



DISTRICT OF HUDSON'S HOPE
AGENDA – SPECIAL COUNCIL MEETING

Council Chambers

Monday, January 10, 2022

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:

7. Business Arising from the Minutes:

8. Public Hearing:

9. Staff Reports:

SR1	Pre-Budget Approval – Hydrants & Valves Replacements	Page 1
SR2	Pre-Budget Approval - ATV Campground – Phase 2	Page 3
SR3	Memorial Bench Policy	Page 5
SR4	Public Service Announcements Service - Policy	Page 11
SR5	Sound System – Council Chambers	Page 14

10. Committee Meeting Reports:

11. Bylaws

12. Correspondence:

C1	BC Crisis Line Network	Page 16
C2	Pickleball Courts – Reimbursement Request	Page 22
C3	BC Hydro – Site C - Construction Notification	Page 26
C4	Public Library - Fund Raiser re Elf on the Shelf	Page 35
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C6	FOIPPA Amendments 2021	Page 43

- 13. Reports by Mayor & Council on Meetings and Liaison Responsibilities:**
- 14. Old Business:**
- 15. New Business:**
- 16. Public Inquiries:**
- 17. In-Camera Session**
- 18. Adjournment**

REQUEST FOR DECISION

RFD#: 2021MR32	Date: December 2, 2021
Meeting#: CM121321	Originator: Mokles Rahman
RFD TITLE: Pre-Budget approval for Hydrants and Valves replacement	

RECOMMENDATIONS:

1. That Council approve a pre-budget amount of \$300,000 plus GST for the Hydrants and Water Valves replacement in 2022; and
2. That the source of fund is Peace River Agreement. However, during capital budget preparation actual source of fund will be identified.

BACKGROUND:

Pre-approval of budget for Hydrants and Water Valves replacement is requested so that administration can tender the project early in the season and find good tender price with competition among the contractors.

There are 73 hydrants and 140 water valves in the water distribution system of the District as per the Asset Management Tools. Most of the water hydrants and valves were installed in between 1962 to 1979. Based on the water leak complaints by the operators, a leak detection survey was done in 2019 by hiring a contractor and the contractor identified problematic hydrants. However, the problematic water valves are yet to be identified fully, as some of those could not be exercised. In addition, we could not locate approximately 8 to 10 water valves in the network as some of those are either buried under pavement or concrete or landscape area.

In 2019, five (5) water valves and one (1) hydrant were replaced by hiring a contractor. Similarly, in 2020, three (3) water valves and seven (7) hydrants were replaced by hiring another contractor. Because of other priorities, we could not replace any water valve or hydrant in 2021.

During the Strategic Planning workshop, Council identified “providing quality infrastructure services in a sustainable manner” as one of the top priority objectives for the Council during 2019-2022.

DISCUSSION:

In 2022, the Water Valves and Hydrants replacement will be done at the following 10 locations of the District.

Location 1:- 9934 Adams Street Hydrant Replacement
Location 2:- 9908 Adams Street Hydrant Replacement
Location 3:- 10104 Paquette Ave Hydrant Replacement
Location 4:- 10119 Boynton Street Hydrant Replacement
Location 5:- 10215 Garbitt Crescent Hydrant Replacement

SR1

Location 6:- 10401 Beattie Drive Hydrant Replacement

Location 7:- 10104 Robinson Avenue Hydrant Replacement

Location 8:- Water Reservoir Hydrant Relocation.

Location 9:- Installation of a new Water valve near the reservoir at the T to Thompson subdivision.

Location 10:- Curb stop at lot west of Still Water Hotel.

While tender may be prepared by consultant, the project management will be done in-house. A small amount of budget considered for tender preparation and remote engineering support for tender related queries.

Administration found very good results of pre-budget approvals of projects during the last few years. It was possible to tender the projects early, got good number of proponents, competitive price, and timely completion of the projects.

ALTERNATIVES:


1. Pre-approve the Water Valves and Hydrants replacement project for 2022 so that administration can perform the tender early in the season, and report back to council with tender results.
2. Wait for capital budget approval scheduled for April 2022. This delay of budget approval may delay the tendering process which ultimately may result in delay in construction completion or incomplete project.

FINANCIAL CONSIDERATIONS:

Alternative 1: \$300,000 plus GST. The source fund will be Peace River Agreement.

Alternative 2: Not applicable.

Prepared by:



Mokles Rahman, CAO

REQUEST FOR DECISION

RFD#: 2021MR33	Date: December 3, 2021
Meeting#: CM121321	Originator: Mokles Rahman
RFD TITLE: Pre-Budget approval for ATV Campground Ph-2	

RECOMMENDATIONS:

1. That Council approve a pre-budget amount of \$150,000 plus GST for the ATV Campground Ph-2 for 2022; and
2. That the source of fund is Peace River Agreement. However, during capital budget preparation actual source of fund will be identified.

BACKGROUND:

Pre-approval of budget for ATV Campground Ph-2 is requested so that administration can tender the project early in the season and find good tender price with competition among the contractors.

During the Strategic Planning workshop, Council identified “providing quality infrastructure services in a sustainable manner” as one of the top priority objectives for the Council during 2019-2022.

DISCUSSION:

In 2021, Phase – 1 of the ATV Campground was completed with scope of work of tree clearing, striping and grading. In addition, the major work in 2021 was hauling significant quantity of gravel from the District Gravel pit for gravel road, trail and parking.

In 2022, Phase – 2 of the ATV Campground will focus on one of the two blocks of the ATV Campgrounds which will include the following:

1. Complete striping, grading and gravel for Group Campsite and Group parking.
2. Install one (1) set of outhouse style washrooms M/F with self contained below grade storage tanks and venting.
3. Place 10 picnic tables – one (1) per site (District supplied, contractor to haul from the PW Shop).
4. Fire pit rings (10). May be installed by the District summer employees.
5. Bear proof garbage bin (1) and recycle bin (1).
6. Install campsite number posts with signs (10), road signs and other signs around the campground site (10).

The reasons of taking one block in 2022 are i) limited funds available and ii) we can at least start one half of the ATV Campground 2023.

While tender may be prepared by consultant, the project management will be done in-house. A small amount of budget considered for tender preparation. Also, some of the cleaning and minor scope of work may be done by the summer employees which would reduce the cost of the project.

SR2

Administration found very good results of pre-budget approvals of projects during the last few years. It was possible to tender the projects early, got good number of proponents, competitive price, and timely completion of the projects.

ALTERNATIVES:

1. Pre-approve the ATV Campground Ph-2 project for 2022 so that administration can perform the tender early in the season, and report back to council with tender results.
2. Wait for capital budget approval scheduled for April 2022. This delay of approval may delay the tendering process which ultimately may result in delay in construction completion or incomplete project.

FINANCIAL CONSIDERATIONS:

Alternative 1: \$150,000 plus GST. The source fund will be Peace River Agreement.

Alternative 2: Not applicable.

Prepared by:



Mokles Rahman, CAO

REQUEST FOR DECISION

RFD#: RA2021DEC13-2	Date: December 3, 2021
Meeting#: CM121321	Originator: Ruhul Amin
RFD TITLE: District of Hudson's Hope Memorial Bench Policy	

RECOMMENDATION:

***THAT** Council approve the District of Hudson's Hope Memorial Bench Policy.*

BACKGROUND:

The Public Works Department of the District receive requests to install memorial benches in District owned cemeteries, open spaces, and parks throughout the year. Council directed staff to submit a draft Memorial Bench Policy in the 2022 Strategic Planning Session. A draft policy was submitted to the 2022 Strategic Planning Session.

DISCUSSION:

Staff made some changes in the draft policy following the recommendations from the Strategic Planning Sessions and added a specification for benches. The policy provides an opportunity for remembrance by permitting, subject to certain specific conditions, the donation of a memorial bench in the District of Hudson's Hope's Parks, Open Spaces, Garden of Peace Cemetery and Pioneer Cemetery. This policy to provide clear guide and directions to PW staff and residents on the steps to install a memorial bench in a cemetery, open space, or park area. It will also establish a consistent design for benches and eliminate unnecessary delay time in decision process.

FINANCIAL:

Public Works Department will need to allocate upfront \$10,000.00 in Cemetery Operating Budget to purchase Six (6) Benches for its inventory. This budget will be reimbursed 100% from the fee collected from applicants.

Attachments:


District of Hudson's Hope Memorial Bench Policy

Submitted By:



Ruhul Amin, Director PW

Report Approved by:



Mokles Rahman, CAO

SR3

MEMORIAL BENCH POLICY
Council Resolution No. {to be added}
Effective Date: January 1, 2022

Section: Administration

1. Purpose:

- 1.1 To provide an opportunity for remembrance by permitting, subject to certain specific conditions, the donation of memorial benches within the District of Hudson's Hope's Parks, Open Spaces, Garden of Peace Cemetery and Pioneer Cemetery.

2. Policy Application:

The Public Works Department of the District will receive applications for memorial benches throughout the calendar year. Installation of memorial benches will occur in accordance with the following:

- 2.1 Those wishing to purchase a memorial bench shall be required to complete the application form which is attached to this policy and to submit to the Public Works Department for approval.
- 2.2 The applicant shall select the location for a memorial bench and submit the application to the District.
- 2.3 Once the application has been submitted, staff will confirm with the applicant whether their application has been approved and update them on the approximate date of installation.
- 2.4 Applicants need to supply the dedication plaque and Public Works will be responsible to install them on the bench. The dedication plaque will be in the form as set out in the application form. No other types of plaques will be permitted.
- 2.5 An application will not be deemed approved until the location and the wording of the memorial has been approved and payment has been processed in full.
- 2.6 Once an application is approved and payment has been processed, then no further changes to the wording of the memorial will be permitted.

3. Procedure:

Request to donate a memorial bench should be submitted in writing using the "Memorial Bench Request Form" at the District office, located at 9904 Dudley Drive.

The Public Works Manager or designate for the District of Hudson's Hope will contact and discuss the placement, timing, species, size, cost, and location of benches with the prospective donors,

4. Inventory

- 4.1 The District of Hudson's Hope reserves the right to sell memorial benches on a first come, first serve basis for those submitting a complete application. The Director shall determine the style of bench to be installed.
- 4.2 The District reserves the right to relocate a memorial bench in the event that such a move is necessary, e.g. in the event the bench is subject to recurrent vandalism; the cemetery, parks, open space is scheduled for redevelopment; or servicing upgrades are required.

5. Costs

- 5.1 The donor shall pay the full costs for the purchase, supply, delivery, and installation of the memorial bench.
- 5.2 Maintaining the quality and safety during installation of benches will be performed by the District only and substitution by other providers, contractors, or do-it-yourself work shall not be permitted. This is due to concerns with respect to risk management.
- 5.3 The District may consider contributing funds or in-kind donations only when a memorial bench is for a broad community purpose that has affected the entire community.

Fee Schedule - Bench Memorials

Bench Category Fee	
A - New bench 6'	\$1,800 + GST
B - New bench 4'	\$1,600 + GST

6. Duration of Contract

- 6.1 Memorial benches and / or plaques contracts will be in place for a Fifteen (15) year term from the date of installation.
- 6.2 Once the end of the Fifteen (15) year term is reached; the donor of a bench will have an opportunity to renew within two weeks of the term expiry. The donor will be contacted at the end of term through contact information provided on the initial application form to see if they would like to renew the term before opening to the public. If the purchaser cannot be contacted or chooses not to renew, the bench will become available for a new dedication.

7. Maintenance

- 7.1 The upkeep and maintenance of the memorial bench and plaque is the responsibility of the District.



Memorial Bench Request Form

First Name _____

Last Name _____

Address _____ PO Box _____

District (?) _____ Postal Code _____

Telephone (Primary) _____ (Secondary) _____

Type of Bench Requested (Please Circle): Black Brown Other

Requested Location (Parks, Green Space, Cemetery) _____

Plaque Information (Name, Date, Verse – 10-word limit): Note maximum plaque size would be 8"X6" with Black/Bronze Color or Black/Bronze base.

Payment: _____ Tax Receipt Requested: YES NO

Applicants Signature _____ Date _____

Please allow 6-10 weeks (depending on season) for bench installation completion. Please make cheques payable to District of Hudson's Hope and return the request form to the District Office at 9904 Dudley Drive, Hudson's Hope, BC V0C 1V0.

Office Use Only:

Approved By: _____

Date _____

Approved Location: _____ Installation Timeframe: _____



Approved Bench Types: A - New bench 6'



BARCO: Sterling Benches (KBC1350), 6' bench, Color: Cedar



BARCO: Sterling Benches (KBC1350), 6' bench, Color: Brown



Approved Bench Types: B - New bench 4'



BARCO: Sterling Benches (KBC1350), 4' bench, Color: Cedar



BARCO: Sterling Benches (KBC1350), 4' bench, Color: Brown

****Please note that the Type of Benches is subject to change in case of any production or supply chain issues.**

REQUEST FOR DECISION

RFD#:	2021-JM	Date:	December 13, 2021
Meeting#:	CM-12-10-2021	Originator:	Jeanette McDougall
RFD TITLE: PUBLIC SERVICE ANNOUNCEMENTS SERVICE - POLICY			

RECOMMENDATION:

THAT Council approve the proposed "Public Service Announcements Service" Policy.

BACKGROUND:

Council passed the following resolution during the Council Meeting held July 5, 2021:

RESOLUTION NO. 067/21

M/S Councillors Miller / Paice

THAT Staff develop a Public Service Announcement Policy that will include detail such as term, compensation, publication frequency, publication timing and content, including contact information; and

THAT Staff prepare an Expression of Interest regarding the provision of Public Service Announcements and advertise throughout the Peace River Region when the agreement with the Library for the provision of Public Service Announcements expires on December 31, 2021.

CARRIED

DISCUSSION:

The Hudson's Hope Public Library will no longer be the Public Service Announcement service provider as of December 31, 2021; a Request for Proposal was issued to locate an alternate service provider and if not in place as of January 1, 2022 then the Public Service Announcement service will be brought in-house as an interim measure (in-house training has been arranged with the Library). To date there have been two parties who have expressed interest.

The proposed Public Service Announcement Service Policy includes the requirement for Users to provide contact information within the content of a Public Service Announcement under *Privacy Respected - Section 4*.

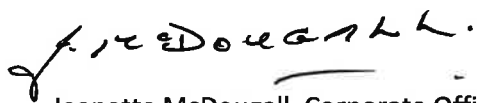
FINANCIAL CONSIDERATIONS:

There are no financial implications regarding the proposed Public Service Announcements Service Policy.

ATTACHMENTS:

- *Proposed Public Service Announcements Service Policy*

Prepared by:



Jeanette McDougall, Corporate Officer

Approved by:



Mokles Rahman, CAO

SR4

DISTRICT OF HUDSON'S HOPE

PUBLIC SERVICE ANNOUNCEMENT ACCEPTABLE USE POLICY

Council Resolution No. XXX, 2021

Effective Date: December 13, 2021

Section: Administration

Procedures or Guiding Principles:

USING THE DISTRICT OF HUDSON'S HOPE PUBLIC SERVICE ANNOUNCEMENT SERVICES WILL CONSTITUTE ACCEPTANCE OF THE TERMS AND CONDITIONS OF THIS POLICY

The Contractor will provide local public service announcements for HHPA email list members. The District strongly supports the concept of freedom of expression on the Internet while also reserving the right to exercise control over the acceptability of the HHPA environment via the HHPA system.

To safeguard the HHPA environment, the District maintains a zero-tolerance policy regarding network abuse and will take action against any member(s) who violate the District's Public Service Announcement Acceptable Use Policy; this includes abuse toward the Contractor and / or District Staff.

If you have a complaint about a Public Service Announcement that you believe is in violation of the HHPA Acceptable Use Policy, please send an e-mail to HHPA@hudsonshope.ca.

MEMBERS WHO VIOLATE THE TERMS OF OUR ACCEPTABLE USE POLICY MAY BE PERMANENTLY BANNED FROM USING THE HHPA SERVICE

- | | |
|--------------------------------|---|
| POLICY | 1) Your use of HHPA Services is subject to the <i>District of Hudson's Hope Public Service Announcement Acceptable Use Policy</i> ("Policy") described herewith and should be read and interpreted alongside the <i>District of Hudson's Hope HHPA User Information</i> . |
| SOLE
RESPONSIBILITY | 2) You, as the owner of the email account subscribed to the HHPA system, are solely responsible for all access, activities conducted, and data flows through your email account, including, for example, information obtained from the provincial or federal governments (links to the provincial or federal governments are acceptable). In cases where you have allowed any other individual to use your account or have purposefully or through negligence made your access publicly available, you recognize that you are fully responsible for:
(i) the online conduct of such User;
(ii) controlling the User's access to and use of the HHPA service, and
(iii) the consequences of any misuse. |
| LOGS
KEPT | 3) The Contractor will maintain a record of all activities, including a log of the originators of all materials posted through the HHPA service. This information will be used solely to enable the Contractor, or if required, |



the District, to take appropriate action when there are complaints that the Policy has been violated, or as outlined in (4) (below). The use of a 'handle' does NOT provide you anonymity from the System Administrator.

**PRIVACY
RESPECTED**

- 4) It is the District's Public Service Announcement Policy to respect the privacy of its members in accordance the *Freedom of Information and Protection of Privacy Act*. The Contractor will not disclose the contents of the logs to outside parties unless required to do so by law or in the District's good faith belief that such action is reasonably necessary to:
- (i) conform to the edicts of the law or comply with legal process;
 - (ii) protect and defend the rights or property of the District; or
 - (iii) act under exigent circumstances to protect the personal safety of the District Staff, the Contractor and / or members or the public.

Users of the Hudson's Hope Public Service Announcement Service consent to including their contact information within the content of Public Service Announcements, eg phone number, email address.

**NO ILLEGAL
ACTIVITY**

- 5) While using HHPSAs, you may not post, transmit, or otherwise distribute information constituting or encouraging conduct that would constitute a criminal offense or give rise to civil liability, or otherwise use the HHPSA service in a manner that is contrary to law or would serve to restrict or inhibit any other User from using the HHPSA service.

**RESPECT
COMMUNITY
STANDARDS**

- 6) In the case of publicly accessible postings such as in HHPSA:
- (i) Pornographic and obscene images and language are not permitted. Language that is derogatory to or intended to instill the hatred of any group based on race, colour, creed, or gender is not permitted.
 - (ii) Harassment of another PSA User or the use of obscene, threatening, or abusive language is not permitted.
 - (iii) Impersonation of others, including the Contractor, District Staff or another HHPSA member/user is not permitted.
 - (iv) Distribution or posting of electronic viruses, trojan horses, bots, destructive packets, worms, or other harmful or disruptive components is not permitted.

For the purposes of this provision, merely making one's address accessible to the public shall not constitute a request or invitation to receive messages.

NO SPAM

- 7) You are not permitted to undertake any activity that is generally known as "spamming". You acknowledge that you are expressly prohibited from using the HHPSA service for sending the same, or substantially similar, unsolicited messages, whether commercial or not, to a large number of recipients.

**DESTRUCTIVE
ATTACHMENTS**

- 8) A message, or message attachment, that is identified as containing viruses or other harmful or disruptive components that could compromise the integrity of a computer system may be intercepted and deleted by the Contractor.

REQUEST FOR DECISION

RFD#: 2021-JM	Date: December 13, 2021
Meeting#: CM-12-10-2021	Originator: Jeanette McDougall
RFD TITLE: SOUND SYSTEM – COUNCIL CHAMBERS	

RECOMMENDATION:

***THAT** Council approve awarding the contract for the installation of a sound system in Council Chambers to Sound-in-Town, Fort St. John in the amount of \$19,670.*

BACKGROUND:

Council requested that a sound system be installed in Council Chambers; to this end, 5 suppliers were contacted and invited to submit a quotation (Sound in Town, Fort St. John; Heartbeat Productions, Grande Prairie; Western Audio & Security, Grande Prairie; Blake Productions, Prince George; and Russell Audio-Visual, Prince George). Two quotations were received, one from Sound in Town, Fort St. John and the other from Heartbeat Productions, Grande Prairie. Prices quoted are as follows:

- Sound in Town - \$17,881.92
- Heartbeat Productions - \$17,147.55

Both the system from Sound in Town and Heartbeat Productions are “scalable”, ie recording and live-streaming can be added at a later date, should Council wish to do so.

DISCUSSION:

Sound in Town, Fort St. John has been recommended for Council approval for the following reasons:

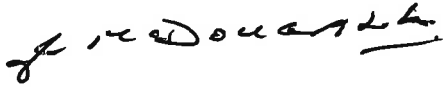
1. The IT Manager for the Peace River Regional District has worked with Sound in Town in the past and strongly recommended this company;
2. Sound in Town has performed work for the following organizations:
 - Ovintiv Events Centre (formerly the Encana Centre); Pomeroy Hotels, funeral homes, churches, School District #60, City of Fort St. John and the Chetwynd & District Recreation Centre.
3. Product is in stock, except for microphones, although there are microphones in stock that Sound in Town will either rent or loan to the District until the product is delivered (expected to be several months);
4. Probability that installation can take place within the next few weeks;
5. The owner came by the District Office to take measurements (he was returning to Fort St. John from Chetwynd where he was doing work for the Chetwynd & District Recreation Centre); and
6. Sound in Town is only an hour away in Fort St. John, should any maintenance, repairs or further work be required.

SR5

FINANCIAL CONSIDERATIONS:

The cost will be \$19,670.11 for the sound system; this amount is comprised of the quotation from Sound in Town of \$17,881.92 plus a 10% contingency of \$1,788.19. The approved budgeted amount for this project is \$18,000 and the addition of \$1,670.11 will both be charged to the "COVID Fund".

Prepared by:



Jeanette McDougall, Corporate Officer

Approved by:



Mokles Rahman, CAO



October 27, 2021

His Worship Mayor David Heiberg, City Hall
9904 Dudley Drive
Hudson's Hope, BC, V0C 1V0

Dear Mayor Heiberg,

We are writing to inform you that our 1-800-SUICIDE, 310-6789 Mental Health line, and local distress lines are in jeopardy.

After almost a decade of working closely with the Province to ensure crisis lines can provide skilled and effective 24/7 crisis service for all British Columbians, the Province has decided to dramatically increase funding and centralize the technology to allow all crisis centres across the province to support one another's call. That's good news.

And there's bad news. Because funding will be increasing, the Province has informed the Crisis Line Network that they will put all crisis line services to competitive bid through a Request for Proposals (RFP). This means crisis centres across the province will be preparing proposals to bid on the contracts we have historically held at a time when demand on our services is at an all-time high.

The RFP process will delay our transition by many months and raises the possibility that crisis services could be taken over by a private corporation.

As Crisis Centres, we are keenly aware of the importance of responding to the record-breaking number of British Columbians, including your constituents, who need us to answer their call when they are in distress. We are ready to grow.

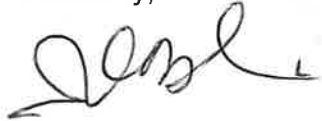
We request you formally engage the Minister of Mental Health and Addictions and the Minister of Health to stop the ongoing process to put these crisis services out to tender, delaying our important work and risking the introduction of more for-profit operators in the system as well as the more significant concern of jeopardizing ongoing access to crisis services.

Additional information has been included in this letter, and we invite you to reach out to us. We serve the same folks you represent. Their lives matter. Their wellbeing is our top priority.

C1

Please feel free to contact me if you have any questions.

Sincerely,



Sandra Boulianne, (she/her), BSW, RSW

Executive Director

Crisis Centre for Northern BC

101-2700 Queensway

Prince George, BC V2L 1N2/ Traditional Territory of the Lheidli T'enneh

Direct Line: 250-564-9658

Email: executive.director@crisis-centre.ca



**Crisis Prevention,
Intervention &
Information Centre
FOR NORTHERN BC**

We are here for you 24-7



October 27, 2021

Brief: Save BC's Crisis Lines

Every 3 minutes, someone in BC receives life-saving support from a Crisis Line Network centre. We are eager to get to work serving more British Columbians as a core part of the Province's community-based non-profit sector.

The BC Crisis Line Network, comprised of ten local crisis centres from around BC, answer calls to 1-800-SUICIDE, 310-6789 Mental Health, and regional distress lines. We have worked collaboratively and tirelessly to provide lifesaving crisis de-escalation services, suicide risk assessment, and strengths-based collaborative safety planning and follow-up to vulnerable British Columbians across the province.

Crisis lines are a highly integrated component of mental health services within the regional health authorities. We partner with mental health teams to provide after-hours support to the community, conduct outreach calls through the opioid crisis program, and provide suicide prevention training to emergency services, front line workers, and youth.

We have good news: After almost a decade of working closely with the Province to advocate for the technological infrastructure and funding to meet the rising demand for our services, the Province has decided to dramatically increase funding and centralize the technology to allow all crisis centres across the province to support one another's calls.

And we have bad news: Because funding will be increasing, the Province has informed the Crisis Line Network that they are required that all crisis line services to competitive bid through a Request for Proposals (RFP). This means crisis centres across the province will be preparing proposals to bid on the contracts we have historically held at a time when demand on our services is at an all-time high.

When opening up contracts for bid would significantly disrupt essential services, contracts can and should be awarded directly to the crisis centres who have collectively invested 515 years of dedicated and integrated high-quality service.

The Province's decision to initiate competitive bidding delays our ability to answer the calls of desperate British Columbians by months. This move also raises the possibility of privatizing crisis services across the province, raising clear privacy concerns, service quality concerns, and separating crisis services from the essential support role they play in local 911 and hospital diversion.

RFPs notoriously favour large, for-profit private corporations who have teams of professionals crafting proposals and can afford to under-bid to win contracts. After they have secured contracts, they can cut costs to increase profits, reduce liability by referring at-risk callers to 911, and upsell clients by referring them to other profit-generating services they don't always need. In comparison, non-profit crisis centres bring social and economic value to our communities, train countless staff and volunteers in life-saving mental health support skills, and safely de-escalate 99.5% of our calls.

The COVID-19 pandemic has put incredible pressure on crisis services. Today, our crisis centres continue to receive 50% more calls compared to pre-pandemic call volumes. The BC Government's plans to put crisis centre contracts out for tender is the wrong approach, and comes at the wrong time. **At this critical time we need to keep our focus on service delivery, avoid disruption to the crisis sector, and get to work serving British Columbians in distress.**

ABOUT CRISIS CENTRE SERVICES

The ten centres that make up our Crisis Line Network collectively have 515 years experience providing crisis line services in our communities. We hold accreditation specific to crisis intervention and suicide prevention. We work closely and collaboratively with each other to provide lifesaving crisis de-escalation, suicide risk assessment, and strengths-based collaborative safety planning and follow-up to vulnerable British Columbians.

Crisis Lines Impact

In 2020/21, we:

- Provided 2.5 million minutes of life-saving and life-changing support.
- Saved British Columbian taxpayers approximately \$10.4 million and significantly reduced stress on police and hospital services during a pandemic by diverting 7,099 interventions from 911; 16,251 interventions by in-person Crisis Response Teams, and 50,901 emergency Mental Health Worker engagements.
- Safely de-escalated 99.5% of all calls through strengths-based collaborative safety planning and follow-up support aligned with internationally recognized better practices.
- Supported 2,283 opioid-related calls, over 6,000 addiction contacts and close to 18,000 calls where suicide was the primary concern.

Role in Mental Health Services

Crisis lines are highly integrated in regional health authority mental health services. The risk of privatization is a risk to the stability and coherence of our mental health system

- The Crisis Centre of BC is after hours support for the Access and Assessment Centre at Vancouver General Hospital.
- The Vancouver Island Crisis Society and Interior Crisis Line Network handle public access to Mental Health Crisis Response Services, including ten Mobile Crisis Response Teams across BC.
- The Fraser Health Crisis Line is a formal component of Fraser Health's response to the Opioid Crisis, partnering with the Fraser Health Substance Use Services Access Team and completing after hour outreach calls to at-risk clients at the request of MHSU clinicians.
- All Crisis Centres provide suicide prevention training to emergency services, police, teachers, counsellors, teachers, and youth.

Impact on BC Labour

- Crisis Centres provide jobs for over 110 staff members and opportunities for over 550 volunteers, many of whom go on to become our doctors, teachers, social workers, police, and other emergency and mental health professionals.
- Crisis centres provide employment opportunities and local crisis expertise in Vancouver, Surrey, Richmond, Nanaimo, Prince George, Kamloops, Kelowna, Trail, Cranbrook, and Williams Lake.

Impact on Students

- Crisis centres are heavily used by students - we've seen a 94% increase in student-aged callers (ages 5-24) on both 1-800-SUICIDE and 310-6789 Mental Health compared with pre-Covid levels, in spite of the introduction of a 24/7 student counselling line.
- 76.5% of volunteer Crisis Line Responders are postsecondary students gaining critical evidence-based training and experience in skilled risk assessment, strengths-based collaborative safe planning and internationally recognized better practices in suicide prevention, intervention, postvention
- 450+ students are trained each year as volunteer Crisis Line Responders in communities across BC, many of whom go on to become our doctors, teachers, social workers, police, and other emergency and mental health professionals
- 238 reference/referral letters will be sent out this year with even more verification requests

Impact on Seniors

- Seniors make up 41.1% of the people who identify their age on the crisis line.
- Crisis centres supported over 36,000 seniors in 2020/21.
- 76% of seniors prefer reaching out for support by phone than by text, chat, or video conference.

For more information contact

Stacy Ashton, Executive Director

Crisis Centre BC – Vancouver

sashton@crisiscentre.bc.ca

604-340-9727

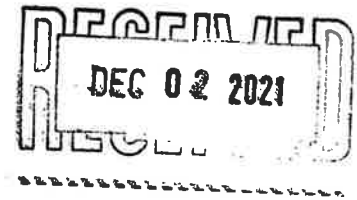
Member of the BC Crisis Line Network



INTERIOR CRISIS LINE

S.U.C.C.E.S.S.

December 1, 2021



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

Attn: Jeanette MacDougall, Corporate Officer

Re: Reimbursement Request - Wind Screens for Pickleball Courts

Dear Ms MacDougall,

As approved by the District Council, please find attached two invoices that were paid for personally for the wind screens and ties. The total cost for reimbursement is \$1,404.46, as follows:

Amazon	12 each – 6'X50' Windscreen	\$1,332.71
Princess Auto	5 each - Nylon Cable Ties	71.75
Total:		<u>\$1,404.46</u>

The Pickleball Club players will install the wind screens on the outside courts in the Spring, and remove them in the Fall.

On behalf of the Pickleball Club, we would like to give the District Council, and staff a big THANK YOU for the funding and cooperation in this project.

If there are any questions or concerns, please contact Bob @ 250.783.3006 or by email to rbach60@gmail.com.

Respectfully - Bob
Robert Bach

C2

**Details for Order #702-8609020-3985056**[Print this page for your records.](#)**Order Placed:** September 24, 2021**Amazon.ca order number:** 702-8609020-3985056**Order Total:** CDN\$ 1,332.71**Not Yet Shipped****Items Ordered**12 of: *ColourTree 2nd Generation 6' x 50' Green Fence Privacy Screen Windscreen, Commercial Grade 170 GSM Heavy Duty, We Make Custom Size*Sold by: Colourful Tree ([seller profile](#)) |

Manufacturer: ColourTree

Condition: New

Price

CDN\$

82.81

Shipping Address:

Robert Bach

9605 Dudley Drive

Hudsons Hope, British Columbia V0C 1V0

Canada

Shipping Speed:

Standard International Shipping

Payment information**Payment Method:**

Visa | Last digits: 9835

Gift Card

Item(s) Subtotal: CDN\$ 993.72

Shipping & Handling: CDN\$ 165.89

Total before tax: CDN\$ 1,159.61

Estimated GST/HST: CDN\$ 0.00

Estimated PST/RST/QST: CDN\$ 0.00

Import Fees Deposit: CDN\$ 191.64

Gift Card Amount: -CDN\$ 18.54

Grand Total: CDN\$ 1,332.71**Billing Address:**

Robert Bach

Box 540

9605 Dudley Drive

Hudsons Hope, British Columbia V0C 1V0

Canada

One or more items in this order ships from outside Canada. Manufacturer warranty may not apply. By placing your order, you authorize Amazon Export Sales LLC (AES) to designate a carrier to clear the package and pay applicable import duties, taxes and fees on your (or the recipient's) behalf. Customs declarations will be made accordingly. You can find the complete terms and conditions of these order on our About International Shipping Help Page [here](#).

To view the status of your order, return to [Order Summary](#).**Please note:** This is not a VAT invoice.

Sales Invoice/Facture de vente

Invoice #/N° de facture 2132696

Order Date/Date de la commande

: 2021-11-23

Ship Via/Expédié par : DOM.EP

Order #/N° de commande : o41508105

GST #/N° de TPS : R104304738

QST #/N° de TVQ : 1225559356TQ001



Billed To/Facturé à

Robert Bach
Box 540
9605 Dudley Drive
9605 Dudley Drive
Hudson Hope, BC
Canada V0C 1V0

Shipped To/Envoyé à

Robert Bach
Box 540
9605 Dudley Drive
Hudson Hope, BC
Canada V0C 1V0

Product/ Produit	SKU/ UGS	Qty/ Qté	Unit Price/ Prix unitaire	Unit Discount/ Réduction sur les unités	Sub Total/ Sous- total	Tax/ Taxe	Total
TIES CABLE NYL ASRT SZS 1200PC	8536955	5	\$24.99	\$14.98	\$50.05	\$6.00	\$56.05
						Sub Total/ Sous-total :	\$124.95

	Shipping/ Frais d'expédition :	\$14.02

	Discounts/ Réductions :	\$74.90

	GST/HST (TPS/TVH)	\$3.20
	PST/TVP	\$4.48

	Total :	\$71.75

Payments/Paiements

VISA - *****XXXXXX9835: \$71.75

Ken McKenzie
Executive Vice President
Site C Clean Energy Project
P.O. Box 49260
Vancouver, B.C. V7X 1V5

December 1, 2021

Mayor Dave Heiberg
District of Hudson's Hope

Re: Notice of Site C Construction Activities: January – March 2022

Dear Mayor Heiberg,

As part of our engagement with Indigenous groups, we provide regular updates and information on construction activities. This letter describes work planned from January 1 to March 31, 2022.

COVID-19 update

We continue to work closely with health officials, local communities, contractors and unions to monitor and respond to the COVID-19 pandemic. On October 7, 2021, BC Hydro announced a [COVID-19 vaccination policy](#) that requires all employees and contractor workers to be fully vaccinated.

Since BC Hydro's vaccination policy was announced, we have seen an increase in workers registering for a COVID-19 vaccine through the project's onsite medical clinic. We recognize the pandemic is not over and will continue to remain vigilant in our efforts to keep our workers and the surrounding communities safe.

Safety continues to be our top priority. We are committed to safely and responsibly advancing the Site C project, while protecting the workforce and the local community. You can keep up-to-date with our COVID-19 measures [here](#).

For the upcoming period, construction at Site C will focus on:

- Progression of earthworks at the dam site.
- Construction of the powerhouse and spillways.
- Installation of steel piles as part of the right bank foundation enhancement work.
- Transmission line construction, including access road maintenance, site reclamation, debris burning, line stringing and slope stabilization measures above the dam site.
- Highway 29 realignments at Cache Creek, Farrell Creek and Lynx Creek.
- Clearing, road maintenance, road construction and debris burning in areas of the future reservoir.
- Construction of a 2.6-kilometre shoreline protection berm in Hudson's Hope.
- Processing, stockpiling and loading of rock at Portage Mountain Quarry, which will be hauled to various Highway 29 construction sites and the Hudson's Hope berm.
- On-call archaeological studies, as required.

C3

For all activities described in this letter, the [necessary approvals](#) will have been obtained before work begins. Geotechnical site investigations, air quality monitoring, heritage and other field studies are ongoing. We will continue to provide [annual field study notices](#) of these activities.

For the safety of the public and workers, please use caution when hunting, shooting, or setting traps in Site C project areas.

Dam site

- **Access roads:**
 - Crews will continue to maintain dam site access roads and existing south bank resource roads, including petroleum development roads.
- **Headpond:**
 - During river diversion, water accumulates behind the upstream cofferdam in what is called a headpond. The headpond begins at the dam site and could extend as far back as 15 kilometres – or approximately up to Cache Creek.
 - This means water levels could rapidly rise in areas upstream of the dam site.
 - The Peace River remains closed both upstream and downstream of the dam site; caution should be exercised at the shoreline.
 - The debris boom on the Peace River has been removed for the winter. The debris management structures on the Moberly River capture floating debris and prevent it from impacting construction and diversion tunnel operations.
- **Main civil works:** Construction activities will continue. This includes:
 - Excavation of the approach channel.
 - Relocation of excavated material to disposal areas located on the north and south banks of the river at the dam site area.
 - Construction of the south bank and north bank drainage tunnels.
 - Concrete production.
 - Grouting of the main dam grout curtain and consolidation grouting (right bank and dam core complete, left bank remains).
 - Earthfill dam placements and other civil works.
 - Rail delivery of riprap to site.
 - Haul road realignments.
 - Installation of steel piles as part of the right bank foundation enhancements. The piles extend the foundation further into the bedrock.
- **Generating station and spillways:**
 - Concrete will continue to be placed in powerhouse intake areas.
 - Sections of the steel penstocks will continue to be delivered to site, where they are assembled, installed and encased in concrete.
 - Construction of the spillway stilling basin will continue.
 - Transition block and spillway headworks construction will continue.

- **Turbines and generators:**
 - Deliveries to site will continue. The four remaining turbine runners will be delivered to site in early 2022.
 - Installation and welding in the powerhouse will continue.

Public roads and highways

- **Highway 29**
 - **Cache Creek East:** Construction of the bridge will continue. This includes the installation of bearings and structural steel on the completed concrete foundations, and may also include the installation of precast concrete deck panels on the steel girders. Delivery of concrete deck panels will occur.
 - **Halfway River:** Construction will be paused until spring 2022. Only minor site maintenance will occur. A concrete batch plant will continue to operate on site to supply concrete to other highway segments.
 - **Farrell Creek East:** Construction will be paused until spring 2022. Only minor site maintenance will occur.
 - **Farrell Creek:** Construction will continue on the bridge, including the installation of structural steel on the completed foundations, and the installation of precast concrete deck panels on the girders. Steel bridge girder and precast concrete deck panel deliveries will continue.
 - **Dry Creek:** Construction will be paused until spring 2022.
 - **Lynx Creek:** Construction of the highway realignment will continue. The delivery of the pre-cast concrete deck may occur. A traffic detour at the east end of the work site will be in place until 2022. Periodic traffic stoppages will occur.

Peace River/reservoir

- **River closure:** A short section of the Peace River is permanently closed at the dam site as construction is underway on the earthfill dam.
- **In-river debris management systems:** Debris management structures are in place on the Moberly River. The boom on the Peace River has been removed for the winter.
- **Fish habitat enhancement project:** Access road construction and fish habitat enhancement work will occur on the south bank downstream from Peace Canyon dam.
- **Archaeology:** On-call archaeological studies, as required, anywhere on the project.
- **Transmission line relocation:** Access road improvements and foundation construction will occur in the Halfway River region for the rerouting of the existing transmission line that crosses the Halfway River, which will be impacted by the new reservoir.
- **Reservoir clearing**
 - Road construction and logging activities are occurring between Cache Creek and Peace Canyon on the north and south banks of the Peace River and on its islands. Merchantable timber is being hauled to local mills in Chetwynd, Fort St John and/or Dawson Creek. Burning of waste wood may occur during approved venting windows and when ground conditions are suitable.
 - Surveys and site investigations may occur within the footprint of the reservoir area.

Hudson's Hope shoreline protection

- Construction will continue on the Hudson's Hope shoreline protection berm.
- This may include waste wood removal.
- Riprap and berm filter material from Portage Mountain Quarry and other commercial quarries west of Chetwynd will be hauled and stockpiled at the berm site.
- Excavation, processing, stockpiling and placement of berm fill and berm filter material will occur on the berm site.
- The berm is expected to be complete by summer 2022.

Transmission works

- **Access road maintenance:** Road maintenance on access roads will occur, to provide safe access to the transmission line.
- **Transmission line construction:**
 - Construction of the second transmission line connecting Site C to Peace Canyon will continue with marshalling of transmission line materials for line stringing. This will include flying of materials with a helicopter.
 - Line stringing will occur, including helicopter work.
- **Reclamation:** Reclamation of construction areas will occur, including levelling and spreading of topsoil and burning of debris.
- **Slope stabilization:** Slope stabilization work may occur on the transmission line right-of-way above the Site C substation.

Production and transport of materials

- **Portage Mountain Quarry:**
 - Access roads will continue to be maintained.
 - Rock will be processed and stockpiled on site and hauled to various locations along Highway 29 and the Hudson's Hope berm.
- **85th Avenue Industrial Lands:** Till materials for the dam may continue to be quarried and stockpiled for transport next spring.
- **Conveyor belt system:** The conveyor system will pause operation for the winter and resume in spring.

Environmental Assessment Certificate

Environmental Assessment Certificate #E14-02 (EAC) for the project consists of Schedule A, the project description, and Schedule B, the conditions under which the project must be constructed and operated. If BC Hydro wishes to make a change to either Schedule A or Schedule B of the EAC, we are required to submit a written request to the Environmental Assessment Office, which then consults with regulatory agencies, Indigenous groups and/or the public on the request and issues a written decision.

To date, we have requested and been granted seven amendments to the EAC. These are:

- Amendment 1 – regarding design changes to the generating station and spillways.
- Amendment 2 – regarding design changes to the Halfway River Bridge within the Halfway River Highway 29 realignment.

- Amendment 3 – regarding the use of West Pine Quarry, in addition to the already approved Portage Mountain Quarry, as a source of quarry and excavated material for the construction of the Highway 29 realignment, Hudson's Hope shoreline protection, and areas along the reservoir requiring protection during reservoir filling.
- Amendment 4 – regarding the selective use of mechanical clearing in riparian zones during reservoir clearing when it is unsafe to undertake manual clearing.
- Amendment 5 – regarding a change in the alignment of Highway 29 at Cache Creek.
- Amendment 6 – regarding the expansion of the worker accommodations camp within the dam site area.
- Amendment 7 – regarding changes to the designs of Highway 29 crossings at Farrell, Dry and Lynx Creeks.
- Amendment 8 – regarding the use of a borrow source located east of the Halfway River for the construction of reservoir clearing access roads.

Water Licences and Leaves to Commence Construction/Diversion

BC Hydro holds Water Licences for the diversion and use of water, the storage of water, and for the temporary and permanent fish passage facilities. During the course of construction, we will apply for a series of Leaves to Commence Construction (LCCs) under the Water Licences in order to construct particular project works or components of project works. Construction-related activities under the LCCs are also independently reviewed by the Independent Engineer and the Independent Environmental Monitor as required by the Water Licences.

To date, BC Hydro has obtained LCCs for:

- Initial works
- Relocated surplus excavation material (RSEM) storage areas
- North and south bank excavations
- South bank stage 1 cofferdam
- Clearing of the eastern reservoir
- North bank cofferdams and diversion tunnel works
- Roller-compacted concrete (RCC) buttress foundation preparation and RCC placement
- Geotechnical investigations for the Hudson's Hope shoreline protection
- Earthfill dam excavation, foundation preparation, fill placement and approach channel foundation preparation and placement
- Generating station civil works and spillways civil works
- Construction of the temporary fish passage facility
- Stage 2 cofferdams and river diversion, including debris boom facilities on the Peace and Moberly Rivers
- Water licences for temporary and permanent fish passage facilities
- Middle reservoir clearing
- Western reservoir clearing
- Hudson's Hope berm construction

- Turbines and generators installation
- Balance of plant
- Hydromechanical works and gantry cranes
- Right bank foundation enhancements

BC Hydro also obtained a Leave to Commence Diversion (LCD) in June 2020, covering placement of the rockfill berm into the Peace River, diversion of water through the diversion tunnels, and construction of the stage 2 cofferdams. A separate LCD was also issued in August 2020, authorizing the commissioning of the temporary fish passage facility.

Notice of completed activities

The following work, described in previous notifications, is complete or is anticipated to be complete by the date of issuance of this letter:

- Improvements to public roads in the vicinity of the dam site area
- Worker accommodation lodge
- Site C public viewpoint
- Fish habitat enhancements downstream of the dam site
- 50 affordable housing units in Fort St. John
- River diversion
- Site C substation
- The first of two transmission lines connecting Site C to Peace Canyon, and Peace Canyon switchgear upgrades
- Temporary fish passage facility
- Placement of 1.7 million cubic metres of roller-compacted concrete in the powerhouse, spillways, and dam and core buttresses.

What to expect

During this time period, the following can be expected:

- [Permanent navigational restrictions](#): Boaters no longer have access to the Moberly River and the Peace River, near the dam site, now that construction is underway on the earthfill dam. Public safety signs and beacons have been installed on both banks of the Peace River, and on both sides of the dam site, to mark the active construction area.
- There will be project-related traffic on public roads leading to the dam site, transmission line corridor, reservoir and Highway 29, as we continue to haul materials, equipment, rock, and timber. This will include increased industrial traffic on resource roads and public roads from Chetwynd leading to the site on the south bank.
- Day, night and weekend shifts are anticipated for the duration of the project.
- Traffic control will be intermittently in place for construction and investigation activities along Highway 29. This may cause minor traffic delays. Visit drivebc.ca for the latest traffic updates.
- Noise will occur near the construction areas.
- Noise and vibration will result from works in the quarries. Hauling may occur at night.

- There will be construction occurring around the Peace River at the dam site.
- There may be smoke and lower visibility in areas where wood debris burning is occurring.
- We are monitoring air quality in the Site C project area. This data is being added to the Ministry of Environment's [B.C. Air Quality Monitoring Data](#). The Ministry uses this data to report on air quality trends. In the event of poor air quality, the Ministry will release air quality advisories through a notification list. This notification list currently includes the regional media, various public and private sector offices, as well as members of the public. If you are interested in being part of this notification list, please email sitec@bchydro.com.

Learn more

BC Hydro is committed to providing you with information about Site C construction activities and has established several ways that you can learn more about the project. You can view our latest drone video [here](#).

We would be happy to come to your community to discuss the upcoming work in more detail, report on results of field studies and implementation of mitigation plans, and discuss how best to communicate with your community.

Please do not hesitate to contact me should you wish to arrange a meeting or have any questions about any information described in this letter.

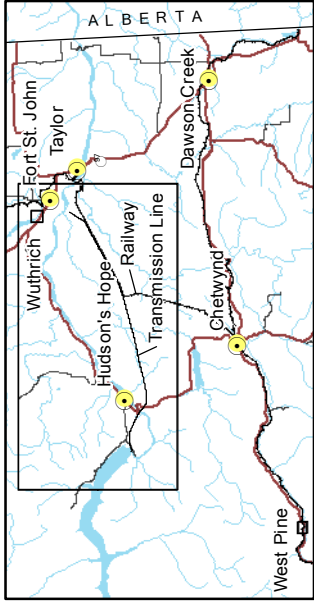
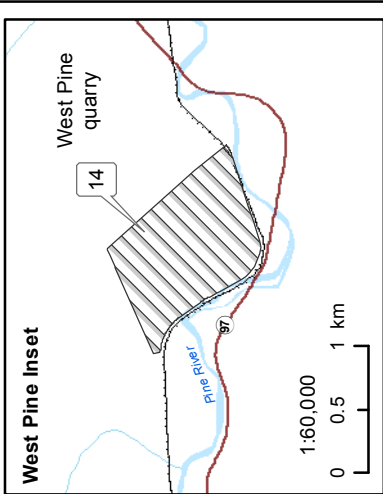
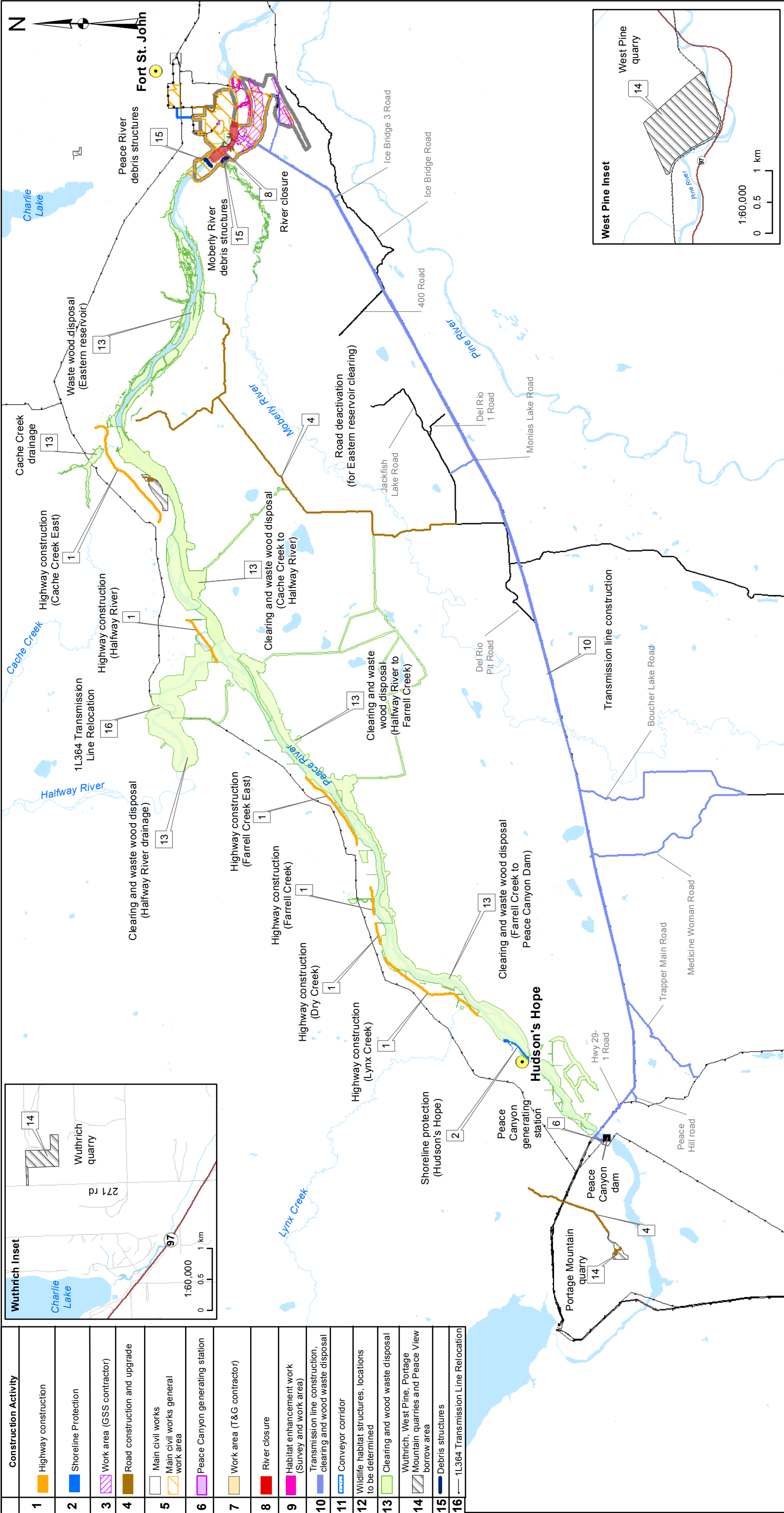
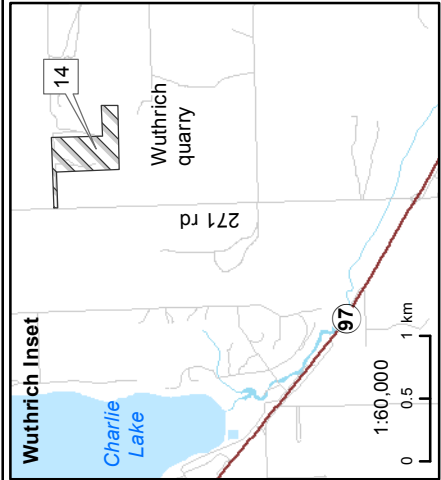
Kindest regards,



Ken McKenzie

cc: Mokles Rahman, CAO

	Construction Activity
1	Highway construction
2	Shoreline Protection
3	Work area (GSS contractor)
4	Road construction and upgrade
5	Main civil works
	Main civil works general work area
6	Peace Canyon generating station
7	Work area (T&G contractor)
8	River closure
9	Habitat enhancement work (Survey and work area)
10	Transmission line construction, clearing and wood waste disposal
11	Conveyor corridor
12	Wildlife habitat structures, locations to be determined
13	Clearing and wood waste disposal
14	Wuthrich, West Pine, Portage Mountain quarries and Peace View borrow area
15	Debris structures
16	1L364 Transmission Line Relocation



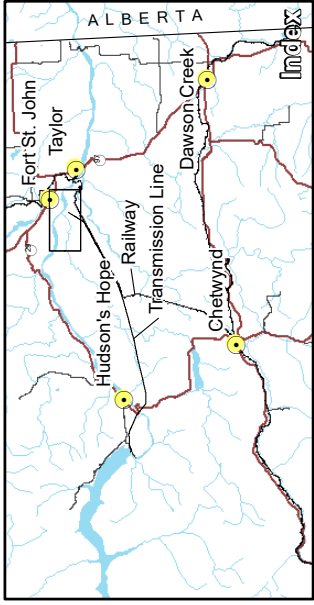
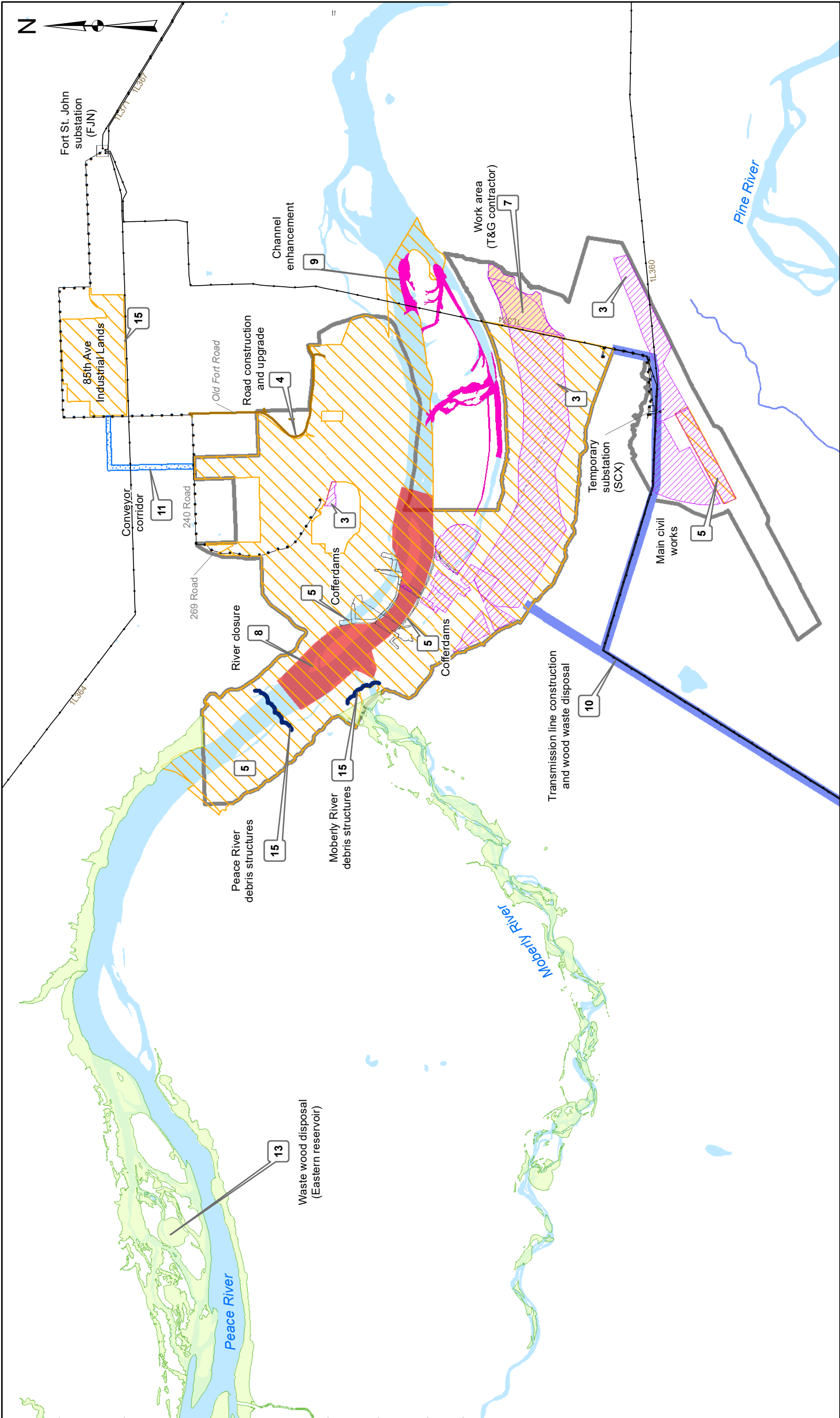
Construction Activities

October - December 2021

Date	Nov. 8, 2021	DWG NO	1016-N11-01202-1	R.1
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The construction activities presented in this map are indicative only and may change as a result of procurement and project planning advancements.

	Construction Activity
1	Highway construction
2	Shoreline Protection
3	Work area (GSS contractor)
4	Road construction and upgrade
5	Main civil works
5	Main civil works general work area
6	Peace Canyon generating station
7	Work area (T&G contractor)
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14	Wuthrich, West Pine, Portage Mountain quarries and Peace View borrow area
15	Debris structures
16	1L364 Transmission Line Relocation



1:50,000

0

2 km

Construction Activities

October - December 2021

Date	Aug. 9, 2021	DWG NO	1016-N11-01202-2	R 0
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The construction activities presented in this map are indicative only and may change as a result of procurement and project planning advancements.



9905 Dudley Drive P.O. Box 269
Hudson's Hope. BC V0C 1V0
Telephone: (250) 783-9414
Fax: (250) 783-5272
E-mail: director.hhpl@pris.ca

November 24, 2021

Dear Library Supporter,

Every December we do a fun basket draw at the library. Our Elf on the Shelf library helper, Booklyn, finds a new and fun place to hide in the library every day. Patrons come in to find her secret hiding spot to get an entry in to our draw for a cool basket of prizes.

This year we are going to be making a few baskets depending on the type of items that are donated, likely in 3 or 4 categories; babies/tots, kids, teens & adults.

We are requesting the assistance of local businesses, patrons and home based businesses to help support our December promotion by donating items to the Elf on the Shelf baskets. In exchange, we will tag your business on our Facebook post on the day that your item is added to the basket. Those who do not have a business profile on Facebook can also have the opportunity to have their personal profile tagged to get you some free local advertising. This also gives us the additional opportunity to advertise our own Facebook page and website, it's a win-win!

We prefer to organize donations before December 1st, but we can accept your donations right up until 11:00 am on December 21st. We will be drawing the winners on December 22nd.

We would really appreciate a donation from your organization to help us with this fun, free event for everyone in our community.

Thank you so much for considering participating in this fun community event!

Kind Regards,

Amber Norton
Hudson's Hope Public Library Director

From: Alanna Le Cerf <alanna@northerndevelopment.bc.ca>

Sent: November 29, 2021 10:33 AM;

Subject: 2022 Local government internship program

Hello and good morning,

I hope this e-mails finds you well and that you are staying safe and warm as we begin to welcome the winter season. I am writing today regarding the Northern Development Initiative Trust local government internship program and First Nations government internship program. We are busy preparing for the 2022 cohort and will begin accepting applications from interested host governments this **Wednesday, December 1, 2021!** . The Trust's internship programs provide grant funding to host governments to host and mentor an intern for a 12-month period starting in May. The program is designed to provide increased capacity and support with succession planning for host governments, all while providing recent graduates with a high level of exposure and professional development to help prepare them for a career in local or First Nations government. We have implemented a few minor changes to support a smoother, simpler application process this year, which I have outlined below.

Effective this coming Wednesday, December 1, 2021, host government applications will be live on our webpage. Interested host governments will complete the entire application and submit required supporting documents all in one place online. An additional feature is that applicants will receive periodic status updates as your application is being processed. Applications will also be saved on the platform to refer back to if need be in future years. We will no longer be accepting PDF applications, with the exception of communities who have poor or no connectivity. In these cases, please contact me and I will be happy to provide you with an application form.

There are a total of eight (8) positions available for the local government internship program and four (4) positions available for the First Nations government internship program. The deadline for interested host governments to submit their application is **January 7, 2022 at 11:59 PM**.

Please refer to the attached application guide for more information on the program and application process. I have also attached our updated program fact sheets for your review. If you are interested in learning more about the programs and hosting an intern in 2022, please do not hesitate to contact me and I will be happy to address any questions you might have.

Thank you very much. Looking forward to receiving your application!

Kindest Regards,

Alanna Le Cerf

Internships Program Manager

Phone 250-561-2525

Cell 250-301-8938

alanna@northerndevelopment.bc.ca



Northern Development Initiative Trust

301-1268 Fifth Avenue, Prince George BC V2L 3L2

northerndevelopment.bc.ca | lovenorthernbc.com

C5

Local Government Internship and First Nations Government Internship



Host Local and First Nations Government Application Guide

Program Overview

Northern Development provides grant funding for municipalities, regional districts and First Nation governments* (see “Funding Terms”) to host and mentor an intern for a 12-month period starting in May. The Local Government and First Nations Government Internship Programs provide a high level of professional development and training to prepare recent graduates for a career in local or First Nations government, while supporting capacity building and succession preparation in communities in northern B.C. The internship programs support local government and rural, Indigenous communities to recruit and retain talented young professionals. Only communities located in the [Northern Development service area](#) are eligible to apply.

One internship program goal is to provide insight into the wide range of careers available within local and First Nations government. This includes opportunities in management and administration, corporate services, planning and development services, environmental services, finance, human resource, public works, external relations and membership engagement, health, education and economic development. The internship program promises to provide a high level of professional development and training that will prepare university and/or college graduates for more senior roles in local and First Nations government.

*Note: Tribal councils are not considered eligible applicants.

Program Objectives

The internship program objectives are:

- Accelerate operational learning and permanent career placement in local government and First Nations government in Northern B.C.
- Provide results focused professional training with Northern Development and host communities
- Help interns develop competencies essential to local government and First Nations government administration
- Make local and First Nations government a career of choice by financially supporting internship opportunities for post-secondary graduates
- Develop professional, long-term capacity in local and First Nations government administration
- Allow for the flexibility of learning experiences where local and First Nations governments wish to jointly offer a placement for an intern
- Promote career development, advancement opportunities and quality of life in Northern B.C.

Internship opportunities are not intended to be for positions covered by collective agreements. Host local and First Nations governments are responsible for undertaking consultation with their respective unions, if applicable, to clarify the objectives of this program.

Host Eligibility and Criteria

All municipalities, regional districts and First Nations bands located within the [Northern Development region](#) are eligible to apply to host an intern and may apply either as a single applicant, or as a joint applicant with another local or First Nations government.

An advisory committee for the program will review all First Nations government applications and Northern Development staff will review all local government applications. Applications for the internship programs will be reviewed to ensure all criteria are met. The criteria are:

- Strong, organizational commitment to the vision and goals of the program
- Strong council/board – administration relationship exists
- The chief administrative officer, band manager, or senior manager has agreed to serve as the mentor throughout the internship and an alternate mentor identified in case of prolonged absence from primary mentor
- Sufficient resources, both financial and staff
- A demonstrated willingness to provide training in and exposure to, a range of local or First Nations government duties and responsibilities
- Commitment to provide mentoring, training and professional development opportunities for the intern and a commitment to a positive work environment
- Position description submitted with the application
- A 12-month work plan, submitted with the application, that demonstrates exposure to multiple departments and proposed projects to be undertaken by the intern
- The host local / First Nations government agrees that any disciplinary issues will be managed in collaboration with Northern Development
- Financial contribution toward associated expenses involved in hosting an intern

Successful Host Requirements

Host local and First Nations governments that are selected and approved will be informed and receive an approval letter by the end of January. Approved host local and First Nation governments will be required to participate in the recruitment, interview, and selection process of intern candidates (see “Key Dates”). Upon selection and designation of placement of the intern, the host government will be responsible for obtaining a satisfactory criminal record check from the designated intern. Approved hosts will be required to provide a copy of the signed employment agreement (using Northern Development’s template), then sign a contract with Northern Development outlining the agreement of the grant and its terms.

Position Description and Work Plan

Host local and First Nations governments are expected to create and carry out an agreed upon work plan. The work plan must reflect the operational needs of the host local or First Nations government and must provide the intern with exposure to the complexities of local or First Nations government operations.

The host government and intern will review the work plan at the beginning of the internship and set goals and objectives. The host government and intern are expected to undertake periodic reviews of these goals and objectives.

The objectives of the work plan include:

- Demonstrate and support the host local or First Nations government's commitment with a structure to guide the intern's mentoring, training and learning
- Indicate the extent to which the intern will be exposed to the key aspects of local or First Nations government administration and operations
- Ensure the intern is exposed to the key aspects of local or First Nations government administration to understand and further competencies essential to government structure, management and operations
- Support the intern's training through contact with several experienced and knowledgeable individuals, and information from various resources
- Clearly articulate the duties to be performed and qualifications required by the host local or First Nations government for the position

Networking and Professional Development

Interns participating in the Local Government Internship Program and First Nations Government internship program are encouraged to attend relevant training, which can be determined with host organizations, such as Aboriginal Financial Officers Association of BC's workshops, or the Municipal Administration Training Institute (MATI) Foundations course (required for Local Government Internship). Interns are encouraged to participate in ongoing discussions with each other, including required monthly group conference calls, to document and share learning and experiences during the internship.

Ongoing Support

The host local or First Nations government and intern can expect ongoing support throughout the internship. The program does not guarantee permanent employment with the host government at the end of the internship. Northern Development and host local and First Nations governments are expected to promote the interns to other First Nations and local governments in central and northern B.C. to fill permanent career opportunities.

Funding Terms

Local Government Internships

Host local governments are eligible to receive a grant of up to \$50,000 from Northern Development to assist with the cost of hosting a local government intern for a 12-month period.

- Up to \$35,000 must be used toward the salary of the intern. Host communities are required to provide \$10,000 toward the salary of the intern (a base salary of \$45,000 is required). A minimum of 10 days vacation over the 12-month term or 4% vacation pay is required
 - The local government must pay mandatory employment related costs (MERCs) (such as CPP, EI, WCB) in addition to the salary and may choose to offer additional benefits (medical, dental, etc.) to the intern
- There is a \$5,000 allowance to support registration and travel costs related to training and professional development for the intern. These funds are distributed directly by the host local government and reimbursed in accordance with reporting.*
 - Participation in the Municipal Administration Training Institute (MATI) Foundations course is a requirement of the internship. Northern Development will pay the MATI registration fee from this allowance
 - * Northern Development will pay the MATI registration fee directly and will update the host local government of the available remaining balance.
 - The remaining balance of the allowance can be used to support further training and professional development opportunities identified by the host local government (excluding GST)
- Up to \$10,000 as a housing allowance may be provided (see “Housing Allowance”)

First Nations Government Internship

Host First Nations governments are eligible to receive a grant of up to \$55,000 from Northern Development to assist with the cost of hosting an intern for a 12-month period.

- Up to \$45,000 must be used towards the salary (a base salary of \$45,000 is required). A minimum of 10 days vacation over the 12-month term or 4% vacation pay is required
 - The First Nations government must pay mandatory employment related costs (MERCs) (such as CPP, EI, WCB) and may choose to offer additional benefits (medical, dental, etc.) to the intern
- The First Nations government will be required to pay \$5,000 to cover registration and travel costs related to training and professional development for the intern
- Up to \$10,000 as a housing allowance may be provided (see “Housing Allowance”)

Housing Allowance

Local and First Nations government interns may be provided a housing allowance of up to \$10,000 dependent on local rental costs. The housing allowance is to be used to support the cost of rent for the intern. The funds cannot be applied to additional costs associated with the tenancy (i.e: hydro, communications, etc.). Interns who have a monthly rent greater than \$1,000 independently, (are not sharing the cost with a roommate, partner, spouse) are eligible to apply to the housing allowance and will be required to submit proof of eligibility prior to being approved. Documents that will be accepted to prove eligibility include a rent receipt, signed housing agreement, or a letter from the landlord verifying the tenancy. Approval is through the host local or First Nation government in collaboration with Northern Development. Once approved, the difference will be distributed to the intern (i.e: if the cost of rent is \$1,300, the intern would be eligible for \$300 monthly up to a maximum of \$10,000 over the 12-month term). Funds are allocated by the host government and reimbursed to the host by Northern Development at the end of the placement in accordance with the final report. The funds are distributed to the intern, in addition to salary, on their paychecks as a taxable benefit.

Reporting

Host local and First Nations governments who would like to receive an interim reimbursement may provide an interim report up to December 31st to receive a partial reimbursement.

A final report is required within 30 days of the end of the internship from both the host local or First Nation government and the intern. These forms are available on Northern Development's website.

Key Dates

The program is designed to provide 12 months of training for each intern. The program starts at the beginning of May and ends April 30th the following year. This starting date has been designed to capture the greatest number of students who are graduating from post-secondary institutions. Students are encouraged to gain contacts and pursue permanent employment within a local, or First Nations government, in central or northern B.C. following (or during) their 12-month internship.

November	Northern Development and post-secondary institutions begin to publicly promote the program and begin recruiting process for host local and First Nations governments and intern candidates
January 7	Deadline for interested local and First Nations governments to submit their application package
January 28	Host local and First Nations government applicants are notified of application status
January 31	Host local and First Nations governments announced
February 11	Deadline for interested internship candidates to submit their intern application package
Mid March	Northern Development and host local and First Nations governments will interview and select internship candidates and complete contracts for employment
May 2	Interns participate in orientation and training provided by Northern Development, then transition into their host community for remainder of 12-month placement.

To Apply

Please review all program documents in detail as incomplete applications will not be considered.

Host local and First Nations governments interested in hosting an intern must submit a completed application package to info@northerndevelopment.bc.ca **by midnight on January 7th** and include:

- Completed Application Form (*available on Northern Development's website*)
- Proposed 12-month work plan
- Proposed job description
- Copy of (band) council resolution

Resources

- [Funding Program Matrix](#): Available funding programs and eligibility criteria.

Questions?

Northern Development Initiative Trust

301-1268 Fifth Avenue

Prince George, BC V2L 3L2

250-561-2525

info@northerndevelopment.bc.ca

www.northerndevelopment.bc.ca

FOIPPA Amendments 2021

Mon 2021-11-29 11:13 AM

From: CITZ Deputy Minister, CITZ:EX <CITZDeputyMinister@gov.bc.ca>

Good Morning:

I am pleased to let y CITZ Deputy Minister, CITZ:EX <CITZDeputyMinister@gov.bc.ca>ou know that government has recently passed amendments to B.C.'s *Freedom of Information and Privacy Act* (FOIPPA). Apart from some minor changes in 2019, the Act has not been updated since 2011 and technology and peoples' expectations have changed substantially since that time, especially during the COVID-19 pandemic.

With royal assent on November 25, these amendments will help B.C. keep pace with new technology, ensure timely access to information, strengthen privacy protections and improve services for people in B.C.

Highlights of the amendments include:

- Updated data-residency provisions so public bodies can use modern tools while continuing to protect the personal information people entrust to us.
- Enhanced public-sector privacy protections and increased accountability by implementing mandatory privacy breach reporting and increasing penalties for offences.
- Introduction of an application fee for non-personal FOI requests.
- Demonstration of the Province's commitment to diversity, inclusion, reconciliation and equity by increasing information sharing with Indigenous peoples, adding Indigenous cultural protections and replacing non-inclusive language.

We have also developed some resource materials to support public bodies to understand the changes which can be found [here](#).

We are hosting information sessions for public bodies' executive leaders, and more detailed sessions for privacy and information management practitioners in early December to provide an overview of the changes, implementation requirements and where to find support resources. Please visit www.gov.bc.ca/privacytraining for more information and to register.

If you have any questions in advance of the sessions, please contact IM.ITPolicy@gov.bc.ca

Thank you for your support on this important update to B.C.'s information and privacy protection legislation.

Sincerely,

Shauna Brouwer
Deputy Minister
Ministry of Citizens' Services

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