



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

### **AGENDA**

Council Chambers

Monday, October 28, 2019

**1. Call to Order:**

**2. Delegations:**

D1 Patti Campbell, Friends of Hudson's Hope Society – Go Fund Application 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 October 15, 2019 Regular Council Meeting Minutes Page 4

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

**8. Public Hearing:**

**9. Staff Reports**

SR1	CAO – Update	Page 11
SR2	Public Works Department Update	Page 12
SR3	Protective Services – Update	Page 15
SR4	Corporate Officer – Update	Page 18
SR5	Recreation Services – Update	Page 20
SR6	Corporate Officer's Forum Report	Page 22
SR7	Public Works Conference Report	Page 25
SR8	Amazing Assistant's Report	Page 27
SR9	Ice Arena Delay – Report	Page 29
SR10	Policy – Xmas Cards	Page 33

**10. Committee Meeting Reports:**

**11. Bylaws:**

**12. Correspondence:**

- |    |                                                      |         |
|----|------------------------------------------------------|---------|
| C1 | Treaty 8 – Letter of Support                         | Page 37 |
| C2 | Environmental Assessment – Advisory<br>Working Group | Page 38 |
| C3 | Fort St. John - Community Foundation                 | Page 46 |

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

**14. Old Business:**

**15. New Business:**

**16. Public Inquiries:**

**17. In-Camera Session**

- |      |                          |         |
|------|--------------------------|---------|
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|------|--------------------------|---------|

**18. Adjournment**



## DISTRICT OF HUDSON'S HOPE

### Delegation to Council Request Form

Name of person or group wishing to appear before Council:

Patti Campbell. Administrator  
FRIENDS OF HUDSON'S HOPE SOCIETY

Subject of presentation: BC Hydro "GO" Fund application  
for our Food Bank.

Purpose of presentation:

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

The Friends of Hudson's Hope Society will be applying  
to the "GO Fund" for \$10,000.00 for the food bank.  
This will fund the food bank for 1 year.

Contact person (if different than above):

Telephone number: 250-783-0977

Email address: fahh15@gmail.com

Will you be providing supporting documentation? ☒ Yes ☐ No

If yes:

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

Technical requirements:

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

**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

Patti Campbell

Name of Delegate or Representative of Group

[Signature]  
Signature

October 16, 2019  
Date

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



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

October 16, 2019

District of Hudson's Hope  
RE: Letter of support for BC Hydro Go Fund

We The Friends of Hudson's Hope Society ask the District of Hudson's Hope Council to support our application for funding from the BC Hydro Go Fund in the amount of \$ 10 000.00 for our Food Bank.

The Friends of Hudson's Hope Society provides the following services in the community:

- Food Bank (operates year around; right now we provide food for 12 individuals/families every 2 months)
- Christmas Hamper Program; Food & Presents ( average 17 families per year)
- Financial assistance for Medical Travel & Treatment
- Provide MedicAid (911 responding units) to at risk individuals
- Addiction counseling & related services
- Disability Services
- Disaster Relief

The Food Bank costs us approximately \$ 20 000.00 per year to operate with the funding coming from the Thrift Store, laundromat, corporate & private donations, grants and fundraising efforts. We plan to use the funds we receive from the Go Fund to partially cover the yearly Food Bank costs so that we can use the profits from the Thrift Store & Laundromat to do much needed upgrades to our Lighting and Hot Water Systems in the Thrift Store & Laundromat.

Thank you in advance for your support

Sincerely,

Patti Campbell; Administrator, Friends of Hudson's Hope Society



**REGULAR COUNCIL MEETING**  
**October 15, 2019**  
**6:00 P.M.**  
**COUNCIL CHAMBERS**

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

**Absent:** Councillor Kelly Miller

**Present: Staff:** Chief Administrative Officer, Chris Cvik  
Corporate Officer, Jeanette McDougall  
Director of Public Works, Mokles Rahman  
Director of Protective Services, Bob Norton  
Recreation Services Coordinator, Kaitlyn Atkinson  
Visitor Centre Supervisor, Kathy Burseth

**Other:** Brendan Harkness, RCMP  
Brenna Rice, Youth Councillor  
Billie Naisby, Student Council Secretary

**1. CALL TO ORDER:**

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

**2. DELEGATIONS:**

Brendan Harkness, RCMP, said a formal goodbye to Council as he is embarking on an overseas assignment and stated that he very much enjoyed living and working in Hudson's Hope.

Brendan Harkness left the meeting at 6:03 pm.

**3. NOTICE OF NEW BUSINESS:**

**Mayor Additions:** NB1 – North Peace Airport Society

**Councillor Additions:** NB2 - Light Industrial Zoning; NB3 – Northern Development Initiative Trust

**M1**

**CAO Additions:** RCMP / Dawson road Maintenance – Request for Extension to Delegation time on October 28, 2019

#### **4. ADOPTION OF AGENDA AS AMENDED**

**RESOLUTION NO. 256/19**

**M/S Councillors Gibbs/Quibell**

*"THAT the Agenda be adopted as amended to move item SR8 BC Parks and Recreation Article as the first item on the agenda and that SR9 Community Facilities Survey Results as the second item on the agenda under Staff Reports".*

**CARRIED**

#### **9. STAFF REPORTS**

**SR 8 - BC Recreation and Parks Association – Article**

**RESOLUTION NO. 257/19**

**M/S Councillors Summer/Paice**

*"THAT the BC Recreation and Parks Association Article be received for discussion."*

**CARRIED**

**SR9 - Community Facilities Survey Results**

**RESOLUTION NO. 258/19**

**M/S Councillors Gibbs / Quibell**

*"THAT Council refer the Community Facilities Survey Results Report to the Community Hall Committee."*

**CARRIED**

#### **5. DECLARATION OF CONFLICT OF INTEREST**

#### **6. ADOPTION OF MINUTES**

**M1 - September 9, 2019 Regular Council Meeting**

**RESOLUTION NO. 259/19**

**M/S Councillors Markin / Summer**

*"THAT the minutes of the September 9, 2019 Regular Council Meeting be adopted."*

**CARRIED**

**M2 - September 16, 2019 Special Council Meeting**

Correction: Mokles Rahman, Director of Public Works, was not present for the Special Council Meeting held September 16, 2019.

**RESOLUTION NO. 260/19**

**M/S Councillors Gibbs / Paice**

*"THAT the minutes of the September 16, 2019 Special Council Meeting be adopted as amended."*

**CARRIED**

## 7. BUSINESS ARISING OUT OF THE MINUTES:

### M1 September 9, 2019 Regular Council Meeting

C9 – *Northern Health, Meeting Invitation for UBCM 2019:* Mayor Heiberg advised that Northern Health did not attend UBCM therefore no meetings were held, although this does not preclude the possibility of future meetings / conversations regarding health-related issues that pertain to Hudson's Hope.

NB1 – *Petronas Survey:* Mayor Heiberg advised that the tour held October 5, 2019 was excellent and that the survey needs to be completed, if not already done.

## 8. PUBLIC HEARING:

## 9. STAFF REPORTS:

### SR1 – CAO REPORT - UBCM 2019

The CAO advised that accommodation has been booked for UBCM 2020 and provided a brief overview of the report on his attendance at UBCM 2019, noting that the issue of climate change is increasing in profile.

### SR2 - NOTICE OF CLOSED MEETING

Notice of Closed meeting to be dealt with under Item 17.

### SR3 - GROUP BENEFITS RENEWAL COST

#### **RESOLUTION NO. 261/19**

**M/S Councillors Markin / Quibell**

**"THAT the Group Benefits Renewal Cost Report be received for discussion."**

**CARRIED**

### SR4 - REVENUE & EXPENSES REPORT – SEPTEMBER 27, 2019

#### **RESOLUTION NO. 262/19**

**M/S Councillors Quibell / Gibbs**

**"THAT the Revenue & Expenses Report be received for discussion."**

**CARRIED**

### SR5 - PUBLIC SERVICE ANNOUNCEMENT PROGRAM (HHPSA)

#### **RESOLUTION NO. 263/19**

**M/S Councillors Markin / Summer**

**"That Council supports having the Library take over the administration of the PSA Program from PRiS and;**

**2. That Council directs administration to communicate with PRiS recommending the Library take over administration of the PSA Program for the District and;**

**3. That Council agrees to provide additional funding to the Library for the balance of 2019, and all of 2020 and 2021 for administration of the PSA Program."**

**CARRIED**

### SR6 - SWIMMING POOL – YEAR END REPORT 2019

Discussion ensued regarding the pool liner, cold weather policy and safety plan. The CAO will follow up with the Manager, Public Works regarding a Safety Plan.



**SR7 - VISITOR CENTRE YEAR END REPORT 2019**

K. Burseth, Visitor Centre Supervisor, provided an overview of the Visitor Centre Year End Report.

**RESOLUTION NO. 264/19**

**M/S Councillors Quibell / Paice**

*"THAT the Visitor Centre Year End Report be received for discussion."*

**CARRIED**

**SR10 - CAMPGROUND – YEAR END REPORT 2019**

**RESOLUTION NO. 265/19**

**M/S Councillors Summer / Gibbs**

*"THAT the Campground Year End Report 2019 be received for discussion."*

**CARRIED**

**SR11 - YOUTH COUNCILLOR – TERM APPOINTMENT**

**RESOLUTION NO. 266/19**

**M/S Councillors Paice / Markin**

*"THAT Council appoint Brenna Rice as the Youth Councillor for the term starting October 2019 and ending May 2020 in accordance with the District of Hudson's Hope's Council Procedure Bylaw No. 887, 2017 and the District of Hudson's Hope Youth Councillor Policy dated November 27, 2017."*

**CARRIED**

**SR12 - COUNCIL RESOLUTIONS – Q3 2019**

**RESOLUTION NO. 267/19**

**M/S Councillors Paice / Gibbs**

*"THAT the Council Resolutions Report Q3 2019 be received for discussion."*

**CARRIED**

**10. COMMITTEE MEETING REPORTS:**

**11. BYLAWS:**

**12. CORRESPONDENCE:**

**C1 – BC HYDRO – COMMUNITY HALL RENTAL**

**RESOLUTION NO. 268/19**

**M/S Councillors Paice / Gibbs**

*"THAT Council approve the request from BC Hydro for a fee waiver pertaining to the rental of the Community Hall on December 1, 2019 for the purpose of holding a Children's Xmas Party."*

**DEFEATED**

Council directed Staff to refer this request to the Community Hall Society and report to Council at the Council Meeting being held October 28, 2019.

**C2 – PRRD – REGIONAL HOUSING NEEDS PROJECT**

**RESOLUTION NO. 269/19**

**M/S Councillors Quibell / Summer**

*"THAT Council support the Peace River Regional District to apply for, receive and manage grant funding for the Housing Needs Report Program on behalf of the District of Hudson's Hope."*

**CARRIED**

**C3 – MINISTRY OF HEALTH – NCLGA RESOLUTIONS  
FOR INFORMATION**

**C4 – ATTORNEY GENERAL RESPONSE - NCLGA ICBC  
FOR INFORMATION**

**C5 – MINISTRY OF PUBLIC SAFETY: NCLGA R4, R10, R12  
FOR INFORMATION**

**C6 – SICAMOUS – LETTER OF SUPPORT – OFF-ROAD VEHICLE  
MANAGEMENT FRAMEWORK  
FOR INFORMATION**

**C7 – BC NATURAL RESOURCE RESOURCES FORUM – JANUARY 28-30, 2019  
FOR INFORMATION**

**C8 – MINISTRY OF CHILDREN AND FAMILY DEVELOPMENT  
– FOSTER FAMILY MONTH – OCTOBER 2019  
FOR INFORMATION**

**C9 – LYNX CREEK - PAVEMENT**

**RESOLUTION NO. 270/19**

**M/S Councillors Quibell / Summer**

*"THAT staff assess the road condition of Lynx Creek subdivision with a particular focus on Reschke Road, Lesage Road and Chapman Road, review the Long-Term Capital Plan and Asset Management Plan, and report back to Council."*

*Brenna Rice and Billie Naisby entered the meeting at 6:58 pm.*

The Mayor introduced and welcomed Brenna Rice as the newly appointed Youth Councillor for the 2019 – 2020 school year and Brenna Rice in turn introduced Billie Naisby, Student Council Secretary.

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

**CM1 – UBCM 2019 REPORT – MAYOR HEIBERG**

Mayor Heiberg provided an overview of his UBCM 2019 Report.

**14. OLD BUSINESS**

## 15. NEW BUSINESS

### NB1 – NORTH PEACE AIRPORT SOCIETY

Mayor Heiberg provided an update on the North Peace Airport Society and noted that the Advantage Airport Services is looking for a new Operations Manager as the current Operations Manager is leaving.

### NB2 – LIGHT INDUSTRIAL

#### **RESOLUTION NO. 271/19**

**M/S Councillors Quibell / Gibbs**

*"THAT the proposed draft zoning described as section 19 M1A Zone: Highway Light Industrial, sub-sections 19.1 Permitted Uses and 19.2 Zone Specific Regulations be provided to the Ministry of Transportation and Infrastructure to solicit their feedback on the proposed road and intersection design as per the map provided by Urban Systems; and*

*THAT the proposed zoning amendments be referred to the Industrial Committee."*  
**CARRIED**

### NB3 – NORTHERN DEVELOPMENT INITIATIVE TRUST

#### **RESOLUTION NO. 272/19**

**M/S Councillors Paice / Quibell**

*"THAT Councillor Markin be appointed as the representative for Hudson's Hope on the Northeast Regional Advisory Committee of the Northern Development Initiative Trust to replace Councillor Paice with Councillor Quibell continuing as the Alternate representative."*

**CARRIED**

## 16. PUBLIC INQUIRIES

## 17. NOTICE OF CLOSED MEETING

#### **RESOLUTION NO. 273/19**

**M/S Councillors Gibbs / Summer**

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

*Agenda items – Land Proposal regarding BC Hydro – Site C - Community Charter Section 90(1)(e) – the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both and a third party."*

**CARRIED**

## 18. ADJOURNMENT

*Mayor Dave Heiberg declared the meeting adjourned at 7:59 pm.*

**DIARY**

***Diarized***

***Conventions/Conferences/Holidays***

*Commercial Water Rate Increase-Annual Budget  
Consideration*

*08/04/19*

Certified Correct:

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Dave Heiberg, Chair/Mayor

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Jeanette McDougall, Corporate Officer

## THE DISTRICT OF HUDSON'S HOPE

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

**SUBJECT:** CAO – Update Report

**DATE:** October 2019

**FROM:** Chris Cvik, CAO

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Some of the initiatives currently being worked or recently completed:

- Safety – No Medical Aids reported since last month. No equipment damage reported.
- Web-Site update committee has reviewed two rounds of 'mock-up' designs for the updated web-site. New Harvest is continuing to work to have the changes completed by year-end.
- Anderson Water Wells from FSJ was awarded the tender for installation of the Monitoring Well in conjunction with the BC Hydro Water Well Project. The amount was \$36,294 and was the lowest of the three bids. Approval to award was within the CAO authority.

### Upcoming

- Prep for budget planning/strategic review discussion on Saturday, November 2, 2019.
- Will be working on road closures (DA Thomas and Beckman) as well as a road closure and disposal on a private property.
- Working on Master Lands Agreements (finalization of berm works agreements with BC Hydro) for Council decision.
- On vacation from November 9 – 30. Mokles Rahman will be Acting CAO.
- On-going oversight work with the Director of Public Works with respect to the Water Well Project.
- Negotiations with BCGEU set for week of January 13, 2020.



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Chris Cvik

**SR1**

## THE DISTRICT OF HUDSON'S HOPE

**REPORT TO:** Mayor and Council

**SUBJECT:** Public Works Department Update

**DATE:** October 2019

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

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Below please find highlights of some of the activities done or going on in the Public Works Department during the last two (2) months;

- Water Treatment Plant (WTP):
  - a. New water supply:
    - i. Agreements: District signed agreements with BC Hydro, L&M Engineering, Western Water, and A& H Drilling (contractor for well drilling and testing) for the new water supply for the District.
    - ii. Drilling: Drilling of 2 – 10" diameter well started on September 26, 2019 and finished on October 6, 2019. The depths of the wells are 396'-0" and 356'-0" respectively.
    - iii. Pump Testing: Pump testing sub-contractor will be mobilizing to the site in the week of October 28, 2019 and would take approximately 20 days to finish the job.
    - iv. Pump Design and WTP Pre-Design: Draft Design of pumps and WTP Pre-Design have been submitted by L & M, and it is now under review by the District and the 3<sup>rd</sup> party consultant of the BC Hydro.
    - v. Monitoring well: As part of new water supply system for the District, a 5" diameter monitoring well will be installed near the swimming pool at the cost of BC Hydro. The installation will be started from the week of Oct 28.
  - b. WTP Operations: On October 12, 2019, the weekend on-call operator witnessed pipe joint leak near the fine media filters, and operators fixed it. Similar leak occurred in the fine filters side couple of months ago and was fixed too.
- Swimming pool: The swimming pool has been winterized. Staff assessed the condition of the swimming pool from physical observation. There is no major wear and tear visible at this moment except the visible age issues on the concrete surface and the liners. However, another assessment at the beginning of the next swimming season might give better idea about the condition of the pool. Operators feel that there should be major upgrades for the pool and the associated aged infrastructure.
- Arena: Arena opened on October 15, 2019 instead of originally planned October 8, 2019 due to staffing challenges. Also, for the same reason the ice rink will be opened for short weeks, from Monday to Friday, during the 1<sup>st</sup> three (3) weeks.
- Hydrant flushing: Flushing of all seventy-three (73) hydrants were done in house. It took about two weeks to complete the flushing with two staff members. Many of the hydrants require small repairs such as landscaping or gasket replacements on the outlet ports and around the connection points. These minor maintenance work will be done over the year as time permit. This year one hydrant was rebuilt by in-house staff (at Arena Road) and another one is new replacement at Kylo/ Paquette intersection.

- Sewer Flushing: Sewer flushing for all eight (8) km of sanitary sewer done by in house staff. This project took twelve (12) days over a three-week period with two staff members. During flushing, crews identified only a few problematical areas. These will be on our priority list for camera work in 2020. At three (3) locations it is necessary to flush the pipes with water during the winter period to prevent freezing.
- Sewer camera: Sewer camera of Six (6) problematic locations were done by hiring a contractor. We will budget to camera several locations each year, so that we can eventually have all locations viewed, for asset management purposes. In 2019, we identified longitudinal cracks and pipe connection deformities in the sanitary sewer along McDougall Street. Consideration should be given to replacing this pipe section in 2020 (about 80 metres).
- Asphalt repair of four (4) locations (429m<sup>2</sup>): It was very difficult to get a contractor for this small work. The work was completed on October 22, 2019.
- Tent is down.
- Tennis court net is down and stored at the swimming pool area.
- Campground winterized.
  - a. The campgrounds were closed following Labour Day. King Gething Park was left open until the beginning of October to allow for “sani-dumping” and the occasional traveller who required public washroom / shower facilities.
  - b. For the last week of August and early September, Public Works crews humanely addressed a beaver blocking a culvert on the access road to Dinosaur Lake campground. This issue appears to have been resolved.
- Lucas subdivision:
  - a. Fill materials: As P&L Ventures could not supply suitable fill materials, we have awarded the contract to W6 Contracting. W6 started the work on September 25, 2019 and finished on October 9, 2019. All hauling, spreading and rolling of fill materials completed within budget.
  - b. Deficiencies: Road signs at Lucas Subdivision installed. Fixing deficiencies by in-house staff and charging the staff time to the subdivision.

#### **Operating Projects update:**

- Library:
  - a. Electrical contractor has upgraded the service panel at the library from 100 amp to 200 amp to improve serviceability of all demand in the building. Some additional work is required on the air conditioning, but this will be completed in the spring. To allow for the completion of this work, BC Hydro upgraded the transformer and line to the library.
- Water conservation study: Urban Systems is working on the Water conservation study, should be finished by the end of this month.
- Leak testing: Completed
- Asset Management data collection: Completed
- Admin vehicle: Leased Honda CRV since September 2019.

**Capital Projects update:**

1. Beattie Lift station: Retender early next year.
2. Water Valve replacement: Four (4) valves and one (1) Hydrant replacement along Kylo Street are completed.
3. Gravel Replenishment: Completed. Crushed 32,000 cubic yards of gravel instead of 35,000 cubic yards because of inadequate storage capacity at the site. Also crushed 500 cubic yards of winter sand material.
4. Payloader Replacement: Completed. Received new one and trade-in the old one.
5. GPS Purchase: Completed.
6. Commercial Water Stand keypad access: Completed.
7. Beryl Prairie Fire Hall Sewage Holding Tank: Completed.
8. Beryl Prairie Water Well Pump Replacement: Completed.



Submitted by: Mokles Rahman



## THE DISTRICT OF HUDSON'S HOPE

**REPORT TO:** Mayor and Council

**SUBJECT:** Protective Services Monthly Update

**DATE:** 28 October 2019

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

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### INFORMATION:

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

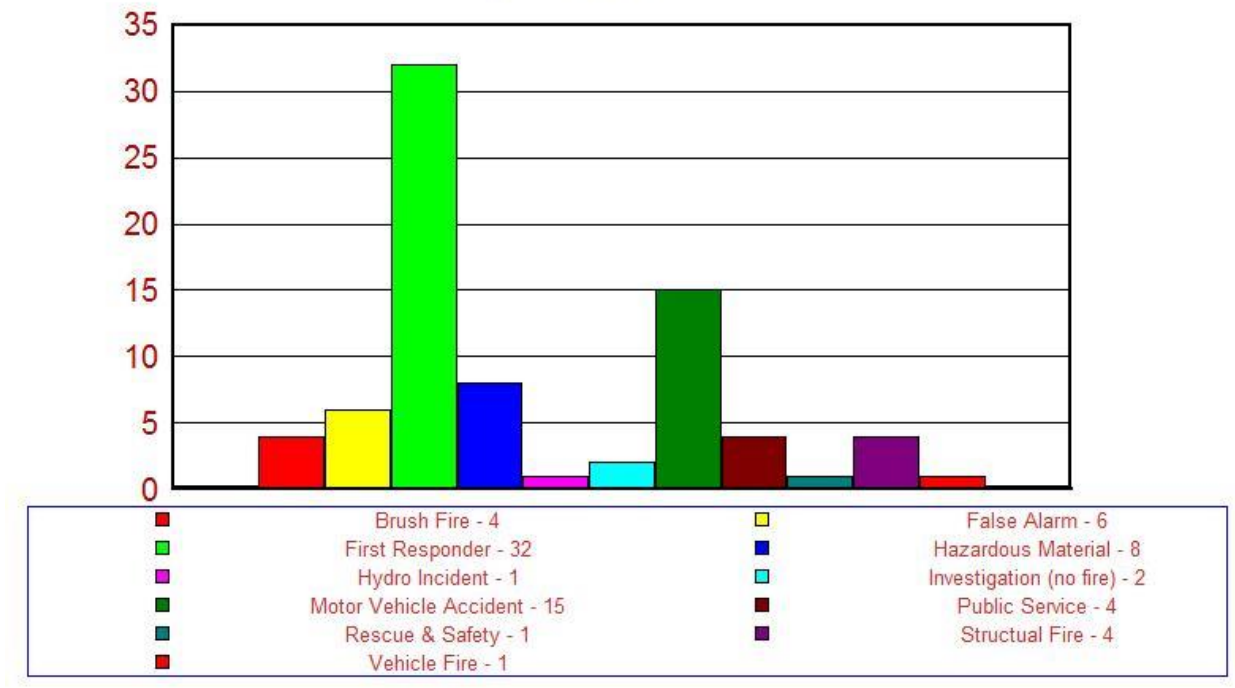
#### Fire Department

Year to date the department has responded to 78 calls for service.

First Responder	32
Motor Vehicle Incidents	15
Hazardous Materials Response	8
False Alarms	6
Structure Fire	4
Brush Fire	4
Investigation	2
Public Service	4
Rescue	1
Hydro Incident	1
Vehicle Fire	1

**SR3**

## Hudson's Hope Fire Rescue *Totals to Date*



Hudson's Hope Fire Rescue held a fireworks safety and operations course on 19 October 2019 to educate display supervisors on the new electronic firing system that the department has adopted for the 2019 display.

In addition to the Halloween fireworks show, the department will also be conducting the annual door to door food drive to support the Friends of Hudson's Hope food bank. This food drive will be conducted on 05 November 2019.

Hudson's Hope Fire Rescue and Hudson's Hope Elementary Secondary School will once again be partnering to offer the Junior Fire Fighter program to grades 10-12. This will be the 15<sup>th</sup> year of the program which allows local high school students the opportunity to work with the department in a safe and controlled environment and learn of the department's roles and contributions to the community.

### Emergency Preparedness

The Director of Protective Services attended the Hazard, Risk, Vulnerability Analysis course in Taylor on 08-09 October 2019. This course guides students through the process of identifying hazards, assessing risks, analyzing vulnerabilities, and assessing impacts of disasters on communities and their local authorities. The course also looks at sustainable hazard mitigation and the related prioritization and general management of hazards, risks and vulnerabilities (JIBC, 2019).

The Director of Protective Services also attended the 2019 Community Wildfire Resiliency Workshop in Fort St. John on 23 October, 2019. The province is hosting 6 of these regional workshops to engage local governments and indigenous communities and ask for input into the new Community Wildfire Resiliency Planning framework.

The Northeast BC (NEBC) Emergency and Public Alert System continues to be advertised throughout the Peace through a variety of venues including print, radio, billboards, and attendance at trade shows. The District of Hudson's Hope continues to promote the system on our Facebook page, website, PSA, and the Bulletin. To date there are 1053 subscribers within the Peace including 122 within the Hudson's Hope area. To ensure that new residents to the area are aware of the program, the District has worked with BC Hydro to include information into their new employee orientations for local facilities. This information describes the merits of the NEBC Emergency and Public Alert system, as well as information on how to sign up.

#### Bylaw

Two unsightly premises bylaw files including one removal order have been successfully concluded with the property owners taking the appropriate action and returning the properties to a state that meets the requirements of the District of Hudson's Hope Property Maintenance Bylaw 791, 2010.



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Robert Norton, Director of Protective Services

# THE DISTRICT OF HUDSON'S HOPE

**REPORT TO:** Mayor Dave Heiberg and Council  
**SUBJECT:** Office Administration - Update  
**DATE:** October 28, 2019  
**FROM:** Jeanette McDougall, Corporate Officer

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An update for Office Administration is as follows:

## ***Telephones:***

- Old landline phone sets: Telus to advise whether they have a recycling program, otherwise Public Works will take them to recycling in Fort St. John.
- Both myself and Meghan Cryderman are classified as the "super admins" for the new system, which gives us the ability to add / remove users, etc.
- Upcoming: recording Staff Directory / listing to be recorded.
- Cell phones: an inventory is being developed to track devices and users and to monitor billings, eg phones used on a seasonal basis and old cell phones (Blackberry) will be recycled.

## ***IT / Software:***

- Adobe: an inventory is being done to track licences, users (locations) and versions.

## ***Training / Courses:***

- Attended the annual Corporate Officers Forum in Prince George, October 1- 4, 2019 (separate report).
- Meghan Cryderman attended an administration course at Northern Lights College in Fort St. John on October 17, 2019 (separate report).

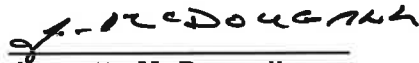
## ***Freedom of Information Document***

- Human Rights Case document revised in response to request from the Office of the Information and Privacy Commissioner for BC.

**SR4**

## **General**

1. Office Staff meetings being held every second week to discuss various items, eg vacation scheduling over Xmas, Office Staff calendar and Federal Election information.
2. Continuing to familiarize myself with various staff, processes and Hudson's Hope in general.



**Jeanette McDougall,  
Corporate Officer**

## THE DISTRICT OF HUDSON'S HOPE

**REPORT TO:** Mayor and Council

**SUBJECT:** Recreation and Special Events Update

**DATE:** October 28, 2019

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

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### Programs and Events Update

#### *Womens Rec Hockey*                      *Tuesdays, October 15-Dec 3*

This program is very popular in the community and has continued to grow. 14 women registered for the fall/winter season. This session is being coached by Michelle Van Stam, who brings over 30 years of knowledge and expertise to the program.

#### *Adult Synchro and Learnt to Skate*      *Once per month, October - March*

New program this year! Volunteer coaches are Becky Mercereau and Bonnie Pringle. The program offers learn to skate and synchro at the same ice time, once per month. The aim is to create a synchronized program with both groups to present in the Figure Skating showcase. Off to a strong start with 13 registrants.

#### *Remembrance Day Poppy Campaign*      *October 25-November 11*

Poppy boxes were put together and delivered to local businesses and organizations to collect donations for the Fort St. John Legion. Each box's collection is tracked and will be picked up after Remembrance Day. All donations will be sent to the Legion.

#### *Pro-D Camp*                                      *October 25*

Second Pro-D camp of the year. The morning agenda is: NERF battle, Halloween cookie decorating, and clay creations followed by an afternoon at the library.

#### *Frightful Frolics*                              *October 25, 4:30-7:30pm*

This event was cancelled. The staffing issues within public works did not allow staff to create the signature haunted house and maze that were popular with the public. In place of this event we are holding a Pumpkin Painting event featuring free hot dogs and hot chocolate, Halloween cookies, candy, pumpkin painting, and a free skate at the arena on October 25. Kids are encouraged to come in costume!

#### *Chamber Farm, Transportation*              *October 27, 5pm*

A transportation option travelling to Chambers Farm in Baldonnel to access the Haunted House and Haunted Hayride. \$7/person round trip.

**SR5**

## Upcoming Programs and Events

### *Remembrance Day Ceremony & Tea      November 11, 10:45am*

Program has been confirmed and the ceremony has been advertised to the public. After the ceremony, a community tea will be held at the Community Hall. Tea will be hosted by Hudson's Hope Bible Fellowship.

### *Veterans Dinner      November 11, 6pm*

Invitation only event. The dinner will once again be catered by the grad class. Invitations have been sent and we are now taking RSVP's.

### *Pro-D Camp      November 29*

Cameron Lake Outdoor Center for winter activities.

### *Christmas Parade and Light Up      December 1, 6pm*

Bonfire, hot chocolate, and treats. Christmas tunes, and the annual light up of Beattie Park. 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> prizes for best float.

### *Santa Skate      December 15, 1-3pm*

Free skate with Santa! Crafts, food, drinks, and music.

## Project Updates

### *Winter Carnival*

Donations are starting to come in for the 11<sup>th</sup> Annual Winter Carnival. We have met a quarter of our fundraising goal.

#### Program Highlights:

- Polar Bear Plunge
- Winter Carnival Comedy Show
- Trapper Sports Relay
- Rail Jam
- Dog Sled Experience
- Snowball Tournament

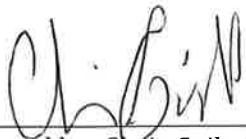
## Current Priorities and Projects

- Winter Carnival
- On site event and program coordination
- Fall Program Planning
- Fall/winter Event Planning
- 2020 Budget Planning



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Prepared by: Kaitlyn Atkinson, Recreation and Special Events Coordinator



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Approved by: Chris Cvik, CAO

## THE DISTRICT OF HUDSON'S HOPE

**REPORT TO:** Mayor Heiberg and Council  
**SUBJECT:** 2019 LGMA Corporate Officers Forum  
**DATE:** October 28, 2019  
**FROM:** Jeanette McDougall, Corporate Officer

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Attended the annual LGMA Corporate Officer's Forum held at the Ramada Inn in Prince George on October 1- 4, 2019. Approximately 80 Corporate Officers, Deputy Corporate Officers attended, including a few Chief Administrative Officers, with the attendance level considered to be very good given that the conference was held so far north as it usually is held in the larger centres, eg Kelowna, Lower Mainland and Southern Vancouver Island.

### **Conference Sessions**

#### **Day 1**

##### ***Project Management Fundamentals***

A full-day session on project management fundamentals was held and taught by an engineer who works in the Ministry of the Environment with the provincial government, but was teaching on behalf of the Project Management Institute.

Concepts such as scope, budget, timelines and resource requirements were discussed and emphasis was placed on the need for careful initial analysis of the problem to be solved as well as monitoring on a periodic basis to ensure that the initially identified problem has not changed. Problems that can derail project timelines include lack of or withdrawn funding, personnel availability and capacity, the potential requirement to backfill if an employee is seconded from another department and the associated cost; employees who leave for jobs elsewhere; delays associated with acquiring materials, "scope creep", eg the client or a high-level project manager makes requests that effectively expand or alter the scope of the project. Ultimately, the success of a project depends on how it is managed from inception to completion.

##### ***Welcome Reception***

A reception was held the first evening and provided a great opportunity to network with both LGMA Staff and attendees, met with both old and new colleagues.



## **Day 2**

### ***New Procedure Bylaw Toolkit and Responsible Conduct Update***

This session essentially advised that a new Bylaw Toolkit was being developed by the Ministry of Municipal Affairs and Housing in collaboration with local government representatives and is expected to be available in the near future.

Work is also being done on a “Responsible Code of Conduct” for Elected Officials and the intent is for these principles to be embedded in Council Procedure Bylaw and Oath of Office.

### ***Collection and Protection of Personal Information – FIPPA Best Practices***

This session was held by Kathryn Stuart of Stewart McDannold Stuart and cited issues around the collection of personal information, eg purpose, and advising in cases where a person writes a letter to a municipality, appears as a delegation or if they attend a meeting that is being webstreamed, then they should be advised that their information will be public.

I had an opportunity for an individual discussion with Kathryn Stuart regarding public access to residential property files: site plans and building permits are considered public, but not, for example, any correspondence pertaining to bylaw infractions or any information regarding a homeowner’s security cameras. This area of law is unclear in some instances as one case law will base a judgment on a certain line of argument, then another case will contradict some of the arguments of the first case.

### ***The Balancing Act***

Advice given for when a Corporate Officer is asked to participate in a Council meeting at the exclusion of other Staff and privy to highly confidential information such as labour relations. The advice was essentially to document very carefully and to be careful about signing documents.

### ***Nuts and Bolts Session***

A general question and answer period was held with many questions on records management (or the lack thereof) and various types of software used, eg iCompass, Granicus and OnBase.

## **Day 3**


### ***Open Governance: Proactive Release of Information***

Focussed on whether a local government actively releases information that is no longer considered to be confidential and whether FIPPA considerations are factored in. This session was led by instructors from the City of New Westminster and the City of Vancouver, where demands for such information are generally far greater than for small municipalities.

### **Miscellaneous**

- Records management generated considerable discussion throughout the conference, citing issues such as costs and software, training and implementation problems;
- Made a very good connection with the Records Management Coordinator for the Regional District of Fraser-Fort George who also has a very strong IT background; and
- Sat with a Corporate Officer from the Lower Mainland who almost moved to Hudson's Hope a few years ago with her husband and was very envious that I was living here.

Report Prepared By:

  
Jeanette McDougall, Corporate Officer

## THE DISTRICT OF HUDSON'S HOPE

**REPORT TO:** Mayor and Council

**SUBJECT:** Conference/ Training Report  
Public Works Association BC Conference  
Engineers and Geoscientists BC Conference

**DATE:** October 2019

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

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I have attended the following conferences during the months of September and October 2019. The highlights of some of the sessions and replicable lessons learnt are mentioned below;

1. **Public Works Conference:** Joint conference and trade show of the Public Works Association BC and BC Municipal Safety Association held from September 15 to 18, 2019 in Penticton. This conference was a great opportunity to learn topics related to safety, public works and leadership in addition to networking. Replicable learnings are;
  - a. Decommissioning of Asbestos: WorkSafeBC representative presented this session. As per WorkSafeBC, no certification is required for safe handling of asbestos. Our staff have not received proper training and have expressed concerns around the safe handling of asbestos water mains. We will be looking into proper training as part of any valve and hydrant replacement work.
  - b. SCADA: The City of Burnaby presented their SCADA (Supervisory Control and Data Acquisition) design, implementation and operations. This learning might be useful if we hire a consultant/contractor to establish SCADA for our facilities. Establishment of SCADA would reduce risk of plant failures and call outs; however, somebody needs to supervise the SCADA.
  - c. Maintenance Malfunction: Municipal Insurance Association of BC (MIABC) representative presented this season. MIABC has lessons that can be learnt from the claims data. The number of claims can be reduced with proper asset management, policy formulation and implementation of policies such as annual sewer flushing, hydrant flushing, road maintenance, timely pothole repairs etc.

2. **Engineers and Geoscientists Conference:** The Annual Conference of Engineers and Geoscientists BC held from October 16 to 19, 2019 in Kelowna. In addition to networking, this conference was a great opportunity to learn the topics related to municipal engineering, project management and geoscience. Some of the replicable learning are;
- a. **Landslide:** This topic was related to Old Fort Landslide near Site C dam and a gravel pit. The land slide happened one year ago and resulted in evacuation of 200 people. Replicable lessons learnt; As there are landslide areas in Hudson's Hope, we must keep intimate eyes on our gravel pit, and other possible land slide areas. If required, we have to measure the behavior of landslides.
  - b. **Site C Design overview:** Learnt the design philosophy of the Site C earth Dam. The key dates of the project are; full operation in 2024, construction completion in 2023, and the Hwy 29 upgrade by 2022/2023. I can see there are some links of this project with our new Water Supply project funded by BC Hydro, which is supposed to be completed in one year and the BC Hydro can start Berm construction by the end of next year.
  - c. **Capital Projects:** This topic gave me the opportunity to learn about Owner's Engineer's involvement in capital project. While we are hiring consultants for managing some projects, we are also directly implementing some projects without consultant. These learning will stimulate in performing jobs.

Submitted by:



Mokles Rahman

## THE DISTRICT OF HUDSON'S HOPE

**REPORT TO:** Jeanette McDougall  
**SUBJECT:** Amazing Assistant Course  
**DATE:** October 18, 2019  
**FROM:** Meghan Cryderman, Office Assistant

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### INFORMATION

Key aspects of the course were what attributes make you an amazing assistant, having charisma, credibility, and confidence. Working with the clock and not against it. What things interrupt your day and how to be more productive.

Being able to embrace change, go beyond, and play on your strengths are key to being amazing.

Things that the employer think are important from me at work verse what I think are the important traits. These two views can be completely different, good idea to discuss with each other to keep on the same page.

There are scholarships that we can apply for to LGMA to attend more of their conferences.

### Future things to think about:

In 2025 50% will be virtual work.

15 years from now will our job still exist, will you be able to do everything online?

What does the future look like for admins?

### Apps and website tools:

**Trello** is a visual tool for organizing your work and life.

**Cozi.com** is the surprisingly simple way to manage everyday family life. With a shared calendar, reminders, grocery list and more, **Cozi** is a 3-time Mom's Choice Award Winner.

**Grammarly.com** - The World's Most Accurate Online Grammar Checker Is Now Free! Easily improve any text. Eliminate grammar errors. Services: Advanced Grammar Rules, Contextual Spell Checker, Vocabulary Enhancement, Plagiarism Checker, Corrects Writing Mistakes.

**followupthen.com** – simplest way to schedule an email reminder

**doodle.com** - Doodle is a Swiss online calendar tool for time management and coordinating meetings.

**SR8**

**Inclosing:**

This is the second course that I have taken with Rhonda Scharf, I think she is an amazing public speaker. She really will bring out the best in you and thrive on your personal skills to make you the best you can be at your job. She is incredibly talented and knowledgeable. The information she put together in this class really opened my eyes to what I can be more effective and efficient at work. She was uplifting and made me want to do even better in my work field.

Report Prepared By:

A handwritten signature in black ink, appearing to read "Meghan Cryderman", is written over a horizontal line.

Meghan Cryderman, Office Assistant

## REQUEST FOR DECISION

<b>RFD#:</b> CC-2019-74	<b>Date:</b> October 15, 2019
<b>Meeting#:</b> CM102819	<b>Originator:</b> Chris Cvik
<b>RFD TITLE:</b> REPORT ON DELAY IN ARENA ICE INSTALLATION	

### RECOMMENDATION:

1. That Council rescind Resolution No. 116/16 – Ice Making Policy.

### BACKGROUND:

The Arena was scheduled to open on October 7, 2019. Due to staffing challenges and difficulties with installing the ice, the opening was delayed to October 15, 2019.

This is not the first occurrence of a delay in the opening date of the arena. It was discussed at Council in 2014, 2015 and again in 2016, when Council attempted to resolve this through the approval of a Policy that called for ice to be installed after the Hudson's Hope Fall Fair which was held at the arena prior to moving to its current location at the Rodeo Grounds.

### DISCUSSION:

It is generally agreed that installation of the ice takes approximately three (3) weeks to complete. Once the ice plant is turned on, it takes approximately one (1) week for the floor to cool enough (-4 to -5 C) to allow for ice making and two (2) weeks to complete the process. This year's delay could have been avoided with better planning and therefore Administration met with Public Works staff on October 8, 2019, to understand why the delay occurred and what changes in process could be implemented to prevent the delay from reoccurring.

#### Summary of Contributing Factors

1. Refrigeration contractor performed start-up maintenance at the Curling Rink on September 16<sup>th</sup> and September 20<sup>th</sup> at the Arena. This order could have been reversed to provide more time to prepare the ice at the Arena.
2. Staff were still applying the old policy where the installation of the ice at the Arena was tied to the completion of the Hudson's Hope Fall Fair which is held annually on the second Saturday of September.
3. The incumbent Arena Manager is on medical leave and the back-up had not previously installed the ice on her own and staff who assisted were also new to the process. Other staff who had previously worked at the arena were working on other tasks as overall, there was a general shortage of staff with three employees (two from Public Works) away for two-days from September 30 to October 1 for shop steward training. This meant that priority tasks (i.e., water/sewer checks and sanitation pick-up) had to be completed by other staff.

**SR9**

4. A vacation leave request was approved that in hindsight should not have been approved as it resulted in two-days away during the time when the ice was starting to be installed. Note: Turning down vacation requests presents other 'morale' challenges if denied.
5. The weather was not cooperative as ideal ice making temperature is plus ten (10) degrees Celsius or colder. From September 15<sup>th</sup> – October 3<sup>rd</sup>, the date the PSA announcing the delay was issued, there were approximately 15 days where the temperature was plus 10 degrees Celsius or warmer.
6. Key dates for the Arena Ice Installation were not entered onto a 'Master Calendar'.

#### **Summary of Process Changes Discussed at October 8<sup>th</sup> Meeting**

1. Need to rescind current policy as ice installation is not dependent on Fall Fair.
2. Need to book the Refrigeration contractor earlier. This can be done at the same time they are here to do the end-of-season decommission (i.e., In March 2020) so the work can be scheduled for the last week in August (August 31 – September 4, 2020) - the week before Labour Day which falls on Monday, September 7, 2020.
3. Commitment to target the completion of arena ice installation for the third week of September (i.e., Week of September 14 – 18, 2020). This will allow a one- week buffer for staffing/weather challenges
4. Target Arena opening for organized activities the approximately the first Monday in October (i.e., for 2020, this happens to be September 28<sup>th</sup>).
5. Include key dates onto a 'Master Calendar'. These would include scheduled dates for the Ice Contractor to turn on ice plant the last week in August and a target October 1<sup>st</sup> week for opening. Having the ice installation on a Master Calendar should help with staff planning as well.


#### **BUDGET:**

Starting the ice installation process in the last week in August will result in operating the ice plant for an additional one to two weeks over the course of the season.

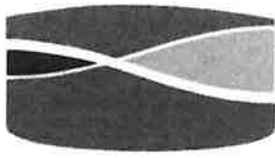
#### **ATTACHMENTS:**

1. Ice Making Policy – Council Resolution No. 116/16 (effective July 11, 2016).
2. Email outlining 2014 and 2015 Council discussions re: ice installation.

Report Prepared by:

  
Chris Cvik, CAO





**ICE MAKING POLICY**  
**Council Resolution No. 116/16**  
**Effective Date: July 11, 2016**

Section Public Works

**Purpose:**

This policy is to govern the time ice making begins so user groups and staff can plan for a successful winter season of arena use.

The Ice Making Policy facilitates the planning of users groups to begin scheduling activities at the Hudson's Hope Arena.

The Hudson's Hope Arena is open during the months September to March and used by a variety of groups representing a wide range of demographics.

**Procedures or Guiding Principles**

The District of Hudson's Hope will continue to support the Hudson's Hope Fall Fair held annually on the second Saturday of September.

Staff will begin making ice on the Monday following the second Saturday of September, outdoor temperature permitting: ideal ice making temperatures being below plus ten degrees Celsius. Some year's temperatures may be too high to begin ice making at the aforementioned date so staff will monitor temperatures and advise user groups of delays in the commencement of ice making.

Ice making takes approximately two weeks. The Arena opens for use immediately after the ice is ready.

## Chris Cvik

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**From:** Johanna Dupuis  
**Sent:** October 3, 2019 4:25 PM  
**To:** Chris Cvik  
**Subject:** Ice Making  
**Attachments:** Ice Making Policy.docx

Attached is the policy.

Here are a few excerpts I have found and I can keep searching tomorrow:

**March 24, 2014**

**D6 – Hudson's Hope Fall Fair Society**

**1850-01**

Council recognized the necessity of discussing the Arena opening dates to better accommodate the minor hockey association and the Fall Fair Society. Needs to be determined prior to budget time as this will influence whether the fall fair can be accommodated.

**September 14, 2015 Council Meeting**

**Arena Ice**

**0810-20**

- When is the ice scheduled to go in? Planning on October 5<sup>th</sup> up and running.
- Requests from public to get ice in sooner than later
- Ice should go in right after weekend Fall Fair

Council directed staff to create policy that ice is to go in Monday after the Fall Fair weekend and taken out Middle of March.

**September 28, 2015**

**Arena Ice**

- Scheduled opening date is still October 5, 2015
- Policy to be drafted for ice to go in after Fall Fair
- Council suggested it is not after Fall Fair because if the dates ever move for Fall Fair then the ice could potentially go in later or really early?
- Suggested that a date in September be established
- Once draft of policy presented to Council date will be decided

**October 13, 2015**

**Arena Ice**

Requested that in the policy they don't use the Fall Fair as a point of reference as the dates may change from year to year for the fair.

## REQUEST FOR DECISION

<b>RFD#:</b>	<b>Date: October 22, 2019</b>
<b>Meeting#: CM102819</b>	<b>Originator: Becky Mercereau</b>
<b>RFD TITLE: CHRISTMAS CARDS</b>	

### RECOMMENDATION:

1. That Council rescind section 3 of the Appreciation & Recognition Policy dated October 24, 2016.

### BACKGROUND:

The District sends approximately 150 holiday cards out to business license holders, surround municipalities, First Nations, contractors and retired District staff each year. The cost of these cards which are normally purchased from the BC Children's Hospital cost \$277.50 plus approximately \$135.00 for postage.

### DISCUSSION:

It seems that Holiday cards are becoming outdated. Staff suggests that we use an electronic card for our social media and website. This type of card can also be emailed along with a personal message.

There are many different electronic cards that can be used. Here is just one example:



**SR10**

**ATTACHMENTS:**

1. Appreciation & Recognition Policy with suggested edits.

Report Prepared by:

\_\_\_\_\_  
Becky Mercereau, Office Assistant

## **APPRECIATION & RECOGNITION POLICY**

**Council Resolution No. 163/16**  
**Effective Date: October 24, 2016**

Section: Administration

### **Purpose:**

The District of Hudson's Hope wants to ensure our employees feel appreciated for their efforts and contributions throughout the year. Recognition to our employees shows that they are valuable contributors to the quality of life in the District of Hudson's Hope each and every year. This formal recognition is achieved by the District of Hudson's Hope sponsoring a Staff Christmas Party and a Summer Appreciation Event.

~~We also want to recognize those businesses, contractors and other municipalities that support us throughout the year: we do this by sending out Christmas Cards, in recognition of these people, in the month of December.~~

### **Definitions:**

#### *Eligible Staff Christmas Party Attendees:*

- Any employees currently employed by the District of Hudson's Hope at the time of the party will be invited. This includes all exempt and non-exempt employees and contractors that are receiving income from the District. A spouse or guest is also invited to attend.
- The temporary positions of Pool Supervisor, Visitor Information Center Supervisor, Campground Attendants and Groundskeeper are also invited.

*In that these positions are temporary and could attend the Summer dinner; though these positions have traditionally been invited to the Xmas dinner.*

- Mayor and Council that have served during the current year are also invited to attend to show their appreciation of our staff.
- Retired District staff and their spouses, that are receiving District of Hudson's Hope the municipal pension plan, will also be invited to attend.

#### *Eligible Summer Appreciation Event Attendees:*

- Any employees currently employed by the District of Hudson's Hope at the time of the party will be invited. This includes all exempt and non-exempt employees and contractors that are receiving income from the District. Depending on the type of the event, families may also invited.

#### *Eligible Christmas card Recipients:*

- ~~• All businesses that currently hold a business license in Hudson's Hope~~

- ~~All surrounding municipalities and First Nations in the region~~
- ~~Any businesses and/or contractors that the District used for major projects or on a regular basis, as determined by staff~~
- ~~Retired District staff that are receiving the District of Hudson's Hope municipal pensions plan.~~

**Procedures or Guiding Principles:**

1. The District staff will plan the Staff Christmas Party and invite the Eligible Staff Christmas Party Attendees; dinner will be provided by the District.
2. The District staff will plan the Summer Appreciation Event in August, which includes all Eligible Summer Appreciation Event Attendees. The event type may be decided by staff: some options would be a BBQ, pool party, etc.
3. ~~Christmas Cards are ordered and then sent out to the Eligible Christmas card Recipients in the month of December.~~



District of Hudson's Hope – Mayor Dave Heiberg  
PO Box 330  
Hudson's Hope, BC, V0C 1V0  
Email: [mayor@hudsonhope.ca](mailto:mayor@hudsonhope.ca)

September 23, 2019

Attn: Mayor Dave Heiberg

**Request for Letter of Support**

*"The Treaty 8 Tribal Association (T8TA) was created to provide advisory services to Treaty 8 First Nations for the purpose of achieving economic prosperity and a healthy environment."*

Treaty 8 is embarking on an exciting venture which aims to educate First Nations on responsible use of cannabis as well as providing support to the communities in developing policy in relation to cannabis. We are very cognizant of the opioid crisis and the impact it has had in the North East as such, Treaty 8, Leadership, and multi-disciplinary agencies plan on working in collaboration to find solutions to address the crisis. Those solutions will include exploring cannabis as an alternative to pain management and its viability as an exit strategy from opioid abuse. Feedback from community cannabis education events have indicated that the public in general are noting these as solutions. While our priority is to the Nations that work with Treaty 8, we would very much like to ensure that this education is available to everyone in the North East.

We send this communication to request a letter of support and further, to this ask if your organization would be interested in lending their support by committing to participating in a 'working group' or if your organization has other means of support we would be most interested to hear.

You may send your letter to my attention either by:

Fax – 250-785-2021

Email – [dcalliou@treaty8.bc.ca](mailto:dcalliou@treaty8.bc.ca)

Mail – 10233-100 Avenue, Fort St John, BC, V1J 1Y8, Attn: D. Calliou.

We would like to take this opportunity to thank you in advance for your generous support and look forward to moving this project forward.

Kind Regards,

Diane Calliou, *Director of Administration*

**C1**

**From:** May-Poole, Tanner EAO:EX <[Tanner.MayPoole@gov.bc.ca](mailto:Tanner.MayPoole@gov.bc.ca)>  
**Sent:** October 17, 2019 4:33 PM  
**Cc:** Robinson, Tiffany EAO:EX <[Tiffany.Robinson@gov.bc.ca](mailto:Tiffany.Robinson@gov.bc.ca)>; Leung, David EAO:EX <[David.Leung@gov.bc.ca](mailto:David.Leung@gov.bc.ca)>; Walton, Lindsay EAO:EX <[Lindsay.Walton@gov.bc.ca](mailto:Lindsay.Walton@gov.bc.ca)>  
**Subject:** PLEASE RESPOND by Friday, October 25, 2019: Frontier Project – EA Working Group Meeting Initiation

Hello,

Enbridge Frontier Inc. (Enbridge) proposes to construct a natural gas liquids straddle plant and 130 to 170 kilometre (km) pipeline in northeastern British Columbia. The straddle plant and initiating pump station are located approximately 36 km west of Chetwynd, and the pipeline is proposed to span from the straddle plant to Taylor. The Frontier Project is also proposing a 15 to 45 km long electrical transmission line with associated substation at the straddle plant.

Further information on the Frontier Project is available on our website at <https://projects.eao.gov.bc.ca/p/5d49e9ef4cb2c7001b13ce23/>

The Environmental Assessment Office (EAO) has established an advisory Working Group. The Working Group consists of provincial, local government and Indigenous nation representatives to assist the EAO with the environmental assessment (EA) of the Frontier Project.

**An introductory Working Group meeting will be held in Fort St. John on either November 19 or 20, 2019. Please let us know by Friday, October 25 your preferable date of the meeting and if you will be attending the Working Group meeting in person or via teleconference.** A calendar invite will be sent following date selection.

The objectives of the introductory Working Group meeting are to provide:

- an overview of the Frontier Project and key potential effects;
- an overview of the EA process for the Frontier Project;
- an overview of the draft Valued Components; and
- an opportunity for the Working Group to ask questions and have a discussion of preliminary issues and concerns to help inform the Working Group's feedback on various milestones in the EA process.

In preparation for the Working Group meeting, please find attached the Environmental Assessment Advisory Working Group Terms of Reference. A draft agenda and PowerPoint presentation for the Working Group meeting will be sent out in the coming weeks.

If you have any questions or require further information, please contact me by telephone at 778 698-9322 or by email at [Lindsay.Walton@gov.bc.ca](mailto:Lindsay.Walton@gov.bc.ca). You may also contact Tanner May-Poole, Project Assessment Officer, by telephone at 778 698-9185 or by email at [Tanner.MayPoole@gov.bc.ca](mailto:Tanner.MayPoole@gov.bc.ca).

We look forward to working with you on the Frontier Project EA.

Thank you,

**TANNER MAY-POOLE**  
Project Assessment Officer  
Environmental Assessment Office  
Government of British Columbia  
OFFICE: 778-698-9185  
MOBILE: 778-676-4681



*The EAO respectfully acknowledges that it carries out its work on the traditional territories of Indigenous nations throughout British Columbia.*

**C2**





Environmental  
Assessment Office

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**Environmental Assessment Advisory Working Group  
Terms of Reference**

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**Prepared by:  
Environmental Assessment Office  
December 2013**

## 1.0 PURPOSE OF THE ADVISORY WORKING GROUP

An environmental assessment (EA) evaluates the potential direct and cumulative adverse impacts (environmental, economic, social, heritage and health) associated with a proposed project. The advisory working group (working group) is the principal forum for the technical review of the proposed project. The working group provides advice to Environmental Assessment Office (EAO) and the proponent on technical issues that fall within each working group member's mandate.

## 2.0 MEMBERSHIP

The working group is made up of provincial, federal and local government staff with the mandates and skill sets relevant to the review of a proposed project and representatives of potentially-affected Aboriginal groups as set out in the section 11 Order issued for the EA for a proposed project. During the course of an EA, EAO seeks and considers advice from the working group in order to understand and assess the potential adverse effects associated with a proposed project. It is therefore important that each working group member has the:

- capacity and resources to fully participate in the EA, which includes attending working group meetings as necessary, and contributing to the review of the Application and other EA documents; and
- authority to provide advice to EAO and the proponent on behalf of their organization. The proponent is not a member of the working group; however, the proponent is required to consult with the members of the working group individually and as a group during the EA.

Note: Aboriginal groups are important members of the working group. The discussion and identification of project impacts on Aboriginal interests that occurs during the working group discussions forms part of both EAO's and the proponent's consultation records. The working group is not the only forum for discussion of issues important to Aboriginal groups; Aboriginal groups will have additional consultation opportunities with EAO and with the proponent related to potential impacts on their Aboriginal interests.

## 3.0 GUIDING PRINCIPLES

The following guiding principles apply to the working group, and to any individuals who are providing expert review on behalf of the designated working group member:

- **Communication and information sharing** – information is shared freely with and amongst EAO, government agencies and Aboriginal groups involved in the EA, and with the proponent.
- **Confidentiality** – the distribution of draft EA documents, such as draft Application Information Requirements, issue tracking tables, draft Assessment Report and draft Certificate conditions, is limited to individuals assisting with the review of documents and the provision of comments to EAO.

- **Transparency** – comments made by the working group through the review process may be made available to the proponent and to the public in accordance with the Public Consultation Policy Regulation and EAO's policy and practice.
- **Relevance** – working group members will provide advice and information that is within their organization's mandate, and that is consistent with the organizations established policies, procedures and standards. Members are expected to interpret and communicate their organization's policies and technical requirements within the context of the EA.

## 4.0 ROLES AND RESPONSIBILITIES

EAO manages the EA and must ensure that the process is conducted in accordance with the requirements of BC's *Environmental Assessment Act*, its regulations and EAO's policies and practices. EAO establishes and chairs the working group, and is responsible for:

- ensuring that working group members understand their roles and responsibilities in the EA;
- ensuring that working group members are informed of all relevant project plans, EA timelines, and expectations/needs for working group review and comments; and
- tracking issues raised by working group members that need to be addressed during the EA, or referred to subsequent permitting processes.

Working group members are responsible for providing timely advice to EAO on:

- key EA documents including, but not limited, to the selection of Valued Components, Application Information Requirements, Application and EAO's Assessment Report;
- government policy direction and/or gaps that may affect the conduct of the EA;
- potential conflicts with the legislation and/or regulations of their organizations;
- EA information requirements versus permitting design and information requirements. It is important to focus on the level of detail appropriate to the EA; and
- technical issues that may be raised by the public during the public consultation process.

As per the terms of the section 11 Order, the proponent may also consult directly with working group members regarding a proposed project in order to productively identify and seek resolution to specific issues.

## 5.0 ADMINISTRATION OF THE WORKING GROUP

The amount of time required from working group members will vary by stage in the EA process, and the key issues being addressed. Table 1 provides a list of key milestones in the EA process, and the associated working group activities and deliverables.

EAO may choose to establish technical sub-working groups for project-specific key topics, for example: water quality; fisheries; terrestrial wildlife; and social and economic assessments.

EAO may also engage working group members individually on matters within their organizations' mandates.

## **5.1 Timelines, Schedule and Meetings**

Working groups will be active from the early pre-Application stage until the end of the Application review stage, and may also be involved in post-EA activities such as amendments and compliance monitoring in the case of some members. Timelines for the EA process vary significantly from one project to another, as does the intensity of effort. The pre-Application phase does not have a defined regulatory timeline, except for the evaluation of the Application for completeness (prior to its acceptance for review). The Application review phase has a 180-day timeline for review and referral to the responsible ministers.

Most of EAO's engagement with the working group members will be conducted by written (usually electronic) correspondence. In-person, telephone, and online meetings will be scheduled as needed. Full working group meetings tend to be held on aspects of the EA that apply to all members, and in general occur less frequently than technical sub-working group meetings. Meetings will be held in locations that best accommodate attendees and reduce attendees' overall travel requirements, often in the region of the proposed project. To facilitate working group preparation, meeting agendas and materials will be provided with advance notice and reasonable time for review.

Recognizing that working group members may be participating in more than one EA concurrently, EAO will endeavour to coordinate and schedule meetings to avoid conflicts with other project meetings and, where feasible, will consider combining meetings for similar projects occurring in proximity to one another.

At various points in the EA process, EAO will establish timelines for the working group to review and provide comment on documents. EAO commits to providing clear direction regarding timelines, and to considering all comments received by the specified deadlines. EAO may not be able to fully consider and respond to late comments.

**Table 1: Environmental Assessment Working Group (WG) Roadmap**

<b>Pre-Application (no regulatory timeline)</b>		
<b>EA Activity</b>	<b>Involvement of WG</b>	<b>WG Deliverable</b>
EA is initiated (section 10 Order)	Federal, provincial and local government agencies and Aboriginal groups are informed of the EA. Federal, provincial and local governments are invited to identify a representative for the WG.	WG representatives identified to EAO.
Scope, procedures and methods of EA are developed (section 11 Order)	WG is formally established in the section 11 Order. Section 11 Order identifies Aboriginal groups invited to the WG.  WG members may be asked to provide feedback regarding the scope of project components and activities.  WG notified when section 11 Order issued.	Potential written comments on scope of EA.
Identification and selection of valued components (VCs)	Review of proponent's initial proposed VCs, indicators and pathways.	Written comment on suitability and adequacy of valued component selection and rationale. Participation in sub-group discussions if required.
Application Information Requirements (AIR)	Review of draft Application Information Requirements to ensure complete and appropriate project-specific information for completing an Application.  Review and respond to proponent's issue tracking tables.	Written comment on information requirements, including valued components, planned studies, and appropriateness of methodologies. Written comment on content of proponent's issue tracking tables, and adequacy of proponent's responses to issues raised. Participation in sub-group discussions as required.

Technical issues identification and resolution	<p>As requested, participate in focused technical sub-working groups established by EAO to identify and resolve issues or gaps, and provide guidance to help ensure the correct information is identified, collected and/or presented to resolve issues or gaps.</p> <p>Review baseline reports.</p> <p>Provide feedback on proponent's draft chapters of EAC Application.</p>	<p>Deliverable and format adapted to specific project circumstances. Would likely be a series of sub-group meetings and correspondence with EAO and proponent on methodology, baseline studies, mitigations and preliminary results over the course of the pre-Application period.</p>
Evaluation of Application ("screening") – 30 days	<p>Review those sections of the Application within the mandate of the WG member's organization to determine if the information required by the AIR is present in sufficient detail to conduct a review of the Application.</p>	<p>Written advice on the presence/absence and adequacy of required information.</p> <p>Possible full WG meeting or conference call.</p>

<b>Application review (180-day timeline to complete review)</b>		
<b>EA Activity</b>	<b>Involvement of WG</b>	<b>WG Deliverable</b>
Review of Application	<p>Detailed evaluation of sections of Application relevant to WG member organizational mandate.</p> <p>Focus on evaluation of proponent's assessment of residual adverse direct &amp; cumulative effects, adequacy of baseline studies, proposed mitigation measures, characterization of residual effects, significance analysis, and follow-up monitoring.</p>	<p>Written comments, usually due around day 45-60.</p> <p>Possible full WG meeting.</p> <p>Technical sub-WG meetings likely.</p>

Review of EAO draft Assessment Report	<p>Review and comment on EAO's draft assessment of the project's potential residual effects and the characterization of the factors that contribute to the significance determination in the areas relevant to the organization's mandate.</p> <p>EAO will provide at least one opportunity to review the draft Report.</p>	Written comments, usually sought around days 90-130.
Review of EAO certified project description and table of conditions	<p>Review and comment on the proposed certified project description. Review may be targeted to agencies with concurrent or subsequent permit requirements, and/or organizations that have compliance or monitoring responsibilities.</p> <p>Comment on and contribute to the development of the table of conditions for the EA Certificate.</p>	Written comments, during second half of the Application review period.

Mayor Dave Heiberg  
District of Hudson's Hope

October 22, 2019  
File #0400-50  
via email

Dear Mayor Heiberg:

**RE: Let's Talk Community Foundation engagement opportunities**

As you may know, Council is exploring the establishment of a Fort St. John Community Foundation to bring people and resources together to enhance our charitable sector and further support the things that matter to our community.

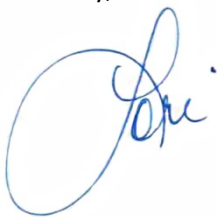
I would like to personally invite you to attend our public consultation event to share your input about how the City could collaborate with the District of Hudson's Hope to ensure this foundation provides long-term support for our community. I would greatly appreciate hearing your thoughts about inclusive community leadership, building endowments for our future, and what effective community giving looks like.

Our Public Café consultation is being held Thursday, October 24, from 5:30 to 8 pm at Whole Wheat and Honey Café. On October 23, we will launch a public survey on the City's [letstalk.fortstjohn.ca](http://letstalk.fortstjohn.ca) public engagement website and we invite you to share your input there as well.

We are also working closely with existing charitable fundraising groups and our business and non-profit communities to explore how we can enhance our community through philanthropy. It is only through a truly community-based initiative that we can develop a charitable model that will sustain our region for generations to come.

Please let me know if you have any questions. I look forward to engaging with you on this important community initiative.

Sincerely,



Mayor Lori Ackerman

**C3**



## REQUEST FOR DECISION

<b>RFD#:</b> CC-2019-78	<b>Date:</b> October 17, 2019
<b>Meeting#:</b> CM102819	<b>Originator:</b> Chris Cvik
<b>RFD TITLE:</b> Notice of Closed Session – October 28, 2019	

### BACKGROUND:

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 Items:

Land Proposal regarding BC Hydro – Site C. 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.

Land Marketing Plan – Lucas Subdivision. 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.

Upcoming BCGEU Collective Agreement Negotiations. CC Section 90 (1) (c) labour relations or other employee relations;

Report Prepared by:

  
Chris Cvik, CAO

ICS1