



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

### **AGENDA**

Council Chambers

Monday, January 13, 2020

**1. Call to Order:**

**2. Delegations:**

**3. Notice of New Business:**

Mayor's List

Councillors Additions:

CAO's Additions:

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

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

**6. Adoption of Minutes:**

M1 December 9, 2019 Regular Council Meeting Minutes

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

**8. Public Hearing:**

**9. Staff Reports**

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SR4	Lucas Subdivision – Marketing Plan Report #2	Page 32
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**10. Committee Meeting Reports:**

**11. Bylaws:**

B1	Bylaw No. 913, 2020 Road Closure DL 148, Plan 10780	Page 125
B2	Bylaw No. 914, 2020 Revitalization Tax Exemption – Lucas Subdivision	Page 132

**12. Correspondence:**

C1	DA Thomas Road - Guardrail	Page 151
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C3	Oil & Gas Processing Regulation	Page 154
C4	NCLGA Resolution Deadline & Guidebook	Page 156
C5	Risk Control Survey – Municipal Insurance Association of British Columbia	Page 161
C6	Council of Forest Industries – 2020 Convention	Page 186
C7	Fort St John Trade Show	Page 187

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

**14. Old Business:**

**15. New Business:**

**16. Public Inquiries:**

**17. In-Camera Session**

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**18. Adjournment**



**REGULAR COUNCIL MEETING**  
**December 9, 2019**  
**6:00 P.M.**  
**COUNCIL CHAMBERS**

Present: Mayor Dave Heiberg  
Councillor Mattias Gibbs  
Councillor Kelly Miller  
Councillor Travous Quibell  
Councillor Leigh Summer

Absent: Councillor Pat Markin  
Councillor Valerie Paice  
Youth Councillor Brenna Rice

Staff: CAO, Chris Cvik  
Corporate Officer, Jeanette McDougall  
Director of Public Works, Mokles Rahman

**1. CALL TO ORDER**

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

**2. DELEGATIONS**

**D1 Enbridge – Regional Projects Update**

M. Bjorseth, Community and Indigenous Engagement provided a PowerPoint update for Council, including the following: Integrity and Maintenance Program, Frontier Project, Spruce Ridge Project, Compressor Station 1 Segregation Project, T-South Reliability and Expansion Project and the Caribou Habitat and Restoration Offsets. M. Bjorseth advised that she will be contacting the PRRD regarding the Caribou Habitat Restoration and that consultations with First Nations has begun.

**D2 Double “H” Saddle Club – Request for Building Permit Fee Waiver**

The delegation did not appear and this item to be dealt with under New Business (NB1).

**3. NOTICE OF NEW BUSINESS**

**Mayors Additions:**

- CR1 - Leader's Table on Caribou - Update
- CR2 - North Peace Airport Society
- CR3 - BC Hydro – Williston Lake Reservoir

**M1**

**Councillors Additions:** None

**CAO Additions:**

- B1 - Letter received December 19, 2019 from T. Godson pertaining to Bylaw No. 911, 2019, Road Closure, DA Thomas added as a late addition.

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

As amended to include the following;

- NB1 - Double "H" Saddle Club – Building Permit Fee Waiver Request
- CR1 - Leader's Table on Caribou - Update
- CR2 - North Peace Airport Society - Update
- CR3 - BC Hydro – Williston Lake Reservoir
- B1 - Letter received December 19, 2019 from T. Godson pertaining to Bylaw No. 911, 2019, Road Closure, DA Thomas added as a late addition.

**5. DECLARATION OF CONFLICT OF INTEREST**

**6. ADOPTION OF MINUTES**

**M1 NOVEMBER 25, 2019 REGULAR COUNCIL MINUTES**

Correction: SR3 Revise the phrase "Public Works" to "Protective Services".

**RESOLUTION NO. 317/19**

**M/S Councillors Quibell / Gibbs**

*"That the minutes of the November 25, 2019 Regular Council Meeting be adopted as amended."*

**CARRIED**

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

Business Arising: Noise Bylaw. BC Hydro advised Mayor Heiberg the contractor has agreed in principle to conduct business on the berm construction between the hours of 7:00 am to 7:00 pm and noted that it is important that the District be able to talk to the contractor directly regarding issues such as noise and dust.

C4 & C5: BC Hydro Referrals regarding Log Sorting, Handling and Storage and a SRW regarding a Powerline. Staff reviewed information and determined that there were no causes for concern.

C7: Request for Donated Ice Time: The fund-raising event that was in support of a child experiencing health issues raised \$2,100.

**8. PUBLIC HEARING**



## 9. STAFF REPORTS

### SR1 CAPITAL PURCHASE - COMPUTERS

#### **RESOLUTION NO. 318/19**

**M/S Councillors Gibbs / Miller**

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

**CARRIED**

## 10. COMMITTEE MEETING REPORTS

## 11. BYLAWS

### B1 BYLAW NO, 911, 2019 – ROAD CLOSURE – DA THOMAS

#### **RESOLUTION NO. 319/19**

**M/S Councillors Quibell / Gibbs**

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

**CARRIED**

## 12. CORRESPONDENCE

### C1 RETAIL CANABIS SALES

*Direction to Staff:*

Staff to advise Mr. D. Lepine again that the application process as specified by the Provincial Government needs to be followed prior to consideration by the District of Hudson's Hope.

### C2 HUDSON'S HOPE HEALTH CARE & HOUSING SOCIETY / SILVER WILLOW COURT

Received for Information

The Mayor and Council noted how much they appreciated this thank-you letter.

### C3 EMERGENCY EVENT OPERATIONS

Received for Information

The Mayor provided a brief overview and indicated that he would research further.

### C4 NORTH CENTRAL LOCAL GOVERNMENT ASSOCIATION (NCLGA) – 2020 RESOLUTIONS DEADLINE

Received for Information

The Mayor requested that Council forward their ideas for potential resolutions.

**C5 NORTHERN DEVELOPMENT INITIATIVE TRUST (NDIT)  
– STRATEGIC INITIATIVES FUND – LIGHT INDUSTRIAL SUBDIVISION PLAN**

*Direction to Staff:*

Staff organize an Industrial Committee meeting for the purposes of utilizing the NDIT Grant.

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

**CR1 Leader's Table on Caribou:** The Mayor reported that a meeting was held on November 29, 2019 in Victoria and involved some First Nations (West Moberly), Metis and representatives from various communities in the Peace River Region, including the Peace River Regional District. An article was published in the Alaska Highway News on December 9, 2019 that covers this topic.

**CR2 Peace River Regional District – Solid Waste Management Plan – Public and Technical Advisory Committee (PTAC):** The Mayor advised that the PTAC was very pleased to have Vicki Burt as a member and noted that she has considerable expertise in this area.

**CR3 Williston Lake Reservoir - Update:** The Mayor advised that BC Hydro held an open house on December 4, 2019 and noted that Bob Gammer reported that Williston Lake Water levels are higher than expected.

**14. OLD BUSINESS**

**15. NEW BUSINESS**

**NB1 DOUBLE H SADDLE CLUB – BUILDING PERMIT FEE WAIVER REQUEST**

**RESOLUTION NO. 320/19**

**M/S Councillors Quibell / Summer**

"THAT the Double H Saddle Club request for a waiver of the building permit fee be granted providing there is sufficient unallocated 2019 Grant-in-Aid funding available; and that Staff advise the Double H Saddle Club that future fee waiver requests be brought to Council through the District's Grant in Aid process.

**CARRIED**

**16. PUBLIC INQUIRIES**

In response to an inquiry regarding dock access once the DA Thomas Road is closed, the CAO advised that there would be a boat launch at Lynx Creek.

**17. NOTICE OF CLOSED MEETING**

**ICS1 PERSONNEL**

**RESOLUTION NO. 321/19**

**M/S Councillors Miller / Gibbs**

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

- *Personnel - Community Charter section 90 (1) (c) labour relations or other employee relations.*
- *BC Hydro Land Rights Acquisition: 1) Sewage Lagoon Access Road; and 2) Lynx Creek Boat Launch - CC Section 90 (1) (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality.*

**CARRIED**

**18. ADJOURNMENT**

*Mayor Dave Heiberg declared the meeting adjourned at 7:57 pm.*

**DIARY**

**Conventions/Conferences/Holidays**

*Commercial Water Rate Increase-annual budget  
Consideration*

**Diarized**

**08/04/19**

Certified Correct:

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Dave Heiberg, Chair/Mayor

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Jeanette McDougall, Corporate Officer

## THE DISTRICT OF HUDSON'S HOPE


**REPORT TO:** Mayor Dave Heiberg and Council  
**SUBJECT:** Q4 Report - Council Resolutions  
**DATE:** January 13, 2020  
**FROM:** Jeanette McDougall, Corporate Officer

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The attached Quarterly Report for Q4 2019 is to provide an update regarding the status of Council Resolutions (completed, work in progress, outstanding) for the period October 1 through December 31, 2019.

*Attachment: Q4 Report re Council Resolutions*

### Administrators Comments



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Chris Cvik, CAO



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Jeanette McDougall,  
Corporate Officer

**SR1**

<b>OUTSTANDING FOLLOW-UP ITEMS OVER THE PAST QUARTER</b>			
Current Quarter: items shown whether 'open' or 'closed' Prior to Current Quarter: only 'open' items will be shown			
<b>AGENDA ITEM</b>	<b>RESOLUTION</b>	<b>DEPT</b>	<b>STATUS</b>
<b>DECEMBER 9, 2019 COUNCIL MEETING</b>			
SR1	<b>CAPITAL PURCHASE - COMPUTERS</b> THAT Council approve \$10,500 from the 2019 Contingency Fund towards the replacement of seven (7) computers prior to the end of 2019.	Admin	Order Placed
B1	<b>BYLAW NO, 911, 2019 ROAD CLOSURE – DA THOMAS</b> THAT the District of Hudson's Hope Road Closure Bylaw No. 911, 2019, DA Thomas Road be adopted as of December 9, 2019.	Admin / Public Works	Work in Progress
NB1	<b>DOUBLE H SADDLE CLUB BUILDING PERMIT FEE WAIVER REQUEST</b> THAT the Double H Saddle Club request for a waiver of the building permit fee be granted providing there is sufficient unallocated 2019 Grant-in-Aid funding available; and that Staff advise the Double H Saddle Club that future fee waiver requests be brought to Council through the District's Grant in Aid process.	Admin	Completed (Letter issued)
<b>NOVEMBER 25, 2019 COUNCIL MEETING</b>			
SR8	<b>TRAFFIC SIGNS</b> THAT Administration consider traffic sign replacement cost under Operating Budget to commence a multi-year replacement / management strategy for traffic signs.	Public Works	Operating Budget
C4	<b>BC HYDRO - CROWN LAND INDUSTRIAL APPLICATION 8013687 LOG HANDLING / STORAGE PURPOSES</b> THAT Council and Staff provide input on the BC Hydro Crown Land Industrial Application 8013687 - Log Handling / Storage.	Admin	Completed
C5	<b>BC HYDRO – UTILITIES APPLICATION – 0260875 STATUTORY RIGHT OF WAY</b> THAT Council and Staff provide input on the BC Hydro Statutory Right of Way Utilities Application 0260875 – Electric Powerline.	Admin	Completed

C6	<b>HUDSON'S HOPE COMMUNITY HALL SOCIETY – PEST CONTROL</b> THAT Public Works assume responsibility for pest control for the Hudson's Hope Community Hall.	Public Works	Completed
C7	<b>HOCKEY GAME REQUEST FOR DONATED ICE TIME</b> 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.	Admin / Public Works	Completed (Letter issued)
18.	<b>RISE AND REPORT FROM IN-CAMERA</b> 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.	Admin	Completed (Certified Resolution issued)
<b>NOVEMBER 12, 2019 COUNCIL MEETING</b>			
SR1	<b>2019 VOLUNTEER &amp; COMPOSITE FIRE DEPARTMENTS EQUIPMENT AND TRAINING GRANT APPLICATION</b> THAT Council support the District of Hudson's Hope's 2019 Volunteer and Composite Fire Department's Equipment and Training Grant Application and Council agrees to provide overall grant management.	Protective Services	Grant application submitted; decision expected February 2020
C1	<b>LETTER FROM NICOLE GILLIS RE COMMUNITY EVENTS</b> THAT Staff acknowledge receipt of the letter from Nicole Gillis regarding various Community Events and advise that Council is considering options.	Admin	Completed (Letter Issued)
C4	<b>RETAIL CANNABIS SALES</b> THAT Staff respond to the letter from Danny Lepine regarding retail cannabis sales to advise that the initial step is to make a licence application to the Liquor and Cannabis Regulation Branch, Province of BC, subsequent to which the Province will directly contact the District of Hudson's Hope for further consideration.	Admin	Completed (Letter Issued)
C5	<b>PEACE RIVER REGIONAL DISTRICT REGIONAL SOLID WASTE MANAGEMENT PLAN PUBLIC &amp; TECHNICAL ADVISORY COMMITTEE</b> THAT Council authorize Staff to advertise for a public member from Hudson's Hope for appointment to the Peace River Regional District Regional Solid Waste Management Plan Technical Advisory Committee.	Admin	Completed (Advertised; Vicki Burt appointed Nov 25/19)

C6	<b>BC HYDRO – GO FUND PUBLIC COMMITTEE MEMBER</b> THAT Council appoint Karen Porter to the BC Hydro GO Fund Committee as the Public Representative for Hudson’s Hope.	Admin	Completed (Certified Resolution Issued)
C8	<b>PRRD – LEADER’S TABLE ON CARIBOU</b> THAT the District of Hudson’s Hope indicate support for the Peace River Regional District to be included in the Premier’s Leadership Table on Caribou by authorizing Mayor Heiberg to sign the letter dated October 24, 2019 from the Peace River Regional District to Premier John Horgan regarding this matter and which the Peace River Regional District intends to re-send.	Admin	Completed (Certified Resolution Issued)
CR1	<b>GRANT WRITER CONTRACT RENEWAL PEACE RIVER REGIONAL DISTRICT</b> THAT the District of Hudson’s Hope approve the extension of the Grant Writer Services Contract No. 26 - 2017/2019 to December 31, 2020 in conjunction with the Peace River Regional District Electoral Areas B, C, D and E.	Admin	Completed (Certified Resolution Issued)
<b>OCTOBER 28, 2019 COUNCIL MEETING</b>			
C1	<b>Treaty 8 Tribal Association Letter of Support</b> 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.	Admin	Completed (Letter issued)
NB2	<b>FRIENDS OF HUDSON’S HOPE SOCIETY</b> 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.	Admin	Completed (Letter issued)
<b>OCTOBER 15, 2019 COUNCIL MEETING</b>			
SR9	<b>COMMUNITY FACILITIES SURVEY RESULTS</b> THAT Council refer the Community Facilities Survey Results Report to the Community Hall Committee.	Recreation Services	2020 Initiative with Asset Management
SR5	<b>PUBLIC SERVICE ANNOUNCEMENT PROGRAM (HHPSA)</b> That Council supports having the Library take over the administration of the PSA Program from PRIS and;	Admin	Work in Progress

	<p>That Council directs administration to communicate with PRiS recommending the Library take over administration of the PSA Program for the District and;</p> <p>That Council agrees to provide additional funding to the Library for the balance of 2019, and all of 2020 and 2021 for administration of the PSA Program.</p>		
SR11	<p><b>YOUTH COUNCILLOR – TERM APPOINTMENT</b></p> <p>THAT Council appoint Brenna Rice as the Youth Councillor for the term starting October 2019 and ending May 2020 in accordance with the District of Hudson’s Hope’s Council Procedure Bylaw No. 887, 2017 and the District of Hudson’s Hope Youth Councillor Policy dated November 27, 2017.</p>	Admin	Completed (Brenna Rice notified)
C2	<p><b>PRRD – REGIONAL HOUSING NEEDS PROJECT</b></p> <p>THAT Council support the Peace River Regional District to apply for, receive and manage grant funding for the Housing Needs Report Program on behalf of the District of Hudson’s Hope.</p>	Admin	Completed (Certified Resolution Issued)
C9	<p><b>LYNX CREEK - PAVEMENT</b></p> <p>THAT staff assess the road condition of Lynx Creek subdivision with a particular focus on Reschke Road, Lesage Road and Chapman Road, review the Long-Term Capital Plan and Asset Management Plan, and report back to Council.</p>	Public Works	Initial report to Council (Nov 2019) Monies to be identified in Capital Budget
NB2	<p><b>LIGHT INDUSTRIAL</b></p> <p>THAT the proposed draft zoning described as section 19 M1A Zone: Highway Light Industrial, sub-sections 19.1 Permitted Uses and 19.2 Zone Specific Regulations be provided to the Ministry of Transportation and Infrastructure to solicit their feedback on the proposed road and intersection design as per the map provided by Urban Systems;</p> <p>and</p> <p>THAT the proposed zoning amendments be referred to the Industrial Committee.</p>	Public Works	MoTI conditionally approved to proceed with Ph-1;  And  Industrial Committee meeting on as-needed basis.
NB3	<p><b>NORTHERN DEVELOPMENT INITIATIVE TRUST</b></p> <p>THAT Councillor Markin be appointed as the representative for Hudson’s Hope on the Northeast Regional Advisory Committee of the Northern Development Initiative Trust to replace Councillor Paice with Councillor Quibell continuing as the Alternate Representative.</p>	Admin	Completed (Certified Resolution Issued)



<b>ITEMS CARRIED FORWARD FROM PREVIOUS QUARTER</b>			
<b>SEPTEMBER 9, 2019 – COUNCIL MEETING</b>			
SR1	<p><b>OSBORNE STREET AT CANYON DRIVE INTERSECTION</b></p> <p>That Council direct administration to install guard rail at the south east corner of the intersection along Osborne Street and Canyon Drive in consultation with the Ministry of Transportation;</p> <p>AND</p> <p>That Council direct administration to work with the Ministry of Transportation in cleaning the undergrowth and cutting the trees blocking the visibility along the Canyon Drive near the intersection; AND</p> <p>That Council direct administration to consider this project under 2020 Capital Budget.</p>	Public Works	2020 Capital Budget item
<b>AUGUST 12, 2019 COUNCIL MEETING</b>			
SR1	<p><b>Airport Vegetation Management</b></p> <p>Council award Western Canadian Mulching Ltd. a contract not to exceed \$6500 plus taxes for vegetation management at the DOHH Aerodrome.</p>	Public Works	Complete
<b>JULY 22, 2019 COUNCIL MEETING</b>			
SR1	<p><b>Social Media Content Plan</b></p> <p>Council approve 3 x 7 day camping passes in the amount of \$300 as prizes for a photo contest that will provide the District will new photos to use for social media and our website and that the Social Media Content Plan be added to the Diary for budgeting purposes.</p>	Admin	Photo Contest Completed. Social Media Content Plan to be added to the Budget
C3	<p><b>Request for Letter of Support</b></p> <p>That Council provide a letter of support for the Hudson's Hope Fall Fair Committee's application to Northern Development Initiative Trust's Fabulous Festivals and Events Grant for funding to provide live music at this year's Fall Fair.</p>	Admin	Completed (Letter issued July 24/19)
<b>JULY 8, 2019 COUNCIL MEETING</b>			
SR4	<p>Council authorize staff to take action on the recommendations set forth in the Tree Assessment report within the current public works budget and that it be brought back to Council if more funding is required</p>	Public Works	Complete
<b>MARCH 11, 2019 COUNCIL MEETING</b>			
SR8	<p>Staff to research new funding model for grant in aid and bring back to Council prior to the 2020 application period.</p>	Admin / Finance	Work in Progress

<b>FEBRUARY 11 2019 COUNCIL MEETING</b>			
SR4	Staff to review the O&M Program for recreation assets such as the tennis courts, baseball diamonds, and playgrounds to ensure adequate funding is available to maintain these assets and that they are adequately reflected in our annual maintenance program.	RSEC/Public Works	Need to schedule meeting
<b>JANUARY 14, 2019 COUNCIL MEETING</b>			
SR4	Council approves a grant application to be made for the Rural and Northern Communities Program for upgrades to Beattie Lift Station.	DPW/ADMN	Application submitted; awaiting response

## REQUEST FOR DECISION

RFD#: CC-2020-04	Date: December 18, 2019
Meeting#: CM011320	Originator: Chris Cvik
RFD TITLE: Financial Assistance Grants Policy	

### RECOMMENDATION:

1. That Council approve the Financial Assistance Grant Policy.

### BACKGROUND:

During the March 11, 2019, Council Meeting, the following resolution was passed:

**RESOLUTION NO.065/19**

**M/S Councillors Markin/Miller**

**That**

**"Staff to research new funding model for grant in aid and bring back to Council prior to the 2020 application period."**

**CARRIED**

This was based on discussion at the Council Meeting that included:

#### **"Financial Assistance Grant Applications**

Discussion regarding grant in aid amount and amend the policy to reduce the amount allotted as the library and the museum are no longer included in these applications. Amount used to include a contingency amount for applications that were received later in the year, but the Corporate Officer explained that any grant in aid amounts that are received late are not being accepted. Discussion regarding including an unallocated amount for other requests for funding that may be received during the year."

### DISCUSSION:

In 2019, there was approximately \$50,700 available for Grants based on a calculation of 15% of Residential Taxes. This amount is in addition to the \$121,103 grant provided to the Library and \$85,850 grant provided to the Museum.

**FINANCIAL:**

If the amount of the grant funding available is changed from 15% to 10% (decrease of 5%), it would result in a funding reduction of \$16,900 based on 2019 residential taxes. The amount still available would have been \$33,800.


Using these numbers, \$27,040 (80%) would have been available through the budget process and \$6,760 (20%) would have remained unallocated and available throughout the year.

Administration believes these amounts are reasonable.

**Attachments:**

1. Draft Financial Assistance Grants Policy. *Tracked changes showed the proposed amendments to the current policy.*

Report Approved by:

  
Chris Cvik, CAO

## FINANCIAL ASSISTANCE GRANT POLICY

Revised Council Resolution No. \_\_\_\_\_  
Revised Effective Date: January 13, 2020

Original Council Resolution No. 074  
Original Effective Date: March 24, 2014

Section: Finance

### Purpose:

The District of Hudson's Hope recognizes that valued contributions are being provided through volunteer efforts of the community organizations and agencies on behalf of the citizens. The Financial Assistance Grant demonstrates Council's commitment to working with groups that provide these beneficial programs, services or projects to the community while at the same time recognizing the financial constraints of the District.

### Policy:

In granting financial assistance to an organization for a Financial Assistance Grant, the District will take in to account the following objectives:

1. For purposes of budget preparation, an amount not exceeding 10% of the annual municipal residential tax revenue will be budgeted for Financial Assistance Grants.
2. Of the total amount budgeted to provide Financial Assistance Grants, eighty percent (80%) will be eligible for disbursement through the budget approval process and the remaining twenty percent (20%) will remain unallocated for any requests that may be subsequently received during the year.
3. *The primary purpose* of a financial assistance grant is to provide assistance to an organization for a specific capital project or local event that benefits the residents of the District of Hudson's Hope.
4. Providing financial assistance includes the donation of time, facilities and District inventory, for example, tents, tables and chairs.
5. Grants will not be provided for travel expenses.
6. The applicant organization must be registered as a Non-Profit Society or belong to a parent Non-Profit Society under the laws of British Columbia and/or Canada.
7. Upon completion of the project, the applicant must submit a final report to the District of Hudson's Hope outlining how funds were expended.

8. Assistance in the form of a grant will be made after the property tax deadline, which is early July of each year. If the applicant requires all or a portion of the funds prior to that time, the application should specifically request an earlier payment, which will be at the discretion of Council.
9. Preference will be given to an organization that benefits the Hudson's Hope community at large.
10. Priority may be given to the following categories:
  - a. Family
  - b. Youth
  - c. Disabled
  - d. Adult
  - e. Size of Group

*Note: Individual groups are encouraged to apply through their Umbrella Group.*

11. Priority for capital projects and events hosted in our community may be given to the following categories:
  - a. Local Events
  - b. Regional Events
  - c. Provincial Events
  - d. National Events

This policy does not apply to:

- a. Hudson's Hope Library
- b. Hudson's Hope Museums
- c. Hudson's Hope Community Hall
- d. Minor Sponsorships (Receptions, Luncheons, Dinners, etc.)
- e. Requests for promotional items (Pins, T-shirts, etc.)

#### **Procedure:**

1. Advertising will be through the District's social media (website, Facebook, PSA) or placed in the newspaper in January giving notice that the District of Hudson's Hope is accepting applications until February 15 for Financial Assistance Grants for the District's next budget year.
2. The application form for a financial assistance grant is attached to the policy.
3. An executive representative of the organization making the grant request must present the request to Council if requested.
4. The application in its entirety will be placed in a Council agenda.

5. At the discretion of Council, decisions pertaining to the approval of the grant requests may be made at the same meeting as the request is presented, however the Council decision will not be made during the delegation presentation and further Council may postpone the decision until a later date.
6. Requests for financial assistance must be approved by an affirmative vote of at least two-thirds of all Council Members.

### APPLICATION FOR A GRANT

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

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

GENERAL INFORMATION			
Official Name of Non-Profit Organization			
Mailing Address	City	Province	Postal Code
SOCIETY INFORMATION			
Society Registration Number	Charity's BN (Business Number) / Registration Number <i>(the number the organization puts on charitable donation receipts)</i>		
SOCIETY EXECUTIVE – ATTACH LIST IF MORE ROOM IS NECESSARY			
Title	Name	Phone Number	
LOCAL CONTACT INFORMATION OF PERSON COMPLETING APPLICATION FORM			
Contact Name			
Mailing Address	City	Province	Postal Code
Work Telephone	Home Telephone	Cell Telephone	Email Address

GRANT APPLICATION	
<input type="checkbox"/> New Grant Application	<input type="checkbox"/> Application for Project Previously Funded by the





**Describe the purpose of your organization:**

**Describe the purpose of your organization:**

**1. \_\_\_\_\_The number of persons that are served by your organization annually.**

**1. \_\_\_\_\_The number of persons that are served by your organization annually.**

2. \_\_\_\_\_ The number of members in your organization/society.

2. \_\_\_\_\_ The number of members in your organization/society.

1. \_\_\_\_\_the number of volunteers and\_\_\_\_\_the number volunteer hours worked per year.

1. \_\_\_\_\_the number of volunteers and\_\_\_\_\_the number volunteer hours worked per year.

**2. The number of paid staff, their titles and number of paid hours per year.**

[illegible]



HUDSON'S  
HOPE  
PLAYGROUND OF THE PEACE

**Describe the reason for your grant application:**

[illegible]

☐ Event                      ☐ Capital Project

☐ Youth ☐ Seniors ☐ Disadvantaged Persons

☐ Arts and Culture      ☐ Recreation and Sports      ☐ Environment, Social and Education

- ☐ Most recent Financial Statements including a Balance Sheet and Income Statement
- ☐ Previous year's actual operating budget if the most recent Financial Statements provided are not the previous year's (Please attach a copy of the income and expense statement in a format consistent with the organization's financial statements)
- ☐ Operating Budget for the Current Year (Please attach a copy of the projected income and expense statement in a format consistent with the organization's financial statements)
- ☐ Projected operating budget for the next year
- ☐ Copy of Non-Profit Society Registration papers

**DECLARATION**

I hereby declare that the statements and information contained in the material submitted in support of this application are to the best of my belief true and correct in all respects.

I hereby agree to indemnify and save harmless the District of Hudson's Hope and its employees against all claims, liabilities, judgments, costs and expenses of whatsoever kind which may in any way occur against the said City and its employees in consequence of and incidental to, the granting of this exemption, if issued, and I further agree to conform to all requirements of the applicable bylaw and all other statutes and bylaws in force in the District of Hudson's Hope.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

The personal information on this form is collected for the purpose of an operating program of the District of Hudson's Hope as noted in Section 26(c) of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection and use of this information, please contact the Freedom of Information Coordinator at 250 787 8150.

**APPLICATION DEADLINE – FEBRUARY 15**

***SEND APPLICATIONS TO:***

**DISTRICT OF HUDSON'S HOPE**

**HUDSON'S HOPE, BC**

**V0C 1V0, CANADA**

## REQUEST FOR DECISION

<b>RFD#:</b> CC-2020-08	<b>Date:</b> December 23, 2019
<b>Meeting#:</b> CM011320	<b>Originator:</b> Chris Cvik, CAO
<b>RFD TITLE:</b> Light Industrial Subdivision – Report #2	

### RECOMMENDATION:

1. The Council approve the recommendation from the Light Industrial Steering Committee to direct award a consulting services contract to Urban Systems and to proceed with hiring a geotechnical company and a survey company to undertake detailed design work including the Geotech and Survey work under the management of Urban Systems.

### BACKGROUND:

At the December 9, 2019, Council Meeting, the following direction was provided to Administration:

Northern Development Initiative Trust (NDIT)  
– Strategic Initiatives Fund – Light Industrial Subdivision Plan

Direction to Staff: Staff organize an Industrial Committee meeting for the purposes of utilizing the NDIT Grant.

The Industrial Committee meeting took place on Thursday, December 12, 2019.

### DISCUSSION:

At the time of the meeting, the Light Industrial Committee had not heard from the Ministry of Transportation and Infrastructure in regards to a Traffic Impact Study. On December 16, 2019, the District received written confirmation that MoTI will not require a Traffic Impact Study (TIS) for phase one (1) of the proposed development, however, MoTI is recommending that the accesses that abut to the Hudson's Hope Highway 29N be designed to a paved Type 2B access as per the Ministry's Geometric Design Guide. In addition, MoTI is asking that a Section 219 no build covenant be placed on the remainder of the land until a TIS is provided and the applicable intersection upgrades are complete.

As Council may recall, Urban Systems was retained earlier this year to commence work on the Preliminary Design for the Light Industrial Subdivision. Urban Systems prepared a detailed design of the project and budget. Undertaking a topographic survey and completing a geotechnical investigation were identified in the scope of the Detailed Design Work Program. It was with their assistance the District was able to apply for the Strategic Initiatives Fund grant through NDIT.

### FINANCIAL CONSIDERATIONS:

Northern Development will reimburse Eighty-Percent (80%) of eligible project costs to a maximum of \$144,000.00. The District is responsible for twenty (20%) of eligible project costs or a maximum of \$36,000.

For budgeting purposes, \$180,000 (\$144,000 + \$36,000) will be including in the 2020 Capital budget for the project as the grant reimbursement is not until the end of the year after proper documentation has been submitted to NDIT and determined to be satisfactory.

**OTHER CONSIDERATIONS:**

As part of this project, Administration will be bringing the following reports to Council in 2020.

1. Zoning/OCP Amendment to current zoning and Official Community Plan (OCP) use for the Light Industrial Property.
2. Road Closure – Taylor Avenue (Portion that crosses the Light Industrial property).
3. Subdivision Application for 10 lots.

**ATTACHMENTS:**

1. July 31, 2019 Letter from Urban Systems – Light Industrial Subdivision Detailed Design Work Program.



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Chris Cvik, CAO

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Attention: Chris Cvik, Chief Administrative Officer, District of Hudson's Hope  
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- The area that the District purchased from Crown Lands
- Existing road ROW's within the proposed subdivision area
- A portion of the District's Public Works Yard adjacent to the proposed subdivision
- A portion of Highway 29 near the Powell Road Intersection to facilitate the proposed highway upgrades
- Existing utilities (water, power, gas etc.)
- Complete a Geotechnical Investigation for the road and lots to confirm that the soils will support an onsite wastewater disposal system. (Note that we have considered an allowance of \$25,000 for the initial investigation and report)

The base plan will tie all legal boundaries, topographic information, existing utilities within one plan to be used for the design of the proposed subdivision.

The following deliverables are included in this task:

- Preparation of a base plan showing the existing topography, roadways and utilities.

**Task 3: Prepare Design Drawings for Review and Communication with Other Agencies**

Task 3 involves preparation of the detail design of the Light Industrial Subdivision. The intention would be to:

- Review the conceptual layout and optimize the entrance location as well as properties
- Prepare 50% Design drawings for review with the District based on discussions at the project kickoff meeting.
- Review drawings with District Staff to confirm the project details are being considered
- Prepare 75% detailed design for submission and review of utilities and agencies
- Finalize detailed design for submission to utilities and agencies.

Note that through the design process Urban Systems will be initiating discussions with:

- Ministry of Transportation and Infrastructure (MoTI) to confirm appropriate Highway Access Improvements including the completion of a Traffic Impact Study
- Confirm MoTI subdivision application requirements
- Follow up with other utility suppliers to confirm:
  - Electrical upgrades, gas main installations, telecommunications and internet.

We will request that the utility companies provide design of their infrastructure based on the final subdivision design. Note that the utility companies may require the District to pay for the design costs up front with a detailed construction cost estimate upon completion of the design.

July 31, 2019

File: 0664.0000.00

District of Hudson's Hope  
9904-100<sup>th</sup> Avenue  
Hudson's Hope, BC V0C 1V0

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

**RE: LIGHT INDUSTRIAL SUBDIVISION – DETAILED DESIGN WORK PROGRAM**

### **PROJECT BACKGROUND**

In 2014, the District of Hudson's Hope completed a conceptual design for a light industrial subdivision north of the town center, as part of the design, a conceptual level cost estimate for the work was completed. Since this time, the District has acquired a portion of the lands and would like to move forward with a detailed design of the subdivision. We understand that the detailed design will include:

- Lots that are serviced with water and 3 phase power;
- Onsite Wastewater Disposal System
- Gravel roadways
- The lots will not be cleared and will be one Hectare in size
- The development will be constructed within the property that the District currently holds Ownership
- Access to the Development will be off Powell Road with appropriate Highway Access Improvements.

This work program provides a scope of work to complete a detailed design of the project including a plan to phase the work.

### **PROPOSED SCOPE OF WORK**

#### ***Task 1: Project Kick-off Meeting***

Following approval, District of Hudson's Hope and Urban Systems will initiate the project. The kickoff meeting will include a meeting at the District office with team members from both organizations. The goal of the kick off meeting is to confirm the District's desired outcomes from the latest 2019 Conceptual Layout.

The following deliverables are included in this task:

- Project initiation kick off meeting – meeting minutes

#### ***Task 2: Detailed Topographic Survey of the Project Site and Preparation of a Base Plan***

Task 2 includes a detailed topographic survey of the proposed subdivision area including:

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Attention: Chris Cvik, Chief Administrative Officer, District of Hudson's Hope  
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The following deliverables are included in this task:

- Preparation detailed design drawings for the light industrial subdivision.

**Task 4: Preparation of a Construction Cost Estimate for the Site**

Task 4 involves updates to the detailed Class "B" cost estimate for the subdivision construction costs.

The updated cost estimate will include the following:

- Updated costs based on the detailed design drawings prepared in Task 3;
- Update costs based on anticipated upgrades required by MoTI;
- Update costs based on communications with utilities.

The following deliverables are included in this task:

- Preparation of a Draft Class B cost estimate for the construction of the light industrial subdivision based on the tasks noted within this work program. Note that the costs will include, road preparation, water main extension, and highway improvements. We will include the utility costs based on the information provided by the utility companies;
- Meeting with District staff to review the draft cost estimate;
- Finalize the cost estimate based on comments from the District and present the estimate to the District for their use.

**Task 5: Submit Applications to MoTI and Utilities**

Upon Completion of Task 4, we plan to complete applications to the required approving agents and utility firms. The proposed work is as follows:

Ministry of Transportation and Infrastructure

- Prepare and submit an application to MoTI to sub divide the proposed property
- Prepare and submit a Highways Construction Permit Application for the proposed Highway Improvements at the project access.

Utilities:

- Provide detailed design drawings for all utilities (BC Hydro, Fortis BC, and Telus) for the design and construction of the utilities within the proposed subdivision

Northern Health:

- Prepare and submit a Waterworks Construction Permit to Northern Health for the Construction of the Watermain. (note that this will be considered when the project is close to going for Tender)



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#### **Task 6: Planning Assistance**

As noted in the Light Industrial Subdivision Conceptual Design Memo, the Village will be required to complete a modification to their OCP to include the proposed use for the noted land to Light Industrial. In addition:

- The current land is designated P2 Parks and Open Space which will need to be rezoned to Light Industrial or similar. Note that the District will need to consider when the rezoning is completed. It may make sense to leave the Zoning as is with the plan to have the new land Owners determine the zoning for their specific needs e.g. Commercial vs. Light Industrial
- As the District has been very specific regarding the requirement for Landscaping along the Highway Frontage, there may be a need to designate this area ad a Development Permit Area which could be used to ensure that the appropriate landscaping needs are met.

We suggest that we include an allowance of \$15,000 to provide assistance to District Staff to complete the OCP modifications and determine how to proceed with the zoning and Development Permit considerations.

#### **Future Tasks: Tendering and Construction Management**

When the project is ready for Tendering and Construction, we will be pleased to provide a budget to account for the work.

Note that at this time we have not considered any Environmental or Archeological work.

#### **BUDGET AND SCHEDULE**

Our proposed budget for completing this assignment is estimated to be \$180,000 including disbursements and all estimated travel costs for the required site visits. However, this total does not include any applicable taxes. The estimated budget for each task is presented in the following table.

Task	Estimated Budget	Schedule
1 Project Kick-off Meeting	\$ 2,000	Mid March 2020
2 Detailed Topographic Survey of the Project Site and Preparation of a Base Plan, Geotech Allowance	\$ 71,500	Early April, 2020
3 Prepare Design Drawings for Review and Communication with Other Agencies	\$ 73,500	Mid June, 2020
4 Preparation of a Construction Cost Estimate for the Site	\$ 6,000	Mid July, 2020
5 Submit Applications to MoTI and Utilities	\$ 12,000	Early August, 2020
6 Planning Assistance	\$ 15,000	Early October, 2020
<b>Total</b>	<b>\$ 180,000</b>	

Date: July 31, 2019  
File: 0664.0000.00  
Attention: Chris Cvik, Chief Administrative Officer, District of Hudson's Hope  
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We have included a schedule for the work based on a starting the project when the survey and geotechnical crews are able to mobilize to site. The final schedule will be determined by acceptance of the Work Program and ability of crews to complete the work due to weather/site conditions.

## **CLOSING**

Thank you for presenting Urban Systems with the opportunity to submit a scope of work and fees for this project. We are excited for the opportunity to continue working with the District of Hudson's Hope to contribute to the vibrancy of your community.

If you have any questions about this proposed scope of work or would like further information, please do not hesitate to contact the undersigned at 250-785-9697.

Sincerely,

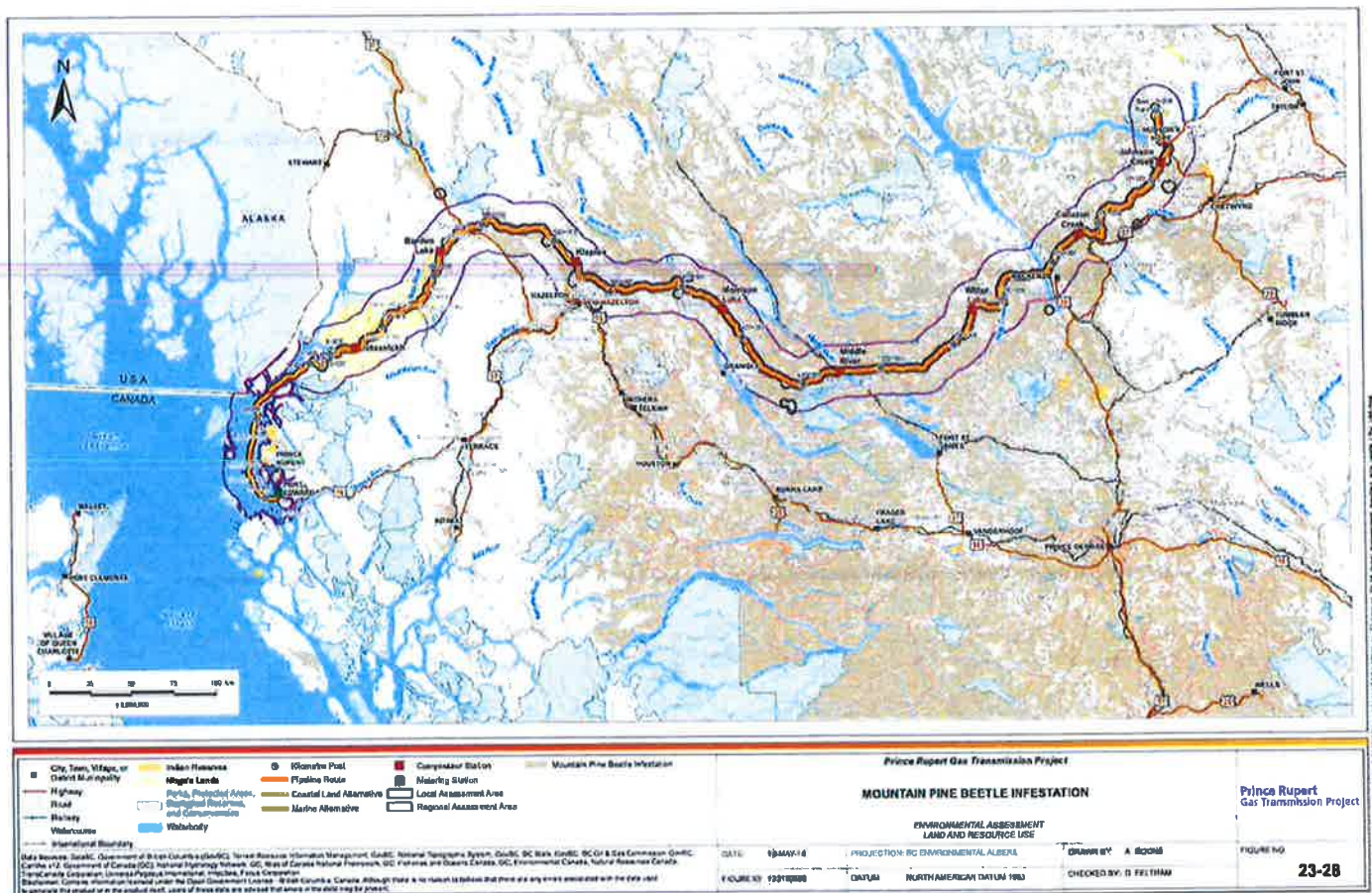
**URBAN SYSTEMS LTD.**

A handwritten signature in blue ink, appearing to read "Mark Hall", written over a light blue horizontal line.

Mark Hall, ASCT  
Project Leader

/mrh

\\us1.urban-systems.com\projects\Projects\_FS\0664\0045\01\Reports\2019-07-16 Strategic Initiatives Fund Application\Work Program\2019-07-31-WP-Industrial Subdivision Detailed Design.docx





**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

July 31, 2019

Grant Application – Council Resolution

**RESOLUTION NO. 220/19**

**M/S Councillors Miller/Gibbs**

**That**

***"Council direct staff to apply for the Northern Development Initiative Trust Strategic Initiatives Grant for the purpose of completing detailed designs for the Light Industrial sub-division."***

**CARRIED**

**Chris Cvik, CAO  
District of Hudson's Hope**



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**

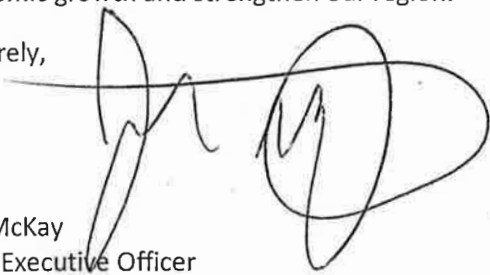
Northern Development exists to stimulate economic growth through strategic and leveraged investments that build a strong and diversified economy in central and northern B.C. Our vision is that northern B.C. is home to world-class industries, diversified regional economies and growing, energetic communities.

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

## REQUEST FOR DECISION

<b>RFD#:</b> CC-2020-03	<b>Date:</b> January 13, 2020
<b>Meeting#:</b> CM011320	<b>Originator:</b> Chris Cvik
<b>RFD TITLE:</b> Lucas Subdivision – Marketing Plan Report #2	

### RECOMMENDATION:

1. That Council approve the Request for Proposal for the District of Hudson's Hope Real Estate Services – Lucas Subdivision

### BACKGROUND:

At the October 28, 2019, in-camera meeting, the following resolution was released into the open agenda.

**RESOLUTION NO. IC 290/19**

*M/S Councillors Markin / Miller*

*"THAT Staff prepare a Request for Proposal regarding hiring a real estate company to market the Lucas Subdivision and that a report be brought back to Council for approval."*

**CARRIED**

### DISCUSSION:

In conjunction with the review of the RFP for Real Estate Services - Lucas Subdivision, there are three key questions Council should address:

1. Why would someone want to purchase a lot? *What is the incentive?*
2. Why would a real estate agent want to represent the District in selling the seventeen lots? *What is the incentive to try to sell the lots in a timely manner?*
3. What support is the District willing to provide a real estate service in marketing the lots for sale?

In terms of bullet #1 and why a person might be motivated to purchase one of the seventeen (17) lots, Administration is working on a complementary report and bylaw that will be recommending a property tax exemption to anyone who purchases a lot.

**SR4**

**FINANCIAL:**

**Marketing Budget** – Administration will be including \$10,000 in the 2020 Operations Budget. The funds are to be split as follows: \$7,500 to assist the realtor in marketing the 17 lots and \$2,500 towards the purchase and installation of a billboard sign that will be located at the Lucas Subdivision. The sign will show a map of the subdivision and show which lots have been sold and which are still available for purchase. Council would approve ALL expenditures from the Marketing budget.

**Bonus Compensation** – Administration is recommending that Council approve a bonus compensation program designed to provide an additional incentive to a real estate firm to sell the lots. Assuming a 7% commission rate, **the maximum possible additional bonus compensation is \$52,050** based on all 17 lots being sold within the 12- month period. The payment would come from the sale of the lots and be charged back to the Land Fund.

**Attachments:**

1. Draft Request for Proposal – Real Estate Services – Lucas Subdivision

Report Approved by:



Chris Cvik, CAO



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

## **REQUEST FOR PROPOSAL (RFP)**

**FOR**

**DISTRICT OF HUDSON'S HOPE REAL ESTATE SERVICES – LUCAS SUBDIVISION**

**MUNICIPALITY OF THE DISTRICT OF HUDSON'S HOPE**

**9904 Dudley Drive**

**Hudson's Hope, BC, VOC 1V0**



**Issue Date: February 3, 2020**

**Closing Date: March 2, 2020**



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## 1. Background

The District of Hudson's Hope recently completed work on the Lucas Subdivision; a twenty-seven (27) lot subdivision just under twelve acres in size. The subdivision is located within easy walking distance to the school, arena, outdoor swimming pool, grocery store and the healthcare facility.

Ten of the twenty-seven lots have been sold to BC Hydro through the terms of a partnership agreement and the District is interested in selling the remaining seventeen (17) lots.

The objective of this Request for Proposals ("RFP") is to invite proposals from Real Estate Agents/Firms for the provision of professional services, advice, and technical assistance in the marketing and selling of the seventeen lots that are owned by the District of Hudson's Hope in the Lucas Subdivision.

## 2. Scope of Work

The District is seeking the services of an experienced and proven realtor to:

1. Develop and implement a marketing concept plan or strategy designed to ensure the seventeen properties receive optimal exposure.\*\*
2. List and sell the seventeen lots available for sale in the Lucas Subdivision.
3. Provide a written report to Council on a quarterly basis with an update on the status of the lot sales.
4. Other services usually associated with the listing and selling of properties.

\*\*In terms of a marketing concept plan or strategy, proposals should include a thorough description of the approach and methodology to be undertaken which include information about, but not limited to:

- Multiple Listing Services (MLS)
- Open Houses
- Professional and informal networks to be accessed/utilized.
- Advertising (print and electronic)
- Additional media (i.e., social media, newsletters)

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### 3. Terms of Reference

The following is a list of duties and responsibilities of the proponent:

1. The successful proponent must have or obtain a valid business license to operate within the District.
2. The successful proponent must be licensed to list and sell Real Estate in the Province of British Columbia and must comply with all real estate laws and statutes.
3. The successful proponent must disclose any involvement with a potential purchaser to the District prior to negotiating a potential sale and the District shall have the option to engage an independent realtor to represent the District in such a transaction.
4. The District considers that should a contract be entered into between itself and a successful proponent, said contract would have a duration of **one (1) year** with an option to extend at Council's discretion.
5. The properties will be sold on an "As Is" basis however the District may prescribe specific conditions of sale to facilitate development of the properties.

### 4. Proposal Evaluation and Selection

In considering and evaluating proposals, the Municipality intends to identify the proposal (if any) that, in the District's opinion, offers the best value. The Municipality is not obligated to accept the lowest or any Proposal, and may reject all submissions.

Proposals will be evaluated based on the following criteria.

1. Marketing Services – Diversity of media, degree of exposure, alternative media sources to reach local, regional, and provincial markets.
2. Qualifications – Affiliation, national/regional reach, key personnel, experience in selling subdivisions.
3. Proven Performance / Work References – Examples and references from clients where the Proponent has provided a similar service.
4. Submission Completeness – Understanding of project scope of work, detailed work (marketing) plan, detailed schedule and methodology to complete the project.
5. Availability/Technology – Methods of contact and communication, hours available, distance to client.
6. Pricing – Include all pricing information relative to performing the consulting services as described in the Scope of Service.
7. Value Added – Any Innovative Techniques being suggested to market and sell the properties.

A copy of the proposal evaluation form is included in Appendix B.

This RFP does not commit the District in any way to select a Preferred Proponent, and the District reserves the right to at any time reject all Proposals, and to terminate this RFP process for any reason. Further, the award confirmation letter(s), is the sole source of any contractual obligation on the District with respect to the Project.

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## 5. RFP Submission

Proposals should provide the following information or address the following topics, in no particular order:

1. Confirmation of licensed realtor status in British Columbia including full name of brokerage
2. Experience in selling multiple lots or homes in a subdivision.
3. Confirmation that the successful proponent has or would be willing to obtain a Business License.
4. Familiarity with the District of Hudson's Hope and/or the Peace River Regional District real estate market.
5. A marketing concept plan to ensure top level exposure above and beyond a Multiple Listing Service placement.
6. A thorough description of the approach and methodology to be undertaken to support the marketing plan to achieve the District's objective.
7. Ability to connect to potential buyers locally, regionally, and provincially.
8. Terms of the proposed contractual relationship between the realtor and the District (attached proposed contract if possible, or essential terms at a minimum).
9. Use of technology to communicate with the District and prospective clients
10. Assuming notification of contractual award on March 9, 2019, provide an expected timeline for marketing and sale of the seventeen lots.
11. Outline of realty fees in the form of a percentage of the agreed sales price for each lot, including taxes.
12. Other realty fees and all other fees associated including costs must be identified and outlined in the submission.
13. Signed by a person having signing authority for the proponent.
14. Any innovative techniques being suggested to market and sell the properties.

A copy of the Form of Proposal is included in Appendix A.

## 6. Project Schedule

The anticipated general schedule for the design and construction of the project is as follows:

1. Closing Date for Proposal Submission: **February 3, 2020**
2. Addendum Released - if Required: **February 15, 2020**
3. Closing Date for Proposal Submission: **March 2, 2020**
4. Selection of Preferred Proponent: **March 9, 2020**
5. Proponent Award Letter issued: **March 16, 2020**
6. End Date of Contract: **March 31, 2020**

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## 7. Submission of Proposals

Each proponent must submit one copy of their proposal titled “RFP – District of Hudson’s Hope Real Estate Services – Lucas Subdivision” by courier, hand delivery, or via email to the following address and must be received by 4:00 pm, March 2, 2020:

Chris Cvik, CAO  
District of Hudson's Hope  
P.O. Box 330 Hudson’s Hope, BC V0C 1V0

Email: cao@hudsonshope.ca

All inquiries related to this RFP, including whether or not the Contract has been awarded, should be directed in the above contact.

## 8. Marketing Budget

In addition to any marketing efforts paid by the Proponent, the District is allocating a marketing budget in 2020 of \$7,500 to assist in the sale of the lots. Council must approve ALL expenditures from the Marketing budget. Proponents should include how they propose to utilize the District funding as part of their marketing plan submission.

The District has also budgeted for the purchase and installation of a marketing billboard that will be located at the Lucas Subdivision. The sign will include a visual map of the subdivision and show which lots have been sold and which are still available for purchase.

## 9. Bonus Compensation

To provide an additional incentive, the District is offering a bonus compensation to the successful proponent based on the total-number of vacant lots that have been sold by the end of the twelve-month contract. The bonus commission structure is as follows:

Number of Lots Sold During the 12-month Contract	Bonus Commission Additional Compensation Earned
5	Additional 25% of the total value of commission earned
6 – 9	Additional 50% of the total value of commission earned
10 – 13	Additional 75% of the total value of commission earned
14 – 17	Additional 100% of the total value of commission earned

Example: If the successful proponent sells 5 lots during the 12-month contract period and the value of the commissions paid on the sale of the 5 lots totalled \$14,000 (assumed 7% commission rate and \$40,000 per lot selling price), the realtor would be eligible to receive an additional \$3,500. Assuming a 7% commission rate, **the maximum possible additional bonus compensation is \$52,050** based on all 17 lots being sold within the 12- month period.

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## 10. General Conditions

### 10.1. Proponent's Expenses

Proponents are solely responsible for their own expenses in preparing and submitting Proposals, and for any meetings, negotiations or discussions with the District or its representatives and contractors relating to or arising from this RFP.

### 10.2. Conflict of Interest

A Proponent shall disclose in its Proposal any actual or potential conflicts of interest and existing business relationships it may have with the District, its elected or appointed officials or employees. The District may rely upon such disclosure.

### 10.3. Solicitation of Elected Officials

Proponents and their agents will not contact any member of the District council, District staff or District contractors with respect to this RFP, other than the District Representative named in Section 7, at any time prior to entering into a Contract or the cancellation of this RFP.

### 10.4. Confidentiality

The RFP document, or any portion thereof and any other confidential information to which a Proponent may have access as a result of this RFP process, may not be used by a Proponent for any purpose other than submission of Proposals. By submitting a Proposal, every Proponent agrees not to divulge, release or otherwise use any information that has been given to it or acquired by it from the District on a confidential basis as a result of or during the course of the RFP process.

### 10.5. Ownership of Proposals and Freedom of Information

Each Proposal submitted, as well as any other documents received from a Proponent, becomes the property of the District, and as such subject to the *Freedom of Information and Protection of Privacy Act* ("FOIPPA"). FOIPPA grants a general right of access to such records, but also includes grounds for refusing the disclosure of certain information.

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## APPENDIX A: FORM OF PROPOSAL– LUCAS SUBDIVISION REAL ESTATE SERVICES

Section	Objective	Description
1.	Experience Summary	Provide information on your firm including, size, location, number and nature of professional staff, affiliation with larger support resources.
2.	Marketing Services	Describe the methods to be utilized to identify target markets and a description of the marketing materials and strategy for presenting the lots to the local, regional, and provincial market place.
3.	Fee Structure	<p>State your proposed fee structure for listing/marketing and selling the properties.</p> <p>State other costs, if any that District should anticipate that relate to the proposed services. For example, taxes on commission rates.</p>
4.	References	Provide a list of three applicable references. Include contact information for each reference along with a brief description of the service provided. Preferably use references based on a similar project scope to this one.

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## APPENDIX B: EVALUATION CRITERIA

Submissions will be evaluated by District employees who will put forward a recommendation to Council. The evaluation team will evaluate proposals based on the categories outlined in the Submission Evaluation Scoring Table.

**Submission Evaluation Scoring Table**

<i>Categories</i>	<i>Points (Maximum 10)</i>	<i>Weight</i>	<i>Weighted Score</i>
1. <b>Marketing Services</b> – Diversity of media, degree of exposure, alternative media sources to reach local, regional and provincial markets		35%	
2. <b>Qualifications</b> – Affiliation, national/regional reach, key personnel, experience in selling subdivisions		10%	
3. <b>Proven Performance / Work References</b> – Example and references from clients where the Proponent has provided a similar service.		15%	
4. <b>Submission Completeness</b> – Understanding of project scope of work, detailed work (marketing) plan, detailed schedule and methodology to complete the project.		20%	
5. <b>Availability/Technology</b> – Methods of contact and communication, hours available, distance to client		10%	
6. <b>Value Added</b> – Any innovative techniques being suggested to market and sell the properties		5%	
7. <b>Cost</b> – Outline of fee structure.		5%	
<b>TOTAL AVAILABLE POINTS</b>		<b>100%</b>	

Points for submission will be based on the following;

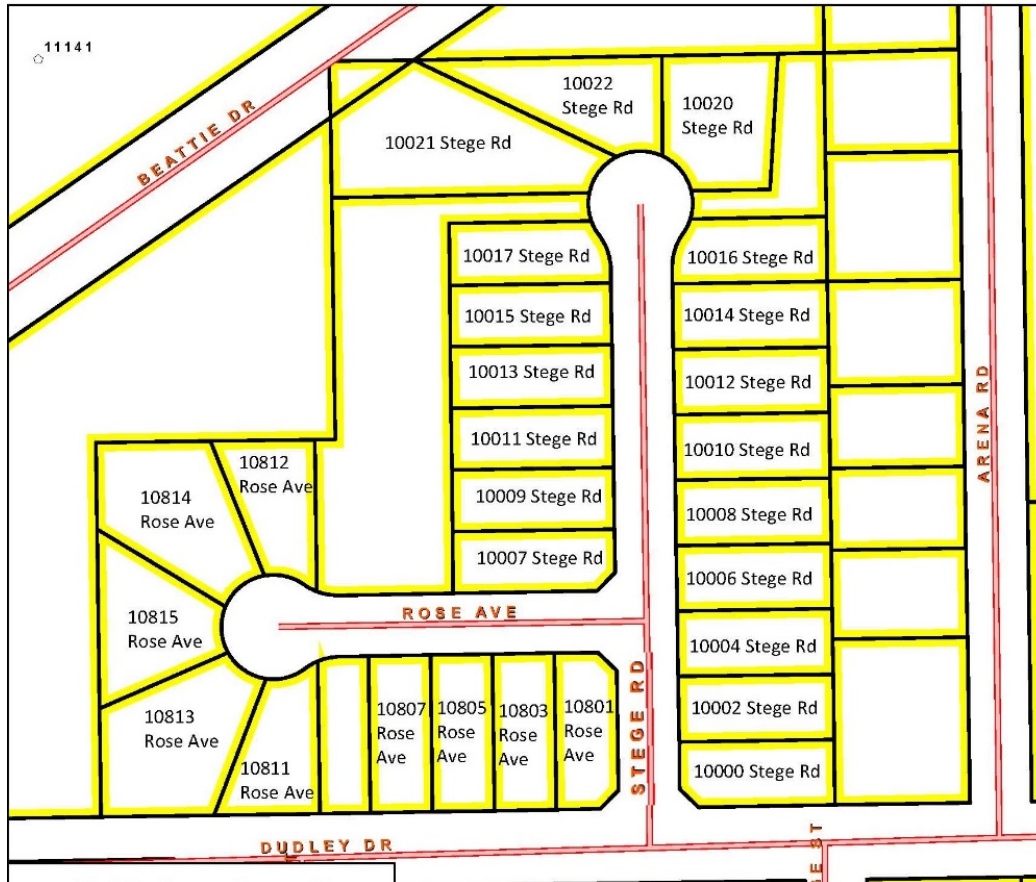
- Each category of a proponent's submission will be given a score out of 10, with 10 being the highest.
- The points will be multiplied by the weighting to determine the weighted score for the category
- The total score of the proponent's submission will be the sum of the weighted category scores.



## APPENDIX C: LUCAS SUBDIVISION FACT SHEET

The Lucas Subdivision is located at Section 13 Township 81 Range 26 West of the 6th Meridian Peace River District Plan EPP77321.

### LUCAS SUBDIVISION



### LOTS AVAILABLE FOR PURCHASE

Lot #	Civic Address	Lot Size	Lot Price	Price
1	10000 Stege Road	1060 m <sup>2</sup>	SOLD	SOLD
2	10002 Stege Road	1075 m <sup>2</sup>	\$40,000	
3	10004 Stege Road	1075 m <sup>2</sup>	\$40,000	
4	10006 Stege Road	1075 m <sup>2</sup>	\$40,000	
5	10008 Stege Road	1075 m <sup>2</sup>	\$40,000	
6	10010 Stege Road	1075 m <sup>2</sup>	SOLD	SOLD
7	10012 Stege Road	1075 m <sup>2</sup>	\$40,000	
8	10014 Stege Road	1075 m <sup>2</sup>	SOLD	SOLD
9	10016 Stege Road	1032 m <sup>2</sup>	\$40,000	
10	10020 Stege Road	1534 m <sup>2</sup>	SOLD	SOLD

Lot #	Civic Address	Lot Size	Lot Price	Price
11	10022 Stege Road	1645 m <sup>2</sup>	\$55,000	
12	10021 Stege Road	2638 m <sup>2</sup>	\$65,000	
13	10017 Stege Road	1023 m <sup>2</sup>	\$40,000	
14	10015 Stege Road	1054 m <sup>2</sup>	SOLD	SOLD
15	10013 Stege Road	1056 m <sup>2</sup>	\$40,000	
16	10011 Stege Road	1057 m <sup>2</sup>	\$40,000	
17	10009 Stege Road	1059 m <sup>2</sup>	SOLD	SOLD
18	10007 Stege Road	1040 m <sup>2</sup>	\$40,000	
19	10812 Rose Ave	1147 m <sup>2</sup>	SOLD	SOLD
20	10814 Rose Ave	1936 m <sup>2</sup>	\$55,000	
21	10815 Rose Ave	1514 m <sup>2</sup>	SOLD	SOLD
22	10813 Rose Ave	2043 m <sup>2</sup>	\$55,000	
23	10811 Rose Ave	1167 m <sup>2</sup>	\$45,000	
24	10807 Rose Ave	1033 m <sup>2</sup>	SOLD	SOLD
25	10805 Rose Ave	1033 m <sup>2</sup>	\$37,500	
26	10803 Rose Ave	1034 m <sup>2</sup>	SOLD	SOLD
27	10801 Rose Ave	997 m <sup>2</sup>	\$37,500	

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## APPENDIX D: LUCAS SUBDIVISION PHOTOS

The Lucas Subdivision is fully serviced and includes electricity, gas, water, storm sewer, sanitary sewer, telephone, internet and cable television. Final lot surveys are the responsibility of the purchaser.







## REQUEST FOR DECISION

<b>RFD#:</b> CC-2020-06	<b>Date:</b> December 23, 2019
<b>Meeting#:</b> ICM011320	<b>Originator:</b> Chris Cvik
<b>RFD TITLE:</b> Purchase of District Owned Property by BC Hydro – Report #4	

### RECOMMENDATION:

1. That Council rescind Resolution No. IC 287/19

#### **RESOLUTION NO. IC 287/19**

#### **M/S Councillors Miller / Gibbs**

1. That Council approve the sale of Lot 6, Section 19, Township 81, Range 25, West of the 6th Meridian, PRRD Plan 17881 and Lot A, Section 19, Township 81, Range 25, West of the 6th Meridian, PRRD Plan 27673 for \$315,000.
2. That Council authorize the CAO to sign the Purchase Agreements for Lot 6 and Lot A and the two additional properties Library SRW for \$17,500 and the Alwin Hollard park license for \$25,900 on behalf of the District.
3. That Council release the resolution on the sale of District property to the Public Agenda pending approval from BC Hydro to share the information.

#### **CARRIED**

2. That Council approve the Lease Agreement for Lot 6, Section 19, Township 81, Range 25, West of the 6th Meridian, PRRD Plan 17881 and Lot A, Section 19, Township 81, Range 25, West of the 6th Meridian, PRRD Plan 27673 for \$46,575.
3. That Council approve the License Agreement for Block A of the North East ¼ Section 19 Township 81 Range 25 West of the 6<sup>th</sup> Meridian Peace River District Except Plan H626; PID: 011-763-418, \$10,000.
4. That Council authorize the CAO to sign the Lease and License Agreements on behalf of the District.
5. That Council release the resolution on the sale of District property to the Public Agenda.

### BACKGROUND:

At the In-camera Council Meeting on December 9, 2019, the following discussion occurred and draft resolution was passed:

#### **ICC1 BC Hydro Land Rights Acquisition**

Discussed that BC Hydro determined they could not buy Lot 6 as it states "For Municipal Purposes" on the title. In order to honor the \$358,400 amount that

**SR5**

Council previously agreed, BC Hydro had to get creative including a 5-year pre-paid lease and a 5-year license across the sewage treatment lagoon property. Chris will work on a report for the next meeting as Council will need to rescind the Lot 'sale' resolution and update it with the new language. Also discussed the offer for Beckman Road and confirmed that the Road would not be closed until three property owners were dealt with by BC Hydro.

**RESOLUTION NO. 326/19**

*M/S Councillors Miller/Gibbs*

*That "Council approve BC Hydro's offer of \$20,000 compensation for Beckman Road".*

**CARRIED**

**DISCUSSION:**

Council has agreed to the purchase price of \$378,400 (\$358,400 + \$20,000 for Beckman Road). BC Hydro is still working on the Master Lands Agreement document and Administration will be bringing it forward for the January 27, 2020, In-Camera Meeting.

As the Lease and Licence Agreements are fairly straight forward, Administration is bringing the documentation forward at this time.

**FINANCIAL:**

As mentioned in Catherine Lambert's (BC Hydro) email of December 5, 2019, the total value that will be received by the District is **\$378,400** based on:

Legal Address	Property Use	Tenure to be Acquired by BC Hydro	Compensation	
Lot 1, Plan 17478	Alwin Holland Park	999 yr license	\$25,900	
Lot 7, Plan 1979	Library	Statutory Right of Way (SRW)	\$17,500	
Lot A, Plan 27673	Clarke Ave	Fee Simple	\$40,200	
Lot 6, Plan 17881	Clarke Ave	*SRW (~60% of area) and 5 yr prepaid lease (~40% of area)	\$266,625	*This is the fee simple value which Hydro is NOT acquiring
		Additional monies for foregoing 2 <sup>nd</sup> appraisal, etc.	\$8,175	
		<b>Total</b>	<b>\$358,400</b>	

Plus: Beckman Road: **\$20,000.**

BC Hydro may have to record the transaction differently on their end.

**Attachments:**

1. Lease Agreement - Lot 6, Section 19, Township 81, Range 25, West of the 6th Meridian, PRRD Plan 17881 and Lot A, Section 19, Township 81, Range 25, West of the 6th Meridian, PRRD Plan 27673.
2. License Agreement - Block A of the North East ¼ Section 19 Township 81 Range 25 West of the 6<sup>th</sup> Meridian Peace River District Except Plan H626; PID: 011-763-418.

Report Approved by:

  
Chris Cvik, CAO

## LICENCE

This Agreement is made effective as of January 1, 2020.

Between:

**DISTRICT OF HUDSON'S HOPE**

PO Box 330  
Hudson's Hope, BC V0C 1V0

(the "**District**")

And:

**BRITISH COLUMBIA HYDRO AND POWER AUTHORITY**

c/o Site C Properties  
12th Floor, 333 Dunsmuir Street,  
Vancouver, BC V6B 5R3

(the "**BC Hydro**")

### **BACKGROUND:**

- A. BC Hydro is constructing the Site C Clean Energy Project (the "**Project**").
- B. The District is the sole registered legal and beneficial owner of the lands and premises legally described as follows:

PID: 011-763-418

Block A of the North East 1/4 of Section 19 Township 81 Range 25 West of the 6th  
Meridian Peace River District Except Plan H626,

(the "**Land**").

- C. The road located on the Land is a private road that forms part of the Land (the "**Road**").
- D. The District has agreed to permit BC Hydro to enter the Land for purposes related to the Project on the terms and conditions contained in this Agreement.

### **AGREEMENTS:**

NOW THEREFORE in consideration of One Dollar (\$1.00) and other good and valuable consideration paid by BC Hydro to the District (the receipt and sufficiency of which are acknowledged), BC Hydro and the District agree as follows:

1. **Permission** - The District hereby grants to BC Hydro, its employees, agents, contractors, sub-contractors, licensees and all other persons authorized in that behalf by BC Hydro (collectively, the "**Authorized Persons**") for the period commencing on January 1, 2020 and ending on December 31, 2024 (the "**Term**") the non-exclusive right and licence to do the following:

- (a) undertake investigations on the Road and those portions of the Land immediately adjacent to the Road for a distance not to exceed approximately (10) meters measured from the edge of the Road (all as approximately shown outlined on the plan attached



as Schedule A to this Agreement (the "**Permitted Area**") for the proposed use of the Permitted Area for the purposes of the Project, including without limitation additional investigations concerning the potential upgrade of the Permitted Area, ancillary environmental and archaeological assessments and monitoring, and related activities;

- (b) upgrade the Permitted Area for the purposes of access over and along the Permitted Area for vehicles of any kind, equipment and other things, including without limitation clearing trees and vegetation, depositing gravel, and grading and packing;
- (c) to enter, pass and repass, be on the Land and have reasonable unobstructed access, with or without vehicles of any kind, equipment and other things over, upon and along the Permitted Area for the purposes of access to and from adjacent and neighbouring lands;
- (d) to do all things reasonably necessary or incidental to the foregoing; and
- (e) to restore the Land as closely as practically possible to the condition it was prior to the commencement of the above activities, except as otherwise requested by the District prior to the end of the above activities,

(collectively the "**Activities**").

2. **Non-exclusive use** – BC Hydro agrees that the rights granted under this Agreement do not constitute any interest in the Land or entitle BC Hydro to exclusive possession of the Permitted Area. Notwithstanding the foregoing, in the interests of safety, if the District, its employees, agents, contractors, sub-contractors or licensees intend to access the Lands by the use of the Permitted Area, the District agrees to coordinate with the Authorized Persons for the purpose of such access.

3. **Hazardous Materials** – The Authorized Persons will not place, store, use manufacture or release any Hazardous Materials on the Land. "Hazardous Materials" means all explosives, radioactive materials, pollutants, contaminants, hazardous or toxic substance, special waste, hazardous waste or other waste, the storage, use manufacture or release of which into the environment is prohibited, controlled or regulated under any laws regulations, orders, bylaws, permits, protocols or lawful requirement of any governmental authority in respect of environmental protection or the regulation and use of Hazardous Materials.

4. **Timber** - Upon the request of BC Hydro, the District will make any and all required applications to obtain a timber mark for merchantable timber, if any, cleared on the Land in connection with the Activities ("**Merchantable Timber**"). The District agrees that all such Merchantable Timber will vest in BC Hydro.

5. **No Waste** – BC Hydro will not commit or allow any wilful or voluntary waste or destruction of the Land or Permitted Area by the Authorized Parties.

6. **Consideration** - As further consideration for granting this Agreement, the District acknowledges that BC Hydro has paid the District the sum of Ten Thousand Dollars (\$10,000) for the Term.

7. **Termination by BC Hydro** - BC Hydro may, without penalty, cancel and terminate this Agreement, upon giving not less than 30 days' prior notice to the District, with such termination to be effective on a date specified by BC Hydro in its notice to the District. If BC Hydro exercises this right

to cancel and terminate, BC Hydro will not be entitled to recover any portion of the consideration paid in advance to the District by BC Hydro hereunder.

8. **Notices** – Unless otherwise provided in this Agreement, notices hereunder shall be given to the following address or email address:

(a) to the District:

Address: PO Box 330  
Hudson's Hope, BC V0C 1V0

Email: cao@hudsonshope

(b) to BC Hydro:

Address: Site C Properties  
12th Floor, 333 Dunsmuir Street  
Vancouver, BC V6B 5R3

Attention: Catherine Lambert  
Email: Catherine.Lambert@bchydro.com.

Any notice so given will be deemed to have been received on the day it is delivered or sent if delivered in person or by courier or sent by email, or 4 business days after the date it was mailed.

9. **GST** - Any payments set forth in this Agreement are exclusive of goods and services tax ("GST"). However, where the District is registered for GST and provides the District's GST registration number to BC Hydro, BC Hydro will add GST to payments to the District under this Agreement, and the District shall account for such GST. If applicable, the District's GST registration number is 107021263.

10. **No Third Party Agreements** - The District advises and confirms to BC Hydro that the Land is not subject to any third party lease or other agreement pursuant to which the District requires the consent of any third party prior to entering into this Agreement with BC Hydro.

11. **Rights Retained** - This Agreement does not in any way take away from or affect any rights, powers, exemptions or privileges which BC Hydro may have under any private or public statutes, regulations, orders, or any other laws, or under any statutory right of way agreement registered against the Land.

12. **Sale of Land** - Prior to selling, transferring, assigning, leasing or otherwise alienating the Land, the District shall use reasonable efforts obtain the written agreement (in a form satisfactory to BC Hydro) from the prospective purchaser, transferee, lessee, assignee or other party as applicable to be bound to the terms of this Agreement.

13. **Binding** - This Agreement shall be binding upon and serves to the benefit of the District and BC Hydro, and their respective heirs, executors, administrators, successors and assigns, as applicable.

14. **Further Acts** - The District and BC Hydro agree that they will do and execute such further acts and deeds and give such further assurances as may be reasonably necessary to implement the true intent and meaning of this Agreement.

15. **Delivery** - This Agreement may be signed and delivered by BC Hydro to the District and signed and returned by the District to BC Hydro by electronic mail or facsimile and an electronic mail or facsimile transmitted signed copy of this Agreement shall be as valid and binding on each as if originally signed and delivered to BC Hydro or the District, as the case may be.

16. **Counterparts** - This Agreement may be executed in several counterparts, each of which may be deemed an original, and all of such counterparts together shall constitute one and the same Agreement.

17. **Independent Legal Advice** - The District confirms having had the opportunity to obtain independent legal advice concerning this Agreement.

To evidence their agreement, each party has signed this Agreement below as of the date first written above.

**DISTRICT OF HUDSON'S HOPE**

By its authorized signatory(ies)

Per: \_\_\_\_\_  
Name:  
Title:

Per: \_\_\_\_\_  
Name:  
Title

**BRITISH COLUMBIA HYDRO AND  
POWER AUTHORITY**

By its authorized signatory:

\_\_\_\_\_  
Name:  
Title:

**SCHEDULE A**  
**Plan of Permitted Area**





## LEASE

THIS LEASE dated as of the 1<sup>st</sup> day of January, 2020

### BETWEEN:

**DISTRICT OF HUDSON'S HOPE**, a district municipality under the *Local Government Act*, and incorporated pursuant to the laws of the Province of British Columbia  
(the "District")

### AND:

**BRITISH COLUMBIA HYDRO AND POWER AUTHORITY**, a corporation constituted under the authority of the *Hydro and Power Authority Act*  
(**"BC Hydro"**)

### BACKGROUND

- A. The District is the registered and beneficial owner of the Premises;
- B. BC Hydro wishes to Lease the Premises in connection with the construction of the BC Hydro Works for municipal purposes; and
- C. The District has agreed to lease the Premises to BC Hydro on the terms and conditions set out below.

### AGREEMENTS

For good and valuable consideration, the receipt and sufficiency of which each party acknowledges, the parties covenant and agree as follows:

#### PART 1 - DEFINITIONS

- 1.1 Definitions.** In this Lease, including the recitals and the schedules, unless there is something in the subject matter or context inconsistent with such meanings, words with initial capitalization will have the meanings indicated in Schedule 1 attached hereto.

#### PART 2 - DEMISE AND TERM

- 2.1 Demise.** The District leases the Premises to BC Hydro for the Term, and BC Hydro leases the Premises from the District for the Term, subject to the terms of this Lease and subject to the Permitted Encumbrances.
- 2.2 Term.** BC Hydro shall have and hold the Premises, subject to the exceptions and reservation set out above, for the Term.

#### PART 3 – RENT

- 3.1 Rent.** During the Term, BC Hydro will pay in lawful Canadian dollars to the District, at such place as the District designates, and without deduction, set off or abatement whatsoever, rent of Nine Thousand, Three Hundred and Fifteen dollars (\$9,315) ("**Rent**") for each year payable in equal consecutive monthly installments of \$776.25 plus GST in advance on the first day of each calendar month during each year of the Term. **Notwithstanding the foregoing, the District acknowledges that BC Hydro has prepaid the Rent plus GST for the Term prior to the commencement of the Term.**
- 3.2 Good and Services Tax.** BC Hydro shall pay to the District GST in accordance with the applicable legislation at the same time as the amounts to which such GST apply are payable to the District under the terms of this Lease. The District will provide BC Hydro with its GST registration number. Notwithstanding any other section of this Lease, the amount payable by BC Hydro under this clause shall be deemed not to be Rent, but the District shall have the same remedies for and rights of recovery of such amount as it has for recovery of Rent under this Lease.
- 3.3 Rent for Irregular Periods.** Notwithstanding paragraph 3.1, if the first or last month of the Term is not a full calendar month, Basic Rent for that partial month will be calculated and paid on a proportionate basis.

#### **PART 4 - USE OF PREMISES AND TENANT COVENANTS**

- 4.1 Permitted Use.** BC Hydro will use the Premises solely for the Permitted Purposes and BC Hydro will not use the Premises or permit them to be used for any other purpose without the District's prior written consent which consent shall not be unreasonably withheld.
- 4.2 Tenant Covenants.** BC Hydro covenants and agrees as follows:
- (a) to use the Premises in compliance with all applicable laws (including all Environmental Laws), ordinances, rules and regulations of Government Authorities now in force or hereafter in force;
  - (b) to remove, at its cost, all snow and ice from the Premises as required for BC Hydro's operations; and
  - (c) to pay 100 hundred percent (100%) of all utility costs and other costs directly attributable to the Premises.

#### **PART 5 - ENVIRONMENTAL REQUIREMENTS**

- 5.1 Environmental Requirements.** BC Hydro covenants and agrees with the District as follows:
- (a) to comply, and cause any person for whom it is in law responsible to comply, with all Environmental Laws regarding BC Hydro's use and occupancy of the Premises, including obtaining all applicable permits or other authorizations;
  - (b) not to store, use, manufacture, sell, release, dispose, transport, handle, bring or allow to remain on, in or under any part of the Premises any Contaminants except in accordance with all Environmental Laws; and



- (c) to promptly remove and remediate, upon the written request of the District, any Contaminants from the Premises to the extent caused by the use of the Premises by BC Hydro or those for whom BC Hydro is responsible at law, and in a manner which conforms to Environmental Laws governing such removal.

#### **PART 6 - INSURANCE**

- 6.1 Tenant's Insurance.** BC Hydro shall be entitled to self-insure and shall not be obliged to comply with any other insurance obligations.

#### **PART 7 - MAINTENANCE, REPAIRS AND ALTERATIONS**

- 7.1 Tenant's Maintenance and Repairs.** BC Hydro will, at its cost:

- (a) keep the Premises in good and substantial repair (reasonable wear and tear, and damage caused to the Premises by the District or those for whom the District is responsible at law excepted);
- (b) reimburse the District for the repair of any damage caused to any part of the Premises to the extent caused by or through the negligent act or omission of BC Hydro, or those for whom BC Hydro is in law responsible, and all reasonable expenses of the District so doing will be recoverable as Rent in arrears under this Lease; and
- (c) discharge any builder's liens or other encumbrances filed at any time against the Premises by reason of any act of BC Hydro, or those for whom BC Hydro is in law responsible.

- 7.2 Alterations to Premises.** BC Hydro may make all Leasehold Improvements in or about the Premises as may be required for the Permitted Purposes. All Leasehold Improvements when completed will be the property of BC Hydro. For greater certainty, and notwithstanding any degree of affixation, BC Hydro's personal property or equipment installed by or for BC Hydro shall remain the property of BC Hydro.

- 7.3 Removal of Improvements.** Upon expiry or earlier termination of this Lease, BC Hydro will remove the Leasehold Improvements and all of BC Hydro's personal property and equipment, and will make good any damage caused by such removal.

#### **PART 8 - ASSIGNMENT AND SUBLETTING**

- 8.1 District's Consent.** BC Hydro will not assign, mortgage, or encumber this Lease in whole or in part, nor sublease, license or part with possession of all or any part of the Premises or permit them to be used or occupied by any other person, without the prior written consent of the District, which consent shall not be unreasonably withheld or delayed. Notwithstanding the foregoing, and for greater certainty, BC Hydro may permit the Authorized Persons to use and occupy the Premises for the Permitted Purposes.

- 8.2 Assignment by District.** The District shall not sell or otherwise transfer any interest in the Premises or this Lease, in whole or in part, without BC Hydro's prior written consent, which consent may be given subject to terms and conditions.

#### **PART 9 - DEFAULT**



**9.1 Tenant's Default.** If BC Hydro fails to observe or perform any of its obligations under this Lease and BC Hydro has not, within 15 days after receipt of written notice from the District specifying the default, cured the default, or if the cure reasonably requires a longer period, if BC Hydro has not commenced to cure and diligently pursue the cure, or if re-entry is permitted under other terms of this Lease, the District in addition to any other right or remedy may:

- (a) re-enter and remove all persons and property from the Premises and the property may be removed and stored elsewhere at the cost of and for the account of BC Hydro; and
- (b) terminate this Lease and all of BC Hydro's rights under it.

**9.2 Insolvency.** If:

- (a) any of the goods and chattels of BC Hydro on the Premises during the Term are seized by a creditor or BC Hydro receives a notice from a creditor that the creditor intends to realize on security located on the Premises;
- (b) a receiver is appointed to control the conduct of the business of BC Hydro on or from the Premises;
- (c) BC Hydro becomes bankrupt or insolvent or takes the benefit of any legislation in force for bankrupt or insolvent debtors;
- (d) proceedings are instituted for the winding-up or termination of the corporate existence of BC Hydro; or
- (e) the Lease or BC Hydro's assets are taken under a writ of execution or security instrument,

then the District may re-enter and take possession of the Premises as though BC Hydro or other occupant was holding over after the expiration of the Term and this Lease, at the District's option, may be immediately terminated by written notice to BC Hydro.

**9.3 Re-entry.** No re-entry or entry will be construed as an election by the District to terminate this Lease unless a written notice of intention to terminate is given to BC Hydro.

**9.4 Damages.** BC Hydro and the District agree that, if the District terminates this Lease pursuant to sections 9.1 or 9.2, then the District shall not repay the prepaid Rent, and such prepaid Rent shall be considered as full payment of any costs incurred or damages suffered by the District, if any, as a result of any termination pursuant to section 9.1 or 9.2.

## **PART 10 – TENANT'S OPTION TO TERMINATE**

**10.1 Option to Terminate.** In consideration of the sum of \$10, which sum is non-refundable, now paid by BC Hydro to the District (the receipt and sufficiency of which are acknowledged by the District), BC Hydro is granted the right to cancel and terminate this Lease, without penalty, upon giving not less than 60 days prior written notice to the District at any time after commencement of the Term, with such termination to be effective on a date specified by BC Hydro in its written notice to the District. If BC Hydro exercises this right to terminate, BC Hydro will vacate the Premises on the termination date given in the notice, provided that BC Hydro shall not be entitled to be reimbursed for the prepaid Rent for the unexpired residue of the Term.

## PART 11 - EXPROPRIATION

- 11.1 Expropriation.** If at any time during the Term the interest of BC Hydro under this Lease or the whole or any part of the Premises shall be taken by any lawful power or authority by the right of expropriation, the District may, at its option, give notice to BC Hydro terminating this Lease on the date when BC Hydro or the District is required to yield possession thereof to the expropriating authority. Upon such termination, or upon termination by operation of law, as the case may be, BC Hydro shall immediately surrender the Premises and all its interest therein, Rent shall abate and be apportioned to the date of termination. BC Hydro shall have no claim upon the District for the value of its property or the unexpired Term of this Lease, but the parties shall each be entitled to separately advance their claims for compensation for the loss of their respective interests in the Premises, and the parties shall each be entitled to receive and retain such compensation as may be awarded to each respectively. If an award of compensation made to the District specifically includes an award for BC Hydro, the District shall account therefore to BC Hydro. In this clause the "expropriation" shall include a sale by the District to an authority with powers of expropriation, in lieu or under threat of expropriation.

## PART 12 - MISCELLANEOUS

- 12.1 Holding Over.** If BC Hydro holds over after the expiration of the Term, and the District accepts Rent, there is no tacit renewal of this Lease and BC Hydro will be considered to be occupying the Premises as a Tenant from month to month at a rental, payable in advance on the first day of each month, equal to the monthly instalment of Rent payable by BC Hydro for the last lease year of the Term, and otherwise all terms and conditions of this Lease are applicable.
- 12.2 Quiet Enjoyment.** Subject to the observance and performance by BC Hydro of its obligations under this Lease and subject to the Permitted Encumbrances, BC Hydro may use the Premises in accordance with the provisions of this Lease without interference by the District, or any party claiming through the District.
- 12.3 No Partnership.** The District does not in any way or for any purpose become a partner of, or joint venturer or a member of a joint enterprise of BC Hydro. No provision of this Lease is intended to create a relationship between the parties other than that of District and Tenant.
- 12.4 Interpretation.** Where the context requires, the singular includes the plural and vice versa, and the masculine, feminine and neutral include each other. If BC Hydro comprises two or more individuals or entities, the liability of each under this Lease is joint and several.
- 12.5 No Waiver.** No obligation in this Lease will be considered to have been waived by the District unless the waiver is in writing and signed.
- 12.6 Unavoidable Delay.** If either the District or BC Hydro is unavoidably delayed, hindered in, or prevented from performing an act or complying with a covenant under this Lease by reason of Unavoidable Delay, the time for the doing of the act or complying with the covenant will be extended for a period equal to the period for which that Unavoidable Delay operates to prevent the act or thing required to be done or complied with. The party obligated to do the act or comply with the covenant will not be in default until the expiration of the time so extended. Each party will promptly notify the other of the occurrence of any Unavoidable Delay.
- 12.7 Notices.** Addresses for any notice or document to be given under this Lease will be as follows:

- (a) If to BC Hydro:  
British Columbia Hydro and Power Authority  
12<sup>th</sup> Floor - 333 Dunsmuir Street  
Vancouver BC V6B 5R3  
  
Attention: Senior Manager, Site C Properties  
Email: James.Thomas@bchydro.com
- (b) If to the District:  
District of Hudson's Hope  
Box 330, 9904 Dudley Drive  
Hudson's Hope, BC V0C 1V0  
  
Attention: Chief Administrative Officer, District of Hudson's Hope  
Email: cao@hudsonshope.ca

**12.8 Deemed Receipt.** Where service of a notice or document is required under this Lease, the notice or document will be in writing and deemed to have been served as follows:

- (a) if delivered by hand or courier, upon delivery;
- (b) if mailed, upon the seventh Business Day following posting; and
- (c) if emailed:
  - (i) to BC Hydro, upon BC Hydro providing to the District express written acknowledgment of receipt of the notice or document by email (notwithstanding any automatic reply or receipt indicating that the email has been read). If the District has not received a written acknowledgement of the notice from BC Hydro by email within seven (7) Business Days of sending the email, transmission of the email will be deemed to have failed and notice not provided. In the event of a failure of an email transmission, it is the responsibility of the District to deliver the notice or document to BC Hydro using an alternative method in accordance with this Lease; or
  - (ii) to the District, upon actual receipt by the District as evidenced by a return email or automatic receipt indicating that the email has been read.

The District or BC Hydro may change its address for delivery by notifying the other party of such change in address in accordance with the notice provisions set forth above.

**12.9 Time of Essence.** Time will be of the essence in this Lease.

**12.9.1 Severance.** If any provision of this Lease or the application to any person of any provision is held to be invalid or unenforceable, the remainder of this Lease or its application will not be affected.

**12.11 No Modification.** No representation, understanding or agreement has been made or relied upon except as expressly set out in this Lease. This Lease may only be modified in writing signed by each party against whom the modification is enforceable.

- 12.12 Successors.** This Lease binds and benefits the parties and their respective heirs, administrators, successors and permitted assigns (as applicable).
- 12.13 Peaceful Surrender.** BC Hydro will at the expiration or sooner determination of the Term, immediately surrender the Premises in a peaceable way.
- 12.14 Counterparts.** This Lease may be executed in counterparts and when each party has executed a counterpart, each of the counterparts will be deemed to be an original and all of the counterparts when taken together will constitute one and the same agreement.
- 12.15 Delivery.** This Lease or a counterpart thereof may be executed by a party and transmitted by facsimile or electronic transmission and if so executed and transmitted this Lease will be for all purposes as effective and binding upon the party as if the party had delivered an originally executed document.
- 12.16 Schedules.** The following Schedules attached to this Lease form part of this Lease, and the parties covenant and agree to abide by the terms and conditions and confirm the acknowledgements, warranties and representations, if any, contained in the Schedules as if such terms, conditions, acknowledgements, warranties and representations, if any, were fully incorporated into this Lease:

Schedule 1 – Defined Terms

- 12.17 Including.** The word “including” when following any general statement, term, or matter is not to be construed to limit such general statement, term, or matter to the specific items set forth immediately following such word or to similar items but rather such general statement, term, or matter is to be construed to refer to all other items that could reasonably fall within the broadest possible scope of such general statement, term, or matter.

IN WITNESS WHEREOF the parties have duly executed this Lease as of the date first above written.

**DISTRICT OF HUDSON’S HOPE**

By its authorized signatory(ies)

Per: \_\_\_\_\_  
Name:  
Title:

Per: \_\_\_\_\_  
Name:  
Title

**BRITISH COLUMBIA HYDRO AND  
POWER AUTHORITY**

By its authorized signatory:

\_\_\_\_\_  
Name:  
Title:

## SCHEDULE 1

### Defined Terms

**“Authorized Persons”** means BC Hydro and its directors, officers, employees, agents, operators, managers, contractors, subcontractors, invitees and licensees;

**“BC Hydro Works”** means all structures, improvements, infrastructure and works of BC Hydro for the purpose of protecting the Hudson’s Hope shoreline from erosion and includes, without limitation, all things and components, in any combination and using any type of technology or means, necessary or convenient therefor, including the use of gravel fill, cobble rock and rip-rap, excavation and grading for a granular berm, and all related works necessary for or related or ancillary to the foregoing;

**“Business Days”** means Monday to Friday, inclusive, of each week, statutory holidays in the Province of British Columbia excepted;

**“Contaminants”** means pollutants, contaminants, deleterious substances, underground or aboveground tanks, lead, asbestos, asbestos-containing materials, hazardous, corrosive, or toxic substances, hazardous waste, waste, polychlorinated biphenyls (“PCBs”), PCB-containing equipment or materials, pesticides, defoliants, fungi (including mould and spores arising from fungi), or any other solid, liquid, gas, vapour, odour, heat, sound, vibration, radiation, or combination of any of them, in quantities or concentrations which are now or hereafter prohibited, controlled, or regulated under Environmental Laws or may necessitate or permit a Government Authority to require remedial or investigatory action under any Environmental Laws;

**“Environmental Laws”** means any applicable statutes, laws, regulations, orders, bylaws, standards, guidelines, protocols, criteria, permits, codes of practice and other lawful requirements of any Government Authority having jurisdiction over the Premises now or hereafter in force relating in any way to the environment, environmental assessment, Contaminants, occupational health and safety, protection of any form of plant or animal life or transportation of dangerous goods, including the principles of common law and equity;

**“Government Authority”** means any federal, provincial, state, municipal, regional or local government or government authority, domestic or foreign, and includes any department, commission, bureau, board, administrative agency, regulatory body, minister, director, approving officer, manager, or other person of similar authority of any of the foregoing;

**“GST”** means any and all “goods and services tax” or any similar sales tax, value added tax, multi-stage tax, or business transfer tax, whatsoever called payable under the *Excise Tax Act* (Canada) or any replacement legislation;

**“Leasehold Improvements”** means all fixtures (other than BC Hydro’s trade fixtures), improvements and additions now or from time to time hereafter made to or installed on the Premises by BC Hydro or any person authorized by BC Hydro, including any fences or gates;

**“Permitted Encumbrances”** means any charges or encumbrances registered or showing as pending registrations on title to the Premises at the time this Lease is executed;

**“Permitted Purposes”** means for the laydown of construction materials, offices, construction and use of

temporary access roads, and related and ancillary uses and activities in connection with the construction of the BC Hydro Works, including for greater certainty clearing and grubbing trees and vegetation for such purposes;

**“Premises”** means the property located in the District of Hudson’s Hope and legally described as Parcel Identifier No. 011-262-460, legally described as Lot 6 Section 19 Township 81 Range 25 West of the 6<sup>th</sup> Meridian Peace River District Plan 17881;

**“Rent”** has the meaning set out in paragraph 3.1 except for GST;

**“Term”** means the term commencing on January 1, 2020 and ending on December 31, 2024, as may be renewed or terminated pursuant to this Lease; and

**“Unavoidable Delay”** means a delay in the performance of an act or compliance with a covenant caused by fire, strike, lock-out, or other casualty or contingency beyond the reasonable control of the party obligated to perform or comply with a provision of this Lease, but does not include any insolvency, lack of funds or other financial reason.

# REQUEST FOR DECISION

<b>Date:</b>	<b>13 January 2020</b>
<b>Originator:</b>	<b>Robert Norton, Director of Protective Services</b>
<b>RFD TITLE:</b>	<b>Fire Inspection System Policy</b>

## RECOMMENDATION:

1. *THAT Council approve the Fire Inspection System Policy 001, 2020 for the District of Hudson's Hope; and*
2. *THAT Council rescind the Fire Safety Inspections Policy dated March 12, 2002.*

## BACKGROUND:

Within British Columbia, the provision of fire suppression services is considered optional by the province, however the provision of fire inspections is a mandated requirement for all municipalities.

The *Fire Services Act* (FSA) s. 26 states that "A municipal council must provide for a regular system of inspection of hotels and public buildings in the municipality." While this direction is clear, the FSA does not define the term "regular system of inspections".

Case law suggests that local governments must understand their responsibilities under the FSA to provide a regular system of inspections. The local government must be able to justify (1) its regular system of inspection; (2) that the person conducting the inspections is reasonably competent; and (3) that there is a reasonable mechanism in place to review and modify the inspection program.

In devising their regular system of inspection, local governments should ensure they meet a reasonable standard of care, based on their resources and circumstances.

The District of Hudson's Hope currently has approximately 60 public buildings which would require inspections and one staff qualified to carry out inspections as a part of their regular duties.

## DISCUSSION:

To meet the required standard of care and to take into consideration the limits of local resources, it is recommended that the District adopt a risk-based approach to developing a regular system of inspections and the associated inspection frequencies.

While there are a number of risk-based methods that can be used to determine inspection frequencies, it is recommended that the District base inspection frequency on major occupancy classifications as defined in the British Columbia Building Code, with a general fire risk assigned for each type of occupancy.

The use of this methodology allows the District to create a program which is systematic, meets a reasonable standard of care, and allows the prioritization of local inspection resources.

Classification	Description	General Fire Risk
<b>Group A:</b> Assembly occupancy means the occupancy or the use of a building, or part thereof, by a gathering of persons for civic, political, travel, religious, social, educational, recreational or like purpose, or for the consumption of food or drink.		
<b>A1</b> (Group A, Division 1)	Assembly occupancies intended for the production and viewing of the performing arts.	Low
<b>A2</b> (Group A, Division 2)	Assembly occupancies not elsewhere classified in Group A: <ul style="list-style-type: none"> <li>• Art galleries, libraries, court rooms</li> <li>• Churches, day-care centres, schools</li> <li>• Licensed beverage establishment, some restaurants, some community halls</li> </ul>	Low Medium High
<b>A3</b> (Group A, Division 3)	Assembly occupancies of the arena type	Low to Medium
<b>A4</b> (Group A, Division 4)	Assembly occupancies in which the occupants are gathered in open air	Low

<b>Group B</b>		
<b>B1</b> (Group B, Division 1)	Detention occupancies, which means the occupancy by persons who are restrained from or are incapable of evacuating to a safe location without the assistance of another person because of security measures not under their control.	Medium



<b>Classification</b>	<b>Description</b>	<b>General Fire Risk</b>
<b>B2</b> (Group B, Division 2)	Treatment occupancies, which means the occupancy or use of a building or part thereof for the provision of treatment, and where overnight accommodation is available to facilitate treatment.	Low
<b>B3</b> (Group B, Division 3)	Care occupancies, which mean the occupancy or use of a building or part thereof where care is provided to residents.	Medium
<b>Group C:</b>		
<b>C</b>	Residential occupancies, which mean the occupancy or use of a building, or part thereof, by persons for whom sleeping accommodation is provided but who are not harboured for the purpose of receiving care or treatment and are not involuntarily detained.	Medium To High
<b>Group D</b>		
<b>D</b>	Business and personal services occupancies, which mean the occupancy or use of a building or part thereof for the transaction of business or the rendering or receiving of professional or personal services.	Low
<b>Group E</b>		
<b>E</b>	Mercantile occupancies (means the occupancy or use of a building or part thereof for the display or selling of retail goods, wares or merchandise.	Low

Classification	Description	General Fire Risk
<b>Group F:</b> Industrial occupancy means the occupancy or use of a building or part thereof for assembling, fabricating, manufacturing, processing, repairing or storing of goods and materials.		
<b>F1</b> (Group F, Division 1)	High-hazard industrial occupancies, which mean an industrial occupancy containing sufficient quantities of highly combustible and flammable or explosive materials, which, because of their inherent characteristics, constitute a special fire hazard.	Medium to High
<b>F2</b> (Group F, Division 2)	Medium-hazard industrial occupancies, which mean an industrial occupancy in which the combustible content is more than 50 kg/m <sup>2</sup> or 1,200 MJ/m <sup>2</sup> of floor area and not classified as a high-hazard industrial occupancy.	Medium
<b>F3</b> (Group F, Division 3)	Low-hazard industrial occupancies, which means an industrial occupancy in which the combustible content is not more than 50kg/m <sup>2</sup> or 1200 MJ/m <sup>2</sup> of floor area.	Low

Within the inspection policy, the frequency of inspections will be determined based on the following general prioritization model:

Occupancy Classification	Inspection Frequency
Group A Division 1	Every 36 Months
Group A Division 2	Every 12 Months
Group A Division 3	Every 24 Months
Group A Division 4	Every 24 Months
Group B Division 1	Every 24 Months
Group B Division 2	Every 36 Months
Group B Division 3	Every 24 Months
Group C	Every 12 Months
Group D	Every 36 Months
Group E	Every 36 Months
Group F Division 1	Every 12 Months
Group F Division 2	Every 24 Months
Group F Division 3	Every 36 Months

This methodology does provide for development of a general inspection frequency; however, it does not allow for age, condition, maintenance and degree of cooperation of the owner/occupant. The policy as presented contains the ability to vary this frequency based on these factors.

**Budget and Timeline:**

The proposed inspection frequency would result in approximately 32 occupancies requiring an inspection annually. This does not include follow up inspections, which in most cases would generally be required. Estimated staff time would be approximately 128 hours per year, with the assumption that this number will be significantly higher due to a higher frequency of required follow up inspections in the first 3 years of the inspection cycle. All inspection staff time will be tracked and accurate data will be presented to Council as it becomes available.

Communications with business owners and property contacts would commence in January 2020 with an anticipated start date for the new inspection system to commence February 2020. This communication would highlight the new inspection system, as well as provide guiding documents and checklists to allow owners/representatives to understand their responsibilities and to prepare to meet the requirements of the BC Fire Code prior to scheduled inspections.

There would be no significant increases to the operating budget to implement the system.

**Attachments:**

- *Proposed Fire Inspection Policy*
- *Fire Safety Inspections Policy dated March 12, 2002*



Robert Norton, Director of Protective Services

## DISTRICT OF HUDSON'S HOPE FIRE INSPECTION POLICY

Council Resolution No. **xxx/20**

Effective Date: **xxxx, 2020**

Revised Date:

Policy: 001, 2020

Section: Protective Services

### Purpose:

The Fire Inspection Policy for the District of Hudson's Hope is designed to establish a risk-based schedule of fire inspections of public buildings, pursuant to Section 26 of the *British Columbia Fire Services Act*. The frequency of the inspections is determined by occupancy classification as defined in the British Columbia Building Code.

The objectives of the Fire Inspection Policy are to:

1. Allow the Municipality to establish a regular system of inspections which meet the requirements of the British Columbia Fire Services Act;
2. To make fire safety a priority in the District of Hudson's Hope; and
3. To implement a fire inspection schedule which takes into consideration the resources of the District to conduct fire inspections.

### Procedure:

#### 1. General

A fire inspection shall occur at the frequency noted for each public building that meets the requirements of the occupancy classes listed below. A fire inspection shall be also conducted upon each change in occupancy of an existing building or part thereof.

Occupancy Class	Inspection Schedule
Group A Division 1	Every 36 Months
Group A Division 2	Every 12 Months
Group A Division 3	Every 24 Months
Group A Division 4	Every 24 Months
Group B Division 1	Every 24 Months
Group B Division 2	Every 36 Months
Group B Division 3	Every 24 Months
sGroup C	Every 12 Months
Group D	Every 36 Months
Group E	Every 36 Months
Group F Division 1	Every 12 Months
Group F Division 2	Every 24 Months
Group F Division 3	Every 36 Months

The above-noted inspection frequency for public buildings does not make adjustment for age, condition, maintenance standards, or degree of cooperation of the owner/occupant. To compensate for these factors the inspection frequency may be adjusted by the Fire Chief as required.

A public building includes a factory, a warehouse, store, mill, school, hospital, theatre, public hall, office building and any building other than a private dwelling house.



HUDSON'S  
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PLAYGROUND OF THE PEACE

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## FIRE SAFETY INSPECTIONS POLICY

Council Resolution No. 087/02

Effective Date: March 12, 2002

Section: Fire Department

### Purpose:

In accordance with section 26 of the *Fire Services Act*, the Council adopted a policy of annual inspections of hotels and public buildings.<sup>1</sup>

Attached to this policy is the "Summary of Local Government Duties and Powers in Relation to Fire Safety in Public Buildings", which was prepared for the Council by its solicitors.

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<sup>1</sup> In accordance with the definitions of "building", "hotel" and "public building" in the *Fire Services Act*, this policy includes inspections of every building in the municipality other than private dwellings.

# REQUEST FOR DECISION

<b>Date:</b>	<b>13 January 2020</b>
<b>Originator:</b>	<b>Robert Norton, Director of Protective Services</b>
<b>RFD TITLE:</b>	<b>Fire Department Service Level Policy</b>

## RECOMMENDATION:

*THAT Council approve the District of Hudson's Hope Fire Department Service Level Policy 002, 2020 for the District of Hudson's Hope.*

## BACKGROUND:

Under paragraph 3(3)(b) of the *Fire Services Act* (B.C.), the Fire Commissioner is required to establish minimum standards of training required for fire services personnel in British Columbia. In 2014, the "Playbook" was created and brought into force, replacing the previous Minister's Orders on firefighter Training standards. The Playbook sets out a competency-based tier that provides for a minimum level of sequential training and operational requirements that must be met by each fire department.

The Authority Having Jurisdiction (AHJ) is required to set the Service Level to be provided by its fire department (Exterior; Interior; Full Service), which in turn determines the minimum training competencies that must be met by that department and the standards from which they are drawn.

As the District of Hudson's Hope is the Authority Having Jurisdiction over the Fire Department under District of Hudson's Hope Fire Protection and Life Safety Bylaw 775, 2009 there is a requirement for the District to declare a specific level of service based on a careful examination of local resources.

## DISCUSSION:

The Playbook established a new set of training standards for fire services personnel in B.C. In order to determine what standards apply, it contemplates that a fire department may deliver one of three possible levels of service, and then establishes the principal minimum training required to qualify for each level of service:

- *Exterior Operations:* where a fire department does not undertake interior attack or rescue operations in a fire-involved structure or object, or operate in an atmosphere that is "immediately dangerous to life and health".
- *Interior Operations:* where a fire department, in appropriate circumstances, will enter a fire-involved structure or object to undertake fire suppression activities or conduct rescue operations. Interior operations by these departments are generally to be limited to smaller structures, such as single-family dwellings and vehicles, except where specific hazard assessments and preplanning have been undertaken in respect of more complex risks.

**SR7**

- *Full Service:* a full-service department is equipped, staffed and trained to provide a full spectrum of fire suppression services.

It is recommended that Hudson's Hope Fire & Rescue service adopt the Exterior Operations level of service provision. This recommendation is based on the training, staffing, and equipment available to the department, and takes into consideration the longer response times and varying staffing levels associated with a rural paid-on-call fire response model.

**BUDGET AND TIMELINE:**

As per the requirements of the Playbook, there is currently a detailed training plan in place to fulfill the requirements of the Exterior training standard, a training record management system is in use, and trained instructors have been qualified to deliver the training in-house.

The training of individual members will be an ongoing task, with qualification levels within the department fluctuating due to staff turnover.

The current fire department standard operating guidelines reflect the department's exterior operations level of service.

There will be no additional impact to the current training operating budget.

**ATTACHMENTS:**

- *District of Hudson's Hope Fire Department Service Level Draft Policy*
- *BC Fire Service Minimum Training Standards Structure Firefighters Competency and Training Playbook.*



Robert Norton, Director of Protective Services



## DISTRICT OF HUDSON'S HOPE FIRE DEPARTMENT SERVICE LEVEL POLICY

Council Resolution No. xxx/20

Effective Date: xxxx, 2020

Revised Date:

Policy: 002, 2020

Section: Protective Services

### Purpose:

The Office of the Fire Commissioner has established minimum training standards for fire services personnel in the province under and in accordance with paragraph 3(3)(b) of the *Fire Services Act* in the form of the Playbook. The Playbook requires that the "Authority Having Jurisdiction" over a fire department identify the service level to be provided by that department.

The District of Hudson's Hope is the Authority Having Jurisdiction over the Department under District of Hudson's Hope Fire Protection and Life Safety Bylaw 775, 2009, and the District of Hudson's Hope has the authority to establish policies binding on the Department, its Members and its operations.

The following Service Level Policy is established in relation to the Department:

#### 1. Definitions

- a. "Department" means the District of Hudson's Hope Fire & Rescue Service established under the District of Hudson's Hope Fire Protection and Life Safety Bylaw No. 775, 2009, as same may be amended, revised or replaced from time to time;
- b. "Establishment Bylaw" means the District of Hudson's Hope Fire Protection and Life Safety Bylaw No. 775, 2009, as same may be amended, revised or replaced from time to time;
- c. "Exterior Operations Service Level" means the Exterior Operations Service Level as defined in the Playbook;
- d. "Fire Chief" means the individual who has been appointed as the fire chief of the Department in accordance with the Establishment Bylaw;
- e. "Member" means a firefighter in the Department and includes the Fire Chief and officers;
- f. "Playbook" means the mandatory minimum training standards set under paragraph 3(3)(b) of the *Fire Services Act* (B.C.) by the Office of the Fire Commissioner and approved by the Minister of Justice, entitled British Columbia Fire Service Minimum Training Standards: Structure Firefighters - Competency and Training Playbook (September 2014), as same may be amended, revised or replaced from time to time;

- g. "District of Hudson's Hope" means Mayor and Council; and
  - h. "Service Level Policy" means this policy, as same may be amended from time to time by the District of Hudson's Hope.
  - i. "Principal Responding Member" means those Members expected to undertake exterior fire suppression and/or rescue operations.
2. Authority and Application: This Service Level Policy has been established by the District of Hudson's Hope in accordance with the requirements of the Playbook, pursuant to the District's authority under the Establishment Bylaw. This Service Level Policy applies to and is binding on the Department and its Members. It shall form the basis of the Department's training of its Members and related operational planning for fire suppression and emergency response activities.
3. Service Level Policy: The Department is authorized to provide fire suppression activities in accordance with and subject to the limitations set out in the Exterior Operations Service Level.
4. Training of Members:
- The Department shall:
- a. train its Principal Responding Members at least to the standard required by the Playbook for the Exterior Operations Service Level; and
  - b. in relation to Members who are not trained to the Exterior Operations Service Level, shall:
    - i. develop an incident scene accountability system which clearly identifies the different levels of each Member's training (*use of specific and visually contrasting identification on their PPE and accountability tags that rapidly differentiates those personnel who are not designated as Principle Responding Members*); and
    - ii. develop and institute operational guidelines which specify and limit the incident scene activities of Members depending on their current level of training.
  - c. the Fire Chief shall be responsible for ensuring that the Department develops an appropriate training program for all positions, tasks and roles including those which are not expressly covered by the Playbook. This training program shall meet the requirements of the Playbook and the *Workers Compensation Act* (B.C.) and regulations made thereunder and shall be consistent with good practices and industry standards.

5. Operational Guidelines, Records and Compliance:

The Department shall:

- a. Develop appropriate operational guidelines implementing this Service Level Policy and the requirements of the Playbook.
- b. Maintain accurate and complete records of the training of its Members, including any refresher training, any certifications obtained and otherwise as required by the *Workers Compensation Act* (B.C.) and regulations thereunder, such that the training level of each Member can clearly be established.

6. Limitations on Services Provided. Notwithstanding anything in this Service Level Policy:

- a. In relation to any particular incident response, the Department shall undertake only those emergency response activities for which its responding Members at the incident are properly trained and equipped, and suitable staffing levels are present on scene.
- b. The Incident Commander is hereby provided the authority to increase the level of service to Interior Operations Service Level ONLY during emergency operations at a fire scene where a mutual aid fire/rescue agency is on scene, where the mutual aid fire/rescue agency is authorized to provide Interior Fire Operations Level services, and where there is a sufficient number of firefighters on scene that meet the Interior Fire Operations Level training requirements.

The following is required in situations where a fire operations service level is increased under the conditions noted above;

- i. the Team Leaders involved must meet the Interior Fire Operations Team Leader training requirements, as contained within the Playbook, and
- ii. a Unified Command structure must be implemented that will include the existing Incident Commander as well as a qualified Interior Fire Operations Team Leader from the Interior Fire Operations mutual aid department.

7. Policy Amendment: This Service Level Policy shall be reviewed as required. It will be amended as determined appropriate by the fire chief, or as required to conform with any changes to the Playbook or other applicable legislation or regulations.

# **British Columbia Fire Service Minimum Training Standards**

***Structure Firefighters  
Competency and Training***

## **PLAYBOOK**



**Second Edition  
Amended: May 2015**

Pursuant to paragraph 3(3)(b) of the *Fire Services Act* of B.C.

## ***Acknowledgements***

The Office of the Fire Commissioner wishes to acknowledge the contributions of the following organizations in the compilation, consultation, evaluation and drafting of the B.C. Fire Service Minimum Training Standards:

Fire Chiefs Association of British Columbia

British Columbia Fire Training Officers Association

It was through the efforts of these organizations as well as staff and other individuals within the fire service that this Playbook was created. In moving forward, the Playbook is intended to be a living document that will be periodically reassessed with a view to enhancing or clarifying aspects identified by the fire service.

***Table of Amendments***

Description	Effective Date
Original document issued	September 2014
Amended	May 2015

# Overview

## 1. Purpose:

Under paragraph 3(3)(b) of the *Fire Services Act* (B.C.), the Fire Commissioner is required to establish the minimum standards of training required for fire services personnel in British Columbia. This Playbook sets out a competency-based ladder that provides for a minimum level of sequential training and operational requirements that must be met by each fire department. The Authority Having Jurisdiction will set the **Service Level** (refer to pages 10, 17 and 18) to be provided by its fire department, which in turn determines the minimum training Competencies that must be met by that department. The Playbook establishes the minimum training Competencies required and the standards from which they are drawn.

## 2. Scope:

This **Playbook** is applicable to all fire services personnel in British Columbia, as defined in the *Fire Services Act*. It covers all fire departments and fire services, including municipal and regional district fire departments, fire brigades, volunteer fire departments, and fire departments established as a society under the *Society Act* (B.C.). This **Playbook** does not apply to provincial Wildfire Management Branch resources.

For the purpose of this document, the term “Authority Having Jurisdiction” or “AHJ” describes the relevant local or regional government, or the entity (or persons) legally responsible for the organization and operation of the particular fire service.

This **Playbook** is intended to provide an industry recognized minimum standard of training that utilizes, and bridges to, the current National Fire Protection Association (NFPA) Firefighter qualifications. The training requirements are expressly tied to the **Service Level** provided by a fire department, as formally determined by the Authority Having Jurisdiction. This document and program establishes the minimum Competencies necessary to perform the role of a firefighter, instructor/Evaluator and Team Leader at each designated **Service Level**, as well as for the delivery of in-house training in such Competencies.

The **Playbook** addresses the principal functional or operational roles for each **Service Level** but does not encompass all roles or functions of the fire service. The **Playbook** is not intended to change or nullify any requirements or training related to other roles or functions in the fire service.

This document and program does not cover the minimum standards for the skills and training necessary to perform other advanced or specific functions/roles such as, but not limited to: Incident Commander, Driver/Operator, Incident Safety Officer, or Rapid Intervention Team. The training for such roles and functions must meet the requirements of the *Workers Compensation Act* (B.C.) and any other applicable statutory or regulatory requirements. These additional training requirements need to be considered by the AHJ when determining the **Service Level** to be provided by its fire service.

### 3. Principles:

It is the responsibility of each AHJ to select and declare its firefighting **Service Level**, which in turn determines the training Competencies that must be met by the fire service for which it is responsible. The **Playbook** standard outlines the minimum competencies which are drawn from the NFPA standards. The declared **Service Level** must be established as formal policy for the Department (whether by bylaw, policy or in contract) and needs to be fully reflected in the fire department's operating guidelines and policies. The AHJ's decision as to the appropriate **Service Level** for its fire service should be based upon:

- local conditions;
- consultation with representatives of local fire service delivery organization;
- availability of resources and the ability of those resources to respond;
- the realities of the community in terms of demographics, risks, travel distances, fire hall locations, equipment and staffing models; and
- the ability of the AHJ to financially support its fire department to enable it to meet all applicable training, safety and operational requirements for the chosen **Service Level**.

This **Playbook** establishes three **Service Level** options from which an AHJ may choose. Once a **Service Level** is established, each AHJ must ensure that its fire service meets the appropriate competency requirements as identified in the Competency ladder, as well as for the functions and roles not expressly covered by this **Playbook**. Ensuring compliance with minimum standard established in this **Playbook** is the responsibility of the AHJ.

As a competency-based program, formal certification (whether Accredited Certification or other third-party Certification), while encouraged, is not required by this **Playbook**. Each firefighter must be provided training and evaluation in all applicable Competencies, including theoretical classroom and hands-on practical skills, which are required by the chosen **Service Level**.

Assessments and evaluations of Competencies can be carried out internally by the AHJ so long as the evaluation instruments follow the criteria of this **Playbook** (and other applicable NFPA Standards) and that detailed records of firefighter training and evaluation are maintained.

### 4. Competencies

The **Playbook** establishes and describes the minimum Competencies required of firefighter roles in the following three categories:

- Exterior Operations Level Firefighter;
- Interior Operations Level Firefighter; and
- Full-Service Operations Level Firefighter.

In addition, the **Playbook** establishes three new supervisory responsibilities with related training Competencies or responsibilities. These are:

- Exterior Operations Level Team Leader;
- Exterior Operations Level Risk Management Officer; and
- Interior Operations Level Team Leader

The fire service has a number of well-established officer ranks within its structure. However, use of departmental officer rank identification is not included within this **Playbook** as such ranks do not necessarily signify an operational role on the fire ground. The supervisory roles and responsibilities identified above do not require new “positions” in the department; they simply reflect specific skills and training required to lead a functional crew or to ensure a department is meeting its administrative requirements. Each department must determine the number of these trained individuals required based on the **Service Level** it provides and its operational requirements. A department may choose, through its operational guidelines or policies, to associate the functional skills and training requirements for these supervisory positions to specific fire officer and incident command roles.

## 5. New Terminology:

### **Team Leader:**

In this **Playbook**, the term **Team Leader** is applied to identify the individual, whether a firefighter or officer, responsible for a specific crew function at an emergency incident.

*Background: On the fire ground most departments operate in a manner whereby not all activities are supervised by an officer; commonly there are simply not enough officers for all the functions being performed. Usually a functional role being performed, such as ventilation, results in the identification and assignment of a **Team Leader**. This individual may commonly be referred to as the Ventilation **Team Leader**, or some other functional description. Frequently a senior or more qualified firefighter will lead the team, even if they are not of officer rank. This reality is identified and accounted for in this **Playbook**. This terminology also recognizes the reality of elected officers in some department structures who may not have advanced operational qualifications or skills necessary for providing supervision at an emergency scene.*

**Team Leaders** require additional Competencies to qualify them to provide appropriate supervision of the team for which they are responsible. This is a worker safety requirement under the *Workers Compensation Act* (B.C.) and related regulations, as well as being operationally sound. This **Playbook** therefore identifies the minimum training Competencies required for those individuals who will be assuming **Team Leader** roles within Exterior and Interior Operations **Service Level** departments. Nothing in this **Playbook** restricts Full Service Operations Level departments from appointing fully qualified firefighters to act as Team Leaders at an incident.



## **Risk Management Officer:**

The **Risk Management Officer** is an administrative role that must be formally addressed by all “Exterior Operations **Service Level**” departments. The individual who fulfils this role is responsible for ensuring that the department has in place Operational Guidelines, training programs and other administrative processes that ensure safe and effective operations at all incidents. In this **Playbook**, the term **Risk Management Officer** is applied to identify the individual, usually a senior officer, responsible for overseeing the development and implementation of administrative processes which are necessary to ensure an Exterior Operations Level department practices safe and effective fire ground operations as a matter of principle.

*Background: Although the responsibilities that attach to the role of “Risk Management Officer” need to be met by all fire departments, this role is being mandated specifically for Exterior Operations **Service Level** departments, which typically will be the smaller departments in the Province. The intent is to ensure that these departments are formally addressing their obligations with regards to developing the administrative processes and guidelines that are necessary to implement the requirements of this **Playbook** as well as to ensure that a department meets its other statutory or regulatory obligations.*

This role and the attendant responsibilities of the **Risk Management Officer** are administrative. It bears no relationship to the operational roles of either the Incident Commander (IC) or Safety Officer (ISO) at an emergency incident (although it may be possible that an individual who fulfils the Risk Management Officer role in a department may also be qualified to act as an IC or ISO at an incident).

The **Risk Management Officer** may be the Fire Chief, or another member of the department, depending on the composition and structure of the department. This individual needs to have sufficient experience and/or appropriate training to ensure that he or she understands the administrative structures and processes that must be in place to guide a department’s training, safety programs and operations.

## **6. Instruction, Evaluation and Records Keeping:**

The Competencies required to act as an in-house instructor and evaluator of the training required by this **Playbook** are detailed within the document. There are clear expectations identified regarding the provision of training and the creation and management of training records. Training and evaluation can occur using either a third party training organization, or “in-house” by a department using its own instructors and evaluators. The decision on the most appropriate method for each department rests with the AHJ.

It is the responsibility of all fire departments/AHJs to be able to accurately identify record, edit and report out on a complete list of training records for each individual firefighter including specific training subjects covered at each training session. All training records must be kept in accordance with the requirements of the *Workers Compensation Act* (B.C.) and related regulations, and any other regulatory requirements.

## 7. Maintenance Training:

This **Playbook** identifies the minimum training Competencies required of all firefighters at each **Service Level**. The maintenance training for such Competencies is the responsibility of the Authority Having Jurisdiction and it is expected that this will be accomplished through ongoing skills maintenance training and education. This ongoing training must be duly recorded for each firefighter and officer as contemplated by section 6 above.

## 8. Transition:

This **Playbook** replaced the previous Minister's Order on training. It establishes a number of new, formal requirements for AHJs and fire departments, which will involve some consideration and take time to implement. It is the responsibility of each AHJ immediately to take steps to establish a **Service Level** policy for each fire service for which it is responsible, and to ensure implementation of the related training requirements. However, given the nature of the changes involved, a transitional period will exist until [30 June 2016]. By that date:

- each AHJ must formally have adopted a **Service Level** for each fire service for which it is responsible; and
- each fire service must have a training program which meets both the Playbook Competency Requirements and the other training requirements needed to deliver the services which it is mandated to provide.

In the interim, every AHJ and fire department must understand that the Competency requirements set out in the **Playbook** are a codified expression of the generally accepted training standards for fire department operations, although they now are expressly linked to different **Service Levels**. These standards were formerly required to be met under the previous Minister's Order on training.

Under British Columbia law, all employers are legally required to ensure that their employees are properly trained for their jobs and properly supervised while performing them. Where a formal **Service Level** and related training program has not yet been implemented, AHJs and fire departments must still meet this legal obligation and manage (or limit) their operations accordingly. Where a fire department undertakes operations for which its personnel are not adequately or appropriately trained or supervised, both the department and its AHJ face potential legal liability.

## 9. Authority to Amend:

The Fire Commissioner is empowered to make minor amendments in the form of corrections or clarifications to the content of the **Playbook** without approval of the Minister, providing there is no substantive change to the minimum standards outlined. Any other amendments are subject to the approval of the Minister pursuant to section 3 of the *Fire Services Act*. Amendments shall be posted to the Office of the Fire Commissioner (OFC) website.

## Impact of amendments (Playbook or NFPA)

Where amendments to the **Playbook** are put into effect;

- A person that has met the specific competency requirements to perform roles or supervisory responsibilities is considered to have met those requirements and is not obliged to complete new requirements resulting from amendments in order to be able to continue in their role or supervisory responsibility. (**Exception:** where the **Playbook** specifically states that requirements shall be completed in addition to previous training)
- The **Playbook** references NFPA standards in effect at the time of the **Playbook's** most recent issue/revision. In the event of a change to Job Performance Requirement section numbers in the relevant NFPA standards, the original number and wording of those sections as referenced in the **Playbook** remain in effect until the **Playbook** itself is updated.

## Definitions and Concepts

For the purpose of this **Playbook**, the following definitions and concepts apply:

**Accredited Certification** – in connection with fire service training, “Accredited Certification” refers to the situation where a firefighter:

- has been trained or qualified to meet or exceed a specific operational standard or job performance requirement; and
- has been successfully evaluated by or through an Accredited Entity .

**Accredited Entity** – refers to an institution or entity (an “Accredited Entity”) which is recognized by an external agency (an “External Agency”) such as ProBoard, IFSAC or such other organization as may be recognized by the OFC. An Accredited Entity has had its training evaluation processes reviewed and accredited by the External Agency, and is able, directly or through agents, to provide certified evaluations of training in relation to various NFPA Standards.

**Authority Having Jurisdiction (AHJ)** – for the purpose of this document the AHJ is any local government or other entity or organization that provides or oversees the provision of fire services in British Columbia.

**BCERMS** – means the British Columbia Emergency Response Management System, an incident command system established pursuant to the *Emergency Program Act* (B.C.).

**Certification**– in connection with fire service training, certification refers to the situation where a firefighter has been trained or qualified to meet or exceed a specific operational standard or job performance requirement AND has been certified by an external third party organization.

**Competency**– references to a “Competency” or “Competencies” in this **Playbook** refers to the knowledge and skill components of the job performance requirements for the role or function

involved, as referenced in the relevant NFPA Standard (unless otherwise expressly noted). Competency is achieved when a firefighter is trained or qualified and evaluated to meet the operational requirements of a given NFPA Standard (or portion thereof). Accredited Certification or other Certification of the training involved is not expressly required. Qualification for a particular **Service Level** will be recognized if the training and evaluation records of a firefighter clearly demonstrate that, for a given role or function, he or she has met all relevant Competencies.

**Exterior Operations** – is the **Service Level** that includes firefighting activities restricted to the control and/or extinguishment of fire from a position external to the building or object in question, and outside of any IDLH environment, as described at page 17 below.

**Full Service Operations** – is the **Service Level** that includes activities that are undertaken by firefighters and officers trained in the full spectrum of Competencies outlined in the NFPA 1001 Firefighter 2, *Standard for Fire Fighter Professional Qualifications* as well as the relevant competencies of NFPA 1021 *Standard for Fire Officer Professional Qualifications* for officers, as described at page 18 below.

**IDLH** (Immediately dangerous to life and health) - refers to incident conditions that present an immediate threat to a person's safety through inhalation or exposure (e.g. smoke, noxious vapor, super-heated air), and includes any oxygen-deficient atmosphere or any untested confined space.

**Incident Commander** – is a designated and specifically trained individual responsible for safety, strategies and tactics during any fire service operation.

**Incident Safety Officer or ISO** – is a member of the command staff at an incident who is a trained firefighter with fire ground experience and appropriate training, responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety at an incident.

**Interior Operations** – is the **Service Level** that authorizes firefighting activities that include entry into structures and objects with the purpose of control and/or extinguishment of fire. This requires use of specialized protective equipment and procedures not covered by the training provided in relation to Exterior Operations **Service Level** as described at page 17 below.

**Maintenance Training** – ongoing training provided to firefighters and officers to ensure previously acquired skills, abilities and knowledge are retained at a level sufficient to meet the associated Competencies.

**NFPA Standards** – Various National Fire Protection Association standards, including the *Standard for Fire Fighter Professional Qualifications*, are referred to or incorporated by reference in this **Playbook**. Individual NFPA standards are generally referred to by their number (e.g., NFPA 1001 for the *Standard for Fire Fighter Professional Qualifications*). Pursuant to the *Fire Services Act* (BC) and this **Playbook**, NFPA standards have been identified in British Columbia as the standards upon which all firefighter Competency will be based and evaluated. The most current version of the relevant NFPA standard must be used, subject only to the “Impact of Amendments” section above.

**Prior Learning Assessment** – means a process implemented by a department or AHJ to assess the relevant Competencies of individual firefighters or officers, based on their existing training and experience.

**Rapid Intervention Team (RIT)** – a dedicated crew of firefighters, at a minimum trained to conduct Interior Operations as set out in this **Playbook** and assembled within the time frames required under s. 31.23(4) of the *Occupational Health and Safety Regulation* under the *Workers Compensation Act*, ready to engage in firefighter rescue operations.

**Risk Management Officer** – an administrative role created within this **Playbook** framework to ensure that External Operations Level fire services are identifying and managing the risk and safety aspects of their operation. Areas of responsibility for this role include: training program design, training records management, Bylaw management, Operational Guidelines, fire department adherence to applicable regulations and standards, and other non-fire ground administrative matters related to safety and risk, including those prescribed under the *Workers Compensation Act* (B.C.).

**SCBA** (Self-contained breathing apparatus) - is purpose-designed and built for firefighters to allow for operations in and around dangerous atmospheres or in IDLH situations.

**Service Level** – means the level of service to be provided by a fire department, as determined by the department's AHJ. The AHJ may select a **Service Level** from among one of the following options: Exterior Operations, Interior Operations or Full Service Operations.

**Team Leader** – a firefighter or officer trained and/or qualified to lead a team of firefighters in the undertaking of a fire ground task, or set of tasks, as applicable to the operational **Service Level** provided by the department. Team Leader qualifications are not based on, or necessarily applicable to, a department rank. Requirements for Team Leaders are set out in the Standards and Requirements sections of this document.

## Instructor and Evaluator Competencies

Training and evaluation may be administered via third party providers, or be conducted “in-house” by qualified department personnel. The following section principally describes the requirements for “In-House” delivery of **Playbook** training related requirements, though the records keeping requirements apply regardless of how a department chooses to deliver training to its members. Where a department has decided to use a third-party training provider, it should ensure that the training provided addresses the Competencies set out in this **Playbook**.

Regardless of which **Service Level** is selected, each AHJ and department must ensure its training program meets the requirements of the *Workers Compensation Act*, including section 31.4 of the *Occupational Health and Safety Regulation*, which provides as follows:

### “31.4 Instruction and direction

The employer must ensure the adequate instruction and direction of firefighters in the safe performance of their duties."

## 1. Instructor Competencies for “In-House” training delivery

For clarity, in this section and in section 2, references to the “Training Officer” means the fire department member who is responsible for overseeing the in-house delivery of training to other fire department members, and the evaluation of such training. The use of this term is not meant to prescribe an actual title to the position as assigned by a department.

### Exterior Operations Level:

- The Training Officer responsible for overseeing the delivery of Exterior Operations Level training to firefighters must already have achieved the Competencies specified for the Exterior Operations **Service Level** and have successfully trained to the competencies of one of the following:
  - Fire Service Instructor 1 (NFPA 1041), or
  - Train the Trainer course (*see matrix for competencies*)
- Individual instructors for a particular Competency must already meet the requirements for that Competency and be considered by the department to be capable of providing instruction to other department members.

### Interior Operations Level:

- The Training Officer responsible for overseeing the delivery of Interior Operations Level training programs must hold the NFPA 1001 Competencies specified for the Interior Operations **Service Level**, and either the:
  - Training Competencies noted in relation to the Exterior Operations **Service Level**; or
  - Competencies of a Fire Service Instructor 1 (or higher) under NFPA 1041.
- Individual instructors for a particular Competency must already meet the requirements for that Competency and be considered by the department to be capable of providing instruction to other department members.

### Full-Service Operations Level:

- The Training Officer responsible for overseeing the delivery of Full-Service Operations Level training programs must have met the Competencies for NFPA 1001-FF2 **and** the Competencies as a Fire Service Instructor 1 (or higher) under NFPA 1041.
- Individual instructors for a particular Competency must already meet the requirements for that Competency and be considered by the department to be capable of providing instruction to other department members.

## 2. **Evaluator Competency** requirements for “In-House” training delivery

**Oversight:** The oversight of the evaluation processes used by a department for its in-house training program is the responsibility of the Training Officer who has oversight of the delivery of the training being provided.

**Specific Evaluations:** For each **Service Level**, an individual who is responsible for conducting a specific evaluation of another firefighter’s or officer’s Competency must already have achieved that Competency and been determined by the department as capable of conducting such evaluation.

## 3. **Training Records**

Each department is responsible for keeping accurate and current records of the training and certifications of each of its firefighters and officers. Third-party training providers and individual departments also are required by WorkSafe BC to track training and maintain individual training records for each firefighter and officer.

## 4. **Bridging and Prior Learning Assessment**

The **Playbook** is expressly designed to enable bridging from an existing **Service Level** to a higher **Service Level**. The Office of the Fire Commissioner may, from time to time, provide additional guidance regarding the specific Competencies required to be obtained to move from one **Service Level** to another, or from a previous level of training to one of the **Service Levels** established under the **Playbook**.

In terms of Prior Learning Assessment for firefighters who may have previous training, at whatever level, the onus is on the AHJ and the department to put in place appropriate processes to determine whether the prior experience and training of a firefighter meet the training Competencies needed for the department’s **Service Level**.

This assessment may be performed internally by a department or be undertaken by an external third party assessor. An assessor must, as a minimum, already have the Competencies in respect of which the assessment is being performed.

The assessment may take into account the experience, prior training and any Accredited Certification or other Certification, of an individual firefighter or officer. The assessment must be formally documented, including identifying the factors upon which equivalency to the relevant Competencies was determined.

## 5. **Important Considerations for local decisions on Service Level and Training**

It is important to recognize that a number of the Competencies may not be applicable for all jurisdictions (e.g. fire hydrants). Therefore, the AHJ may choose to identify the Competencies that do not have application in their jurisdiction. Where training is to be limited based on local circumstances, these limitations must be identified either in the **Service Level** Policy Statement or operational policies which implement it, and must be reflected in the training program description and evaluation processes.

In addition, this **Playbook** is not an “all encompassing” program: additional training and Competency in specific skill areas are required for a department to operate at an emergency incident. These additional Competencies include matters such as driver training, pump operations, rapid intervention team, incident safety officer and others. These aspects of fire service function are beyond the scope of this **Playbook**, but are critical areas that must be addressed to enable a department to deliver services under any of the chosen **Service Levels**.

## BC Firefighter Competency Matrix

### Summary of Requirements

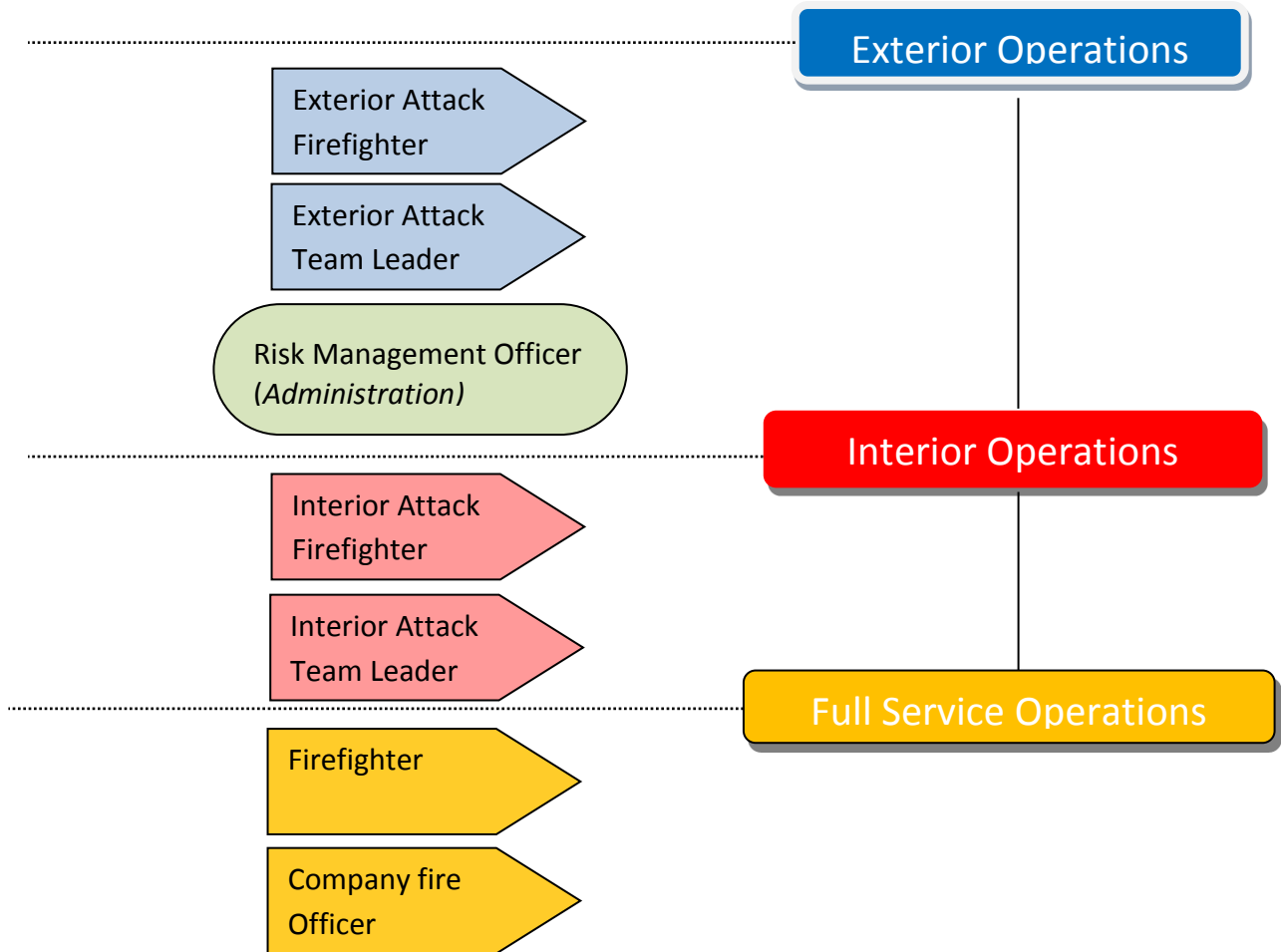
This summary is provided to assist departments and AHJs when examining the Competency Matrix. Readers should review the more detailed discussion of these individual issues elsewhere in this Playbook or refer to the appropriate requirements in the *Workers Compensation Act* and related regulations.

- Determination by the AHJ of the Service Level appropriate to community needs (see section 3, “Principles” at page 4 above, and the descriptions of each Service Level at pages 17 to 18 below)
- Policy Statement, bylaw or contract establishing fire department’s authority and Service Level (see Overview, section 3, “Principles” at page 4, above)
- WorkSafe BC firefighter coverage in place
- WorkSafe BC safety and functional requirements in place (*e.g., firefighter fitness records, Employer/Worker joint committee (or employee representative), OH&S program, Rapid Intervention Team OG, other OGs covering fundamental operational procedures, etc.*)
- A comprehensive process for recording and retaining Training Records which meet the requirements of the *Workers Compensation Act* (B.C.) and this Playbook (Instructions, Evaluations and Record Keeping, section 6, “Training Records” at page 6 above, and “Training Records” at page 12 above)
- Appropriate equipment and apparatus available to deliver the declared Service Level requirements



## Position Competency Ladder

## Service Level



**\*\* Each level in the Competency Ladder has identified requisite minimum training requirements described within the Playbook that must be met.**

	<b>Train the Trainer Competencies</b>	Job Performance Requirements (NFPA 1041 Competencies)	Training Officer
	4.2.1 – 4.2.4 / 4.3.2 – 4.3.3 / 4.4.1 – 4.4.4 / 4.5.1 – 4.5.3 and 4.5.5		

	<b><i>The following Competencies extracted from NFPA 1001 – FF1 must be met to achieve the requirements for Exterior Ops Firefighter (specific Competency lesson plans and evaluations are available from the OFC and partner training provider agencies)</i></b>		
	Emergency Scene Traffic NFPA 1001 5.3.3		
	Safety & Communications NFPA 1001 5.1.1, 5.1.2, 5.2, 5.2.1, 5.2.2, 5.2.3, 5.3.2, 5.3.17, 5.3.18		
	PPE and Self Contained Breathing Apparatus NFPA 1001 5.1.2, 5.2, 5.3, 5.3.1, 5.3.2, 5.5.1		
	Ropes and Knots NFPA 1001 5.1.2, 5.3.20, 5.5.1		
	Fire Streams, Hose and Appliances NFPA 1001 5.3.7, 5.3.8, 5.5.1, 5.5.2		
	Ventilation NFPA 1001 5.3.11, 5.5.1		
	Water Supply NFPA 1001 5.3.15, 5.5.1, 5.5.2		
	Ladders NFPA 1001 5.3.6, 5.5.1		
	Rehabilitation Area (REHAB) NFPA 1001 5.1.1, NFPA 1500, NFPA 1584		
	Introduction to Basic Fire Behavior and Building Construction NFPA 220, NFPA 921, NFPA 1001 5.3.11, 5.3.12, 5.3.13 NFPA 5000		
	Dangerous Goods or Hazmat Awareness (from NFPA 472) <sup>1</sup>		
	Gas & Electrical Safety for Firefighters (supplied by a BC Utility utilizing an evaluation mechanism) <sup>2</sup>		
	Incident Command System 100 (from BCERMS curriculum) <sup>3</sup>		
	<b><i>All of Exterior Operations Firefighter PLUS completion of the following Competencies from NFPA 1001 – FF1</i></b>		
	Organization, Safety and Communications NFPA 1001 5.2.4		
	RIT Training – pertinent to jurisdictional hazards NFPA 1001 5.3.9 NFPA 1407, NFPA 1500		
	Self-Contained Breathing Apparatus NFPA 1001 5.3.1, 5.3.5, 5.3.9		
	Search and Rescue NFPA 1001 5.3.9		
	Fire Behavior NFPA 1001		
	Fire Extinguishers NFPA 1001 5.3.16		
	Building Construction NFPA 1001 5.3.11, 5.3.12		
	Forcible Entry NFPA 1001 5.3.4		
	Ventilation NFPA 1001 5.3.12		
	Loss Control NFPA 1001 5.3.13, 5.3.14		
	Live Fire Exterior NFPA 1001 5.3.7, 5.3.8, 5.3.10, 5.3.19		

Job Performance Requirements  
(Exterior Firefighter Competencies)

Exterior Operations - Firefighter

Job Performance Requirements  
(NFPA 1001 – FF1 Competencies)

Interior Operations - Firefighter

	<b>All of NFPA 1001 – FF2 Competencies (except Hazmat and Medical Response) and with the addition of:</b>	<b>Job Performance Requirements (NFPA 1001 – FF2 Competencies)</b>	<b>Full Service Operations - Firefighter</b>
	<b>Live Fire Exterior and Interior</b>		
	<b>Hazmat Operations (NFPA core competencies plus 6.6.1.1.2)</b>		

	Completion of the Operational Firefighter requirements for <u>either</u> the Exterior or Interior Service Level <u>PLUS</u> the following Competencies from NFPA 1021: <sup>4</sup>		Job Performance Requirements (NFPA 1021 – Competencies)	Team Leader Exterior & Interior
	Incident Command and Fire Attack NFPA 1021 4.1.1, 4.2.1, 4.2.2, 4.2.3			
	Pre-Incident Planning, Size-up and Incident Action Planning NFPA 1021 4.5.2, 4.5.3, 4.6, 4.6.1, 4.6.2			
	Fire ground Accountability NFPA 1021 4.6.1, 4.6.2			
	Live Fire – Exterior (Recommended for Exterior Operations) NFPA 1001 5.3.7, 5.3.8, 5.3.10			
	Live Fire Exterior and Interior (Recommended for Interior Operations)			
	Completion of the Team Leader requirements for the Exterior Operations level <u>PLUS</u> the following courses (1 from each area):		One of	Risk Management Officer
	Incident Action Planning (NFPA 1021 4.6.1, 4.6.2) <sup>5</sup>			
	Incident Safety Officer NFPA 1521 6.1 – 6.7.2 (operational)			
	FCABC/LGMA: Effective Fire Service Administration			
	Beyond Hoses and Helmets, or equivalent (administrative)			
	Fire Officer 1 (NFPA 1021)		Job Performance Requirements (NFPA 1021 – Competencies)	Company Fire Officer
	Incident Command 200			
	Fire Service Instructor 1 (NFPA 1041 Chapter 4)			
	Emergency Scene Management (4.6.1, 4.6.2)			

**Footnotes:**

1. Can utilize any training provider, including internal, that meets the competencies of NFPA 472 – Awareness Level
2. Can utilize any program, developed by a registered Gas or Electrical Utility within the Province of BC, which includes an evaluation instrument based upon current recommended practice
3. Can utilize any training provider, including internal, using certified training and evaluation based upon the BCERMS model
4. Can utilize any training provider, including internal, that meets the competencies of NFPA 1021 – Fire Officer Professional Qualifications
5. Requires a training program with subject matter covering areas such as strategies and tactics, fire ground command and emergency scene management

## Exterior Operations Service Level

Exterior Operations Level fire service firefighters shall not enter any building, vehicle, dumpster or other object if an IDLH atmosphere is present. If an IDLH atmosphere is present, Exterior Operation firefighters shall only engage in external fire suppression activities. Operational Guidelines that restrict them to Exterior Operations must be written and enforced by the department, even though they may possess equipment that would otherwise permit them to respond at a higher level.

On occasions where the department responds to a simple incident and an IDLH atmosphere does not yet exist, it is reasonable to address the issue from inside the structure. However, if an IDLH atmosphere develops or the fire progresses beyond the object of origin, or the environment or structure become compromised in any way, all firefighters must immediately withdraw to the exterior and combat the situation from the outside. Where the IDLH atmosphere no longer exists as a result of fire suppression operations or otherwise, subject always to an appropriate risk assessment by the Incident Commander, it may be appropriate for members of an Exterior Operations **Service Level** department to enter the structure.

Where there is a potential risk of an IDLH atmosphere developing, or risk from smoke or particulate matter when conducting external operations (including overhaul), SCBA must be worn in accordance with WorkSafe BC requirements.

Exterior Operations Team Leaders are trained to supervise exterior operations only.

The Exterior Operations Risk Management Officer is an administrative role focused on ensuring departmental safe work practices and adherence to the **Playbook** requirements and other relevant regulations and standards.

The Exterior Operations **Service Level** applies to all external fire ground operational functions except support positions such as, but not restricted to: rehab/first aid, first medical responder, vehicle driver. Specific training for these roles, and applicable to the hazards involved, is still required for these positions and must be addressed elsewhere in departmental training programs.

## Interior Operations Service Level

Interior Operation Fire Departments may engage in internal fire suppression activities within simple structures or objects such as a vehicle, single family dwelling or other small structure. Interior Operations may also include larger or more complex structures that the AHJ has assessed and pre-planned for, such that it determines the structure to be safe for Internal Operations qualified firefighters. Firefighters must be trained specifically to the risks associated with these structures.

Interior Operations Level fire services will have Operational Guidelines, that must be written and enforced by the department, that describe advanced training in fire operations activities that allow for a calculated fire attack within permitted structures and objects.

Interior operations must be undertaken in accordance with the requirements of WorkSafe BC (including, in particular, s. 31.23 of the *Occupational Health and Safety Regulation*). The Incident Commander must recognize the need, and staff appropriately, for a Rapid Intervention Team (RIT) with trained firefighters following the WorkSafe BC requirements.

Interior Operations Team Leaders are trained to supervise interior operations. Team Leaders must follow established Operational Guidelines or Procedures for safety during all fire ground operations.

## Full Service Level

Full Service Operations Fire Departments are equipped and have completed the appropriate training identified in this **Playbook** to provide a full spectrum of fire services. These services are based on the Competencies included within the NFPA 1001 Firefighter 2 Standard and relevant NFPA 1021 Fire Officer Standards.

Full service fire departments will have Operational Guidelines that must be written and enforced by the department, that describe advanced training in fire operations activities.

These fire departments are organized such that the suppression activities that occur are based on response protocols which include the appropriate staffing levels, and number and type of apparatus on scene.

# Playbook Compliance Checklist

(Fire Department Internal Use – to assist in determining compliance)

Department Name: \_\_\_\_\_

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

<b>Fire Fighter Competency and Training Playbook Checklist</b>		
<p><b>1. Does your local government have a bylaw to establish the fire department or if you are a registered society, do your constitution and bylaws provide the mandate to establish a fire department? Yes <input type="checkbox"/> No <input type="checkbox"/></b></p> <p><i>Note: If the answer is "no" the fire department will not be considered by the Office of the Fire Commissioner for deployments under the Provincial Mobilization Plan. If "yes", identify the functions that the fire department is authorized by the local authority to deliver?</i></p>		
<p><b>2. Is your local authority/registered society registered with WorkSafe BC? Yes <input type="checkbox"/> No <input type="checkbox"/></b></p> <p><i>Note: If the answer is "no" the fire department will not be considered by the Office of the Fire Commissioner for deployments under the Provincial Mobilization Plan.</i></p>		
<p><b>3. Is there a policy statement determining if the fire department will provide either a defensive/exterior or an offensive/interior structure fire attack type for fire suppression? Yes <input type="checkbox"/> No <input type="checkbox"/></b></p>		
<p><b>4. Is there a policy statement determining the training standards to which the fire department will train? Yes <input type="checkbox"/> No <input type="checkbox"/></b></p> <p><i>Note: If the answer is "no" the fire department will not be considered by the Office of the Fire Commissioner for deployments under the Provincial Mobilization Plan. If "yes", what standards have been adopted for the fire department?</i></p>		
<p><b>5. Who coordinates your department's firefighter training? Please list positions:</b></p>		
<p><b>6. Is there a Training Records database and records management system that provides detailed records for the training of each firefighter? Yes <input type="checkbox"/> No <input type="checkbox"/></b></p>		
<p><b>7. Does the training records system maintain records for every members training in perpetuity (their lifetime)? Yes <input type="checkbox"/> No <input type="checkbox"/></b></p>		
<b>Fire Department Service Level Identification</b>	<b>Yes</b>	<b>No</b>
Exterior Operations – Buildings, Vehicles, Dumpsters		
Interior Operations – Simple structures		
Full Service		
<b>Other Comments</b>		

\_\_\_\_\_  
Name of Individual completing the Checklist

\_\_\_\_\_  
Title/Position

# **Training Organizations**

*(Information only)*

The following professional organizations can assist with agency direction and training provider contacts:

**FCABC – Fire Chiefs Association of BC** [www.fcabc.ca](http://www.fcabc.ca)

**BCFTOA – BC Fire Training Officers Association** [www.bcftoa.com](http://www.bcftoa.com)

**OFC – Office of the Fire Commissioner of BC** <http://embc.gov.bc.ca/ofc/index.htm>

**BC Wildfire Management Branch** [www.bcwildfire.ca](http://www.bcwildfire.ca)

**FPOABC – Fire Prevention Officers Association of BC** [www.fpoabc.bc.ca](http://www.fpoabc.bc.ca)

**FNESS – First Nations Emergency Services Society of BC** [www.fness.bc.ca](http://www.fness.bc.ca)

## REQUEST FOR DECISION

<b>RFD#:</b>	<b>Date: January 13, 2020</b>
<b>Meeting#:</b>	<b>Originator: Kaitlyn Atkinson</b>
<b>RFD TITLE: NDI Winter Carnival Grant Application</b>	

### BACKGROUND:

The Winter Carnival is an annual District event now in its 11<sup>th</sup> year. It is included in yearly budgets but is primarily funded through donations and grants.

### DISCUSSION:

Northern Development Initiative Trust (NDIT) offers a "Fabulous Festivals and Events" grant of up to \$2,500 for events that are beyond their first year of operation. A pre-qualification was submitted and approved by NDIT. The complete application has been submitted but requires a resolution from council before the application will be reviewed. I have requested \$2,000 from NDIT for the 2020 Winter Carnival.

### ADMINISTRATOR COMMENTS:


Report Approved by:

  
Chris Cvik, CAO

### BUDGET: N/A

### RECOMMENDATION / RESOLUTION:

***THAT, the District of Hudson's Hope supports the application to Northern Development Initiative Trust for a grant of up to \$2500 for the Winter Carnival from the "Fabulous Festivals and Events Fund".***

  
Kaitlyn Atkinson, Recreation and Special Events Coordinator



## REQUEST FOR DECISION

<b>RFD#:</b> CC-2020-11	<b>Date:</b> January 8, 2020
<b>Meeting#:</b> CM011320	<b>Originator:</b> Chris Cvik
<b>RFD TITLE:</b> Local Government Infrastructure Planning Grant Program	

### RECOMMENDATION:

1. That Council approve the application for the BC Local Government Infrastructure Planning Grant Program in support of the continuing development of the District's Asset Management Program.

### BACKGROUND:

Asset Management is identified on the current Strategic Plan. 2019 was the start of the program with Public Works collecting a large amount of information on our assets. We plan to continue this work in 2020 and are looking to apply for a grant to assist in the development of our Asset Management Program.

### DISCUSSION:

Staff were only recently made aware of a Local Government Infrastructure Planning Grant Program being offered through the provincial government. Amongst others, Asset Management Plans are one of the eligible projects under this program. The grant application deadline is January 15, 2020.

Staff were looking for an Asset Management software and/or an asset management company to provide asset management services. Among them, MuniSight Ltd seems to be cheaper in providing the support services. MuniSight approached that they can submit grant applications to the Federation of Canadian Municipalities (FCM) and other grant providers for the District. This would be at no cost to the District if the application is not successful, and if successful, MuniSight will be the consultant for this work.

Administration did look at utilizing the services of the grant writer contracted through the PRRD, but is recommending MuniSight Ltd. as they specialize in FCM grant applications on behalf of local government.

A Council Resolution is required for submitting the application.

Administration will also be bringing forward another Asset Management Grant Application through the Federation of Canadian Municipalities (FCM) with MuniSight Ltd. making application on behalf of the District.

**SR9**

**FINANCIAL:**

The province will provide a maximum grant amount of \$10,000 for approved projects. The District would be responsible for a maximum of \$5,000, which works out to a 2/3 Provincial and 1/3 District split.

<u>Approved Eligible Project Costs</u>	<u>Provincial Grant</u>
First \$5,000 of costs or less	100% of approved costs
Next \$10,000 or less	50% of approved costs

The \$5,000 amount would be included in the 2020 budget. If the District is not successful, the \$5,000 would not be required.

**Attachments:**

- *Local Government Infrastructure Planning Grant Program Guide*



Report Approved by:

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

# Local Government Infrastructure Planning Grant Program

## PROGRAM GUIDE

Ministry of Municipal Affairs  
and Housing

Local Government Infrastructure and  
Finance Branch

September 2019





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# 1 Program Overview

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## 1.1. Purpose

The Infrastructure Planning Grant Program (Program) assists local governments in developing sustainable infrastructure that will improve public health and safety, protect the natural environment and strengthen local and regional economies.

## 1.2. Amount of Grant

The province will provide a maximum grant amount of \$10,000 for approved projects and each approved grant amount is arrived at through a formula as illustrated below:

Approved Eligible Project Costs		Provincial Grant
First \$5,000 of costs or less	→	100% of approved costs
Next \$10,000 or less	→	50% of approved costs

For approved eligible costs over the first \$5,000, this portion will be calculated at 50% funding for the remaining approved eligible costs up to a maximum total grant amount of \$10,000. The following example shows how the formula works:

Total Incurred Approved Eligible Costs = \$8,000		
<b>Formula:</b>		
Approved Eligible Project Costs		Provincial Grant
100% of the first \$5,000 of costs	→	\$5,000
50% of the remaining \$3,000	→	\$1,500
<hr/>		
<b>Total Provincial Funding (Grant Amount) = \$6,500</b>		

### 1.3. Application Review and Selection Criteria

Project selection criteria are focused on the principles of sustainability. Projects are evaluated using different rating schemes based on project type. Those applications that effectively demonstrate how they are able to meet the selection criteria will have the greatest opportunity in being considered for approval, as well as those projects that will lead to a capital project or assist in the dissolution of an existing water system.

Additionally, applications need to clearly describe how the project will provide **economic, social and environmental benefits** such as:

- Cost savings and lower tax burden for residents and businesses;
- Improved public health and safety;
- Reduced ecological footprint and enhanced environmental protection;
- More efficient use of infrastructure and natural resources;
- Reduced operating costs; and,
- Improved community sustainability.

Generally, criteria used to review and rank applications are based on the following objectives:

- Public health and safety;
- Environmental protection and enhancement;
- Sustainable planning, design and management;
- Asset Management;
- Energy efficiency and greenhouse gas emission reductions;
- Best management practices;
- Innovation<sup>1</sup> and new approaches;
- Efficient use of infrastructure and other resources;
- Conservation and demand-side management approaches; and,
- Leadership in sustainable environmental management.

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<sup>1</sup> Innovation is an approach, idea or methodology that has rarely been done before, is considered to be new and perhaps un- tested in context with the size or capacity of the local government.

## 2 Eligibility

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### 2.1. Eligible Applicants

An eligible applicant is a local government, defined as a municipality or a regional district. Local governments can submit applications on behalf of improvement districts, registered utilities or other small water systems and should include the letter of request from that organization.

### 2.2. Eligible Projects

The Program supports a range of initiatives related to improving water, sewer, drainage and other environmental infrastructure. Eligible projects are those that promote sustainable infrastructure including, but not limited to:

Plans	Studies
Water Conservation Plans	Infrastructure Condition Assessments
Water Master Plans	Economic Evaluations of Universal Water Demand Management Strategies
Asset Management Plans	Innovative Pilot Projects and Capacity Building Programs
Liquid Waste Management Plans	Wastewater Reclamation and Water Reuse Studies; Integrated Resource Recovery
Integrated Stormwater Management Plans	Water Audits and Development of Water Demand Management Strategies

### 2.3. Ineligible Projects

Applications will be deemed ineligible if the following exists:

- has already begun prior to the submission of the application;
- for a proposed privately-owned development;
- considered routine maintenance or repair;
- modelling or GIS based projects – note: if a project that includes a modelling component has a long-term planning goal that surpasses the modelling piece, the project may be considered eligible; and,
- water main/pipe testing.



## 2.4. Eligible Costs

Eligible costs are all direct costs properly and reasonably incurred in relation to the proposed project.

Eligible costs include:

- Consultant fee (e.g. travel costs, engineer assessment of phasing of project etc.);
- Local government staff time (for projects using in-house resources); and,
- In-kind contributions.

For projects that involve in-kind contributions or are to be directly carried out by local government staff:

- A detailed cost estimate must be submitted with the Application Form;
- Cost estimates must identify the charge out rate for each participant:
  - fair market value costs;
  - time commitment for each task; and,
  - outline each participant's role (e.g. project manager, coordinator, etc.) and their qualifications pertaining to the project.

Eligible costs are net of any contributions from other grant programs. Approved funding will be calculated once all other grant contributions have been deducted from the total cost of the project.

## 2.5. Ineligible Costs

Ineligible costs are:

- Administrative overhead charges (e.g. office salaries, wages and commissions, office supplies, administration travel and entertainment etc.);
- Local government staff time for general administration of a project (e.g. reviewing consultant's report, filling claim forms etc.);
- Capital project cost (e.g. construction costs, purchase of land or buildings or equipment used in the production of goods or in the rendering of services etc.);
- Routine maintenance and repair costs;
- GST (as of February 2004, municipalities receive a 100% federal government rebate on GST paid);
- Costs incurred prior to the date of application; and,
- Local government staff time or consultant fees for completing grant applications.

## 3 Application Process

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### 3.1. Application Guidelines

#### 3.1.1. Required Materials:

- ☐ Completed Application Form (should not exceed four pages in length); and
- ☐ Signed Certification Form.

See **Section 3.3.** of this Guide for access information for these materials.

#### Full and Accurate Information

Applicants are responsible for ensuring that full and accurate information is submitted to the Ministry and any applicable supporting information has been submitted. If a question is not applicable to the project, provide a brief explanation. If you have already sent information to the Ministry, such as a detailed work plan or consultant's proposal, it is not necessary to re-submit it, however, do make reference in your application that this material has already been submitted including the date of submission.

#### 3.1.2. Supporting Documentation

It is recommended that applications are submitted with supporting documentation in order to provide additional information for assessment. Though not mandatory, applications should be submitted with a work plan. This could be the project's terms of reference or a consultant's proposal. Some examples of other supporting documentation include, but are not limited to, the following:

- ✓ Council or board resolution supporting the project;
- ✓ Letters of support and/or documentation demonstrating support from relevant regulatory agencies such as local Health Authorities, Ministry of Environment, Department of Fisheries and Oceans Canada, etc.;
- ✓ Letters of support from community groups, stakeholders and partner organizations;
- ✓ Copies of pertinent sections of any long term plans (e.g. Regional Growth Strategy, Official Community Plan, Liquid Waste Management Plan);
- ✓ Copies of any applicable bylaws that directly support the project (e.g. Rainwater Management Bylaw, District Energy Bylaw, Water Conservation Bylaw, Low Impact Development Bylaw); and,

- ✓ Reference to any guidebooks or best practices that form the basis of the project (e.g. AMBC Asset Management Roadmap, B.C.'s Stormwater Planning Guidebook, Master Municipal Construction Document Association's Green Design Guidelines);

### 3.1.3. Freedom of Information and Protection of Privacy Act

Applicants should be aware that information collected is subject to the *Freedom of Information and Protection of Privacy Act*. The information being collected is for the purpose of administering the Infrastructure Planning Grant Program and will be used for the purpose of evaluating eligibility under the Program. Any questions about the collection, use or disclosure of this information should be directed to the contacts at the end of this Guide.

## 3.2. Where to Apply

All completed application packages should be emailed to the Ministry of Municipal Affairs and Housing at: [Infra@gov.bc.ca](mailto:Infra@gov.bc.ca). Though an electronic version of the Application Package (i.e. application and supporting documentation) is preferable, if you are unable to submit via this format, then a hardcopy can be mailed to the Ministry. See **Section 5** for the Ministry address. If it is not possible to complete the Application Form using a computer, please contact the Ministry and an application designed to be filled in by hand will be mailed to you.

## 3.3. How to Apply

- **Step 1:** Download both the Application Form and the Certification Form from the web at: <https://www2.gov.bc.ca/gov/content/governments/local-governments/grants-transfers/grants/infrastructure-planning-grant-program>
- **Step 2:** The Application Form is a protected Word® Document which should be completed electronically. Please note that the area below each question will expand as necessary to provide additional space to answer a question. Each question must be answered in less than 200 words.
- **Step 3:** Save the completed Application Form with the following filename format using the applicant's name, then IPGP (acronym of the Program) and date submitted. *For example: Tahsis\_IPGP\_Jan2017 (month/year: Jan2017)*
- **Step 4:** If applicable, prepare and copy any supporting documentation that will be submitted with the Application Form (e.g. work plan, consultant's proposal, council resolution). Supporting documentation can be submitted in portable document format (PDF).
- **Step 5:** Complete the Certification Form, then print, sign and submit in portable document format (PDF) along with the completed Application Form and any supporting documentation by email to the Ministry of Municipal Affairs and Housing at: [Infra@gov.bc.ca](mailto:Infra@gov.bc.ca). By signing the Certification Form, the applicant is certifying that the information contained in the application is correct and complete. Mailed hardcopies will also be accepted

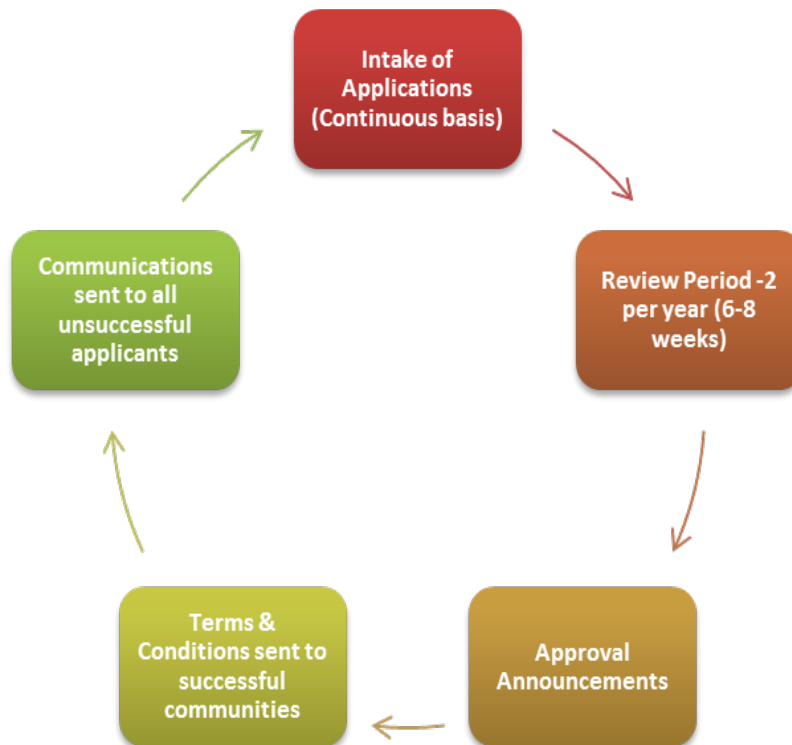
Once all required materials have been received by the Ministry, an email will be sent notifying applicants that their application package is complete and eligible for assessment.

### 3.4. Application Deadline

Applications are received on a continuous basis throughout the year with usually two review rounds taking place in Spring and Fall; however, grant funding may not be available after a posted deadline. If funding permits, grant applications that are not successful in their first assessment will be considered for a subsequent evaluation in the next round of approvals. Applications that are not successful within one year of submission are withdrawn from further assessment and the applicant is notified. To be considered in future rounds, a new grant application with updated information will need to be submitted.

If you have already submitted an application, your application submission date becomes your eligible cost date, therefore, you can begin your project and if you are successful in a subsequent round of reviews, any eligible costs incurred will be reimbursed through an approved grant.

The following diagram illustrates the general intake and approval process for all applications:



## 4 Approval and Payment of Grants

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### 4.1. Announcements

Successful applicants will receive written notification of approved funding. Grant announcements are usually made within three months after a posted deadline. Unsuccessful applicants will receive email notification of their status, as per **Section 3.4.** of this Guide.

### 4.2. Terms and Conditions

Successful applicants will receive the Terms and Conditions associated with their approved grant. This acts as a contract that confirms all parties' understanding of the project, the maximum grant amount to which the applicant is entitled and the grant's expiry date. Certain conditions may be attached to successful contracts in order to ensure that sustainability goals are met.

It is the responsibility of the successful applicant to sign this Terms and Conditions (contract) and send it back to the Ministry in two versions (see **Section 5** of this Guide):

- Hardcopy mailed in; and,
- Electronic copy.

**\*Note:** The Terms and Conditions is not available on the website as the contract is project specific.

### 4.3. Claim Period and Expiry of Grant

The claim period will be for approximately two years. Requests for an extension of this claim period will only be considered where there are unforeseen or extenuating circumstances. Such requests must be received before the expiry date of the grant. Extensions are granted in one-year increments. Grants are only eligible for two extensions.

### 4.4. Transfers between Projects and Scope Changes

Grants are project specific and may not be transferred from an approved application to a new proposal. Any diversion from the project description, as provided by the initial application, a consultant's proposal or a detailed work program, may be considered only with the prior agreement of the Ministry of Municipal Affairs and Housing. Any substitute project must produce similar results to that for which the grant was approved. The Ministry must be notified of any changes to the project description prior to completion of the project, which could then be eligible for a formal scope change process for approval of proposed changes.

### 4.5. Payment of Grant

The total amount of the grant payable will not exceed either the amount noted in the approval letter or the approved percentage of the actual cost, whichever is less.

To request payment, the grant recipient must submit by email to: [Infra@gov.bc.ca](mailto:Infra@gov.bc.ca):

(Please submit the following materials: 1. Claim form; 2. Final Report; 3. Compiled Invoices as three separate documents.)

1. Completed and signed **Claim Form** in PDF format (see **Section 4.5.2.** of this Guide for details on filling in the Claim form);
2. Copy of the **Final Report** (i.e. Study, Plan, etc., see **Section 4.5.1.** of this Guide); and,
3. Copies of **invoices** for all work undertaken to complete the report; this should include details of all times and charges, or, a schedule detailing the cost (time and charges) for in-house resources used to prepare the report;

If not previously submitted the following are required as well before payment can be made:

4. **Signed Certificate Form** sent in electronically to the email address above; and,
5. **Signed Terms & Conditions** – two copies to be sent in: hardcopy mailed in; and, electronic copy.

**\*Note:** For projects that did not generate invoices (i.e. used in-house resources or in-kind contributions), the claim must be accompanied by a schedule detailing the costs (time and charges) for the project. Should the schedule show unreasonable or ineligible costs, grant claims may be denied or reduced.

#### 4.5.1. Submission of Final Report

The Final Report refers to any study, plan, evaluation, strategy etc. as per **Section 2.2** of this Guide for eligible projects. The Final Report is the final product that has resulted from the awarded grant. The Ministry may publish, release, or otherwise disseminate information related to the plan or study, including the final report.

Should the final report be different than shown in contract description and deliverables, the proponent shall be held responsible and grant funding may be withdrawn. See **Section 4.4** of this Guide.

**Please submit the Final Report in the following format:**

- **Digital copy** – if a digital copy of the report cannot be supplied, then a paper copy of the final report will be accepted. Hard copy reports prepared by a registered engineer and/or geoscientist must be sealed or stamped, with signature and date, clearly showing the report author and responsible professional.
- A covering letter, from the applicant, should indicate that the final report and its contents, have been received, evaluated and accepted by the project proponent.

#### 4.5.2. Submission of Claim Form

A completed and signed claim form is required for payment of grant and is available for download from: [https://www2.gov.bc.ca/assets/gov/british-columbians-our-governments/local-governments/finance/ipgp\\_claim\\_form.doc](https://www2.gov.bc.ca/assets/gov/british-columbians-our-governments/local-governments/finance/ipgp_claim_form.doc)

The following is an example of how to fill in the financial section of the claim form, with an estimated total project cost of \$24,242.50, and no financial contributions from others:

**Claim Calculation:**

<b>Total Amount of Grant Approved: A</b>	<b>\$10,000</b>
<b>Total Eligible Costs Incurred To Date:</b>	<b>\$24,242.50</b>
Less Contributions or Grants from Others:	\$0
Total Eligible Costs Incurred:	\$24,242.50
100% of first \$5,000: B	\$5,000
50% of next \$10,000: C	\$5,000
Grant calculation (B plus C): D	\$10,000
Claim A or D, whichever is less:	<b>\$10,000</b>

Refer to **Section 1** of this Guide for further explanation on the breakdown of costs and the formula used by the Ministry to determine the grant amount per community.

## 5 Contact Information

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### **Mailing Address**

Ministry of Municipal Affairs and Housing  
Local Government Infrastructure and Finance Branch  
PO Box 9838 Stn Prov Govt  
Victoria BC V8W 9T1

### **Location Address**

4th Floor - 800 Johnson Street, Victoria, BC

Phone: 250 387-4060

Email: [Infra@gov.bc.ca](mailto:Infra@gov.bc.ca)

Website: <https://www2.gov.bc.ca/gov/content/governments/local-governments/grants-transfers/grants/infrastructure-planning-grant-program>



## THE DISTRICT OF HUDSON'S HOPE

**REPORT TO:** Mayor and Council

**FROM:** Jeanette McDougall, Corporate Officer

**DATE:** January 13, 2020

**SUBJECT:** NORTH CENTRAL LOCAL GOVERNMENT ASSOCIATION  
- ANNUAL GENERAL MEETING - MAY 13 - 15, 2020

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### RECOMMENDATION:

***"THAT** Council approve registration and travel costs for Council members interested in attending the North Central Local Government Association Annual General Meeting being held in Prince George on May 13 - 15, 2020.*

### BACKGROUND:

The North Central Local Government Association Annual General Meeting (NCLGA AGM) is being held in Prince George on Wednesday, May 13 - Friday, May 15, 2020 at the Prince George Conference and Civic Centre.

Registration will be open in February 2020, with an Early Bird rate of approximately \$400 and additional costs for the banquet and tours, etc.

Reservations have been made at the Coast Inn of the North for 5 rooms from May 12 - 15, 2020 at the NCLGA AGM rate of \$125.00 per night + taxes and can be cancelled anytime prior to May 9, 2020.

Attachments:

- NCLGA AGM Agenda - May 13 - 15, 2020

### ADMINISTRATOR'S COMMENTS:



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Chris Cvik, Chief Administrative Officer

"J. McDougall"

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Jeanette McDougall,  
Corporate Officer

**SR10**

# NCLGA AGM 2020 Program

## May 13 – 15, 2020

### Prince George Conference and Civic Centre

*\*Online Version updated: Dec 3, 2019*

WEDNESDAY, MAY 13, 2020	
8:00 am	Registration Table Opens
9:00 – 4:00 pm	<p><b>Pre-conference Tours/Sessions:</b></p> <p><b>Golf Tournament (9:00 am – 2:00 pm) *</b>  <b>Mountain Bike Tour (times and location TBD) *</b></p> <p><i>* Extra cost associated with undertaking these activities</i></p> <p><b>Tour #1: Waste Management Tour (9:00 am – 12:00 pm)</b></p> <ul style="list-style-type: none"> <li>Regional District Landfill</li> <li>Waste Water Treatment facility</li> </ul> <p><b>Tour #2: Emergency Management 101 (9:00 am – 12:30 pm)</b></p> <ul style="list-style-type: none"> <li>Outline of Incident Command System Training</li> <li>Overview of the Provincial Emergency Program (including Emergency Support Services)</li> <li>Emergency Operations Centre table top exercise</li> </ul> <p><b>Tour #3: Downtown Economic Drivers &amp; Community Hub (2:30 – 4:00 pm)</b></p>
12:30 – 1:30 pm	Lunch (Civic Centre)
1:30 – 3:00 pm	Climate Action Session
3:00 – 5:00 pm	Northern Medical Program Trust AGM
5:00 – 7:00 pm	<p><b>Welcome Reception (City Hall)</b></p> <ul style="list-style-type: none"> <li>Registration will also occur on site.</li> <li>Outdoor regional pop up night market</li> </ul>

## THURSDAY, MAY 14, 2020

<b>7:00 am</b>	<b>Registration Table Opens</b> (Civic Centre)
<b>7:00 – 8:00 am</b>	<b>Breakfast</b>
<b>8:00 – 8:30 am</b>	<b>Meet and Greet Opportunity</b>
<b>8:30 – 9:00 am</b>	<b>Opening Ceremonies</b>
<b>9:00 – 9:30 am</b>	<b>UBCM Address</b>
<b>9:30 – 10:05 am</b>	<b>Business Session 1</b> <ul style="list-style-type: none"> <li>• President's Report</li> <li>• Financial Reports/Minutes</li> <li>• Nominations report</li> <li>• First slate candidate speeches</li> </ul>
<b>10:05 – 10:20 am</b>	<i>Speaker to be confirmed</i>
<b>10:20 – 10:45 am</b>	<b>Refreshment Break</b>
<b>10:45 – 11:00 am</b>	<i>Speaker to be confirmed</i>
<b>11:00 – 12:30 pm</b>	<b>Business Session 2</b> <ul style="list-style-type: none"> <li>• Resolutions Procedures</li> <li>• Start of Resolutions Debate</li> </ul>
<b>12:00 – 5:00 pm</b>	<b>Voting Period</b>
<b>12:30 – 1:30 pm</b>	<b>Lunch – Keynote</b>
<b>1:30 – 3:00 pm</b>	<b>Plenary Sessions: Forestry</b>
<b>1:30 – 3:00 pm</b>	<b>CAO Session</b>
<b>3:00 – 3:15 pm</b>	<b>Refreshment Break</b>
<b>3:15 - 3:30 pm</b>	<b>First Slate Election Results/Director at Large Nominations and Speeches</b>
<b>3:30 – 4:30 pm</b>	<b>Concurrent Sessions:</b> <ul style="list-style-type: none"> <li>• <b>Session #1: Next Generation 911</b></li> <li>• <b>Session #2: Transportation/Ridesharing</b></li> </ul>
<b>6:30 – 11:00 pm</b>	<b>Banquet/Awards</b>

## FRIDAY, MAY 15, 2020

<b>7:00 – 8:00 am</b>	<b>Breakfast – Keynote</b>
<b>8:00 – 8:45 am</b>	<b>Concurrent Sessions:</b> <ul style="list-style-type: none"> <li>• <b>Session #1: Tourism/Arts &amp; Culture/Diversification</b></li> <li>• <b>Session #2: Species at Risk</b></li> </ul>
<b>8:45 – 9:00 am</b>	<b>Refreshment Break</b>
<b>9:00 – 11:00 am</b>	<b>Plenary Session: UNDRIP</b>
<b>11:00 – 12:00 pm</b>	<b>Business Session 3</b> <ul style="list-style-type: none"> <li>• Final Resolutions Debate</li> <li>• Director at Large – Election Results</li> </ul>
<b>12:00 – 1:00 pm</b>	<b>Lunch Keynote</b>
<b>1:00 – 2:00 pm</b>	<i>Session to be confirmed</i>
<b>2:00 – 2:30 pm</b>	<b>Wrap-Up/Thanks/2021 Host/Prize Draw</b>

## THE DISTRICT OF HUDSON'S HOPE

**REPORT TO:** Mayor and Council

**FROM:** Jeanette McDougall, Corporate Officer

**DATE:** January 13, 2020

**SUBJECT:** BC NATURAL RESOURCES FORUM – JANUARY 28 – 30, 2020

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### RECOMMENDATION:

***“THAT** Council approve registration and travel costs for Council members interested in attending the BC Natural Resources Forum being held in Prince George on January 28 – 30, 2020.*

### BACKGROUND:

The annual BC Natural Resources Forum is being held in Prince George on Tuesday, January 29 - Thursday, January 30, 2020 at the Prince George Conference and Civic Centre. Although this item was included on the October 15, 2019 Council agenda, there was not a definite decision made regarding attendance, but there is still an opportunity for registration for the Forum and for most of the events, eg banquet.

### Attachments:

- *BC Natural Resources Forum Agenda – January 28 – 30, 2020*
- *Registration Costs*

### ADMINISTRATOR'S COMMENTS:



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Chris Cvik, Chief Administrative Officer

“J. McDougall”

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Jeanette McDougall,  
Corporate Officer

**SR11**

## **BC NATURAL RESOURCES CONFERENCE – Jan 28 – 30, 2020**

### **Program**

The 2020 Program is focused on **Strengthening BC's Competitive Advantage** in the resources sector! Below please find the draft program outline:

#### **Tuesday, January 28, 2020**

8:30-4:30 pm	Pre-Forum Workshop 1. Let's Talk Impact Benefit Agreements
10:00-3:00 pm	Pre-Forum Workshop 2. Crisis Communications
1:00-4:00 pm	Exhibitor Registration and Set-Up
3:00 pm	Registration Open
4:00-6:00 pm	Pre-Banquet Tradeshow Reception   <u><i>Sponsored by Coastal GasLink Pipeline Project Ltd.</i></u>
6:00-9:00 pm	<b>Celebrating Natural Resources Banquet</b> <b>Tracy Robinson</b> , Executive Vice-President and President, Canadian Natural Gas Pipelines, <i>TC Energy</i> <b>Bruce Anderson</b> , Chairman, <i>Abacus Data</i> on BC's Natural Resources Survey

#### **Wednesday, January 29, 2020**

7:00 am	Registration Opens
7:30-8:45am	<b>Resource Ministers' Breakfast  </b> <u><i>Sponsored by Tourmaline Oil Corp</i></u>  <b>Hon. Doug Donaldson</b> , Minister of Forests, Lands, Natural Resource Operations & Rural Development <b>Hon. Scott Fraser</b> , Minister of Indigenous Relations & Reconciliation <b>Hon. George Heyman</b> , Minister of Environment & Climate Change Strategy <b>Hon. Michelle Mungall</b> , Minister of Energy, Mines & Petroleum Resources <b>Hon. Bruce Ralston</b> , Minister of Jobs, Trade & Technology Moderator: <b>Bryan Cox</b> , President & CEO, <i>BC LNG Alliance</i>
8:45-9:20am	Nutrition Break & Tradeshow Networking   <u><i>Sponsored by Enbridge</i></u>
9:20-9:40am	<b>Official Conference Opening</b>  <b>MC: Sarah Weber</b> , President & CEO, <i>C3 Alliance Corp.</i> <b>Chief Clayton Pountney</b> , Lheidli T'enneh First Nation <b>Bob Zimmer</b> , MP, <i>Prince George – Peace River – Northern Rockies</i> <b>Shirley Bond</b> , MLA, <i>Prince George – Valemount</i> <b>Mayor Lyn Hall</b> , <i>City of Prince George</i>

9:40-10:10am	<b>Opening Keynote Address</b> <b>Affonso Bison</b> , General Manager, <i>Rio Tinto BC Works</i>
10:10-11:25am	<b>Panel 1 – A Collective Vision for BC’s Mining Sector  </b> <b><u>Sponsored by Seabridge Gold</u></b>  <b>Chief John French</b> , <i>Takla Nation</i> <b>Ian Kemish</b> , Chief People & Sustainability Officer, <i>Newcrest Mining</i> <b>Heather Lawrence</b> , Global Manager, Indigenous Affairs, <i>Teck Resources</i> Moderator: <b>Michael Goehring</b> , President & CEO, <i>Mining Association of BC (MABC)</i>
11:25-12:00pm	Networking Break   <b><u>Sponsored by Construction Labour Relations Association of BC</u></b>
12:00-1:15pm	<b>Wednesday Keynote Luncheon</b> <b><u>Sponsored by Prince Rupert Port Authority</u></b>  <b>Premier John Horgan</b> , <i>Government of British Columbia</i>
1:15-1:45pm	Networking Break
1:45-2:15pm	<b>Afternoon Keynote Address</b>
2:15-3:30pm	<b>Panel 2 – BC’s Competitive Advantage: Cross-Sector CEO Outlooks</b> <b>Raghwa Gopal</b> , President & CEO, <i>Innovate BC</i> <b>Paul Gruner</b> , President & CEO, <i>Det’on Cho Corporation</i> <b>Peter Zebedee</b> , CEO, <i>LNG Canada</i> Moderator: <i>Rio Tinto</i>
3:30-3:50pm	Afternoon Nutrition Break and Tradeshow Networking   <b><u>Sponsored by IUOE Local 115</u></b>
3:50-5:00pm	<b>Panel 3 – Building Prosperity Through Partnerships  </b> <b><u>Sponsored by Summit Earthworks Inc.</u></b>  <b>Maynard Angus</b> , Manager, Indigenous Relations, <i>Prince Rupert Port Authority</i> <b>Dan George</b> , President & CEO, <i>Four Directions Management Services</i> <b>Lindsay Thompson</b> , Director, Indigenous Relations, <i>BC Hydro</i> Moderator: <b>Joel McKay</b> , CEO, <i>Northern Development Initiative Trust</i>
5:00-6:30pm	Wine & Cheese Reception   <b><u>Sponsored by Ecofor Consulting Ltd.</u></b>
<b>Thursday, January 30, 2020</b>	
8:00-8:30am	Nutrition Break& Tradeshow Networking   <b><u>Sponsored by Chevron Kitimat LNG</u></b>

8:30-8:35am	Conference Day Two Opening Remarks
8:35-9:00am	<b>Opening Keynote Address</b> <b>James Thompson</b> , Vice-President, Western Region, <i>CN Rail</i>
9:00-9:10am	<b>State of the North Report   Joel McKay</b> , CEO, <i>Northern Development Initiative Trust</i>
9:10-10:15am	<b>Panel 4 – Global Leadership in Sustainable Forest Management</b> <b><u>Sponsored by Association of BC Forest Professionals</u></b>  <b>Shannon Janzen</b> , Vice President & Chief Forester, <i>Western Forest Products</i> <b>Kurt Niquidet</b> , Vice President & Chief Economist, <i>BC Council of Forest Industries (COFI)</i> <b>Chief Willie Sellars</b> , <i>T'exelceme – Williams Lake Band</i> <b>Mayor Bob Simpson</b> , <i>City of Quesnel</i> Moderator: <b>Michelle Ward</b> , Director, Corporate Communications, <i>Canfor</i>
10:15-10:35am	Morning Nutrition Break and Tradeshow Networking   <b><u>Sponsored by United Steelworkers 1-2017</u></b>
10:35-11:50am	<b>Panel 5 – Fresh Perspectives from Tomorrow's Leaders  </b> <b><u>Sponsored by Geoscience BC</u></b>  <b>Fiona McDonald</b> , Project Manager, <i>BC Council of Forest Industries (COFI)</i> <b>Anitra Paris</b> , Operations & Policy Manager, <i>Clean Energy Association of BC (CEBC)</i> <b>Kody Penner</b> , Events Manager, <i>Tahltan Central Government</i> <b>Jessica Verhagen</b> , Chief Operating Officer, <i>Hydra Energy Corp</i> Moderator: <b>Kendra Johnston</b> , President & CEO, <i>Association for Mineral Exploration (AME)</i>
11:50-12:15pm	Networking Break
12:15-1:40pm	<b>Keynote Luncheon</b> <b><u>Sponsored by CLAC</u></b>  <b>Chief Councillor Crystal Smith</b> , <i>Haisla Nation</i>
1:40-2:10pm 2:10-3:25pm	Networking Break <b>Panel 6 – Tapping BC's Potential as an Energy Leader</b> <b><u>Sponsored by Spartan Controls</u></b>  <b>Mayor Lori Ackerman</b> , <i>City of Fort St. John</i> <b>Michael Crothers</b> , President and Country Chair, <i>Shell Canada Limited</i> <b>Chris O'Riley</b> , President & CEO, <i>BC Hydro</i> Moderator: <b>Tim McMillan</b> , President & CEO, <i>Canadian Association of Petroleum Producers (CAPP)</i>
3:25-3:30pm	Official Conference Closing



<b>Registration Options</b>	<b>Regular</b> (Now – Jan. 27)	<b>On-Site</b> (Jan. 28-30)
Two-Day Pass (meals not included)	\$439	\$489
One-Day Pass (meals not included)	\$329	\$379

<b>Exhibitor Options</b>	<b>Pricing</b>
Exhibitor Booth	\$1,299
Additional Exhibitor Pass	\$299

<b>Ticketed Events</b>	<b>Pricing</b>
Banquet Dinner – January 28	\$89
Ministers' Breakfast – January 29	\$49
Keynote Luncheon – January 29	<del>\$69</del> <i>Sold Out!</i>
Keynote Luncheon – January 30	\$69

## THE DISTRICT OF HUDSON'S HOPE

**REPORT TO:** Mayor and Council

**FROM:** Jeanette McDougall, Corporate Officer

**DATE:** January 13, 2020

**SUBJECT:** SCHOOL DISTRICT #60 – BOARD OF TRUSTEES  
ANNUAL JOINT MEETING – SPRING 2020

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### **PURPOSE:**

For Council consideration regarding holding the School District #60 Board of Trustees Annual Joint Meeting in Hudson's Hope in the Spring of 2020.

### **BACKGROUND:**

The District of Hudson's Hope was contacted by School District #60 to inquire if there was interest in holding the Annual Joint Meeting in Hudson's Hope next April, following Spring Break. The meetings are typically held in Fort St. John, although one meeting was held in Taylor in February 2018 with dinner provided.

The expected number of attendees would be 25 – 32, and the meeting times are 5:30 – 8:00 pm with dinner or snacks provided at the discretion of Council. Options for the venue would include the Community Hall (\$250.00 for rental) or the High School (no charge) and the High School would provide A/V equipment, if required.

### **ADMINISTRATOR'S COMMENTS:**



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Chris Cvik, Chief Administrative Officer

"J. McDougall"

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Jeanette McDougall,  
Corporate Officer

**SR12**

## REQUEST FOR DECISION

<b>RFD#:</b>	<b>CC-2020-01</b>	<b>Date:</b>	<b>December 9, 2019</b>
<b>Meeting#:</b>	<b>CM011320</b>	<b>Originator:</b>	<b>Chris Cvik</b>
<b>RFD TITLE: District of Hudson's Hope Road Closure Bylaw No. 913, 2020 to close the Public Road through DL 148, Plan 10780</b>			

### RECOMMENDATION:

1. That District of Hudson's Hope Road Closure Bylaw No. 913, 2020, to close the Public Road through DL 148, Plan 10780, and remove the road dedication be read a first time as recommended in the report dated December 9, 2019, from the CAO regarding Road Closure Bylaw No. 913, 2020.
2. That Bylaw No. 913, 2020 be read a second time.
3. That Bylaw No. 913, 2020 be read a third time.
4. And that Public Notice of Council's intention to close the public road through runs through DL 148, Plan 10780 and remove the road dedication be provided in accordance with Sections 26(3) and 40 of the *Community Charter*.

### BACKGROUND:

District Lot 148 was Crown granted November 10, 1942. No road was excluded from the Crown grant at that time. PGP10780 dated Aug 4, 1960 created Lot A and the Remainder of DL 148. It also dedicated public road through Lot A at about 80 feet (24.384m). The road roughly follows the Peace River.

KAP887H dated Feb 15, 1966 created the "new" Highway 29N. The "new" Highway 29N was dedicated at approximately 200 feet (60.96m). The plan shows the "old" highway through Lot A of Plan 10780 (no change).

PGP34351 dated Feb 13, 1990 created Lot 1 and the Rem of Lot A from PGP10780. It shows the road that was dedicated in 1960 and shown in 1966 at 24.384m (no change).

At no time was the road closed by the Ministry of Transportation.

In July 2019, the Ministry of Transportation and Infrastructure advised the one of the property owners that when the road was originally created, it was under Ministry jurisdiction and when the District of Hudson's Hope incorporated in 1965, this road was handed over from the Ministry to the District (not all roads were handed over but most were).

**B1**

As a result, the District is still the owner of this section of road. The District was NOT aware of this as the road does not appear as a Legal Notation on any of the four properties Certificate of Title.

## **DISCUSSION:**

The fact that the District owns this 'old' road only came to the District's attention as a result of a property owner undertaking some work as a result of the Site C project.

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 removal of highway dedication filed with Land Title Office, the property will be registered in the name of the District. The District will sell the property to the four property owners for a nominal sum (approximately \$1.00). **NOTE:** At this time, Administration is not sure whether the sale would be \$1.00 for the entire amount or \$1.0 per property owner. The rationale for the nominal value is that all four property owners have operated under the impression they owned all of the property including the road that dissect their properties and have been taxed on a land value that included the road.

**ATTACHMENTS:**

1. District of Hudson's Hope Road Closure Bylaw No. 913, 2020, a Bylaw to close the Public Road through DL 148, Plan 10780
2. Draft Public Notice



Report Approved by:

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



## BYLAW NO. 913, 2020

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### A Bylaw to Close the Public Road through DL 148, Plan 10780

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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. 913, 2020, Public Road through DL 148, Plan 10780.
- 2 Legal Description
  - 2.1 The public road dedicated through DL 148, Plan 10780. The road extends into the existing lots as seen today to the south PID: 014694298 DL 148 Peace River District except PL 10780 PCL A (PL 16838) PCL B (PL 23386) & PL H887, and to the north PID: 015650553 L 1 DL 148 Peace River District PL 34351; 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 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 as Schedule A.

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 13<sup>th</sup> day of January, 2020

Read a Second Time this 13<sup>th</sup> day of January, 2020

Read a Third Time this 13<sup>th</sup> day of January, 2020

Adopted this \_\_\_\_\_ day of January, 2020

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

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

Certified a true copy of Bylaw No. 913, 2020

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

\_\_\_\_\_  
Corporate Officer





## PUBLIC NOTICE

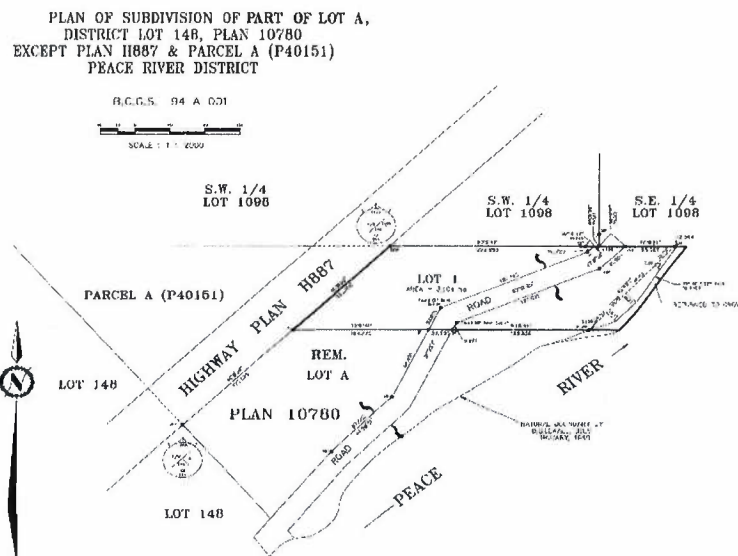
### Notice of Intention – Road Closing Bylaw and Property Disposition

**When:** Monday, February 24, 2020 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 District of Hudson's Hope Road Closure Bylaw No. 913, 2020, a Bylaw to close the Public Road through DL 148, Plan 10780 pursuant to Section 40 of the Community Charter, which will close the old highway road and remove the road dedication as shown on Map 1.

**Map 1**



Once the road is closed, the District of Hudson's Hope intends to sell the property back to the four adjacent property owners for a nominal fee of \$1.00 for each of the four property owners. The rationale for the nominal value is due to the fact that the road was not registered as a legal notation on file and all parties have operated under the assumption they already owned the old road that was located within their properties. In addition, the property owners have been paying property tax based on the entire property (i.e., including the newly discovered road).

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.

## REQUEST FOR DECISION

<b>RFD#:</b> CC-2020-05	<b>Date:</b> December 18, 2019
<b>Meeting#:</b> CM011320	<b>Originator:</b> Chris Cvik
<b>RFD TITLE:</b> Revitalization Tax Exemption Bylaw - Lucas Subdivision	

### RECOMMENDATION:

1. That District of Hudson's Hope Revitalization Tax Exemption Bylaw - Lucas Subdivision Bylaw No. 914, 2020 be read a first time as recommended in the report dated December 18, 2019, from the CAO regarding a Revitalization Tax Exemption Program for the Lucas Subdivision.
2. That Bylaw No. 914, 2020 be read a second time.
3. That Bylaw No. 914, 2020 be read a third time.
4. And that Public Notice of Council's intention to implement a tax exemption bylaw for the Lucas Subdivision be undertaken in accordance with Sections 227 and 94 of the *Community Charter*.

### BACKGROUND:

At the October 28, 2019, in-camera meeting, the following resolution was released into the open agenda.

**RESOLUTION NO. IC 290/19**

*M/S Councillors Markin / Miller*

*"THAT Staff prepare a Request for Proposal regarding hiring a real estate company to market the Lucas Subdivision and that a report be brought back to Council for approval."*

**CARRIED**

This draft property tax exemption bylaw is an accompaniment to the Request for Proposal and provides a financial incentive for potential buyers to purchase lots in the Lucas Subdivision and build homes.

### DISCUSSION:

If Council is interested in providing a tax exemption as a tool to motivate people to purchase vacant lots in the Lucas Subdivision and build homes there, one of the discussion points needs to be on the duration of the program.

**B2**

The intent of the twelve (12) month timeframe in the draft bylaw is to encourage development sooner as opposed to later. During the 12-month window, a person who purchases a lot in the Lucas Subdivision would need to apply for and have an approved Building Permit in place. Once the Building Permit is approved, the property owner would have twenty-four (24) months from the date of the Building Permit approval to complete the work or the Building Permit expires. Based on the design of the proposed bylaw, no extensions will be permitted.

Another of the discussion points that Council must consider prior to adopting the revitalization tax exemption bylaw is to consider the bylaw in conjunction with the objectives and policies under Section 165(3.1)(c) in the *Community Charter* on the use of Permissive tax Exemptions. The intent is so that Council consider the municipality's overall objectives and policies in relation permissive tax exemptions, when exercising its revitalization tax exemption powers. From last year's adopted Financial Plan, some of the discussion points around permissive tax exemptions included:

### **Permissive Tax Exemptions**

The District of Hudson's Hope has an existing permissive tax exemption (Bylaw No. 908, 2019) that guides the administration and approval of permissive tax exemptions.

Some of the eligibility criteria for permissive tax exemptions that are outlined in the Bylaw include the following:

- The tax exemption must demonstrate benefit to the community and residents of District of Hudson's Hope by enhancing the quality of life (economically, socially, and culturally) within the community.
- The goals, policies and principles of the organization receiving the exemption must not be inconsistent or in conflict with those of the District of Hudson's Hope.
- The organization receiving the exemption must be a registered non-profit society, as the support of the municipality will not be used for commercial and private gain.
- Permissive tax exemptions will be considered in conjunction with:
  - other assistance being provided by the District;
  - the potential demands for the District services or infrastructure arising from the property; and
  - the amount of revenue that the District will lose if the exemption is granted.

### **Objective**

- Over the next 5 years the District of Hudson's Hope will continue with its current bylaw to provide permissive tax exemptions to non-profit societies.

**Policies**

- To continue with encouraging the development of non-profit societies that provide services (as per its Property Tax Exemption Bylaw) to the communities by its offering of its Insurance Expansion Coverage Policy.
- To ensure that applicants continue to be eligible and qualify under the District's tax exemption guidelines.

**FINANCIAL:**

The advertising cost for the required two weeks of Public Notice will be approximately \$1,200.

In terms of the cost of 'exempt' municipal property tax, the amount will depend on the success of the program and the value of the homes built at the Lucas Subdivision. Using the 2019 property tax rate of \$3.50 per \$1,000 of assessment, the value of the exemption is shown below for a single home:

Assessed Value of Home	Tax Rate	Annual Property Tax	Total 10 Years
\$300,000	\$3.50/\$1,000	\$1,050	\$10,500
\$400,000	\$3.50/\$1,000	\$1,400	\$14,000
\$500,000	\$3.50/\$1,000	\$1,750	\$17,500

Therefore, if all seventeen (17) lots sell and all qualify under the terms of the Tax Exemption Bylaw and assuming the value of all 17 homes is \$500,000 per home, the maximum 'lost' potential property tax revenue over the 10-Year period is estimated to be \$297,500 (\$17,500 X 17 lots). The actual value is likely to be much less. If no lots are sold, the lost potential tax revenue is zero dollars.

As BC Hydro owned lots would also be eligible to participate under the Bylaw, the maximum 'lost' potential property tax revenue over the 10-Year period of all 27 lots (17 owned by the District and nine (9) by BC Hydro) could be \$455,000. Note: Only 9 of the BC Hydro lots are eligible for the Program as the one completed home is excluded.

Again, these numbers are estimates based on 2019 property tax rates, and it is highly unlikely that 26 properties will be built within the twelve (12) month timeframe to take advantage of the opportunity as outlined in the Bylaw.

**OPTION:**

The draft bylaw is written to provide a twelve (12) month window in which the lots would be eligible for the exemption. When a lot is sold, the owner is required to obtain a Building Permit within the twelve-month eligibility period and complete construction within twenty-four (24) months from the date the Building Permit is approved. Council may feel that twelve months is insufficient and direct Administration to increase the window to 24 months. This would mean that the Program would be eligible for 24 months from the date the bylaw is adopted and owners who buy would still have 24-months to complete a home as long as the Building Permit was issued within the 24-month eligibility period.

**OTHER:**

Council needs to be aware that any Bylaw of this nature will have its' detractors. People with individual lots for sale will argue the incentive is unfair to their efforts to dispose of their property. Residents who have built homes within the last few years will argue they are required to pay property tax and not given the option for an exemption. If Council approves the recommendation, it will need to re-emphasize the objectives the bylaw is trying to achieve.

**Attachments:**

1. Draft - Revitalization Tax Exemption Bylaw - Lucas Subdivision Bylaw No. 914, 2020
2. Draft – Public Notice

Report Approved by:



Chris Cvik, CAO



## BYLAW NO. 914, 2020

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### **A Bylaw to Provide Property Tax Exemption within the Lucas Subdivision**

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**WHEREAS** pursuant to Section 226 of the *Community Charter*, Council may adopt a bylaw for a revitalization tax exemption program;

**AND WHEREAS** Council wishes to establish a Revitalization Tax Exemption Program in order to encourage residential home development within the Lucas Subdivision;

**AND WHEREAS** Council's objectives under the Revitalization Tax Exemption Program are to (a) encourage new development in the community; (b) reduce the municipal tax burden on property owners; (c) to advance the objectives of the District's Official Community Plan to improve the quality, quantity, diversity, and condition of the housing stock, and to ensure higher residential density is centrally located;

**AND WHEREAS** Council has reviewed the objectives of the Revitalization Tax Exemption program bylaw in conjunction with the use of permissive tax exemptions as per Section 165(3.1)(c) of the *Community Charter*; and

**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 This bylaw shall be cited for all purposes as "Revitalization Tax Exemption Program Bylaw 914, 2020 – Lucas Subdivision.
- 2 Schedule "A" attached hereto and made part of this Bylaw comprises the land eligible for the District of Hudson's Hope Revitalization Tax Exemption.

- 3 Schedule "B" attached hereto and made part of this Bylaw comprises the contents of the District of Hudson's Hope Revitalization Tax Exemption Program.
- 4 Schedule "C" attached hereto and made part of this Bylaw comprises the contents of the Revitalization Tax Exemption Application.
- 5 Schedule "D" attached hereto and made part of this Bylaw comprises the contents of the Revitalization Tax Exemption Agreement.
- 6 Schedule "E" attached hereto and made part of this Bylaw comprises the Revitalization Tax Exemption Certificate.
- 7 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.
- 8 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 \_\_\_\_\_ day of January, 2020.

Read a Second Time this \_\_\_\_\_ day of January, 2020.

Read a Third Time this \_\_\_\_\_ day of January, 2020.

Adopted this this \_\_\_\_\_ day of February, 2020.

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

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

Certified a true copy of Bylaw No. 914, 2020

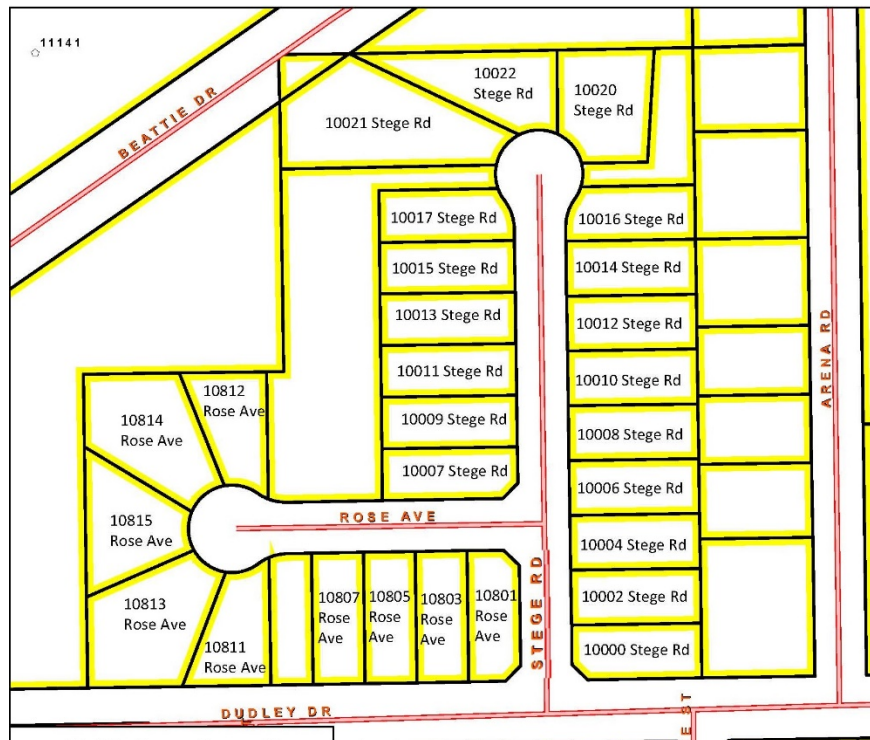
this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Corporate Officer

## Schedule A

### Revitalization Tax Exemption Program – Lucas Subdivision BYLAW NO. 914, 2020

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## **Schedule B**

### **Revitalization Tax Exemption Program – Lucas Subdivision BYLAW NO. 914, 2020**

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#### **Definitions:**

In this Bylaw:

“Agreement” means a Revitalization Tax Agreement between the owner of a Parcel and the District;

“Assessed Value” means the BC Assessment Authority land and improvements assessed value of the parcel subject to an Agreement for the purposes of calculating property taxes;

“Baseline Amount” means an assessed value of land and improvements used to calculate municipal property tax payable on a Property located in the Revitalization Area during the Base Amount Year;

“Base Amount Year” means the calendar year prior to the first calendar year in respect of which an Exemption Agreement applies to a property in the Revitalization Area and/or the calendar year in which the Revitalization Tax Exemption Certificate is issued;

“Building Inspector” means a qualified person employed by the District to make professional judgment about whether a building meets building code requirements.

“Building Permit” refers to the approval issued by the District to the Parcel owner that allows the Parcel owner to proceed with building construction.  
NOTE: The Building Permit shall expire if the work authorized by the permit is not completed within 24 months of the permit issue date.

“District” means the District of Hudson’s Hope.

“Program Eligibility Period” means the One-Year period from the date of adoption of Bylaw 914, 2020, in which Building Permits will be accepted for consideration under the Program. For greater clarity, this means that a Building Permit must be issued within the One-Year period after the date the Bylaw is adopted and then the Property owner has a maximum of twenty-four (24) months to complete the work.

“Occupancy Approval Inspection Certificate” means the final inspection form completed by the Building Inspector to confirm that the house is finished and ready to be lived in.

“Parcel” means one of the twenty-seven (27) lots that comprise Lucas Subdivision;

“Property” means the legally described land and improvements to which a Revitalization Tax Exemption is applied for.

“Revitalization Area” means the twenty-seven (27) lot Lucas Subdivision.

“Tax Exemption” means a revitalization tax exemption obtained pursuant to this bylaw;

“Tax Exemption Application form” refers to application made by a Parcel owner to the District for tax exemption;

“Tax Exemption Certificate” means a Revitalization Tax Exemption Certificate issued by the District of Hudson’s Hope;

### **Program Details**

1. The Program is hereby established pursuant to the provisions of Section 226 of the *Community Charter* which is intended to achieve its objectives to: (a) encourage new development in the community; (b) reduce the municipal tax burden on property owners; (c) to advance the objectives of the District’s Official Community Plan to improve the quality, quantity, diversity, and condition of the housing stock, and to ensure higher residential density is centrally located.

2. The terms and conditions upon which a Tax Exemption Certificate may be issued are as set out in this Bylaw, in the relevant Agreement entered into between the District and the Owner pursuant to this Bylaw; and in the Tax Exemption Certificate in relation to a particular Parcel.

3. The amount of an annual tax exemption shall be equal to 100% of the municipal portion of property taxes imposed under Section 197 (1) (a) of the *Community Charter*.

4. An exemption under this program does not affect the Parcel owner's liability for municipal utility, user fees or parcel taxes or taxation imposed by other government or public bodies and collected by the District, including taxation under the School Act.

5. An exemption under this program does not affect the Parcel owner's past liability for any municipal property taxes, utility, user fees or parcel taxes or taxation imposed by other government or public bodies and collected by the District, including taxation under the School Act incurred from the purchase date of the property to the issue of the Tax Exemption Certificate.

6. The maximum term of a tax exemption shall be ten years.

7. The tax exemption is attached to the Parcel and is transferable to subsequent property owners within the term of the Agreement.

8. Any building construction undertaken prior to the effective date of the approval of the Revitalization Tax Exemption bylaw will not be eligible for consideration.

### **Application Process**

9. When the owner of a Parcel wishes Council to consider granting a tax exemption, the owner must apply to the Deputy Treasurer, in writing, and must submit the following with the application: (a) a copy of the Occupancy Approval Inspection Certificate completed by the Building Inspector and (b) a completed Application For Revitalization Tax Exemption form.

10. Applications to the Deputy Treasurer must be received on or before the 31<sup>st</sup> of August in the year prior to the first year in which a tax exemption is sought.

11. Once the Deputy Treasurer determines that all the requirements established under Application for Revitalization Tax Exemption form have been fulfilled, the Parcel Owner and District will enter into a Tax Exemption Agreement.

12. Once the Tax Exemption Agreement is completed and signed, the Deputy Treasurer must issue a Tax Exemption Certificate for the Parcel.

13. A Tax Exemption Certificate issued for the Parcel is subject to the condition that all of the conditions set out in the Agreement continue to be met and may be cancelled by Council if any of the conditions set out in the Agreement are not met.

14. If the Tax Exemption Certificate is cancelled during a year in which the owner of a Parcel has received a tax exemption, the owner of the Parcel shall pay to the District within 30 days of cancellation a recapture amount calculated as equal to a percentage of the amount of the tax exemption with the percentage being equivalent to the percentage of the taxation year remaining from the date of cancellation.

15. If the amount is not paid under Section 14, any amount unpaid will bear interest at the rate prescribed by the Province of British Columbia for Taxes in Arrears or Delinquent as set from time to time by the Province of British Columbia.

**Schedule C**

**Revitalization Tax Exemption Program – Lucas Subdivision  
BYLAW NO. 914, 2020**

---

**Application for Revitalization Tax Exemption**

I am hereby making application for tax exemption.

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Telephone or Cell Number: \_\_\_\_\_

**Subject Property Information:**

Civic Address: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Property Identification Number (PID): \_\_\_\_\_

Copy of Completed Occupancy Approval Inspection Certificate signed off by the  
Building Inspector.

Attached ☐

I confirm that all taxes assessed and rates, chares, and fees imposed on the  
Property have been paid and that all installments owing at the date of the  
certificate application have been paid.

Confirmed ☐

\_\_\_\_\_  
Property Owner/Applicant

\_\_\_\_\_  
Date

---

**OFFICE USE ONLY:**

Date Building Permit Approved: \_\_\_\_\_

Date Occupancy Approval Inspection Certificate sign off: \_\_\_\_\_

Date Tax Exemption Application Received by the District: \_\_\_\_\_

**Schedule D**

**Revitalization Tax Exemption Program – Lucas Subdivision  
BYLAW NO. 914, 2020**

---

**Revitalization Tax Exemption Agreement**

This Agreement dated for reference the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_  
is between:

I am hereby making application for tax exemption.

XXX

(the “Owner”):

AND

The District of Hudson’s Hope  
9904 Dudley Drive  
Hudson’s Hope, BC V0C1V0

(the “District”):

Given that the owner is the registered owner in fee simple of lands in the  
District of Hudson’s Hope at:

\_\_\_\_\_  
(civic address)

\_\_\_\_\_  
(legal description)

(the “Parcel”):

## **PREAMBLE**

Council has established a Revitalization Tax Exemption Program in order to encourage residential home development within the Lucas Subdivision. The Program is included within the District of Hudson's Hope Revitalization Tax Exemption Bylaw 914, 2020.

Council's objective under the Revitalization Tax Exemption Program are to (a) encourage new development in the community; (b) reduce the municipal tax burden on property owners; (c) to advance the objectives of the District's Official Community Plan to improve the quality, quantity, diversity, and condition of the housing stock, and to ensure higher residential density is centrally located.

## **CONDITIONS**

1. The Owner has provided the Deputy Treasurer a completed Occupancy Approval Inspection Certificate signed off by the Building Inspector.
2. The Owner has provided the Application for Revitalization Tax Exemption Form to the Deputy Treasurer on or before the 31<sup>st</sup> of August in the year prior to the first year in which a tax exemption is sought.
3. The signed Occupancy Approval Inspection Certificate and the Application for Revitalization Tax Exemption Form are provided to the Deputy Treasurer within the 24-month eligibility period from the date the Building Permit was issued.
4. The Owner has paid all taxes assessed and rates, charges, and fees imposed on the Property have been paid and that all installments owing have been paid.

## **CALCULATION OF REVITALIZATION TAX EXEMPTION**

The amount of an annual tax exemption shall be equal to 100% of the municipal portion of property taxes imposed under Section 197 (1) (a) of the *Community Charter*.

An exemption under this program does not affect the Parcel owner's liability for municipal utility, user fees or parcel taxes or taxation imposed by other government or public bodies and collected by the District, including taxation under the School Act.

### **TERM OF TAX EXEMPTION**

The maximum term of a tax exemption shall be ten years.

Provided the requirements of this Agreement and the "District of Hudson's Hope Tax Revitalization Exemption Bylaw No. 914, 2020" are met, the tax exemption shall be for the taxation years \_\_\_\_\_ to \_\_\_\_\_, inclusive (10 year maximum).

The tax exemption is attached to the Parcel and is transferable to subsequent property owners within the term of the Agreement.

### **REPRESENTATION AND WARRANTIES**

The Owner represents and warrants to the District that the Owner is the Owner of the Parcel for the purpose of property assessment and taxation.

### **CANCELLATION**

The District may in its sole discretion cancel the Tax Exemption Certificate at any time:

- (a) on the written request of the Owner; or
- (b) effective immediately upon delivery of a notice of cancellation to the Owner.

If such cancellation occurs, the Owner of the Parcel for which the Tax Exemption Certificate was issued will pay to the District within 30 days of cancellation an amount equal to the percentage of the amount of any tax exemption equivalent to the percentage of the year remaining from the date of cancellation.

If the amount is not paid, any amount unpaid will bear interest at the rate prescribed by the Province of British Columbia for Taxes in Arrears or Delinquent as set from time to time by the Province of British Columbia.



## **NO REFUND**

For greater certainty, under no circumstances will the Owner be entitled under the District's revitalization tax exemption program to any cash credit, any carry forward tax exemption credit or any refund for any property taxes paid.

## **NOTICES**

Any notice or other writing required or permitted to be given hereunder or for the purposes hereof to any party shall be sufficiently given if delivered by hand or posted on the Parcel, or if sent by prepaid registered mail (Express Post) or if transmitted by facsimile to such party:

- (a) In the case of a notice to the District, at:

District of Hudson's Hope  
Box 330  
9904 Dudley Drive  
Hudson's Hope, BC V0C 1V0  
  
*Attention: Deputy Treasurer*

- (b) In the case of a notice to the Owner, at:

[insert name and address of owner]  
  
*Attention:*

Or at such other address as the party to whom such notice or other writing is to be given shall have last notified the party giving the same.

## **NO ASSIGNMENT**

The Owner shall not assign its interest in this Agreement except to a subsequent owner in fee simple of the Parcel.

**SEVERANCE**

If any portion of this Agreement is held invalid by a court of competent jurisdiction, the invalid portion shall be severed and the decision that it is invalid shall not affect the validity of the remainder of this Agreement.

**IN WITNESS WHEREOF** the parties hereto have executed this agreement as of the day and year first above written.

Executed by the District of Hudson's Hope by its authorized signatories.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Corporate Officer

\_\_\_\_\_  
Owner

## **Schedule E**

### **Revitalization Tax Exemption Program – Lucas Subdivision BYLAW NO. 914, 2020**

---

#### **Revitalization Tax Exemption Certificate**

In accordance with the “District of Hudson’s Hope Revitalization Tax Exemption Bylaw No. 914, 2020” (the “Bylaw”) and in accordance with a Revitalization Tax Exemption Agreement dated for reference the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ (the “Agreement”) entered into between the District of Hudson’s Hope (the “District”) and \_\_\_\_\_ (the “Owner”), the registered owners of [insert legal description of property]  
\_\_\_\_\_(the “Parcel”).

*This certificate certifies that the Parcel is subject to a revitalization tax exemption equal to 100% of the municipal portion of property taxes imposed under Section 197 (1) (a) of the Community Charter for each of the taxation years 20\_\_\_\_ to 20\_\_\_\_ inclusive (Maximum 10 Years).*

The tax exemption is provided under the following conditions:

1. The Owner does not breach any term, condition or provision of, and performs all obligations set out in, the Agreement and the Bylaw.
2. The Owner has not sold all or any portion of his or her equitable or legal fee simple interest in the parcel without the transferee taking an assignment of the Agreement and agreeing to be bound by it.
3. The Owner, or a successor in title to the Owner, has not allowed the property taxes for other properties owned by the Owner within the District Parcel to go into arrears or to become delinquent.
4. The Agreement is not otherwise terminated.

If any of these conditions are not met, then the Council of the District of Hudson’s Hope may cancel this Revitalization Tax Exemption Certificate. If such cancellation occurs, the Owner of the Parcel or a successor in title to the Owner as the case may be, shall remit to the District an amount equal to the value of the exemption received after the date of the cancellation of the certificate.

## PUBLIC NOTICE

### Revitalization Tax Exemption Program – Lucas Subdivision BYLAW NO. 914, 2020

**When:** Monday, February 10, 2020 at 6:00 p.m.

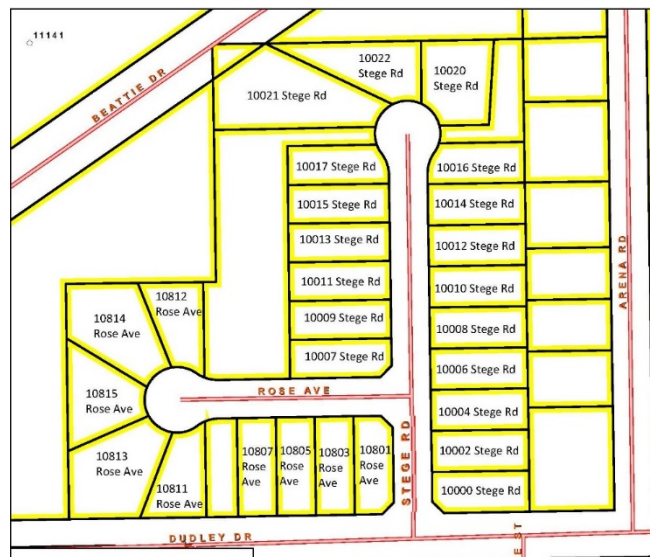
**Where:** Hudson's Hope Council Chambers, 9904 Dudley Drive, Hudson's Hope, B.C.

Pursuant to Section 226 of the *Community Charter*, Council for the District of Hudson's Hope is considering the adoption of Bylaw 914, 2020, a bylaw to establish a Revitalization Tax Exemption Program in order to encourage residential home development within the Lucas Subdivision (Map 1).

Council's objective under the Revitalization Tax Exemption Program are to (a) encourage new development in the community; (b) reduce the municipal tax burden on property owners; (c) to advance the objectives of the District's Official Community Plan to improve the quality, quantity, diversity, and condition of the housing stock, and to ensure higher residential density is centrally located.

The Tax Exemption Program would provide a 100% exemption of municipal property tax for properties within the Lucas Subdivision that qualify. To qualify, residents would be required to purchase a lot in the Lucas Subdivision; have an approved Building Permit issued within twelve (12) months of Council's adoption of the Bylaw; and finish construction within twenty-four (24) months of the issuance of the approved Building Permit.

Lucas Subdivision - Map 1

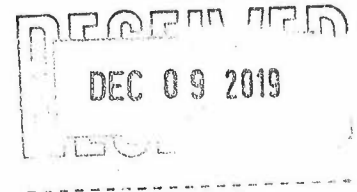


Before making its decision, the Council will hear from all persons who have an interest in this matter. Written briefs may be submitted to the municipal office on or before the date and time of the meeting or verbal presentations may be made to the Council during the meeting.

District of Hudson's Hope  
9904 Dudley Drive  
Hudson's Hope, BC

Nov 26, 2019

**RE: DA Thomas Road**



To Whom It May Concern,

Please be advised that the pieces of guardrail currently located on DA Thomas Road belong to Allan R. Edgar, adjacent landowner of 9001 Clarke Avenue, Hudson's Hope, BC (see attached photos).

The guardrail was placed in 1999 to prevent vehicles and debris from accidentally going over the very steep embankment towards the Peace River, and to help prevent wildfire ignition.

Due to BC Hydro Site C project & plans to upgrade the DA Thomas Road in the very near future, I plan to remove the guardrail and stockpile it on my property. I will also bring this to BC Hydro's attention, if necessary.

Thank you,  
Yours truly,

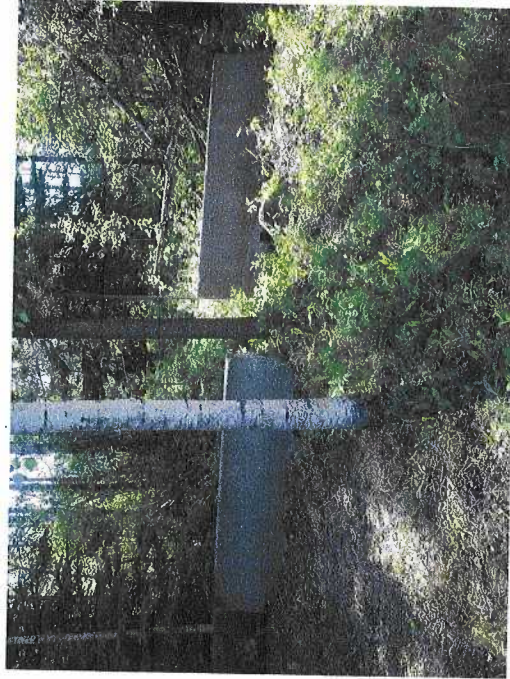
Allan R Edgar

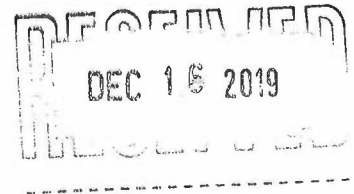
*P.S. I apologize for not being present to bring this matter to your attention, as I'm out of town on other priority.*

*Thanks.  
Yours truly,  
Allan  
Edgar.*

**C1**







To Mayor and Council

I am writing regarding a future music festival in Hudson's Hope. The proposed music festival would be located at The Pearkes Centre (10801 Dudley Dr.), and I am aiming for an attendance rate of 300 people, plus volunteers, over the weekend of July 17<sup>th</sup>/18<sup>th</sup>. The music would tentatively run from 6pm to 1am on Friday night; 1pm to 1am on Saturday. The genre of music will be Folk/Americana and the festival will be family-friendly.

I am writing to request that council grant us a temporary allowance to host music later than the noise bylaw of 11pm on the weekend of July 17<sup>th</sup>/18<sup>th</sup>. To mitigate potential issues with sound later into the night, I plan to build the stage on the south facing side of The Pearkes Centre building so that the sound is projected out over the water instead of towards the community. If the event is a success, with no issues regarding sound, I would like for this to become an annual event. An annual Music Festival would boost tourism, promote arts and culture in our region, and be an economic boon for the community.

Thank you for your consideration.

Sincerely,

Ben Waechter  
Life Cycle Events  
250.617.5484



## What will this new regulation cover?

The new Oil and Gas Processing Regulation will regulate all new manufacturing plants and refineries, as well as existing gas processing plants in British Columbia. These facilities include:

- Petroleum refineries
- Natural gas manufacturing plants
- Gas processing plants

New rules for applying for a facility permit will be included in the new regulation, as well as enhanced regulatory requirements for these facilities to support their safe design, construction, pre-operation, operation, suspension and decommissioning, and record keeping.

## What happens at oil and gas processing facilities?

Petroleum refineries transform crude oil into marketable products such as gasoline, heating oil, kerosene and jet fuel.

Natural gas manufacturing plants transform natural gas into a wide variety of products including plastics, fabrics, antifreeze, pharmaceuticals, insulation materials, paints, glues and much more.

Gas processing plants convert raw gas into marketable natural gas and liquids such as ethane, propane, butane, and condensate.

### What about consultation?

First Nations will be consulted by the Commission on any decisions where consultation is required. Land owners and stakeholders will be consulted or notified according to the Commission's Consultation and Notification Regulation.

## Why is this new regulation needed?

Currently, oil and gas processing facilities in British Columbia are regulated by the Drilling and Production Regulation (DPR). The DPR covers almost all processing facilities, and does not include those for processing liquefied natural gas. The new Oil and Gas Processing Regulation will remove oil and gas processing facilities from the legal scope of the DPR and apply a more robust set of standards for these facilities.

The new regulation will incorporate more technical standards that address material and equipment specifications, construction standards, safety management systems, efficiency and best practices. The DPR is primarily designed to regulate wells and wellsite facilities. Oil and gas processing facilities warrant more detailed regulation including how the facility is designed and constructed, what safety tests should be run before the facility begins operation, how the facility will be operated and special directions for when the facility stops operating (either temporarily or permanently).

The new regulation includes a transition provision for existing gas processing plants that have a permit issued under the DPR. Such plants will have three months to comply with the new regulation after it comes into force.

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## What is in the draft regulation?

The Oil and Gas Processing Regulation is intended to protect public safety and safeguard the environment while respecting those affected by the activity of oil and gas processing facilities. The draft regulation includes specific provisions to address the following environmental and safety priorities:

- Air quality
- Water quality
- Management of industrial runoff and waste water
- Handling, treatment and processing of fluids containing toxins
- Post-construction site management
- Remediation planning
- Nuisance factors such as light, noise, odour and garbage
- Safety and hazards
- Spills and leaks
- Emergencies

## How can you learn more and provide feedback?

The Oil and Gas Processing Regulation is currently in draft form. A copy of the draft can be requested by emailing [RegulatoryAffairs@bcogc.ca](mailto:RegulatoryAffairs@bcogc.ca). Please note the draft regulation can only be provided in hard copy (paper). The requester will be asked to sign an undertaking stating the draft will be used for engagement purposes only and contents will not be shared with any other party.

Commission staff can be available by email, telephone and, schedules permitting, to attend a meeting to answer questions and receive verbal feedback. Please email or call 250-794-5200 and ask for Regulatory Affairs, or call toll-free 1-800-663-7867 via Service BC and ask for the BC Oil and Gas Commission.

First Nations, local governments and industry stakeholders may provide written submissions. Please send submissions by April 8, 2020 to [RegulatoryAffairs@bcogc.ca](mailto:RegulatoryAffairs@bcogc.ca). Submissions will be reviewed and relevant feedback considered in the development of the final regulation, a process which is to be complete by summer 2020. Comments may or may not result in changes as the Commission balances multiple interests.

## What is the BC Oil and Gas Commission?

The Commission is a single-window regulatory agency with responsibilities for overseeing oil, gas and aspects of renewable geothermal operations in British Columbia. The Commission oversees activities from exploration and development, to pipeline transportation and reclamation.

Regulatory responsibility is delegated to the Commission through the Oil and Gas Activities Act and includes specified enactments under the Forest Act, Heritage Conservation Act, Land Act, Environmental Management Act and Water Sustainability Act.

The Commission provides British Columbia with regulatory excellence in responsible energy resource development by protecting public safety, safeguarding the environment and respecting those who are affected.

Learn more: [bcogc.ca](http://bcogc.ca)

## 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.

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## 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.



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## Risk Control Survey



MUNICIPAL INSURANCE ASSOCIATION  
OF BRITISH COLUMBIA

### Hudson Hope District

Provided  
by



**C5**

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**1.0 FACILITY GENERAL INFORMATION**

LOCAL GOVERNMENT NAME	Hudson Hope District
LOCATION	District office & Public works facility
PERSON CONTACTED	Mokles Rahman
TITLE OF CONTACT	Director of Public Works
INITIAL INSPECTION DATE	28-NOV-19
ASSESSMENT TYPE	<input type="checkbox"/> BOAT LAUNCH <input type="checkbox"/> CAMPGROUNDS <input type="checkbox"/> LANDFILL/TRANSFER SITE <input type="checkbox"/> PLAYGROUNDS <input type="checkbox"/> PLAYFIELDS <input checked="" type="checkbox"/> PUBLIC BUILDINGS <input checked="" type="checkbox"/> PUBLIC WORKS <input type="checkbox"/> RECREATIONAL CENTRE/COMMUNITY HALLS <input type="checkbox"/> RECREATIONAL TRAILS <input type="checkbox"/> SKATEBOARD/BMX/BIKE PARKS <input type="checkbox"/> SWIMMING POOL/ICE ARENA <input type="checkbox"/> WATERFRONTS <input type="checkbox"/> WATER SPRAY PARK <input type="checkbox"/> WATER SYSTEM
<b>SUMMARY AND GENERAL DESCRIPTION OF OPERATIONS</b>  <p>The District of Hudson Hope requested to have the District Office and the Public Works Yard inspected as part of this year's MIA program.</p> <p>The District office, located in downtown Hudson Hope, includes administration offices, service counter, ICBC desk, meeting room and council chambers. On the left side of the building is the responding fire hall for the district. The interior includes four truck bays, a recreational room, training room, and office and storage area.</p> <p>The Public Works Yard, located on the north side of town, contains one large structure; the main Public works building. This building is used for administration, repair and storage purposes. The interior of the building features a small lobby with a customer service desk, multiple offices, bathrooms, a break room, six large truck bays for vehicle and equipment repairs and maintenance, storage room, small landscaping equipment shop, small woodworking shop, employee locker rooms and mechanical room.</p>	
<b>RISK EVALUATION</b>  <p>The following recommendations were made:</p> <p>2019-01 Un-even concrete walkway</p> <p>2019-02 Barbwire perimeter fencing</p>	

**2.0 RECOMMENDATIONS**

NUMBER OF RECOMMENDATIONS	2
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***Committed to Service Excellence***

## 2.1 RECOMMENDATION



### Hazard Description

The concrete walk way leading to the council chambers is cracked and un-even, presenting a tripping hazard.

### Cause and Effect

The defective area presents a trip and fall hazard which may lead to personal injuries.

### Hazard Location

District Office

RECOMMENDATION REFERENCE ID

2019-01

RECOMMENDATION SUB-TYPE

☒ SLIP, TRIP AND FALL

### RECOMMENDATION

In order to mitigate any possible trip and fall injuries it is recommended that the hazard be addressed and repaired as soon as possible. The repair of this area may reduce the potential for injuries at this location

ADEQUACY OF EXISTING CONTROLS

☐ LOW  
☐ HIGH

☒ MEDIUM

CONSEQUENCE RATING

☐ 1  
☐ 3  
☐ 5

☐ 2  
☒ 4

LIKELIHOOD RATING

☐ 1  
☐ 3  
☐ 5

☐ 2  
☒ 4

RISK SCORE-LEVEL OF RISK

☐ 1-3 INSIGNIFICANT  
☒ 5-10 MEDIUM  
☐ 15-25 EXTREME

☐ 3-5 LOW  
☐ 10-15 HIGH

RECOMMENDATION STATUS

☒ OPEN NEW  
☐ PENDING  
☐ CLOSED

☐ REPEAT  
☐ IN PROGRESS

CODE REFERENCE

Good loss control practice

## 2.2 RECOMMENDATION



### Hazard Description

There is barbed-wire on fencing at this location.

### Cause and Effect

Barbed wire at this location may lead to injuries to persons for which the insured may be found liable leading to losses.

### Hazard Location

Public Works Facility

RECOMMENDATION REFERENCE ID

2019-02

RECOMMENDATION SUB-TYPE

☒ LIFE SAFETY

### RECOMMENDATION

Consideration should be given to removing the barbed wire in order to reduce the potential for personal injuries. If increased protection is needed an alternative should be sought; however, if the barbed wire is required it is recommended that signage and increased lighting should be provided in order to ensure it is easily notable. This can reduce the potential for injury.

ADEQUACY OF EXISTING CONTROLS

☐ LOW  
☐ HIGH

☒ MEDIUM

CONSEQUENCE RATING

☐ 1  
☒ 3  
☐ 5

☐ 2  
☐ 4

LIKELIHOOD RATING

☐ 1  
☒ 3  
☐ 5

☐ 2  
☐ 4

RISK SCORE-LEVEL OF RISK

☐ 1-3 INSIGNIFICANT  
☒ 5-10 MEDIUM  
☐ 15-25 EXTREME

☐ 3-5 LOW  
☐ 10-15 HIGH

RECOMMENDATION STATUS

☒ OPEN NEW  
☐ PENDING  
☐ CLOSED

☐ REPEAT  
☐ IN PROGRESS

CODE REFERENCE

Good loss control practice

### 3.0 FACILITY DESCRIPTION

#### 3.1.1 BUILDING - MAIN INFORMATION

BUILDING NAME	District Office / Fire Hall
YEAR BUILT	1960
NUMBER OF STORIES	1
ONE STOREY HEIGHT (M)	2.4
GROUND FLOOR AREA (SQ.M.)	840.21
TOTAL AREA EXCLUDING BSMT. (SQ.M.)	840.21
HEIGHT EXCLUDING BSMT. (M)	2.4
TOTAL FLOOR AREA (SQ.M.)	840.21
BASEMENT	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
BUILDING CONDITION	Good
BUILDING USE	Adminastration, Service desk, ICBC desk,Council Chambers and Fire Hall
DESCRIBE ANY COMMON LAW OR "DUTY OF CARE" EXPOSURES:	NONE
DESCRIBE ANY UNSATISFACTORY FEATURES	Exterior un-even concrete walkways
REMARKS	<p>The district office is a bi-level structure located in Hudson Hope, B.C. In the lobby entrance, there is a recycle area for residents to drop off light bulbs and batteries. The upper floor consists of the offices, service desk and ICBC desk. The lower level consists of the meeting room and Council Chambers. The fire hall was built onto the left side of the District Office in 2002. The space includes four service bays for fire trucks, kitchen and recreational room and a training room.</p>

#### 3.1.2 CONTRACT USER AGREEMENT

CONTRACT USER AGREEMENT IN PLACE	<input type="checkbox"/> YES <input type="checkbox"/> NO
	<input checked="" type="checkbox"/> NOT APPLICABLE

#### 3.1.3 BUILDING - STAIRWAYS

STAIRS	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
CONSISTENT RISE/RUN DIMENSIONS	<p>The stairways appeared to have consistent rise and run dimensions with no observable changes which may lead to trip and fall hazards.</p>
STANDARD HANDRAILS	<p>Handrails on at least one side of the stairwell are continuous and meet BC Building Code requirements</p>
STANDARD GUARDRAILS	<p>Guardrails installed on the stairs appear to be adequate with no observable hazards.</p>
ANTI-SLIP THREADS PROVIDED	<p>Anti-slip protection is provided as needed throughout.</p>

### 3.1.3 BUILDING - STAIRWAYS

<p>STAIRWAY CONDITIONS</p> <p>Stairways appear to be adequately constructed.</p>
<p>COMMENTS</p> <p>The stairs provide access to the upper level and lower level.</p>

### 3.1.4 BUILDING - ELEVATORS / LIFTS

ELEVATORS	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
LICENSED	YES	
SERVICED BY	KONE	
SERVICE SCHEDULE	Annually	
<p>COMMENTS</p> <p>The district provided the maintenance log for the elevator. 12 month tests are logged as well as regular maintenance and hydraulic oil level checks which are performed in accordance with the KMM Program and the B355 Code for persons with physical disabilities, every 4 months.</p>		

### 3.1.5 BUILDING - HALLS AND EXITS

<p>ADEQUATE LIGHTING</p> <p>Lighting installed throughout this facility appears to be adequate with no areas with unacceptable levels of lighting.</p>	
<p>EMERGENCY LIGHTING</p> <p>Emergency lighting is installed throughout the facility in order to aid persons from the building in the event of an emergency.</p>	
FREQUENCY OF TESTING	Annually
DATE TESTED	N/A
GLASS ON DISPLAY CASES	N/A
CLEAR FIRE EXITS	No obstructions noted in the exits.
FIRE DOORS BLOCKED OPEN	No fire doors were blocked open.
<p>ACCESSIBLE FIRE EXTINGUISHERS / FIRE ALARM PULL STATIONS</p> <p>All fire extinguishers were noted to be accessible.</p>	
CLEARLY MARKED FIRE EXTINGUISHERS / FIRE ALARM PULL STATIONS	Extinguishers are adequately marked.
HANDICAP REFUGE AREA PROVIDED	N/A
COMMENTS	NONE

### 3.1.6 BUILDING - COMMON HAZARDS

### 3.1.6 BUILDING - COMMON HAZARDS

ELECTRICAL POWER	
Standard service with circuit breaker protection that is in good condition.	
WATER SUPPLIES	Public
SMOKING	
Adequate signage indicates smoking is not permitted.	
HEATING	
The forced air heating system is in good condition.	
HVAC	N/A
PLUMBING	
Copper and ABS service lines appear in good condition	

### 3.1.7 BUILDING - PRIVATE FIRE PROTECTION

WATER SUPPLY	Public
YARD MAINS AND HYDRANTS	
A standard pattern of hydrants is supplied with at 3 hydrants available within 155m of the building.	
AUTOMATIC SPRINKLER SYSTEMS FOR FIRE PROTECTION	N/A
PORTABLE EXTINGUISHERS	
Serviced annually and situated throughout the building.	
SERVICE DATE	01/01/2019
FIRE DETECTIONS AND ALARMS	
Heat detectors and smoke detectors are installed throughout the building that are connected to a central alarm panel.	
STANDPIPE AND HOSES	N/A

### 3.1.8 BUILDING - PUBLIC FIRE PROTECTION

FIRE DEPARTMENT	Hudson's Hope - F.S. #1
FUS GRADING	7
LOCATION	0.2
TYPE	Volunteer
LAST VISIT	Unknown

### 3.1.9 BUILDING - PREMISES LIABILITY

### 3.1.9 BUILDING - PREMISES LIABILITY

SLIP, TRIP AND FALL	<input type="checkbox"/> NONE <input checked="" type="checkbox"/> MEDIUM <input type="checkbox"/> NOT APPLICABLE	<input type="checkbox"/> SLIGHT <input type="checkbox"/> HIGH
COMMENT Exterior walkway see recommendation 2019-01		
SIDEWALKS AND WALKWAYS	<input type="checkbox"/> NONE <input checked="" type="checkbox"/> MEDIUM <input type="checkbox"/> NOT APPLICABLE	<input type="checkbox"/> SLIGHT <input type="checkbox"/> HIGH
COMMENT Exterior walkway see recommendation 2019-01		
FLOOR SURFACES AND COVERINGS	<input checked="" type="checkbox"/> NONE <input type="checkbox"/> MEDIUM <input type="checkbox"/> NOT APPLICABLE	<input type="checkbox"/> SLIGHT <input type="checkbox"/> HIGH
COMMENT No trip/slip and fall hazards noted.		
INTERIOR LIGHTING	<input checked="" type="checkbox"/> NONE <input type="checkbox"/> MEDIUM <input type="checkbox"/> NOT APPLICABLE	<input type="checkbox"/> SLIGHT <input type="checkbox"/> HIGH
COMMENT All areas of the building appeared to be adequately lit with efficient lighting and emergency lights installed.		
STAIRS AND RAMPS	<input checked="" type="checkbox"/> NONE <input type="checkbox"/> MEDIUM <input type="checkbox"/> NOT APPLICABLE	<input type="checkbox"/> SLIGHT <input type="checkbox"/> HIGH
COMMENT The stairways at this location appeared to be adequately constructed and maintained with no observed deficiencies noted at the time of the survey.		
HANDRAILS TO STAIRS AND RAMPS	<input checked="" type="checkbox"/> NONE <input type="checkbox"/> MEDIUM <input type="checkbox"/> NOT APPLICABLE	<input type="checkbox"/> SLIGHT <input type="checkbox"/> HIGH
COMMENT Handrails are continuous on at least one side of the stairwell and are installed securely.		
NUMBER OF EXITS	5	
EXIT DOOR WIDTH	Adequate	
EXIT DOOR PANIC HARDWARE	<input checked="" type="checkbox"/> NONE <input type="checkbox"/> MEDIUM <input type="checkbox"/> NOT APPLICABLE	<input type="checkbox"/> SLIGHT <input type="checkbox"/> HIGH
FIRE EXIT MARKINGS	<input checked="" type="checkbox"/> NONE <input type="checkbox"/> MEDIUM	<input type="checkbox"/> SLIGHT <input type="checkbox"/> HIGH
FIRE ESCAPES	<input checked="" type="checkbox"/> NOT APPLICABLE <input type="checkbox"/> SLIGHT <input type="checkbox"/> HIGH	<input type="checkbox"/> NONE <input type="checkbox"/> MEDIUM
EXIT OBSTRUCTION		

### 3.1.9 BUILDING - PREMISES LIABILITY

EXIT OBSTRUCTION	<input checked="" type="checkbox"/> NONE <input type="checkbox"/> MEDIUM	<input type="checkbox"/> SLIGHT <input type="checkbox"/> HIGH
COMMENT No obstructions noted.		
EMERGENCY LIGHTING	<input checked="" type="checkbox"/> NONE <input type="checkbox"/> MEDIUM <input type="checkbox"/> NOT APPLICABLE	<input type="checkbox"/> SLIGHT <input type="checkbox"/> HIGH
COMMENT Installed and serviced annually.		
EMERGENCY EVACUATION PLAN	<input checked="" type="checkbox"/> NONE <input type="checkbox"/> MEDIUM	<input type="checkbox"/> SLIGHT <input type="checkbox"/> HIGH
COMMENT Evacuation plans are adequate for this location.		
ALLUREMENTS	<input checked="" type="checkbox"/> NONE <input type="checkbox"/> MEDIUM <input type="checkbox"/> NOT APPLICABLE	<input type="checkbox"/> SLIGHT <input type="checkbox"/> HIGH
COMMENT No dangerous allurements noted.		
ELECTRICAL OUTLETS/ GFCI'S	<input checked="" type="checkbox"/> NONE <input type="checkbox"/> MEDIUM <input type="checkbox"/> NOT APPLICABLE	<input type="checkbox"/> SLIGHT <input type="checkbox"/> HIGH
COMMENT Installed where required.		
CLEANING MATERIALS/ CHEMICALS	<input checked="" type="checkbox"/> NONE <input type="checkbox"/> MEDIUM <input type="checkbox"/> NOT APPLICABLE	<input type="checkbox"/> SLIGHT <input type="checkbox"/> HIGH
COMMENT Stored safely		
TV DISHES	<input checked="" type="checkbox"/> NOT APPLICABLE <input type="checkbox"/> SLIGHT <input type="checkbox"/> HIGH	<input type="checkbox"/> NONE <input type="checkbox"/> MEDIUM
EXTERIOR LIGHTING	<input checked="" type="checkbox"/> NONE <input type="checkbox"/> MEDIUM <input type="checkbox"/> NOT APPLICABLE	<input type="checkbox"/> SLIGHT <input type="checkbox"/> HIGH
COMMENT All exterior lighting at this location appears to be adequate.		
PARKING AREAS	<input checked="" type="checkbox"/> NONE <input type="checkbox"/> MEDIUM <input type="checkbox"/> NOT APPLICABLE	<input type="checkbox"/> SLIGHT <input type="checkbox"/> HIGH
COMMENT All parking areas appear to be adequate.		
PUBLIC WASHROOMS	<input checked="" type="checkbox"/> NONE <input type="checkbox"/> MEDIUM <input type="checkbox"/> NOT APPLICABLE	<input type="checkbox"/> SLIGHT <input type="checkbox"/> HIGH
COMMENT All washrooms appeared to be regularly cleaned.		



### 3.2.1 BUILDING - MAIN INFORMATION

BUILDING NAME	Public Works Facility
YEAR BUILT	2017
NUMBER OF STORIES	1
ONE STOREY HEIGHT (M)	4.8
GROUND FLOOR AREA (SQ.M.)	929.03
TOTAL AREA EXCLUDING BSMT. (SQ.M.)	929.03
HEIGHT EXCLUDING BSMT. (M)	4.8
TOTAL FLOOR AREA (SQ.M.)	929.03
BASEMENT	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
BUILDING CONDITION	Good
BUILDING USE	Administration, vehicle and equipment maintenance and repair, storage.
DESCRIBE ANY COMMON LAW OR "DUTY OF CARE" EXPOSURES:	NONE
DESCRIBE ANY UNSATISFACTORY FEATURES	Barbwire fencing ( 2019-02)
REMARKS	NONE

### 3.2.2 CONTRACT USER AGREEMENT

CONTRACT USER AGREEMENT IN PLACE	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
	<input type="checkbox"/> NOT APPLICABLE

### 3.2.3 BUILDING - STAIRWAYS

STAIRS	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
COMMENTS	NONE

### 3.2.4 BUILDING - ELEVATORS / LIFTS

ELEVATORS	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
COMMENTS	NONE

### 3.2.5 BUILDING - HALLS AND EXITS

ADEQUATE LIGHTING	Lighting installed throughout this facility appears to be adequate with no areas with unacceptable levels of lighting.
EMERGENCY LIGHTING	Emergency lighting is installed throughout the facility in order to aid persons from the building in the event of an emergency.
FREQUENCY OF TESTING	Annually
DATE TESTED	N/A
GLASS ON DISPLAY CASES	No regular glass was noted in display cases.

### 3.2.5 BUILDING - HALLS AND EXITS

CLEAR FIRE EXITS	No obstructions noted in the exits.
FIRE DOORS BLOCKED OPEN	No fire doors were blocked open.
ACCESSIBLE FIRE EXTINGUISHERS / FIRE ALARM PULL STATIONS	
All fire extinguishers were noted to be accessible.	
CLEARLY MARKED FIRE EXTINGUISHERS / FIRE ALARM PULL STATIONS	Extinguishers are adequately marked.
HANDICAP REFUGE AREA PROVIDED	NONE
COMMENTS	NONE

### 3.2.6 BUILDING - COMMON HAZARDS

ELECTRICAL POWER	
Standard service with circuit breaker protection that is in good condition.	
WATER SUPPLIES	Public
SMOKING	
Adequate signage indicates smoking is not permitted.	
HEATING	
The forced air heating system and hydronic boiler system for in-floor heat are in good condition.	
HVAC	Air condition unit in good condition
PLUMBING	
Plastic supply lines and drains are in good condition	

### 3.2.7 BUILDING - PRIVATE FIRE PROTECTION

WATER SUPPLY	Public
YARD MAINS AND HYDRANTS	
A standard pattern of hydrants is supplied by with 1 hydrant available within 155m of the building.	
AUTOMATIC SPRINKLER SYSTEMS FOR FIRE PROTECTION	
Sprinklers are provided throughout the building.	
PORTABLE EXTINGUISHERS	
Serviced annually and situated throughout the building.	
SERVICE DATE	01/01/2019
FIRE DETECTIONS AND ALARMS	
Heat detectors and smoke detectors throughout the building that are connected to a central alarm panel.	
STANDPIPE AND HOSES	NONE

### 3.2.8 BUILDING - PUBLIC FIRE PROTECTION

### 3.2.8 BUILDING - PUBLIC FIRE PROTECTION

FIRE DEPARTMENT	Hudson's Hope - F.S. #1
FUS GRADING	8
LOCATION	2 km
TYPE	Volunteer
LAST VISIT	Unknown

### 3.2.9 BUILDING - PREMISES LIABILITY

SLIP, TRIP AND FALL	<input checked="" type="checkbox"/> NONE <input type="checkbox"/> SLIGHT <input type="checkbox"/> MEDIUM <input type="checkbox"/> HIGH <input type="checkbox"/> NOT APPLICABLE
COMMENT	No trip/slip and fall hazards noted.
SIDEWALKS AND WALKWAYS	<input checked="" type="checkbox"/> NONE <input type="checkbox"/> SLIGHT <input type="checkbox"/> MEDIUM <input type="checkbox"/> HIGH <input type="checkbox"/> NOT APPLICABLE
COMMENT	No sidewalk hazards noted.
FLOOR SURFACES AND COVERINGS	<input checked="" type="checkbox"/> NONE <input type="checkbox"/> SLIGHT <input type="checkbox"/> MEDIUM <input type="checkbox"/> HIGH <input type="checkbox"/> NOT APPLICABLE
COMMENT	No floor surface hazards noted.
INTERIOR LIGHTING	<input checked="" type="checkbox"/> NONE <input type="checkbox"/> SLIGHT <input type="checkbox"/> MEDIUM <input type="checkbox"/> HIGH <input type="checkbox"/> NOT APPLICABLE
COMMENT	All areas of the building appeared to be adequately lit with efficient lighting and emergency lights installed.
STAIRS AND RAMPS	<input type="checkbox"/> NONE <input type="checkbox"/> SLIGHT <input type="checkbox"/> MEDIUM <input type="checkbox"/> HIGH <input checked="" type="checkbox"/> NOT APPLICABLE
HANDRAILS TO STAIRS AND RAMPS	<input type="checkbox"/> NONE <input type="checkbox"/> SLIGHT <input type="checkbox"/> MEDIUM <input type="checkbox"/> HIGH <input checked="" type="checkbox"/> NOT APPLICABLE
NUMBER OF EXITS	5
EXIT DOOR WIDTH	Adequate
EXIT DOOR PANIC HARDWARE	<input checked="" type="checkbox"/> NONE <input type="checkbox"/> SLIGHT <input type="checkbox"/> MEDIUM <input type="checkbox"/> HIGH <input type="checkbox"/> NOT APPLICABLE
FIRE EXIT MARKINGS	<input checked="" type="checkbox"/> NONE <input type="checkbox"/> SLIGHT <input type="checkbox"/> MEDIUM <input type="checkbox"/> HIGH
FIRE ESCAPES	<input checked="" type="checkbox"/> NOT APPLICABLE <input type="checkbox"/> NONE <input type="checkbox"/> SLIGHT <input type="checkbox"/> MEDIUM <input type="checkbox"/> HIGH
EXIT OBSTRUCTION	

### 3.2.9 BUILDING - PREMISES LIABILITY

EXIT OBSTRUCTION	<input checked="" type="checkbox"/> NONE <input type="checkbox"/> MEDIUM	<input type="checkbox"/> SLIGHT <input type="checkbox"/> HIGH
COMMENT No obstructions noted.		
EMERGENCY LIGHTING	<input checked="" type="checkbox"/> NONE <input type="checkbox"/> MEDIUM <input type="checkbox"/> NOT APPLICABLE	<input type="checkbox"/> SLIGHT <input type="checkbox"/> HIGH
COMMENT Installed and serviced annually.		
EMERGENCY EVACUATION PLAN	<input checked="" type="checkbox"/> NONE <input type="checkbox"/> MEDIUM	<input type="checkbox"/> SLIGHT <input type="checkbox"/> HIGH
COMMENT Evacuation plans are adequate for this location.		
ALLUREMENTS	<input checked="" type="checkbox"/> NONE <input type="checkbox"/> MEDIUM <input type="checkbox"/> NOT APPLICABLE	<input type="checkbox"/> SLIGHT <input type="checkbox"/> HIGH
COMMENT No dangerous allurements noted.		
ELECTRICAL OUTLETS/ GFCI'S	<input checked="" type="checkbox"/> NONE <input type="checkbox"/> MEDIUM <input type="checkbox"/> NOT APPLICABLE	<input type="checkbox"/> SLIGHT <input type="checkbox"/> HIGH
COMMENT Installed where required.		
CLEANING MATERIALS/ CHEMICALS	<input checked="" type="checkbox"/> NONE <input type="checkbox"/> MEDIUM <input type="checkbox"/> NOT APPLICABLE	<input type="checkbox"/> SLIGHT <input type="checkbox"/> HIGH
COMMENT Stored safely.		
TV DISHES	<input checked="" type="checkbox"/> NOT APPLICABLE <input type="checkbox"/> SLIGHT <input type="checkbox"/> HIGH	<input type="checkbox"/> NONE <input type="checkbox"/> MEDIUM
EXTERIOR LIGHTING	<input checked="" type="checkbox"/> NONE <input type="checkbox"/> MEDIUM <input type="checkbox"/> NOT APPLICABLE	<input type="checkbox"/> SLIGHT <input type="checkbox"/> HIGH
COMMENT All exterior lighting at this location appears to be adequate.		
PARKING AREAS	<input checked="" type="checkbox"/> NONE <input type="checkbox"/> MEDIUM <input type="checkbox"/> NOT APPLICABLE	<input type="checkbox"/> SLIGHT <input type="checkbox"/> HIGH
COMMENT All parking areas appear to be adequate.		
PUBLIC WASHROOMS	<input checked="" type="checkbox"/> NONE <input type="checkbox"/> MEDIUM <input type="checkbox"/> NOT APPLICABLE	<input type="checkbox"/> SLIGHT <input type="checkbox"/> HIGH
COMMENT All washrooms appeared to be regularly cleaned		

## Photographs

**The District Office**



**The District Office - public outdoor sitting area**



## Photographs

**The District Office - Front Entrance**



**The District Office - Lobby recycle drop off area**





## Photographs

**The District Office - Elevator**



**The District Office - Service Desk**



## Photographs

**The District Office - Meeting Room**



**The District Office - Electrical Room**





## Photographs

**The District Office - Council Chambers**



**The District Office/ Fire Hall - Rear**



## Photographs

**The District Office/ Fire Hall -Generator**



**Public Works Facility - Entrance**





## Photographs

**Public Works Facility**



**Public Works Facility -Left Side**



## Photographs

**Public Works Facility - Generator**



**Public Works Facility - Rear**



## Photographs

**Public Works Facility - Service Desk**



**Public Works Facility - Meeting room**





## Photographs

**Public Works Facility - Break room**



**Public Works Facility - Mechanical room**



## Photographs

**Public Works Facility - Sprinkler system**



**Public Works Facility - Service bay**



# 2020 COFI CONVENTION

**April 1-3, 2020**

Prince George Civic Centre

Early bird  
pricing ends  
Feb. 28!

COFI's Annual Convention returns to Prince George from April 1-3, 2020 at the Prince George Civic Centre.

Register now and take advantage of **\$100 off** with early bird pricing!

**REGISTER NOW**

To learn more about the 2020 COFI Convention, visit [cofi.org](http://cofi.org).

*For more information, contact Diana Gillrie at 778-760-1166 or [gillrie@cofi.org](mailto:gillrie@cofi.org).*



BC Council of Forest Industries | 1220 - 595 Howe Street, Vancouver, British Columbia V6C 2T5  
Canada

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**C6**





**48<sup>th</sup> ANNUAL**

**Sunfm**  
#1 HIT MUSIC STATION  
Fort St. John 98.5 • Dawson Creek 95.1



# **Fort St. John TRADE SHOW**

## **EXHIBIT SPACE APPLICATION FORM**

Company Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Position: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_  
First Space Choice: \_\_\_\_\_ Second Space Choice: \_\_\_\_\_

**RADIO PKGS:** To help increase awareness & traffic to your exhibit, special radio packages for The Bear, Sun FM and Pure Country 890 have been developed. If interested in learning more, please indicate: **YES**

**PLEASE INDICATE IF A FORKLIFT IS REQUIRED FOR SET-UP & TAKE-DOWN**  
**YES** ☐ **NO** ☐

**Please provide a short description of the product or service to be displayed:**

**See Insurance Requirements on reverse side of this Application Form**

- **Renewal deadline for last year's exhibitors is January 24, 2020.**
- A 50% deposit must accompany renewing vendor's application forms. The balance is due by Monday March 2, 2020.
- **New Trade Show exhibitors must pre-pay total applicable fees at time of booking.**
- **Please make cheques payable to Bell Media Radio GP.** Visa, MasterCard, and American Express are also accepted. Please fill out attached form for credit card payments and include with application.
- Cheques and credit card payments will be processed early to mid February once booths are assigned.
- In the event of a cancellation by an exhibitor, there is a 100% refund up to three weeks prior to the show.
- There is NO refund three weeks or less prior to the show.

**SALES REPRESENTATIVE** \_\_\_\_\_ (fill in name of radio sales rep)

**To reserve your space at the Trade Show, please return this application and payment to:**

**Bell Media Radio G.P.**  
10532 Alaska Road  
Fort St. John, BC  
V1J 1B3

Application and Credit Card Forms can  
also be faxed to 250-785-4544 or emailed to  
Christina.hogarth@bellmedia.ca

**C7**

Signed \_\_\_\_\_

Date \_\_\_\_\_

**PLEASE MAKE A COPY AND KEEP FOR YOUR RECORDS!**



**Bell Media Credit Card Authorization Agreement**  
**2020 Fort St. John Trade Show**

Client Name: \_\_\_\_\_

This agreement serves as authorization for Bell Media to charge your credit card as indicated below:

Full Booth Amount ☐ Balance of Deposit for Returning Vendor ☐  
50% Booth Deposit (renewals only) ☐ Amount: \_\_\_\_\_  
Amount: \_\_\_\_\_ Date of Payment: March 2, 2020  
Invoice #: TBD  
Date of Payment: \_\_\_\_\_

*\*\*The full booth amount must be paid if you are a new vendor for 2020. Returning vendors from 2019 have the option of paying 50% with their application and the balance will be processed March 2, 2020 or they can pay the full amount with application.*

**Credit Card Information**

Card Type: Visa, Mastercard, or Amex: \_\_\_\_\_  
Card Number: \_\_\_\_\_  
Expiration Date: \_\_\_\_\_  
CVV: \_\_\_\_\_  
Card Holder Name: \_\_\_\_\_  
Card Holder Phone Number: \_\_\_\_\_  
Email Receipt to: \_\_\_\_\_

**Authorization Details**

Name of the authorized signer: \_\_\_\_\_  
Title of the authorized signer: \_\_\_\_\_

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

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

## **INSURANCE REQUIREMENTS**

To participate in the Fort St. John Trade Show, the exhibitor (hereinafter called, "The Client"), must provide a certificate of insurance to Bell Media (hereinafter called, "The Promoter"). The certificate of insurance shall be provided to Bell Media a minimum of 7 (seven) days from the starting date of the event.

The Fort St. John Trade Show, with set-up days April 2-3, 2020 and show dates April 3, 4, and 5, 2020, takes place at the Pomeroy Sports Centre (9324 – 96<sup>th</sup> Street).

The certificate must include Commercial General Liability Insurance (including contractual) with minimum limits of \$2,000,000, combined single limit per occurrence, protecting The Client and The Promoter from claims for personal injury (including, without limitation, bodily injury and death) and property damage which may arise from and/or in connection with the performance of the Client's obligations hereunder and/or from and/or of any acts and/or omissions of The Client, its officers, directors, agents, and/or employees.

This insurance coverage may be already included in your existing liability insurance or a weekend event insurance package can be arranged. For more information, contact your insurance broker. If you do not have an insurance broker and require the advice of a broker, the producers can recommend HUB International, Barton Insurance Brokers at (250)261-6696 or Western Financial Group at (250)785-4408.

AT CAPACITY!

The 2019 show was another successful year which officially saw us SOLD OUT and at full capacity for the venue. We are looking forward to 2020 being even bigger and better and are excited to see what the new year brings!

PAYMENT PROCEDURES

- For renewing vendors a minimum 50% deposit is required to accompany their application. The balance is due by March 2/20.
- New trade show exhibitors MUST pre-pay TOTAL applicable fees when submitting their application form.
- Visa, Mastercard and American Express are accepted
- Please make cheques payable to Bell Media Radio GP.
- Payments will be processed once booths are assigned. (Assignments & Confirmations begin in February)
- In the event of a cancellation by an exhibitor, there is a 100% refund up to 3 weeks prior to the show. There is NO refund 3 weeks or less prior to the show.

INSURANCE REQUIREMENT

It is necessary for all trade show exhibitors to provide a certificate of insurance to Bell Media a minimum of 7 days prior to the start of the show on April 3/20. Information on insurance requirements is printed on the reverse side of the application form. PLEASE READ. The required insurance coverage may be included in an exhibitor's existing liability insurance. Contact your insurance broker to confirm. If it is not included, a weekend event insurance package can be arranged through your insurance broker.



PROMOTION

Look & listen for an extensive promotional campaign utilizing the full force of the sponsoring Radio and TV stations: The Bear, Sun FM, 890 Pure Country and CJDC-TV. All stations will be running advertisements leading up to the show and Sun FM & The Bear will be broadcasting live from the show. Also look for a newspaper supplement and official guide in the weekly regional newspaper The Alaska Highway News.

CANCELLATION POLICY

- 100% refund up to 3 weeks prior to the show.
- NO REFUND 3 weeks or less prior to the show.

SPECIAL RULES & INFORMATION

- Exhibitors are not allowed to broker space.
- No working propane bottles in the building.
- Food Court exhibitors and other concessions with food must meet requirements outlined elsewhere in this brochure.
- No exclusivity for exhibitors by name and brand, although producers will limit to two for those exhibitors with the same name and brand. In all cases, producers will spread out any conflicting booths over the Pomeroy Complex.

SHOW MANAGEMENT

Christina Hogarth

Christina.hogarth@bellmedia.ca

Bell Media

10532 Alaska Road

Fort St. John, BC V1J 1B3

Phone: 250-261-4803

Fax: 250-785-4544

SHOW CONTRACTOR

CENTRAL DISPLAY & TENTS

Phone: 250-561-7477

Fax: 250-561-7406



ORGANIZERS RESERVE THE RIGHT TO MAKE AMENDMENTS TO THIS BROCHURE OR SHOW LAYOUT



Presented by:



April 3-5  
2020

The Pomeroy Sports Centre  
9324 96th Street  
Fort St. John, BC

Registration Opens January 1st!

Presented by:

Fort St. John's Best Radio 101.5 fm



Call 250-785-6634

The Bear & SunFM  
10532 Alaska Road  
Fort St. John, BC V1J 1B3

www.fortstjohntradeshow.com



LOCATION

Pomeroy Sports Centre  
9324 96th Street, Fort St. John, BC

SHOWTIMES

Friday April 3, 2020 5pm-10pm  
Saturday April 4, 2020 10am-8pm  
Sunday April 5, 2020 11am-5pm

EXHIBITOR MOVE IN

Thursday April 2, 2020 9am-8pm  
Friday April 3, 2020 8am-1pm  
Both loading doors on the 1st level close at 1pm Fri.  
If you have large equipment/exhibits please contact show management regarding early move in on Wednesday April 1, 2020.

*\*A forklift is available; however, neither Bell Media nor the Pomeroy Sports Centre is liable for any damage caused by an exhibitor while operating it.*  
Product shipments may be accepted by the venue prior to the show. However, arrangements must be made with show mgmt. prior to its arrival and neither the Trade Show nor The Pomeroy Sports Centre take responsibility for packages once they arrive.

EXHIBITOR MOVE OUT

Sunday April 5, 2020 5pm-12midnight

TO BOOK YOUR SPACE

- Application forms and brochures are available at Bell Media offices in Fort St. John & Dawson Creek and on-line at [www.fortstjohntradeshow.com](http://www.fortstjohntradeshow.com)  
- The renewal deadline for 2019 exhibitors is Friday Jan. 24/20. Last year's exhibitors can re-book their same booth or request a change. For change requests, space will be allotted in the order the application forms come in and preference given to those who pay the full amount with their application form.  
- For new exhibitors spaces are allotted in order of the date the application was received.

BOOTH RATES

Category A

100 square feet — 10 by 10  
Series of 01 to 84 & Series 200-378  
**Cost \$590.00 + GST**

Category B

200 square feet — 10 x 20  
Series 01 to 84 & Series 200-378 as well as Booths numbered 100, 117, 118, 135  
**Cost \$1095.00 + GST**

Category C

300 square feet — 15 x 20 Series 136 to 154  
**Cost \$1400 + GST**

Category D

400 square feet — 20 x 20 Series 101-134  
**Cost \$1650.00 + GST**

Category E

600 square feet — 15 x 40 Series 136 to 154  
**Cost \$2300.00 + GST**

Category F

800 square feet — 20 x 40 Series 101 to 134  
**Cost \$2900.00 + GST**

Category G — Non Profit Booths

Non profits are 10x10's or 6x10's only. No end booths.  
**Cost \$420.00 + GST**

Booth Sharing—\$50 surcharge

- Booth sharing is allowed for up to 2 vendors

Corner Booths

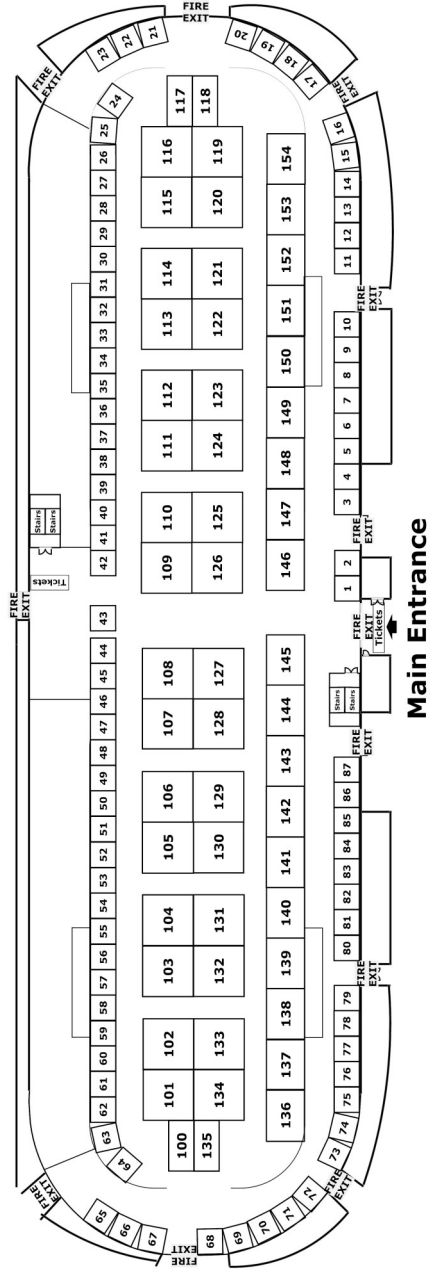
- 15% surcharge for 10x10 and 10x20 corner booths

Each booth receives:

- 110/1000 watt service
- 8 ft. Draped Wall Back & 4 ft. Draped Side Walls

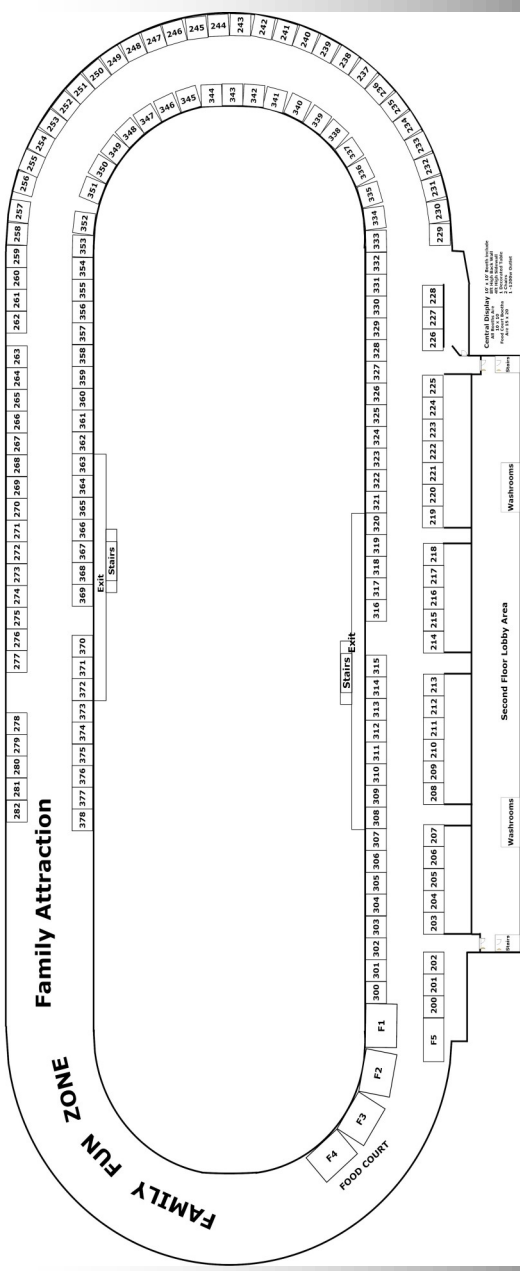
FIRST FLOOR

CKNL Trade Show



SECOND FLOOR

CKNL Trade Show



**Category H — Food Court Booths** F-1 to F-5. 300 square foot space, 15 x 20. All Food Court booths must submit complete menu, meet health board standards, and fire department standards. Tables and chairs for patrons will be made available and there will be a paid cleaning crew to look after the eating area. If additional electrical is needed the exhibitor must arrange it with the Show Contractor IN ADVANCE of the show. We reserve the right to limit food concessions and the variety offered. **Cost \$700.00 + GST**



## REQUEST FOR DECISION

<b>RFD#:</b> CC-2019-78	<b>Date:</b> January 13, 2019
<b>Meeting#:</b> CM102819	<b>Originator:</b> Chris Cvik
<b>RFD TITLE:</b> Notice of Closed Session – January 13, 2020	

### 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 the items properly belong in a Closed Session (*Community Charter* Section 90(1)(n)).

### DISCUSSION:

Closed Meetings will continue to be held at the end of a regular Council meeting.

Including a cover-report about a Closed Meeting is simply a place holder to make the public aware a closed meeting is taking place and a high-level description on the topics.

**BUDGET:** N/A

### RECOMMENDATION / RESOLUTION:

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

Agenda Items:

*Community Charter Section 90 (1) (c) labour relations or other employee relations*

- Recreation and Special Events Coordinator Position
- Animal Control Contract



Report Prepared by:

Chris Cvik, CAO

**ICSR1**