



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

Council Chambers

Tuesday, November 12, 2019

**1. Call to Order:**

**2. Delegations:**

D1 Kevin McNee, Dawson Road Maintenance /  
Cpl. Andrew McElwain, RCMP

**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 28, 2019 Regular Council Meeting Minutes Page 1

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

**8. Public Hearing:**

**9. Staff Reports**

SR1 2019 Volunteer & Composite Fire Departments  
Equipment and Training Grant Application Page 6

**10. Committee Meeting Reports:**

**11. Bylaws:**

B1 Bylaw 911, 2019 - DA Thomas Road Closure Page 19

**12. Correspondence:**

C1 Letter from Nicole Gillis re Community  
Events Page 25

C2 Ministry of Public Safety and Solicitor  
General re Emergency Management  
Legislation Page 26

C3	Ministry of Forests, Lands & Natural Resource Operations – NCLGA Resolutions	Page 28
C4	Cannabis Retail Sales	Page 31
C5	PRRD - Regional Solid Waste Management Plan – Technical Advisory Committee	Page 33
C6	Go Fund – Public Committee Member	Page 41
C7	RC Legion – Certificate of Appreciation	Page 43
C8	PRRD – Leader's Table – Caribou	Page 45
C9	Adoption Awareness Month – November 2019	Page 47

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

**14. Old Business:**

**15. New Business:**

**16. Public Inquiries:**

**17. In-Camera Session**

**18. Adjournment**



**REGULAR COUNCIL MEETING**  
**October 28, 2019**  
**6:00 P.M.**  
**COUNCIL CHAMBERS**

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

**Absent:** Councillor Valerie Paice  
Councillor Leigh Summer

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

**Other:** Student Council Treasurer, Brynn Beswick

**1. CALL TO ORDER**

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

**2. DELEGATIONS**

D1 Patti Campbell, Friends of Hudson's Hope Society, gave a brief overview to Council on their request for a letter of support for the BC Hydro "Go Fund" Application, advising that the \$10,000 would be used for the Food Bank.

**3. NOTICE OF NEW BUSINESS**

**Mayors Additions:** NB1 Planning Meeting - November 2, 2019  
NB2 Friends of Hudson's Hope Society - Request for Letter of Support re Go Fund Application

**Councillors Additions:** NB3 Councillor Miller re Municipal Insurance Association AGM

**CAO Additions:** NB4 Hudson's Hope Health Care and Housing Society – Request for Permissive Tax Exemption

**M1**

4. **ADOPTION OF AGENDA BY CONSENSUS**
5. **DECLARATION OF CONFLICT OF INTEREST**
6. **ADOPTION OF MINUTES**

**M1 October 15, 2019 Regular Council Meeting Minutes**

**RESOLUTION NO. 277/19**

**M/S Councillors Quibell / Miller**

*"That the minutes of the October 15, 2019 Regular Council Meeting be adopted."*

**CARRIED**

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

**C1 BC Hydro - Community Hall Rental:**

The CAO advised that the Community Hall Society depend on the revenue earned from renting the hall to pay for maintenance and clean-up after events, and therefore regret that they would have to charge BC Hydro the rental fee. The District will donate \$250.00 to the Society which will allow the BC Hydro Children's Xmas event to take place.

**C2 Peace River Regional District – Regional Housing Needs Project**

The CAO requested that Council rescind Resolution Number 159/19 that was passed on May 27, 2019 in favour of Resolution Number 269/19 that indicates support for the Peace River Regional District to manage grant funding for the Housing Needs Report on behalf of the District of Hudson's Hope.

**RESOLUTION NO. 278/19**

**M/S Councillors Quibell / Miller**

*"That the following resolution of Council be rescinded:*

**RESOLUTION NO. 159/19**

**M/S Councillors Quibell/Gibbs**

*That "Council support the application for up to \$100,000 Housing Needs Assessment grant from UBCM to lead a Northern Peace Regional Housing Study and with the District of Taylor managing the funds, with support from the Peace River Regional District (for Areas B and C), City of Fort St. John, District of Taylor, in order to further support regional work and approaches on housing issues in the North Peace region;*

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

**CARRIED**

8. **PUBLIC HEARING**

**9. STAFF REPORTS**

**SR1 CHIEF ADMINISTRATIVE OFFICER – UPDATE**

For Information

**SR2 PUBLIC WORKS DEPARTMENT - UPDATE**

The Director, Public Works, provided a brief overview of some of the more salient projects and it was noted that these items would be discussed in detail during the Planning Session scheduled for November 2, 2019.

**SR3 PROTECTIVE SERVICES – UPDATE**

For Information

**SR4 CORPORATE OFFICER – UPDATE**

For Information

**SR5 RECREATION SERVICES – UPDATE**

For Information

**SR6 CORPORATE OFFICER'S FORUM – REPORT**

For Information

**SR7 PUBLIC WORKS CONFERENCE – REPORT**

For Information

**SR8 AMAZING ASSISTANT'S – REPORT**

For Information

**SR9 ICE ARENA DELAY – REPORT**

**RESOLUTION NO. 279/19**

**M/S Councillors Miller / Quibell**

*"That the following resolution of Council pertaining to ice making be rescinded:*

**RESOLUTION NO.116/16**

**M/S Councillors Miller/Heiberg**

**THAT**

*"Council approves the Ice Making Policy as written.*

**CARRIED**

**SR10 POLICY – XMAS CARDS**

**RESOLUTION NO. 280/19**

**M/S Councillors Gibbs / Markin**

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

**DEFEATED**

**10. COMMITTEE MEETING REPORTS**

**11. BYLAWS**

**12. CORRESPONDENCE**

**C1 Treaty 8 Tribal Association – Letter of Support**

**RESOLUTION NO. 281/19**

**M/S Councillors Quibell / Miller**

*“THAT a letter of support be approved for Treaty 8 Tribal Association for their new venture that is intended to initially educate First Nations, then the broader community in Northeast BC, on responsible use of cannabis and to provide support in developing policy in relation to cannabis.”*

**CARRIED**

**C2 Environmental Assessment – Advisory Working Group**

For Information

**C3 Fort St. John – Community Foundation**

For Information

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

**14. OLD BUSINESS**

**15. NEW BUSINESS**

**NB1 Planning Meeting – November 2, 2019**

Mayor Heiberg noted that an initial planning meeting will be held on Saturday morning, November 2, 2019.

**NB2 Friends of Hudson's Hope Society**

**RESOLUTION NO. 282/19**

**M/S Councillors Miller / Quibell**

*“THAT the request for a letter of support from the Friends of Hudson's Hope Society for their application to the BC Hydro “Go Fund” grant be approved.”*

**CARRIED**

**NB3 Municipal Insurance Association of British Columbia (MIABC)**

Councillor Miller provided an overview of the MIABC AGM that was held during UBCM in late September and noted that there are a small number of changes, including greater coverage for Unmanned Aircraft Vehicle Systems (UAVS)

**NB4 Permissive Tax Exemption Request – Hudson's Hope Health Care and Housing Society**

The CAO advised that, despite considerable efforts by Staff to accommodate this request, the public notice requirements as per the *Community Charter* are such that the deadline of October 31, 2019 could not be met. Staff will bring forward a bylaw amendment to include the Hudson's Hope Health Care and Housing Society.

**16. PUBLIC INQUIRIES**

Brenna Rice, Youth Councillor, advised that she is working on a program for this year.

**17. NOTICE OF CLOSED MEETING**

**RESOLUTION NO. 283/19**

**M/S Councillors Miller / Markin**

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

*Land Proposal regarding BC Hydro – Site C. Community Charter 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. Community Charter 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; and*

*Upcoming BCGEU Collective Agreement Negotiations. Community Charter CC Section 90 (1) (c) labour relations or other employee relations."*

**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

**Date:** 12 November 2019

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

**RFD TITLE:** 2019 Volunteer and Composite Fire Departments Equipment and Training Grant Application

**RECOMMENDATION:**

*"Council support the District of Hudson's Hope's 2019 Volunteer and Composite Fire Departments Equipment and Training Grant Application and Council agrees to provide overall grant management."*

**BACKGROUND:**

The Province of British Columbia is providing \$5 million in funding to support volunteer and composite fire departments with grants for equipment and training for up to \$25,000 towards the purchase of fire department and interface firefighting equipment (i.e. hoses, bladders, personal protection equipment) and firefighting and mental wellbeing training. UBCM's Community Emergency Preparedness Fund (CEPF) will administer the new funding stream.

Protective Services is proposing a grant submission which would seek funding for additional wildland structure protection equipment to augment the equipment inventory currently held.

**DISCUSSION:**

The proposed equipment increases would allow for the protection of additional structures in the event of an interface/intermix wildfire fire event within the community. The District has already invested approximately \$71,000.00 in equipment and a suitable trailer to transport the inventory, and this proposed equipment would be stored and deployed in the existing trailer.

The intention is to seek additional equipment to bring our inventory levels up in the areas of critical equipment such as pumps and water bladders which would vastly increase the number of potential homes that could be protected by the deployment of the trailer. This trailer may also be deployed to neighbouring communities who may be threatened by a wildfire event.

UBCM requires a resolution from Council in support of the proposed activities and willingness to provide overall grant management. The resolution is to be included with the grant application.

**BUDGET:**

The grant will be requesting a total of \$23,199.20 dollars in funding. This grant is 100% funded, and if the application is successful there will be no cost to the District. If the grant is not successful, the equipment will not be purchased at this time.



Robert Norton, Director of Protective Services

**S1**

# Community Emergency Preparedness Fund

## Volunteer & Composite Fire Departments

### Equipment & Training

### 2019 Application Form (Updated October 2019)

Please complete and return the application form by **November 15, 2019**. All questions are required to be answered by typing directly in this form. If you have any questions, contact [cepf@ubcm.ca](mailto:cepf@ubcm.ca) or (250) 387-4470.

<b>SECTION 1: Applicant Information</b>	<b>AP</b> <span style="float: right; font-size: small;">(for administrative use only)</span>
Name of Primary Applicant: District of Hudson's Hope	Date of Application: 13 November 2019
Contact Person*: Robert Norton	Position: Director of Protective Services
Phone: (250) 783-9901	E-mail: <a href="mailto:firechief@hudsonshope.ca">firechief@hudsonshope.ca</a>

\* Contact person must be an authorized representative of the applicant.

<b>SECTION 2: For <u>Regional Projects Only</u></b>
<p><b>1. Identification of Partnering Applicants.</b> For all regional projects, please list all of the partnering applicants included in this application. Refer to Sections 2 and 3 in the Program &amp; Application Guide for eligibility.</p>
<p><b>2. Rationale for Regional Projects.</b> Please provide a rationale for submitting a regional application and describe how this approach will support cost-efficiencies in the total grant request.</p>

<b>SECTION 3: Project Summary</b>
<p><b>3. Name of the Project:</b> Wildfire Structure Protection Capability Upgrade</p>
<p><b>4. Project Cost &amp; Grant Request:</b>  <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <span>Total Project Cost: \$94,264.00</span> <span>Total Grant Request: \$23,199.20</span> </div> </p>

*Updated September 2019* - Have you applied for, or received funding for, this project from other sources? If yes, please indicate the source and the amount of funding received or applied for.

Yes. The project has received \$71,000.00 from the District of Hudson's Hope to purchase structure protection equipment, a trailer, and to train staff in structural protection activities.

**5. Project Summary.** Provide a summary of your project in 150 words or less.

This project would allow the department to improve the resiliency of the community, and the wildfire interface structural protection capability of the department by increasing our currently-held inventory of structure protection equipment to better meet the response needs of the community.

The department has invested \$71,000 over the previous years to develop a structure protection capability within the community by purchasing equipment, a trailer, and investing in training of department members.

Like many other communities with extensive interface and intermix areas, we are taking efforts to reduce our vulnerability to wildfire events that may threaten our residents, and this project would support those initiatives.

**SECTION 4: Detailed Project Information**

**6. Requirement to be Volunteer or Composite Fire Department.** Please list the name and location of each eligible fire department that is included in this application and describe the composition (volunteer or composite) of each.

Hudson's Hope Fire Rescue

-Beryl Prairie Fire Hall

-Downtown Fire Hall

Composite Department

**7. Operating Budget(s).**

- a.** Please indicate the annual operating budgets of each fire department included in this application.

\$304,227

- b.** Describe the extent to which that budget enables each fire department to purchase essential equipment and/or provide training.

This budget allows the department to adequately purchase essential key equipment and to provide training to our members, recognizing that the expansion of core services to include areas such as structure protection does have a significant impact on the operational and capital budgets.

**8. Proposed Activities.** What specific activities will be undertaken as part of the proposed project? Refer to Sections 3 and 4 of the Program & Application Guide for eligibility.  
*Note: training is for fire department members only and not community members. All proposed training activities must include the name of course and the instructor and/or agency who will provide the training.*

This project would include the purchasing of new equipment to support structural protection activities in the event of an interface fire within the District, or threatening one of our mutual aid partners. The equipment purchased would include pumps, bladders, and associated ancillary equipment to compliment the existing inventory, and increase our operational readiness. Please refer to the detailed budget for more information on the quantity and nature of the equipment being proposed.

**9. Resiliency.** Describe how the proposed project will build the resiliency of volunteer or composite fire departments in your community.

The community of Hudson's Hope is surrounded by large tracts of forested land, and much of the housing within the community is located within the interface/intermix environment, which increases the potential need for a structure protection capability; however currently the department would have to rely on resources from outside the region to provide this service. This was the case in 2014 when the entire community was evacuated due to the Mt. McAllister fire, and structure protection resources were brought in from 600 km away with a considerable delay. Having this capability within the community would vastly increase our resiliency to an interface/intermix fire event.

**10. Mental Well-Being.** Describe the extent to which proposed training will specifically address the mental wellbeing of eligible fire department staff and volunteers.

**11. Transferability.** Describe the extent to which the proposed project may offer transferable resources and supplies to other communities (e.g. trained staff and/or equipment that will be made available to other communities, training resources other communities will be invited to utilize, etc.).

The proposed project would result in structure protection trailer which would exceed the provincial requirements for a type 3 trailer, and that would be made available to our mutual aid partners in the Peace River Regional District, and other neighbouring municipalities in the Peace Region who may be experiencing an interface or intermix fire. There are currently no similar structure protection units available within any of the neighbouring departments.

**12. Partnerships.** Identify any other organizations or stakeholders you will collaborate with on the proposed project and specifically outline how you intend to work together.

**13. Evaluation.** How will the project be evaluated? How will performance measures and/or benchmarks be used to measure outcomes (e.g. tracking number of training events and exercises, external evaluators, etc.)?

The project will be evaluated by tracking the number of times that the trailer is deployed within the District of Hudson's Hope as well as those times it is utilized to assist our neighbouring communities.

**14. Additional Information.** Please share any other information you think may help support your submission.

The District of Hudson's Hope has the third largest municipal area in British Columbia encompassing 827 square kilometers, and has faced a number of wildfire events in recent history that would have benefited from having a structure protection capability within the region. This includes the Mt. McAllister fire of 2014 which prompted the evacuation of 800 residents as well as the wildfire events of April 19<sup>th</sup> 2016 which saw over 40 separate fires start within the Peace Region, prompting evacuation alerts and orders in a number of communities.

## SECTION 5: Required Application Materials

Only complete applications will be considered for funding. The following separate attachments are required to be submitted as part of the application.

All applicants are required to submit:

- ☒ Completed application form
- ☒ Detailed project budget

Local government, First Nation or improvement district applicants must submit:


- ☒ Council or Board resolution, Band Council Resolution or Treaty First Nation Resolution, or improvement district Trustee resolution indicating support for the current proposed activities and willingness to provide overall grant management

Regional project applicants are required to submit:

- ☐ Resolution or motion from each partnering applicant clearly stating their approval for the primary applicant to apply for, receive and manage the grant funding on their behalf

Legally incorporated society-run fire department applicants must submit:

- ☐ Board of Directors motion indicating support for the current proposed activities and willingness to provide overall grant management
- ☐ Current Certificate of Good Standing
- ☐ Up to 3 letters of support from local organizations or agencies (local government, Band office, Chamber of Commerce, etc.)

<b>SECTION 6: Signature</b>	
I certify that: (1) to the best of my knowledge, all information is accurate and (2) the area covered by the proposed project is within our jurisdiction (or appropriate approvals are in place).	
Name: Robert Norton 	Title: Director of Protective Services
Signature: <i>An electronic or original signature is required.</i>	Date: 12 November 2019

Submit applications to:

Local Government Program Services, Union of BC Municipalities

E-mail: [cepf@ubcm.ca](mailto:cepf@ubcm.ca)

Mail: 525 Government Street, Victoria, BC, V8V 0A8

Structure Protection Capability Upgrade  
Detailed Budget

ITEM	QUANTITY	COST	TOTAL COST
Wick 375 Forestry Pump	3	\$5495.00	\$16,485.00
Pump Tool Kit	1	\$895.00	\$2685.00
Pump Fuel Tank	3	\$29.95	\$89.85
Fuel Line	3	\$114.97	\$344.91
Pump Suction Hose	3	\$236.48	\$709.44
3000 Gallon Bladder	1	\$2885.00	\$2885.00
Shipping	1	\$500.00	\$500.00
Total Cost			\$23199.20

# Community Emergency Preparedness Fund

## Volunteer & Composite Fire Departments

### Equipment & Training

#### 2019 Program & Application Guide (October 2019)

## 1. Introduction

The [Community Emergency Preparedness Fund](#) (CEPF) is a suite of funding programs intended to enhance the resiliency of local governments, First Nations and communities in responding to emergencies. Funding is provided by the Province of BC and is administered by Union of BC Municipalities (UBCM).

Starting in May 2019, the funding streams include:

- Indigenous cultural safety and cultural humility training
- Emergency operations centres and training
- Emergency support services
- Evacuation route planning
- Flood risk assessment, flood mapping and flood mitigation planning
- Structural flood mitigation
- Volunteer and composite fire departments equipment and training

## Background

Fire departments provide fire protection services in designated areas. Fire departments may be structured differently but all firefighters in BC are required to meet minimum training standards.

*Updated October 2019* - Volunteer fire departments are those that have no paid staff, except paid on-call volunteers.

Composite fire departments are those that have a mix of paid staff and unpaid volunteers.

## Volunteer & Composite Fire Departments Equipment & Training Funding Stream

The intent of this funding stream is to build the resiliency of volunteer and composite fire departments through the purchase of new or replacement equipment and to facilitate the delivery of training. Ongoing operational costs and the purchase of major fire apparatus are not eligible.

## 2. Eligible Applicants (Updated July 2019)

Eligible applicants are:

- Local governments (municipalities or regional districts) in BC
- First Nations (bands and Treaty First Nations) in BC
- Legally incorporated society-run fire departments in BC that are in good standing
- Improvement Districts in BC

Eligible applicants can submit one application per intake, including regional applications or participation as a partnering applicant in a regional application.

### 3. Eligible Projects

To qualify for funding, applicants must demonstrate the extent to which proposed project(s) will build the resiliency of volunteer and composite fire departments.

In addition, to qualify for funding, projects must:

- Facilitate training or purchase of equipment for volunteer or composite fire departments
- Be a new project (retroactive funding is not available)
- Be capable of completion by the applicant within one year from the date of grant approval
- Align with the Structure Firefighters Competency & Training Playbook (May 2015)

### Regional Projects

Funding requests from two or more eligible applicants for regional projects may be submitted as a single application for eligible, collaborative projects. In this case, the maximum funding available would be based on the number of eligible applicants included in the application. It is expected that regional projects will demonstrate cost-efficiencies in the total grant request.

The primary applicant submitting the application for a regional project is required to submit a resolution or motion as outlined in Section 6 of this guide. Each partnering applicant is required to submit a resolution or motion that clearly states their approval for the primary applicant to apply for, receive, and manage the grant funding on their behalf.

### 4. Eligible & Ineligible Costs & Activities (Updated August 2019)

#### Eligible Costs & Activities

Eligible costs are direct costs that are approved by the CEPF Evaluation Committee, properly and reasonably incurred, and paid by the applicant to carry out eligible activities. Eligible costs can only be incurred from the date of application submission until the final report is submitted.

Eligible activities must be cost-effective and may include:

- Purchase of new or replacement equipment to enhance the ability of eligible fire departments to meet the needs of the community and Playbook standards. This may include:
  - Equipment required to support response to structural fire (other than major fire apparatus)
  - Equipment required to support response to interface fires such as: hoses, pumps, bladders and approved wildland firefighting personal protective equipment
- Training to enhance the ability of eligible fire departments to meet the needs of the community and Playbook standards. This may include:
  - Delivery of training to firefighters including instructor costs, travel, tuition and course fees
  - Cross training for wildland fires limited to courses such as: S-100 Basic Fire Suppression & Safety, S-185 Fire Entrapment Avoidance & Safety, and ICS-100 Introduction to Incident Command System
  - Fire-related training props to assist with in-house training, including live burn training structures

The following expenditures are also eligible provided that they relate directly to the eligible activities identified above:

- Consultant costs
- Incremental applicant staff and administration costs
- Public information costs

## Ineligible Costs & Activities

Any activity that is not outlined above or is not directly connected to activities approved in the application by the CEPF Evaluation Committee is not eligible for grant funding. This includes:

- Purchase of major capital items, major fire apparatus or vehicles
- Routine or ongoing operating costs (i.e. heating and lighting; security; software subscriptions or other subscription fees)
- Use of a fire department during an emergency
- Training offered through the Provincial Emergency Management Training Program
- Major capital improvements or renovations to existing facilities and/or construction of new, permanent facilities (excluding live burn training structures)
- Costs related to developing or submitting the application package

## 5. Grant Maximum (Updated July 2019)

The Volunteer & Composite Fire Departments Equipment & Training funding stream can contribute a maximum of 100% of the cost of eligible activities to a maximum of \$25,000.00.

However, due to the number of fire departments that may be under their jurisdiction, regional districts can apply for a maximum of \$25,000.00 for each fire department that they have established a service area for in a single application.

In order to ensure transparency and accountability in the expenditure of public funds, all other grant contributions for eligible portions of the project must be declared and, depending on the total value, may decrease the value of the grant.

## 6. Application Requirements & Process (Updated July 2019)

### Application Deadline

The application deadline is **November 15, 2019**. Applicants will be advised of the status of their application within 90 days of the application deadline.

### Required Application Contents

All applicants are required to submit:

- Completed Application Form
- Detailed budget for each component identified in the application. This must clearly identify the CEPF funding request, applicant contribution, and/or other grant funding.
- For regional projects only: resolution or motion from each partnering applicant that clearly states their approval for the primary applicant to apply for, receive and manage the grant funding on their behalf.

**Resolutions or motions from partnering applicants must include the language above**

If the applicant is a local government, First Nation or improvement district, the following must also be submitted:

- Local government Council or Board resolution, Band Council resolution or Treaty First Nation resolution, or improvement district Trustee resolution, indicating support for the current proposed activities and willingness to provide overall grant management

If the applicant is a legally incorporated society-run fire department, they must also submit:

- Board of Directors motion indicating support for the current proposed activities and willingness to provide overall grant management
- Current Certificate of Good Standing
- Up to 3 letters of support from local organizations or agencies (local government, Band office, Chamber of Commerce, etc.)

### **Submission of Applications**

Applications should be submitted as Word or PDF files. If you choose to submit your application by e-mail, hard copies do not need to follow.

All applications should be submitted to:

Local Government Program Services, Union of BC Municipalities

E-mail: [cepf@ubcm.ca](mailto:cepf@ubcm.ca)

Mail: 525 Government Street, Victoria, BC, V8V 0A8

### **Review of Applications**

UBCM will perform a preliminary review of applications to ensure the required application elements (identified above) have been submitted and to ensure that basic eligibility criteria have been met. Only complete application packages will be reviewed.

Following this, the CEPF Evaluation Committee will assess and score all eligible applications. Higher application review scores will be given to projects that:

- Clearly demonstrate how the proposed project will build the resiliency of volunteer and/or composite fire departments
- Support eligible fire departments with limited resources that impede the ability to purchase essential equipment and/or provide training
- Provide training to specifically address the mental wellbeing of eligible fire department staff and volunteers
- Demonstrate transferability or mutual aid between local governments or First Nations in BC;
- Include in-kind or cash contributions to the project from the eligible applicant, partnering applicant(s), community partners or other grant funding
- Are cost-effective

Point values and weighting have been established within each of these scoring criteria. Only those applications that meet a minimum threshold point value will be considered for funding. The CEPF Evaluation Committee will consider the provincial and regional distribution of all proposed projects. Funding decisions will be made on a provincial priority basis.

All application materials will be shared with the Province of BC

## **7. Grant Management & Applicant Responsibilities**

Grants are awarded to eligible applicants only and, as such, the applicant is responsible for completion of the project as approved and for meeting reporting requirements.

Applicants are also responsible for proper fiscal management, including maintaining acceptable accounting records for the project. UBCM reserves the right to audit these records.

## **Notice of Funding Decision**

All applicants will receive written notice of funding decisions. Approved applicants will receive an Approval Agreement, which will include the terms and conditions of any grant that is awarded, and that is required to be signed and returned to UBCM. Grants are paid at the completion of the project and only when the final report requirements have been met.

Please note that in cases where revisions are required to an application, or an application has been approved in principle only, the applicant has 30 days from the date of the written notice of the status of the application to complete the application requirements. Applications that are not completed within 30 days may be closed.

## **Changes to Approved Projects**

Approved grants are specific to the project as identified in the application, and grant funds are not transferable to other projects. Approval from the CEPF Evaluation Committee will be required for any significant variation from the approved project.

To propose changes to an approved project, approved applicants are required to submit:

- Revised application package, including updated, signed application form, updated budget and an updated resolution
- Written rationale for proposed changes to activities and/or expenditures

The revised application package will then be reviewed by the CEPF Evaluation Committee at the next scheduled meeting.

Applicants are responsible for any costs above the approved grant unless a revised application is submitted and approved prior to work being undertaken.

## **Extensions to Project End Date**

All approved activities are required to be completed within one year of approval. Under exceptional circumstances, an extension beyond this date may be requested in writing and is subject to approval by the CEPF Evaluation Committee.

## **8. Final Report Requirements & Process**

All funded activities must be completed within one year of notification of funding approval and the final report is due within 30 days of project completion.

Applicants are required to submit an electronic copy of the complete final report, including the following:

- Completed Final Report Form
- Financial summary
- Copies of any training or capacity building materials that were produced with grant funding.
- Optional: photos and/or media directly related to the funded project

## **Submission of Final Reports**

All final reports should be submitted to:

Local Government Program Services, Union of BC Municipalities

E-mail: [cepf@ubcm.ca](mailto:cepf@ubcm.ca)

Mail: 525 Government Street, Victoria, BC, V8V 0A8

All final report materials will be shared with the Province of BC.

## 9. Additional Information

For enquiries about the application process or general enquiries about the program, please contact:

Union of BC Municipalities  
525 Government Street  
Victoria, BC, V8V 0A8

E-mail: [cepf@ubcm.ca](mailto:cepf@ubcm.ca)

Phone: (250) 387-4470

## REQUEST FOR DECISION

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

### 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.

**B1**

- (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**

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

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**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.

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Dave Heiberg  
Mayor

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Jeanette McDougall,  
Corporate Officer

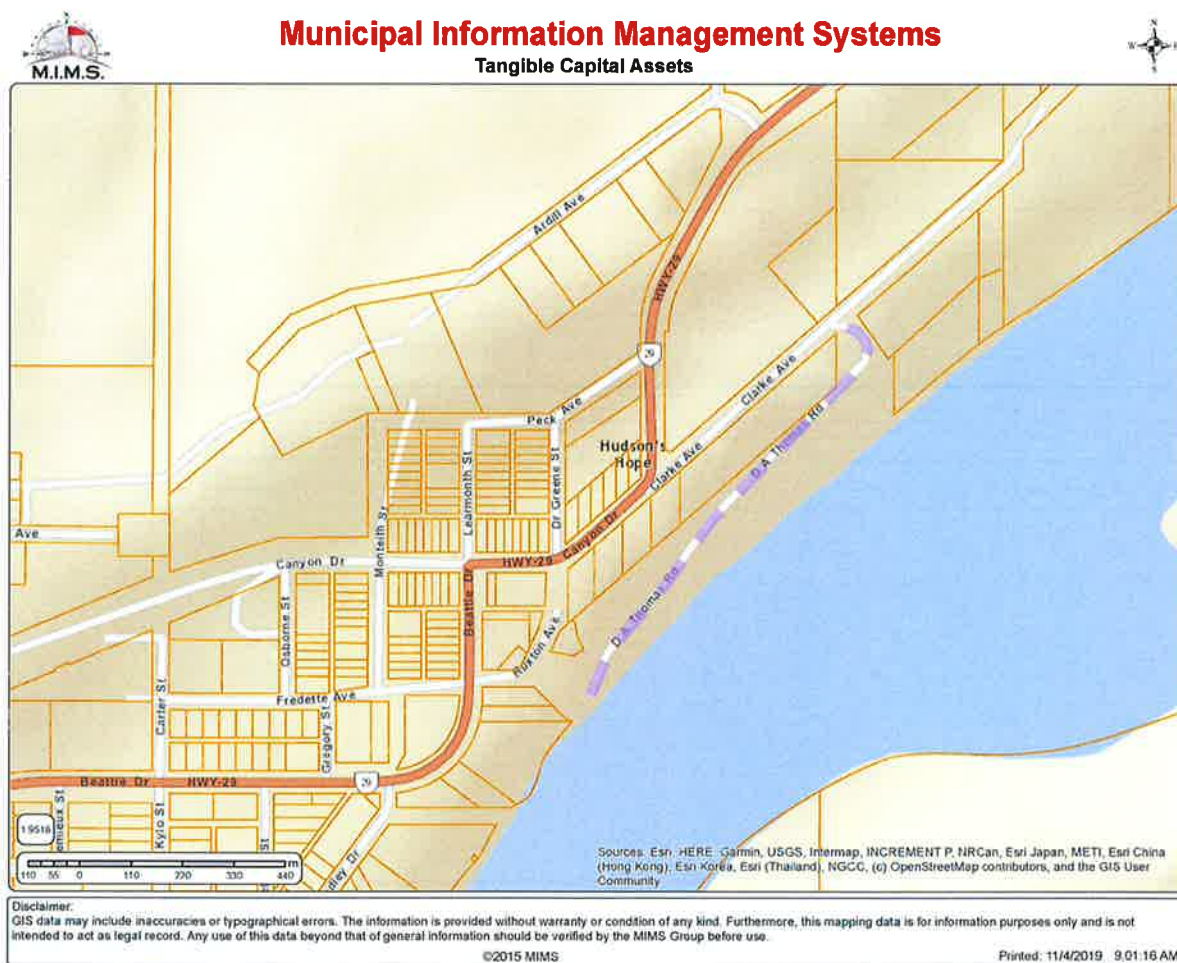
Certified a true copy of Bylaw No. 911, 2019

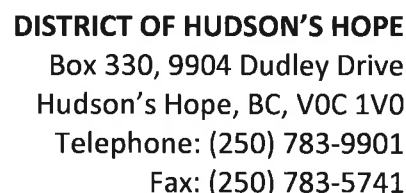
this \_\_\_\_ day of \_\_\_\_\_.

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Clerk

## Schedule A





October 24, 2019

Staff, Mayor and Council

I write this letter to bring forward a concern I have myself and have heard from many other residents. Why was this years Easter Egg Hunt and now the Frightful Frolics not happening? These are annual events that have become staple events to our families in HH. In my profession as well and my every day, with young children of my own, I am able to speak with many families with children, and the disappointment is out there and the question, "why?" is being asked a lot. These special events were well attended and great assets to our community. It was a great way for new families to get out and meet people and for HH to use some of its facilities in unique ways. (Beattie park for Easter Egg Hunt and Arena for Frightful Frolics) Its been disappointing to see the events go down hill. Last years Winter Carnival was also not nearly as full, and fun as the 10 years previous.

Has it been council's direction to slow down and stop these events?

I did raise concerns with staff last year at the time the Easter Egg Hunt was looking at cancelling due to lack of volunteers. (Historically a local non-profit group i.e.: Grad class, Playschool, Junior Rangers would take on helping run the event to fundraise for their group) The point I brought forward then was that the DOHH was only willing to pay a non-profit group \$200 to organize and run the event. I think we can all agree that these events entail, shopping, trips to FSJ for supplies prior to event and then 5-6 people on day of event and several hours. \$200 is not enough. The DOHH is seeing volunteer burnout, but at \$200 DOHH are sending a message that you do not value your non-profit groups time.

Please re-consider your mandate regarding these events, and perhaps your staff persons role and responsibilities. I thought when the Special Event Co-ordinator position came in-house (previously was a contract position) HH would see a certainty and an increased quality of events. Unfortunately, we see less??

Respectfully submitted, Nicole Gilliss



October 28, 2019

Dear UBCM Flood and Wildfire Committee Members:

Thank you for your participation over the past several months in shaping and reviewing proposals to update emergency management legislation relating to local authorities. I am pleased to report that the discussion paper “*Modernizing BC’s Emergency Management Legislation*” has been publicly released for a three-month online public consultation.

The discussion paper outlines government’s proposal to repeal and replace the current legislation to support more effective emergency management in BC and our adoption of the *United Nations Sendai Framework for Disaster Risk Reduction*. This commitment allows BC to move beyond its traditional focus in promoting preparedness and coordinating response actions to provide greater support and consideration for the mitigation and recovery phases of emergency management. Disaster risk reduction in the *Sendai Framework* is a broad concept that incorporates land-use planning, natural resource management, and cultural, social and psychological needs of communities and individual community members. With the adoption of the *Sendai Framework*, BC is moving to an “all-of-society” approach to emergency management that requires all partners to do more to mitigate, prepare for, respond to, and recover from emergencies.

It is anticipated the proposed changes will provide BC and Local Authorities with a modernized legislative framework to better serve communities and the province.

The discussion paper is available online at:

<https://engage.gov.bc.ca/govtogetherbc/consultation/emergency-program-act-modernization>, and the feedback period is open until January 31, 2020. Emergency Management BC will continue to engage closely with UBCM during the comment period to ensure everyone with an interest in emergency management has an opportunity to have their perspectives on the proposed changes heard. All feedback will be considered by the team drafting the legislation and regulations, and a “What We Heard Report” will be publicly released in spring 2020, summarizing feedback received. The government intends to introduce the legislation in fall 2020.

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The success of this discussion paper, and legislation, relies on our shared efforts. The UBCM Flood and Wildfire Committee continues to be a valued partner in emergency management. I would particularly like to express my appreciation for the committee's work and early input that you provided. We look forward to continuing to work with you on this key endeavour, to make certain BC is resilient to emergencies for the safety and wellbeing of our citizens.

Should you have any questions on the discussion paper or upcoming engagements, please contact my office.

Sincerely,



Mike Farnworth  
Minister of Public Safety  
and Solicitor General



Reference: 249629

October 25, 2019

**VIA EMAIL: lbeckett@rdffg.bc.ca; admin@nclga.ca**

Lara Beckett, President  
North Central Local Government Association  
206 - 155 George Street  
Prince George, British Columbia  
V2L 1P8

Dear Lara Beckett:

Thank you for your letter of June 18, 2019, to Minister Donaldson regarding several resolutions debated at the North Central Local Government Association (NCLGA) Annual General Meeting. I have been asked to respond and apologize for the delay.

### **R11 Community Resilience Investment (CRI) Program – FireSmart Community Funding**

The CRI was initiated in 2018 to provide funding for local governments and communities to reduce the risk and impacts from wildfire through activities based on the FireSmart principles. This application-based program includes annual intakes and, with every intake, a review is undertaken with the intent to improve the program; for example, the upper limit for FireSmart grants was increased from \$100,000 to \$150,000 for higher risk communities after the first intake.

The BC Wildfire Service (BCWS) is aware that some larger communities, in particular regional districts, have expressed concern that the current funding model may not adequately address the unique challenges of rural and geographically dispersed communities. The CRI has been developed to allow for partnerships between communities to provide greater access to existing funding. We encourage all communities to continue to work together and with our ministry staff to coordinate efforts and plans to address wildfire concerns.

I would also like to take this opportunity to confirm that, as part of the next review process, BCWS will continue to evaluate funding mechanisms to allow greater access to the CRI. The current consultation and workshops that are taking place to improve the Community Wildfire Resiliency Planning Process will also inform decisions on the CRI.

**C3**

Page 1 of 3

### **R13 Stay and Defend Policy**

Experiencing the impacts of a natural hazards can be extremely challenging. The province recognizes that evacuating an area due to an imminent threat is not an easy decision to make for local authorities and First Nations, but one that is made to protect life safety of the public and first responders. Remaining in place after an Evacuation Order can severely hamper response efforts, divert scarce resources, and could increase the risk to the first responders and the people that stay.

Due to the inherent risk, BCWS does not support the intent for the general public or residents to remain in place for wildfire response purposes after an Evacuation Order has been enacted. However, this should not be confused with a situation where a pre-organized group of adequately trained, resourced and practiced people can provide response services, which would be evaluated on a case-by-case basis.

Since the devastating 2017 wildfire season, BCWS has been working with stakeholders to provide additional training to increase local capacity. Additionally, we will be focusing efforts on raising awareness of the risk and danger of wildfires, while increasing information on existing tools, such as FireSmart techniques that can be used to improve the potential of property withstanding the effects of wildfires.

Our staff and technical experts are dedicated to working closely with all local authorities and First Nations to provide the most accurate, timely and relevant information to you during all phases of a crisis. BCWS and Emergency Management BC (EMBC) can assist with appropriate messaging that communicates the risks and implications of choosing not to adhere to an evacuation order.

### **R14 Permitting Entry into an Evacuation Order Area**

Drawing upon the lessons from 2017 and 2018, it was recognized that in certain circumstances, some individuals will need to enter evacuated areas on a temporary basis. EMBC worked with communities, provincial ministries, and stakeholders to revise the *Evacuation Operational Guidelines* and to develop the *Managing Access to Areas Under Evacuation Order Guideline*. First Nations and local authority communities have been provided with a recommended, standardized approach to allowing non-response-related temporary access to evacuated areas. It is not a requirement that local authorities and First Nations follow the recommendations provided; each community will need to implement a process that works best for them. These guidelines are posted on the EMBC website at <https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/local-emergency-programs/guidelines> under the broader heading “Evacuation Guidelines,” and PDF copies were distributed to community Emergency Management contacts.

## **R18 ORV Management Framework Improvements to Facilitate Tourism**

There have been several similar resolutions requesting amendments with respect to Off-Road Vehicles (ORV). As a result, the Union of BC Municipalities (UBCM) has re-initiated its ORV Local Government Working Group.

In response to this, UBCM initiated an ORV Local Government Working Group call on August 28, 2019, which was attended by a number of local governments. Municipalities that participated included: 100 Mile House, Campbell River, Chase, Chetwynd, Clearwater, Clinton, Elk Valley, Elkford, Fort St. James, Fort St. John, Greenwood, Mackenzie, Merritt, Port Hardy, Quesnel, Salmo, Salmon Arm, Sayward, Sicamous, Tahsis, Tumbler Ridge, Valemount, West Kelowna, and Zeballos. FLNRORD staff responsible for the ORV Management Framework and the *Off-Road Vehicle Act* also participated on the call.

The resolutions, including the “one permit” for multiple police detachments, require inter-ministry work and support from the ministries responsible for the *Motor Vehicle Act* and Regulations, which include the Ministry of Transportation and Infrastructure (re: highway infrastructure and road safety), the Ministry of Public Safety and Solicitor General (re: policing and driver safety), and the Ministry of Attorney General (re: ICBC).

UBCM will be scheduling a follow-up call in October 2019 with FLNRORD staff to confirm local government support and a common proposal.

## **R20 Fire Centre Funding**

BCWS is adapting to the changing wildfire conditions by undertaking deliberate modifications to its organizational structure with the intent to increase opportunities and to gain efficiencies. Part of this organizational review was to adopt a more fluid and agile approach to allow for the early re-allocation and deployment of staff to areas with the highest need, based on the current and projected future conditions. This re-allocation process is in addition to hiring 16 new wildfire technicians to zone offices around the province.

Predicting where the next devastating wildfire season will be focused is not easy; thus, BCWS looks at its structure from a provincial perspective to ensure all areas of the province are addressed.

Again, thank you for writing and sharing the NCLGA’s views on these important issues.

Sincerely,



Paul Rasmussen  
Acting Associate Deputy Minister

pc: Honourable Doug Donaldson, Minister of Forests, Lands, Natural Resource  
Operations and Rural Development

**From:** Danny Lepine <[number1metis@gmail.com](mailto:number1metis@gmail.com)>  
**Date:** October 29, 2019 at 10:24:28 AM MST  
**To:** Gwen Johansson <[mayor@hudsonshope.ca](mailto:mayor@hudsonshope.ca)>  
**Cc:** [travous@hudsonshope.ca](mailto:travous@hudsonshope.ca), [valerie@hudsonshope.ca](mailto:valerie@hudsonshope.ca), Kelly Miller <[kelly@hudsonshope.ca](mailto:kelly@hudsonshope.ca)>, Mattias Gibbs <[Mattias@hudsonshope.ca](mailto:Mattias@hudsonshope.ca)>, [patricia@hudsonshope.ca](mailto:patricia@hudsonshope.ca), [leigh@hudsonshope.ca](mailto:leigh@hudsonshope.ca)  
**Subject:** Retail cannabis sales

Good morning,

My two business partners and myself are interested in opening a retail cannabis outlet in Hudsons Hope.

We presently own and operate the first retail cannabis outlet in the North Peace.

We own Cannabis Corner in Fort St John. We are already licensed by the province of BC so we anticipate being approved to operate in Hudsons Hope provided we receive municipal approval.

We are all long term North Peace residents that are involved in the local oil patch.

My one business partner is a long time resident of Hudsons Hope where he and his wife Lanny live and raise there two sons.

We would employ 3 or 4 full time local workers should we be approved.

We have made a verbal deal on a building located behind Marg's mini mart, the address of the building is 9813 Fredette ave, Hudson's Hope.

We hope that HH Mayor and council will consider our proposal to operate in your beautiful community.

Best regards,

Darwin Lepine

**C4**



# Municipal Information Management Systems

## Tangible Capital Assets



Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, (c) OpenStreetMap contributors, and the GIS User Community

Disclaimer:  
GIS data may include inaccuracies or typographical errors. The information is provided without warranty or condition of any kind. Furthermore, this mapping data is for information purposes only and is not intended to act as legal record. Any use of this data beyond that of general information should be verified by the MIMS Group before use.



October 21, 2019

Mokles Rahman,  
District of Hudson's Hope  
Box 330  
Hudson's Hope, BC V0C 1V0

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

**Re: Establishment of Plan Technical Advisory Committee and member of public appointment**

Dear Mr. Rahman,

Under the Environmental Management Act, regional districts are required to have a solid waste management plan. The PRRD is undertaking a review and update of the Regional Solid Waste Management Plan (RSWMP, or simply the 'Plan'). The process to develop the new Plan will follow the process outlined in "A Guide to Solid Waste Management Planning", published by the Ministry of Environment in 2016. There are requirements for establishing planning teams and committees, which is why the Plan Technical Advisory Committee (PTAC) has been established. In order to ensure that representation is balanced, the PRRD has identified the need for each member municipality to appoint a member from the general public to join the committee<sup>1</sup>. The PRRD is now asking the District of Hudson's Hope to assist in the process to recruit a public member to PTAC.

Efforts to invite members of the public to join can include for example:

- Advertisement in a newspapers,
- Posters distributed at municipal buildings,
- Social media platform, such as the Facebook page of your member municipality,
- Energeticcity.ca, and/or
- Radio advertising.

It is important to note that members from the public who do not participate on the PTAC may choose to be engaged in the planning process by for example responding to [waste related survey](#) on the PRRD's website, or by attending the open houses in spring.

**Timing of recruitment and first PTAC meeting**

With the recent Board approval of the PTAC Terms of Reference, the PRRD will support each member municipality to start the recruitment process, which is recommended to last two to three weeks.

**C5**

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<sup>1</sup> For comparison, members of the public have been appointed for each of the rural electoral areas. Municipalities do not have this representation.

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**PLEASE REPLY TO:**

☒ Box 810, 1981 Alaska Ave, Dawson Creek, BC V1G 4H8 Tel: (250) 784-3200 or (800) 670-7773 Fax: (250) 784-3201 Email: [prrd.dc@prrd.bc.ca](mailto:prrd.dc@prrd.bc.ca)  
☐ 9505 100 St, Fort St. John, BC V1J 4N4 Tel: (250) 785-8084 Fax: (250) 785-8085 Email: [prrd.fsj@prrd.bc.ca](mailto:prrd.fsj@prrd.bc.ca)

The PRRD is asking each member municipality to nominate one suitable member from the public. The representation from the public mirrors the makeup of other regional boards. The names of nominated candidates will need to be submitted to the PRRD by November 14, 2019.

If you have any questions, please do not hesitate to contact the Solid Waste Department at 250-784-3200. Thank you in advance for your consideration.

Sincerely,



Paulo Eichelberger  
GM Environmental Services, PRRD

cc. Solid Waste Department

Attachments:

1. PTAC Terms of Reference
2. Application Form
3. Template messaging



PEACE RIVER REGIONAL DISTRICT

## Regional Solid Waste Management Plan Public and Technical Advisory Committee (PTAC) Membership Application Form

### Please submit completed applications to:

Peace River Regional District  
1981 Alaska Avenue, Dawson Creek, B.C. V1G 4H8

Email: [prrd.dc@prrd.bc.ca](mailto:prrd.dc@prrd.bc.ca)  
Fax: 250-784-3201

### Applicant information

Name

Address

Postal Code

City/Town

Province

Phone number

Alt. number

Email:

### Please indicate which member municipality you are applying to represent.

Dawson Creek

Fort St. John

Chetwynd

Hudson's Hope

Tumbler Ridge

Pouce Coupe

Taylor



## PEACE RIVER REGIONAL DISTRICT

**Reason for seeking appointment to PTAC**

**Description of skill set (expertise, experience, community involvement, etc.) (attach resume if preferred)**

**Additional information (i.e. waste management issues of interest, meeting availability, communication preference, etc.)**

### **Declaration and Consent of the Applicant**

**I declare that I am a resident living within the boundaries of the Peace River Regional District and will endeavor to represent my member municipality in development of the Regional Solid Waste Management Plan.**

Signature of applicant

Date

Name of applicant (please print)



# Regional Solid Waste Management Plan Public and Technical Advisory Committee

## TERMS OF REFERENCE

### BACKGROUND

Regional districts in British Columbia are mandated by the Provincial Environmental Management Act to develop Solid Waste Management Plans that provide long term visions of how each regional district manages their municipal and rural solid wastes and recyclables. The Peace River Regional District's Regional Solid Waste Management Plan was last amended in 2016 and the Regional District is currently reviewing and updating its Plan. The purpose of the joint Public and Technical Advisory Committee (PTAC) is to provide input, feedback on the Plan review and to provide input and recommendations to the Peace River Regional District on proposed programs and policies that would make up the updated Regional Solid Waste Management Plan.

### GOAL OF THE COMMITTEE

The goal of the PTAC is to support the update of the RSWMP and to come up with preferred options for waste management in the region for the next 10 -15 years.

The main role of the PTAC is to be an advisory committee and will provide recommendations to the Peace River Regional District for amendments to the Regional Solid Waste Management Plan. Regional District staff will bring recommendations to the Committee of the Whole, as the Committee of the Whole is the decision-making body.

### OBJECTIVES

- Become familiar with the existing Regional Solid Waste Management Plan and the existing solid waste management system in the region.
- Provide advice and feedback on consultation activities with the general public provided in the public consultation plan.
- Analyze and evaluate various waste management options for waste diversion (to reduce, reuse and recycle), energy recovery, residual waste management, system financing and policy development.
- Recommend strategies and options to be included in the updated Regional Solid Waste Management Plan.

### GROUP CULTURE

The PTAC members share the common understanding that all participants will:

- Act in a professional and respectful manner;
- Actively listen;
- Act with integrity; and
- Attend meetings with a positive purpose.

## STRUCTURE OF THE PUBLIC AND TECHNICAL ADVISORY COMMITTEE

1. **The PTAC will be made up of representatives from a broad representation of interests including the following:**
  - Staff from member municipalities.
  - PRRD waste management staff.
  - PRRD waste management contractors or partners.
  - Public agencies.
  - Representatives from First Nations within the region.
  - Private and non-profit sectors.
  - Industry and institutional representatives.
  - Representatives from the agriculture, construction, demolition and renovation industries.
  - Members of the general public (consisting of one member from each Electoral Area and Member Municipality with the exception of the City of Fort St. John, which will have two members).
2. **Number of Members:** The maximum number of members appointed by the PRRD Board is 34. An alternate may be nominated to attend in lieu of the person appointed to the PTAC.
3. **Term of Office of Members:** Members will be asked to commit for up to 1 year, or until a Regional Solid Waste Management Plan has been successfully updated.

## REMUNERATION AND EXPENSES

Membership to the PTAC shall be strictly on a volunteer basis. Compensation from the PRRD for work performed as a member of the PTAC will be provided as follows:

- Per the Regional Board's Financial Policy, mileage will be paid to all volunteer members of the PTAC (except Ministry Staff and paid members of Commissions).
- Refreshments and lunch meal (if required) will be provided at all meetings.

## RULES OF PROCEDURE

1. Robert's Rules of Order apply.
2. The PTAC is advisory and all recommendations will be forwarded to the Committee of the Whole for consideration.
3. The PTAC Chair shall be elected from the membership at the first meeting. In the absence of the Chair, an Acting Chair shall be appointed for that meeting by the members present. The Chair shall be entitled to vote at all meetings. PRRD Board Directors are not eligible for the position of PTAC Chair.
4. Quorum: A simple majority, one member more than 50% of appointed members of the PTAC, shall constitute a quorum.
5. Voting: All issues that come before the PTAC shall be determined by way of majority vote.
6. Conflict of Interest: Contractors sitting as Committee members shall exclude themselves from meetings that may place them in conflict of interest.

## **MEETINGS OF THE PUBLIC AND TECHNICAL ADVISORY COMMITTEE**

The Committee will operate during the plan review and update process, which is expected to be from November, 2019 to April, 2020. The PTAC will be discontinued once the updated Regional Solid Waste Management Plan is approved by the PRRD Board of Directors for submission to the Minister of Environment. It is anticipated that there will be five during the planning process.

### **1. Scheduled Meetings:**

- a) Initial meeting scheduled for the afternoon of November 27, 2019.
- b) There are four subsequent PTAC meetings to be held on a monthly basis between January and April, 2020.

### **2. Minutes:**

Notes and action items arising from each meeting will be documented. A synopsis of all meetings shall be posted on the PRRD website at [www.prrd.bc.ca](http://www.prrd.bc.ca).

## **REPORTING TO THE PRRD COMMITTEE OF THE WHOLE**

Recommendations adopted by the PTAC will be presented to the PRRD Committee of the Whole by way of a covering report drafted by PRRD staff.



## Template Message to be adapted by each Member Municipality

*Purpose: This provides example of typical recruitment message, which each member municipality can adapt. Along with the invitation to join PTAC, the public will be referred to the PRRD's website about the Plan review and update process where they can also find the current Plan.*

### Volunteer Opportunity

Our Regional District is undertaking a review and update of its Regional Solid Waste Management Plan (RSWMP), which sets the direction for how we manage recyclables and waste over the next 10 – 15 years. The *NAME MUNICIPALITY* seeks a member of the public to join the Public and Technical Advisory Committee (PTAC) with the goal to establish a committee that is reflective of the communities in the Peace River to help review and update the Regional Solid Waste Management Plan.

#### What does PTAC do for the municipality and the Region?

- Provide advice and feedback on existing solid waste management system in the Region.
- Assist the Region in the development of solid waste and recycling programs and policies to include in the updated Plan.

#### What attributes do we need in a PTAC volunteer?

We look for individuals who are:

- Interested in local solid waste and recycling issues;
- Able to attend monthly meetings (five in total); and
- Willing to read materials in preparation for meetings and provide valuable comments.

#### How often are meetings and where are they held?

- Meetings are held on Wednesday afternoons on a monthly basis (November, 2019 and January to April, 2020).
- Meetings are held in Dawson Creek.

The application form for PTAC can be found at <https://prrd.bc.ca/engage/solidwastemanagementplan/>.

Applications are accepted by mail, fax, email and in-person. More information about PTAC and the planning process is available at [PRRD's website](#).

We welcome your involvement and look forward to hearing from you!

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#### PLEASE REPLY TO:

☒ Box 810, 1981 Alaska Ave, Dawson Creek, BC V1G 4H8 Tel: (250) 784-3200 or (800) 670-7773 Fax: (250) 784-3201 Email: prrd.dc@prrd.bc.ca  
☐ 9505 100 St, Fort St. John, BC V1J 4N4 Tel: (250) 785-8084 Fax: (250) 785-8084 Email: prrd.fsj@prrd.bc.ca

**From:** "Stringer, Emily" <[Emily.Stringer@bchydro.com](mailto:Emily.Stringer@bchydro.com)>  
**Date:** November 5, 2019 at 12:37:12 PM MST  
**To:** "Dave Heiberg ([mayor@hudsonshope.ca](mailto:mayor@hudsonshope.ca))" <[mayor@hudsonshope.ca](mailto:mayor@hudsonshope.ca)>  
**Cc:** "Chris Cvik ([cao@hudsonshope.ca](mailto:cao@hudsonshope.ca))" <[cao@hudsonshope.ca](mailto:cao@hudsonshope.ca)>, "Pepper, Nancy" <[Nancy.Pepper@bchydro.com](mailto:Nancy.Pepper@bchydro.com)>  
**Subject:** RE: GO Fund - Community Public Committee Member Appointment

Good morning,

This is a friendly reminder for the District of Hudson's Hope to appoint a public appointee representative for the GO Fund committee.

If you have already appointed a representative, please let us know at your earliest convenience, so we may give them advance notice of the December meeting in their calendar.

Thank you,

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**Emily Stringer** | Public Affairs Officer

BC Hydro

P 604-699-5186

E [emily.stringer@bchydro.com](mailto:emily.stringer@bchydro.com)

[bchydro.com](http://bchydro.com)

**Smart about power in all we do.**

**C6**

**From:** Pepper, Nancy  
**Sent:** 2019, September 24 4:45 PM  
**To:** Dave Heiberg ([mayor@hudsonshope.ca](mailto:mayor@hudsonshope.ca))  
**Cc:** Chris Cvik ([cao@hudsonshope.ca](mailto:cao@hudsonshope.ca)); Stringer, Emily  
**Subject:** GO Fund - Community Public Committee Member Appointment

Good Afternoon,

This fall the public Committee members for the Generate Opportunities (GO) Fund are up for re-appointment or recruitment. Please find attached our official letter requesting for the District to appoint or reappoint the community's public appointee to the GO Fund committee.

Please also find attached these supporting documents, to provide further context about the role:

- 1) GO Fund Terms of Reference
- 2) GO Fund 2018 Recipients Information Sheet
- 3) GO Fund Application Guide

Please feel free to share any of the attached information with potential new Committee members.

Please notify us of the appointed public Committee member by Wednesday, November 13th, so that the member can attend the next GO Fund Committee meeting on Thursday, December 12, from 6-8:00 pm. We would be happy to answer any follow-up questions or provide any additional information you may require.

Regards,

Nancy

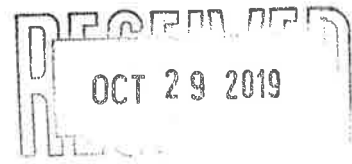
**Nancy Pepper** | Community and Social Mitigation Manager, Site C

P 604 699 5151  
M 604 202 4572  
E [Nancy.Pepper@bchydro.com](mailto:Nancy.Pepper@bchydro.com)

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BRITISH COLUMBIA /  
YUKON COMMAND

THE ROYAL  
CANADIAN  
LEGION



**Dear Valued Supporter**

Please find enclosed a copy of Volume XIV of the BC/Yukon Command of The Royal Canadian Legion's **Annual "Military Service Recognition Book"** recognizing Veterans in BC and the Yukon who so valiantly served our Country, as well as interesting military history. We have also enclosed a "Certificate of Appreciation" acknowledging your organization's generous support.

You will find the advertisement you purchased during our last Telephone Appeal printed inside, along with another copy of your invoice, if you have not yet forwarded your payment.

Your ongoing support for this important project for the **BC/Yukon Command of The Royal Canadian Legion** is sincerely appreciated. Proceeds raised will be used to improve services to Veterans and the more than 147 Communities that we serve. Proceeds are also directed to programs and services sponsored by The Royal Canadian Legion in communities throughout British Columbia and the Yukon. The Royal Canadian Legion is one of the single largest contributors to a vast array of community charitable programs which touch every aspect of life, every age group, and every citizen in some way.

We look forward to your continued support of this important Legion project when you are contacted for our next publication.

Please don't hesitate to contact us at **1-800-964-9074**, if you require additional information.

Once again, **Thank You!**

**Respectfully,**

**Glenn Hodge  
President  
BC/Yukon Command  
The Royal Canadian Legion**

**C7**

# Certificate of Appreciation



Presented to

*District of Hudson's Hope*

For supporting the "Military Service Recognition Book" of the BC/Yukon Command of The Royal Canadian Legion. Your recognition and support for Veterans in British Columbia and the Yukon is sincerely appreciated. Thank you for your participation.

Glenn Hodge  
President

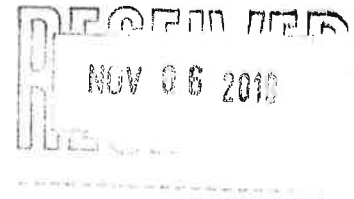
2019 - Volume XIV

BC/YUKON COMMAND OF THE ROYAL CANADIAN LEGION

**"LEST WE FORGET"**



## PEACE RIVER REGIONAL DISTRICT



October 24, 2019

Honourable John Horgan, Premier  
PO Box 9041 STN Prov Govt  
Victoria, BC V8W 9E1

Sent Via Email: premier@gov.bc.ca

Dear Premier Horgan:

**Re: Leaders' Table - Caribou**

On October 10<sup>th</sup>, the Peace River Regional District wrote to you to express extreme disappointment that the Board did not receive an invitation to participate in the proposed Leaders' Table regarding the Draft Intergovernmental Partnership Agreement for the Conservation of the Central Group of the Southern Mountain Caribou.

As stated in that letter, the Peace River Regional District (PRRD) has advocated for months for open and transparent communication regarding caribou recovery in the Province, and that a seat at the table be provided to the Regional Board as the Province works towards a conservation and recovery plan for caribou. Also in that letter, the Regional District requested a timely response regarding the request for an invitation to the Leaders' Table.

Premier Horgan, you visited the PRRD on April 15, 2019, at which time you acknowledged the concerns of the public regarding lack of information and committed to doing better moving forward, starting with the appointment of Mr. Lekstrom as a liaison to the region and the extension of the public consultation period to May 31, 2019.

The PRRD does not feel that the situation or information flow have noticeably improved since your visit in April of 2019. Your appointee, Mr. Brownsey, addressed the Board on August 23, 2019 to introduce the idea of a Leaders Table with the PRRD Board, at which time he suggested that additional consultation with First Nations and Industry representatives was required prior to formal establishment of the Leaders' Table. It is the sincere hope of the PRRD that our neighbouring communities and industry are not being ignored as the Regional District has been since Mr. Brownsey's visit.

The PRRD requests the dignity of a response to our enquiries:

- Will the Province proceed with the creation of the Leaders' Table? Have any meetings taken place?
- If so, will the PRRD be invited to name a representative to the Leaders' Table?
- Who has been invited to name a Leaders' Table representative, and who has accepted?
- Have the Terms of Reference for the group been drafted? If so, may the PRRD receive a copy to assist the Board to understand the role of the Leaders' Table as the Province moves toward protection and preservation of the southern mountain caribou?

Sincerely,

  
Brad Sperling  
Chair

**C8**

c. MLA Bernier, MLA Davies, MP Zimmer

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**PLEASE REPLY TO:**

☒ Box 810, 1981 Alaska Ave, Dawson Creek, BC V1G 4H8 Tel: (250) 784-3200 or (800) 670-7773 Fax: (250) 784-3201 Email: prrd.dc@prrd.bc.ca  
☐ 9505 100 St, Fort St. John, BC V1J 4N4 Tel: (250) 785-8084 Fax: (250) 785-8148 Email: prrd.fsj@prrd.bc.ca



## PEACE RIVER REGIONAL DISTRICT

November 5, 2019

**PRRD Member Municipalities:**

City of Dawson Creek

City of Fort St. John

District of Chetwynd

District of Hudson's Hope

District of Tumbler Ridge

District of Taylor

Village of Pouce Coupe

Dear Mayor Bumstead, Mayor Ackerman, Mayor Courtoreille, Mayor Heiberg, Mayor Bertrand, Mayor Fraser and Mayor Michetti:

**Re: Premier's Leadership Table on Caribou**

Attached is a letter that the Regional Board sent to Premier Horgan on October 24, 2019, expressing disappointment over not being invited to join the leadership table on caribou proposed by Mr. Lorne Brownsey when he attended as a delegation to a Special Meeting of the Regional Board on August 23, 2019. The letter has also been published in local newspapers.

The Board asked me to also distribute this letter to our member municipalities seeking support for the Regional Districts' desire to be included in the Leader's Table. The Regional Board hoped that the Mayor of each member municipality would agree to have their signature added to the letter, indicating their support.

It was acknowledged that though all of the communities have appointed their Mayor as their Regional Board representative, they did not all feel confident that they could agree to having their signature, as Mayor of their respective communities, added to the letter absent endorsement by their Council.

Once the PRRD has heard back from all member municipalities, the signatures of those who indicate support will be added and the letter resent to the Premier.

Thank you for your consideration of this request for support.

Yours truly,

Tyra Henderson  
Corporate Officer

Att. (1)

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**PLEASE REPLY TO:**

☒ Box 810, 1981 Alaska Ave, Dawson Creek, BC V1G 4H8 Tel: (250) 784-3200 or (800) 670-7773 Fax: (250) 784-3201 Email: prrd.dc@prrd.bc.ca  
☐ 9505 100 St, Fort St. John, BC V1J 4N4 Tel: (250) 785-8084 Fax: (250) 785-1129 Email: prrd.fsj@prrd.bc.ca

**From:** [MCF Info MCF:EX](#)  
**To:** [Chris Cvik](#)  
**Subject:** Letter from the Honourable Katrine Conroy, Minister of Children and Family Development  
**Date:** October 31, 2019 1:00:42 PM  
**Attachments:** [image001.png](#)

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**VIA E-MAIL**  
Ref: 245429

His Worship Mayor Dave Heiberg  
District of Hudson's Hope  
E-mail: [cao@hudsonshope.ca](mailto:cao@hudsonshope.ca)

Dear Mayor Heiberg:

As Minister of Children and Family Development, I am honoured to once again proclaim November as Adoption Awareness month. This month of recognition encourages us to reflect on those in our province who have selflessly opened their hearts and lives through adoption. This month, we also take the time to champion and guide those who might consider adopting now or in the future.

It is my wish to see a province where growing up in a stable home with food, shelter and love is a given for all children and youth in British Columbia. Unfortunately, there are hundreds of young people still hoping to find a home and a family to call their own. Adoption can provide some of the most vulnerable people in our communities with the support and guidance necessary to thrive in both the present and as they grow into adulthood.

For more information on the Adoption Campaign of 2019, please visit [Adoptnow.ca](http://Adoptnow.ca).

Proclaiming November as Adoption Awareness month is not the only way your community can support adoptive parents and those who might choose to adopt in the future. In addition to your proclamation, you could organize an information session for prospective parents in your community or a celebration for those who are already adoptive parents. You can explore the variety of adoption awareness events happening around our province in November here: <https://www.bcadoption.com/aam>. If you would like more guidance or information on how to champion and raise awareness about adoption, please connect with Ministry of Children and Family Development (MCFD) staff at [MCF.AdoptionsBranch@gov.bc.ca](mailto:MCF.AdoptionsBranch@gov.bc.ca).

An important pillar for all those involved in adoptions in British Columbia is [The Adoptive Families Association of British Columbia](#), which has been a support for adoptive families in British Columbia for over forty years. You may wish to [connect with the association](#) to learn more about your community's involvement in adoption events, their contact information, as well as contact information for the licensed adoption agencies in British Columbia and more.

[Adopt BC Kids](#) is an online portal that allows citizens to complete an adoption application 24 hours a day, seven days a week. I encourage you to take the time to explore this resource and provide it to any community members who are interested in adopting a child in foster care.

On behalf of MCFD, thank you for leading your communities and supporting both those who have opened their homes and hearts and those who might do so in the future. With your help and support, more children and youth could find their forever homes.

**C9**

Sincerely,

***ORIGINAL SIGNED BY***

Katrine Conroy  
Minister

*Sent on behalf of the Minister by:*

cid:image001.png@01D08E36.EFEDED70

