



**REGULAR COUNCIL MEETING  
October 23, 2017  
6:00 P.M.  
MUNICIPAL HALL COUNCIL CHAMBERS**

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

**Absent:** Councillor Caroline Beam

**Staff:** CAO, Tom Matus  
Director of Protective Services, Robert Norton  
Bylaw Officer/Safety Officer, Wallace Roach  
Corporate Officer, Tammy McKeown

**Other:**

1. **CALL TO ORDER:**  
The meeting called to order at 6:00 p.m. with Mayor Gwen Johansson presiding.

2. **DELEGATIONS:**

3. **NOTICE OF NEW BUSINESS:**

**Mayors Additions: CR5  
Councillors Additions: CR3 and CR4  
Staff Additions: SR9**

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

5. **DECLARATION OF CONFLICT OF INTEREST:**

6. **ADOPTION OF MINUTES:**

M1 **October 10, 2017 Regular Council Meeting** **0550-01**  
Correction: amend wording under CR5 to read "...how to improve Beryl Prairie cell service.  
Correction: amend NB1 to read "...to highway 29 between Beams and Farrell Creek Road..."  
**RESOLUTION NO.196**  
M/S Councillors Heiberg/Miller  
That  
"The minutes of the October 10<sup>th</sup>, 2017 Regular Council Meeting be adopted as amended."  
**CARRIED**

- 6:03pm Councillor Quibell arrived
7. **BUSINESS ARISING OUT OF THE MINUTES:**
- BA1 C6- **Letter from Valerie Paice** **0970-01**  
CAO to follow-up.
- BA2 SR4 – **Crosswalks and Warning Devices** **5460-01**  
Mayor Johansson has been in contact with a representative of the  
Minister of Transportation and Infrastructure.
- BA3 C8- **Salish Sea Heritage & House of Commons E-Petition 1269** **0400-50**  
The e-petition needed to be signed individually, not as a Council
- BA4 **Roy Kelly** **0220-01**  
Diarize- requests made at August 14<sup>th</sup>, 2017 Regular Council meeting  
re: Community Hall Handrail, Garbage Dump Road and Cemetery Map  
Sign
8. **STAFF REPORTS:**
- SR1 **CAO Report- Action and other Updates** **0110-01**
- Council requested that employees' names and not acronyms such as DPW and OA1 be used in the report. Requested that description of items such as CCN 0008 also be included in the report.
  - **Water Sewer Rates** **1820-00**
    - PRIS lines that were damaged during work were installed at a very shallow depth. The workers had done due diligence in locating the lines.
  - **Road Use Agreements/Road Haul Permits** **5400-01**
    - The pipes that are stored on Drew Road are not being moved until next summer. Pictures have been taken to verify existing road condition and will be included in the file.
    - Correction: report should read 'requested...an expected date of removal.'
  - **Remedial Action Requirement** **2210-00**
    - Once the testing is completed the hygienist will provide a lab report outlining the extent of any remaining contamination.
    - If still showing contaminated by Fentanyl, the property would be deemed uninhabitable and the building would have to be demolished.
    - Mold from water pipes bursting would not be District's responsibility. Issue was caused due to non-payment of hydro/gas bills.
    - Safety Officer will inform Council of test results as soon as he receives them.
  - **Solar Array** **0970-01**
    - **Monitoring system:**
      - How will it be monitored?
      - Will the monitoring be displayed at the District Office?
      - Council has requested input on how it will be showcased.

- Item to be diarized.
  - Staff directed to present report at next Regular Council Meeting.
  - **Invertors**
    - Expense is within the Grant Budget for the first five years, after which time they will have to be included as a separate line item.
- SR2    **Project Reports**    **5260-01**
- Wastewater Treatment Plant
    - Concerns voiced in regard to delay
  - Report for Information purposes
- SR3    **Special Events Coordinator Posting**    **2790-01**
- Discussion in regard to closing date of competition
  - Discussion in regard to screening criteria and salary.
  - Hiring a casual to perform the duties of the Special Events Coordinator until a permanent employee is hired was suggested.
  - Staff directed to revisit applications that have been received; screen using different criteria.
- SR4    **Valve Replacement Project Update Report**    **5600-01**
- Quote of \$18,000 to replace the Valve on Jones Cres.
  - Discussion in regard to completed work needs to be had prior to agreeing on the installation of the other hydrant.
  - Current permit from Ministry of Transportation is more demanding than permits in prior years.
  - It is integral to replace the other five valves as they will give the District the ability to isolate areas of town when conducting shut-downs for repairs.
- SR5    **2018 Council Meeting Calendar**    **1470-01**
- RESOLUTION NO.197  
M/S Councillors Middleton/Miller  
That  
"Council adopt the meeting schedule for the 2018 Regular Council Meeting dates."  
CARRIED
- SR6    **2018 Acting Mayor Schedule**    **0530-01**
- RESOLUTION NO.198  
M/S Councillors Heiberg/Miller  
That  
"Council approve the Acting Mayor schedule for the 2018 Calendar year."  
CARRIED
- SR7    **Arena Road Watermain Loop**    **0320-00**
- RESOLUTION NO.199  
M/S Councillors Heiberg/Quibell  
That  
"Council approve the additional \$7,040.00 expenditure to Omicron Construction Management for the Arena Road Watermain Loop to the Water Capital Works, M&E Reserve Fund."

**CARRIED**

**SR8 Sewer Treatment Plant Upgrades- Change Order 0400-20**

RI basins =retention basins

- Urban Systems guarantees that the upgrade will be operational by the date specified.
- There will be a transitional period while we are moving from the existing to the new.
  - Staff will be trained in regard to the new system
  - Possibly will need to have someone available to perform the monitoring.
  - Consideration is needed in regard to staffing of the facility.

**RESOLUTION NO.200**

M/S Councillors Heiberg/Gilliss

That

*"Council approve both Change Order #2 requesting the removal of the requirement for sand at the bottom of the RI basins; and Change Order #3 requesting an extension to the completion date of the Sewage Treatment Plant (Lagoon) Upgrades Project to November 30<sup>th</sup>, 2017."*

**CARRIED**

**SR9 Pool and Museum Solar Array Projects 0390-01**

- Discussion in regard to the historical society and agreement to have solar array on both sides of the building- no one from the District followed up with the society.
- Discussion in regard to cost savings related to solar wave at the pool.
  - Council requested to see a realistic scale rendition of the 'wave'.
  - Discussion in regard to aesthetics of design and possibility to use a source of shade in the park.
  - Museum has a large number of visitors each year which would assist in promoting the project
- Staff directed to bring back the dimensions of both sizes of the 'wave' solar arrays.
- Staff directed to check into option of reducing the number of panels in the array and using the savings to purchase tables and benches.
- Staff directed to have outline of array (both sizes) staked into proposed location to provide a better visual aid for decision making.
- Staff directed to check into placement of 'wave' array, check if possible to build the array with the capability to increase number of solar panels at a future date.

**9. COMMITTEE MEETING REPORTS:**

**10. BYLAWS:**

**B1 Officer Bylaw No. 891, 2017 3900-02**

**RESOLUTION NO.201**

M/S Councillors Miller/Middleton

That

"Council approve First, Second and Third Reading of the "Officer Bylaw No. 891, 2017".  
CARRIED

11. **CORRESPONDENCE:**

C1 **Invitation to participate in a workshop to improve effectiveness of our stakeholder engagement process in northeast BC** **0400-20**

- Staff directed to register Mayor Johansson and Councillor Heiberg
- Mayor Johansson to verify with Peace Regional District if there is also a meeting on October 27<sup>th</sup>, 2017.

RESOLUTION NO.202

M/S Councillors Gilliss/Miller

That

"Council authorize up to six members of Council to attend the workshop in Fort St John on November 7, 2017."

CARRIED

C2 **Board Appointments, Alaska Highway Community Society** **0540-01**

Councillor Miller will continue as a board members. Staff to contact Darryl Johnson and determine if he would be willing to remain as a board member.

RESOLUTION NO.203

M/S Councillors Gilliss/Miller

That

"Council re-appoint Councillor Miller to the Alaska Highway Community Society Board.

CARRIED

C3 **NCLGA- Resolutions deadline** **0400-01**  
Revisit at the December meeting.

C4 **2018 Community Achievement Awards** **0230-20**  
For Information.

C5 **2016 Financial Grant Report- Hudson's Hope School** **1850-01**  
For Information

12. **REPORTS BY MAYOR & COUNCIL ON MEETINGS AND LIAISON RESPONSIBILITIES**

CR1 **Council Remuneration Select-Committee-Councillor Middleton** **0540-01**  
RESOLUTION NO.204

M/S Councillors Heiberg/Middleton

That

"Council directs staff to advertise committee positions as outlined in the Council Remuneration Policy."

CARRIED

RESOLUTION NO.205

M/S Councillors Heiberg/Miller

That

**"Council appoint Councillor Middleton to sit on the Remuneration Select-Committee"**  
**CARRIED**

- CR2 **Community Hall Report- Councillor Middleton** **0230-20**
- Had requested an building replacement estimate but received an estimate for engineering/design work.
  - Council directed to submit any additional guidelines for the new building to Councillors Middleton and Quibell.
  - Report presented for information purposes
  - Follow-up report will contain funding options available such as:
    - Setting up reserve fund
    - Municipal Finance Authority of BC
    - Northern Development Initiative Trust Grant
- CR3 **Hudson's Hope Library-Councillor Middleton** **0230-20**  
Agenda item moved to In-Camera meeting
- CR4 **Atkinson Development- Councillor Heiberg** **3320-01**
- Site Visit was recently conducted
  - Councillor Miller and the Historical Society are working together to chose three street names. The choices will be brought to the Atkinson Quality Assurance Committee and then back to Council.
  - Surveys are to be done. Final grading will be completed and then the lots will be appraised.
  - Marketing strategy options; possibly market in conjunction with light industrial site.
  - Revenue line item to be created in budget. Consideration to be given in regard to reinvesting proceeds of lot sales back into the subdivision.
  - BC Hydro has 18 months from the lot registration date to complete demo house.
  - Trees planted on each lot will need to have wire caging around them to protect them from the deer.
  - Marketing strategy will go through the Atkinson Quality Assurance Committee
- CR5 **Mayor's Report** **0640-00**
- Faye Lavalle thanked the District for the flowers and kind thoughts during this time of loss.
    - Council would like to recognize Johanna Dupuis for ordering the flowers.
  - The District of Chetwynd's Canada 150 challenge was very successful. The District of Chetwynd sent the District of Hudson's Hope a framed collection of photos from all the participating communities.
  - The Museum dedication plaque is quite nice.
  - Issues brought forward by Mr. Kelly:
    - Entrance to dump-discussed at UBCM
    - Cemetery plot map- staff directed to follow-up
    - Handrail at Community Hall- Councillor Quibell to follow-up.
  - Ambulance service **7100-01**

- Service has improved.
- Regulations regarding to patient transfer has changed, reverted back to original regulation.
- North Peace Economic Development Commission GO Project **0540-20**
  - Study completed
  - Funding acquired, finalizing locations to place outhouses.
- North Peace Economic Development Commission-Horticulture **0540-20**
  - Report finalized in September
  - Meeting with consultant on October 24, 2017
  - Planned facility has suggested having an all-year farmer's market **0540-20**
- Water studies in the Hudson's Hope area
  - Well testing being done
  - UNBC monitoring slide area, student would like to do project on sediment movement and streams. Possibly will be in Hudson's Hope weekend of November 11, 2017.
  - Custodians of the Peace have become inactive but are reconsidering due to current interest being shown in regard to the water.

13. **OLD BUSINESS:**

14. **NEW BUSINESS:**

15. **PUBLIC INQUIRIES:**

16. **ADJOURNMENT:**

RESOLUTION NO.206

M/S Councillors Heiberg/Gilliss

That

"The meeting move into In-Camera."

CARRIED

Meeting moved in camera at 7:42 pm

Mayor Johansson declared the meeting adjourned at 8:52 pm

**DIARY**

**Diarized**

**Conventions/Conferences/Holidays**

Beryl Prairie Septic Field

07/25/16

Grant Writer Program Sponsorship-September

04/10/17

Water and Tax Rates comparison

06/26/17

NDIT Community Halls and Recreation Facilities Program-  
-to be brought forward at Strategic Planning Meeting

08/14/17

Solar Array Monitoring Display

10/23/17

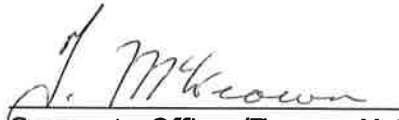
Requests from Mr. Kelly-Entrance to dump, handrail  
at Community Hall, Cemetery Plot Map

10/23/17

NCLGA resolutions for December meeting

10/23/17

Certified Correct:

  
Corporate Officer/Tammy McKeown

  
Chair/Mayor Gwen Johansson