleum Resources .....	10
Ministry of Energy, Mines and Petroleum Resources Continued.....	11
Ministry of Environment and Climate Change Strategy .....	12
Ministry of Finance .....	13
Ministry of Forests, Lands, Natural Resource Operations and Rural Development.....	13
Ministry of Health.....	14
Ministry of Indigenous Relations and Reconciliation .....	15
Ministry of Jobs, Trade and Technology.....	16
Ministry of Labour .....	17
Ministry of Mental Health and Addictions .....	18
Ministry of Municipal Affairs and Housing .....	18
Ministry of Municipal Affairs and Housing Continued.....	19
Ministry of Public Safety and Solicitor General .....	19
Ministry of Social Development and Poverty Reduction.....	20
Ministry of Tourism, Arts and Culture .....	20
Ministry of Transportation and Infrastructure .....	21
Provincial Agencies, Commissions and Corporations.....	22
Provincial Agencies, Commissions and Corporations Continued.....	23

## Introduction

The Provincial Appointment Book is provided to help schedule meetings at the 2019 UBCM Convention. All Provincial Government Ministries, Agencies, Commissions and Corporations (MACC) with staff attending the Convention and available to meet with local government delegates, are listed. Links to meeting requests forms with the Premier and Cabinet Ministers, and the Minister of Municipal Affairs and Housing are also included.

## Meeting Requests

### **Honourable John Horgan, Premier and Cabinet Ministers** *(except Minister of Municipal Affairs and Housing)*

Click: <https://UBCMreg.gov.bc.ca>

Invitation Code: MeetingRequest2019 *(case sensitive)*

**Deadline: Wednesday, July 17, 2019**

Questions: Contact the Premier's UBCM Meeting Request Coordinator, by email at: [UBCM.Meetings@gov.bc.ca](mailto:UBCM.Meetings@gov.bc.ca), or by telephone at: 250 213-3856.

### **Honourable Selina Robinson, Minister of Municipal Affairs and Housing**

Click: [Municipal Affairs and Housing Minister's Meeting Requests](#)

**Deadline: Wednesday, July 17, 2019**

Questions: Contact the Minister's UBCM Meeting Request Coordinator, Nicole Gibbings, by email at: [MAH.UBCM.MeetingRequests@gov.bc.ca](mailto:MAH.UBCM.MeetingRequests@gov.bc.ca), or by telephone at: 778 698-3203.

### **Provincial Government Staff** *Ministries, Agencies, Commissions and Corporations (MACC)*

Click: [Provincial Staff \(MACC\) Meeting Requests](#)

**Deadline: Friday, August 23, 2019**

Questions: Contact the UBCM MACC Meeting Request Coordinator, Laura Smith, by email at [MAH.UBCM.MeetingRequests@gov.bc.ca](mailto:MAH.UBCM.MeetingRequests@gov.bc.ca), or by telephone at: 778 698-3263.

Once Provincial Government MACC Staff meetings are scheduled, confirmation will be sent to local governments **via email**.

## Ministries, Agencies, Commissions and Corporations (MACC) Meeting Information

### **ON-SITE PROVINCIAL APPOINTMENTS DESK**

Provincial Appointments Desk staff will be available to schedule meetings with Provincial Government MACC Staff at the following locations:

**Monday, September 23, 2019 to Tuesday, September 24, 2019**

Vancouver Convention Centre, East Building - Lobby

8:30 am – 4:00 pm

**Wednesday, September 25, 2019 – Thursday, September 26, 2019**

Vancouver Convention Centre, East Building – Exhibition Hall C

8:30 am – 4:00 pm

### **MEETING LOCATIONS WITH PROVINCIAL GOVERNMENT MACC STAFF AT CONVENTION:**

**Tuesday, September 24, 2019**

Pan Pacific Hotel, R Level – Cypress Suite

**Wednesday, September 25, 2019 to Thursday, September 26, 2019**

Vancouver Convention Centre, East Building – Exhibition Hall C

Questions: Contact the MACC UBCM Meeting Request Coordinator, Laura Smith, by email at [MAH.UBCM.MeetingRequests@gov.bc.ca](mailto:MAH.UBCM.MeetingRequests@gov.bc.ca), or by telephone at: 778 698-3263.

## Ministry of Advanced Education, Skills and Training

DIVISION/BRANCH	TOPIC
<b>Governance, Legislation and Corporate Planning Division</b>	Post-secondary governance, legislation, sector quality assurance, private career training regulation, data support, audit, institutional accountability, corporate planning, international education, intergovernmental relations, and sector labour relations.
<b>Post-Secondary Policy and Programs and Division Responsible for Learner Supports</b>	25 public post-secondary institutions and their programs including skills and training, Aboriginal Education, Adult Basic Education, English Language Learning, strategic policy, StudentAid BC, Science, Technology, Engineering and Math (STEM), and medical and health.
<b>Finance, Technology and Management Services and Division Responsible for Student Housing</b>	Operating and capital grants to 25 public post-secondary institutions (PSIs), FTE and PSI financial health monitoring and reporting, Ministry's 10 year capital plan, PSI property acquisition and disposition, manage Ministry budget, maintain Ministry IT systems and digital information security, Administrative Service Delivery Transformation Initiative, lead Ministry's business continuity and emergency response readiness with PSIs. Leading the development of 5000 additional student housing beds on Post-Secondary campuses in B.C.
<b>Workforce Innovation and Division Responsible for Skills Training</b>	Development and management of targeted labour market programs, policies, the dissemination of labour market information, and oversight of the Industry Training Authority to help British Columbians advance their skills and employment and support employers to meet their workforce needs.

## Ministry of Agriculture

DIVISION/BRANCH	TOPIC
<b>Food Safety and Inspection Branch</b>	Responsible for administration, compliance and enforcement of provincial legislation related to slaughter of meat, and food safety related to processing of seafood products. Also responsible for administration of food safety programs for farmers, ranchers and food processors under the federal/provincial/territorial Canadian Agricultural Partnerships (CAP) agreement.
<b>Corporate Governance, Policy and Legislation</b>	Responsible for providing corporate planning, resources and services to the Executive and ministry including ministry data reporting and dissemination, policy, legislation, Intergovernmental Relations, trade for agriculture and Seafood policy.
<b>Plant and Animal Health</b>	The Plant and Animal Health Branch supports the sustainability of animal and plant agriculture, while serving to protect the well-being of the people of the province through surveillance, regulatory compliance, risk assessment, and the development of strategies to address identified risks. The Plant and Animal Health Branch consists of three key programs: The Animal Health Centre, the Livestock Management and Regulatory Unit, and the Plant Health Unit.
<b>Innovation and Adaptation Service Branch</b>	Provides innovative solutions to the agriculture, food and seafood sectors as essential parts of the social and economic fabric of B.C.; facilitates competition, adaptation and innovation in response to economic, environmental, social influences and market change.

## Ministry of Attorney General

DIVISION/BRANCH	TOPIC
<b>Associate Deputy Minister's Office</b>	<p>Responsible for oversight of three Crown corporations (ICBC, BC Lottery Corporation and BC Liquor Distribution Branch) and two regulatory agencies (Gaming Policy and Enforcement Branch and Liquor &amp; Cannabis Regulation Branch):</p> <ul style="list-style-type: none"> <li>-ICBC provides universal auto insurance to B.C. drivers and is responsible for driver licensing and vehicle registration and licensing.</li> <li>-The BC LDB is one of two branches of government responsible for the beverage alcohol industry. It operates 197 BC Liquor Stores, 1 BC Cannabis Store (including its online portal), two Wholesale Customer Centres and four Distribution Centres; it is one of the largest retailers in B.C.</li> <li>-The BC Lottery Corporation conducts and manages gambling in a responsible manner while focusing on innovation, strategic partnerships and community outreach.</li> <li>-The Gaming Policy and Enforcement Branch regulates all gambling in B.C., including both commercial and charitable gambling</li> <li>- Liquor &amp; Cannabis Regulation Branch regulates BC's liquor industries and private retail non-medical cannabis industries. It issues liquor and non-medical cannabis licences and permits, and enforces legislative and regulatory conditions of these licences and permits.</li> </ul> <p>The ADMO is also the co-lead (with the Ministry of Public Safety and Solicitor General) for the current Traffic Fine Revenue Sharing agreement consultation.</p>
<b>BC Prosecution Service</b>	<p>Approving and conducting criminal and regulatory prosecutions.</p> <p>Initiating and responding to appeals.</p> <p>Providing criminal law advice to the government.</p> <p>Developing policies and procedures on the administration of criminal justice.</p> <p>Collaborating with partners and stakeholders on justice reform initiatives.</p>
<b>Justice Services Branch</b>	<p>Promoting access to justice through funding and oversight of legal aid programs, collaborative solutions to criminal justice problems through the integration of justice, health and social services, and overseeing the Province's commitment to federal/provincial/territorial criminal justice reform initiatives.</p> <p>Promoting access to justice through dispute resolution alternatives, procedural efficiencies and case management in civil courts, agencies, boards, commissions, tribunals, and government ministries.</p> <p>Facilitating resolution of family disputes and operating justice access centres, family justice centres and the Parenting After Separation program.</p> <p>Facilitating the successful payment of child and spousal support orders in the province through Maintenance Enforcement and Locate Services.</p> <p>Co-leading the partnership between the province and the BC Aboriginal Justice Council to collaboratively develop a future-focused Indigenous Justice Strategy and implement a portfolio of projects intended to realize the vision. The Indigenous Justice Strategy endeavours to reduce the overrepresentation of Indigenous people in the justice system as well as improve experiences within the justice system.</p> <p>Coordinating regular Justice Summits to consult with major justice participants and stakeholders.</p>



## Ministry of Attorney General Continued...

<b>Court Services Branch</b>	<p>Court Services Branch includes court administration, the BC Sheriff Service, and Headquarters. <a href="#">Court Administration</a> includes court clerks and registry staff. Registry staff are responsible for accepting and processing court documents and forms filed in all three levels of court in the areas of criminal, civil, family, divorce, adoption, probate and bankruptcy law. Court clerks are responsible for accurately capturing detailed information for court appearances that occur in courtrooms province-wide, while managing the flow of cases in court and supporting the judiciary.</p> <p>The <a href="#">BC Sheriff Service</a> (BCSS) is responsible for ensuring the safety and security of the public, the judiciary, crown counsel and CSB staff in courthouses and other court venues across the province. Duties include escorting accused persons, convicted persons and persons confined under the <i>Mental Health Act</i> between court locations and correctional institutions as well as escort to hospitals. BCSS oversees the jury administration and selection process for Supreme Court criminal and civil trials as well as Coroner's Inquests. They also conduct threat assessments for high-security/high-profile trials and individuals through the Integrated Threat Assessment Unit.</p> <p>CSB Headquarters supports day-to-day frontline service and undertakes financial management, data analytics, facilities planning, and human resource support as well as business and technology transformation, policy/ legislative development, and training.</p>
<b>Legal Services Branch</b>	<p>Responsible for advising the B.C. government, its ministers and officials on all matters of law. LSB provides legal and legislative services to government and supports the Attorney General in his role as official legal advisor to government.</p>

## Ministry of Children and Family Development

DIVISION/BRANCH	TOPIC
<b>Strategic Priorities / Strategic Initiatives</b>	<p>The Strategic Initiatives Branch is responsible for leadership, oversight and coordination of key ministry priorities and leads a variety of complex, large-scale and cross-divisional projects in collaboration across the ministry. The branch's current projects are:</p> <ul style="list-style-type: none"> <li>• reviewing funding provided to Family-Based Caregivers;</li> <li>• improving Youth Transitions;</li> <li>• supplementary youth-focused projects</li> </ul>
<b>Strategic Priorities/ Strategic Services Branch</b>	<p>The Strategic Services Branch consists: Strategic Planning &amp; Engagement, Project Management &amp; Lean Services, Implementation and Change Management, Intergovernmental Relations:</p> <p><b>Strategic Planning &amp; Engagement</b> directs planning, reporting, internal communications and staff engagement. This team provides strategic advice to executive; leads ministry-wide planning and assists divisions when required; reports on priority initiatives; directs internal engagement; and manages internal web services.</p> <p><b>Project Management &amp; Lean Services</b> supports the development of new projects and the continuous improvement of existing ministry services and programs. This team handles priority projects; promotes project management practice; helps divisions streamline processes; facilitates Lean and project management capacity building; and creates and provides resources for Lean improvement.</p> <p><b>Implementation &amp; Change Management</b> coordinates the rollout of new initiatives and plans for their human impact. This team develops the quarterly Implementation Schedule; manages implementation through the Implementation Table; communicates priorities ministry-wide; develops plans for engaging and supporting staff during change; supports leaders managing organizational transitions; offers training and online tools for change management; and measures impact of implementation and change activities.</p> <p><b>Intergovernmental Relations</b> supports the ministry's formal relations and executive engagements with other governments. This team provides leadership in intergovernmental collaborations; leverages opportunities to advance ministry priorities; contributes to the development of positions; manages contributions to national and international reporting; and shares developments in social sectors of other governments.</p>
<b>Strategic Priorities/ Strategic Integration Branch</b>	<p>The Strategic Integration Branch works collaboratively with senior leadership and subject matter experts across the ministry and within the division to enhance collaboration and integration across the four strategies of the Strategic Framework. The branch is responsible for: tracking, issues management and reporting of key Framework milestones and deliverables; ensuring the voice of Service Delivery Division and Practice is included in the development and implementation of the Framework; and oversight and coordination of consultations across the ministry on all major strategies and work plans.</p>

## Ministry of Children and Family Development Continued...

<b>Policy and Legislation</b>	<p>Child Welfare and Adoption Policy.  Child and Youth Mental Health Policy and school-based mental health (EASE program)  Legislation and Litigation.  Research, including the ministry's research approval process</p>
<b>Early Years and Inclusion</b>	<p>The Early Years and Inclusion Division leads the development and implementation of BC's Childcare BC plan, policy and provincially-delivered programs for the early years and children and youth with special needs.</p> <p>Childcare BC:</p> <ul style="list-style-type: none"> <li>• New Spaces Fund</li> <li>• Funding for UBCM Child Care New Spaces Grants</li> <li>• Funding for UBCM Child Care Planning Grants</li> <li>• BC Maintenance Fund</li> <li>• Start-up Grants</li> <li>• Child Care Fee Reduction Initiative</li> <li>• Affordable Child Care Benefit</li> <li>• Child Care Operating Funding</li> <li>• Early Childhood Educator (ECE) Wage Enhancement</li> <li>• Funding for ECE Bursaries</li> <li>• ECE Registry</li> </ul> <p>Early Years Policy and Programs:</p> <ul style="list-style-type: none"> <li>• Early Years Service Framework</li> <li>• Aboriginal Service Innovations – Early Years grants</li> <li>• Aboriginal Head Start</li> </ul> <p>Policy and Provincial Programs for Children and Youth with Special Needs (CYSN):</p> <ul style="list-style-type: none"> <li>• CYSN Service Framework</li> <li>• Autism Funding Program</li> <li>• Medical Benefits Program</li> <li>• Autism Information Services</li> </ul> <p>Provincial Deaf and Hard of Hearing Services</p>
<b>Service Delivery Division</b>	<p>Service Delivery Division is committed to providing children, youth and families across the province with an effective, integrated and coordinated service delivery system. The division is responsible for the delivery of community services, working closely with Delegated Aboriginal Agencies, foster caregivers and the community social service sector. Divisional staff also work in collaboration with other ministry divisions, social sector partners, schools, Health Authorities, and First Nations communities to implement ministry and government strategic initiatives.</p>

## Ministry of Citizens' Services

DIVISION/BRANCH	TOPIC
<b>Corporate Information and Records Management Office</b>	Provides corporate information management services to government including: Freedom of Information; proactive disclosures of information; privacy, records management and elements of information security. Additional related responsibilities include the development of corporate information management strategies, legislation, policies, standards, training and compliance.
<b>Service BC (SBC)</b>	Service BC is government's chief provider of citizen and business centred services. The division enables the design and delivery of accessible, responsive and cost-effective services, making it easier for citizens and businesses to interact with government. Through a provincial network of 65 offices and the provincial contact center, SBC provides hundreds of services for more than 30 partner ministries and agencies. These services can range from improving citizens' experiences accessing income assistance services through partnership with Ministry of Social Development and Poverty Reduction to the renewal of a driver's licence on behalf of ICBC. Through BC Registries and Online Services, we register and maintain businesses, societies and personal property through BC online and other online services. SBC also delivers secure and privacy-enhancing identity services for citizens and businesses to support access to digital government services and information.
<b>Procurement and Supply</b>	The Division plays a leadership role in government procurement and supply services. These activities serve the provincial government, the broader public sector, the public and, in some cases, municipalities. For example, municipalities use BC Bid to provide vendors with information on upcoming procurement operations and Asset Investment Recovery to dispose of municipal surplus assets in a convenient, environmentally friendly manner that returns a fair market value to the municipality.
<b>Real Property</b>	The Real Property Division provides everything needed to design, set up and manage a government workplace. RPD is responsible for the Province's real estate portfolio (excluding schools, post-secondary institutions and hospitals), office space inventory, parking, related legislation, furniture procurement, project and construction management, and real estate services for special-purpose facilities (such as courthouses, laboratories and correctional facilities). RPD provides cost-effective services for environmental management, leasing, facilities management, strategic real estate advice, acquisitions, dispositions and workplace planning. RPD's client base includes ministry (mandated) as well as broader sector (voluntary) customers.
<b>Office of Chief Information Officer</b>	The OCIO supports the transformation of government services through integration, collaboration and innovation. It leads strategy, policy and standards that support digital government and information management including information technology, IT security, integrated data, privacy and the management of the Information Management/IT investment portfolio for the Province. The OCIO is responsible for the Province's technology infrastructure and provides a range of corporate enablers to support digital service delivery and business transformation for government and Broader Public Sector organizations.
<b>Information, Communication and Technologies</b>	Provides leadership and expertise for the expansion, coordination and provisioning of telecommunications services, vendor management, innovation, and technology that enable the digital transformation of government work environments and communities in every corner of the Province. The Division provides guidance on planning for telecommunications infrastructure investment to municipal and regional governments and oversees the Connecting British Columbia program. The Division further provides a leadership role in supporting government and broader public sector goals for economic development, health, education and public safety by enabling an innovative and digital government through maximizing value from IT investments and closing the digital divide for British Columbians.

## Ministry of Education

DIVISION/BRANCH	TOPIC
<b>Libraries Branch</b>	The Libraries Branch works together with public library boards, library staff and local government to improve and ensure the public's access to information, resources, and services under the <i>Library Act</i> . Responsible for areas covering legislation, provincial funding, digital infrastructure, provincial-wide services and provincial policies.
<b>Capital Division</b>	The Capital Division establishes and administers the Ministry of Education's Capital Program, estimated at \$550 million annually, and includes the following program areas: Annual Facilities Grant, Seismic Mitigation, New and Additional Schools, Replacement Schools, Routine Capital Investment, Building Envelope Program, Bus Replacement Program and the Carbon Neutral Capital Program. The Division establishes the Capital Objectives, the priorities for capital investment across the province through the ministry's Capital Planning process, establishes the Capital Standards, defines the scope of capital investments, establishes contractual relationship with school districts, enforces contractual requirements and processes payments.
<b>Resource Management and Corporate Services Division</b>	The Resource Management and Corporate Services Division is responsible for the oversight and management of approximately \$6 billion in operating funding to the K-12 sector; the K-12 funding formula; and school district shared services initiatives. In addition, the division is responsible for the ministry's overall budget and financial oversight and a wide range of corporate services: financial services; strategic human resources; correspondence; Freedom of Information requests; risk management; and planning/reporting.

## Ministry of Energy, Mines and Petroleum Resources

DIVISION/BRANCH	TOPIC
<b>Mines Competitiveness and Authorizations Division</b>	Public Geoscience, Policy and Competitiveness, Indigenous Engagement, Tenures Process, Fair, effective and transparent authorizations, Regional operations and Mineral Development.
<b>Electricity and Alternative Energy Division</b>	<p>The Division is responsible for British Columbia's electricity and alternative energy sectors, including BC Hydro. These sectors are made up of diverse interests that develop electricity generation, transmission and distribution infrastructure, clean or renewable energy sources, including biomass, biogas, hydrogen, geothermal, hydro, solar, ocean, wind and low- carbon transportation fuels, and advance energy efficiency.</p> <p>The Division focuses on increasing electrification and energy efficiency across the economy, reducing the carbon intensity of transportation fuels, expanding electric vehicle infrastructure, and implementing programs to reduce energy use and greenhouse gas emissions in the residential, commercial and industrial sectors.</p> <p>The Division is responsible for B.C.'s low-carbon energy market transformation, driving a range of actions to support all stages of clean energy development and adoption. The Division also administers the Innovative Clean Energy (ICE) Fund, a special account used to further the energy and environmental priorities of the government.</p>
<b>Oil Infrastructure Group</b>	Responsible for facilitating the development and implementation of interprovincial oil pipelines and related infrastructure projects that benefit British Columbia through liaising with oil transmission pipeline proponents and providing the central point of contact on proposed interprovincial oil transmission pipelines to British Columbia's coast.

## Ministry of Energy, Mines and Petroleum Resources Continued...

<b>Oil and Gas Division</b>	<p>Responsible for management of the province's oil and gas resources, including disposing and administering subsurface oil and gas tenures, facilitating infrastructure development to improve access to oil and gas resources; developing and implementing policies and programs, including the province's royalty regime; consulting with First Nations and other stakeholders; and engaging in external relations and providing information to the public. Develops legislation and regulations for B.C.'s oil and gas industry and sets policy for the province's regulator, the BC Oil and Gas Commission.</p> <p>Also responsible for negotiating and implementing agreements with other governments, First Nations, and non-governmental organizations regarding the fiscal, regulatory, scientific, health, safety, environmental, socio-economic, and financial aspects of oil and gas development.</p> <p>Responsible for development of the province's liquefied natural gas (LNG) industry and other industries that add value to British Columbia's oil and gas resources to strengthen and further diversify the provincial economy, including engagement with proponents, joint venture and investment interests, and liquefied natural gas and value-added gas importing countries; project implementation; and the development of a value-added oil and gas industry.</p> <p>Supports engagement on cross-jurisdictional issues relating to liquefied natural gas and value-added oil and gas, including financial and economic analysis; and relationship building with stakeholders and participation in relevant conferences and forums.</p>
<b>Strategic and Indigenous Affairs Division</b>	<p>Responsible for leadership and support in strategic planning and reporting; marketing and outreach, budget estimates; risk framework; supporting Clean BC ; regulatory reform; managing Crown Corporation planning and reporting requirements; Provides leadership and support in cross ministry policy and intergovernmental relations; building investor confidence in mining through outreach; and positioning B.C.'s interests/objectives in the Canadian Energy Strategy and Energy and Mines Ministers' Conference.</p> <p>Also, responsible for the management of the ministry's Indigenous relations; contributing to reconciliation with Indigenous nations; support for Indigenous nations policy development relating to mining and other specific initiatives; support for Treaty Land Entitlement negotiations; UNDRIP implementation; and support for negotiations with Indigenous nations on specific issues.</p> <p>Leads implementation of the Environmental Stewardship Initiative (ESI), and also responsible for the management of the legislative and legal affairs of the ministry.</p>
<b>Woodfibre Implementation Group</b>	<p>Responsible for facilitating the development and implementation of the Woodfibre LNG facility by liaising with federal, provincial, municipal governments and First Nations. Providing a central point of contact for the proponent of Woodfibre LNG on regulatory and issues management.</p>

## Ministry of Environment and Climate Change Strategy

DIVISION/BRANCH	TOPIC
<b>BC Parks</b>	Responsible for all matters (policy, planning and management) of conservation, recreation and cultural values in the province's parks and protected areas.
<b>Climate Change Strategy</b>	Province-wide coordination and management with other ministries of systems to address and respond to climate change including CleanBC, CleanBC Communities Fund, adaptation planning and engagement, climate policy, energy and the Climate Action Charter commitments in association with Ministry of Municipal Affairs and Housing, and Ministry of Energy, Mines and Petroleum Resources legislated short and long-term, province-wide greenhouse gas reduction targets, carbon tax, Carbon Neutral Government (Public Sector Organizations - schools, universities and colleges and hospitals), carbon offsets, Climate Solutions and Clean Growth Advisory Council and climate action pieces of legislation related to climate change including: <i>Greenhouse Gas Industrial Reporting and Control Act</i> , <i>Climate Change Action Accountability Act</i> (formerly called <i>Greenhouse Gas Reduction Targets Act</i> ), <i>Carbon Tax</i> , <i>Greenhouse Gas Reduction (Emissions Standards)</i> , <i>Greenhouse Gas Reduction (Renewable and Low Carbon Fuel Requirements Act)</i> , <i>Greenhouse Gas Reduction (Vehicle Emissions Standards) Act</i> , and <i>Clean Energy Act</i> .
<b>Conservation Officer Service</b>	A natural resource law enforcement agency responsible for enforcing federal and provincial statutes, public safety as it relates to human-wildlife conflict and interactions, commercial environmental and industrial investigations and compliance and enforcement activities.
<b>Environmental Assessment Office</b>	Environmental assessment (EA) process. Federal EA Substitution and Equivalency. Relationship to federal environmental assessment and review processes, including National Energy Board (NEB). Compliance and enforcement of certified projects. Public consultation regarding EAs or EA certificate amendment applications. Environmental Assessment Revitalization and the new <i>Environmental Assessment Act</i> .
<b>Environmental Protection Division</b>	Air quality, reducing toxins, pollution prevention, environmental emergencies/provincial spill response, <i>Environmental Management Act</i> , contaminated sites, brownfields, hazardous and industrial waste, <i>Integrated Pest Management Act</i> , extended producer responsibility, recycling, zero waste, circular economy, waste management (incineration, landfilling, municipal liquid and solid waste), permitting and compliance reporting for industrial operations' emissions.
<b>Environmental Sustainability and Strategic Policy</b>	Species at Risk policy and legislation development; conservation and sustainability of living resources; conservation science; fish and wildlife inventory, monitoring, and reporting; Conservation Data Centre; ecosystem data and information; terrestrial ecosystem mapping; habitat supply modelling. <i>Water Sustainability Act</i> : development of water legislation, regulations, policy, standards and guidance; integrated watershed and aquifer science; water quality objectives development and policy; water governance framework; provincial water strategies; intergovernmental agreements; drought strategy; First Nations and stakeholder outreach on water legislation; policy for water conservation; source water protection; water quality monitoring; BC Lake Stewardship and Monitoring Program; groundwater hydrology; groundwater protection; monitoring and network management for surface water and groundwater quantity and quality. State of Environment Reporting; snow survey; ambient air quality; water stewardship outreach; environmental and natural resource sector laboratory (analytical chemistry) and library services. Overarching environmental policy and legislation; compliance planning; intergovernmental relations; and Service Plan. Professional Reliance Review coordination of government actions. Corporate Indigenous relations and partnership development.



## Ministry of Finance

DIVISION/BRANCH	TOPIC
<b>Tax Policy Branch</b>	Provincial tax policy, including: <ul style="list-style-type: none"> <li>• Provincial property taxes (school, rural, police)</li> <li>• Property Transfer Tax</li> <li>• Provincial Sales Tax</li> <li>• Carbon Tax</li> <li>• Motor Fuel Tax</li> <li>• Provincial Income Tax</li> <li>• Cannabis Tax</li> <li>• Indigenous Taxation</li> </ul>

## Ministry of Forests, Lands, Natural Resource Operations and Rural Development

DIVISION/BRANCH	TOPIC
<b>BC Wildfire Service</b>	Wildfire Suppression, Wildfire Prevention and Community Resiliency Initiative
<b>Forest Policy and Indigenous Relations</b>	Economic Services, Trade and Export Policy, Timber Pricing, Compensation and Business Analysis, Coast and Interior Revitalization, Indigenous Relations.
<b>Integrated Resource Operations</b>	Archaeology; Compliance and Enforcement; GeoBC; Heritage; Mountain Resorts; Recreation Sites & Trails
<b>Office of the Chief Forester</b>	Forest Analysis & Inventory; Forest Improvement and Research Management Branch; Climate Change and Integrated Planning; Resource Practices and Innovation, Bio economy and Indigenous Opportunities.
<b>Regional Operations</b>	FrontCounter BC, resource management coordination, land use planning and implementation, Crown land and forest authorizations, community forest agreements, species at risk program delivery, urban deer, clean energy projects, First Nations consultation, ecosystem-based management, range, BC Timber Sales, Interior forest sector renewal, flood and fire recovery.
<b>Resource Stewardship</b>	Fish and Aquatic Habitat; Resource Planning and Assessment; Species at Risk Recovery; Water Management; Wildlife and Habitat. Includes resource practices, land-based investment planning, sustainable forest management, resource management objectives, fish and wildlife management, habitat management, water management, river forecasting, dam safety, flood safety, water use planning, utility regulation, water stewardship.



## Ministry of Health

DIVISION/BRANCH	TOPIC
<b>Office of Indigenous Health</b>	Works in partnership with BC First Nations, Metis, Inuit and Health Canada, across provincial ministries, with regional health authorities, First Nations Health Authority, and Indigenous organizations, to ensure the implementation of Government key strategic directions and commitments regarding Indigenous health.
<b>Finance and Corporate Services</b>	Supports programs and health authorities by managing and ensuring a consistent approach to financial and corporate services planning, policy, performance oversight/reporting, and critical financial and corporate services issues management. Services provided include Audit and Investigations, Capital Services Management, Health Authority Regional Grants Decision Support, and Finance and Decision Support.
<b>Health Human Resources and Labour Relations</b>	Responsible for workforce planning and development and operational delivery of beneficiary services that contribute to effectively meeting patient and population health needs and improving patient outcomes through the efficient delivery of health services.
<b>Population and Public Health</b>	Focuses on improving people's overall health and well-being by promoting health; preventing disease, disability, and injury; protecting people from harm; and ensuring particular focus on key groups including Indigenous peoples, women and children (Health Protection; Healthy Living and Health Promotion; Public Health Services).
<b>Primary Care</b>	Responsible for implementing the provincial primary care strategy. The priorities of the division are: Primary care networks; Urgent primary care centres; Community health centres; Interdisciplinary team based primary care services; ensuring integration of Primary Care services with community services programs. The Division also includes HealthLink BC due to its role as a key community services enabler of primary care.
<b>Provincial, Hospital and Laboratory Health Services</b>	Focuses on provincial health services, regional hospital services, pathology and laboratory, and precision medicine. The Division works closely with providers and stakeholders, provides strategic oversight, policy development and evaluation.
<b>Specialized Services</b>	Focuses on implementing specialized community and surgical services and programs. Community Care - Seniors services and Mental health and substance use services. Work on wait times - Surgical services; Colonoscopy services; Diagnostic services; Implementing waitlist policies and approaches in the specialized community services programs and other general health services.

## Ministry of Indigenous Relations and Reconciliation

DIVISION/BRANCH	TOPIC
<b>Negotiations and Regional Operations Division</b>	Leading provincial engagement with First Nations to advance reconciliation initiatives, including negotiating and implementing agreements with First Nations partners in conjunction with other provincial agencies, federal and local government, and working with stakeholders to ensure the success of reconciliation initiatives.
<b>Reconciliation Transformation &amp; Strategies Division</b>	Leads the development of reconciliation policy and works with all governments on topics including governance, rights recognition, self-determination, capacity building, implementation of adoption of the United Nations Declaration on the Rights of Indigenous Peoples, the Truth and Reconciliation Commission Calls to Action, and the Tsilhqot'in Supreme Court decision. Responsible for developing a cross-government vision for reconciliation for the province in collaboration with Indigenous peoples.
<b>Implementation and Lands Services Branch</b>	Leads key functions for the completion, implementation and ongoing relationship management of agreements with First Nations in the province, including: <ul style="list-style-type: none"> <li>• Provincial representative on treat Implementation Committees;</li> <li>• Tri-partite treaty closing to reach Effective Date;</li> <li>• Research/advice and survey for crown land negotiations; and,</li> <li>• Implementation best practices to ensure agreement obligations met.</li> </ul>
<b>Socio-Economic Partnerships Branch</b>	Leads the development and implementation of key corporate indigenous initiatives and seeks to achieve positive impacts needed to improve the social and economic conditions of Indigenous people in BC living on and off reserve. This work requires the development of solutions through a diverse range of initiatives through engagement with Indigenous partners, provincial ministries and the federal government.
<b>Community and Social Innovation Branch</b>	Leads the Ministry's efforts in sociocultural reconciliation with Indigenous communities in British Columbia, including First Nations, Metis, urban Indigenous peoples and Indigenous youth. Partners with Indigenous governments, communities, organizations and other ministries to implement community wellbeing initiatives that advance self-determining, thriving, and resilient Indigenous communities.
<b>Major Project and Cross Gov't Initiatives Branch</b>	Leads and/or supports initiatives and provides strategic advice to other Governmental departments, First Nations, and industry proponents in a variety of initiatives in the fields of environmental stewardship, resource development, and emerging economic opportunities. The Branch also holds Provincial accountability for strategic consultation and accommodation procedures and associated tools to support statutory decision makers.

## Ministry of Jobs, Trade and Technology

Division/Branch	Topic
<b>Strategic Investments Office Branch</b>	<p>Works directly with prospective investors whose projects have the potential to provide significant economic and job creation benefits to British Columbia.</p> <p>The SIO provides client-focused and personalized business services to help major investors save time and money, minimize risk and maximize certainty as their project proposal moves through provincial government regulatory and approval processes. The SIO works with municipalities, Indigenous communities and government agencies to facilitate significant investment projects in BC.</p>
<b>Small Business, Jobs and Workforce Division</b>	<p>Small business initiatives, programs, resources and available supports including the Small Business Task Force; and Small Business Roundtable; Sector and Regulatory Competitiveness including Better Regulations for British Columbians.</p> <p>Economic Policy and Support including Manufacturing sector support, including industries such as aerospace and marine; Provincial Economic Development Framework.</p> <p>Immigrations programs, settlement and integrations services; including Provincial Nominee Program, Entrepreneur Immigration Regional Pilot; foreign qualifications recognition, interprovincial labour mobility.</p> <p>BC Stats Information and Analysis.</p>
<b>Planning and Innovation Branch</b>	<p>Leads the development and implementation of strategy and policy in support of provincial technology, innovation and related investment initiatives. The branch also provides expertise on BC's research strengths and leads the planning and coordination of provincial technology and innovation policy and programming.</p>
<b>International Trade Division</b>	<p>Overseas trade and investment representative (TIR) presence in US, Europe and Asia;</p> <p>Trade readiness and trade services programs including support to communities across the province including indigenous communities;</p> <p>Initiatives to attract and retain international investors and businesses, and align efforts with B.C. communities and federal programs;</p> <p>International and domestic trade negotiations and agreements;</p> <p>International strategy and research;</p> <p>Trade and Investment Missions;</p> <p>International marketing;</p> <p>International engagement</p>
<b>Regional Programs and Engagement Branch</b>	<p>Leads the development and delivery of policies, programs and initiatives supporting local, regional and Indigenous economic development and community investment readiness.</p>

## Ministry of Labour

DIVISION/BRANCH	TOPIC
<b>Labour Relations</b>	Administration of the <i>Labour Relations Code</i> through the independent quasi-judicial B.C. Labour Relations Board. The Ministry also promotes stable labour relations by monitoring collective bargaining disputes and providing formal and informal assistance to the parties. Also, responsible for the <i>Fire and Police Services Collective Bargaining Act</i> .
<b>Employment Standards</b>	Administration of the <i>Employment Standards Act</i> to ensure employees receive basic standards of compensation and conditions of employment, including the minimum wage. Provide fair and efficient procedures for resolving workplace disputes. Responsible for the Employment Standards Branch and the Employment Standards Tribunal. Responsible for enforcement of the new <i>Temporary Foreign Worker Protection Act</i> .
<b>Workers' Compensation</b>	Administration of the <i>Workers Compensation Act</i> and responsible for WorkSafeBC (provincial Workers' Compensation Board). WorkSafeBC provides compensation services, health care and vocational rehabilitation to injured workers. WorkSafeBC also has authority to develop, enact and enforce the <i>Occupational Health and Safety Regulation</i> . The Ministry is also responsible for the Employers' Advisers Office, the Workers' Advisers Office, and the Workers' Compensation Appeal Tribunal.

## Ministry of Mental Health and Addictions

DIVISION/BRANCH	TOPIC
<b>Mental Health and Addictions</b>	Leading the immediate response to the overdose public health emergency, including harm reduction, public awareness, treatment and recovery services and prevention initiatives; Setting strategic direction for provincial mental health and addictions services through research, policy development and evaluation, including in relation to designated facilities under the <i>Mental Health Act</i>

## Ministry of Municipal Affairs and Housing

DIVISION/BRANCH	TOPIC
<b><i>Community and Legislative Services Division</i></b>	
<b>Community Gaming Grants</b>	Community Gaming Grants support eligible not-for-profit organizations delivering community programs that benefit the citizens of British Columbia. Grants are awarded in several sectors including; Arts & Culture, Sport, Public Safety, Environment, Human & Social Services and Parent Advisory Councils. Eligible not-for-profit can also apply for Capital Grants through the program.
<b>Community Policy and Legislation</b>	TransLink legislation and governance; Ministry liaison with Auditor General for Local Government; Coordination of Ministry-wide legislation, regulations and board appointments.
<b>Property Assessment Services</b>	Provincial property assessment policy and legislation as it pertains to valuation and classification, including valuation of restricted use properties, redevelopment lands and impacts on business and housing affordability.
<b><i>Local Government Division</i></b>	
<b>Governance Structures Governance Services Governance Relations</b>	Incorporation, restructure, boundary extensions, structure-related legislation and processes, and local and regional governance. Local government administration, elections, governance operations-related legislative requirements/powers and local and regional services. Local government First Nations relations and Crown Grant/Nominal Rent Tenure sponsorships.
<b>Local Government Finance</b>	Local government finance, including: budgeting and financial plans; audited financial statements; unconditional grants; reserve funds; investments and municipal corporations; long-term liabilities; development financing (including Development Cost Charges); user-fees; and taxation (including tax sale).
<b>Infrastructure and Engineering</b>	Asset management, drinking water, wastewater, stormwater, solid waste, green energy and other capital grants, infrastructure planning grants and infrastructure programs (Investing in Canada Infrastructure Program, Clean Water and Wastewater Fund and Small Communities Fund).
<b>Planning and Land Use Management Programs / Negotiations and Corporate Initiatives</b>	Local government planning and land use management framework, including: new legislation related to rental zoning, housing needs reports and TransLink development cost charges; other local planning and land use tools; ministerial approvals of some official community plans; Regional Growth Strategies (RGSs); and Development Approvals Process Review.
<b>Local Government Climate Action</b>	CleanBC, Climate Action Charter, Climate Action Revenue Incentive Program (CARIP), joint provincial-UBCM Green Communities Committee (GCC), support for local government climate mitigation and adaptation action.
<b>Dispute Resolution Guidance</b>	Dispute resolution guidance related to Regional District service review/withdrawal, RGS and other intergovernmental disputes.
<b>Local Government Policy, Research and Legislation</b>	Overall responsibility for local government legislation development for <i>Community Charter</i> , <i>Local Government Act</i> , <i>Local Elections Campaign Financing Act</i> and other local government legislation. Broad responsibility for forward-looking policy development in relation to various local government authorities.

## Ministry of Municipal Affairs and Housing Continued...

<b>Office of Housing and Construction Standards</b>	
<b>Housing and Policy Branch</b>	Housing policy and program development, including market and non-market housing, supportive housing and homelessness; liaison with BC Housing, which partners with local government, non-profit and private developers to build affordable housing; legislation governing strata properties, as well as actions in the <i>Homes for BC: A 30-Point Plan For Housing Affordability</i> ; BC Housing.
<b>Building and Safety Standards Branch</b>	Buildings, Construction, and Technical Systems: The regulatory framework for buildings and technical systems, including development of building, plumbing, fire, electrical, gas elevator and energy codes, site specific and jurisdiction specific regulations (e.g., tall wood), safety standards for technical systems (e.g., refrigeration in arenas), homeowner protection (e.g., home warranties), oversight of certain industry professionals and trades (e.g., home builder licensing), and policy advice relating to the built environment, including climate leadership. Liaison with BC Housing Licensing and Consumer Services, Technical Safety BC, Building Officials Association of BC, and National Research Council.
<b>Residential Tenancy Branch</b>	The regulatory framework for landlords and tenants, including conventional residential and manufactured home park tenancies; information services and disputes resolution for landlord and tenant disputes.

## Ministry of Public Safety and Solicitor General

<b>DIVISION/BRANCH</b>	<b>TOPIC</b>
<b>Policing and Security Branch</b>	Police Services: provides central oversight of all policing and law enforcement in the province by developing and administering policing policy and programs. Ensures the adequate and effective levels of policing throughout the province. Security Programs: administration of the Protection Order Registry, the Criminal Records Review Program, and the regulation of the security industry in B.C.
<b>Community Safety and Crime Prevention Branch</b>	Civil Forfeiture; Victim Services; Violence Against Women and Children; Crime Prevention; and, Combating Trafficking in Persons.
<b>Corrections Branch</b>	Community Corrections: supervision and programs to reduce reoffending for offenders who live outside of correctional centres. Adult Custody: operation of correctional centres.
<b>RoadSafety BC</b>	Operates provincial road safety programs and is the policy and regulatory agency responsible for ensuring the safe and responsible operation of motor vehicles in B.C.
<b>Emergency Management BC</b> **Meeting requests for the Minister will be held with the Parliamentary Secretary for Emergency Preparedness.	Emergency Management BC (EMBC) is the lead co-ordinating agency in the provincial government for all emergency management activities. The overall purpose of EMBC is to make individuals and communities in B.C. safer. EMBC works with local governments, First Nations, federal departments, industry, non-governmental organizations, and volunteers to support the emergency management phases of mitigation and prevention, preparedness, response, and recovery. Additionally, EMBC engages with provincial, national and international partners to enhance collective emergency preparedness. Also, within EMBC is the Office of the Fire Commissioner (OFC). The OFC is the senior fire authority in the province with respect to fire safety and prevention.
<b>Cannabis Legalization and Regulation Secretariat</b>	The Secretariat is responsible for coordinating cannabis policy across the provincial government. Working with partner ministries and external stakeholders, the Secretariat seeks to advance Government's overarching cannabis policy goals, which include: public health and safety, protecting children and youth, reducing crime and the illegal market, addressing cannabis-impaired driving, and supporting economic development.

## Ministry of Social Development and Poverty Reduction

DIVISION/BRANCH	TOPIC
<p><b>Research, Innovation and Policy Division</b></p> <p><b>Service Delivery Division</b></p>	<p>TogetherBC, British Columbia’s first poverty reduction strategy, sets a path to reduce overall poverty in B.C. by 25% and child poverty by 50% by 2024.</p> <p>With investments from across Government, TogetherBC reflects government’s commitment to reduce poverty and make life more affordable for British Columbians. It includes policy initiatives and investments designed to lift people up, break the cycle of poverty and build a better B.C. for everyone.</p> <p>Built on the principles of Affordability, Opportunity, Reconciliation, and Social Inclusion, TogetherBC focuses on six priority action areas:</p> <ul style="list-style-type: none"> <li>• More affordable housing for more people</li> <li>• Supporting families, children and youth</li> <li>• Expanding access to education and training</li> <li>• More opportunities, more jobs</li> <li>• Improving income supports</li> <li>• Investing in social inclusion</li> </ul> <p>Accessibility – Working across government to increase accessibility and decrease barriers for people with disabilities in B.C.</p> <p>Income and Disability Assistance - Income Assistance provides support and shelter payments to help low income singles and families while they are looking for work. Disability assistance provides support and shelter payments to people who are low-income with a severe disability and can’t fully support themselves or gain independence. Income and Disability Assistance programs and services are delivered at 47 ministry office locations and 36 partnership Service BC offices around the province. Clients can also access services through the ministry’s toll-free phone line or through the online client portal My Self-Serve.</p>
<b>Employment and Labour Market Services Division</b>	<p>How to access employment supports through the Employment Program of BC and the 84 WorkBC Employment Service Centres located throughout the province.</p> <p>How to apply for project based funding under the Community Employer Partnership initiative in order to increase local employment opportunities for British Columbians.</p>

## Ministry of Tourism, Arts and Culture

DIVISION/BRANCH	TOPIC
BC Arts Council	Application and peer review adjudication process for programs of the BC Arts Council; responsibility for arts and cultural development in communities through grants to individual artists and organizations; funding for community arts organizations and regional arts organizations; support for Indigenous artists and arts organizations; support for youth and emerging practitioners through scholarships and early career development; support for touring.
Arts and Cultural Development	Research, analysis and policy and program development that aims to enrich communities, provide broad access to and increase participation in the arts and leverage partnerships for impactful and innovative programming in all corners of B.C. Provides oversight of the Royal BC Museum and the modernization project as well as establishing of a Chinese Canadian Museum
Sport	Sport policy issues; programs supporting the delivery of services through provincial sport organizations; sport event hosting.
BC Athletic Commission	Legislation and regulatory oversight of professional boxing and mixed martial arts, as well as amateur kickboxing, mixed martial arts, Muay Thai and pankration. .



<b>Tourism</b>	Policy development and strategic issues management to support BC's tourism sector; manages the Resort Municipality Initiative, Tourism Event Program and Municipal Regional District Tax program (jointly with DestinationBC and Ministry of Finance.) Provides oversight of Destination BC (tourism marketing/development) and BC Pavilion Corporation (BC Place and Vancouver Convention Centre) and leads development and implementation of provincial tourism strategy.
<b>Creative Sector</b>	Policy development, research and inter-government relations work in support of B.C.'s creative industries including, film, television, interactive digital media, music, and publishing. Provides oversight of Creative BC and the Knowledge Network.
<b>Multiculturalism</b>	Multiculturalism Community Grant program, Organizing Against Racism and Hate Program, Multicultural Advisory Council, Premier's Chinese Canadian Advisory Council Secretariat.

## Ministry of Transportation and Infrastructure

<b>DIVISION/BRANCH</b>	<b>TOPIC</b>
<b>Highway Operations</b>	The Highway Operations Department plans, designs, constructs, operates, rehabilitates and maintains the provincial public highway system. Project manages and delivers hundreds of expansion, rehabilitation and safety improvement projects annually including maintenance contracts, centreline marking contracts and electrical contracts. Oversees and manages privatized road and bridge maintenance. Approves subdivisions in rural areas near provincial highways, issues highway permits for access, utilities and special events and approves zoning near provincial highways.
<b>Highway Services</b>	The Highways Services Department develops province-wide engineering and environmental solutions and implements standards, policies and procedures regarding provincial transportation engineering. Ensures commercial vehicle safety by managing the National Safety Code, the Vehicle Inspection and Standards and enforcement of the Motor Vehicle Act in relation to commercial vehicles.
<b>Major Projects, Infrastructure and Properties Department</b>	The Major Projects, Infrastructure and Properties Department is responsible for all aspects of strategic planning, programming, procurement and major projects delivery within the province including development and management of the provincial 10 year Transportation Investment Plan, management of federal and community cost sharing programs, and the delivery of the major transportation projects throughout the province. Oversees the acquisition, management and disposition of the ministry's thousands of properties and land interests, including those owned by the BC Transportation Financing Authority and BC Railway Company. The department is also the primary linkage to the Transportation Investment Corporation.
<b>Transportation Policy &amp; Programs Department</b>	The Transportation Policy and Programs Department is responsible for all aspects of strategic transportation policy. This includes air, rail and marine modes, passenger transportation regulations and licensing, inter-governmental relations, cycling and airport grant programs, climate leadership, corporate planning, strategic initiatives and writing services as well as to maintain and optimize the delivery of transit services in participating communities throughout the province. The department also has provincial oversight of the inland and coastal ferry system in British Columbia.



## Provincial Agencies, Commissions and Corporations

ORGANIZATION	TOPIC
<b>Agricultural Commission</b> <b>Land</b>	Information and advice regarding the Agricultural Land Reserve (ALR) and work of the Provincial Agricultural Land Commission (ALC). ALC Chair and/or Chief Executive Officer will be in attendance.
<b>Auditor General for Local Government</b>	The office of the Auditor General for Local Government conducts performance audits of local governments in order to provide them with objective information and relevant advice that will assist them in their accountability and the achievement of value for money in their operations. Our work emphasizes a collaborative approach in working with local governments and we would be pleased to meet and discuss areas of risk or concerns and how our office can assist in addressing these issues.
<b>BC Emergency Health Services (BCEHS)</b>	BCEHS governs the emergency medical services system in BC and provides pre-hospital emergency and inter-facility patient transfer services. Under the oversight of BCEHS, BC Ambulance Service (paramedics and emergency medical call takers and dispatch staff provide pre-hospital emergency care and medically necessary transport (ground and air) for British Columbians. BCEHS also oversees the BC Patient Transfer Network (BCPTN), which coordinates the transfer of acute and critically ill patients to the appropriate level of care both within and outside of B.C.  Members of the BCEHS Executive will be in attendance and look forward to participating in productive and engaging sessions.
<b>BC Housing</b>	BC Housing works in partnership with private and non-profit sectors, provincial health authorities and ministries, other levels of government and community groups to develop a range of housing options. These affordable housing options span the housing continuum, including emergency shelter and housing for the homeless, transitional supportive and assisted living, independent social housing, rent assistance in the private market, and affordable owner-purchase housing.  Through the <i>Homeowner Protection Act</i> , BC Housing also licenses residential builders, administers owner builder authorizations, ensures that mandatory licensing and home warranty insurance provisions are complied with, oversees the third-party home-warranty insurance, and carries out research and education that benefits the residential construction industry, consumers and the affordable housing sector.
<b>BC Hydro</b>	Our vision is to be the most trusted, innovative utility company in North America by being smart about power in all we do. BC Hydro's Community Relations staff will be present at the Convention and look forward to addressing any questions that you may have related to their operations.
<b>BC Oil and Gas Commission</b>	The BC Oil and Gas Commission regulates oil and gas activities for the benefit of British Columbians and looks forward to addressing any questions you may have on our regulatory oversight.

## Provincial Agencies, Commissions and Corporations Continued...

<b>BC Transit</b>	From small towns to large urban centres outside of Metro Vancouver, BC Transit provides safe, effective, customer focused transportation solutions that connect people and communities to a more sustainable future. BC Transit would be pleased to discuss any questions you may have regarding our services. In order to provide you with the best information possible, please provide specifics relating to your questions within the online meeting request.
<b>Insurance Corporation of British Columbia (ICBC)</b>	ICBC provides universal compulsory auto insurance (basic insurance) to drivers in British Columbia, with rates regulated by the British Columbia Utilities Commission (BCUC), and also sells optional auto insurance in a competitive marketplace. Our insurance products are available across B.C. through a network of independent brokers, and claims services are provided at ICBC claims handling facilities located throughout the province. We also invest in road safety and loss management programs to reduce traffic-related deaths, injuries and crashes, auto crime and fraud. In addition, we provide driver licensing, vehicle registration and licensing services, and fines collection on behalf of the provincial government at locations across the province. ICBC will have staff present at the Convention who would be pleased to discuss or meet on any issues related to ICBC's operations.
<b>Royal Canadian Mounted Police (RCMP)</b>	Various police issues.

## REQUEST FOR DECISION

<b>RFD#:</b> CC-2019-51	<b>Date:</b> June 18, 2019
<b>Meeting#:</b> CM062419	<b>Originator:</b> Chris Cvik
<b>RFD TITLE:</b> Notice of Closed Session – June 24, 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- Leo and Ethel Rutledge Scholarship. 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 Items: Land Purchase. 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;

Report Prepared by:

Chris Cvik, Interim CAO

**ICS**