



REGULAR COUNCIL MEETING
July 11, 2016
6:00 P.M.
MUNICIPAL HALL COUNCIL CHAMBERS

Present: **Council:** **Mayor Gwen Johansson**
Councillor Caroline Beam
Councillor Travous Quibell
Councillor Nicole Gilliss
Councillor Dave Heiberg
Councillor Kelly Miller
Councillor Heather Middleton

Staff: **CAO, Tom Matus**
Director of Protective Services, Robert Norton
Foreman of Public Works, Layton Bressers
Deputy Clerk, Dwylla Moraice Budalich

Other: **12 in gallery**

1. **CALL TO ORDER:**
The meeting called to order at 6:07 p.m. with Mayor Gwen Johansson presiding.

 2. **NOTICE OF NEW BUSINESS:**

Mayors Additions: Doctor, Ben Jones-subsurface rights, Dinosaur Tracks
Councillors Additions: RCLC Update
Staff Additions: Agenda Additions SR9

 3. **ADOPTION OF AGENDA BY CONSENSUS:**
The July 11, 2016 Council meeting agenda was adopted by consensus.

 4. **DECLARATION OF CONFLICT OF INTEREST:**
Councillor Quibell declared a conflict of interest with agenda item SR2.

 5. **ADOPTION OF MINUTES:**
- M1 **June 27, 2016 Regular Council Meeting Minutes** **0550-01**
RESOLUTION NO.115/16
M/S Councillors Quibell/Middleton
THAT:
"The minutes of the June 27th, 2016 Regular Council Meeting be adopted as amended."
CARRIED

6. **BUSINESS ARISING OUT OF THE MINUTES:**

BA1 **C1 Hudson's Hope proposed changes to NH website**

- Councillor Miller has talked with CEO Ulrich
- Information that was given at June 27th meeting were the preliminary changes to be made.
- Councillor Miller will keep council posted on changes to be made to the NH website regarding to Hudson's Hope information

7. **DELEGATIONS:**

D1 **DOHH-Occupational Health and Safety Committee**

2640-01

District Shop – Health Concerns

- As a committee monthly inspections are done on all facilities
- 5 years ago it was brought forth that a new shop was needed
- Council breaking promise
- Benefit to a new shop is health and safety for employees and protection of the equipment
- Black mold, electrical hazards, mouse problems, etc.

Council response:

- No question need new shop
- Taking the steps: purchased land, done prep work for shop on land.
- Bids higher than anticipated
- No grant money for shop – funded 100% thru district
- Still going forth with shop – delay in completion
- October completion of design – January tenders to go out – Spring, as soon as construction can start, build
- Public Works to have input in design and what is needed in new shop – consultation with staff and engineers
- Appreciate communication between staff and council
- Shop Committee to be formed specific to Shop issues – Council reps/Foreman of Public Works/Staff Reps

Temporary solution – ATCO trailer at current shop location until new shop complete. Foreman to get quotes and return to council. Does not have to wait until next council meeting.

8. **STAFF REPORTS:**

SR1 **Ice Making Policy**

0340-50

RESOLUTION NO.116/16

M/S Councillors Miller/Heiberg

THAT:

"Council approves the Ice Making Policy as written.

CARRIED

Councillor Quibell leaves @ 6:44pm.

SR2 **Computer Purchases**

1170-01

- Museum to be included

- End goal is to go paperless for agenda packages and Council and Staff to have laptops they can work on instead of using personal computers.

RESOLUTION NO.117/16

M/S Councillors Gilliss/Beam

THAT:

"Council approve the expenditure for the following equipment:

Server quote # 001050	\$23,144
Library Connection Quote # 001156	\$ 8,201
Site Connection (SonicWALL) x 4 Q# 001115 4 @ \$1,097 =	\$
4,388	
Shop, Arena, VIC, Library, Museum	
Email Migration x 26 Q#1059	\$ 9,042

Total:	\$44,775
	=====

directly from our IT maintenance provider IT Partners; evoking our option under our Purchasing Policy, Policy Objectives section 1. i. vi. which reads:

- i. For the purpose of ensuring efficiency and effectiveness, the following exceptions to the normal procedure are authorized and the quotation and tender provisions of the Purchasing Policy do not apply when:
 - vi. District Council by resolution authorizes a direct purchase in circumstances they consider appropriate."

CARRIED

Councillor Quibell returns @ 6:55pm.

SR3

TSD Parcel Tax Roll Review Panel Time and Date

1970-08

RESOLUTION NO.118/16

M/S Councillors Gilliss/Heiberg

THAT:

"Council appoint Councillor Gilliss, Councillor Quibell and Councillor Miller to the Parcel Tax Roll Review Panel regarding the Gaylor Ave sewer main extension enacted through Local Area Service Parcel Tax Bylaw #865, 2016."

CARRIED

Alternate will be Mayor Johansson

And

RESOLUTION NO.119/16

M/S Councillors Quibell/Miller

THAT:

"Council approve the date of the Parcel Tax Roll Review Panel sitting regarding the Local Service Area sewer main installation on Gaylor Ave. be at 5:00pm, Tuesday, July 26, 2016 at the District of Hudson's Hope Council Chambers on 9904 Dudley Drive, Hudson's Hope, BC."

CARRIED

SR4 **Gaylor Ave Local Service Area Tender** **5340-01**

RESOLUTION NO. 120/16

M/S Councillors Gilliss/Quibell

THAT:

"Council transfer \$25,000 from the Sanitary Sewer Fund to the Sewer Capital Works Reserve.";

That:

"Council approve the estimated expenditure for the Gaylor Ave. Local Service Area of \$149,648.00 from the Sewer Capital Works Reserve";

and that

"Council appoint L&M Engineering as the Project Manager for the Gaylor Ave. Local Service Area sewer main installation project."

CARRIED

- How much of the cost will be coming back to the district? \$66k put in initially - \$34,304 is district contribution at the end of 30 years.
- \$149K includes contingency
- It needs to be clarified with L&M that a Project Manager is expected to be onsite and no costs over run
- Talk that a hydrant should be installed – not in initial cost, so it would be extra
- Hydrant cost is \$4k + installation costs
- Hydrant decision to be wait until tenders come back and see if there is room for the cost
- Staff to prepare quotes for hydrant cost, so that ready to present when needed

Councillor Middleton leaves @ 7:45pm and returns @ 7:47pm.

SR5 **Payment of Staff During Emergency Operations Center Activations** **0340-50**

RESOLUTION NO.121/16

M/S Councillors Heiberg/Miller

THAT:

"Council adopt the "Payment of Staff During Emergency Operations Center Activations" Policy 2016."

CARRIED

SR6 **2016 UBCM Appointment Bookings** **0400-01**

Appointments to be booked with the following:

1.Ministry of Health

Issues: Permanent Doctor for Hudson's Hope and Tele pharmacy

2.Northern Health

Issues: Permanent Doctor for Hudson's Hope, Assurance of Tele pharmacy and Extend Lab hours 5 days a week

3.Ministry of Transportation and Infrastructure

Issues: Infrastructure damage replace at higher level of quality and Highway 29 realignment-Passing Lanes

- SR7 **ATV Campground** **6130-20**
- Refer to budget for 2017 – to be presented by Recreation Committee and Councillor Quibell to assist
 - District of Hudson's Hope Dinosaur Lake ATV Campground Operation & Maintenance Guide approved at March 24, 2014 Regular Council Meeting – Resolution No. 79.
 - Was the weed issue resolved?
- 0110-01**
- SR8 **CAO, Action and other Updates**
- Shop Site Prep Work
- Waiting for final invoices
 - Job completed
- Shop Design
- Sent to legal for proper contract
 - Tender to be put out to Public soon
- Thompson subdivision Statutory Right of Way
- Working on wording on how to maintain water agreement
- Solar Panel Project
- Waiting to find out what size panels are needed to take next step in project.
- General Request from Council that Urban Systems come to next council meeting do give an update.
- SR9 **Love Hudson's Hope Signs** **6120-01**
- Further discussion needs to be had regarding where to place the signs.
9. **BYLAWS:**
- B1 **Bylaws #864 & 865 Adoption** **3900-20**
- RESOLUTION NO.122/16
M/S Councillors Middleton/Gilliss
THAT: "Council approve the amendment to Local Area Service Parcel Tax Bylaw Number 865, 2016 in the Imposition of Parcel Tax section, subsection 3 from "October 1, 2016" to read "January 1, 2017"."
- And That:
- "Council approve the adoption of The District of Hudson's Hope Local Area Service Bylaw No. 864, 2016 and the Local Area Service Parcel Tax Bylaw Number 865, 2016, as amended."
CARRIED
10. **CORRESPONDENCE:**
- C1 **Newleaf** **8400-01**
FOR INFORMATION

- C2 **Prince Rupert Gas Transmission Project Activity Update #33** **6660-20**
FOR INFORMATION
- C3 **Coastal GasLink Connector June 2016** **6660-20**
FOR INFORMATION
- C4 **Letter from City of New Westminster** **0400-01**
FOR INFORMATION
- C5 **Arena Equipment Upgrades** **1855-01**
FOR INFORMATION
- C6 **BC Hydro – 2016 UBCM Convention** **0400-01**
FOR INFORMATION
11. **REPORTS BY MAYOR & COUNCIL ON MEETINGS AND LIAISON RESPONSIBILITIES**
- CR1 **BC Hydro Peace Region Community Non-Profit Fund Committee** **0540-01**
- This was the first committee meeting held so general overview and introductions
 - \$200K for 2015 & \$100K for 2016
 - NDIT appointed the Fund Administrator and will handle all application for funding - \$2K per year being charged for handling the fund
 - There will be lots of talk about distribution – what direction should Hudson’s Hope go
 - Build allies with Electoral Areas
 - Have very good briefs
 - Hudson’s Hope needs to get as much as possible
 - Talk about degree of impact rather than population
 - 4600 acres lost
- CR2 **Regional Community Liaison Committee** **0540-01**
- Attended June 29th meeting in Fort St. John
 - Site tour
 - Job numbers – 40% Peace River regional hire/s (does not mean provincial), 50 of the 70 companies working onsite are local
 - ATCO Two Rivers to complete camp by August – 1700 beds
 - Councillors interested in taking tour of camp – contact Dave Conway
- Councillor Beam leaves @ 8:01pm*
- CR3 **NDIT Advisory Committee Meeting** **0540-01**
- Councillor Quibell attended by telephone and Mayor Johansson was at meeting
 - Clarification of members of committee
 - Reviewed annual report then went into In-Camera
 - In In-Camera meeting – Hudson’s Hope was featured and it was positive

- CR4 **Doctor** **0400-80**
- Prospective Doctor and his wife to visit community on Wednesday July 13th
 - Interested in Emergency – promised 1 day a month at Chetwynd Hospital
 - He was trained in the UK and wife is Canadian
- CR5 **Ben Jones** **6660-01**
- He is giving back the subsurface rights to Crown
 - Might come back
 - Developed a tool – with tool Fracking not necessary
- CR6 **Dinosaur Track**
- Rich McCrea offered for another group to go visit
 - Can it be a group from the community? Mayor to have further conversations with Rich

12. **OLD BUSINESS:**

- OB1 **Establish Shop Committee** **0540-01**
- Committee should be made up of Public Works Foreman, CAO, at least 2 Public Works Employees and at least 2 Councillors.
 - Purpose – 1) mutual accountability to move shop to completion 2) to provide Public Works Staff any support until shop built (Safety/Health) and 3) increase communication
 - Meetings to be held during working hours
 - First meeting scheduled for Monday, July 18, 2016 at 1:00pm

13. **NEW BUSINESS:**

- NB1 **Update on Beryl Prairie – Sinkhole/Fenced off** **6130-01**
- Need assessment to be completed of what is actually happening at the location

14. **PUBLIC INQUIRIES:**
None

15. **ADJOURNMENT:**
Mayor Johansson declared the meeting adjourned at 8:28 pm and council move back into the In-camera meeting.

DIARY

Conventions/Conferences/Holidays

	<i>Diarized</i>
DY1 <i>PRRD: Solid Waste Disposal</i>	<i>05/12/14</i>
DY2 <i>Airport Resurface and Redevelopment</i>	<i>05/12/14</i>
DY3 <i>Co-Op Correspondence Re: Card Lock</i>	<i>11/12/13</i>
DY4 <i>Capital Projects Meeting (every 6 months)</i>	<i>10/14/14</i>
DY5 <i>Financial Assistance Grant Policy</i>	<i>03/09/15</i>

DY6	<i>Wood & Tent Policy Changes</i>	<i>07/13/15</i>
DY7	<i>Bylaw 588 to be looked at after Bylaw 852 adopted</i>	<i>09/14/15</i>
DY8	<i>Clean up of Moraine – spring reminder</i>	<i>11/23/15</i>
DY9	<i>Building Bylaw – add new construction requirements</i>	<i>11/23/15</i>
DY10	<i>Budget Meetings to be set up in February 2017</i>	<i>04/25/16</i>

Certified Correct:



CAO/Tom Matus



Chair/Mayor Gwen Johansson