



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

### **AGENDA**

Council Chambers

Monday, December 9, 2019

**1. Call to Order:**

**2. Delegations:**

D1 Enbridge Update – Michaela Bjorseth, Community and Indigenous Engagement Page 1

D2 Saddle Club – Elisabeth Haagsman Page 3

**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 November 25, 2019 Regular Council Meeting Minutes Page 7

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

**8. Public Hearing:**

**9. Staff Reports**

SR1 Capital Purchase - Computers Page 13

**10. Committee Meeting Reports:**

**11. Bylaws:**

B1 Bylaw No. 911, 2019 - DA Thomas Road Closure Page 19

**12. Correspondence:**

C1 Retail Cannabis Sales Page 28

C2 Hudson's Hope Health Care & Housing Society / Silver Willow Court Page 30

C3	Emergency Event Operations	Page 31
C4	NCLGA – 2020 Resolution Deadlines	Page 33
C5	NDIT – Strategic Initiatives Fund - Light Industrial Subdivision Plan	Page 39

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

**14. Old Business:**

**15. New Business:**

**16. Public Inquiries:**

**17. In-Camera Session**

ICS1	Notice of Closed Session	Page 40
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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:

Michaela Bjorseth

Subject of presentation:

Update for Mayor and Council on Enbridges

Purpose of presentation:

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

To present Enbridges projects and community initiatives in the Northeast region of BC

Contact person (if different than above):

Laura Prosko

Telephone number:

778-828-5879

Email address:

laura.prosko@enbridge.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

D1

**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

UP Laure Prosko  
Name of Delegate or Representative of Group

UP  
Signature

Oct 8 / 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: _____



HUDSON'S  
HOPE  
PLAYGROUND OF THE PEACE

## DISTRICT OF HUDSON'S HOPE

### Delegation to Council Request Form

Name of person or group wishing to appear before Council:

DOUBLE "H" SADDLE CLUB

Subject of presentation: WAIVER/REIMBURSEMENT OF  
BUILDING PERMIT FEES

Purpose of presentation: ☐ information only  
☐ requesting a letter of support  
☒ requesting funding  
☐ other (provide details)

Contact person (if different than above):

ELISABETH HAAGSMAN

Telephone number: 250.783.9955

Email address: dhsaddleclub@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

**D2**

**Rules for Delegations:**

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- 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

ELISABETH HAAGSMAN  
Name of Delegate or Representative of Group

E. Haagsman  
Signature

Nov. 21 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: _____



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

Box 330  
9904 Dudley Drive  
Hudson's Hope BC V0C 1V0  
Telephone 250-783-9901  
Fax: 250-783-5741

**FORM VI**

**DISTRICT OF HUDSON'S HOPE  
Building Permit Application**

2019.001

NOTE: All data fields must be filled in for the application to be processed. Please put N/A in any field that does not apply.

Folio 04955 000

LEGAL DESCRIPTION OF LOT: Lot 1 Sec 24 Twp 581 R1m 32144

SITE ADDRESS: 12250 Carter Street 12550 P.O. Code 969.569

PROJECT DESCRIPTION: Breezeway Repair

CONSTRUCTION VALUE: \$ 40,950.17

CONSTRUCTION TYPE (CHECK ONE): ☐ SINGLE FAMILY DWELLING ☐ DUPLEX ☐ MULTI-FAMILY  
☒ COMMERCIAL ☐ INDUSTRIAL ☐ INSTITUTIONAL

HPO REQUIRED: Have you made application? ☐ YES ☐ NO

WORK TYPE (CHECK ONE): ☐ NEW ☐ ADDITION ☒ REPAIR ☐ RENOVATE

PROPERTY IS SERVICED BY: ☐ Municipal Sewer ☒ Municipal Water Supply ☐ Municipal Drain Connection at Street  
☐ Private Septic System ☐ Private Well Water ☐ Other

# OF UNITS: \_\_\_\_\_

OWNER: Double H Saddle Club	DAY PHONE: 250-783-0948	CELL PHONE:
ADDRESS: 12250 Carter St. E	E-MAIL: dh.saddle.club@gmail.com	
CITY: Hudson's Hope BC	POSTAL CODE: V0C 1V0	

As the owner, I agree to save harmless the District of Hudson's Hope and its employees from any claims, or action arising out of the construction of the building, development of the site, inspection of the building plans, site or building, including one based on negligence of the Municipality or its employees. I have read, understood and agreed to the above conditions.

*Treasurer*  
Owner's Signature: Lindsay Deitner Print Name: Lindsay Deitner Date: Nov. 18/18

\* Owner's Authorization of Agent Form (Form 1) is required if owner's signature does not appear above. Provided: ☐ YES ☐ NO

\*  
Owner's Agent Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Permit Application Fee:	\$50.00 (minimum application fee)	50.00 PD. 2006, 2018
+	100.00 (\$10.00/\$1000 or part thereof of construction value to \$10,000)	
+	154.75 (\$6.00/\$1000 or part thereof for remainder of construction value)	
=	304.75 TOTAL	304.75 - 50.00 = 254.75
		Paid: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Issued by: [Signature] Date: January 8, 2019 Building Permit No. 2019.001  
Personal Information Declaration: The information on this form is collected under the authority of the Local Government Act. The information provided will be used to apply for a building permit. If you have any questions about the collection of this information, please contact the Administrator, PO Box 330, 9804 Dudley Drive, Hudson's Hope, BC V0C 1V0. Telephone (250) 783-9901





## DOUBLE "H" SADDLE CLUB



Dearest Mayor and Councillors,

On behave of the Double "H" Saddle Club we, the executives would like to thank you for the past and present support in assisting our local riding club in their endeavors to create a safe and healthy riding arena for our community members and the welfare of our four legged friends.

As you are already aware of, the Double "H" Saddle Club is a non- profit society. We are very grateful for the monetary assistance of the NDIT Grants, HH Assistance Grant and in-kind donations from the businesses located in Hudson's Hope and surrounding area. Our adventure to upgrade the riding arena, est. 1986, including keeping the arena maintained will continue to involve a large amount of money which is unfortunately difficult to obtain.

Please consider our delegation to council request: a waiver and/or reimbursement of building permit fees. Please see attached past building permit. There is also a present building permit fees for the construction of four horse shelters that has been obtained recently.

The members and executives of the Double "H" Saddle Club appreciate your consideration into this matter.

Sincerely,

Double "H" Saddle Club Executives







**REGULAR COUNCIL MEETING**  
**November 25, 2019**  
**6:00 P.M.**  
**COUNCIL CHAMBERS**

Present: Mayor Dave Heiberg  
Councillor Mattias Gibbs  
Councillor Kelly Miller  
Councillor Patricia Markin  
Youth Councillor Brenna Rice

Absent: Councillor Valerie Paice  
Councillor Travous Quibell  
Councillor Leigh Summer

Staff: Acting CAO & Director of Public Works, Mokles Rahman  
Corporate Officer, Jeanette McDougall  
Manager Public Works, Mark Sture  
Director Protective Services, Bob Norton

**1. CALL TO ORDER**

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

**2. DELEGATIONS**

Mayor Heiberg and Council unanimously agreed to extend the time allocated for the BC Oil & Gas Commission Delegation as per s. 30 Delegations (3), Council Procedure Bylaw No. 765, 2009.

D1 Julia Normand, Manager, Stakeholder Relations, and Ron Stefik, Supervisor, Reservoir Engineering provided an update to Council as follows:

- General overview, including well history
- Concerns that infrastructure may be impacted by man-made earthquakes; only BC requires sub-surface measurements
- Regulations are the best in North America regarding disposal approval and security deposits are required
- Wells can be transferred to successor companies and the BC Oil & Gas Commission closely scrutinizes the successor company
- Ground water is safe because there is not enough pressure for contaminants to escape

R. Stefik will email links to information on the BC Oil & Gas Commission website for further information.

**M1**

### 3. NOTICE OF NEW BUSINESS

**Mayors Additions:** None

**Councillors Additions:** None

**CAO Additions:** None

### 4. ADOPTION OF AGENDA BY CONSENSUS

### 5. DECLARATION OF CONFLICT OF INTEREST

### 6. ADOPTION OF MINUTES

#### M1 NOVEMBER 12, 2019 REGULAR COUNCIL MINUTES

**RESOLUTION NO. 298/19**

**M/S Councillors Miller / Gibbs**

*"That the minutes of the November 12, 2019 Regular Council Meeting be adopted."*

**CARRIED**

### 7. BUSINESS ARISING OUT OF THE MINUTES

A discussion ensued regarding the Noise Bylaw as follows:

- The Mayor requested that Council review the Noise Bylaw pertaining to time, economic benefit and road conditions. The contractor is supposed to use the D. A. Thomas Road for construction only.
- The Director, Public Works has been managing the noise issue directly with the contractor(s) of the well project. Though our Noise Bylaw permits work hours up to 10:00 pm, the contractor(s) were asked not to work beyond 7:00 pm and the contractors have accommodated these hours.
- Temporary speed signs will be posted in the School Zone, although these do not deal with noise or dust issues and further contractors are not supposed to use residential roads or school zones.
- There will be an increase in truck traffic, but it was noted that the roads have good capacity and that contractor(s) will use Highway 29, part of Clarke Avenue and the D. A. Thomas Road.

### 8. PUBLIC HEARING

### 9. STAFF REPORTS

#### SR1 CORPORATE / ADMINISTRATION DEPARTMENT REPORT

**RESOLUTION NO. 299/19**

**M/S Councillors Miller / Gibbs**

*"That the Corporate / Administration Department Report be received."*

**CARRIED**

**SR2 PUBLIC WORKS DEPARTMENT REPLORT**

The Director, Public Works provided an overview of the Public Works Department Report.

**RESOLUTION NO. 300/19**

**M/S Councillors Miller / Gibbs**

**"That the Public Works Department Report be received."**

**CARRIED**

**SR3 PROTECTIVE SERVICES DEPARTMENT – UPDATE**

The Director, Protective Services provided an overview of the Public Works Department Report and noted that there is a considerable amount of training taking place on the weekends.

**RESOLUTION NO. 301/19**

**M/S Councillors Markin / Miller**

**"That the Protective Services Department Report be received."**

**CARRIED**

**SR4 RECREATION SERVICES DEPARTMENT REPORT**

**RESOLUTION NO. 302/19**

**M/S Councillors Gibbs / Markin**

**"That the Recreation Services Department Report be received."**

**CARRIED**

**SR5 COUNCIL MEETING CALENDAR 2020**

*The following was noted:*

- Mayor Heiberg will be away from January 22 – February 8, 2020; Councillor Gibbs is Acting Mayor for January 2020 and Councillor Miller is Acting Mayor for February 2020.
- Councillor Miller to attend the PRRD Board Meeting on January 23, 2020 as Mayor Heiberg's Alternate
- B. Norton, Director of Protective Services, will attend the North Peace Airport Society meeting being held February 5, 2020 as the Mayor's Alternate.

**RESOLUTION NO. 303/19**

**M/S Councillors Miller / Gibbs**

**"THAT Council adopt the Regular Council Meeting schedule for 2020."**

**CARRIED**

**SR6 ACTING MAYOR SCHEDULE 2020**

**RESOLUTION NO. 304/19**

**M/S Councillors Miller / Markin**

**"THAT Council adopt the Acting Mayor Schedule for 2020."**

**CARRIED**

**SR7 CHRISTMAS HOLIDAY HOURS 2019**

**RESOLUTION NO. 305/19**

**M/S Councillors Markin / Gibbs**

***"THAT Council authorize the District of Hudson's Hope Office and Public Works to close at noon on Tuesday, December 24, 2019 and Tuesday, December 31, 2019."***

**CARRIED**

**SR8 TRAFFIC SIGNS**

**RESOLUTION NO. 306/19**

**M/S Councillors Markin / Gibbs**

***"THAT Administration consider traffic sign replacement cost under Operating Budget to commence a multi-year replacement / management strategy for traffic signs."***

**CARRIED**

**10. COMMITTEE MEETING REPORTS**

**11. BYLAWS**

**12. CORRESPONDENCE**

**C1 BC HYDRO – NOTICE OF OPEN HOUSE**

Received for information

**C2 PRRD – NOTICE "PLEASE STAY OFF FIELDS"**

Received for Information

**C3 NCLGA RESOLUTIONS – EARLY REMINDER**

Received for Information

**C4 BC HYDRO - CROWN LAND INDUSTRIAL APPLICATION 8013687  
LOG HANDLING / STORAGE PURPOSES**

**RESOLUTION NO. 307/19**

**M/S Councillors Miller / Gibbs**

***"THAT Council and Staff provide input on the BC Hydro Crown Land Industrial Application 8013687 - Log Handling / Storage."***

**CARRIED**

**C5 BC HYDRO – UTILITIES APPLICATION – 0260875  
STATUTORY RIGHT OF WAY**

**RESOLUTION NO. 308/19**

**M/S Councillors Gibbs / Markin**

***"THAT Council and Staff provide input on the BC Hydro Statutory Right of Way Utilities Application 0260875 – Electric Powerline."***

**CARRIED**

**C6 HUDSON'S HOPE COMMUNITY HALL SOCIETY – PEST CONTROL**

Public Works advised that this is an operational issue, not a policy issue.

**RESOLUTION NO. 309/19**

**M/S Councillors Gibbs / Miller**

*"THAT Public Works assume responsibility for pest control for the Hudson's Hope Community Hall."*

**CARRIED**

**C7 HOCKEY GAME – REQUEST FOR DONATED ICE TIME**

**RESOLUTION NO. 310/19**

**M/S Councillors Markin / Miller**

*"THAT Council approve the request for 2 hours of donated ice time at the Hudson's Hope Arena in support of a fund-raising hockey game that will benefit a child experiencing health issues."*

**CARRIED**

**C8 PRRD – LEADER'S TABLE ON CARIBOU**

Received for Information

Mayor Heiberg advised that the following communities have representation on the Leader's Table on Caribou: Fort St. John, Dawson Creek, Chetwynd and Tumbler Ridge. The Vice-Chair for the PRRD is also a representative.

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

**14. OLD BUSINESS**

**15. NEW BUSINESS**

**16. PUBLIC INQUIRIES**

Youth Councillor Brenna Rice did not have anything to report.

**17. NOTICE OF CLOSED MEETING**

**ICS1 PRRD - SOLID WASTE MANAGEMENT PLAN – PUBLIC AND TECHNICAL ADVISORY COMMITTEE APPOINTMENT**

**RESOLUTION NO. 311/19**

**M/S Councillors Markin / Gibbs**

*"THAT the following Agenda Items be held in Closed Meeting:*

- Personnel - Community Charter section 90 (1) (c) labour relations or other employee relations.*

- *Peace River Regional District – Solid Waste Technical Advisory Committee Appointment – Community Charter section 90(1)(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality.*

**CARRIED**

**18. RISE AND REPORT FROM IN CAMERA MEETING**

Council authorized the following resolution to be released from the *in camera* session:

**RESOLUTION NO. 316/19**

**M/S Councillors Miller / Markin**

*"THAT Council appoint Vicki Burt to the Peace River Regional District Solid Waste Management Plan Public and Technical Advisory Committee as the representative for the District of Hudson's Hope."*

**CARRIED**

**18. ADJOURNMENT**

*Mayor Dave Heiberg declared the meeting adjourned at 7:44 pm.*

**DIARY**

**Conventions/Conferences/Holidays**

*Commercial Water Rate Increase-annual budget  
Consideration*

**Diarized**

*08/04/19*

Certified Correct:

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

\_\_\_\_\_  
Jeanette McDougall, Corporate Officer

## REQUEST FOR DECISION

<b>RFD#:</b> CC-2019-83	<b>Date:</b> December 2, 2019
<b>Meeting#:</b> CM120919	<b>Originator:</b> Chris Cvik
<b>RFD TITLE:</b> Capital Purchase - Computers	

### RECOMMENDATION:

1. That Council approve \$10,500 from the 2019 Contingency Fund towards the replacement of seven (7) computers prior to the end of 2019.

### BACKGROUND:

During the 2019 Capital Budget, Council approved the replacement of 10 computers. In the Capital Purchase Fact Sheet (copy attached), Administration advised the remaining 17 machines would need to be replaced in 2020 as Windows 7 would no longer be supported. The plan was to include the Capital Item in the 2020 budget; however, in discussions with IT Partners (our contracted IT Service Provider), they indicated there would be Security Threats in delaying the computer replacement until the budget is approved. These threats include the potential to infect the entire server network with viruses or lockout all users from the network and request payment in bitcoin to release access back. Our contracted IT service provider – IT Partners indicates the level and sophistication of cybercrime is increasing and updating our Operating Systems is a key risk mitigation action.

On December 4, 2019, Administration confirmed there are in fact, only seven (7) machines within the District still running Windows 7 that will need to be replaced. Two additional machines running Windows 7 are located at the Library and are the Library's responsibility.

As a result, the District is recommending to purchase the seven (7) computers in 2019 in order to limit the potential for Security Threats.

### DISCUSSION:

Administration was going to include \$20,000 in the 2020 Capital Budget for the replacement of computers and towards the server replacement. If approved, the only 2020 Capital for Computers/Servers would be \$5,000 towards the server replacement and this would be included in the Office Equipment Reserve budget.

**SR1**



**FINANCIAL:**

The \$10,500 cost would be charged against the approved 2019 Contingency Fund Account. There is approximately \$84,257 remaining in the Contingency Fund Account. If approved, the account would be reduced to \$73,757.

**Attachments:**

1. List of District Machines still running Windows 7 Operating System.
2. Copy of 2019 HH Capital Project/Purchase Fact Sheet.

Report Approved by:

  
Chris Cvik, CAO

From: Mark Nagel <[mark@itpartners.ca](mailto:mark@itpartners.ca)>  
 Sent: November 21, 2019 9:37 AM  
 To: Mokles Rahman <[mokles.rahman@hudsonshope.ca](mailto:mokles.rahman@hudsonshope.ca)>  
 Subject: Windows 7 computers

Hi Mokles,

It is my understanding Chris is currently away and that I should reach out to you with any questions I have. Windows 7 is end of life by the end of January. The District still have a few computers that run this OS. They are listed below:

	DHH-DHH-JR8YR2	Infocentre	Dell	JR8YR22	OptiPlex 3020	Windows 7	4.7	2015-02-22	2018-02-22	
	DHH-7DHF02	pool	Dell	7DHF02	OptiPlex 3020	Windows 7	5.6	2014-04-19	2017-04-19	
	7GJJK02	kaithlyn	Dell	7GJJK02	OptiPlex 3020	Windows 7	5.6	2014-04-19	2017-04-19	
	7CTJK02	Dave	Dell	7CTJK02	OptiPlex 3020	Windows 7	5.6	2014-04-19	2017-04-19	
	DHH-7FKK02	Bob	Dell	7FKK02	OptiPlex 3020	Windows 7	5.6	2014-04-19	2017-04-19	
	JVQ2N02	jeanette	Dell	JVQ2N02	OptiPlex 3020	Windows 7	5.6	2014-04-09	2017-04-09	
	HHPLHHDPC003	checkout	HP Inc	MXX1040SQ5	Compaq Presario CQ57	Windows 7	8.8	2011-02-15	2012-03-10	
	HHPLHHDPC006A	Guest	HP Inc	MXX1040SLJ	Compaq Presario CQ57	Windows 7	8.8	2011-02-15	2012-03-10	
	DHHVISITOR01	DHHVistor			System Product Name	Windows 7				

These computer range from almost 5 years old to almost 9 years old. What would you guys like to do with these computers? We can provide you a quote for new ones if you like. Please let me know your thoughts.

Thanks and have a super day!

Best regards,



Follow us  
@itpartnersinc

Mark Nagel  
Owner



I.T. Partners Inc.  
 #206 11101 104<sup>th</sup> Ave  
 Grande Prairie, Alberta T8V 8H6  
 Phone: 780.513.4455 ext 2  
 Website: [www.itpartners.ca](http://www.itpartners.ca)

This message, and any attached documents, may include proprietary or protected information. If you are not the intended recipient, please notify me, delete this message, and do not further communicate the information contained herein without my express written consent -Thank you.

## Chris Cvik

---

**From:** Mark Nagel <mark@itpartners.ca>  
**Sent:** November 21, 2019 9:56 AM  
**To:** Mokles Rahman  
**Cc:** Chris Cvik; Jeanette McDougall  
**Subject:** RE: Windows 7 computers

I'm happy to get you a quote, but ideally these are replaced by the end of January. The District runs a much greater risk of viruses, malware, and cybercrime affecting the network if these computers exist without security patches going forward (which is the case when support is no longer provided by Microsoft). You will see a quote soon for these machines.

**From:** Mokles Rahman <mokles.rahman@hudsonshope.ca>  
**Sent:** Thursday, November 21, 2019 9:44 AM  
**To:** Mark Nagel <mark@itpartners.ca>  
**Cc:** Chris Cvik <cao@hudsonshope.ca>; Jeanette McDougall <clerk@hudsonshope.ca>  
**Subject:** RE: Windows 7 computers

Hi Mark;

Yes, please provide a quote. We will plan to replace the mentioned computers over a period of time; may not be all in one year.

I have cc'd this email to Jeanette McDougall, our new Corporate Officer. She is in charge of this area and she will contact you for details (if required) for budget purpose.

Thank you

**Mokles Rahman, P.Eng, MBA**  
Director of Public Works

Office: 250-783-9901  
Cell: 778-204-0303  
Fax: 250-783-5741



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

Email: [mokles.rahman@hudsonshope.ca](mailto:mokles.rahman@hudsonshope.ca)  
[dirpw@hudsonshope.ca](mailto:dirpw@hudsonshope.ca)

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

## HH Capital Project/Purchase Fact Sheet

Requestor's name: Chris Cvik

Project Name: IT Computer Replacement

Date: March 7, 2019

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

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

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

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

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

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

8 June 2018

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

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

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

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

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

Medium

What is the estimated cost?

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

What is your estimate based on? Check all applicable:

Quote ☒

Past work ☐

8 June 2018

## THE DISTRICT OF HUDSON'S HOPE

**REPORT TO:** Mayor and Council  
**FROM:** Chris Cvik, Chief Administrative Officer  
**DATE:** December 9, 2019  
**SUBJECT:** BYLAW NO. 911, 2019 – ROAD CLOSURE – DA THOMAS

---

### RECOMMENDATION:

***"THAT** the District of Hudson's Hope Bylaw No 911, 2019, Road Closure - DA Thomas Road be adopted as of December 9, 2019."*

### INFORMATION:

During the Council meeting held November 12, 2019, the District of Hudson's Hope Bylaw No. 911, 2019, Road Closure - DA Thomas Road was read for three times as per the *Community Charter* s. 135 (1) Requirements for Passing Bylaws. Public notice of Council's intention to close DA Thomas Road and remove the road dedication was issued in accordance with the following sections of the *Community Charter*:

- s. 94 Requirements for Public Notice
  - *published in the Alaska Highway News on November 21st and 28th, 2019*
  - *posted on District website, Office Bulletin Board, Post Office Bulletin Board & issued via PSA*
- s. 26 (3) Notice of Proposed Property Disposition
- s. 40 Permanent Closure and Removal of Highway Dedication

The District received one written response as at December 5, 2019, which is attached to this report.

### Attachments:

- *Advertisement – Alaska Highway News – November 21, 2019 and November 28, 2019*
- *Report to Council re Bylaw No. 911, 2019, dated November 4, 2019*
- *Bylaw No. 911, 2019, Road Closure – DA Thomas*



---

Chris Cvik,  
Chief Administrative Officer

**B1**



Nov 11/19

# Salvation Army opens Christmas Central headquarters

Matt Preprost  
editor@ahnews.ca

The Salvation Army in Fort St. John opened the doors Monday to its new Christmas Central storefront to collect food, toy, and cash donations in support of those most in need this holiday season.

The agency has set up at Totem Mall to collect the donations and then sort and pack them into hampers. It expects to pack 200 food hampers and more than 100 toy hampers this year.

"For us, it's going to free up a lot of space at the food bank to run operations, nothing actually slows down during Christmas, it only gets busier," said executive director Cameron Eggie.

"So to offset that by having volunteer hamper packing here at this location, a manned kettle the entire time ... it's a win-win for both of us, the Salvation

Army and the mall."

The Christmas Kettle campaign also launched on Monday, with a goal of raising \$75,000. All money raised stays in Fort St. John to directly support the food bank and family services programs.

"We believe that everyone needs an army and that people need to know they are not alone in their struggles," Eggie said.

The Salvation Army will have manned kettles throughout town, including Canadian Tire, Save-On Foods, Safeway, Walmart, No Frills, Totem Mall, and the BC Liquor Store.

Some 900 volunteer shifts are needed to be filled this holiday season to pack hampers and man red kettles at stores across the city. Some businesses have committed to filling blocks of shifts.

"That is the most valuable for our planners," Eggie said, hoping to encourage



Tatiana Eggie, Cameron Eggie, and Connie Heath at the Salvation Army's Christmas Central, Nov. 14, 2019

more to sign up.

But the agency also relies on the hard work of individuals too, such as Connie Heath.

Heath has been volunteering with the Salvation

Army two times a week since 2012 to find fellowship and community when she first moved to town.

"It gives me an opportunity to do the things I love to do," Heath said. "They're a

great group of people."

Christmas Central will be open until Dec. 24. Residents can bring donations directly to the food bank when the mall location is not open.



**Baby Bottle Fundraiser**

October 6 - November 24

**How can you help?**

NO change? No problem!

SIMPLY FILL BOTTLE WITH LOOSE CHANGE, BILLS OR CHEQUE AND RETURN BY NOVEMBER 24!

Put up your 'baby bottle' at:

Donate online [CanadaHelps.org](http://CanadaHelps.org) or [BabyBottleFundraiser.com](http://BabyBottleFundraiser.com)

*Your small change does make a big difference!*

8335 9900 100 Ave Fort St. John, BC V1J5S7 | phone (250) 767-5504  
email: info@northpeaceregionnursery.ca



## BRIGHTEN UP THE DOWNTOWN

Want to help make the downtown look a little more lively when Fort St. John hosts 2,000 athletes and sport professionals for the BC Winter Games in February? The Fort St. John Arts Council is looking to hang a series of new decorative banners throughout the downtown as part of a community beautification program. "We find that there are many unattractive, blank windows that are very dirty and it detracts from the look of the downtown core," the arts council says. Local artist Harriet Stanford designed four banners for the arts council, based on themes of opportunity, natural wonders, creativity, and adventure.

**HUDSON'S HOPE**  
Pioneers of the Peace

**PUBLIC NOTICE**

**Notice of Intention - Road Closing Bylaw and Property Disposition**

When: Monday, December 9, 2019 at 6:00 p.m.

Where: Council Chambers, District Office, 9904 Dudley Drive, Hudson's Hope, B.C.

The District of Hudson's Hope intends to adopt the District of Hudson's Hope Road Closure Bylaw No. 911, 2019, DA Thomas Road pursuant to Section 40 of the Community Charter, which will close DA Thomas Road (from Clarke Avenue to the Peace River) and remove the road dedication of such property as highlighted in pink on Map 1.

**Map 1**  
Municipal Information Management Systems  
Sample Control Sheet

Once the road is closed, the District of Hudson's Hope intends to sell the property to BC Hydro for a nominal fee of \$1.00 for consolidation with other BC Hydro owned property as part of the Site C Project. The rationale for the nominal value is due to the blanket covenant that will be registered in favour of the District for permanent public access to the recreational area and walking trail that is being built and maintained by BC Hydro.

Before making its decision, the Council will hear from all persons who have an interest in this matter. Written briefs may be submitted to the municipal office on or before the date and time of the meeting or verbal presentations may be made to the Council during the meeting.

**FSJ FIREFIGHTERS GEAR UP TO MAKE A DIFFERENCE**

**Under the Mistletoe**

**THURSDAY NOV 28TH**

**DUeling PIANOS**

**ALL PROCEEDS STAY IN OUR COMMUNITY**

**LIIDO 1957**

**Cocktails 7PM Show 8PM**

Call: 250.785.3011 | [thelido.ca](http://thelido.ca)

**HOME2**





BC Hydro President and CEO spoke to a full house during the Chamber of Commerce's monthly luncheon at the Pomeroy Hotel on Nov. 19, 2019.

## Drug runners sentenced

Matt Preprost  
editor@ahnfjsj.ca

Four men involved in a Fraser Valley crime syndicate with ties to northern B.C. have been sentenced.

Clayton Archie Ehler, Mathew Jordan Thiessen, Kyle Harrower, and Andrew Vithna Va were all recently sentenced for drug trafficking. The agency began its investigation in Chilliwack in 2014, and which ran for more than a year with the help of RCMP in Fort St. John, Dawson Creek, Prince George, and Quesnel.

"This was a complex, multi-jurisdictional investigation affecting several areas throughout the province," Sergeant Brenda Wimpenny of the Combined Forces Special Enforcement Unit of British Columbia said.

"Illegal drugs, more specifically fentanyl, is an extremely dangerous drug that is proving to have widespread consequences in our province. This investigation is a testament to the dedication and tenacity of our investigators to hold those who deal in drugs and are involved in criminal activity, to account and brought to justice."

The investigation led to the arrests of several people and the seizure of millions of dollars worth of illegal and deadly drugs, the CFSEU said.

The investigation came to Fort St. John in May 2015, when investigators intercepted a drug deal just outside the city and seized 1.8 kilograms of powdered cocaine, 1.6 kilograms of crack cocaine, and \$138,000 in cash. Two men were arrested.

Investigators also seized in more than \$200,000 in cash and more \$2 million worth of drugs, including fentanyl, during a bust at two properties in Chilliwack in February 2015. Eight guns, prohibited magazines, and silencers were also seized. Four men and a woman were arrested.

In November 2014, investigators seized eight kilograms of powder cocaine and one kilogram of crack cocaine, along with a cocaine press, cutting agent, and packaging materials from an apartment in Chilliwack. Both Thiessen and Ehler were in the apartment at the time.

The CFSEU said the following sentences have been issued: Clayton Archie Ehler, 9 years; Mathew Jordan Thiessen, 6 years; Kyle Harrower, 18 months; Andrew Vithna Va, 3 years.

## Charges laid in October crash

Matt Preprost  
editor@ahnfjsj.ca

Dangerous and impaired driving charges have been laid in a near-fatal crash on the south Taylor Hill in October.

Jordan Anthony Ramos was charged Friday with impaired driving and dangerous

driving causing bodily harm in the Oct. 5 collision, according to court records.

A first appearance has yet to be scheduled, and Ramos is to appear in court next week to schedule a bail hearing on two new impaired driving charges, from Nov. 8 and 18 in Fort St. John.

The October crash left an

American traveler, Eric Wade, seriously injured.

Wade had been driving from Kentucky back home to Kaslo, Alaska, and was airlifted to hospital in Grande Prairie with two broken arms, a broken leg, and a collapsed lung. His recovery continues in hospital in Anchorage, family says.

## Stolen snowblower, tires and rims

Fort St. John RCMP are looking to return a stolen snowblower as well as a set of tires and rims to their owners.

The snowblower was seized Nov. 18. The owner will need to provide any of

the following: description, color, make, model, serial number or proof of purchase, to have it returned, police said.

Five tires on rims were recovered Nov. 12 after a sus-

picious group of people was seen in the area of 96 Street and 98A Avenue. All tires and rims are the same brand.

Owners will need to provide the necessary descriptions to claim the items.



### PUBLIC NOTICE

#### Notice of Intention - Road Closing Bylaw and Property Disposition

When: Monday, December 9, 2019 at 6:00 p.m.

Where: Council Chambers, District Office, 9904 Dudley Drive, Hudson's Hope, B.C.

The District of Hudson's Hope intends to adopt the District of Hudson's Hope Road Closure Bylaw No. 911, 2019, DA Thomas Road pursuant to Section 40 of the Community Charter, which will close DA Thomas Road (from Clarke Avenue to the Peace River) and remove the road dedication of such property as highlighted in pink on Map 1.

#### Map 1



Once the road is closed, the District of Hudson's Hope intends to sell the property to BC Hydro for a nominal fee of \$1.00 for consolidation with other HC Hydro owned property as part of the Site C Project. The rationale for the nominal value is due to the blanket covenant that will be registered in favour of the District for permanent public access to the recreational area and walking trail that is being built and maintained by BC Hydro.

Before making its decision, the Council will hear from all persons who have an interest in this matter. Written briefs may be submitted to the municipal office on or before the date and time of the meeting or verbal presentations may be made to the Council during the meeting.

## Believe it, or not: 31st most dangerous city

Fort St. John climbed two spots in Maclean's annual rankings of Canada's most dangerous cities. Fort St. John moved from 33rd to 31st spot for overall crime of the 237 cities included in the rankings, published November 19. The city was at 18th place for violent crime.

The rankings are compiled using Statistics Canada data and its crime severity index, which measures the volume and severity of crime against national averages over the last five years.

Fort St. John has seen a 12-point decline in overall crime severity, down from 133.5 in 2013 to 121 in 2018. The national average crime severity score is 75.

The city's score for violent crime severity was at 141, higher than the national average of 82.44.

While crime rates across most categories are seeing a downward trend, Fort St. John still has higher than national average rates of assaults and sexual assaults, as well as robbery, break and enter, fraud, and impaired driving.

Prince George was ranked Canada's 14th most dangerous place in Canada for overall crime, with Dawson Creek at 13th. Grande Prairie was rated the ninth, while Prince Rupert, Terrace, Williams Lake, and Quesnel also finished in Maclean's Top 20 most dangerous list.



PLEASE  
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NEWSPAPER.



## Supporting Our Communities

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250.787.7283

## REQUEST FOR DECISION

RFD#:	CC-2019-80	Date:	November 4, 2019
Meeting#:	CM111219	Originator:	Chris Cvik
RFD TITLE: District of Hudson's Hope Road Closure Bylaw No. 911, 2019, DA Thomas Road			

### RECOMMENDATION:

1. That the District of Hudson's Hope Road Closure Bylaw No. 911, 2019, DA Thomas Road be read a first time as recommended in the report dated November 4, 2019, from the CAO regarding Road Closure Bylaw No. 911, 2019.
2. That the District of Hudson's Hope Road Closure Bylaw No. 911, 2019 be read a second time.
3. That the District of Hudson's Hope Road Closure Bylaw No. 911, 2019 be read a third time.
4. And that Public Notice of Council's intention to close DA Thomas Road and remove the road dedication be provided in accordance with Sections 26 (3) and 40 of the *Community Charter*.

### BACKGROUND:

To present for Council's consideration a Bylaw to close and remove the road dedication from DA Thomas Road (from Clarke Avenue to the Peace River) to facilitate the sale of the land to BC Hydro as part of the Site C Project.

Following the sale, BC Hydro will register a covenant on title in favour of the District restricting the use as a day use area for access to the Peace River / reservoir. BC Hydro will maintain the day use area.

### DISCUSSION:

Section 40 of the *Community Charter* outlines the process for the permanent closure of a road and the removal of a highway dedication. This includes:

- (1) A council may, by bylaw, close all or part of a highway that is vested in the municipality to all or some types of traffic.
- (2) A council may, by bylaw, remove the dedication of a highway
  - (a) that has been closed by a bylaw under subsection (1) (a), or
  - (b) that is to be closed by the same bylaw, or by a bylaw adopted by the council at the same time.

- (3) Before adopting a bylaw under this section, the council must
- (a) give notice of its intention in accordance with section 94 [public notice], and
  - (b) provide an opportunity for persons who consider they are affected by the bylaw to make representations to council.

Section 26 of the *Community Charter* addresses the Notice of proposed property disposition. This includes:

- (1) Before a council disposes of land or improvements, it must publish notice of the proposed disposition in accordance with section 94 [public notice].
- (2) In the case of property that is available to the public for acquisition, notice under this section must include the following:
  - (a) a description of the land or improvements;
  - (b) the nature and, if applicable, the term of the proposed disposition;
  - (c) the process by which the land or improvements may be acquired.
- (3) In the case of property that is not available to the public for acquisition, notice under this section must include the following:
  - (a) a description of the land or improvements;
  - (b) the person or public authority who is to acquire the property under the proposed disposition;
  - (c) the nature and, if applicable, the term of the proposed disposition;
  - (d) the consideration to be received by the municipality for the disposition.

#### **FINANCIAL:**

Once the road is closed and the removal of the highway dedication is filed with the Land Title Office, the property will be registered in the name of the District. The District will sell the property to BC Hydro for a nominal sum (approximately \$1.00). The rationale for the nominal value is due to the blanket covenant that will be registered in favour of the District for permanent public access to the recreational area and walking trail that is being built and maintained by BC Hydro.

#### **ATTACHMENTS:**

- 1. District of Hudson's Hope Road Closure Bylaw No. 911, 2019, DA Thomas Road
- 2. Draft Public Notice

Report Approved by:

Chris Cvik, CAO



## **BYLAW NO. 911, 2019**

### **A Bylaw to Close DA Thomas Road**

**WHEREAS** pursuant to Section 40 of the *Community Charter*, Council may adopt a bylaw to close a highway and remove its highway designation.

**AND WHEREAS** notice of adoption of this Bylaw has been published in a newspaper for two consecutive weeks prior to adoption and Council has provided an opportunity for persons who consider they are affected to make presentations to Council.

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

1 Citation

- 1.1 This Bylaw may be cited as District of Hudson's Hope Road Closure Bylaw No. 911, 2019, DA Thomas Road.

2 Legal Description

- 2.1 That the 597.92 metres of road shown in outline and identified as DA Thomas Road, in the District of Hudson's Hope and commonly known as "DA Thomas Road", a copy of which is attached hereto as Schedule A and forms a part of this Bylaw, is hereby stopped up and closed to traffic of all kinds and the dedication as a road is removed.

3 Authorization

- 3.1 The Mayor and Corporate Officer are hereby authorized to execute all documentation necessary to give effect to the provisions of this Bylaw, including the plan attached hereto.

4 Severability

- 4.1 If a portion of this Bylaw is found invalid by a Court, it will be severed and the remainder of the Bylaw will remain in effect.

Read a First Time this 12th day of November, 2019.

Read a Second Time this 12th day of November, 2019.

Read a Third Time this 12th day of November, 2019.

Adopted this this \_\_\_\_ day of December, 2019.

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

\_\_\_\_\_  
Jeanette McDougall,  
Corporate Officer

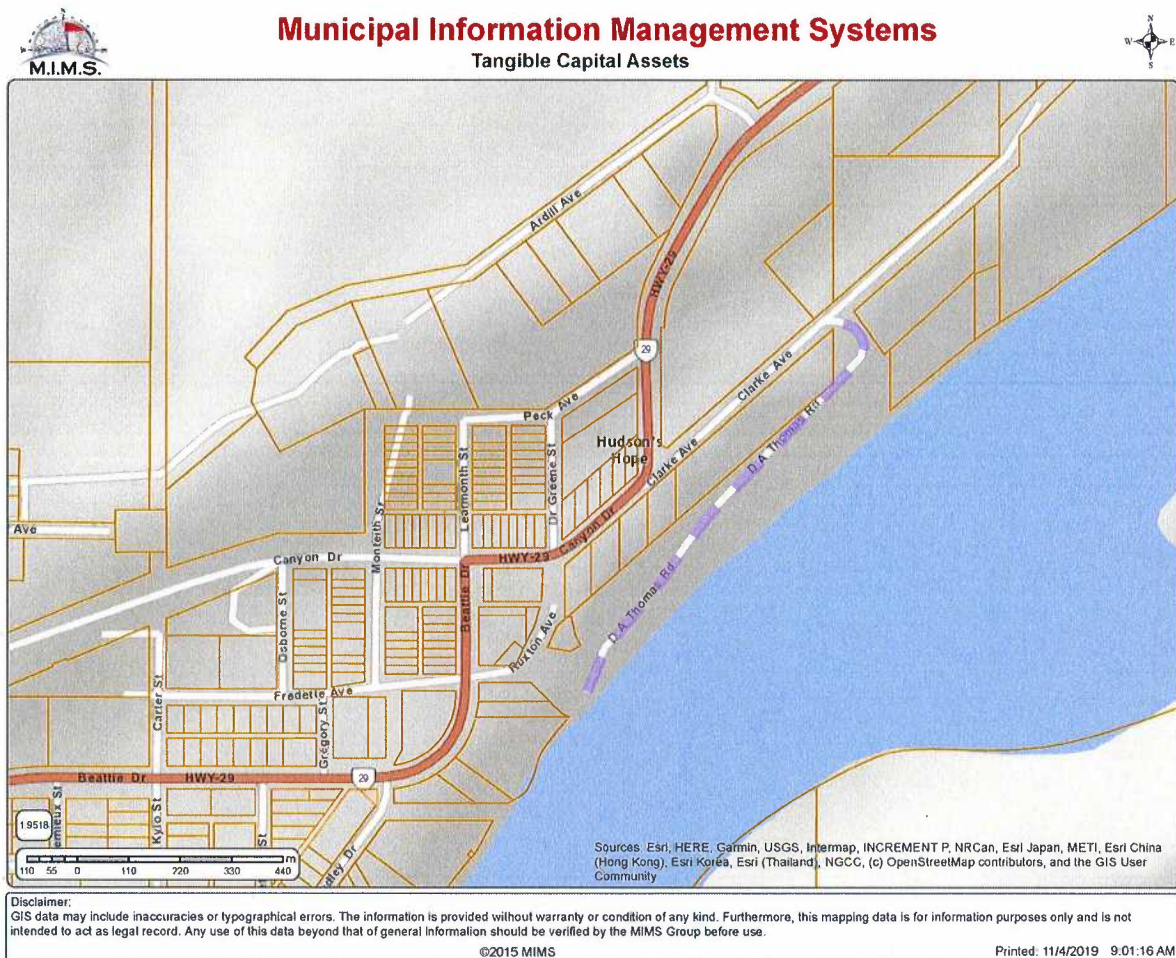
Certified a true copy of Bylaw No. 911, 2019

this \_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Clerk



## Schedule A



Thursday, December 5, 2019

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

Attention: Mayor and Council

**Re: Proposed Road Closure Bylaw No. 911, 2019**

I am in favour of the proposed closure of the D.A. Thomas Road as a municipal thoroughfare.

My primary reason is that this closure will remove the municipality's potential liability of this gravel road collapsing at some future date when one or more of the buried derelict vehicle bodies fails to bear the weight of a car or truck being driven above. The reconstruction work will be a very costly expense that the municipality is not required to bear.

Once the construction of the berm is complete, I am hoping that BC Hydro retains the *D.A. Thomas* name for the access to the future turnaround and dock.

Thank you for your consideration of my thoughts,



W.K. (Bill) Lindsay  
10106 Dudley Drive  
Hudson's Hope, BC  
V0C 1V0



**From:** [Danny Lepine](#)  
**To:** [Jeanette McDougall](#)  
**Cc:** [Dave Heiberg](#); [Mokles Rahman](#); [Chris Cvik](#)  
**Subject:** Re: FW: retail Cannabis Sales - Hudson's Hope, BC  
**Date:** November 27, 2019 11:15:34 AM  
**Attachments:** [image001.jpg](#)

---

Dave,

The application fee is \$7500 dollars as well as we have to have a lease in place prior to submitting the application to the province.

We are not prepared to gamble \$7500 plus the price of a lease unless we have prior approval from the municipal authorities.

Should Hudson's Hope district council give us an indication that our application will not be denied at the municipal level then we would proceed with our application etc.

On Mon., Nov. 25, 2019, 9:24 a.m. Jeanette McDougall, <[clerk@hudsonshope.ca](mailto:clerk@hudsonshope.ca)> wrote:

Good morning, Mr. Lepine,

The above-referenced letter was emailed to you as of November 18, 2019, however it appears that you did not receive it so we are emailing again. If you have any difficulty opening the attachment, please do not hesitate to contact me.

Best regards,



**Jeanette McDougall**

**Corporate Officer**

District of Hudson's Hope

9904 Dudley Street

Hudson's Hope, BC, V0C 1V0

**C1**

T: 250-783-8615

F: 250-783-5741

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

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

---

**From:** Jeanette McDougall  
**Sent:** November 18, 2019 10:11 AM  
**To:** [number1metis@gmail.com](mailto:number1metis@gmail.com)  
**Cc:** Dave Heiberg <[mayor@hudsonshope.ca](mailto:mayor@hudsonshope.ca)>  
**Subject:** retail Cannabis Sales - Hudson's Hope, BC

Good morning, Mr. Lepine,

Would you please find attached a letter of response to your request regarding opening a retail cannabis store in the District of Hudson's Hope.

Regards,



**Jeanette McDougall**

**Corporate Officer**

District of Hudson's Hope

9904 Dudley Street

Hudson's Hope, BC, V0C 1V0

T: 250-783-8615

F: 250-783-5741



## *Hudson's Hope Health Care & Housing Society Silver Willow Court*

Box 342  
10104 Ellis Crescent  
Hudson's Hope, BC V0C 1V0

Phone: 250-783-5521  
email: [swc@pris.ca](mailto:swc@pris.ca)

Thursday, October 17, 2019

To all our generous supporters,

The board and tenants of Silver Willow Court would like to extend a huge thank you to all the people who assisted with our window replacement project.

Mission Accomplished!! The windows were installed and everyone is happy. There have already been so many comments on how bright the windows are; how easy to open and just general content that the old windows are finally gone!



Thanks to everyone who donated:

Dave Kylo; Sportsman Inn; Macro Industries; Allteck; D & G Gentles; Northern BC Guides; Bob Fedderly; Stillwater Inn & Suites; District of Hudson's Hope; Custodians of the Peace; Enbridge; Sururus; Trans Canada; Lions Club Hudson's Hope, IBEW; Country Flavours Catering for the barbecue and all the many people who donated and bought items for the raffle, silent auction and garage sale this spring.

We leaned heavily on the good services of the grant writers, Adlard Environmental. Thanks to Chris Hawkins for his patience and advice.

Finally we were so grateful for the professional work done by Peter Fehr and his team from Peace Glass Ltd in Fort St John. There was nothing but compliments for the work done, their consideration for all the tenants, and the tidiness and efficiency of the whole operation.

Thanks to all, from the board members of Hudson's Hope Health Care & Housing Society, and the tenants of Silver Willow Court.

**C2**



November 19, 2019

His Worship David Heiberg  
Mayor of the District of Hudson's Hope  
Box 330  
Hudson's Hope BC V0C 1V0

Dear Mayor Heiberg:

I would like to thank the delegation from the District of Hudson's Hope for such an informative meeting at this year's Union of British Columbia Municipalities Convention in Vancouver. It was a good opportunity for me to hear first-hand about the challenges you face as leaders in your community. I am writing to follow up on our discussion regarding the impact that emergency event operations have on staff for sustained periods of time.

I understand your concerns with regard to the impact that emergency event operations have on staff and this is an issue shared by local governments in areas that are prone to emergency events. Provincial ministries and their agencies also experience similar issues while activated, which can have a detrimental effect on staff, as well as on the day-to-day responsibilities of the local government. The Province recognizes and appreciates the challenges that communities face in delivering emergency services especially with events that are frequent and oftentimes long-lasting.

Complex emergency response actions are best managed by staff who have the local knowledge and connections to effectively manage a situation, and Emergency Management BC (EMBC) encourages communities to train all available staff to take part in an Emergency Operations Centre (EOC) activation. Communities should also consider making mutual aid agreements with neighbouring communities. This provides a means to fully exercise together and become familiar with local procedures and develop trusted relationships.

As you are aware, during major extended activations, communities may seek EMBC authorization to hire additional temporary staff. In response to the protracted flood and wildfire events in 2017, EMBC developed a process to deploy trained, experienced local government staff from other areas of the province to assist and provide relief to communities that were managing response and recovery for extended periods. This process is being reviewed and updated for 2020 freshet season.

.../2

EMBC is currently conducting a review of the financial guidelines that govern eligible expenses for local authorities and First Nation response and recovery costs. Revised procedures and guidance on the temporary hiring of additional contracted staff, as well as support that may be available from local governments from other areas of the province, are also in development. EMBC will also follow up on your suggestion to look at technical solutions that could assist regions throughout the province with an inventory of trained staff available to be deployed when needed. We welcome your input into these initiatives as we modernize the emergency management regime.

While not specifically discussed at our meeting, and as you may be aware, a discussion paper was released on October 28, 2019, that outlines proposed legislative changes to the *Emergency Program Act*. The news release outlining the three-month consultation can be found at:

<https://news.gov.bc.ca/releases/2019EMBC0003-002046>

The discussion paper is available online at:

<https://engage.gov.bc.ca/govtogetherbc/consultation/emergency-program-act-modernization>.

Given you and your council's commitment, I encourage your participation and input to ensure this new legislation advances the District's interest and experience in emergency

I appreciate these important opportunities to exchange ideas and share information. Through a continued partnership, I am confident that we can work together to increase the safety and security of the District of Hudson's Hope.

Sincerely,



Jennifer Rice  
Parliamentary Secretary  
for Emergency Preparedness

pc: The Honourable Mike Farnworth  
Lori Halls  
Madeline Maley  
Chris Cvik, CAO, District of Hudson's Hope

**From:** [NCLGA Admin](#)  
**To:** [NCLGA Admin](#)  
**Subject:** 2020 Resolution Deadline and Guidelines  
**Date:** November 29, 2019 5:08:22 PM  
**Attachments:** [NCLGA Resolution Writing and Submission Guidelines.pdf](#)

---

Hello NCLGA Members!

## **The 2020 Resolution Deadline and Guidebook is here!**

It's now time to start thinking about formulating resolutions for submission into the 2020 cycle. Resolutions received before the deadline below will be listed in the NCLGA Resolutions Book and Members will have the opportunity to have an early look at the content in preparation for debate at the 2020 AGM and Convention.

### **When is the 2020 deadline?**

To allow for thorough review and administrative processing, we encourage you to submit your resolutions as early as possible by meeting our "friendly" deadline of **Friday, February 21st, 2020.**

The final deadline to submit Resolutions is no later than **4:30 PM on Friday, March 13, 2020.**

### **Where can I find the writing guidelines?**

Attached and on our [website](#) you will find an official guide to writing and submitting your resolutions. Please review its contents thoroughly to ensure that your resolution(s) include all important details.

### **Hannah Wasstrom**

Executive Coordinator

North Central Local Government Association

**T:** 250-564-6585

**E:** [hwasstrom@gmail.com](mailto:hwasstrom@gmail.com)

[NCLGA Website](#) | [Facebook](#) | [Twitter](#)

**C4**



## Resolution Submission Guidelines

### 2020 Deadline for Submitting Resolutions

For resolutions to be included in the Annual Report and Resolutions Book, they must be submitted to NCLGA Staff no later than **4:30 PM on Friday, March 13, 2020.**

### Resolutions Submitted After the Deadline

Resolutions received after the submission deadline of March 13<sup>th</sup>, 2020 will not be printed in the Annual Report and Resolutions Book and may only be admitted for debate by special motion during Convention. The process for handling resolutions received after the deadline is outlined below:

- **Late Resolutions**
  - Late resolutions will be accepted until noon on the Friday two weeks prior to Convention week but the topic must have arisen since the March deadline.
  - 2/3 majority of voting delegates in attendance must vote in favour of considering late resolutions. These resolutions will not be considered until all emergency and regular resolutions have been considered.
- **Emergency Resolutions**
  - A resolution may be deemed emergency in nature only if the topic has arisen since the March 13<sup>th</sup> deadline. The Board has the ability to make sure it is considered with the regular resolution session.
  - The NCLGA will ensure that copies of the emergency resolution(s) are circulated to all delegates.
- **Off-the-Floor Resolutions**
  - A sponsor may put forth resolutions from the floor during the Resolutions Debate however they will only be discussed after all regular, late and emergency resolutions have been debated.
  - It is the responsibility of the sponsor to ensure that a copy of the resolution is sent to NCLGA Staff and the parliamentarian prior to debating the resolution.
  - 2/3 majority of voting delegates in attendance must vote in favour of considering off-the-floor resolutions.

### How to Submit Your Resolutions

Please submit your resolutions ELECTRONICALLY to: [admin@nclga.ca](mailto:admin@nclga.ca). You will receive a confirmation email from Staff that your resolution was received.

## Resolutions Electronic Submission Checklist

- ✓ Does the resolution address a **local government/provincial issue** and clearly identify a **lead agency** for whom action should be directed? (i.e. NCLGA/UBCM/Province of BC)
- ✓ Does the operative clause state a **specific action** for NCLGA to take? (i.e. "Be it resolved that NCLGA urge/endorse/petition/lobby....")
- ✓ Does the submission include **endorsement** from the sponsoring local government?
- ✓ Does the resolution have a **title** (ideally no more than four words)?
- ✓ Optional: Does the submission include **background information** (2 pages max.), such as a Council or Board report which explains the rationale for the resolution?
- ✓ Is it ready to submit **electronically** to [admin@nclga.ca](mailto:admin@nclga.ca)? <sup>1</sup>

**Resolutions which do not meet the above criteria may not be admitted for debate at the Annual General Meeting.**

### Resolution Committee Members:

Area Director Steve Forseth, Chair  
Councillor Judy Greenaway, Vice Chair

### Staff Support:

Hannah Wasstrom, Executive Coordinator  
[admin@nclga.ca](mailto:admin@nclga.ca) | 250-564-6585

<sup>1</sup> Resolutions Off-the-Floor follow a different submission process. See Page 1.

## Resolution Writing Guidelines

### The Structure of a Resolution

All resolutions contain a preamble and enactment clause. The **preamble** *describes the issue* and the **enactment** clause *outlines the action* being requested. A resolution should answer the following three questions:

- (a) What is the problem?
- (b) What is causing the problem?
- (c) What is the best way to solve the problem?

#### ***The Preamble:***

The **preamble** commences with a recital, or "WHEREAS", clause. This is a concise paragraph about the nature of the problem or the reason for the request. It should clearly and briefly outline the reasons for the resolution.

The preamble should contain **no more than two** "WHEREAS" clauses. If explaining the problem requires more than two preliminary clauses, then provide supporting documents to describe the problem more fully. Do not add extra clauses.

#### ***Enactment clause:***

The **enactment clause** begins with the words "THEREFORE BE IT RESOLVED". It must convey the resolution's intent, and should propose a **specific action** for the NCLGA that is within our jurisdiction.

Keep the enactment clause as short as possible, and clearly describe the action being requested. The wording should leave no doubt about the proposed action.

### Tips for Writing a Resolution

#### ***1. Address one specific subject in the text of the resolution***

Since your community seeks to influence attitudes and inspire action, limit the scope of a resolution to one specific subject or issue. Delegates will not support a resolution if the issues it addresses are too complex for them to understand quickly.

#### ***2. Use simple, action-oriented language and avoid ambiguous terms.***

Explain the background briefly and state the desired action clearly. Delegates can then consider the resolution without having to parse complicated text or vague concepts.

## Resolution Writing Guidelines

### ***3. Construct a brief, descriptive title.***

A title assists to identify the intent of the resolution and eliminates the possibility of misinterpretation. It is usually drawn from the "enactment clause" of the resolution.

For ease of printing in the Annual Report and Resolutions Book and for clarity of intent, a title should be no more than three or four words.

### ***4. Check legislative references for accuracy.***

Where necessary, identify:

- the correct jurisdictional responsibility (e.g., Ministry or department within the provincial or federal government)
- the correct legislation, including the name of the Act.

### ***5. Focus on issues that are province-wide.***

The issue identified in the resolution should be relevant to other local governments across the province. This will support proper debate on the issue and assist the NCLGA in representing your concern effectively to the provincial or federal government on behalf of the municipalities and regional districts.

### ***6. Recommendation: Provide factual background information.***

Even a carefully constructed resolution may not clearly indicate the problem or the action being requested. Where possible, provide factual background information to ensure that the "intent" of the resolution is understood. The background information should be two pages maximum.

Two types of background information help to clarify the "intent" of a resolution:

**i. Supplementary Memo:**

A brief, one-page memo from the author, which outlines the background that led to the presentation and adoption of the resolution by the local government.

**ii. Council/Board Report:**

A report on the subject matter, presented to council or board in conjunction with the resolution. If it is not possible to send the entire report, then extract the essential background information and submit it with the resolution.

## Examples of Well-written Resolutions

### Medical Transportation in Rural BC

### DISTRICT OF STEWART

Whereas the current lack of adequate medical transportation for people who need access to regular specialized medical services located in hub communities throughout the NCLGA Region;

And whereas accessible transportation is key to the effective treatment and recovery of British Columbians in small rural and remote communities:

Therefore be it resolved that NCLGA and UBCM lobby the Provincial Government to further support the development of medical transportation services that meet the needs of all rural British Columbians.

### Wireless High Speed Internet

### DISTRICT OF HUDSON'S HOPE

Whereas the lack of access to high-speed internet adversely affects the economic wellbeing of communities;

And whereas the unused spectrum formerly needed by stations transmitting analog television signals could be used to transmit internet service:

Therefore be it resolved that NCLGA and UBCM petition the federal government (Industry Canada) to approve a portion of the unlicensed spectrum for use as wireless regional area networks at the earliest possible date.

November 12, 2019

District of Hudson's Hope  
PO Box 330  
Hudson's Hope, BC V0K 1V0

**Attention:** Mayor Dave Heiberg

Dear Mayor Heiberg:

**Subject:** Light Industrial Subdivision Plan  
Strategic Initiatives Fund Program  
Northern Development Project Number 6307 30

Northern Development exists to stimulate economic growth through strategic and leveraged investments that build a strong and diversified economy in central and northern B.C. Our vision is that northern B.C. is home to world-class industries, diversified regional economies and growing, energetic communities.

I am pleased to advise you that the Strategic Initiatives Fund application from the District of Hudson's Hope for the 'Light Industrial Subdivision Plan' project was approved for a grant up to \$144,000 from the Pine Beetle Recovery Account on October 23, 2019.

This approval is open for a period of twelve months from the date of approval, within which we expect all funding sources to be secured, a contract entered into with Northern Development and the project commenced. It is important to note that expenditures incurred prior to both parties signing a contract will not be reimbursed.

We wish you every success with your project. We are excited to see how your project will stimulate economic growth and strengthen our region.

Sincerely,

Joel McKay  
Chief Executive Officer

c: Chris Cvik, Chief Administrative Officer, District of Hudson's Hope

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## REQUEST FOR DECISION

<b>RFD#:</b> CC-2019-84	<b>Date:</b> December 4, 2019
<b>Meeting#:</b> CM120919	<b>Originator:</b> Chris Cvik
<b>RFD TITLE:</b> Notice of Closed Session – December 9, 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):

1. Agenda Items - Personnel. CC Section 90 (1) (c) labour relations or other employee relations.

Report Prepared by:

  
Chris Cvik, CAO

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